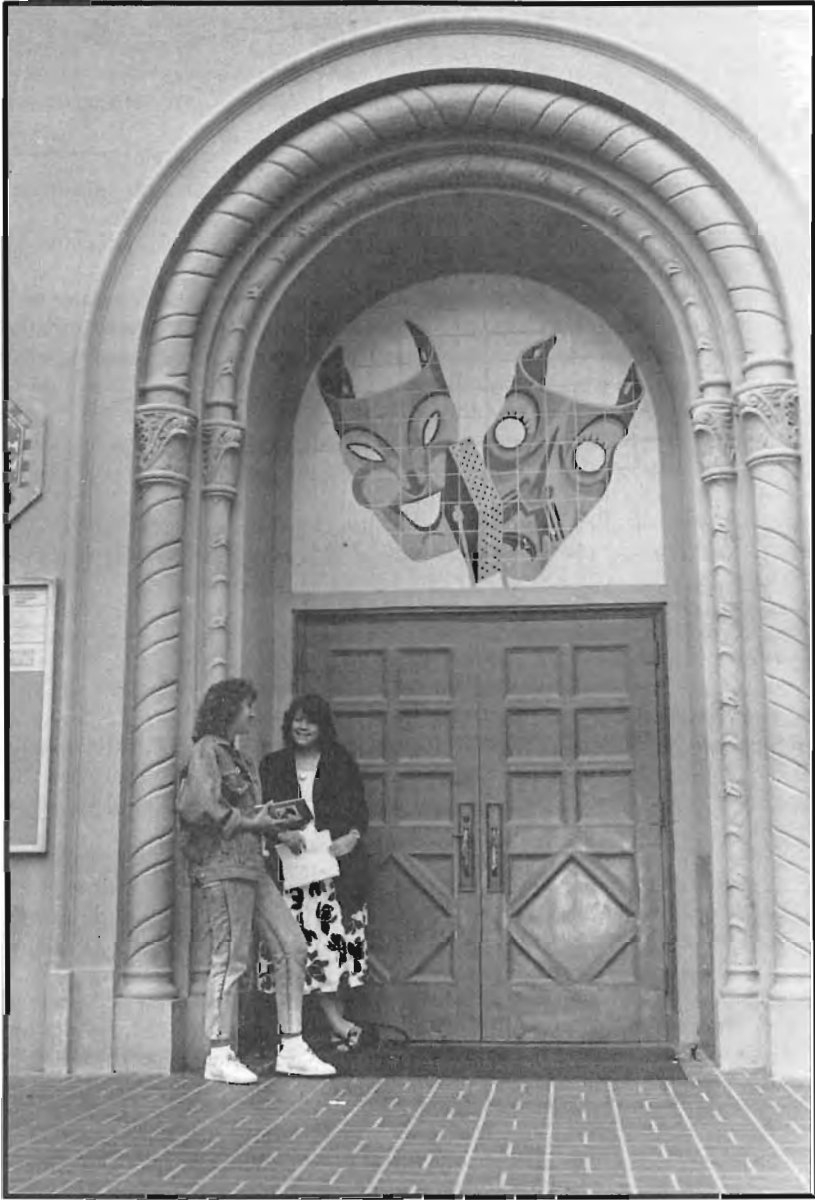




CATALOG 1988-89


**Glendale
Community
College**



**GLENDALE COMMUNITY COLLEGE
CATALOG 1988-89**

**1500 N. Verdugo Road, Glendale CA 91208-2894
(818) 240-1000**

We're Growing With You . . .

For 60 years, Glendale Community College has served Glendale and the surrounding areas, providing quality academic and career education for local citizens.

The college is now implementing a carefully designed plan to increase facilities as well as renovate and upgrade existing facilities.

The Campus Development Committee (CDC) has planned all construction and remodeling to integrate functions, improve traffic flow and retain and emphasize the original Spanish architecture and unusual design features that could never be replaced.

Six tennis courts, including one tournament court with bleachers, and new parking lots that include the first-ever on-campus student parking are finished.

Under construction on the site of the old tennis courts is the first new building in 12 years. It will centralize student services such as counseling, financial aid, placement, transfer center and student health center.

The structure will also provide expanded instructional data processing facilities and computer-assisted instruction laboratories, additional classrooms, faculty offices, and a multi-media lecture hall with satellite closed-circuit TV downlink.

A Child Development Center is also scheduled for construction this year on the upper eastern part of the campus off Mountain St. It will house programs for instruction in early childhood training and parenting and limited child care capability.

Remodeling and renovation of several of the 40- to 50-year-old facilities is slated in phased stages following completion of the new building.

The Administration Building will be the first to be remodeled, followed by the Auditorium.

An expanded and modernized Technical Education Building is scheduled for 1990 to centralize technical and high-tech programs.

Also planned for the 1990 time period is construction of a new Adult Education Training Center facility in the central Glendale area. This building will better serve residents of the south-central area interested in English as a second language, office skills instruction, and other non-credit programs now offered in temporary buildings and rented spaces throughout the area.

Future plans include expansion of the Aviation/Arts facility to centralize studio arts classes, and a much-needed perimeter road linking Verdugo and Mountain to improve the flow of campus traffic and provide emergency vehicle access to the eastern portion of the campus.



The first new building on campus in 12 years

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.

On November 3, 1980, the Glendale voters approved a measure to establish separate Boards. In April 1981, the new members were added to the Board. The separation resulted in the creation of a Board of Education solely responsible for the governance of the Glendale Community College District.

In 1936 twenty-five acres were acquired for the present site of the College. The Campus now consists of 100 acres and 15 permanent buildings. It is beautifully located on the slopes of the San Rafael Mountains overlooking the valleys in the Glendale area.

Glendale Community College has a college-credit enrollment of about 12,000 day and evening students, and approximately 8,000 others are reached through the adult education program.



Board of Trustees

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Division Chairpersons

Adult Education, English as a Second LanguageSaeed M. Ali
Adult Education, Office SkillsVirginia C. Nelson
Aviation & TransportationWilliam L. Mallory
BiologyThomas J. Rike
BusinessEvelyn Speiser
Fine ArtsMartin Mondrus
Health & Physical Education
MenJames M. Sartoris
WomenBlanche K. Donovan
Language ArtsVeloris Lang
MathematicsGeorge J. Witt
Physical ScienceRaymond Glienna
Social ScienceDrake C. Hawkins
Technical EducationFrances Shaw

Baja California Field Studies Program



Cleaning boats at the Field Station

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

**GLENDALE COMMUNITY COLLEGE
CALENDAR 1988-89**

1988	
June 14, 15, 16, 22, 23	Summer Intersession Registration
June 26	Residence Determination Date — Summer Intersession
June 27	Class instruction begins for Summer Intersession
June 27, 28, 29	Summer Intersession Late Registration
June 30	Last day to drop a Summer Intersession class or withdraw from college with no notation made on the permanent academic record of the student
July 4	Legal Holiday (Independence Day)
July 6	Last day to apply for Credit/No Credit
July 21	Last day to drop a Summer Intersession class
Aug. 4	Petitions for Graduation and/or Certificate for Summer Intersession due in Office of Admissions and Records
Aug. 4	Summer Intersession ends
Aug. 18-Sept. 9	Registration for Fall Semester
September 5	Legal Holiday (Labor Day)
September 11	Residence Determination Date for Fall Semester
September 12	Class instruction begins for Fall Semester
September 12-15	Late Registration — Fall Semester
September 15	Last day to add classes without permission of instructor
September 16	Applications deadline — Only applications for second 8- or 9-week, short term, or open entry classes will be accepted after this date
September 21	Last day to apply for Credit/No Credit in an 8- or 9-week class
September 24	Last day to drop a semester class or withdraw from College with no notation made on the permanent academic record of the student
September 30	Registration deadline — Last day for continuing students to register in semester-length classes or for registration by new or returning students with applications for admission on file by September 16, 1988
October 7	Last day to apply for Credit/No Credit in a semester-length class
October 21	Last day to drop first 8-week classes
	Last day to drop first 9-week classes
October 31	Registration starts for 2nd 8- and 9-week classes
November 1	Last day for international students to complete admission requirements for Spring 1989 semester
November 5	First 8-week classes end
November 11	Legal Holiday (Veterans' Day)
November 12	First 9-week classes end

November 14	Second 8-week classes begin Second 9-week classes begin
November 19	Mid-semester grade deficiency materials due
November 23	Last day to apply for Credit/No Credit in a second 8- or 9-week class
Nov. 24, 25, 26	Thanksgiving Holidays
December 5-14	Registration for continuing students
December 16	Last day to drop a semester class (See Catalog statement on Withdrawal from Class or College)
Dec. 19-Jan. 2	Winter Vacation
December 26	All College offices closed

1989

January 2	Legal Holiday — All College offices closed
January 7	Last day to drop second 8-week classes Last day to drop second 9-week classes
January 16	Legal Holiday (Martin Luther King Day)
January 21	Second 8-week classes end
Jan. 25-Feb. 1	Final Examinations for Fall Semester
Jan. 25-Feb. 2	Registration for new and returning students
January 28	Second 9-week classes end
February 1	End of Fall Semester Petitions for Graduation and/or Certificate for Fall Semester due in Office of Admissions and Records
February 5	Residence Determination Date for Spring Semester
February 6	Class instruction begins for Spring Semester
February 6-9	Late Registration for Spring Semester
February 9	Last day to add classes without permission of instructor Applications deadline — Only applications for second 8- or 9-week, short term, or open entry classes will be accepted after this date
February 10	Legal Holiday (Lincoln Day)
February 15	Last day to apply for Credit/No Credit in an 8- or 9-week class
February 17	Last day to drop a semester class or withdraw from College with no notation made on the permanent academic record of the student
February 20	Legal Holiday (Washington Day)
February 24	Last day to add classes without petition Registration deadline — Last day for continuing students to register in semester-length classes or for registration by new or returning students with applications for admission on file by February 9, 1989
* JUNE 1	March 4 Last day for international students to complete admission requirements for Fall Semester
March 3	Last day to apply for Credit/No Credit in a semester-length class
March 17	Last day to drop first 8-week classes Last day to drop first 9-week classes
March 20-25	Spring Vacation

- April 3 Registration starts for second 8- and 9-week classes
- April 8 First 8-week classes end
- April 14 Petitions for Graduation and/or Certificate due in Office of Admissions and Records
- April 15 First 9-week classes end
- April 17 Second 8-week classes begin
Second 9-week classes begin
- April 22 Mid-semester grade deficiency materials due
- April 26 Last day to apply for Credit/No Credit in a second 8- or 9-week class
- May 19 Last day to drop a semester class (See Catalog statement on Withdrawal from Class or College)
- May 26 Last day to drop second 8-week classes
Last day to drop second 9-week classes
- * JUNE 1 — May 29 Legal Holiday (Memorial Day)
- June 9-16 Final Examinations for Spring Semester
- June 10 Second 8-week classes end
- June 10 Baccalaureate and Commencement Exercises
- June 17 Second 9-week classes end
End of Spring Semester



COLLEGE INFORMATION

GENERAL INFORMATION

MISSION STATEMENT

"Glendale Community College is dedicated to the creation and preservation of an educational and cultural environment which meets the needs of a changing community. The College is committed to the philosophy that all individuals have inherent worth and dignity, and thus it offers a wide range of educational opportunities to all who can profit from community college instruction. Its programs are designed to awaken latent capacities and challenge recognized abilities in its diverse student population.

The College provides quality academic, vocational, cultural, basic skills education and remediation programs and services. These are designed to encourage the development of intellectual curiosity, creativity, critical thinking, effective communication, technical skills, and a basic understanding of the relationships between the past and the challenges of the present and future. The ultimate mission of the College is to help students form rewarding lives, productive for themselves and for society."

Statements of the mission 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. Presentations to the Glendale Community College Patrons Club
- i. Special programs for community groups
- j. Personnel involved in the direction of the Adult Re-entry program engage in an extensive college orientation program for student groups and for groups within the community.

OBJECTIVES AND FUNCTIONS

Pursuant to its stated mission, Glendale Community College has one objective: education.

Four primary functions support this objective.

- a. *Education for meeting the lower division requirements of a university or a four-year college:* The college offers many courses which are equivalent to those available in the freshman and sophomore years at the University of California, The California State University and 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 Adult Education Division of the college, 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:* The Health Center provides first aid, primary health care, crisis counseling, health counseling, information and referral services.
- c. *Basic education:* Students with specific learning problems or with grade or subject deficiencies in their high school record may make up such deficiencies and enter into a program leading to an A.A. degree and, if desired, to upper division standing at a four-year institution.
- d. *Refresher education:* Members of the community have the opportunity to refresh, as well as to update their knowledge in classes offered at Glendale Community College.
- e. *Continuing Education:* Persons wishing late afternoon or evening classes may enroll in the Evening College program. Evening College courses parallel and expand the daytime offerings. The College also offers classes on Saturdays.

- f. *General education for all members of the community:* The College offers wide and varied curriculum designed to promote the following objectives:
 - 1. Development of communication and computational skills which form a base for training in critical thinking as exemplified in drawing sound conclusions from premises, making relevant judgments, and discriminating among values.
 - 2. Knowledge of the cultural heritage as the accumulated record of the development of mankind.
 - 3. Appreciation for aesthetic expression, excellence, and creativity as major values.
 - 4. Foundation in knowledge, attitudes, and skills necessary for occupational employment.
 - 5. Cultivation of habits which are essential to physical and emotional growth, citizenship, and societal responsibilities.
 - 6. Development of an awareness of the influence of such environmental problems as population growth, land-use, and pollution on the quality of life through field observation and other experiences.
- g. *Adult Education:* A varied adult education program including high school diploma subjects, English as a Second Language, Citizenship, Parent Preschool Education, Retirement Seminars, and Office Skills, is offered by the Non-credit Education office.
- h. *Community services:* The College also offers a fee-based program designed to provide public service in a wide variety of avocational, recreational, self-improvement and other career development subjects. None of these courses are offered for college credit.
- i. *Education for creative use of leisure time:* The College encourages students to develop skills and an appreciation for creative use of leisure time.
- j. *Preparation for the future:* The College urges students to become more sensitive to world crises created by a burgeoning population and by the increasing demands of people and nations upon resources. Students learn to approach these crises through the scientific method of the natural sciences and through the combined methods of the humanities and social sciences and co-curricular programs. It is important for students to realize that the structure of human society is changing and that new and different technologies will affect the transition.
- k. *Services to meet the unique needs of ethnic-minority students:* The College is committed to cultural diversity within its student body achieved by recruitment of resident Americans of various national origins and by the acceptance of a significant number of foreign-visa students. Meeting the needs of these students realistically is an important function of the college.

ACCREDITATION

Glendale Community College is 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.

ADULT RE-ENTRY PROGRAM

The Adult Re-entry Program has a major goal of providing the opportunity to expand and increase personal, academic and vocational self-fulfillment in an educational environment which is both flexible and accessible. The development of the Adult

Re-entry 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.

ADVISORY COMMITTEES

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

THE BAJA CALIFORNIA FIELD STUDIES PROGRAM

Glendale Community College has developed a commitment to offering field classes and field trips in the Baja California peninsula, Republic of Mexico. The College maintains a facility in the Peninsula, the field station "Estación del Mar Cortés", which serves as a headquarters for various curricular offerings of interest to its faculty and students. Over the years, course offerings in the areas of marine biology, history of Baja California, philosophy, psychology, health, geography, physical education, and geology have been offered. During the Fall and Spring semesters field trips are offered and during the Summer session field classes are taught.

In a setting that emphasizes field observation, the program aims to expose students to a pristine and complex natural environment coupled with a unique experience in the Mexican culture. Different areas of learning are integrated in a setting conducive to the enhancement of the type of human relationships that result in memorable and long-lasting adventures in learning. Students and faculty participate in the planning and organization of each class. By living and learning together, a community of learners is created where the beauty and complexity of the human and natural world can be observed, studied and enjoyed.

Students interested in participating in any of the programs offered during the year should contact their counselors for application forms.

CALIFORNIA COLLEGES FOR INTERNATIONAL EDUCATION CONSORTIUM

Glendale Community College is a member of the California Colleges for International Education, a consortium of community colleges dedicated to the ideal of increasing international understanding through education.

The College offers its students many courses across the curriculum emphasizing international topics as well as study-abroad opportunities led by college faculty members who are experts on the areas visited.

By working as a member of the Consortium and following its guidelines, Glendale Community College adheres to high standards in all its offerings and allows its students to take advantage of programs offered by other member colleges.

For specific information regarding offerings, please contact members of the counseling staff.

COOPERATIVE EDUCATION

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

DISABLED STUDENTS

Students who have a disability, or some health impairment which may interfere with their scholastic attainment are eligible for assistance or special services through Disabled Students Programs and Services. Such eligible students include those who, because of being hard of hearing, deaf, learning disabled, speech impaired, blind, visually handicapped, mobility impaired, or otherwise health impaired and cannot succeed in college courses without some assistance or special services.

Students are counseled and assisted in the pursuit of academic, vocational and personal development goals. Our professional staff serves with on-campus resources and faculty members as liaison to the students. Off-campus contacts are maintained with community referral agencies such as the State Department of Rehabilitation and Allied Health Professionals.

Support services and specialized instruction are provided to the students based on individual educational plans. Services include but are not limited to the following:

COUNSELING	LIP READING INSTRUCTION
PRIORITY REGISTRATION	TUTORING
REGISTRATION ASSISTANCE	EXAMINATION PROCTORING
MOBILITY ASSISTANCE	SPECIALIZED ASSESSMENT
SPECIAL PARKING	LEARNING DISABILITIES
MOBILITY ORIENTATION	PROGRAM
BOOKS ON TAPE	COMMUNICATION DISABILITIES
READERS FOR THE BLIND	PROGRAM
VISUAL AIDS	HOMEBOUND PROGRAM
BRILLE MATERIALS	HEAD INJURY COMMUNITY
INTERPRETORS FOR THE DEAF	RE-ENTRY PROGRAM
NOTE TAKERS	EQUIPMENT LOAN

For information regarding any of these programs and services please call (818) 240-1000 Ext. 241 or come to the Students Center Office in CB114, 8 a.m. to 5 p.m. Monday through Friday.

EVENING COLLEGE

A full offering of late afternoon and evening college credit classes is provided by the Evening College. These courses parallel day courses in prerequisites, content, time devoted to preparation of assignments, and examinations. 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 program. The regular facilities of the College,

including the library, bookstore, auditorium, laboratories, counseling center, career center, and shops, are available to Evening College students.

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

Guidance and counseling services, in addition to advisement by instructional staff, are available through the Guidance and Counseling Center in the evening. Counseling appointments may be arranged by telephone (818) 240-1000, Ext. 304.

Any student who complies with established registration procedures may enroll in Evening College classes.

G.E.D. TESTING

Adults, 18 years of age or older, may register for the General Educational Development Test in the Adult Education Office located on the Glendale High School campus. 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, 1400 E. Broadway, Glendale High School, from 9 a.m. to 9 p.m. Monday through Thursday. Further information may be obtained by calling (818) 243-3184 or (818) 240-1000 Ext. 296.

GLENDALE COLLEGE FOUNDATION, INC.

Glendale College Foundation, Inc., a non-profit organization, was incorporated in 1983 as a vehicle for the community to assist with the financial support of Glendale Community College. A thirty member Board of Directors, composed of local leaders, formulates the policies, goals, and directions of the Foundation.

Objectives of the Foundation are: (1) creating public awareness of the needs of the College; (2) promoting the College to business and industry and the greater Glendale Community; and (3) raising funds for quality facilities and programs.

Current activities include: (1) the distribution of funds to faculty for special projects; (2) the sponsorship of the Glendale College Foundation Golf Classic; (3) the operation of a capital campaign; and (4) the sponsorship of various fund raising and public relations activities.

Individuals who would like to make contributions to the Foundation or who would like further information are invited to contact Glendale College Foundation office in AD 108 or call (818) 240-1000 Ext. 440.

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 300 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, and complete certain health requirements. In addition, all

international students seeking admission must have on deposit one semester's tuition and a non-refundable \$25 application fee is required. 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 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.

New international students are enrolled at the start of the Fall and Spring semesters as openings occur.

LIBRARY

The Glendale Community College Library is housed in a modern, air conditioned 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 about 59,000 volumes as well as journals on microfilm and more than 500 current periodical titles.

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

On the main floor, in addition to part of the general circulating collection, are the card catalogs, a reference desk, main circulation desk, a map collection, media services, photocopiers, and typewriters for student use.

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

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

Library hours are 7:30 a.m. to 9 p.m. Mondays through Thursdays, 7:30 a.m. to 5 p.m. on Fridays, and 12 noon to 4 p.m. on Saturdays when college is in session.

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)

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 cashiering education, clothing, preschool parent education, English, naturalization, basic education, history, government, mathematics, physical science, a wide range of classes for retired adults, and home arts. Other courses may be developed to meet the special needs of those desiring general interest studies. Classes are scheduled at various locations throughout the 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 follow:

English (9, 10, 11)	(30 sem. hrs.)	3 cr.
World History	(10 sem. hrs.)	1 cr.
American History (11)	(10 sem. hrs.)	1 cr.
American Government (12)	(5 sem. hrs.)	½ cr.
Economics	(5 sem. hrs.)	½ cr.
Science (10 or higher)	(20 sem. hrs.)	2 cr.
Mathematics (9 or higher)	(20 sem. hrs.)	2 cr.
Elective (including First Aid and Driver Education)	(90 sem. hrs.)	9 cr.
TOTAL	(190 sem. hrs.)	19 cr.

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 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 must 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 twice a week.

(2) Credits toward a diploma of high school graduation may be earned in other accredited secondary schools and transferred to the Glendale College Adult Education Division. No credit will be allowed for correspondence or 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 approval of the adult school, 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. 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 Non-Credit Education.

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

NON-DISCRIMINATION POLICY

The Glendale Community College District is committed to providing an equal opportunity for admissions, student financing, student support facilities and activities, and employment (regardless of race, color, religion, sex, national origin, marital status, handicap or age), in accordance with the requirements of Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 (as amended by the Equal Employment Opportunity Act of 1972), Sections 503 and 504 of the Rehabilitation Act of 1973 and the Rehabilitation Act Amendments of 1974, Executive Order 11246 (as amended by Executive Order 11375), and the Federal Age Discrimination Employment Act of 1967 and the Age Discrimination Employment Act Amendments of 1978.

Pursuant to the provisions of Assembly Bill 803, the Board of Trustees has adopted a policy and procedure to ensure that its programs and activities are available to all persons without regard to ethnic group identification, religion, marital status, age, sex, color, or physical or mental disability. Both the policy and procedure apply to students, employees, and applicants.

Inquiries regarding these laws and regulations, and the corresponding Glendale Community College District policies may be directed to the following administrators: The District Affirmative Action Officer, Dr. Donald F. Averill, CB 108, (818) 240-1000 Ext. 247; Title IX Compliance Coordinator, Dr. Patricia Lienhard, Library 102 "G", Ext. 250; and Sections 503 and 504 Compliance Coordinator, Dr. Allan Grimsby, AD 107, Ext. 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. 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. However, written agreements for both general education and major requirements have been established with many of the four-year colleges and universities in California.

Students should consult their counselor as to the availability of a written agreement. If an agreement is not available, students should consult the catalog of the college or university to which they intend to transfer. With the help of their counselor, 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.

Catalogs of schools, colleges, and universities are on file for reference purposes in the Career Development Center, the Library, and the Transfer Center. Students are urged to obtain catalogs directly from the college or university in which the individual is interested.

VETERAN EDUCATION

Glendale Community College is approved by the Veterans Administration as an institution for higher learning for veterans and veteran's dependents entitled to educational assistance. After filing an application for admission, a veteran wishing to attend on one of the V.A. assistance bills should complete all necessary forms at the College Veterans Office.

The educational assistance allowance payable to Veterans is:

Full time — 12 units or more

¾ time — 9-11½ units

½ time — 6-8½ units

Continuing and returning students who were previously enrolled for V.A. assistance must submit to the College Veterans Office each semester a Veteran's Intent-To-Register Agreement form if they wish to continue to receive assistance.

It is the veteran's responsibility to promptly notify the College Veterans Office of any change of program which would affect his or her V.A. assistance.

Veterans taking a course which lasts less than a semester will be paid *only* for the actual enrollment period. Veterans must be enrolled in at least one additional unit of academic subjects than the number of units in which they are enrolled in Cooperative Education-Work Experience. Veterans will not receive benefits for enrollment in Cooperative Education-Work Experience 101.

STUDENT SERVICES

ADULT RE-ENTRY CENTER

The Adult Re-entry Center is open to all students at Glendale Community College as well as all interested persons in the community. It is staffed by specially-trained counselors and peer counselors. It is a center for students to get together for counseling information and friendship.

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 Activities in AD 106.

CAREER DEVELOPMENT CENTER

The Career Development Center serves as an occupation resource library and services center to assist people to examine interests, values and life styles in order to plan for and develop career/educational skills and personal goals.

The Career Center makes available opportunities for occupational research from among 21,000 occupational titles and maintains a complete collection of college catalogs.

Individual counseling services cover a range of topics from affirmative action, job discrimination, employer-employee relation life planning, interview techniques, decision making, values comparison, information and referral.

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 afford economically disadvantaged students the opportunity to participate fully in the educational program of the College.

The EOPS program at Glendale Community College provides grants to eligible students. The EOPS certificated counselors and student personnel workers provide services

related to enrollment procedures, obtaining financial aid, counseling and guidance, tutorial services, and university transition. The EOPS staff is also prepared to serve in many languages besides English (Arabic, Armenian, Portuguese, Spanish, Vietnamese).

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.

FINANCIAL AID

The Financial Aid Office assists students seeking financial help to pay for the costs of attending college. The Student Aid Application for California (SAAC) is the only form required to apply for financial aid. Filing the SAAC on time is critical. The completed SAAC should be mailed to the processor, the College Scholarship Service (CSS), after January 1, but no later than July 1 for priority consideration. SAACs mailed after July 1 are evaluated and assisted on a funds-available basis. The Federal Pell Grant Program has no application deadline. Students may apply for a Pell Grant anytime after January 1, 1988 through the end of April, 1989. If eligible, students normally begin receiving Pell funds 10 to 12 weeks after they apply.

Students applying for California Grants must complete and mail the SAAC by March 2, 1988. CAL GRANT applicants who are unable to provide their GPA should have either SAT scores (from a test administered no later than January 1988) or GED scores sent to the California Student Aid Commission by the testing organization before the March 2, 1988 deadline. Be sure to check the box for the California Student Aid Commission (Item 936 on the SAAC) and include an additional \$2.50. The SAAC may be obtained from a high school guidance office or any college financial aid office. Forms are usually available in late December.

CSS will forward the results of the SAAC to Glendale College's Financial Aid Office, if Glendale College is designated on the form. Students are notified when the form has been received, and what additional documentation is needed to support the date submitted on the SAAC. It is important that all requested documentation be returned as soon as possible. Financial Aid Awards are not made until a student's file is complete. New students must submit an admission application (AD 100) and be assigned a Glendale College Student I.D. number before financial aid will be offered.

On-time applicants, those who filed a SAAC by July 1 and who have returned all supplemental documentation requested, can expect to receive a financial aid award letter by July 15. The award letter must be signed and returned by August 1. Students receiving financial aid are expected to make satisfactory progress toward their educational goal. Refer to the Satisfactory Academic Progress Policy in this catalog for more information.

The Financial Aid Office is available to help. Students may find applying for aid to be difficult and confusing. Those needing help or advice are encouraged to contact the Financial Aid Office located in the Financial Aid Trailer, south campus above the track field, or call (818) 240-1000 Ext. 325.

TYPES OF FINANCIAL AID

Board of Governor Grants

This grant is available to cover the additional cost due to the fees initiated on July 1, 1985. Students must demonstrate financial need and complete the Student Aid Application for California. The maximum grant covers the community college enrollment fee.

Cal Grants

The California Student Aid Commission offers three grants for which Glendale Community College students may apply. The deadline for the 1988-89 academic year was March 2, 1988.

Pell Grant Program (Formerly BEOG)

Glendale Community College participates in the PELL Grant Program which provides grants of up to \$1290 per year for resident students, and \$2100 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.

Supplemental Educational Opportunity Grant (SEOG)

Glendale Community College participates in the Supplemental Educational Opportunity Grant Program funded by the Federal Government under the Higher Education Act. Grants are available up to \$2000 per year for students who qualify under the provisions of the act. The average grant at Glendale Community College is \$400 per academic year.

Guaranteed Student Loans

Commercial lending institutions make yearly loans up to \$2625 per school year, to eligible students at GCC. Funds for these loans are guaranteed by the Federal Government and State Agencies. Each bank or savings and loan association has specific requirements for these loans. Payments, which include 8% interest, are due 6 months after you cease being a half-time student.

Procedures for applying: complete California Guaranteed Student Loan application, Student Aid application (SAAC) and arrange for an interview in the Financial Aid Office.

Short Term Emergency Loans

Emergency loans, not exceeding \$50, are available to students. These loans are administered by the Financial Aid Office. To apply for a loan, you must complete the Emergency Loan application, be a member of the Associated Student Body and file a Student Aid Application (SAAC). There is a \$5 service charge for each loan and students may receive only one loan per semester.

Campus Employment/Work Study (CWS)

See Job Placement Center

HEALTH CENTER

The Health Center is open Monday through Friday during class hours to provide first aid, primary health care, crisis counseling, health counseling, information and referral services. It is located in a trailer just east of the Auditorium.

A registered nurse can be seen at any time. Physicians, a Women's Health Care Nurse Practitioner, and Crisis Counselors can be seen by appointment. Specific services available include TB skin tests, over-the-counter medications for minor problems, tetanus boosters, family planning, strep throat screening, accident insurance assistance, and tests for pregnancy, blood pressure, vision, hearing.

All services are completely confidential.

JOB PLACEMENT CENTER

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

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

Employment opportunities exist on the College campus. Glendale Community College participates in the Federal College Work Study Program, and also has a program totally funded by the College. Positions are available in most areas of the College. Students interested in the Federal College Work Study Program are required to complete a Student Aid Application.

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, 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, and vocabulary.
2. Classes in the Center — The Learning Center offers individualized 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, and listening skills.
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, speeding 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.
4. The Writing Lab — This is the "write place" where students can improve their facility in writing for any purpose, whether in paragraphs, essays, business letters, research papers, abstracts, etc. Each hour an English instructor and student tutors are available to assist students. Enrollment in an English course is not required, and no appointment is needed. The Writing Lab is open daily; the current schedule is posted in AD 216.

MATH/SCIENCE CENTER

The Math/Science Center offers drop-in tutoring, computer assisted instruction, and audiovisual assisted instruction for students of mathematics, chemistry, biology, physics,

and astronomy courses. The center, located in PB 105, is open daily 8 a.m. to 6:30 p.m. (8 a.m. to 2 p.m. on Fridays); it is staffed by faculty members and student tutors and is equipped with Apple II microcomputer systems, microscopes, and slide projectors.

Mathematics, physical science, and biology students are welcome; no appointment or previous computer knowledge is necessary. For additional information call Evelyn Reyes (Ext. 246), Margaret Henley (Ext. 206), or Gary Massion (Ext. 214).

PRE-ADMISSION STUDENT SERVICES (PASS)

The New Student Orientation Program provides students with significant information with respect to college degree requirements, policies, academic programs, vocational programs, and student services. This information is essential for student success in college and is an important part of the matriculation program of Glendale Community College.

SCHOLARSHIPS

Any student who has completed 12 units of college work may file an application for a scholarship in the Scholarship Office, Administration Building, Room 108. 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.

Aleta Rutter Memorial Scholarship

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

Alpha Gamma Sigma Scholarship

The Glendale Community College Chapter of Alpha Gamma Sigma State Scholarship Society awards scholarships to its current members. The candidates must have a minimum grade point average of 3.5 and must have displayed an active interest in club activities.

American Association of University Women Scholarship

A scholarship 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 and a well-adjusted personality are also considered.

American Business Women's Association, Verdugo-Glen Chapter

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

American College Theatre Festival Scholarship

A Scholarship, established by the Glendale Community College Theatre Guild, is awarded annually. Those eligible are students who are selected by the American College Theatre Festival judges to participate in the technical and costume design and the Irene Ryan Acting Competition at the regional festival.

American Savings and Loan Scholarship

A \$500 scholarship is 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

\$50 scholarships are awarded to outstanding students in the Aircraft Power Plant Maintenance Program to help with the purchase of books.

Assistance League of Glendale Scholarship

The Assistance League of Glendale awards scholarships in the amount of \$250 each to two continuing students for expenses while attending Glendale Community College.

Associated Student Body Scholarship

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

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.

Aulden O. Schlatter Scholarship

A Scholarship has been donated by friends to honor Aulden O. Schlatter, the Executive Director of the Glendale Chamber of Commerce.

Bonnie Koploy Memorial Scholarship

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

Carolyn H. Jones Memorial Scholarship

A scholarship has been established by the Glendale College Cafeteria and friends of Carolyn H. Jones in her memory and is awarded to disabled students with definite career goals.

Charles Gibson Scholarship

A scholarship has been established by the Associated Students to honor Charles Gibson, Professor of History. Award is based on academic achievement.

Chemistry Scholarship

A \$500 scholarship established by Lytle, Tate, and Stamper Dental Corporation is awarded to an outstanding student in chemistry.

Cindy Lee Hudspeth Memorial Scholarship

A scholarship established by the friends and family of Cindy Lee Hudspeth is 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.

Cora de Rowe Memorial

A scholarship established by ACCTLA and friends of Cora de Rowe, former Dean of Instructional Support Services, is awarded to a student tutor.

David E. Kern Memorial

An annual award is given to an outstanding student in the Aerospace Program in memory of David E. Kern, former Professor of Aerospace Studies and Division Chairperson of the Aerospace Program.

Days of Verdugo Association-Baja California Field Studies Program Scholarship

A number of scholarships are awarded each year to help students defray their expenses while attending courses offered under the auspices of the Baja California Field Studies Program at Glendale Community College.

Dean McKennon Memorial Scholarship

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

Delta Kappa Gamma Epsilon Chapter

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

Donald Spagnoli Scholarship

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

Drake C. Hawkins Scholarship

A scholarship has been established by the Associated Students to honor Drake C. Hawkins, Professor of Political Science and Division Chairperson. Award is based on academic achievement.

Edvard Grieg Norwegian Scholarship

Six scholarships are donated by the members of the Norwegian Lodge, Edvard Grieg Chapter 74, Song of Norway to help defray GCC expenses.

Eleanor Kentner Kohler Memorial Scholarship

An award 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.

Electronics & Computer Technology (ECT) Scholarship

A Scholarship in honor of Mack Jones, retired professor of Electronics, is awarded on the recognition of the Electronics faculty.

Elizabeth Rowley Memorial Scholarship

An award is presented each year to a 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.

Elmer G. Denton Memorial Scholarship

A scholarship is awarded to an outstanding student in Art History who has attended Glendale Community College for one year. The award is in memory of Elmer G. Denton, well-known water colorist, and donated by the Glendale Art Association and friends.

Elsie Bishop Memorial Scholarship

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

Ernest Jaramillo Memorial—Patrons Club Scholarship

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

Fidelity Federal Academic Award For Excellence

A \$1000 scholarship donated by Fidelity Federal is awarded to an outstanding business major transferring to an ABA accredited business school at a four year college or university. The recipient must have earned a 3.0 GPA or better for all courses completed at Glendale Community College.

Food Services Special Scholarship

Several awards, initiated by Yeimei Wang, Food and Nutrition Studies Instructor, are given to honor outstanding students majoring in Food Services.

Fourth District Dental Assistants Association Scholarship

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

Gateway Kiwanis Scholarship

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

George A. Carroll Memorial Scholarship

A scholarship has been established from donations by the family and friends of George A. Carroll in his memory. Award goes to a student in the Aviation Flight Training program.

German Club of Glendale Community College

One scholarship is awarded to a member of the German Club for academic achievement and service at Glendale Community College. Funds are raised by the German Club.

Gerry George Memorial Scholarship

A scholarship has been established from donations by the Associated Students, Staff of Glendale Community College, and friends in memory of Gerry George. Mr. George was a counselor in the Disabled Students Center. The Award is given to an outstanding handicapped student.

Glendale Area Schools Federal Credit Union

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

Glendale Bar Association Scholarships (Legal Secretary)

Two \$250 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 awarded to the outstanding graduating student in the program. Awardees are selected by the Business Division faculty.

Glendale Board of Realtors Scholarship

An annual scholarship is donated by the Glendale Board of Realtors and is awarded to an outstanding student majoring in Business Administration or Economics. Preference will be given to a student completing at least six units in real estate courses.

Glendale Braille Transcriber's Guild Scholarship

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

Glendale Community College Aviation Alumni Scholarship

A scholarship has been established by a former student in the aviation program. The award is to assist an outstanding student in the A&P and Pilot Training Program.

Glendale Community College Classified Personnel Association

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

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 Music Theatre Scholarship

A scholarship is donated by the Glendale Community College Music Theatre and awarded to an outstanding student in the performing arts area.

Glendale Community College Patrons Club Bicentennial

A scholarship is awarded yearly to a graduating student by the Glendale Community College Patrons Club in celebration of the Bicentennial of our constitution in honor of all men and women who served in the U.S. Armed forces.

Glendale Community College Patrons Club 50th Anniversary Scholarship

A scholarship is awarded yearly by the Glendale Community College Patrons Club to an outstanding student who has contributed to the college through service or participation in college-sponsored activities.

Glendale Community College Patrons Club Grants-in-Aid

Grants of \$125 each are awarded to students for use at Glendale Community College. These are granted on the basis of financial need. The number awarded each year depends on the amount of money raised by The Glendale Community College Patrons Club.

Glendale Community College Patrons Club Presidents' Award

One \$250 scholarship is awarded yearly by the Glendale Community College Patrons Club in honor of all their past Presidents. The award is given to a student transferring to upper division.

Glendale Community College Patrons Club Special Scholarship

A \$250 scholarship donated by the Patrons Club is awarded to a graduating student who has participated actively in the field of Fine Arts.

Glendale Community College Retired Deans Scholarship

A scholarship is donated by the Glendale Community College Patrons Club in honor of retired Deans, John Kreider and David Leek.

Glendale Retired Teachers Association Scholarship

A number of scholarships are awarded by the Glendale Retired Teacher's Association to outstanding students seeking a career in the teaching profession.

Glendale Women's Classified Service Clubs

A scholarship is awarded to a student transferring to an upper division institution. Funds for this scholarship are donated by the Pilot and Zonta Clubs of Glendale.

Griffin R. McKay Memorial Scholarship

A scholarship donated by the friends and relative of Griffin R. McKay is awarded to a student in the Vocational Education program.

H. Park Arnold Memorial Scholarship

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

H. Rex Craig Memorial Scholarship

The Glendale Community College Patrons Club awards a \$350 scholarship to a freshman student continuing at GCC in the field of science. This scholarship is in memory of H. Rex Craig, first Superintendent/President of Glendale Community College.

Harry L. Beck Memorial Scholarship

A scholarship donated by the friends and relatives of Harry L. Beck is awarded to a student in the Adult Education/Evening College Programs.

Homemaker Academic Scholarship/Award

A scholarship/award is donated by the Glendale Community College Faculty Senate and awarded to a student functioning as a homemaker while attaining academic excellence at Glendale Community College.

Hughes Journalism Scholarship

Two \$125 scholarships are donated by Mr. Tom Hughes to outstanding journalism students. One is given each semester.

International Students' Association Club Scholarships

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

J. Lee Gregg Memorial Scholarship

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

J. W. Smith Scholarship

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

John A. Davitt Scholarship

The Glendale Community College Patrons Club awards a \$250 scholarship to a transferring student with definite career goals. The scholarship is in honor of Dr. John A. Davitt, Superintendent/President who formerly held positions of Vice President/ Instructional Services and Administrative Dean of Student Personnel Services at Glendale Community College.

John A. DeAngelis Memorial Flight Training Scholarship

One \$125 scholarship established by Mr. and Mrs. John DeAngelis is awarded to a student each semester to help defray flight training expenses.

John and Janet Delmonte Scholarship

One \$150 scholarship is awarded each semester through the generosity of the Delmonte family. The award is to assist students while attending Glendale Community College or upon transfer to a four-year college or university.

John A. Grande Scholarship

The Glendale Community College Patrons Club and friends of John A. Grande award a scholarship to a transferring student who exhibits leadership skills and community activity in service to others. This scholarship is in honor of Dr. John A. Grande, former President and former Executive Director of the Glendale College Foundation.

John and Virginia Hedlund Scholarship

A scholarship donated by friends and family of Virginia and John Hedlund to honor the first president of the Glendale College Foundation is awarded annually.

John E. Kienle Memorial Scholarship in Sociology

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

Jozseph Agoston Soccer Scholarship

A scholarship has been established by Jozseph Agoston and the Soccer Buster Club to be awarded to an outstanding player.

Kenneth Kobellas Memorial Scholarship

A scholarship is awarded in memory of Kenneth Kobellas, a former student at Glendale Community College and donated by the Patrons Club and other friends of Mr. Kobellas.

L'Experience Restaurant Scholarship

Two scholarships are initiated by Yeimei Wang to honor outstanding students majoring in the Food Service Program.

Little Theatre of the Verdugos Award

The Little Theatre of the Verdugos each year awards a scholarship to an outstanding student in theatre arts. Consideration by the Scholarship Committee for this award is made each spring upon the recommendation of the faculty of the theatre arts classes.

Lockheed Finance Corporation Business Education Award

One \$300 scholarship is awarded each semester to outstanding students in business who are continuing their education at Glendale Community College or transferring to upper division. These scholarships are donated by the Lockheed Finance Corporation.

Lorenna Elise Seelos Memorial Scholarship

A scholarship in memory of Lorenna Elise Seelos, a former student at Glendale Community College, has been donated by the family and friends of Miss Seelos.

Lou Gross Art Scholarship

A special Art scholarship has been donated by Lou Gross, former Professor of Art, and is awarded at the annual Fine Arts Student Art Show in the spring.

Loyd S. Noble Memorial Scholarship

A scholarship is awarded to an outstanding Business student in memory of Business Professor Loyd S. Noble, and donated by the faculty of the college and other friends of Mr. Noble.

Matt Gillespie Memorial Scholarship

A perpetual scholarship in the amount of \$125, is granted through a fund established by Mr. and Mrs. Michael Gillespie and supplemented by the Glendale Community College Patrons Club in honor of Matt Gillespie, former football player at Glendale Community College and is awarded to a returning outstanding defensive lineman as selected by the Athletic Department.

Mikey Montante Memorial Scholarship

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

N. Arthur Rasmuson Scholarship

A scholarship has been established by the Associated Students to honor N. Arthur Rasmuson, Executive Vice President/Instructional Services. Award is based on academic achievement.

National Charity Leagues, Inc.

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

Oakmont League of Glendale Scholarship

The Oakmont League awards a scholarship annually to a transferring student to assist in completing his/her education at a four-year accredited college or university. An award is also made to an alternate.

Oakmont League Fine Arts Scholarship

A scholarship is awarded to a Theatre Arts major who is transferring to a four-year accredited college or university.

Panhellenic Scholarship

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

Patricia A. Lienhard Scholarship

A scholarship has been established by the Associated Students to honor Dr. Patricia A. Lienhard, Vice President, College Services. Award is based on academic achievement.

Presidents' Advisory Council of Glendale Scholarship

A scholarship is awarded each year at the President's Advisory Council Meeting in the spring to a student who has returned to college and who has maintained an exemplary academic record.

Professor Derrill Place Memorial Scholarship

One 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.

Raymond and Editha Edwards Scholarship

A scholarship has been established by Glendale Federal Savings and Loan to honor Raymond and Editha Edwards for their outstanding contributions to the community and Glendale Community College. The award is made to a student majoring in business and transferring to an accredited four-year university or college.

Richard Fritch Memorial Scholarship

A scholarship is 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.

Robert J. Taylor Scholarship

A scholarship has been established by the Associated Students to honor Robert J. Taylor, Counselor. Award is based on academic achievement.

Robert Grumbley Memorial Scholarship

A scholarship is donated by the friends and relatives of Robert G. Grumbley. This scholarship is awarded to a student majoring in athletics with at least a 3.0 grade point average and planning to attend a four-year institution.

Robert Pike Whitten Scholarship

Four scholarships are awarded annually to Theatre Arts students. Mr. Robert Pike Whitten has established these scholarships to encourage and financially assist those pursuing a career in the theatre.

Rossall - Smith Scholarship

Scholarships are awarded annually to students who have demonstrated outstanding performance in the area of student government. The scholarships are in honor of the former Secretary to the Dean of Student Activities and the Dean of Student Activities.

Ruth L. Memmler Scholarship

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

Sandie Myers Memorial Scholarship

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

Sara Evelyn Mulvehill Clover Memorial Scholarship

A scholarship has been established by the family and friends of Evelyn Clover in her memory.

Special Education Award/In Honor of Patricia Lienhard

The Glendale Community College Patrons Club awards a \$250 scholarship to returning students in the field of education. The scholarship is in honor of Dr. Patricia Lienhard, Vice President, College Services, of Glendale Community College

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.

Ted Connett Memorial Scholarship

A scholarship has been established by donations from the friends and relatives of Ted Connett, former English instructor who was instrumental in developing the Learning Center at the college.

Tuesday Afternoon Club Scholarships

Each year, the Tuesday Afternoon Club awards scholarships to outstanding students in Botany, Fine Arts and General courses and transferring to an upper-division institution.

Valley National Bank Scholarship

Valley National Bank, Glendale's home-owned banking institution, awards a \$250 scholarship to a business major student transfer

Verdugo Hills Hospital Scholarship

Scholarships are awarded to students entering the LVN and RN program.

Walter R. Huber Art Scholarship

A scholarship has been established by Walter R. Huber to be awarded at the Fine Arts Festival in May. The award is made to a student in Illustration.

Wayne Striker Memorial Scholarship

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

William H. Fell Memorial Scholarship

A scholarship has been established by the family and friends of William H. Fell in his memory and is awarded to assist an outstanding engineering student while attending Glendale Community College.

William Wessly Memorial 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 the late Dr. William Wessly, a Glendale Physician, in memory of Charlotte Wessly and Ernestine Rose. (Formerly Aesculapian Scholarship.)

Women's Athletic Club Study Grant

The Women's Athletic Club of Glendale awards scholarships to outstanding students in the graduating class who plan to make a career in physical education.

Women's Committee of the Glendale Symphony Association

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

TRANSFER CENTER

The Transfer Center is the “pre-admissions office” to 89 four-year colleges and universities in California as well as a number of out-of-state institutions.

The Transfer Center is staffed by university representatives and GCC counselors to provide transfer assessment counseling. Timely information concerning university requirements, transfer options, financial aid, and the steps involved in continuing on to four-year institutions is also provided in Transfer Center publications and workshops.

Other services include overnight university catalog checkout or access to other materials from the Transfer Library, and facilitation of university tours. The center’s staff also produces the *Transfer Update* tabloid.

TUTORING CENTER

The Tutoring Center is a specialized service of the Learning Center. It is located in room AD 215 near the Learning Center in the Administration Building. The tutoring coordinator assigns tutors to any student who feels the need for tutoring in any college subject. This is a free service for any Glendale Community College student.

The Tutoring Center provides:

1. In-Center Tutoring — Through the assistance of various funding programs, tutors are provided and appointments are made for tutoring in the Tutoring Center. Services include individual tutoring, study groups, group tutoring, and labs. Programs are available for GCC/ESL student workers who choose to improve their communication skills. The tutoring service covers all subjects offered in the current schedule of classes. Appointments are recommended. The atmosphere is congenial and the tutoring 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. Glendale Community College students who receive a recommendation from their instructors are eligible for paid tutoring positions. F-1 students and members of the community are eligible for the volunteer tutoring program.
4. Tutor Training — Tutors are trained in a specially designed paraprofessional course, Guidance 190 — Tutor Training. Glendale College is presently offering a class for 1 unit 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. Students are provided numerous opportunities to participate in its activities. The Student Legislature is elected each semester and meets each Tuesday at 7 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.

The Student Services fee is \$5 per semester for both day and extended day students. This fee provides membership in the Associated Student Body and funds various college activities such as: a scholarship program, the emergency loan fund, the ASB Business Office, the newspaper, intercollegiate athletics, and assemblies.

The membership fee for the Associated Student Body is set yearly by the Legislature of that Body. Inquiries concerning the fee should be directed to the office of the Dean of Student Activities in AD 106.

ACTIVITY PERIOD

Activity periods are scheduled on Tuesday and Thursday from 11 a.m. to 12 noon. 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 Administrative Services Office and all campus groups are required to register their activities two weeks in advance of the event.

ATHLETIC PROGRAM

A complete program of men's and women's athletics is sponsored by Glendale Community College. The College is a member of the Western State Intercollegiate Athletic Conference in football, soccer, men's and women's basketball, cross-country, track and field, tennis, baseball and volleyball. The College participates in most sports programs sponsored by this conferences.

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 Activities in AD 106 and cleared with the master calendar in Administrative Services.

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. (An updated list of clubs is kept in the office of the Dean of Student Activities in AD 106.) All students are urged to affiliate with at least one organization.

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.

Glendale Community College students who participate in hazing of any kind shall be suspended from College for further discipline by authorities, and if they are members of an on-campus club, shall be suspended from the club of which they are members. 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.





ADMISSION, COUNSELING, AND REGISTRATION

ADMISSION REQUIREMENTS

Glendale Community College will admit any California resident possessing a high school diploma or the equivalent thereof.

Glendale Community College may admit any other California resident who is 18 years of age and older and who is determined to be capable of profiting from the instruction offered.

Non-residents, including international students, may be admitted. Information concerning residency may be found elsewhere in this catalog. For further information contact the Office of Admissions and Records.

APPLICATION

All applications for admission should be presented in person at the Office of Admissions and Records, Glendale Community College, 1500 N. Verdugo Road, Glendale, California 91208. The College will also process those received by mail.

STUDENT RECORDS

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

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.

PLACEMENT EXAMINATIONS

If a student is enrolling in any course that has a math or English prerequisite, the student must take the Placement Examinations. Failure to take these Examinations will delay or prevent registration. Applicants are advised to take them at the earliest possible date. Register for exams in the Assessment Center (AD 216) at least one day prior to exam. No student will be admitted to the testing area without a picture I.D. or after a test begins.

English Placement

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

Mathematics Placement

The Mathematics Placement Examination is designed for initial placement only. All students who have not taken a math course at Glendale Community College or other accredited institution are required to take the test prior to enrolling in the following math courses: Math 100, 101, 102, 103, 110, 111, 112, 128, 135, 140.

Students who have completed the appropriate prerequisites at a college or university must have transcripts or other proof of satisfactory completion of the course prior to registering in a more advanced class. No placement test is required to enroll in Math 141, 145 or 151. Once placed in a Glendale College math course, students advance in the sequence according to Glendale College course prerequisites.

The placement exam may be taken only once in two years.

English as a Second Language (ESL)

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

The Test of English as a Foreign Language (TOEFL)

This examination is required of all applicants seeking admission as international students. Information concerning this exam is available in CC 108, or from the Educational Testing Service, Box 899, Princeton, New Jersey 08540, and from the local office in Pasadena (818) 578-1971.

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 can verify physical presence in California for one year or more on the day preceding the first day of instruction of a semester or intersession during which the person proposes to attend, who can demonstrate intent to make California a home for other than a temporary purpose and, if classified as a non-resident in the preceeding term, financial independence.

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

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.
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 interdistrict attendance restrictions, if any, imposed by the district of residence have been satisfied.
 - Residents of the Pasadena Area Community College District may attend classes at Glendale Community College without special permission.
 - Applicants who reside in districts other than Glendale may contact the Office of Admissions for information regarding interdistrict regulations for their particular area.
4. A "non-resident 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.

In determining the place of residence the following rules are to be observed:*

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

* California Education Code Section 68062

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, placement tests, 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 Counseling Center, Career Center, Extended Opportunity Program Services (EOPS), Disabled Student Center, Financial Aid Office, Special Project Offices and may be arranged for through the Office of the Dean, Student Services, Room AD 107 or with the appointment secretary in the appropriate office where a set time for an interview with the assigned counselor may be made. Drop-in counseling is available in all areas.

GROUP COUNSELING

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

GUIDANCE ASSESSMENT

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

ELIGIBILITY FOR COURSES

It is the policy of the Glendale Community College District that every class offered, unless otherwise indicated in the official catalog and schedule of classes, shall be fully open to enrollment and participation by any person who meets the academic prerequisites of such class, and who is otherwise eligible for admission to and enrollment in the College. Students may occasionally have had outstanding experience in a given area which they may feel will substantially satisfy the stated prerequisite for a course. Where it is desired to offer such experience for the regular prerequisite, the student must have a petition approved to make such substitution. Once such a petition has been approved students

may not later receive credit for a course for which they substituted the outside experience. Students who are considering developing a petition should first read the section on Credit by Examination.

Credit for lower level courses will not be granted if credits have been earned in higher level courses. Many courses have no stated prerequisite. Here students should realize that it may be assumed that they have previous successful experience with related subjects, they have the ability to read with speed and understanding, and they have the ability to express themselves in clear and concise English.

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

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

CONTINUOUS ENROLLMENT

For purposes of admissions and registration, students maintain continuous enrollment by being enrolled in a minimum of one class for both Fall and Spring semesters. These students need not submit new Applications for Admissions and will receive priority registration over new and returning students.

For purposes of meeting graduation requirements or CSU General Education Certification, continuous enrollment is defined as completing a course and receiving units earned at Glendale Community College at least one semester during each academic year, without missing two consecutive semesters. Students in this category must reapply for admissions and register with new and returning students.

REGISTRATION

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

All continuing students register according to the times published in the semester Schedule of Classes. To be classified as a continuing student the registrant must have been enrolled in the immediately prior semester or intersession.

All new and returning students register by appointment. The appointment time is issued by the Office of Admissions and Records at the time the Application for Admissions is filed. To be classified as a returning student, the registrant must enroll in either a regular semester or an intersession after an absence of one or more semesters.

All continuing students may register by mail. For information concerning this process, consult the semester Schedule of Classes or call the Office of Admissions and Records, (818) 240-1000.

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

Registration for the purpose of auditing is not permitted.

COSTS

All resident students must pay a mandatory enrollment fee each semester or Summer Intersession of \$5 per unit, not to exceed \$50 total.

A non-resident tuition will be charged to students who are foreign nationals, residents of other states, or who have taken legal residence in California for less than one year. The tuition is \$91 per semester unit.

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 \$7.50 per semester and \$5 for the Summer Intersession.

The Student Services Fee is \$5 per semester for both day and Evening College 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, inter-collegiate athletics, and assemblies.

To receive a refund for tuition and/or enrollment fees and Health Services fees, classes must be dropped or cancelled within the first two weeks of instruction for the particular class.

Requests for refunds must be initiated by the student and will be honored for a three week period *only*:

First Semester: September 26, 1988 through October 14, 1988

Second Semester: February 20, 1989 through March 10, 1989

Refund request forms will be available in the Administration Annex, Tuition Window. Student must present ID card and receipt showing payment of fees.

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 check the semester schedule of classes for fees incidental to the registration. 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.



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. 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. Students may not register in more than 18½ semester units without special permission. These unit limitations apply to the total of day and evening college courses.

SATISFACTORY ACADEMIC PROGRESS POLICY

Students receiving federal or state financial aid must meet the Scholarship Standards of Glendale Community College and also be making satisfactory academic progress toward their educational goals.

Full-time students must complete 12 or more units per term with a maximum of 6 terms to complete their educational goals.

Three-quarter time students must complete 9 to 11½ units each term with a maximum of 8 terms to complete their educational goals.

Half-time students must complete 6 to 8½ units each term with a maximum of 12 terms to complete their educational goals.

These unit load standards apply to the Fall semester, the Spring semester, and the Summer intersession/term.

For further details contact the Financial Aid Office.

SCHOLARSHIP STANDARDS

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

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

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

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

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

GRADES, GRADE POINTS, AND GRADE-POINT AVERAGE

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

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

GRADE-POINT AVERAGE

The grade-point average is computed by dividing the total number of grade points earned by the numbers of units attempted. 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 "CR" or "NC" are recorded or for courses completed under the regulations established for Credit by Examination. If a course is

repeated for the purpose of improving previous substandard work, the units (attempted) and grade points earned are counted only once and according to the higher grade earned in the course. If the grade is the same in both 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.

NON-EVALUATIVE SYMBOLS

Units for which the following grading symbols have been assigned will not be counted in the computation of the grade-point average.

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

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

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

COURSE REPETITION

Repetition of courses falls within two general areas as follows:

1. One repetition of a course is allowed for the specific purpose of alleviating substandard work which has been recorded on the student's record. Substandard work is defined as work for which the grading symbol "D", "F", or "NC" has been recorded. Students who repeat a course under these conditions should subsequently file a Petition to Count Higher Grade 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 grade earned in the course. If the grade is the same in both 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.
2. Repetitions are permitted in specific classes in which skills or proficiencies are enhanced through supervised repetitions and practice, or where active participating experience in individual study or group assignments is the basic means by which learning objectives are achieved. Catalog descriptions of courses in which repetitions are permitted will indicate the number of repetitions permitted and/or the maximum number of units that may be earned through repetition. In no case may a course be repeated more than three times.

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.
- X 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 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 (completed at the secondary school level) as authorized by the College Entrance Examination Board (CEEB) and shall allow credit based upon the criteria established by the College. Credit will be granted for a grade of 3, 4, or 5 (from a scale of 1 to 5). This credit is granted for degrees and certificates at Glendale Community College only. Students transferring to other colleges and universities should check with the receiving institution as to the awarding of credit. For amount and type of credit awarded contact Admissions and Records or your counselor.

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

CREDIT FOR MILITARY TRAINING

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

Applicants desiring credit for military training will be required to prove their capability by earning fifteen units with a "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 degree.

CREDIT BY EXAMINATION

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

Students may not petition for credit by examination for a course if that course is at a lower level in the subject sequence than a course for which the student has already received credit through completion of the course. If the student is enrolled in a higher level course and wishes to receive credit by examination for a lower level course, the examination must be completed and the results of the examination received in the Office of the Dean of Admissions and Records no later than Friday of the fourth week of the semester in which the student is enrolled in the higher level course. For example, students enrolled in Spanish 102 must have completed the examination and the results certified in the Admissions and Records Office by Friday of the fourth week of the semester if the student is to receive credit by examination for Spanish 101.

Students wishing to challenge courses approved 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.

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

Courses open to Credit by Examination include the following:

- Administration of Justice 101, 108
- Allied Health (all except 246, 250)
- Arabic 101, 102, 103
- Armenian 101, 102
- Art 101, 102, 112, 113, 118, 120, 121, 130, 150
- Aviation and Transportation 114 (Student must hold a Commercial Pilot Certificate)
- Aviation and Transportation 117 (Student must hold a Flight Instructor Certificate)
- Aviation and Transportation 119 (Student must hold a Private Pilot Certificate)
- Aviation and Transportation 120 (Student must hold a Private Pilot Certificate)
- Aviation and Transportation 122 (Student must have an Instrument Rating)
- Aviation and Transportation 125 (Student must have an Instrument Rating)
- Biology 127, 128, 132, 135, 146
- Chemistry 101, 102, 110

Clothing and Textiles 105
 Computer Science/Information Systems 101, 105, 110
 Cosmetology 111, 112
 Economics 101*, 102*
 Egyptian Hieroglyphs 101, 102
 English 101*+
 Fashion 103, 104, 105, 106, 107, 108, 109
 French 101*, 102*, 103*
 Geology 101, 105, 110
 German 101*, 102*
 Health 101, 104, 107, 109, 110
 History 107*, 108*, 117*, 118*
 Italian 101, 102, 103, 104
 Latin 101, 102, 103, 104
 Music 101, 104, 105, 106, 107, 120, 125, 126
 Office Administration 110, 215
 Political Science 101*, 105
 Psychology 101*
 Sociology 101*
 Spanish 101*, 102*
 Tech. Ed. 140
 Technical Graphics 165, 166
 Television 101

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

*Available through CLEP.

+Available through CLEP. CLEP candidates must take College Composition with Essay.

COLLEGE LEVEL EXAMINATION PROGRAM POLICY

The College Level Examination Program is designed to award academic credit to students who have completed 12 or more semester units in residence at Glendale Community College with a cumulative grade-point average of at least 2.0 and have gained the equivalency of college course work through means other than enrollment in a formal college program. Six (6) units of elective credit will be granted in each of five general 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 and History.

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

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

CREDIT/NO CREDIT COURSES

There are two categories of Credit/No Credit courses.

The first category consists of those courses which must be taken on a Credit/No Credit basis only. Courses which fall into this category include: Accounting 121; Arabic 110, 111, 112; Armenian 110, 111; Chinese 110, 111, 112; Computer Science/Information Systems 105, 107, 220; English 100, 150, 151, 181, 182, 183, 188; ESL 162, 172, 173,

177; French 110, 111, 113; German 110, 111; Guidance (all except 189, 191); Italian 110, 111; Japanese 110, 111; Mathematics 151, 190; Norwegian 110; Office Administration 135, 140, 201; Russian 110; Spanish 110, 111, 117, 118; Speech 150, 151, 152.

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

Students electing to take classes on a Credit/No Credit basis participate in the class as a regular student. If the grade awarded by the instructor is "C" or higher, the course grade is recorded as "CR". If the instructor-assigned grade is "D" or "F", the course grade is recorded as "NC".

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

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

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

Courses which may be selected by petition for Credit/No Credit follow:

- | | |
|---|---|
| Accounting 110, 111, 120, 150, 155, 160 | English as a Second Language 163, 164, 165, 166, 167, 168 |
| Administration of Justice (all) | Ethnic Studies 101, 102, 110, 111, 122, 124, 132, 164 |
| Alcohol/Drug Studies 101, 110 | Family and Consumer Studies (all) |
| Allied Health (all) | Fashion (all) |
| Anthropology 101, 102, 103 | Finance (all) |
| Architecture (all) | Fire Science (all) |
| Art (all) | Food and Nutrition (all) |
| Biology 127, 128, 131, 132, 135, 139, 140, 145, 146, 149 | Geography 110 |
| Business Administration (all) | Geology 101, 105, 110 |
| Business General (all) | German 125, 126 |
| Chemistry 110, 114, 143 | Guidance 189, 191 |
| Child Development (all) | Health 101, 104, 107, 109, 110 |
| Clothing and Textiles (all) | History 101, 102, 106, 107, 108, 109, 111, 112, 113, 114, 115, 119, 120, 121, 131, 135, 151 |
| Computer Science/Information Systems (all except 105 and 220) | Humanities 101, 102, 105, 110, 111, 117, 120, 125, 135 |
| Dance (all except 196) | Independent Studies 149 |
| Economics 101, 102, 107 | Linguistics 101 |
| Egyptian Hieroglyphs 101, 102 | Management (all) |
| Electronics and Computer Technology 111, 112 | Marketing (all) |
| English 103, 105, 106, 107, 108, 109, 110, 111, 112, 113, 122, 123, 124, 125, 126, 128, 140, 190, 192 | Mathematics 140, 141, 145, 146 |
| | Music (all except 163) |

Office Administration (all except 201, 246, 250, 255)	Sign Language 101, 102, 103
Paleontology 101	Social Science 102, 103, 122, 124, 125, 126, 133
Philosophy (all)	Sociology (all)
Photography (all)	Spanish 125, 126, 127, 128
Physical Education 120-286, 288-294	Special Projects 150
Physical Science 131	Speech 104, 105
Physics 110	Technical Education 147
Political Science 102, 104, 106, 110, 111, 151	Technical Graphics (all except 164, 177)
Psychology (all)	Television 101, 102, 104
Real Estate (all)	Theatre Arts 101, 102, 103, 104, 107, 109, 110, 121, 122, 123, 131, 134, 140, 151

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 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 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),
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 college-established grievance procedures. These procedures are available in the following offices:

Title IX Coordinator, Patricia Lienhard, Room LIB 102 G, Ext. 250, 251;
Section 504 Coordinator, Allan Grimsby, Room AD 107, Ext. 504;
Affirmative Action Officer, Donald F. Averill, Room CB 108, Ext. 247;
Academic Grievance, N. Arthur Rasmuson, Room AD 112, Ext. 236.

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.

WITHDRAWAL FROM CLASS OR COLLEGE

Once students have registered for a class, they are not considered to have withdrawn from that class unless an optical scanning Program Change form has been filed in the Office of Admissions and Records. These forms are available in the Office of Admissions and Records or in the Guidance and Counseling Office. Failure to attend classes does not constitute withdrawal.

No notation will be made on the permanent academic record of a student who withdraws or is withdrawn from class or from college:

During the first two (2) weeks of a semester-length class.

During the first (1) week of a class which is at least six (6) weeks in length and less than a semester in length.

During the first 30% of a class which is less than six (6) weeks in length.

Students who withdraw or are withdrawn from semester-length classes after the second (2) week and by the end of the fourteenth (14) week will receive an automatic "W" on their permanent academic record for such classes. The same notation will appear for students in eight- and nine-week classes who withdraw after the end of the first (1) week and by the end of the sixth (6) week.

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

Students enrolled in classes of lengths other than those indicated will be assigned a "W" for the class if they withdraw or are withdrawn before 75% of the term has elapsed.

Students may withdraw or be withdrawn subsequent to the designated deadlines in extenuating circumstances upon petition, which must be received by the chairperson of the Petitions Committee within the first semester following the semester or term in which the class was scheduled, of the student or his/her representative and after consultation with the instructor(s) or appropriate faculty. Extenuating circumstances are verified cases of accident, illness or other circumstances beyond the control of the student.

Withdrawal after the end of the designated deadlines which has been authorized under extenuating circumstances shall be recorded as a "W".

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

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

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

Students or former students are expected to meet proper financial obligation due to the District. Pursuant to CALIFORNIA EDUCATION CODE, SECTION 72237, College services such as grades, transcripts, diplomas, registration privileges or any combination thereof may be withheld from any student or former student who has not made satisfactory arrangements to meet his or her financial obligation to the District. When, in the judgment of the District, the financial obligation has been satisfied, college services will be reinstated.

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. providing that such student has no outstanding financial obligation to the College. No charge will be made for furnishing up to two transcripts of students' records.

HONORS

DEAN'S HONORS

A Dean's Honors List is published each semester. It includes all students whose semester grade-point average is 3.50 or higher in 12 or more units; 3.75 to 3.99 in 9 to 11.5 units; or 4.00 in 6 to 8.5 units, with grades of A, B or C.

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

HONORS AT ENTRANCE

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



GRADUATION REQUIREMENTS

ASSOCIATE IN ARTS DEGREE

The Associate in Arts degree is granted to persons who file a Petition for Graduation in the Office of Admissions and Records, who are not on academic probation, and who have completed a minimum of 12 of the last 18 units of the required college curriculum of 60 semester units at Glendale Community College. The satisfactory completion of the required 60 semester units must include all of the following:

1. A major leading to a well-defined objective. This requirement may be met by completing an 18 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.

HUMANITIES

Fine Arts
Language Arts
Social Sciences

SCIENCE

Biology
Mathematics
Physical Science

APPLIED ARTS

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

2. Two units in American Institutions are required. Courses which satisfy this requirement include History 117-118*; Political Science 101, 105, 151***; Social Science 125-126**, 132***.
3. One unit in State and Local Government is required. Courses which satisfy this requirement include Political Science 106, 151***; Social Science 125-126**, 132***.
4. Two units in American History are required. Courses which satisfy this requirement include Economics 111; History 110, 111, 117-118*, 151; Social Science 125-126**, 131.
5. Satisfactory evidence of proficiency in mathematics must be given. This evidence may be a satisfactory score on the Mathematics Department Placement Examination, or a "C" or better grade in Mathematics 141, or "C" or better grades in both Mathematics 145 and Mathematics 146 or "C" or better in both Business—General 130 and Business—General 135 for a total of at least 3 units, or a "C" or better in Technical Education 143, or a "C" or better grade in an equivalent course taken at any accredited college.†
6. Three semester units of community and personal hygiene must be completed. Health 104 or equivalent will satisfy this requirement.
7. Two units of physical education activity and/or dance activity classes must be completed unless exempted by established policy.
8. First-aid instruction. Health 101 or 109 satisfy this requirement.
9. Twenty-one (21) semester units of general education including at least one course in each of the following areas:
 - a. Natural Science. At least one course (3 units) from physical science or from biological science must be selected: Anthropology 101; Astronomy 101, 102, 103; Aviation and Transportation 122; Biology 101, 102, 112, 115, 118, 120, 121, 122, 123, 125, 126, 127, 128, 129, 130, 131, 132, 135, 137, 138, 139, 140, 145, 146, 149; Chemistry 101, 102, 103, 105, 106, 107, 110, 114, 115, 120, 121, 143; Geography 101; Geology 101, 102, 103, 104, 105, 110;

- Oceanography 115; Paleontology 101; Physics 101, 102, 103, 105, 106, 110; 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 (3 units) from the Social Sciences must be selected: Administration of Justice 111; Anthropology 102, 103; Business Administration 110; Economics 101, 102, 105, 111; Ethnic Studies 101, 102, 110, 111, 122, 124, 132, 164; Geography 102, 105, 110, 114; History 101, 102, 103, 104, 106, 107, 108, 109, 110, 111, 112, 113, 114, 117, 118, 119, 120, 121, 131, 135, 151; Political Science 101, 102, 103, 105, 106, 109, 110, 111, 151; Psychology 101, 102, 103, 104, 105, 106, 108, 109, 110, 111, 112, 113, 114, 115, 131; Social Science 121, 122, 123, 124, 125-126, 131, 132; Sociology 101, 102, 105, 131;
 - c. Humanities. At least two courses (6 units)—one from each of the two areas below must be selected.****
 1. Interdisciplinary Humanities, three (3) units required: Humanities 101, 102, 105, 106, 110, 111, 115, 117, 120, 125, 135.
 2. Arts, Foreign Language, Literature and Philosophy, three (3) units required: Arabic 101, 102, 103, 124; Armenian 101, 102; Art 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 112, 113, 116, 118, 120, 121, 125, 156, 195; Egyptian Hieroglyphs 101, 102; English 102, 105, 106, 107, 108, 109, 110, 111, 121, 122, 123, 124, 125, 126, 127, 128, 130, 140, French 101, 102, 103, 104, 105, 106, 124, 125, 126; German 101, 102, 103, 104, 105, 106, 125, 126; Italian 101, 102, 103, 104; Latin 101, 102, 103, 104; Linguistics 101; Music 101, 102, 110, 120, 122, 125, 126, 128; Philosophy 101, 112, 113, 114, 116, 119, 120, 121, 122; Social Science 133; Spanish 101, 102, 103, 104, 105, 106, 124, 125, 126, 127, 128; Theatre Arts 101, 102, 107, 140.
 - d. Language and Rationality. At least two courses (6 units) from Language and Rationality must be selected.
 1. English Composition—three (3) units required. 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 English as a Second Language 165 or Business—General 110.
 2. Communication and Analytical Thinking—three units required. Accounting 101, 102; Business Administration 120, 125; Business—General 101, 115; Computer Science/Information Systems 101, 110, 120, 125, 130, 135, 140, 145, 155, 160, 165, 172, 180, 196, 197; Economics 107; English 118; English as a Second Language 163, 164; Journalism 101, 102; Mathematics 100, 101, 102, 103, 104, 105, 107, 108, 110, 111, 112, 128, 130, 135, 138, 140, 141, 145, 146, 151, 190; Philosophy 117; Political Science 107; Psychology 107; Sociology 107; Speech 100, 101, 103, 104, 105; Technical Education 142, 143, 144.

*This course satisfies requirements 2 and 4.

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

***This course satisfies 2 and 3.

****Business majors who intend to transfer with junior standing and Associate in Science degree candidates are exempted from three of the six units required and may select three units from 9. c. 1. or 9. c. 2.

†Students entering September, 1986 will be held for this new requirement. Continuing students entering prior to Fall, 1986 may satisfy either the old or new mathematics requirement.

ASSOCIATE IN SCIENCE DEGREE

The Associate in Science degree will be granted to persons who have satisfactorily completed a minimum of sixty (60) semester units of work which satisfy all the requirements for an Associate in Arts degree, such units to include the completion of a Glendale Community College Certificate Program of twenty-four (24) units or more. The certificate program must be approved by the appropriate division as a satisfactory major for the Associate in Science degree.

The Certificate Programs which may serve as a major for the Associate in Science degree may be found in the appropriate section of the Catalog.

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 all courses constituting the certificate program.
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.

ADMINISTRATION OF JUSTICE

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

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

It is further *recommended* that students take English 131; Psychology 114 and/or Speech 101.

ADVERTISING ART

The Advertising Art Certificate curriculum combines fundamental fine arts courses with those of a technical nature to provide a comprehensive course study in visual communication. The program is intended to prepare students to communicate ideas and information using any visual medium. Advertising design students learn that by creating effective visual communication they make information accessible and comprehensible and give visual order, identification, and meaning to the many ideas existing within society.

This program is designed for the student's entry into the profession in a variety of areas: salaried "in-house" artist for an agency, printing house or design studio artist, part-time or hourly artist for firms specializing in graphic art areas, or free-lance artist.

These courses are required: Art 107, 130, 131, 134, 135, 138, 150, 151 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, 136, 137, 152, 160, 164, 170, 174, 180; Photography 107.

SPECIALIST IN ALCOHOL/DRUG ABUSE

These courses are required:

Behavioral Courses (Select six units): Psychology 101, 105; Social Science 121; Sociology 101.

Core Courses: Alcohol/Drug Studies 101, 102, 103.

Skill Courses (Select nine units): Alcohol/Drug Studies 110, 111, 112, 113, 114.

Field Experience: Alcohol/Drug Studies 150, 151.

Field Placement: Alcohol/Drug Studies 152, 153.

1. Behavioral courses must be completed prior to enrollment in the skill courses.
2. Core courses can be taken in conjunction with behavioral courses.
3. Alcohol/Drug Studies 101 is a prerequisite for all Alcohol/Drug Studies courses and may be taken in conjunction with the behavioral or other core courses.
4. All academic course work must be completed prior to enrollment in the Field Placement/Seminars; except, one academic course may be taken in conjunction with each Field Placement/Seminar.

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, 103, 105, 109, 110; Art 120, 121, 130, 150; Technical Education 140, 142, 146.

The following courses are recommended: Cooperative Education 102; Drafting 141; Technical Education 143, 145.

ART

For the students who are interested in art as a career the following courses are required:

Two-dimensional art: Art 101, 102, 130, 131, 150, 152, 160, 164, 170, 172, 174

Three-dimensional art: Art 101, 102, 130, 131, 138, 150, 152, 180, 186, 187, 190

ART HISTORY

The curriculum listed below is designed to prepare the student to be an art museum docent.

These courses are required: Art 103, 104, 105, 106, 107; Humanities 115; Speech 101.

A minimum of three units must be selected from the following recommended courses: Art 108, 109, 112, 113, 116, 118.

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; Business Administration 101; English 101; Psychology 101; Speech 101.

A minimum of 4 units must be selected from the following: Aviation and Transportation 121, 122, 123, 124, 125, 126, 127, 129, 131, 132; Accounting 101, 102, 110; Computer Science/Information Systems 101, 105; Economics 101, 102.

AVIATION AND TRANSPORTATION FLIGHT ATTENDANT

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, 132; Fashion 133; Psychology 110; Speech 101.

A minimum of 5 units must be selected from the following: Aviation and Transportation 121, 122, 123, 124, 125, 126, 127, 128, 131; Cooperative Education 102; Geography 105.

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

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

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

AVIATION AND TRANSPORTATION — AIRCRAFT AND POWER PLANT 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: Aviation and Transportation 141, 142, 143, 144, 145, 146.

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

AVIATION AND TRANSPORTATION PILOT TRAINING

Training offered in this field:

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

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

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

BUSINESS — ACCOUNTING

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

These courses are required: Accounting 101, 102; Business Administration 101, 120; Business—General 140 (2 units); Business—General 101 or 120 or English 101 or English 120; Computer Science/Information Systems 101 and either 110 or 115; Economics 101, 102; Finance 150; Mathematics 101.

Elective units from the following list are recommended: Accounting 120, 150, 160; Business Administration 125, 160; Business—General 110, 150; Computer Science/Information Systems 115, 140, 170, 180, 185, 190, 210; Cooperative Education 102; Economics 105, 107; Mathematics 111.

BUSINESS — BANKING

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

These courses are required: Accounting 101 or 110; Business—General 110 or English 101; Computer Science/Information Systems 101 or 105; Finance 110, 115, 120, 150.

Plus any two of the following: Accounting 102; Business Administration 110, 120; Computer Science/Information Systems 115; Economics 101.

BUSINESS — BOOKKEEPING

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

These courses are required: Accounting 101 or 110, 120; Business Administration 101, 120; Business—General 101 or 120 or English 101 or English 120; Business—General 130 (2 units) or Mathematics 101; Business—General 140 (2 units); Computer Science/Information Systems 101 or 105.

Elective units from the following list are recommended: Accounting 150, 160; Business Administration 110; Business—General 105, 110, 135, 150; Computer Science/Information Systems 110, 140, 150, 210; Finance 140, 150; Marketing 105; Office Administration 205, 210.

BUSINESS — DATA PROCESSING

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

CORE CURRICULUM

These courses are required: Business—General 110; Computer Science/Information Systems 101, 110, 130; Mathematics 101.

OPTIONS

Small Business Computing

The student may choose courses from this list and must complete a total of 32 units, including the core courses.

Computer Science/Information Systems 115, 117, 120, 135, 160, 165, 172, 180, 185, 190, 210; Cooperative Education 102

Large System Computing

The student can choose from this list and must complete a total of at least 32 units, including the core courses.

Computer Science/Information Systems 117, 135, 140, 145, 150, 155, 165, 170, 172, 180, 185, 190, 210; Cooperative Education 102

Programming

The student can choose from this list and must complete a total of at least 32 units, including core courses.

Computer Science/Information Systems 115, 120, 135, 140, 145, 150, 155, 160, 165, 170, 172, 180, 185, 190

Note: Other than the core courses, a course may not be used for more than one option on a single certificate. Courses taken more than three years before the granting of the certificate must have the approval of the division chairperson for acceptance.

BUSINESS — ESCROW

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

These courses are required: Real Estate 150, 250, 251, 252, 253.

Nine units must be chosen from among the following courses: Accounting 101 or 110; Business Administration 101, 120, 125, 160; Business—General 110, 130; Real Estate 101, 120, 130, 140, 160, 161, 190, 275.

BUSINESS — GENERAL

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

These courses are required: Accounting 101 or 110; Business Administration 101, 120; Business—General 101 or 120 or English 101 or 120; Business—General 130 (2 units) or Mathematics 101; Computer Science/Information Systems 101 or 105; Finance 140 or 150; Marketing 110 or 115.

Elective units from the following list are recommended: Accounting 102; Business Administration 125 or 130; Business—General 110, 135, 140, 150; Computer Science/Information Systems 110; Cooperative Education 102; Economics 105; Marketing 105, 120; Office Administration 260; Real Estate 101.

BUSINESS — INSURANCE

Not Offered.

BUSINESS — MANAGEMENT

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

These courses are required: Management 101 or Business Administration 101; Management 145 or Speech 100 or 101; Management 150 or Business—General 110 or English 101.

Select 15 units from the following courses: Business Administration 120 or 125; Computer Science/Information Systems 101, 115; Management 110, 115, 120, 125, 130, 135, 140, 155, 160, 165.

BUSINESS — MARKETING

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

These courses are required: Accounting 101 or 110; Business Administration 101, 120; Business—General 130 (2 units); Computer Science/Information Systems 101 or 105; Marketing 105, 110, 115, 120; Speech 100.

Elective units from the following list are recommended: Accounting 102 or 111; Business—General 101 or 120, 110, 135; Computer Science/Information Systems 110; Cooperative Education 102; Mathematics 101.

BUSINESS — MEDICAL ADMINISTRATIVE SERVICES

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

CORE CURRICULUM

These courses are required: Business Administration 110; Business—General 101*, 105, 110; Office Administration 182, 185, 190, 215 (3 units), 250 (1 unit).

OPTIONS

Medical Front Office Option

Required courses: Core Curriculum; Business—General 130 (2 units), 140 (2 units)

Medical Transcription Option

Required courses: Core Curriculum; Business—General 130 (2 units); Office Administration 195

Medical Secretary Option

Required courses: Core Curriculum; Office Administration 110, 140** (1 unit) and Office Administration 125 (3 units) or Business—General 150 (3 units)

Elective units from the following list are recommended:

Accounting 101 or 110; Biology 112, 120 or 121; Business Administration 120 or 130; Business—General 130, 140; Computer Science/Information Systems 101, 105, 115; Cooperative Education 102; Fashion 133; Finance 161; Office Administration 130, 195, 230, 250, 255, 260; Psychology 101; Sociology 101, 102; Spanish 117.

*or a satisfactory score on the English Placement Examination.

**Minimum speed requirement of 80 wpm. Office Administration 140 may be waived if this requirement is met.

BUSINESS — GENERAL OFFICE

This curriculum is designed for students who wish to prepare for a variety of assignments in a business environment such as commercial, industrial, and financial companies or in government service as clerk typists, department assistants, junior secretaries, accounting clerks, or receptionists.

These courses are required: Accounting 101 or 110; Business Administration 110; Business—General 101**, 105, 110, 130 (2 units), 140 (1 unit); Office Administration 101, 105, 110 (2 units), 201, 205*, 250 (1 unit).

Elective units from the following list are recommended: Business Administration 101, 120 or 130; Business—General 135, 150 or Office Administration 120; Cooperative Education 102; Fashion 133; Marketing 115; Office Administration 225, 230, 250, 255, 260.

* Minimum speed requirement of 45 wpm

** or satisfactory score on English Placement Exam

BUSINESS — OFFICE ASSISTANT (BILINGUAL)

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

These courses are required: Accounting 101 or 110; Business—General 105, 110, 115, 120, 130 (2 units), 140 (1 unit); Office Administration 101, 105, 110 (2 units), 215 (3 units).

Elective units from the following list are recommended: Business Administration 101, 110, 120 or 130; Business—General 135, 150 or Office Administration 120 (4 units); Cooperative Education 102; Fashion 133; Marketing 115; Office Administration 230, 250, 260; Spanish 103, 104, 105, 106, 115, 116.

BUSINESS — REAL ESTATE

In the Real Estate curriculum, special attention is given to the California License requirements. As of January 1, 1986, (1) A salesperson must take the Real Estate Principles course before taking the state salespersons licensing examination and 2 other courses within 18 months of passing the examination and (2) an applicant for the broker's license must have taken the eight (8) real estate courses required of the real estate certificate before taking the State Broker Examination.

The following courses are required: Real Estate 101, 120, 130, 140, 150, 160, 190, 250.

Recommended courses include the following: Accounting 101 or 110; Business Administration 101, 120, 125, 160; Business—General 130, 160; Business—General 101 or 110 or English 101 or English 102; Cooperative Education 102; Economics 101, 102; Finance 140, 150; Marketing 110, 115; Office Administration 205, 210; Real Estate 161, 251, 252, 253, 275.

BUSINESS — SECRETARY, EXECUTIVE

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

These courses are required: Business Administration 110; Business—General 105, 110, 130 (2 units); Computer Science/Information Systems 115; Office Administration 101, 110, 125 (3 units), 140 (2 units)*, 215 (3 units), 250 (1 unit), 255, 260.

Elective units from the following list are recommended: Accounting 101 or 110; Business Administration 101, 120, 125 or 130; Business—General 135, 140, 160; Computer Science/Information Systems 101 or 105; Cooperative Education 102; Economics 105; Fashion 133; Finance 140, 150; Office Administration 130, 135 or 140, 230, 250, 252, 255.

* Or minimum speed requirement of 80 wpm.

BUSINESS — SECRETARY, GENERAL

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

These courses are required: Business Administration 110; Business—General 101**, 105, 110, 130 (2 units), 140 (1 unit); Office Administration 101, 105, 110, 210, 250 (1 unit), 255, 260, and 120* or Business—General 150.

Elective units from the following list are recommended: Accounting 101 or 110; Business Administration 101, 120 or 130; Business—General 135, 160; Computer Science/

Information Systems 101 or 105, 115; Cooperative Education 102; Family and Consumer Studies 133; Office Administration 125, 130, 135 or 140, 210, 230, 250.

*Minimum speed requirement of 70 wpm.

**or satisfactory score on the English Placement Examination.

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 Administration 110; Business—General 101*, 105, 110, 130 (2 units); Computer Science/Information Systems 115; Office Administration 101, 110, 162, 215**, 250, 255.

Note: Shorthand is encouraged as a useful tool for a Legal Secretarial Certificate candidate. The student who wishes to learn shorthand should enroll in Office Administration 120, 125, and 130 or Business General 150. Students who wish to review and improve existing shorthand skills should enroll in Office Administration 140.

The Legal Secretarial Certificate will not be awarded unless a typing speed of 60 WPM is attained.

* or a satisfactory score on the English Placement Exam

**Prerequisite requirements of Office Administration 205 and 210 may have been completed in high school.

BUSINESS — WORD PROCESSING SPECIALIST

This curriculum is designed for those students who are preparing for a position to enter the office occupational field of word processing.

These courses are required: Business Administration 110, 101 or Office Administration 162; Business—General 101*, 105, 110; Computer Science/Information Systems 115; Office Administration 101, 110, 215 (3 units), 250 (2 Units), 255 (2 units), 260

Elective units from the following list are recommended: Accounting 101 or 110; Business Administration 120 or 130; Business—General 130; Computer Science/Information Systems 101, 110, 115, 230, 232; Cooperative Education 102; Fashion 133; Office Administration 162, 230, 252, 280.

* or a satisfactory score on the English Placement Exam

CERAMICS

This certificate is designed for those students wishing to prepare for employment in the commercial ceramic industry as lab technicians. Emphasis in the coursework is on job-related skills such as production forming techniques, glaze formulation and application, patterning and decorating techniques, and kiln loading and firing. The program is also well suited for those desiring to set up their own production studios to work as independent artists.

These courses are required: Art 130, 138, 150, 186, 187, 188, 190, 191, 192; Accounting 110; Chemistry 110 or 143; Photography 107.

These courses are recommended: Art 101, 102, 180, 189, 192, 195.

CHILD DEVELOPMENT/TEACHING

The Child Development/Teaching curriculum is designed to prepare students to teach in nursery school, Head Start Child Development Centers, preschool classes and day care centers. Three options are presented — Infant/Toddler, Nursery School and School Age Extended Care based on the same core classes (Child Development 135, 140, 142, 155).

Child Development/Teaching Nursery School

These courses are required: Child Development 135, 138, 140, 141, 142, 151, 152, 155; Cooperative Education 102 (1 unit); English 127.

A minimum of 3 units must be selected from the following: Child Development 136, 137, 143, 147, 196; Health 109.

Child Development/Teaching — Infant Toddler

These courses are required: Child Development 135, 138, 140, 141, 142, 147, 155; English 127; Cooperative Education 102 (1 unit).

A minimum of 6 units must be selected from the following: Child Development 136, 137, 143, 151, 152, 196; Health 109.

Child Development/Teaching — School Age Extended Care

These courses are required: Child Development 135, 136, 137, 140, 141, 142, 155; Cooperative Education 102 (1 unit); English 127.

A minimum of 3 units must be selected from the following: Child Development 138, 143, 147, 151, 152, 196; Health 109.

CHOREOGRAPHIC STUDIES AND DANCE TECHNIQUE

The curriculum is designed for those students who plan careers in Commercial and Concert Dance.

The following courses are required (18 units): Dance 176, 177, 179, 180, 181, 182, 184, 185, 187, 188, 193.

Select a minimum of 6 units from the following elective courses: Art 102, 125, 130; Dance 164, 178, 183, 186, 191, 194; Health 110; Humanities 117, 120; Music 101, 130, 132, 135, 170; Physical Education 294; Theatre Arts 101, 103, 104, 109, 123, 134.

COMPUTER SCIENCE

This program is designed for those students interested in scientific programming as an occupational area.

CORE CURRICULUM

These courses are required: Business—General 110; Computer Science/Information Systems 101, 110, 130; Mathematics 101.

The student may choose courses from the following list to complete a total of at least 32 units, including the core courses.

Computer Science/Information Systems 135, 150, 160, 165, 170, 172, 185, 190; Mathematics 111 or Computer Science/Information Systems 125; Mathematics 128, 130; Cooperative Education 102.

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

COMPUTER SOFTWARE TECHNICIAN

This program is designed to train students to meet the rapidly growing need for qualified hardware/software design technicians, having a blend of hardware skills and software skills.

These courses are required: Computer Science/Information Systems 101, 110, 120, and either 130 or 150 or 160 or Mathematics 130; Electronics and Computer Technology 103, 104, 203, and 110*.

These courses are recommended: Business Administration 110; Business—General 110, Computer Science/Information Systems 135, 140, 145; English 131; Electronics and Computer Technology 201, 204; Mathematics 128; Office Administration 201; Speech 100.

*or Electronic and Computer Technology 101 or 102

COSMETOLOGY

Glendale Community College has contracted with a Glendale beauty college 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, English 131

DIETARY SERVICE SUPERVISOR

These courses are required: Food and Nutrition Studies 111, 113, 116, 125; Cooperative Education 102; Management 110.

A minimum of four units must be chosen from the following recommended courses: ESL 164; English 191; Business-General 130; Food and Nutrition Studies 112, 117, 118, 119, 203, 207; Management 115.

DRAFTING/ELECTRO-MECHANICAL DESIGN

This course of study provides basic and advanced training in Technical Drawing and Design with an emphasis on electro-mechanical design. ANSI Y 14.5 and other military standards are presented along with computer aided drafting and design (CADAM).

These courses are required: Drafting 131, 132, 133, 134, 141 (CADAM); Engineering 103; Technical Education 140, 142, 143, 145, 146; Metallurgy 150.

Elective units from the following list are recommended: Electronics and Computer Technology 110; Machine Technology 101; Welding 121.

ELECTRONICS AND COMPUTER TECHNOLOGY

This certificate program is designed to prepare the student for entry, as a technician, into the career area of industrial electronics and computer technology.

These courses are required: Drafting 130; Electronics and Computer Technology 100, 101, 102, 103, 104, 112, 201, 203; Guidance 195; Technical Education 140 or equivalent.

Select a minimum of 12 units from the following elective courses: Aviation and Transportation 103; Computer Science/Information Systems 150; Drafting 129, 133, 140; Electronics and Computer Technology 202, 204, 205; Engineering 101, 103; Independent Study 149 (ECT Lab)(Maximum of 2 units); Mathematics 130; *Technical Education 142, 143, 145, 146.

*Note: Up to 6 General Education units may be substituted for equivalent Technical Education courses.

ENGINEERING (SEE DRAFTING/ELECTRO-MECHANICAL DESIGN)

FASHION DESIGN

Fashion Design is a program designed for those students interested in fashion design as a career. Courses offered include training as pattern makers, designers, layout workers, sample makers, drapers, fitters and cutters, and includes knowledge of textile merchandise and selling techniques of fashion goods.

These courses are required: Fashion 100, 103, 104, 105, 106, 107, 108, 109, 123, 125, 133; Clothing and Textiles 105.

Elective units from the following list are recommended: Art 130; Business—General 101; Cooperative Education 102; English 131; Clothing and Textiles 101; Theatre Arts 123.

FIRE TECHNOLOGY

These courses are required (3 units in each course): Fire Technology 101, 103, 104; English 131; Administration of Justice 117 or Psychology 140.

In addition, a minimum of 12 units *must be* selected from the following: Fire Technology 105, 107, 108, 109, 110, 111, 112, 114, 151.

The following courses are recommended: Administration of Justice 101, 103, 120; Speech 101.

FOOD SERVICE MANAGEMENT

This course of study provides basic and advanced training designed to prepare students for employment in various positions in the food service industry.

These courses are required: Food and Nutrition Studies 111, 112, 113, 116, 117, either 120 or 122, 125, 201, 203, 207, 214.

Elective Units from the following are recommended: Cooperative Education 102; English 131; Food and Nutrition Studies 110, 112, 118, 120; Management 101; Psychology 101.

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 electives: Cooperative Education 102, Journalism 106

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—General 130 or Mathematics 151; English 101; History 110 or 117-118 or Social Science 131-132; Office Administration 210; Physical Science 131; Psychology 101 or 110; and practical experience as a student assistant in the Technical Services Department of the Glendale Community College Library, under the direction of the technical services librarian, 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, 111; Technical Education 146, 147; Metallurgy 150.

Elective units from the following list are recommended: Cooperative Education 102; English 131, 132; Machine Technology 109, 112; Mathematics 151; Technical Education 142 or equivalent; Technical Education 145; Welding 117, 118.

MANUFACTURING TECHNOLOGY

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

CORE CURRICULUM

These courses are required: Computer Science/Information Systems 105, 115; Drafting 129, 130; Electronics and Computer Technology 110; Guidance 195; Machine Technology 101; Technical Education 110, 146.

Numerical Control Technician Option

Required courses: Core curriculum; Electronics and Computer Technology 103, 104, 111, 205; Machine Technology 110; Technical Education 148

Machine Operator Option

Required courses: Core curriculum; Machine Technology 101, 110

MUSIC

This curriculum provides basic and advanced training in music. The courses are divided into four categories: core classes, applied music classes, performing ensembles, and electives.

Core Classes (9 units are required):

Music 101, 102, 104, 105, 106, 107, 108, 109, 120 or 125, 126, 128

Applied Music Classes (6 units are required, 2 units from each of the following groups):

1. Music 135, 136, 137, 156, 157, 158, 159
2. Music 138
3. Music 160, 161, 162, 163

Performing Ensembles (6 units are required):

Music 131, 132, 133, 134, 141, 151, 165 (2 units maximum of 165)

Electives (3 units are required):

Music 110, 128, 143, 165, 168, 169, 170, 171, 175, 210, 211, 212, 213

Please see the Music Department Chairperson for intra-departmental requirements such as recital participation and concert attendance policy.

NURSING

REGISTERED NURSING CAREER LADDER PROGRAM

I. ADVANCED PLACEMENT PROGRAMS

Glendale Community College offers two advanced placement programs for LVN's seeking to advance to the R.N. level.

PLAN A — Qualifies the student for:

- Associate degree from Glendale Community College
- Writing the licensing examination to become an R.N.
- Recognition for having completed an accredited R.N. program
- Recognition as a Glendale Community College R.N. graduate with all the associated rights and privileges there of
- Licensure by endorsement in all other states

PLAN B — Qualifies the student to meet the Board of Registered Nursing requirements for taking the licensing examination only by requiring 30 units of nursing and science. The student who elects to take this program is *not*:

- Recognized as a graduate of an accredited R.N. program
- Recognized as Glendale Community College R.N. graduate
- Qualified for licensure by endorsement in every state

II. ADN GENERIC PROGRAM

Qualifies the student for:

- Associate degree from Glendale Community College
- Writing the licensing examination to become an R.N.
- Recognition for having completed an accredited R.N. program
- Recognition as a Glendale Community College R.N. graduate with all the associated rights and privileges there of
- Licensure by endorsement in all other states

A. ADMISSION REQUIREMENTS

PLAN A

Completion of an accredited VN program or equivalent

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

English 101; Biology 112, 120, 121; Humanities Course; Psychology 101; Speech 100 or 101 or 103

Take NLN standardized tests in nursing

Take the Comparative Guidance and Placement Examination

PLAN B — 30 Unit Option

Completion of an accredited VN program or equivalent

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

Human Physiology; Microbiology

Take NLN Standardized tests in nursing

Take Comparative Guidance and Placement Examination

ADN GENERIC PROGRAM

Take NLN standardized tests in nursing

Take the Comparative Guidance and Placement Examination

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

Human Anatomy; Human Physiology and Microbiology; *English 101;

*Humanities Course; *Psychology 101; *Speech 100 or 101 or 103.

* These courses may be taken concurrently with the first year nursing courses.

B. COURSE REQUIREMENTS

1. ASSOCIATE DEGREE

Any course or courses satisfying the American History, American Institutions, and State and Local Government requirements. Mathematics proficiency is required (see Index for graduation requirements).

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

2. CERTIFICATE

a. PLAN A

Allied Health 233, 234, 240, 245

b. PLAN B — (30 unit option)

Allied Health 233, 234, 240, 245

c. ADN GENERIC PROGRAM

Allied Health 101, 103, 108, 112, 114, 116, 122, 233, 234, 240, 245

C. TRANSFER AND CHALLENGE POLICY/PROCEDURE

Students with prior educational experience in health care acquired within the last five years, will be provided opportunity to obtain credit.

1. Transfer:
 - a. Transfer credit is given for equivalent courses required by this program taken at any accredited college, university or nursing school in which a grade of "C" or better has been received.
2. Credit by Examination:
 - a. Students wishing to challenge courses approved for credit by examination must follow the procedure as outlined in the college catalog under Credit by Examination.
 - b. The maximum allowable number of credit by examination units with a grade of "CR" that may be applied toward graduation requirements shall be limited to 12 units.
 - c. Challenge examinations for the following nursing courses have a theory test (written): Allied Health 101, 103, 105, 107, 112, 113, 114, 116 and 118. A theory test must be passed with a grade of "C" or better in order to receive credit.
 - d. Challenge examinations for the following nursing clinical courses have a performance test (practicum): Allied Health 108, 122, and 123. Clinical practicum must be passed with 100% accuracy according to provided performance checklist.
 - e. Challenge examinations for the following nursing courses have a theory test (written) and a performance test (practicum): Allied Health 233, 234, 240 and 245.
 - f. Students may challenge a course only once.
 - g. Only those students currently enrolled in the program may request credit by examination.
3. CREDIT FOR GRADUATES OF DIPLOMA SCHOOLS
 - a. Thirty (30) semester units of credit will be granted to graduates of Diploma Schools of Nursing under the following conditions:
 1. The student has a valid current California Certificate as a licensed registered nurse obtained by examination or on the basis of reciprocity with another state.
 2. The student has completed at least 12 units of credit with "C" or better average at Glendale Community College.
 - b. Candidates for the Associate of Arts or Science degree are exempt from Health Education and Physical Education as general education requirements.
 - c. Candidates may take additional nursing courses for credit only upon approval of the Allied Health Department.
4. CREDIT FOR COURSES COMPLETED AT HOSPITAL BASED INSTITUTIONS

Students transferring from Hospital Based Institutions must complete thirty (30) units with a "C" or better grade point average at Glendale Community College before they can apply for a maximum of 15 units of transfer credit.

VOCATIONAL NURSING

Vocational nursing is a twelve month program. Satisfactory completion of the program, with a grade of "C" or better, leads to the Glendale College Vocational Nursing Pin and Certificate, and to the California State Board Examinations in Vocational Nursing.

These courses are required: Allied Health 101, 103, 105, 107, 108, 112, 113, 114, 116, 118, 122, 123; Psychology 101, 106.

TRANSFER AND CHALLENGE POLICY

See RN Transfer Challenge Policy above.

OFFICE WORK (SEE BUSINESS CERTIFICATE PROGRAMS)

PHOTOGRAPHY

These courses are required: Art 130; Photography 101, 102, 103, 105, 107, 108

Elective units from the following list are recommended: Art 134, 138, 150; Chemistry 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, 104, 107, 110; Physical Education 120; Recreation Leadership 109.

A minimum of 13 units must be selected from the following: Administration of Justice 101 or 118; Art 101 or 102 or 112; Biology 121, 122; Music 120, 130 or 131; Psychology 101 or 110; Speech 101.

Recommended electives: Cooperative Education 102; Physical Education 124, 125, 126, and additional courses in basketball, dance, soccer, softball, tennis, and volleyball.

TECHNICAL GRAPHICS

Technical Graphics is a visual communication process of preparing art work for the existing industrial standards. This curriculum is designed to prepare students to execute technical illustrations, pictorial renderings, drawings, brochures, and publications.

The following courses are required: Technical Education 140; Technical Graphics 165 (or Architecture 101; Drafting 129, 131; Engineering 101), 166, 167, 168.

A minimum of 10 units must be selected from the following: Architecture 103, 105; Art 141, 152, 160, 203; Drafting 141; Electronics and Computer Technology 110; Engineering 103; Photography 101, 102; Technical Education 142, 145, 147; Technical Graphics 169, 170, 171, 172, 177, 178.

Recommended electives: Art 132, 138, 142, 144, 185, 186; Computer Science/Information Systems 101, 110; Cooperative Education 102; Machine Technology 107; Office Administration 201, 205; Technical Education 143, 146; Technical Graphics 173; Welding 117

THEATRE ARTS — GENERAL CERTIFICATE

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

Elective units from the following list are recommended: Art 101, 102, 130, 131, 152; English 102, 115, 120, 121, 125, 126; Humanities 117; Dance 181, 182, 186; Speech 105; Theatre Arts 101, 104, 110, 122, 134.

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, metal inert gas welding, plasma arc cutting, oxy-fuel welding, cutting and brazing of common metals. The emphasis will be on obtaining a welding certification at the completion of the required courses.

These courses are required: Drafting 129; Technical Education 147; Welding 121, 122, 123, 124, 125 (1 unit); Metallurgy 150.

Elective units from the following list are recommended: English 131, 132; Machine Technology 101 or 105; Materials and Processes 146; Mathematics 151; Technical Education 142; Welding 125.

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.

Courses listed acceptable for the upper division major and the lower division General Education Requirement are sent to the transfer institutions for verification.

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.

*See Graduation Requirements.

ANTHROPOLOGY

CSU, Los Angeles

B.A. Anthropology

Anthro 101	Physical	3
Anthro 102	Cultural	3

CSU, Northridge

B.A. Anthropology

Anthro 101	Physical	3
Anthro 102	Cultural	3

ART

CSU, Los Angeles

B.A. Art

Art 101	Surv Art Hist	3
Art 102	Surv Art Hist	3
Art 130	Design I	2
Art 131	Design II	2
Art 150	Drawing I	2
Art 152	Life Drawing I	2
Art 160	Painting	2
Choose 2 from:		
Art 190	Ceram Handbldg	2
Photo 101-102	Intro & Drkrn	2-2

Art History Option:

Art 101	Surv Art Hist	3
Art 102	Surv Art Hist	3
Art 130	Design I	2
Art 150	Drawing I	2
Art 152	Life Drawing I	2
Choose 2 from:		
Art 131	Design II	2
Art 160	Painting	2
Art 190	Ceram Handbldg	2
CS/IS 101	Intro	5
CS/IS 105	Comp Concepts	3

CSU, Northridge**B.A. Art**

Art 101	Surv Art Hist	3
Art 102	Surv Art Hist	3
Art 130	Design I	2
Art 138	3 D Design	2
Art 150 OR	Drawing I	2
Art 151	Drawing II	2
Art 152 OR	Life Drawing I	2
Art 153 OR	Life Drawing II	2
Art 154 OR	Adv Life Drawing I	2
Art 155	Adv Life Drawing II	2

BIOCHEMISTRY**CSU, Los Angeles****B.S. Biochemistry**

Biol 101-102	General	4-5
Biol 112	Microbiology	4
Chem 101-102	General	5-5
Chem 103	Quant Analysis	4
Ger 101-102	Beg German I & II	5-5
Math 103-105	Calc I-II-III	5-5-4
Phys 101-103	Engr Physics	5-4-5

UC, Los Angeles**B.S. Biochemistry**

Biol 102	General	5
Chem 101-102	General	5-5
Chem 105-106	Organic	5-5
Math 103-105	Calc I-II-III	5-5-4
Phys 101-103	Engr Physics	5-4-5

BIOLOGY**CSU, Los Angeles****B.S. Biology**

Biol 101-102	General	4-5
Chem 101-102	General	5-5

Chem 103	Quant Analysis	4
Math 103	Calc I	5
Phys 105-106	General	4-4
Recommended: 1 year of Foreign Lang		

CSU, Northridge**B.A. Biology****CORE:** (Required for all students)

Biol 101-102	General	4-5
Chem 101-102	General	5-5
Phys 105-106	General	4-4

General Biology Option:

Biol 121	Physiology	4
Math 103	Calc I	5

Environmental Biology Option:

Chem 105-106	Organic	5-5
Math 103-104	Calc I & II	5-5

Cell & Molecular Biology Option:

Recommended:		
Math 103-104	Calc I & II	5-5

Medical Technology Option:

Chem 103	Quant Analysis	4
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Microbiology Option:

Recommended:		
Math 103-104	Calc I & II	5-5

UC Los Angeles**B.S. Biology**

Biol 101-102	General	4-5
Chem 101-102	General	5-5
Chem 105-106	Organic	5-5
Math 103-104	Calc I-II	5-5

BUSINESS ADMINISTRATION**UC Berkeley****B.S. Business Administration**

Acctg 101	Prin Acctg I	5
Acctg 102	Prin Acctg II	5
CS/IS 101&110	Intro/Basic	5-3

OR

CS/IS 101&140	Intro/Cobol	5-4
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OR

CS/IS 101&150	Intro/Fortran	5-2
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Econ 101	Microeconomics	3
Econ 102	Macroeconomics	3
Econ 107	Prob & Stats	3
Engl 101	Fresh English	3
Engl 102	Fresh English	3
Math 103	Calc I	5
Math 104	Calc II	5
Foreign Language Required		

CSU, Long Beach

B.S. Business Administration

Acctg 101	Prin Acctg I	5
Acctg 102	Prin Acctg II	5
Bus Ad 120	Bus Law I	3
CS/IS 101&110	Intro/Basic	5-3
Econ 101	Microeconomics	3
Econ 102	Macroeconomics	3
Math 111	Finite	5
Math 112	Bus Calc	5
Phil 116	Ethics	3
OR		
Phil 117	Logic	3

CSU, Los Angeles

B.S. Business Administration

Acctg 101	Prin Acctg I	5
Acctg 102	Prin Acctg II	5
Bus Ad 120	Bus Law I	3
CS/IS 101	Intro	5
Econ 101	Microeconomics	3
Econ 102	Macroeconomics	3
Econ 107	Prob & Stats	3
Math 112	Bus Calc	5

CSU, Northridge

B.S. Business Administration

Acctg 101	Prin Acctg I	5
Acctg 102	Prin Acctg II	5
Bus Ad 120	Bus Law I	3
CS/IS 101	Intro	5
OR		
CS/IS 115	Micro fro Bus	4
Econ 101	Microeconomics	3
Econ 102	Macroeconomics	3
Math 112	Bus Calc	5
OR		
Math 103	Calc I	5

San Diego SU

B.S. Business Administration

Acctg 101	Prin Acctg I	5
Acctg 102	Prin Acctg II	5
Bus Ad 120	Bus Law I	3
Bus Gen 110	Writ Bus Comm	3
CS/IS 101&110	Intro/Basic	5-3
Econ 101	Microeconomics	3
Econ 102	Macroeconomics	3
Econ 107	Prob & Stats	3
Math 111	Finite	5
Math 112	Bus Calc	5

USC

B.S. Business Administration

Acctg 101	Prin Acctg I	5
Acctg 102	Prin Acctg II	5
Bus Ad 120	Bus Law I	3
Bus Ad 125	Bus Law II	3
Econ 101	Microeconomics	3
Econ 102	Macroeconomics	3
Math 112	Bus Calc	5
Natural World**	— two courses	
Empirical Approaches**	— one course	
Non-Western Culture**	— one course	
Aesthetic Approaches: Literature**	— one course	

A total of two courses from the following five categories:

- American Public Life**
- Foundations of Western Culture I**
- Foundations of Western Culture II**
- Aesthetic Approaches: The Arts**
- Ethical Approaches**

** see USC's GE agreement for plan

BUSINESS EDUCATION

CSU, Los Angeles

B.S. Business Education

Acctg 101	Prin Acctg I	5
Acctg 102	Prin Acctg II	5
Bus Ad 120	Bus Law I	3
CS/IS 101	Intro	5
Econ 101	Microeconomics	3
Econ 102	Macroeconomics	3
Econ 107	Prob & Stats	3

CHEMISTRY

CSU, Los Angeles

B.A. Chemistry

Chem 101-102	General	5-5
Chem 103	Quant Analysis	4
Germ 101-102	Beg German I & II	5-5
Math 103-104	Calc I & II	5-5
Phys 101-103	Engr Physics	5-4-5

B.S. Chemistry

Chem 101-102	General	5-5
Chem 103	Quant Analysis	4
Germ 101-102	Beg German I & II	5-5
Math 103-105	Calc I-II-III	5-5-4
Math 107	Linear Algebra	3

OR

CS/IS 150	Fortran	2
OR		
Math 130	Fortran	2
Math 108	Diff Equat	3
Phys 101-103	Engr Physics	5-4-5

CSU, Northridge
B.A. Chemistry

Chem 101-102	General	5-5
Chem 103	Quant Analysis	4
Math 103-104	Calc I-II	5-5
Phys 105-106	General	4-4
Biochemistry Option: ADD		
Biol 101-102	General	4-5

B.S. Chemistry

Chem 101-102	General	5-5
Chem 103	Quant Analysis	4
Math 103-105	Calc I-II-III	5-5-4
Math 108	Diff Equat	3
Phys 101-103	Engr Physics	5-4-5

UC Los Angeles
B.S. Chemistry

Chem 101-102	General	5-5
Chem 105-106	Organic	5-5
Math 103-105	Calc I-II-III	5-5-4
Phys 101-102	Engr Physics	5-4

CHICANO STUDIES

CSU, Los Angeles

B.A. Mexican-American Studies

General Option:

Choose 2 from:

Hist 113	Hist Mex People	3
Soc S 122	Mex-Amer St.	3
Span 127	Mexican Lit	3

Multiple Subject Credential Option:

See GCC CSLG Office.

CSU, Northridge

B.A. Chicano Studies

Hist 113	Hist Mex People	3
Span 127	Mexican Lit	3

CHILD DEVELOPMENT

CSU, Los Angeles

B.A. Child Development

CORE:

FNS 125	Nutrition	3
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ChDev 135	Preschool Child	3
Psych 101	General Psych	3
Psych 103	Physiological	3
Psych/Soc 131	Marriage/Family	3

General Program Option:

See GCC CSLG Office.

Multiple Subject Credential Option:

See GCC CSLG Office.

CSU, Northridge

B.A. Child Development

Econ/Psych/ Soc 107	Statistics	3
Biol 121	OR Physiology	4
Psych 103*	Physiological	3

*For Child Mental Health Specialist
Option.

COGNITIVE SCIENCE

CSU, Los Angeles

B.A. Cognitive Science

Anthro 101	Physical	3
Biol 102	OR General	5
Biol 122	Intro	4
Chem 101	OR General	5
Chem 110+	Elements	5
Math 103-104	Calc I-II	5-5
Phys 101	OR Engr Physics	5
Phys 105	OR General	4
Phys 110	Intro	3
Psych 101	General	3
Psych/Econ 107	Statistics	3
+or 1 year of high school Chemistry with a "C" grade of better.		

COMMUNICATIVE DISORDERS

CSU, Los Angeles

B.A. Communicative Disorders

Speech 105	Voice & Diction	3
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CSU, Northridge

B.A. Communicative Disorders

Speech 101	Public Speaking	3
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COMPUTER SCIENCE

CSU, Los Angeles

B.S. Computer Science

CS/IS 130	Pascal	4
CS/IS 135	"C"	4
Math 103-105	Calc I-II-III	5-5-4

Math 107	Linear Algebra	3
Phys 101-103	Engr Physics	5-4-5

CSU, Northridge
B.S. Computer Science

Math 103-104	Calc I-II	5-5
Math 107	Linear Algebra	3

CRIMINAL JUSTICE

CSU, Los Angeles
B.S. Criminal Justice

Admj 101	Intro	3
Admj 103	Criminal Law	3
Admj 107	Comm Relations	3
Admj 110	Prin & Proc	3
Admj 116	Crim Investig	3
Admj 120	Legal Aspects	3

DEAF STUDIES

CSU, Northridge
B.A. Deaf Studies

Take after transfer.

EARTH SCIENCE

CSU, Northridge
B.A. Earth Science

Astr 101	Elements	3
Chem 101-102	General	5-5
CS/IS 150 OR	Fortran	2
Math 130	Fortran	2
Geol 101	Physical	3
Geol 104	Field	2
Math 103	Calc I	5
Phys 105-106	General	4-4

ECONOMICS

CSU, Los Angeles
B.A. Economics

CORE:

Econ 101	Microeconomics	3
Econ 102	Macroeconomics	3
Econ 107	Statistics	3

Applied and Analytical Option:

Acctg 101-102	Acctg I-II	5-5
OR		
Acctg 101	Acctg I	5
CS/IS 101	Intro	5
Math 112 OR	Bus Calc	5

Math 103-104*	Calc I-II	5-5
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*Students intending to enter graduate programs should choose.

Social and Behavioral Option:

Acctg 101	Acctg I	5
Math 112	Bus Calc	5

CSU, Northridge

B.A. Economics

Acctg 101-102	Acctg I-II	5-5
Econ 101	Microeconomics	3
Econ 102	Macroeconomics	3
Math 112*	Bus Calc	5
*Students intending to enter graduate programs should take		
Math 103-104	Calc I-II	5-5
Math 107	Linear Algebra	3

UC Los Angeles

B.A. Economics

Econ 101	Microeconomics	3
Econ 102	Macroeconomics	3
Econ 107	Statistics	3
Engl 102	Freshman Engl	3
Math 103-104	Calc I-II	5-5

ENGINEERING

CSU, Los Angeles

B.S. Engineering

Chem 101-102+	General	5-5
CS/IS 150 OR	Fortran	2
Math 130	Fortran	2
Engr 103+	Desc Geom	3
Math 103-105	Calc I-II-III	5-5-4
Math 108	Diff Equations	3
Phys 101-103	Engr Phys	5-4-5
+Not required for Electrical Engr.		

CSU, Northridge

B.S. Engineering

Chem 101	General	5
CS/IS 150 OR	Fortran	2
Math 130	Fortran	2
Engr 103	Desc Geom	3
Math 103-105	Calc I-II-III	5-5-4
Math 108	Diff Equations	3
Phys 101-102	Engr Phys	5-4
Phys 103 OR	Engr Phys	5
Chem 102	General	5

**UC Los Angeles
B.S. Engineering**

Biol 122	Intro	4
Chem 101-102+#	General	5-5
CS/IS 130\$	Pascal	4
OR		
CS/IS 150\$	Fortran	2
OR		
Math 130\$	Fortran	2
Engl 101	Fresh English	3
Math 103-105	Calc I-II-III	5-5-4
Math 107	Linear Alg	3
Math 108	Diff Equations	3
Phys 101-103	Engr Physics	5-4-5
+Chem is not required for Computer Science and Engineering degree.		
#Chemical Engineering also requires		
Chem 105-106	Organic	5-5
\$Programming language depends upon the curriculum being followed.		

**USC
B.S. Engineering**

Engl 101+	Fresh English	3
Chem 101#\$	General	5
Phys 101-103\$	Engr Phys	5-4-5
Math 103-105	Calc I-II-III	5-4-5
Math 108	Diff Equat	3
+English 102 also required for E.E. & Computer Science.		
#Chem 102 also required for Civil Engr.		
Chem 102-103 also required for Petroleum Engr.		
Chem 102, 105, and 106 also required for Biomedical Engr.		
Chem 102, 103, and 105 also required for Chemical Engr.		
\$Computer Science requires:		
Biol 101-102	General	4-5
OR		
Chem 101-102	General	5-5
OR		
Phys 101-102	Engr Physics	5-4

ENGLISH

**CSU, Los Angeles
B.A. English**

Must be completed at CSULA.

**CSU, Northridge
B.A. English**

Literature Option:

Engl 126	Modern Drama	2
Choose 1 from:		
Engl 105	Engl Lit - 1780	3
Engl 106	Engl Lit - 1780 +	3
Engl 122	Amer Lit - 1865	3
Engl 123	Amer Lit - 1865 +	3
Writing Option:		
Engl 103	Creative Writ	3
Engl 126	Modern Drama	2
Choose 1 from:		
Engl 105	Engl Lit - 1780	3
Engl 106	Engl Lit - 1780 +	3
Engl 122	Amer Lit - 1865	3
Engl 123	Amer Lit - 1865 +	3

Credential Option:

Consult faculty advisor at CSUN

Contract Option:

Consult faculty advisor at CSUN

**FIRE PROTECTION
ADMINISTRATION
AND TECHNOLOGY**

**CSU, Los Angeles
B.S. Degree**

Pol S/Soc 107	Statistics	3
Soc 101	Intro	3
Soc 102	Intro	3
Choose 15 units from:		
Fire 103	Fund of Fire	3
Fire 104	Fire Fighting	3
Fire 105	Fire Protection	3
Fire 110	Fire Company	3
Choose 6 units from:		
Fire 107	Fire Hydraulics	3
Fire 108	Fire Equip	3
Fire 109	Rescue Pract	3
Fire 111	Fire Investig	3
Fire 112	Wildland Ctrl	3
Fire 114	Hazardous Mat.	3

FRENCH

**CSU, Los Angeles
B.A. French**

Fren 103-104	Int Fren I-II	4-4
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CSU, Northridge
B.A. French

Fren 103-104	Int Fren I-II	4-4
Engl 109-110	World Lit	3-3

GEOGRAPHY

CSU, Los Angeles
B.A. Geography

Geog 101	Physical	3
Geog 102	Cultural	3
Choose 1 from:		
CS/IS 105	Comp Concepts	3
CS/IS 101	Intro	5
CS/IS 120	Basic II	3
Econ/Soc 107	Statistics	

CSU, Northridge
B.A. Geography

Geog 101	Physical	3
Geog 102 OR	Cultural	3
Geog 105	Economic	3

GEOLOGY/GEOPHYSICS

CSU, Los Angeles
B.A. Geology

Geol 105	Hist Earth Sci	4
Geol 110 OR	Phys Earth Sci	4
Ocean 115	Oceanography	4
Chem 101-102	General	5-5
Math 100	Coll Algebra	3
Math 102	Trigonometry	3
Math 103	Calc I	5
Phys 105-106	General	4-4

B.S. Geology

Geol 105	Hist Earth Sci	4
Geol 110 OR	Phys Earth Sci	4
Ocean 115	Oceanography	4
Chem 101-102	General	5-5
Math 103-104	Calc I-II	5-5
Physics — take at CSULA		

CSU, Northridge
B.S. Geology

Geology Option:

Geol 101	Physical	3
Chem 101-102	General	5-5
CS/IS 150 OR	Fortran	2
Math 130	Fortran	2
Math 103	Calc I	5

Phys 105-106	General	4-4
OR		
Phys 101-102	Engr Phys	5-4
Electives include:		
Math 104	Calc II	5
Phys 103	Engr Phys	5

Geophysics Option:

Geol 101	Physical	3
Chem 101-102	General	5-5
CS/IS 150 OR	Fortran	2
Math 130	Fortran	2
Math 103-105	Calc I-II-III	5-5-4
Math 108	Diff Equations	3
Phys 101-103	Engr Physics	5-4-5

UC Los Angeles

B.S. Geology

Geol 101	Physical	3
Chem 101-102	General	5-5
Math 103-105	Calc I-II-III	5-5-4
Phys 101-102	Engr Physics	5-4

B.S. Geophysics

Geol 101	Physical	3
Chem 101	General	5
Math 103-105	Calc I-II-III	5-5-4
Math 107	Linear Algebra	3
Math 108	Diff Equations	3
Phys 101-103	Engr Physics	5-4-5

GERMAN

CSU, Northridge
B.A. German

Germ 103-104	Int Germ I-II	4-4
Engl 109-110	World Lit	3-3

HEALTH AND SAFETY STUDIES

CSU, Los Angeles
B.A. Health and Safety Studies

Admj 116	CrIm Invest	3
Biol 120-121	Anat/Physiol	5-4
Health 101	First Aid	1
Mathematics and Natural Sciences chosen with advisor approval.		

HEALTH SCIENCE**CSU, Northridge
B.S. Health Science****All Options:**

Psych 101	General	3
Soc 101	Intro	3

**Environmental & Occupational Health
Option:**

Biol 112	Microbiology	4
Biol 121	Physiology	4
Biol 122	Intro Biol	4
Chem 101-102	General	5-5

OR

Chem 120-121	Fundamentals	5-5
Chem 105-106	Organic	5-5
Math 102	Trigonometry	3
Phys 105-106	General	4-4

Health Administration Option:

Acctg 101-102	Acctg I-II	5-5
Biol 121	Physiology	4
Biol 122	Intro Biol	4
Chem 110	Elements	5
Math 112	Bus Calc	5

Health Education Option:

Biol 121	Physiology	4
Biol 122	Intro Biol	4
Chem 110	Elements	5
Health 104	Health Ed	3
Math 112	Bus Calc	5

Physical Therapy Option:

Biol 120	Human Anatomy	5
Biol 121	Physiology	4
Biol 122	Intro Biol	4
Chem 101-102	General	5-5

OR

Chem 120-121	Fundamentals	5-5
Math 102	Trigonometry	3
Phys 105-106	General	4-4

Nursing Services Option:

Biol 122	Intro Biol	4
Chem 110	Elements	5

Radiologic Technology Option:

Biol 120	Human Anatomy	5
Biol 121	Physiology	4
Biol 122	Intro Biol	4
Chem 110	Elements	5
Math 102	Trigonometry	3
Phys 105-106	General	4-4

HISTORY**CSU, Los Angeles
B.A. History**

Hist 107-109	Civilization	3-3-3
Hist 117-118	History of US	3-3

**CSU, Northridge
B.A. Chemistry****Chose 1 from:**

Hist 101	Western Europe	3
Hist 102	Western Europe	3
Hist 107	Civilization	3
Hist 108	Civilization	3
Hist 109	Civilization	3

Choose 1 from:

Hist 117	History of US	3
Hist 118	History of US	3

Choose 1 from:

Hist 103	Latin America	3
Hist 119	Far East	3
Hist 120	Far East	3

Choose 1 from:

Any course listed above or any transferable history class.

HOME ECONOMICS**CSU, Los Angeles****B.A. Home Economics****General Option:**

FNS 125	Nutrition	3
ChDev 135	Pre-School Child	3
Psych 101	General Psych	3
Psych/Soc 131	Marriage/Family	3

Single Subject Credential Option:

C&T 101	Clothing	3
FNS 111	Beg Food Prep	5
FNS 125	Nutrition	3
ChDev 135	Pre-School Child	3
Psych/Soc 131	Marriage/Family	3

B.S. Home Economics**Food, Nutrition, Dietetics Option:**

Anthro 102	Cultural	3
OR		
Soc 101	Intro	3
Biol 112	Microbiology	4
Biol 120-121	Anat/Physiol	5-4
Chem 120-121	Fundamentals	5-5
ChDev 135	Pre-School Child	3
Food 111	Beg Food Prep	5

Psych 101	General Psych	3
Psych/Soc 131	Marriage/Family	3
Recommended Electives:		
Acctg 101	Acctg I	5
CS/IS 101	Intro	5
Econ 105	American Econ	3

Coordinated Undergraduate Dietetics Program Option:

Acctg 101	Acctg I	5
OR		
CS/IS 101	Intro	5
Anthro 102	Cultural	3
OR		
Soc 101	Intro	3
Biol 112	Microbiology	4
Biol 120-121	Anat/Physical	5-4
Chem 120-121	Fundamentals	5-5
Econ 105	American Econ	3
ChDev 135	Pre-School Child	3
Food 111	Beg Food Prep	5
Psych 101	General Psych	3
Psych/Soc 131	Marriage/Family	3

**CSU, Northridge
B.S. Home Economics**

**Business Option:
Concentration: Consumer Sci/Equip**

BusAd 120	Bus Laws	3
CS/IS 110	Basic I	3
C&T 105	Textiles	3
FNS 125	Nutrition	3

**Concentration: Clothing & Textiles
Fashion Mrchdsg**

BusAd 120	Bus Law	3
Chem 110	OR Elements	5
Chem 120	Fundamentals	5
CS/IS 110	Basic I	3
C&T 101	Clothing	3
C&T 105	Textiles	3
FNS 125	Nutrition	3

Concentration: Food Science/Service

Biol 112	Microbiology	4
Biol 121	Physiology	4
Biol 122	Intro Biol	4
Chem 120-121	Fundamentals	5-5
Chem 105-106	Organic Chem	5-5
C&T 105	Textiles	3
FNS 125	Nutrition	3
Choose 2 from:		
BusAd 120	Bus Law	3
CS/IS 110	Basic I	3
CS/IS 120	Basic II	3

Journ 101	Mass Comm	3
Journ 102	Reporting News	3
Concentration: Interior Design		
Art 130	Design I	2
Art 138	3-D Design	2
Art 150	Drawing I	2
BusAd 120	Bus Law	3
C&T 105	Textiles	3

Dietetics Option:

Biol 112	Microbiology	4
Biol 121	Physiology	4
Biol 122	Intro Biol	4
Chem 120-121	Fundamentals	5-5
Chem 105-106	Organic Chem	5-5
Engl 101	Freshman Engl	3
C&T 105	Textiles	3
FNS 125	Nutrition	3
Math 101	Inter Algebra	5
Psych 101	General	3

HUMANITIES

**CSU, Northridge
B.A. Humanities**

Art 101	OR 102	Survey Art Hist	3
Music 120		Hist/Appr Music	3
Any Foreign Language		101&102	5-5

INDUSTRIAL ARTS

**CSU, Los Angeles
B.A. Industrial Arts**

Draft 131	Tech Drafting	5
OR		
Engr 101	Engr Drawing	3
ECT 101	Elect Tech I	5
Graphics 165	Basic Graphics	5
Mgmt 155	Indust Safety	3
Photo 101-102	Intro & Drkrm	2-2

INDUSTRIAL TECHNOLOGY

**CSU, Los Angeles
B.S. Industrial Technology**

Aviation Administration Option:

21 units of Aviation coursework		
CS/IS 101	Intro	5

Printing Management Option:

Acctg 101-102	Acctg I-II	5-5
BusAd 120	Bus Law	3
Econ 101-102	Micro/Macro	3-3

Production Technology Option:

Acctg 101	Acctg I	5
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Chem 120	Fundamentals	5
CS/IS 120	Basic II	3
Econ 107	Statistics	3
Math 100	College Algebra	3
Math 112	Bus Calc	5
Mgmt 155	Indust Safety	3
Select 8 units from:		
Draft 131	Tech Drafting	5
OR		
Engr 101	Engr Drawing	3
ECT 101	Elect Tech I	5
Graphics 165	Basic Graphics	5
Mgmt 155	Indust Safety	3
Photo 101&102	Intro & Drkrm	2-2

JAPANESE

CSU, Los Angeles
B.A. Japanese

Complete at CSULA

JOURNALISM

CSU, Los Angeles
B.A. Journalism

Journ 102	Reporting News	3
Journ 103OR104	Newspaper Prod	3
Additional Electives:		
See GCC Counseling Office.		

CSU, Northridge
B.A. Journalism

Journ 101	Mass Comm	3
Journ 102	Reporting News	3
3 units of additional transferable Journalism coursework.		

KINESIOLOGY

UC Los Angeles
B.S. Kinesiology

Biol 101	General Biol	4
OR		
Biol 102	General Biol	5
Chem 101-102	General Chem	5-5
Chem 105-106	Organic Chem	5-5
Phys 105-106	General Phys	4-4
Psych 101	General Psych	3
Psych 107	Statistics	3
1 additional course from:		
Anthropology		
Psychology		
Sociology		

LIBERAL STUDIES

CSU, Los Angeles
B.A. Liberal Arts

General Option:

See CSULA catalog for details.

Multiple Subject Credential Option:

Block I: English and Communication

Engl 101	Freshman Engl	3
Engl 102	Freshman Engl	3
Speech 101	Public Speaking	3

Block II: Mathematics and Science

Astr 101-102	Elements & Lab	3-2
Biol 135	Botany	4
CS/IS 120	Basic II	3
Geog 101	Physical Geog	3

Block III: Social Sciences

Econ 105	American Econ	3
Hist 117	History of US	3

OR

Hist 118	History of US	3
Pol S 101&106	Intro&St/Local	3-1
Psych 101	General	3
Psych 106	Developmental	3

OR

Soc 102	Intro	3
Soc 101	Intro	3

Block IV: Humanities

Art 101OR102	Survey Art Hist	3
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OR

1 semester of Foreign Language

CSU, Northridge
B.A. Liberal Studies

Non-credential Candidates:

Consult current CSUN catalog.

Credential Candidate Requirements:

Basic Skills Component:

Engl 101	Freshman Engl	3
Philo 117	Logic	3

English Component:

Speech 101	Public Speaking	3
Choose 1 from:		

Engl 102	Freshman Engl	3
Engl 109	World Lit	3
Engl 110	World Lit	3

Mathematics & Science Component:

Biol 122	Intro Biol	4
Math 138	Arith for Tchrs	3

1 additional Math/Science course.

Choose 1 from:

Astro 101	Elements	3
Geog 101	Physical	3

Geol 101	Physical	3
OR		
Geol 110	Phys Earth Sci	5
OR		
Ocean 115	Oceanography	4
Choose 1 from:		
Chem 110	Elements	5
Phys 105	General	4
Phys 110	Intro	3
<u>Social Science Component:</u>		
Geog 102	Cultural	3
Hist 101	Western Europe	3
Hist 102	Western Europe	3
Choose 1 from:		
Anthro 102	Cultural	3
Pol S 103	World Politics	3
Psych 101	General	3
Soc 101	Intro	3
<u>Humanities Component:</u>		
Philos 101	Intro	3
Choose 1 from:		
Art 101	Survey Art Hist	3
Art 102	Survey Art Hist	3
Music 120	Hist/Appr Music	3
<u>Multicultural Course Requirement:</u>		
Choose 1 from:		
Eth S 102	Hispan Heritage	3
Soc S 122	Mex-Amer Studies	3
Choose 1 from:		
Eth S 110	Cont Ethn Woman	3
Eth S 122	Asian/Amer Ctr	3
Eth S 124	Japanese Exper	3
Hist 111	Women/US Hist	3
Psych 113	Psych of Women	3
Soc S 121	Minorities	3
Soc S 123	Asians/America	3

LINGUISTICS

**CSU, Northridge
B.A. Linguistics**

Take after transfer.

MATHEMATICS

**CSU, Los Angeles
B.A. Mathematics**

CS/IS 130	Pascal	4
OR		
CS/IS 150	Fortran	2
OR		
Math 130	Fortran	2
Math 103-105	Calc I-II-III	5-5-4

Math 107	Linear Alg	3
Phys 101-102	Engr Physics	5-4
B.S. Mathematics		
CS/IS 130	Pascal	4
OR		
CS/IS 150	Fortran	2
OR		
Math 130	Fortran	2
Math 103-105	Calc I-II-III	5-5-4
Math 107	Linear Alg	3
Math 108	Diff Equations	3
Phys 101-103	Engr Physics	5-4-5

**CSU, Northridge
B.A. & B.S. Mathematics**

CS/IS 120	Basic II	3
CS/IS 160	Micro Asmby	3
Math 103-105	Calc I-II-III	5-5-4
Math 107	Linear Alg	3
Phys 101-102	Engr Physics	5-4

**UC Los Angeles
B.S. Mathematics**

CS/IS 130	Pascal Prog	4
Math 103-105	Calc I-II-III	5-5-4
Math 107	Linear Alg	3
Math 108	Diff Equations	3
Phys 101-102	Engr Physics	5-4

MEDICAL TECHNOLOGY

**CSU, Los Angeles
B.S. Medical Technology**

Biol 101-102	General Biol	4-5
Biol 112	Microbiology	4
Chem 101-102	General Chem	5-5
Chem 103	Quant Analysis	4
Math 100	College Algebra	3
Math 102	Trigonometry	3
Phys 105-106	General Phys	4-4

MICROBIOLOGY

**CSU, Los Angeles
B.S. Microbiology**

Biol 101-102	General Biol	4-5
Biol 112	Microbiology	4
Chem 101-102	General Chem	5-5
Chem 103	Quant Analysis	4
Math 100	College Algebra	3
Math 102	Trigonometry	3
Phys 105-106	General Phys	4-4

UC Los Angeles**B.S. Microbiology**

Biol 101-102	General Biol	4-5
Chem 101-102	General Chem	5-5
Chem 105-106	Organic Chem	5-5
Math 103-104	Calc I-II	5-5

MUSIC**CSU, Los Angeles****B.A. Music**

Mus 104 & 107	Mus/Harmony	2-3
Mus 105 & 108	Mus/Harmony	2-3
Mus 106 & 109	Mus/Harmony	2-3

Bachelor of Music

Mus 104 & 107	Mus/Harmony	2-3
Mus 105 & 108	Mus/Harmony	2-3
Mus 106 & 109	Mus/Harmony	2-3
Mus 125-126	Hist & Lit	3-3

CSU, Northridge**B.A. Music & Bachelor of Music**

Music 107-109	Harmony	3-3-3
Mus 125-126	Hist & Lit	3-3

NURSING**CSU, Los Angeles****B.S. Nursing**

Biol 112	Microbiology	4
Biol 120-121	Anat/Physiol	5-4
Chem 120-121	Fundamentals	5-5
Engl 101	Freshman Engl	3
Psych 101	General Psych	3
Soc 101	Intro	3
Spch 101	Public Speaking	3

UC Los Angeles**B.S. Nursing**

Anthro 102	Cultural	3
Biol 101-102	General	4-5
Biol 112	Microbiology	4
Biol 120	Human Anatomy	5
Chem 101-102	General	5-5
Chem 105	Organic	5
Engl 101	Freshman Engl	3
FNS 125	Nutrition	3
Phys 110+	Intro	3
Psych 101	General	3
Psych 103	Physiological	3

Soc 101	Intro	3
+ Applicants may fulfill this with 1 year of high school physics w/lab		

PAN-AFRICAN STUDIES**CSU, Los Angeles****B.A. Afro-American Studies****Option I: Afro-American**

Hist 131	Africa Post 1800	3
Eth S 132	Black Experience	3

Option II: African, Caribbean, & Afro/Latin American

Hist 131	Africa Post 1800	3
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Option III: Multiple Subject Cred.

See GCC Counseling Office

CSU, Northridge**B.A. Afro-American Studies**

Take after transfer.

PHARMACY**University of Southern California**

Biol 101-102	General Biol	4-5
Chem 101-102	General Chem	5-5
Chem 105-106	Organic Chem	5-5
Econ 101OR102	Micro/Macro	3
Engl 101-102	Freshman Engl	3-3
Math 103	Calculus I	5
Psych 101	General	3
Speech 101	Public Speaking	3
Humanities — 6 semester units		
Social and Behavioral Sciences		
— 12 semester units		
Recommended Electives:		
Statistics		
Computer Science		
Physics		

PHILOSOPHY**CSU, Los Angeles****B.A. Philosophy**

Phil 101	Intro	3
Phil 117	Logic	3

CSU, Northridge**B.A. Philosophy**

Phil 119	Ancient Philos	3
Phil 120	Modern Philos	3

PHYSICAL EDUCATION

CSU, Los Angeles

B.A. Physical Education

Biol 120-121 Anatomy/Physical 5-4
Additional units in PE activities.

CSU, Northridge

B.A. Physical Education

Biol 120-121 Anatomy/Physical 5-4
Biol 122 Intro Biol 4
Selected activities courses.

PHYSICS

CSU, Los Angeles

B.A. Physics

Chem 101-102 General Chem 5-5
Chem 103 Quant Analysis 4
Math 103-105 Calc I-II-III 5-5-4
Math 108 Diff Equations 3
Phys 101-103 Engr Physics 5-4-5

B.S. Physics

Chem 101-102 General Chem 5-5
Chem 103 Quant Analysis 4
Math 103-105 Calc I-II-III 5-5-4
Math 108 Diff Equations 3
Phys 101-103 Engr Physics 5-4-5

Option in Biophysics: Add

Biol 101-102 General Biol 4-5
Biol 112 Microbiology 4

CSU, Northridge

B.S. Physics

Chem 101 General Chem 5
Math 103-105 Calc I-II-III 5-5-4
Phys 101-103 Engr Physics 5-4-5

Physics Option:

Chem 102 General Chem 5
Math 108 Diff Equations 3

Applied Physics Option:

Math 108 Diff Equations 3

Mathematical Physics Option:

Math 108 Diff Equations 3

Astrophysics Option:

Math 108 Diff Equations 3

UC Los Angeles

B.S. Physics

Chem 101-102 General Chem 5-5

Math 103-105 Calc I-II-III 5-5-4
Math 107 Linear Algebra 3
Math 108 Diff Equations 3
Phys 101-103 Engr Physics 5-4-5

POLITICAL SCIENCE

CSU, Los Angeles

B.A. Political Science

CS/IS 105 Comp Concepts 3
Pol S 102 Mod Comp Govt 3
Pol S 107 Statistics 3

OPTIONS: See GCC CSLG Office.

CSU, Northridge

B.A. Political Science

Pol S 101 Intro Govt 3
Pol S 102 Mod Comp Govt 3
Pol S 103 World Politics 3

PSYCHOLOGY

CSU, Los Angeles

B.A. Psychology

Psych 101 General Psych 3
Psych 103 Physical Psych 3
Psych 107 Statistics 3

CSU, Northridge

B.A. Psychology

Psych 101 General Psych 3
Psych 103 Physical Psych 3
Psych 107 Statistics 3

UC Los Angeles

B.A. Psychology

Anthro 101 Physical 3
Biol 101 **OR** General Biol 4
Biol 102 **OR** General Biol 5
Biol 122 Intro Biol 4
Chem 101 **OR** General Chem 5
Chem 110+ Elements Chem 5
Math 103-104 Calc I-II 5-5

OR

Math 111 Finith Math 5
Phil 101 Intro Philos 3
Phys 101 **OR** Engr Physics 5
Phys 105 **OR** General Physics 4
Phys 110 Intro Physics 3
Psych 101 General Psych 3
Psych 107 Statistics 3

+or 1 year of high school Chemistry with a "C" grade or better.

PSYCHOBIOLOGY

UC Los Angeles

B.S. Psychobiology

Biol 101-102	General Biol	4-5
Chem 101-102	General Chem	5-5
Chem 105-106	Organic Chem	5-5
Math 103-104	Calculus I-II	5-5
OR		
Phys 105-106	General Physics	4-4
Psych 101	General Psych	3
Psych 107	Statistics	3

RADIO-TV-FILM

CSU, Los Angeles

B.A. Radio & TV Broadcasting

Art 125	Hist of Film	3
Telev 101	Intro TV Prod	3

OPTIONS: See GCC CSLG Office.

CSU, Northridge

Radio-TV Broadcasting

Art 125	Hist of Film
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RECREATION & LEISURE STUDIES

CSU, Northridge

B.S. Recreation

Take after transfer.

Option in Therapeutic Rec:

Biol 120	Human Anatomy	5
Rec L 105	Rec Lead Hcpd	2

RELIGIOUS STUDIES

CSU, Northridge

B.A. Religious Studies

Philo 113	Near East Rlgs	3
Philo 114	Far East Rlgs	3
Philo 116	Ethics	3

REHABILITATION COUNSELING

CSU, Los Angeles

B.S. Rehabilitation Counseling

Psych 101	General Psych	3
Soc 101	Intro Sociology	3

SOCIOLOGY

CSU, Los Angeles

B.A. Sociology

Soc 101	Intro Sociology	3
Soc 107	Statistics	3

CSU, Northridge

B.A. Sociology

Soc 101	Intro Sociology	3
Soc 107	Statistics	3

UC Los Angeles

B.A. Sociology

Math 103	OR Calculus I	5
Math 111	Finith Math	5
Philo 117	Intro to Logic	3
Soc 101	Intro Sociology	3
Soc 107	Statistics	3

Choose 1 from:

Anthro 102	Geog 102	Hist 109
Econ 101	Hist 107	Pol S 101
Econ 102	Hist 108	Psych 101

SOCIAL SCIENCE

CSU, Los Angeles

B.A. Social Science

Anthro 102	Cultural Anthro	3
Geog 102	Cultural Geog	3
Hist 109	Civilization	3
Hist 117-118	US History	3-3
Pol S 101&106	Intro/St Local	3-1
Psych 101	General Psych	3
Soc S 121	Minorities	3

SOCIAL WORK

CSU, Los Angeles

B.A. Social Work

Psych 101	OR General Psych	3
Soc 101	Intro Sociology	3
Soc 107	Statistics	3

SPANISH

CSU, Los Angeles

B.A. Spanish

Span 103-104	Int Span I-II	4-4
Engl 109-110	World Lit	3-3

SPEECH COMMUNICATION

CSU, Los Angeles

B.A. Speech Communication

General Option:

Speech 103 Grp Discussion 3

Professional Communication Option:

Speech 103 Grp Discussion 3

Single Subject Credential Option:

See GCC CSLG Office.

CSU, Northridge

B.A. Speech Communication

General Option:

Take after transfer.

Communications Studies Option:

Journ 101 Mass Comm 3

THEATRE ARTS

CSU, Los Angeles

B.A. Theatre Arts

T Art 103-104 Acting Fund 3-3

T Art 121 Scene Design 2

Dance Option:

Biol 120-121 Anatomy/Physiol 5-4

Dance 179 Modern Dance I 1-2

Dance 187 Basic Ballet 1-2

T Art 103 Acting Fund 3

T Art 121 Scene Design 2

Electives:

Dance 176 Jazz I 1-2

Dance 177 Jazz II 1-2

Dance 180 Modern Dance II 1-2

Dance 188 Ballet II 1-2

CSU, Northridge

B.A. Theatre Arts

T Art 103-104 Acting Fund 3-3

URBAN STUDIES

CSU, Northridge

B.A. Urban Studies

Econ 101-102 Micro/Macro 3-3



Food Service Management students prepare a buffet

COURSE DESCRIPTIONS

Courses are listed in numerical order under department headings, which are in alphabetical order.

Each course is listed by number with the course title and the number of units. Following each course description are the number of hours of lecture and laboratory and prerequisites of the course. Transferability of the course is indicated for institutions to which students tend to matriculate.

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.

California Articulation Number (CAN)

Glendale Community College participates in the California Articulation Number System. The California Articulation Number System (CAN) identifies some of the transferable, lower division, introductory (preparatory) courses commonly taught within each academic discipline on California college campuses.

Lists of courses from campuses who have qualified to participate in the CAN system are available in the Articulation Office. The system assures students that CAN courses on one participating campus will be accepted "in lieu of" the comparable CAN course on another participating campus. For example: CAN Econ 2 on one campus will be accepted for CAN Econ 2 on another participating campus. Each campus retains its own numbering.

CAN numbers are listed parenthetically after each course description in this catalog.

Variable Units

Certain courses in this catalog have variable units indicated and specify the maximum number of units that may be acquired by repetitive enrollment in the class. Students who complete variable unit classes and earn less than the maximum units as indicated may repeat those classes only until the maximum indicated units have been earned.

Open Enrollment

Unless specifically exempted by statute, every course, course section, or class for which average daily attendance is to be reported for state aid shall be open for enrollment and participation by any person who has been admitted to the College and who meets the prerequisites of such courses.

●150—Colloquia 1-3 Units

Glendale Community College may make available in the curriculum of each division, lower division units of study known as colloquia. The purposes of a colloquium are to broaden a student's general education, to provide a means for a specific study in depth, to offer areas of study of meaningful interest to the student, to stimulate serious thought, and to encourage greater student-faculty relationships. Emphasis shall be on discussion and analysis based on subjects, issues, or ideas of continuing importance or lasting significance. **Prerequisite:** None. **Note:** 15 hours minimum of Colloquia per unit of credit. **Transfer Credit:** CSU, UC

●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 chairperson, then submit the finished project, which may be library research, or perhaps a supervised experimental program related to a specific course of instruction. Registration is open to any student at Glendale Community College who is currently registered for six (6) or more units and who is admitted to Independent Study by the instructor. A student is limited to one Independent Study per semester and to no more than 12 units for credit toward the AA degree or certificate and no more than six (6) units per division. The units received may be acceptable for college transfer subject to the approval of the individual college. The instructor shall make arrangements for students' Independent Study registration with the Admissions office. Attendance accounting procedures shall be cleared with the Admissions and Records Office by the instructor. **Prerequisite:** Concurrent registration in six or more units. **Transfer credit:** CSU, UC

●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 Executive Vice President, Instructional Services prior to foreign travel. **Transfer Credit:** CSU

●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 Executive Vice President, Instructional Services prior to the domestic travel. **Transfer Credit:** CSU

●150—Special Projects 1-3 Units

Glendale Community College makes available in the curriculum of some divisions, units of study designated as special projects. The purpose of the Special Projects Program is to provide all students with an opportunity to explore subjects in the non-transfer courses of community college grade in greater depth than usual; to familiarize students with basic study technique; to interest students in possible career areas; and to take advantage of special interests relating to the instructional program. Emphasis is placed on a study relating to the individual needs of a student to enhance and reinforce the college learning experience. The courses do not follow a prescribed outline, but a project and/or contract is developed with the assistance of the sponsoring instructor and appropriate division. The instructor will supervise the program requiring community college level of work to be completed in not less than eighteen (18) hours of each unit of credit earned. Registration will be open to those students enrolled in six (6) or more units and is approved for the program by an instructor. No more than twelve units of special projects and independent study will be credited toward A.A., A.S. degree or certificate with a limit of six (6) units per division. A student may not register in more than one special project per semester and may not be enrolled concurrently in independent study. The instructor shall make arrangements for students' special projects registration with the Admission and Records Office. Attendance accounting procedures shall be cleared with the Admissions and Records Office by the instructor. **Prerequisite:** None.

ACCOUNTING

●101—Principles of Accounting I 5 Units

Accounting 101 thoroughly covers the accounting equation, the theory of debit and credit, the classification of accounts, the study of recording, analyzing and summarizing procedures in modern accounting practice; the preparation and analysis of balance sheets and income statements payroll, systems design and automated data processing. Lecture 5 hours. **Prerequisite:** None. **Note:** Required of business administration majors; this sequence (Accounting 101 and Accounting 102) satisfies lower division accounting requirements for most four-year colleges. **Transfer Credit:** CSU, UC, USC (CAN BUS 2)

●102—Principles of Accounting II 5 Units

Accounting 102 is a continuation of Accounting 101. Deals with partnership and corporation accounts; manufacturing and cost accounting (including job order, process, and standard); absorption costing and variable costing; cost-volume-profit analysis; tax accounting; construction and use of accounting statements and reports for management control and decisionmaking purposes; financial statement analysis. Lecture 5 hours. **Prerequisite:** Accounting 101 with a grade of "C" or better or equivalent. **Note:** Required of business administration majors; this sequence (Accounting 101 and Accounting 102) satisfies lower division accounting requirements for most four-year colleges. **Transfer Credit:** CSU, UC, USC (CAN BUS 4)

●110—Basic Accounting I 4 Units

Accounting 110 is an introductory course in bookkeeping including study of the accounting equation, the theory of debit and credit, accounting devices, working papers and business forms, and the preparation of balance sheets and income statements. Lecture 4 hours, laboratory 1 hour. **Prerequisite:** None. **Note:** Recommended for students who do not intend to transfer to a four-year college. Business—General 130 should precede or be taken concurrently. No credit will be allowed for Accounting 110 if taken concurrently with Accounting 101 or after completion of Accounting 101 or Accounting 102 with "C" grade or better.

●120—Computerized Accounting Systems 4 Units

Accounting 120 provides students with entry level skills required for employment in the field of computerized accounting. Lecture 3 hours, laboratory 3 hours. **Prerequisite:** A grade of "C" or better in either Accounting 101 or Accounting 110. **Transfer credit:** CSU

●Accounting 121—Advanced Computerized Accounting 1 unit

Accounting 121 is an advanced course allowing students to prepare sophisticated practice sets from assorted accounting software. Lecture 1 hour, laboratory 3 hours (9 weeks) **Prerequisite:** Accounting 120 or equivalent. **Note:** This course may be taken 4 times; a maximum of 4 units may be earned

●150—Principles of Income Taxation 3 Units

Accounting 150 is a course that focuses on the analysis and preparation of tax returns, itemized deductions, and a technical proficiency in Federal tax law as it applies to the individual. This course provides the foundation of knowledge required for tax practitioners. Lecture 3 hours. **Prerequisite:** None. **Note:** This course may be taken 4 times; a maximum of 12 units may be earned

●155—Volunteer Income Tax Assistance 2 Units

Accounting 155 is a course that teaches and then applies the fundamental knowledge of Income Tax Preparation. With the assistance of the instructor and Internal Revenue agents, students will assist low income and disadvantaged citizens in the community in the preparation of federal tax forms. Lecture 1½ hours, laboratory 1½ hours. **Prerequisite:** None. **Note:** The course is designed for non-professionals.

●160—Advanced Income Taxation 3 Units

Accounting 160 covers the tax effects of accounting methods, rental and royalty income, business income and expenses, mechanisms for realizing income such as corporations and partnerships, and minimization of taxes through tax planning. This course is of assistance to tax practitioners, individuals seeking an overview of the various methods of taxation, and those planning to take the Enrolled Agents examination given by the I.R.S. Lecture 3 hours. **Prerequisite:** Accounting 150 or equivalent. **Note:** This course may be taken 4 times; a maximum of 12 units may be earned. **Transfer credit:** CSU

ADMINISTRATION OF JUSTICE

Classes in Administration of Justice are offered in the Evening College Program for students interested in preparing for careers in a wide variety of fields related to law enforcement, corrections, private security, and judicial procedures. Special short term seminars are also offered periodically. A certificate of completion may be earned.

●101—Introduction to the Administration of Justice 3 Units

Administration of Justice 101 covers the history and philosophy of administration of justice in America; recapitulation of the system; identification of the various sub-systems, role expectations, and their interrelationships; theories of crime, punishment, and rehabilitation; ethics, education, and training for professionalism in the system. Lecture 3 hours. **Prerequisite:** A satisfactory score on the Glendale Community College ESL Placement Test, or the ABLE Test, or the English Placement Examination, or ESL 164 or English 191, or equivalent. **Transfer credit:** CSU, UC, USC (CAN AJ 2)

●103—Concepts of Criminal Law 1-3 Units

Administration of Justice 103 is a study of the legal definition of crime and defenses; purposes and functions of the substantive criminal law; historical foundations; the limits of the criminal law; focus upon the case study approach. Lecture 3 hours. **Prerequisite:** Introduction to Administration of Justice 101 or equivalent. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned. **Transfer credit:** CSU, UC, USC

●107—Community Relations 1-3 Units

Administration of Justice 107 will focus on the in-depth exploration of the roles of administration of justice practitioners and their agencies. Through interaction and study, the student will become aware of the interrelationships and role expectations among the various agencies and the public. Principal emphasis is placed upon the professional image of the system of administration of justice and the development of positive relationships between members of the system and the public. Lecture 3 hours. **Prerequisite:** Introduction to Administration of Justice 101 or equivalent. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned. **Transfer credit:** UC, USC

●108—Contemporary Police Operations and Issues 1-3 Units

Administration of Justice 108 is designed to develop basic understandings and a reasonable degree of skill with reference to the following problems and issues: responsibilities, power, and duties of the patrol officer; discretion; patrol procedures; field interrogation; preliminary handling of field problems; stake-outs; arrest procedures; vehicle code and transportation of prisoners; special police problems; moral and legal aspects of firearm usage. The course will also cover contemporary issues in Police operations such as patrol efficiency, crime prevention, corruption, recruitment, training and stress management. Lecture 3 hours. **Prerequisite:** Introduction to Administration of Justice 101 or equivalent. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned. **Transfer credit:** CSU

●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 taken 2 times; a maximum of 6 units may be earned. **Transfer credit:** CSU, UC, USC

●111—Crime and Delinquency in American Society 3 Units

Administration of Justice 111 consists of 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.

●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:** A satisfactory score on the Glendale Community College ESL Placement Test, or the ABLE Test, or the English Placement

Examination, or ESL 164 or English 191, or equivalent.

●114—Traffic Control 1-3 Units

Administration of Justice 114 comprehensively covers the 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:** A satisfactory score on the Glendale Community College ESL Placement Test, or the ABLE Test, or the English Placement Examination, or ESL 164 or English 191, or equivalent. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned. **Transfer credit:** CSU

●116—Criminal Investigation 1-3 Units

Administration of Justice 116 will focus on the principles of 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:** Introduction to Administration of Justice 101 or equivalent. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned. **Transfer credit:** CSU

●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:** A satisfactory score on the Glendale Community College ESL Placement Test, or the ABLE Test, or the English Placement Examination, or ESL 164 or English 191, or equivalent. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned.

●118—Youthful Offenders 1-3 Units

Administration of Justice 118 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 taken 2 times; a maximum of 6 units may be earned. **Transfer credit:** CSU

●120—Legal Aspects of Evidence 1-3 Units

Administration of Justice 120 is concerning the origin, development, philosophy, and constitutional and procedural considerations affecting arrest, search, and seizure; kinds and degrees of evidence and rules governing admissibility; judicial decisions interpreting individual rights and case studies. Lecture 3 hours. **Prerequisite:** Introduction to Administration of Justice 101 or equivalent. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned. **Transfer credit:** CSU

●129—Special Crimes and Dangerous Drugs 1-3 Units

Administration of Justice 129 is designed to give all levels of law enforcement officers a fundamental understanding of narcotic addiction and the effects of hypnotic drugs as these factors are involved in the daily routine of police work review of the principles of detecting and investigating special crime offenses. The course will also focus on gambling, confidence games, loansharking, prostitution and other crimes associated with organized crime activity. Lecture 3 hours. **Prerequisite:** A satisfactory score on the Glendale Community College ESL Placement Test, or the ABLE Test, or the English Placement Examination, or ESL 164 or English 191, or equivalent. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned.

●130—Law Enforcement Supervision and Management 1-3 Units

Administration of Justice 130 provides an overview of the basic concepts, problems, issues, and concerns of a contemporary police organization. There are four major areas the course will examine and evaluate: the preparation of the individual officer for future promotional examinations, the current major police supervisory principles and ideologies, the proven techniques and skills required in the practice of sound supervision in police service, and a survey of management theory. Lecture 3 hours. **Prerequisite:** Introduction to

Administration of Justice 101 or equivalent. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned.

●134—Report Writing 1-3 Units

Administration of Justice 134 encompasses a survey of report writing and Records and Identification Bureaus. A study to aid police officers to analyze what they see, and to make a permanent and coherent record of facts to be used in criminal prosecution and administration procedures. Lecture 3 hours. **Prerequisite:** A satisfactory score on the Glendale Community College ESL Placement Test, or the ABLE Test, or the English Placement Examination, or ESL 164 or English 191, or equivalent. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned.

●151—Decisional Law 1½ Units

Administration of Justice 151 is a 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, 114 or equivalents of all. **Note:** This course will be offered in various time segments depending upon scheduling needs.

●152—Advanced Report Writing 1½ Units

Administration of Justice 152 is an advanced course in technical and narrative police report writing, with emphasis on maximum utilization of written communication skills for recording and transmission of perception and observation. Lecture 24 semester hours. **Prerequisite:** Administration of Justice 134 or equivalent. **Note:** This course will be offered in various time segments depending upon scheduling needs.

●153—Arrest and Firearms 1½-2 Units

Administration of Justice 153 fulfills the 40 hour requirements of P.C.832. It is a training program covering arrest, search, seizure, and the moral and legal aspects of firearms usage. A portion of the course will be reserved for firearms application. Lecture 32 hours per semester, laboratory 8 hours per semester. **Prerequisite:** A satisfactory score on the Glendale Community College ESL Placement Test, or the ABLE Test, or the English Placement Examination, or ESL 164, or English 191, or equivalent. **Note:** This course may be taken 3 times; a maximum of 3 units may be earned.

●155—Firearms Awareness for Citizens ½-1 Unit

Administration of Justice 155 is designed primarily for citizens. The course is also certified by the Department of Consumer Affairs for security officers. Lecture 15 hours, laboratory 4 hours. **Prerequisite:** A satisfactory score on the Glendale Community College ESL Placement Test, or the ABLE Test, or the English Placement Examination, or ESL 164 or English 191, or equivalent. **Note:** This course may be taken 3 times; a maximum of 3 units may be earned.

●201—Supervisory Training ½-2 Units

Administration of Justice 201 is designed primarily but not exclusively for students employed as peace officers or private security officers. The content will benefit those persons who need retraining or wish to develop specific job skills. The schedule will incorporate topics encompassing leadership theory and legal issues pertinent to the supervisory process; special focus on personnel evaluation and training; personnel assessment exercises will be provided. In order to meet state certification, all seminars must meet for a minimum of 24 hours or 1½ units. Lecture 8 to 32 hours. **Prerequisite:** None. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned.

●202—Oral and Written Communication ½-2 Units

Administration of Justice 202 is designed primarily but not exclusively for students employed as peace officers or private security officers. The content will benefit those persons who need retraining or wish to develop specific job skills. This program covers the advanced techniques of narrative report writing, court testimony, and the principles of interviewing and interrogation. In order to meet state certification, the class must meet for a minimum of 24 hours or 1½ units. Lecture 8-32 hours. **Prerequisite:** None. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned.

●203—Child Abuse and Sex Criminal ½-2 Units

Administration of Justice 203 is designed primarily but not exclusively for students employed as peace officers or private security officers. The course will benefit those persons who need retraining or wish to develop specific job skills. The content examines advanced investigative techniques in child abuse and sex crimes. This program focuses on offender profiles and causative factors, analyzes pertinent legal issues and domestic violence investigation. In order to meet state certification, all seminars must meet for a minimum of 24 hours or 1½ units. Lecture 8-32 hours. **Prerequisite:** None. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned.

●204—Search and Firearms ½-2 Units

Administration of Justice 204 is designed primarily but not exclusively for students employed as peace officers or private security officers. The course will benefit those persons who need retraining or wish to develop specific job skills. This program examines the role of law enforcement in society with emphasis on probable cause, rights of the accused, case law review, search and seizure issues, offender control and firearms. The content fulfills the state prerequisite for certification as a peace officer. The course may be taken for 24 hours or 40 hours. Lecture 8-40 hours. **Prerequisite:** None. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned.

●205—Advanced Field Officer Course ½-2 Units

Administration of Justice 205 is designed primarily but not exclusively for students employed as peace officers or private security officers. The course will benefit those persons who need retraining or wish to develop specific job skills. This program updates the field officer on selected police skills and procedures, and also examines the problem of stress as it relates to the practice of law enforcement. The course must be taken for a minimum of 24 hours. Lecture 8-32 hours. **Prerequisite:** None. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned.

●206—Decisional Law ½-2 Units

Administration of Justice 206 is designed primarily but not exclusively for students employed as peace officers or private security officers. The course will benefit those persons who need retraining or develop specific job skills. This is an advanced program updating the officer on search and seizure issues, and will also examine police civil liability and other legal topics pertinent to the law enforcement process. In order to meet state certification, all seminars must meet for a minimum of 24 hours or 1½ units. Lecture 8-32 hours. **Prerequisite:** None. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned.

●207—Narcotics and Drugs ½-2 Units

Administration of Justice 207 is designed primarily but not exclusively for students employed as peace officers or private security officers. The program will benefit those persons who need retraining or wish to develop specific job skills. This course updates the field officer on the classification and investigation of illegal narcotics. Special focus on PCP, and current review of treatment programs. In order to meet state certification, all seminars must meet for a minimum of 24 hours or 1½ units. Lecture 8-32 hours. **Prerequisite:** None.

Note: This course may be taken 2 times; a maximum of 6 units may be earned.

●208—Robbery and Homicide ½-2 Units

Administration of Justice 208 is designed primarily but not exclusively for students employed as peace officers or private security officers. The course will benefit those persons who need retraining or wish to develop specific job skills. This program examines technical procedures in robbery and homicide investigations; role of crime laboratory. Lecture 8-32 hours. **Prerequisite:** None. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned.

●209—Major Thefts ½-2 Units

Administration of Justice 209 is designed primarily but not exclusively for students employed as peace officers or private security officers. The program content will benefit those persons who need retraining or wish to develop specific job skills. This course updates the officer on investigation procedures in fraud, burglary, forgery, and special focus on confidence games. In order to meet state certification, all seminars must meet for a minimum of 24 hours or 1½ units. Lecture: 8-32 hours. **Prerequisite:** None. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned.

●210—Gang Relations ½-2 Units

Administration of Justice 210 is designed primarily but not exclusively for students employed as peace officers or private security officers. The content will benefit those persons who need retraining or wish to develop specific job skills. This program analyzes the problem of gang violence. The course focuses on the identification of gangs, and the legal and social issues involved. Lecture 8-32 hours. **Prerequisite:** None. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned.

●211—Private Security Basic Training 3½ Units
Not offered.**●212—Private Security Administration** 3 Units

Administration of Justice 212 presents an overview of management issues confronting the security industry. The course also addresses crime prevention theory and practice. The content of the course will be divided into the following areas: the history and role of private security systems, organizational issues, security management and the law, crime in the workplace, crime prevention theory and practice, the future of private security, and employment opportunities in private security systems. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSU.

ALCOHOL/DRUG STUDIES

●101—Overview of Alcoholism 3 Units

Alcohol/Drug Studies 101 is the study of alcohol and alcohol related problems. This course will cover alienation and change in life style, cultural and family attitudes, causes and addiction, subcultures, ethical implications and suggested solutions. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSU

●102—Pharmacology of Alcohol/Drugs 3 Units

Alcohol/Drug Studies 102 is the study of the fundamental principles of the action of alcohol and other drugs. Pharmacological and physiological implications of tolerance, habituation, and excessive consumption will be emphasized. Physical, psychological, social, and cultural implications of chemical abuse will be presented. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSU

●103—Chemical Addiction: Intervention, Treatment, and Recovery 3 Units

Alcohol/Drug Studies 103 is designed to familiarize students with the essential tools and techniques necessary in helping an individual bring about positive life style changes during the rehabilitative process in order to establish a lasting recovery from chemical dependency. Lecture 3 hours. **Prerequisite:** Alcohol/Drug Studies 101. **Transfer credit:** CSU

●110—Alcoholism Counseling Techniques 3 Units

Alcohol/Drug Studies 110 is designed to develop an understanding of a variety of personality theories as applied to the unique life style of alcoholics and to provide an overview of theory and application in the counseling of alcoholics. Lecture 3 hours. **Prerequisite:** Alcohol/ Drug Studies 101. **Transfer credit:** CSU

●111—Counseling the Chemical Dependent Family 3 Units

Alcohol/Drug Studies 111 is designed to develop an awareness of individual and family dynamics within the chemical dependent family and an understanding of family systems theory as applied to the treatment of this family unit. Lecture 3 hours. **Prerequisite:** Alcohol/Drug Studies 101 or equivalent. **Transfer credit:** CSU

●112—Group Leadership and the Group Process 3 Units

Alcohol/Drug Studies 112 is an introduction to the dynamics of group interaction and the functions of the counselor as a facilitator. The emphasis of the course will be upon the group process as a method bringing about behavioral change. Lecture 3 hours. **Prerequisite:** Alcohol/ Drug Studies 101. **Transfer credit:** CSU

●113—Alcoholism and Human Sexuality 3 Units

Alcohol/Drug Studies 113 explores the symbiotic relationship between alcohol abuse and alcoholism, and sexual dysfunction, sexual pathology, and sexual deviation. Clinical research and case study data involving alcoholism, sexual dysfunction, and sexual deviation is reviewed and discussed. Strategies of sex therapy and psychotherapy are presented along with specific intervention and treatment techniques. Lecture 3 hours. **Prerequisite:** Alcohol/Drug Studies 101. **Transfer Credit:** CSU

●114—Cultural Factors 3 Units

Alcohol/Drug Studies 114 emphasizes the exploration of social and psychological consequences of ethnic background and culture as contributing factors in the misuse and abuse of alcohol and other drugs. The effects of the changing role of women in society, the effects of sub-cultures and peer pressure, the effects of stress-producing factors in marriage, as well as other lifestyles, are explored. Lecture 3 hours. **Prerequisite:** Alcohol/Drug Studies 101. **Transfer credit:** CSU

●150—Understanding Self-Help Groups 3 Units

Alcohol/Drug Studies 150 is designed to provide students with an opportunity to study, observe, experience and evaluate the various self-help groups (Alcoholics Anonymous, Alanon, Alateen, Adult Children of Alcoholics, Narcotics Anonymous, Cocaine Anonymous, Overeaters Anonymous, and Emotional Health Anonymous) involved in the continuum of care in the treatment of chemical dependency, substance abuse and those affected by their problems. Lecture 3 hours. **Prerequisite:** Alcohol/Drug Studies 101. **Transfer credit:** CSU

●151—Community Resource Networking 3 Units

Alcohol/Drug Studies 151 is designed to provide students with an opportunity to study a variety of facilities and agencies involved in the community continuum of care in the treatment of those afflicted with alcohol/drug dependency and affected family members. Lecture 3 hours. **Prerequisite:** Alcohol/Drug Studies 150. **Transfer credit:** CSU

●152—**Field Placement/Seminar I** 4 Units
Alcohol/Drug Studies 152 is the first of a two-semester sequence with the student placed in an alcohol/drug related agency or program, under supervised training, gaining experience working in the community continuum of care. The semester will focus on: (a) organization structure; (b) inter-agency networking; (c) agency, counselor and client relationships; (d) crisis intervention, intake, assessment, and referral procedures; (e) individual case management. Lecture 2 hours, laboratory 6 hours. **Prerequisite:** Completion of or taken concurrently with Alcohol/Drug Studies 111. **Transfer credit:** CSU

●153—**Field Placement/Seminar II** 4 Units
Alcohol/Drug Studies 153 is the second of a two-semester sequence with students continuing field work with their assigned agency. Primary emphasis will be placed on counseling the chemical dependent family, co-leading group and family sessions, and developing educational lectures and workshops. Lecture 2 hours, laboratory 6 hours. **Prerequisite:** Completion of or taken concurrently with Alcohol/Drug Studies 112. **Transfer Credit:** CSU

ALLIED HEALTH

Credit for all course work is granted by the College and is recorded on the official transcript; however, approximately 12 to 24 hours per week are scheduled in clinical areas of local hospitals.

●101—**Fundamentals of Nursing** 4 Units
Allied Health 101 is 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 4 hours. **Prerequisite:** Admission to the Nursing Program. **Note:** V.N. students must concurrently take Allied Health 103, 105, 107, 108. R.N. students must concurrently take Allied Health 103 and 108. **Transfer Credit:** USC

●103—**Basic Pharmacology for Nurses** 2 Units
Allied Health 103 emphasizes 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:** V.N. students must concurrently take Allied Health 101, 105, 107, 108. R.N. students must concurrently take Allied Health 101 and 108. **Transfer Credit:** USC

●105—**Life Sciences** 3 Units
Allied Health 105 is a study leading to understanding of basic concepts in the physical sciences and the normal anatomical and physiological functioning of the human body. Application of broad general principles in caring for medical and surgical patients of all ages is stressed. Lecture 3 hours. **Prerequisite:** Admission to the Nursing Program.

●107—**Medical-Surgical Nursing** 4 Units
Allied Health 107 is the 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 Allied Health 101, 103, 105, 108.

●108—**Clinical Nursing** 5-6 Units
Allied Health 108 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. Clinical laboratory 15-18 hours. **Prerequisite:** Admission to the Nursing Program. **Note:** V.N. students must concurrently take Allied Health 101, 103, 105, 107. R.N. students must concurrently take Allied Health 101 and 103. **Transfer Credit:** USC

●112—**Medical-Surgical Nursing** 3-4 Units
Allied Health 112 is a 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 3-4 hours. **Prerequisite:** V.N. students: Satisfactory completion of Allied Health 101, 103, 105, 107, 108. R.N. students: Satisfactory completion of Allied Health 101, 103, 108. **Note:** V.N. students must concurrently take Allied Health 114, 116, 118, 122 and Psychology 106. R.N. students must concurrently take Allied Health 114, 116, 122 or 101, 103, 108. **Transfer Credit:** USC

●113—Medical and Surgical Nursing 4 Units

Allied Health 113 is a study of the 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 systems. Lecture 4 hours. **Prerequisite:** Satisfactory completion of Allied Health 101, 103, 105, 107, and 108. **Note:** Must be taken concurrently with Allied Health 123. **Transfer Credit:** USC

●114—Obstetrics and Care of the Newborn 2 Units

Allied Health 114 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 2 hours. **Prerequisite:** V.N. students: satisfactory completion of Allied Health 101, 103, 105, 107, 108. R.N. Students: satisfactory completion of Allied Health 101, 103, 108. **Note:** V.N. students must concurrently take Allied Health 112, 116, 118, 122, and Psychology 106. R.N. students must concurrently take Allied Health 116 and 122. **Transfer Credit:** USC

●116—Introductory Pediatrics 2 Units

Allied Health 116 is a 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 hours. **Prerequisite:** V.N. students: satisfactory completion of Allied Health 101, 103, 105, 107, 108. R.N. students: satisfactory completion of Allied Health 101, 103, 108. **Note:** V.N. students must concurrently take Allied Health 112, 114, 118, 122 and Psychology 106. R.N. students must concurrently take Allied Health 114 and 122. **Transfer Credit:** USC

●118—Basic Nutrition 2 Unit

Allied Health 118 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 socioeconomic needs of an individual. Lecture 2 hours. **Prerequisite:** Admission to the Nursing Program.

●122—Clinical Nursing 4-7 Units

Allied Health 122 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 12-21 hours. **Prerequisite:** V.N. students: satisfactory completion of Allied Health 101, 103, 105, 107, 108. R.N. students: satisfactory completion of Allied Health 101, 103, 108. **Note:** V.N. students must concurrently enroll in Allied Health 112, 114, 116, 118 and Psychology 106. R.N. students must concurrently enroll in Allied Health 112, 114, 116. **Transfer Credit:** USC

●123—Clinical Nursing 5 Units

Allied Health 123 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 for 11 weeks. **Prerequisite:** Satisfactory completion of Allied Health 101, 103, 105, 107, 108 and Psychology 106. **Note:** Must be taken concurrently with Allied Health 113 and Psychology 101.

●205—Pharmacology 3 Units
Not offered.

●210—Cardiac Monitoring 3 Units
Not offered.

●215—Fluid and Electrolyte Balance 1½ Units
Not offered.

●220—Infection Control in the Hospital 1½ Units
Not offered.

●233—Mental Health Nursing 6 Units

Allied Health 233 focuses on the dynamics of patients undergoing psychosocial stress. Nursing process and interviewing skills are presented within a framework of total mental health team management. Roles of the various team members are explored along with a variety of treatment modalities. The causes of stress are explored from a variety of theoretical perspectives. Emphasis is placed on holistic care of the adult under acute and chronic stress. The student is encouraged to undertake self exploration and develop a concept of man which includes the ideas of human need fulfillment, health promotion, restoration of health, and personal growth. Lecture 7 hours, laboratory 14 hours (9 weeks). **Prerequisite:** Completion of the first year R.N. curriculum or admission to the second year Career Ladder Nursing Program. **Note:** Must be taken concurrently with Allied Health 234. **Transfer Credit:** USC

●234—Maternal-Child Health Nursing

6 Units

Allied Health 234 is the study of human growth and development from conception, birth to adolescence. Focuses on normal, minor deviations and disease conditions during pregnancy, neonatal and through adolescence. Nursing process will be implemented in providing optimal care to the family undergoing the birth experience. Emphasis is placed on family centered care for the hospitalized child. Lecture 7 hours, laboratory 14 hours (9 weeks). **Prerequisite:** Completion of the first year R.N. Must be taken concurrently with Allied Health 233. **Transfer Credit:** USC

●240—Nursing Process and Nursing Management

6 Units

Allied Health 240 is the study and application of selected nursing concepts in relation to the impact of health problems and needs of the individual, family and community. It focuses on the acute and chronic medical-surgical health problems including assessment and management of care. The aspects of pharmacology, diet therapy and fluid and electrolytes are integrated. Lecture 7 hours, clinical laboratory 15 hours (9 weeks). **Prerequisite:** Completion of the first year R.N. curriculum or completion of the V.N. curriculum. **Transfer Credit:** USC

●245—Nursing Process and Nursing Leadership

6 Units

Allied Health 245 is the study and application of selected Nursing concepts as they relate to the care of medical-surgical conditions in acute and clinical settings. The students are also provided beginning leadership and management experiences. Interdisciplinary teamwork, teaching, and collaborative planning are major experience. The aspects of pharmacology, diet therapy and flux and electrolytes are integrated. Lecture 7 hours, clinical laboratory 15 hours. (9 weeks). **Prerequisite:** Completion of the first year R.N. curriculum or completion of the V.N. curriculum. **Transfer Credit:** USC

●246—Professional Adjustments and Nursing Leadership

1 Unit

Allied Health 246 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 consists of 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 233, 234. **Note:** Must be taken

concurrently with Allied Health 240 and Allied Health 245.

●250—Children's Attendant

3 Units

Not offered. **Transfer credit:** CSU

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:** None. Recommended: Eligibility for English 120. **Transfer credit:** CSU, UC, USC (CAN ANTH 2)

●102—Cultural Anthropology

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:** None. Recommended: Eligibility for English 120. **Transfer credit:** CSU, UC, USC (CAN ANTH 4)

●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:** None. Recommended: Eligibility for English 120. **Transfer credit:** CSU, UC, USC

ARABIC

●101—Beginning Arabic I

5 Units

Arabic 101 is an introduction to the Arabic language. The student will learn the fundamentals of Arabic grammar, how to pronounce correctly,

and how to read simple texts. A small working vocabulary and weekly laboratory sessions will give the student basic conversational skills. Lecture 5 hours. **Prerequisite:** Eligibility for English 101. **Transfer Credit:** CSU, UC, USC

●102—**Beginning Arabic II** 5Units
Arabic 102 is a continued introduction to the Arabic language. The student will continue to learn the fundamentals of Arabic grammar, how to pronounce correctly, and how to read simple texts. A working vocabulary and weekly laboratory sessions will enlarge the student's conversational skills. Lecture 5 hours. **Prerequisite:** Arabic 101 or equivalent. **Transfer credit:** CSU, UC, USC

●103—**Intermediate Arabic I** 4 Units
Arabic 103 is a continued introduction to the Arabic language. The student will complete the study of the fundamentals of Arabic grammar and will sharpen pronunciation and reading skills. A working vocabulary and weekly laboratory sessions will enlarge the student's conversational abilities. Lecture 4 hours. **Prerequisite:** Arabic 102 or equivalent. **Transfer credit:** CSU, UC, USC

●110—**Basic Conversational Arabic I** 2 Units
Arabic 110 is an introduction to spoken Arabic. It teaches students to communicate orally on an elementary level in Arabic and provides them with a basis for further study. The verbal active method is used and oral expression is stressed. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** None. **Note:** This course may be taken 2 times; a maximum of 4 units may be earned.

●111—**Basic Conversational Arabic II** 2 Units
Arabic 111 is a continuation of Arabic 110. It aims to enable students to communicate orally, to read and write Arabic on an intermediate level and to provide them with a basis for further study. The verbal active method is used and oral expression is stressed. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** Arabic 110 or the ability to read and write elementary Arabic.

●112—**Basic Conversational Arabic III** 2Units
Arabic 112 is a continuation of Arabic 111. It aims to strengthen skills acquired in Arabic 110 and 111 by building on vocabulary and grammatical constructions, to bring the students closer to oral, written and reading fluency, and to increase their appreciation of Arabic culture. Here again, oral expression is stressed and the verbal active method is used. Lecture 2 hours. **Prerequisite:** Arabic 111 or equivalent.

●124—**Introduction to Arabic Literature** 3 Units
(in English translation)

Arabic 124 is an introduction to Arabic literature. It is a study of the major forms of creative literature: the short story, the novel, the drama. This course offers a variety of texts with readings from significant works of each literary period. Emphasis is placed upon contemporary writers. This course is conducted in English. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

ARCHITECTURE

●101—**Drafting and Basic Design** 3 Units

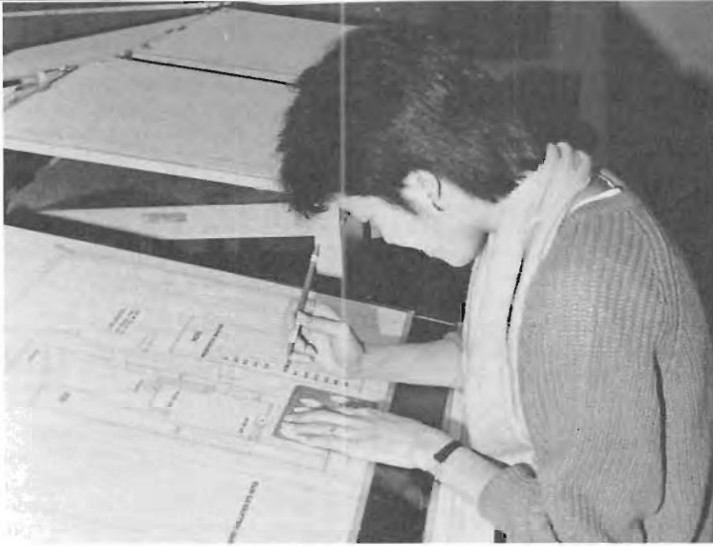
Architecture 101 is a study in the fundamentals of Drafting techniques used in architectural drawing, and the basic design procedure relative to good residential planning. The course will study residential building codes, drafting of working drawings, scale drawing of construction details, framing concepts, and proper dimensioning techniques. Lecture 2 hours, laboratory 4 hours. **Prerequisite:** A satisfactory score on the Glendale Community College ESL Placement Test, or the ABE Test, or the English Placement Examination, or ESL 164 or English 191, or equivalent. **Note:** Required for architecture majors. Recommended for art majors. **Transfer credit:** CSU

●102—**Architectural Drafting and Design** 3 Units

Architecture 102 is the study of the design of the single family dwelling with emphasis on the ranch type structure. Discussion will cover the latest construction innovations, framing techniques, scale detail drawing, and the drafting of working drawings. Study will explore in greater detail the applicable building codes pertinent to residential construction, modular construction, solar planning, insulation requirements, orientation, and other facets of construction. Lecture 2 hours, laboratory 4 hours. **Prerequisite:** Architecture 101. **Transfer credit:** CSU

●103—**Descriptive Geometry** 3 Units

Architecture 103 is an applied science treating of graphic representation of lines, planes, surfaces, and solids. Architectural applications are used for subject matter. Simple shades and shadows. Lecture 2 hours, laboratory 4 hours. **Prerequisite:** A satisfactory score on the Glendale Community College ESL Placement Test, or the ABE Test, or the English Placement Examination, or ESL 164 or English 191, or equivalent and one year of architectural or mechanical drawing in high school, or Architecture 101, or Engineering 101



taken in college. **Note:** Required for architecture majors. This course may not be taken for credit by students who have completed Engineering 103. **Transfer credit:** CSU, UC, USC

●105—Perspective Graphics 3 Units

Architecture 105 is a course in technical perspective. Skills will be developed in drawing of various architectural subjects and their shadows, rendering in various media, sketching in people, objects and landscape background and foreground. Lecture 2 hours, laboratory 4 hours. **Prerequisite:** Art 130, Art 150, and Art 151. (Art 151 may be taken concurrently.) **Note:** Required for architecture majors. This course may be taken 2 times; a maximum of 6 units may be earned. **Transfer credit:** CSU, UC, USC

●109—Architectural Design 5 Units

Architecture 109 presents a study of the numerous considerations required to build a typical apartment complex. Discussion will cover fundamentals of design, building code considerations, techniques of construction, drafting room practice, model building, and techniques of pictorial presentation. Lecture 3 hours, laboratory 6 hours. **Prerequisite:** Architecture 101 and Architecture 105. **Transfer credit:** CSU

●110—Architectural Design 5 Units

Architecture 110 is a study of the concepts of basic commercial building construction. Emphasis will be placed on the planning and design of a small commercial building of concrete block construction. Current construction techniques, building codes; building materials; insulation requirements etc. will be investigated. Design analysis through the use of small scale models

will assist in the planning process. Lecture 3 hours, laboratory 6 hours. **Prerequisite:** Art 130 and Architecture 109. **Transfer credit:** CSU

●191—Architectural Engineering Drafting and Design 5 Units

Architecture 191 is 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:** A satisfactory score on the Glendale Community College ESL Placement Test, or the ABLE Test, or the English Placement Examination, or ESL 164 or English 191, or equivalent and Art 130. (May be taken concurrently.) **Transfer credit:** CSU

●192—Architectural Engineering Drafting and Design (Residential) 5 Units

Architecture 192 is discussion and preparation of working drawings for brick and concrete block structures. A study of practices common to the construction of commercial buildings; the relationship of plumbing, heating, ventilating, electrical, and air conditioning systems. Drawing changes of typical views; studying and satisfying the requirement of the architect. Lecture 3 hours, laboratory 6 hours. **Prerequisite:** Architecture 191. **Transfer credit:** CSU

●193—Professional Drafting for
Architecture (Commercial &
Multiple Dwelling Projects) 5 Units

Architecture 193 covers Analysis and Workshop Development of Coordinated Construction Drawing Units for standard elements of building in major framing and finishing systems and materials. Lecture 3 hours, 6 hours laboratory per week. **Prerequisite:** Architecture 192 or equivalent. **Note:** Art 130, 150, 151 are recommended. **Transfer credit:** CSU

●194—Architectural Engineering
Design (Commercial) 5 Units

Architecture 194 is a class project in the preparation of a complete set of working drawings from given specifications, including various presentation media stressing the group concept in architectural design. Lecture 3 hours, laboratory 6 hours. **Prerequisite:** Architecture 193. **Note:** Architecture 105 is recommended. **Transfer credit:** CSU

ARMENIAN

●101—Beginning Armenian I 5 Units

Armenian 101 covers the Armenian alphabet, its letters and their sounds, and the fundamentals of Armenian grammar. Students are taught to pronounce correctly, to acquire a practical vocabulary, and to understand, read, write and speak simple Armenian. Lecture 5 hours. **Prerequisite:** Eligibility for English 101. **Transfer credit:** CSU, UC, USC

●102—Beginning Armenian II 5 Units

Armenian 102 continues the development of fundamental language skills, including comprehension, reading of simple texts in poetry and prose, and writing with a fair degree of grammatical correctness. The course teaches the speaking of everyday Armenian, and also prepares the student for more advanced work in the language. Lecture 5 hours. **Prerequisite:** Armenian 101 or equivalent. **Transfer credit:** CSU, UC, USC

●110—Basic Conversational
Armenian I 2 Units

Armenian 110 is an introduction to Armenian with emphasis on developing essential skills in communication. The verbal active method is used, stressing oral expression. The course develops a working knowledge of reading and writing Armenian, and also introduces the student to Armenian culture. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** None. **Note:** This course may

be taken 2 times; a maximum of 4 units may be earned.

●111—Basic Conversational
Armenian II 2 Units

Armenian 111 continues the improvement of communication skills acquired in Armenian 110. It further develops language skills, including the reading and comprehension of simple texts; gives a broader idea of the structure of the language; and attempts to generate interest in the Armenian culture and further study. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** Armenian 110 or equivalent. **Note:** This course may be taken 2 times; a maximum of 4 units may be earned.

ART

Most Art courses were renumbered in Fall 1986. See notes for prior course titles. Use the following list to find new course numbers.

Old Course Numbers	Effective Fall 1986	Old Course Numbers	Effective Fall 1986	Old Course Numbers	Effective Fall 1986
101	101	122	134	144	174
102	102	123	135	145	175
103	*	124	136	147	200
105	124	125	137	148	201
106	112	126	186	149	202
107	113	127	187	150	203
108	108	128	188	155	110
109	116	129	189	160	192
110	125	130	141	162	193
111	*	132	132	163	190
112	118	134	160	164	191
113	130	135	161	166	204
114	131	136	162	170	210
115	138	137	163	172	176
116	150	138	164	173	148
117	151	139	165	174	149
118	152	140	180	175	144
119	153	141	181	181	120
120	154	142	170	182	121
121	155	143	171	185	172
				186	173

*Course no longer offered.

Art History

●101—Survey of Art History I 3 Units

Art 101 is a survey of architecture, painting, and sculpture from their origins in prehistoric times to early Gothic periods of western culture. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

●**102—Survey of Art History II** 3 Units
 Art 102 is a survey of architecture, painting, and sculpture from the Renaissance to modern times. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

●**103—Ancient Art** 3 Units
 Art 103 is a survey of the architecture, painting and sculpture from their origins in prehistoric time through their development in ancient Egypt and Mesopotamia. The impact of these works on today's art is also considered. Lecture 3 hours. **Prerequisite:** None. **Note:** Art 101 is recommended. **Transfer credit:** CSU, UC, USC

●**104—Greek and Roman Art** 3 Units
 Art 104 provides an in-depth study of the architecture, painting, and sculpture of ancient Greece and Rome. The influence of the philosophy and politics of the period is considered. The student will examine the impact of the culture, styles, and art forms of the Classical World upon the Twentieth Century. Lecture 3 hours. **Prerequisite:** None. **Note:** Art 101 is recommended. **Transfer credit:** CSU, UC, USC

●**105—Medieval Art** 3 Units
 Art 105 is a survey of the architecture, painting, and sculpture of the period between ancient Rome and the Renaissance. It introduces the student to the philosophical ideas, economic trends, and political events that produced the art of the period. Lecture 3 hours. **Prerequisite:** None. **Note:** Art 101 is recommended. **Transfer credit:** CSU, UC, USC

●**106—Renaissance/Baroque Art** 3 Units
 Art 106 is a survey of the art, sculpture, architecture, religious ideas, economic trends, and politics that reflect the life of the fourteenth through eighteenth century Europe and their effect on our time. Lecture 3 hours. **Prerequisite:** None. **Note:** Art 102 is recommended. **Transfer credit:** CSU, UC, USC

●**107—Modern Art** 3 Units
 Art 107 is a survey of the growth of Nineteenth and Twentieth Century trends in painting, sculpture, and architecture in Europe and the United States. It explores the relationship between contemporary art and our historical and social values. Lecture 3 hours. **Prerequisite:** None. **Note:** Art 102 is recommended. **Transfer credit:** CSU, UC, USC

●**108—Art of the Eastern World I** 3 Units
 (Formerly Oriental Art)
 Art 108 is a survey of the sculpture, painting, and architecture of India, China, Japan, Korea, and Persia from prehistoric times to 1200 A.D. It

includes an introduction to the religious, philosophical, social and political ideas which influenced the art of these regions and times. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

●**109—Art of the Eastern World II** 3 Units
 Art 109 is a survey of the sculpture, painting, and architecture of India, China, Southeast Asia, Japan, and the Islamic expansion in the Near East and Spain. The philosophical, social, and political ideas that produced Oriental Art from 1200-1850 will also be considered. Lecture 3 hours. **Prerequisite:** None. **Transfer Credit:** CSU, UC, USC

●**110—Art/Music Appreciation** 3 Units
 (Formerly Art 155)
 (Also listed as Music 110)

Art 110 is a team-taught course which provides a comparative historical overview of western art and music from the prehistoric era to the present. This introductory course presents influential figures in each period and analyzes important influences on their work. The relationship between music and art is explored, along with changing trends in thought and techniques. Lecture 3 hours. **Prerequisite:** None. **Note:** This course may not be taken for credit by students who have completed Music 110. (Prior to Fall 1986, Art 110 was History of Motion Pictures.) **Transfer credit:** CSU, UC, USC

●**112—Art of the Americas I** 3 Units
 (Before 1600)
 (Formerly Art 106)

Art 112 is a study of the Art of the Pre-Columbian (Inca, Maya, Aztec), Mexican, and South American cultures. American Indian art (especially Southwest Indian). Lecture 3 hours. **Prerequisite:** None. **Note:** (Prior to Fall 1986, Art 112 was Women in the Visual Arts.) **Transfer credit:** CSU, UC, USC

●**113—Art of the Americas II** 3 Units
 (1600 to the Present)
 (Formerly Art 107)

Art 113 is the study of the art of the United States, Canadian, Mexican, South American cultures and their European origins. Lecture 3 hours. **Prerequisite:** None. **Note:** (Prior to Fall 1986, Art 113 was Design I.) **Transfer credit:** CSU, UC, USC

●**116—Primitive Art** 3 Units
 (Formerly Art 109)

Art 116 is an introduction to the art of primitive Africa, Australia, New Guinea and North America. Lecture 3 hours. **Prerequisite:** None. **Note:** (Prior to Fall 1986, Art 116 was Drawing I.) **Transfer credit:** CSU, UC, USC

●118—Women in Visual Arts 3 Units
(Formerly Art 112)

Art 118 is an introduction to the history of women as artists in European and American traditions. **Women's roles in non-Western cultures will also be discussed as well as images of women in art.** Lecture 3 hours. **Prerequisite:** None. **Note:** (Prior to Fall 1986, Art 118 was Life Drawing.) **Transfer credit:** CSU, UC, USC

●120—History of Architecture I 3 Units
(Formerly Art 181)

Art 120 is a survey course of architectural styles from their origin in prehistoric times to the Gothic period. Lecture 3 hours. **Prerequisite:** None. **Note:** This course may not be taken for credit by students who have completed Art 180 prior to Fall 1986 (History of Architecture). (Prior to Fall 1986, Art 120 was Advanced Life Drawing.) **Transfer credit:** CSU, UC, USC

●121—History of Architecture II 3 Units
(Formerly Art 182)

Art 121 is a survey course of architectural styles from the Renaissance to the present. Lecture 3 hours. **Prerequisite:** None. **Note:** This course may not be taken for credit by students who have completed Art 180 prior to Fall 1986 (History of Architecture). (Prior to Fall 1986, Art 121 was Advanced Life Drawing.) **Transfer credit:** CSU, UC, USC

●124—Southern California Art Museums 1 Unit
(Formerly Art 105)

Not offered. **Note:** (Prior to Fall 1986, Art 124 was Advanced Advertising Design.) **Transfer credit:** CSU

●125—History of Motion Pictures 3 Units
(Formerly Art 110)

Art 125 is the 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. (Prior to Fall 1986, Art 125 was Advanced Advertising Design.) **Transfer credit:** CSU, UC, USC

Design

●130—Design I 2 Units
(Formerly Art 113)

Art 130 is an introduction to the structure of two-dimensional art. The course provides fundamental understanding and control of the elements of

design and the principles by which they can be related to solving design problems. The course is basic for art students and will be 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 130 and Art 150 at Glendale Community College contingent upon approval of their portfolio by the art faculty. (Prior to Fall 1986, Art 130 was Interior Design.) **Transfer credit:** CSU, UC, USC

●131—Design II 2 Units
(Formerly Art 114)

Art 131 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 130. **Transfer credit:** CSU, UC, USC

●132—Lettering 1 Unit

Art 132 is the fundamental study of letter forms, including the Roman, Gothic, and calligraphic styles. Students learn a short history of lettering and typography and solve problems in the forming and spacing of letters with the use of Speed Ball lettering tools. Lecture 1 hour, laboratory 1 hour. **Prerequisite:** None. **Note:** Recommended for architecture and graphic design majors and all art majors as a foundation for more advanced work in the art department. **Transfer credit:** CSU

●134—Advertising Design I 2 Units
(Formerly Art 122)

Art 134 is 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 130 and Art 150. (Art 130 and 150 may be taken concurrently.) **Note:** (Prior to Fall 1986, Art 134 was Painting.)

●135—Advertising Design II 2 Units
(Formerly Art 123)

Art 135 is a continuation of Art 134. Typography, printing methods, advanced one-page layout, and illustration are stressed. Lecture 2 hours, laboratory 2 hours. **Prerequisite:** Art 134. Recommended: Art 131, 138, 151, 152, 160, 164. **Note:** (Prior to Fall 1986, Art 135 was Painting.)

●136—Advanced Advertising Design I 2 Units
(Formerly Art 124)

Art 136 is an advanced advertising design course which includes the theory and practice in various phases of advertising. Design for television, packaging, brochure design and layout, magazine design, and multiple page layout are emphasized, as are problems in production for off-set printing. Lecture 2 hours, laboratory 2 hours. **Prerequisite:** Art 135. **Note:** (Prior to Fall 1986, Art 136 was Advanced Painting.)

●137—Advanced Advertising Design II 2 Units
(Formerly Art 125)

Art 137 is the study of advanced practices in advertising design. Emphasis on independent work and problem solving. The course includes the art of advertising display and problems in preparing camera-ready art work with two-, three-, and four-plate prints. Lecture 2 hours, laboratory 2 hours. **Prerequisite:** Art 136. **Note:** (Prior to Fall 1986, Art 137 was Advanced Painting.)

●138—Three-Dimensional Design 2 Units
(Formerly Art 115)

Art 138 offers the study of space and form relationships expressed three dimensionally in line, plane, volume, texture and color, and the interaction of these basic design elements. Experiences are provided in various materials appropriate to three dimensional considerations with emphasis on design concept and mastery of technical skills. This course is required for art majors and recommended for students of graphics, industrial design, architecture, stage design, and related fields. Lecture 2 hours, laboratory 2 hours. **Prerequisite:** None. **Note:** Art 130 is recommended. Required for art majors. Recommended for related fields. **Note:** (Prior to Fall 1986, Art 138 was Water Color.) **Transfer credit:** CSU, UC, USC

●141—Interior Design 3 Units
(Formerly Art 130)

Art 141 begins with the study of the floor plan and architectural background and moves through the selection and arrangement of furniture, floor, and window treatments, lighting, and accessory planning. Emphasis is placed on the use of design elements such as color, line, shape, texture, pattern, space, and their interaction with one another in the interior environment. Lecture 3 hours. **Prerequisite:** None. **Note:** (Prior to Fall 1986, Art 141 was Sculpture II.) **Transfer credit:** CSU

●144—Color Theory and Application 2 Units
(Formerly Art 175)

Not offered. **Note:** (Prior to Fall 1986, Art 144 was Silk Screen Printing.) **Transfer credit:** CSU, UC, USC

●148—Calligraphy I 2 Units
(Formerly Art 173)

Not offered. **Note:** (Prior to Fall 1986, Art 148 was Metal and Jewelry Design II.)

●149—Calligraphy II 2 Units
(Formerly Art 174)

Not offered. **Note:** (Prior to Fall 1986, Art 149 was Metal and Jewelry Design III.) **Transfer credit:** CSU

Drawing

●150—Drawing I 2 Units
(Formerly Art 116)

Art 150 is a basic drawing course dealing with the fundamentals of pictorial organization. The various means of representing the three-dimensional aspects of forms on a flat surface are emphasized. Lecture 2 hours, laboratory 2 hours. **Prerequisite:** None. **Note:** Art 130 is recommended. Students receiving a score of 4 or 5 on the Advanced Placement Examination in Studio Art may be given credit for Art 130 and Art 150 at Glendale Community College contingent upon approval of their portfolio by the art faculty. (Prior to Fall 1986, Art 150 was Metal and Jewelry Design IV.) **Transfer credit:** CSU, UC, USC

●151—Drawing II 2 Units
(Formerly Art 117)

Art 151 is a second semester drawing course designed to enable students to further their abilities in drawing forms in depth, composition, and various drawing techniques. Lecture 2 hours laboratory 2 hours. **Prerequisite:** Art 150. **Transfer credit:** CSU, UC, USC

●152—Life Drawing I 2 Units
(Formerly Art 118)

Art 152 is a beginning course 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 150. (Art 150 may be taken concurrently.) **Transfer credit:** CSU, UC, USC

- 153—Life Drawing II** **2 Units**
(Formerly Art 119)
 Art 153 is the 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 152. **Transfer credit:** CSU, UC, USC
- 154—Advanced Life Drawing I** **2 Units**
(Formerly Art 120)
 Art 154 is the 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. Increases emotional expression in drawings. May do one or more problems in three dimensions. Lecture 2 hours, laboratory 2 hours. **Prerequisite:** Art 153. **Transfer credit:** CSU, UC, USC
- 155—Advanced Life Drawing II** **2 Units**
(Formerly Art 121)
 Art 155 is the continuation of basic studies in drawing the figure from life. Figure compositions are stressed. Students are encouraged to use the figure in creative and expressive drawings. A major project will be required — this may follow an avenue of individual interest. Lecture 2 hours, laboratory 2 hours. **Prerequisite:** Art 154. **Note:** (Prior to Fall 1986, Art 155 was Introduction to Art and Music.) **Transfer credit:** CSU, UC, USC
- 156—Illustration I** **2 Units**
 Art 156 is designed to acquaint the student with various types of illustration such as book, movie poster, editorial, spot, and magazine story. Emphasis is placed on learning a number of specific techniques which will enable the student to work quickly while achieving a professional look. A variety of media will be explored. The focus of this course is fine arts rather than technical or product illustration. Lecture 2 hours, laboratory 2 hours. **Prerequisites:** Art 130, 150, 151 (Art 151 may be taken concurrently). **Transfer credit:** CSU
- Painting**
- 160—Painting I** **2 Units**
(Formerly Art 134)
 Art 160 develops 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. **Prerequisite:** Art 150. (Art 150 may be taken concurrently.) **Note:** (Prior to Fall 1986, Art 160 was Low Fire Ceramics.) **Transfer credit:** CSU, UC, USC
- 161—Painting II** **2 Units**
(Formerly Art 135)
 Art 161 is the application of principles, theories and techniques of drawing and painting to problems of still life, figure, landscape, and non-objective painting. Lecture 2 hours, laboratory 2 hours. **Prerequisite:** Art 160. **Transfer credit:** CSU, UC, USC
- 162—Advanced Painting I** **2 Units**
(Formerly Art 136)
 Art 162 applies the principles of art in drawing and painting for the more advanced student. Contemporary concepts in painting are explored. Individual assignments are given which emphasize personal interpretation and expression. Lecture 2 hours, laboratory 2 hours. **Prerequisite:** Art 161. **Note:** Art 151 is recommended. (Prior to Fall 1986, Art 162 was Raku.) **Transfer credit:** CSU, UC, USC
- 163—Advanced Painting II** **2 Units**
(Formerly Art 137)
 Art 163 is a continuation of Art 162. Special problems are assigned to the student on an individual basis. Painting problems may include figure painting and the figure in relation to architectural forms. The student is encouraged to work from imagination as well as from direct visual experience. Field trips to museums and galleries are included in the course of instruction. Lecture 2 hours, laboratory 2 hours. **Prerequisite:** Art 162. **Note:** (Prior to Fall 1986, Art 163 was Ceramic Handbuilding.) **Transfer credit:** CSU, UC, USC
- 164—Water Color I** **2 Units**
(Formerly Art 138)
 Art 164 is a study of the water color medium and techniques. The problems of painting are directed with a regard for the special qualities of water color. Class problems include various approaches to landscape painting, still life 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 150. (Art 150 may be taken concurrently.) **Note:** This course may be taken 2 times; a maximum of 4 units may be earned. (Prior to Fall 1986, Art 164 was Advanced Ceramic Handbuilding.) **Transfer credit:** CSU, UC, USC
- 165—Water Color II** **2 Units**
(Formerly Art 139)
 Art 165 is a continuation of the study of water color painting for the more advanced student. General principles and theories of painting are applied 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 164. **Note:** This course may be taken 2 times; a maximum of 4 units may be earned. (Prior to Fall 1986, Art 165 was Earthenware.) **Transfer credit:** CSU, UC, USC

Printmaking

●170—Printmaking I 2 Units (Formerly Art 142)

Art 170 is 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 130 or Art 150. **Note:** This course may be taken 2 times; a maximum of 4 units may be earned. (Prior to Fall 1986, Art 170 was Stained Glass.) **Transfer credit:** CSU, UC, USC

●171—Printmaking II 2 Units (Formerly Art 143)

Art 171 is a more advanced course than Art 170; this course explores various approaches and techniques of intaglio printing with special emphasis on color printing. Lecture 2 hours, laboratory 2 hours. **Prerequisite:** Art 170. **Note:** This course may be taken 2 times; a maximum of 4 units may be earned. **Transfer credit:** CSU, UC, USC

●172—Lithography I 2 Units (Formerly Art 185)

Art 172 is an introduction to the technique and methods of lithography using metal plates as well as stone. This first semester course in lithography deals primarily with black and white as the graphic foundation for lithography. The student is encouraged to explore the creative possibilities of the medium and its wide variety of expressive qualities. Lecture 2 hours, laboratory 2 hours. **Prerequisite:** Art 171 or equivalent. **Note:** This course may be taken 2 times; a maximum of 4 units may be earned. (Prior to Fall 1986, Art 172 was Silk Screen Textile Printing.) **Transfer credit:** CSU, UC, USC

●173—Lithography II 2 Units (Formerly Art 186)

Art 173 is a continuation of Art 172. This course explores various approaches to color printing involving multiple plates as well as stones. Lecture 2 hours, laboratory 2 hours. **Prerequisite:** Art 172 or equivalent. **Note:** This course may be taken 2 times; a maximum of 4 units may be earned. (Prior to Fall 1986, Art 173 was Calligraphy I.) **Transfer credit:** CSU, UC, USC

●174—Silk Screen Printing 2 Units (Formerly Art 144)

Art 174 is an introduction to silk screen printing. The course will include preparation of equipment, various methods of stencil preparation, printing on paper and cloth, and printing with a variety of paints and dyes. The first two or three problems are designed for all beginners. These are graded from very simple to more demanding. On completion of these, students are offered options for the time remaining. Options follow personal interests and career plans—e.g. graphics, decorative art, fine art, artist craftsman.

Photographic stencil techniques are introduced. Work is done in the dark room on litho-film positives and the making of photographic stencils from them.

The second semester encourages the student to take on more challenging projects, including continued experience in screen printing techniques. Individual interests will determine each student's activities. Lecture 2 hours. **Prerequisite:** None. **Note:** Art 130 is recommended prior to entering class.

This course may be taken 2 times; a maximum of 4 units may be earned. (Prior to Fall 1986, Art 174 was Calligraphy II.) **Transfer credit:** CSU, UC, USC

●175—Silk Screen Printing 2 Units (Formerly Art 145)

Art 175 is an advanced study of silk screen printing. The course includes the preparation of specialized equipment and research and experimentation to encourage creative use of the medium. Challenging problems are selected which relate to the personal interests of each student. Lecture 2 hours, laboratory 2 hours. **Prerequisite:** Art 174. **Note:** This course may be taken 2 times; a maximum of 4 units may be earned. (Prior to Fall 1986, Art 175 was Color Theory and Application.) **Transfer credit:** CSU, UC, USC

●176—Silk Screen Textile Printing 1 Unit (Formerly Art 172)

Not offered. **Transfer credit:** CSU, USC

Sculpture

●180—Sculpture I 2 Units (Formerly Art 140)

Art 180 is a series of sculptural problems in relief and in the round which lead the student through exploratory investigations of various media and techniques such as clay modeling, plaster, stone and wood carving, construction, etc. Emphasis is on problems of historical and contemporary interest and importance. This course is recommended for art majors and pre-dental, industrial design, and stage design students. Lecture 2 hours,

laboratory 2 hours. **Prerequisite:** None. **Note:** Art 130 and 150 are recommended. This course may be taken 2 times; a maximum of 4 units may be earned. **Transfer credit:** CSU, UC, USC

●181—Sculpture II 2 Units
(Formerly Art 141)

Art 181 allows the student to explore complex problems in 3-dimensional art. The learner will study in depth a series of sculptural problems, including modeling the complete figure in clay, modeling and carving in casting wax, carving in harder stone such as alabaster, carving in wood, construction and assemblage techniques, and mixed media. Emphasis will be on mastery of technique, further development of aesthetic and conceptual consideration, and self-motivation. The instructor will work with each student on an individual basis to provide technical and conceptual assistance. Lecture 2 hours, laboratory 2 hours. **Prerequisite:** Art 180 **Note:** This course may be taken 2 times; a maximum of 4 units may be earned. (Prior to Fall 1986, Art 181 was History of Architecture I.) **Transfer credit:** CSU, UC, USC

Ceramics

●186—Ceramics 2 Units
(Formerly Art 126)

Art 186 is an introductory study in the field of ceramics. The student will learn various forming techniques, with an emphasis on wheel-throwing and the production of functional pottery forms. Surface techniques such as texturing, underglazing, slip decoration, glaze application, and the use of lusters will be explored. Students will execute projects in both stoneware and earthenware and learn about both gas and electric kiln firing procedures. Lecture 2 hours, laboratory 2 hours. **Prerequisite:** None. **Note:** (Prior to Fall 1986, Art 186 was Lithography II.) **Transfer credit:** CSU, UC, USC

●187—Ceramics 2 Units
(Formerly Art 127)

Art 187 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 2 hours, laboratory 2 hours. **Prerequisite:** Art 186. **Transfer credit:** CSU, UC, USC

●188—Advanced Ceramics I 2 Units
(Formerly Art 128)

Art 188 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 toward 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 2 hours, laboratory 2 hours. **Prerequisite:** Art 187. **Transfer credit:** CSU, UC, USC

●189—Advanced Ceramics II 2 Units
(Formerly Art 129)

Art 189 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 2 hours, laboratory 2 hours. **Prerequisite:** Art 188. **Note:** This course may be taken 3 times; a maximum of 6 units may be earned. **Transfer credit:** CSU, UC, USC

●190—Ceramic Handbuilding 2 Units
(Formerly Art 163)

Art 190 is an introduction to basic ceramic hand-building techniques and processes. Traditional methods of forming, joinery and construction will be introduced. Students will learn to design and analyze functional and nonfunctional objects. The class will explore traditional hand-built pottery, as well as contemporary, expressive hand-built forms. Lecture 2 hours, laboratory 2 hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

●191—Advanced Ceramic Handbuilding 2 Units
(Formerly Art 164)

Art 191 allows the student to explore complex problems of design and construction. Students work with the ceramic medium in conjunction with other materials while exploring possibilities of designing for architecture. In-depth study of surface design and decorative techniques are included. Lecture 1 hour, laboratory 3 hours. **Prerequisite:** Art 190. **Note:** This course may be taken 2 times; a maximum of 4 units may be earned. **Transfer credit:** CSU, UC, USC

●192—Earthenware **2 Units**
(Formerly Art 160, Low Fire Ceramics)

Art 192 is an intermediate course in ceramics dealing specifically with earthenware, or low-fired ceramics. A variety of forming techniques are explored, including coil, slab, and wheel-throwing. Students will experiment with low-temperature clay bodies, glazes, underglazes, slips, and various overglaze techniques such as lusters, enamels, and decals. The electric kiln and its use in oxidation firing will be studied. Lecture 2 hours, laboratory 2 hours. **Prerequisite:** Art 186 or 190. **Note:** Art 130 is recommended. This course may be taken 2 times; a maximum of 4 units may be earned. **Transfer credit:** CSU, UC, USC

●193—Raku **2 Units**
(Formerly Art 162)

Art 193 is an introductory course in ceramics dealing exclusively with the raku firing process. Projects are drawn from hand building and wheel throwing construction techniques, and then fired by the Japanese raku process. When the raku process is used, pieces are placed in a hot kiln, quick-fired and then withdrawn red-hot to a metal container with newspaper inside to reduce the glaze and bare clay body. Students will also prepare raku glazes to use in the execution of their projects. Lecture 2 hours, laboratory 2 hours. **Prerequisite:** Art 186 or 190. **Note:** Art 130 is recommended. This course may be taken 2 times; a maximum of 4 units may be earned. **Transfer credit:** UC, USC

●195—Glaze Calculation **2 Units**

Art 195 is an introduction to the basic glaze and clay circulation. The students will learn to calculate molecular weights, empirical formula, unity formula, and batch formula. Students will use general glaze theory with calculating procedures to analyze and substitute, or create from beginning, glazes and clay bodies. The course involves simple arithmetical computations and includes certain ceramic laboratory skills and safety precautions for handling chemicals. This course will prepare the vocational student for employment in the ceramic industry. **Prerequisite:** Art 187 or Art 191. **Note:** This course may be taken 2 times; a maximum of 4 units may be earned. **Transfer credit:** USC

INTERIOR DESIGN, See Art 141

**FASHION SKETCHING,
See Fashion 123**

ASTRONOMY

●101—Elements of Astronomy **3 Units**

A survey of current knowledge regarding the universe, presented in non-technical language. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

●102—Observational Astronomy **2 Units**

Mapping the sky by means of bright stars and constellations will be accomplished. Small telescopes will be used for observing celestial objects. Lecture 1 hour, laboratory 3 hours. **Prerequisite:** Astronomy 101. **Transfer credit:** CSU, UC, USC

●103—Topics in Modern Astronomy **3 Units**

Astronomy 103 is designed for students who have completed a survey course in astronomy. This course deals with recent developments in astronomy. Specific topics covered are planetary exploration with spacecraft, black holes, active galaxies and cosmology. Lecture 3 hours. **Prerequisite:** Astronomy 101. **Transfer credit:** CSU, UC, USC

AVIATION AND TRANSPORTATION

Students enrolling in some Aviation and Transportation courses will be required to purchase certain tools and equipment to meet the requirements of those courses. Students wishing to obtain tool and equipment lists in advance of registration should contact the appropriate instructor or department chairperson.

●101—Introduction to Automotive
Technology **1 Unit**

Aviation and Transportation 101 is an overview course to familiarize the student with the history, nomenclature, operation, and construction of the modern automobile. Emphasis will be placed on general mechanical concepts and related physical principles such as maintenance procedures, purchasing of parts and service. Lecture and laboratory 3 hours (8 weeks). **Prerequisite:** None. **Note:** This course may be taken 3 times; a maximum of 3 units may be earned.

●102—Automotive Tune-up 1 Unit

Aviation and Transportation 102 is designed to cover theories of design and operation of ignition and fuel system and components; techniques of engine trouble-shooting and tune-up procedures using both simple and specialized equipment. Vehicle emission control devices will be included in this class. Lecture and laboratory 3 hours. (8 weeks). **Prerequisite:** Aviation and Transportation 101 or equivalent. **Note:** This course may be taken 4 times; a maximum of 4 units may be earned.

●103—Automotive Electrical Systems 1 Unit

Aviation and Transportation 103 is designed to introduce the trainee to the automotive electrical systems. Each of the four principle circuits will be studied with reference to the general purpose of the circuit, the identification of component parts that make up the circuit, and relationship of one circuit to another as they function together in the automobile. Lecture and laboratory 3 hours. (8 weeks). **Prerequisite:** Aviation and Transportation 101 or equivalent. **Note:** This course may be taken 4 times; a maximum of 4 units may be earned.

●104—Automotive Chassis and Suspension Systems 1 Unit

Aviation and Transportation 104 is designed to acquaint the trainee with the various automotive suspension systems. Emphasis will be placed on the types of systems the trainee will encounter most frequently and the names and functions of the components of each system. Lecture and laboratory 3 hours. (8 weeks). **Prerequisite:** Aviation and Transportation 101 or equivalent. **Note:** This course may be taken 4 times; a maximum of 4 units may be earned.

●114—Commercial and Air Taxi Pilot Operations 3 Units

Aviation and Transportation 114 is a course of ground instruction which will prepare the student for a career as a commercial pilot or air taxi pilot. The course will cover those subject areas that deal with real and practical aspects of flight operations that are within the scope of the commercial pilot in general aviation or the more complex requirements of air taxi operators and commercial operators of small aircraft. Lecture 3 hours. **Prerequisite:** Completion of AT-119 and AT-120 with a "C" grade or better, or passing score on the Private Pilot Written Examination, or possession of Private Pilot Certificate.

●117—Aviation Instructor Course 3 Units

Aviation and Transportation 117 is a course of ground instruction designed for the student who wishes to become an aviation instructor. A discussion of teaching theory, types and methods of instruction that an instructor will use to become

an effective instructor. Analysis and performance of flight maneuvers will be stressed. Lecture 3 hours. **Prerequisite:** Completion of AT-119 and AT-120 with a "C" grade or better, or passing score on the Private Pilot Written Examination, or possession of Private Pilot Certificate.

●119—Practical Flight Concepts 3 Units

Aviation and Transportation 119 is a ground training course designed for the student who is receiving flight training to gain the experience necessary to meet the qualification of a Private Pilot with an Airplane rating. The course will cover the practical flight concepts a pilot may encounter in most flight situations. Lecture 3 hours. **Prerequisite:** Completion of AT-120 with a "C" grade or better, or passing score on the Private Pilot Written Examination, or possession of Private Pilot Certificate.

●120—Basic Aeronautics 5 Units

Aviation and Transportation 120 is a study to prepare the student for the Private Pilot Written Examination, and is taught under FAA approved Basic and Advanced Group School Certificate No. WE-13-25. It covers basic Meteorology, Navigation, Principles of Engine Operation, Aerodynamics of Flight, Federal Air Regulations for the Private Pilot, and enroute procedures common to the private pilot. Lecture 5 hours. **Prerequisite:** None. **Transfer credit:** CSU

●121—Navigation 3 Units

Aviation and Transportation 121 is a study of dead reckoning and pilotage aerial navigation, computer problems and vector analysis. Approved FAA Advanced Ground School for Commercial Pilots No. WE-13-25. Course is not limited to pilots. Lecture 3 hours. **Prerequisite:** Satisfactory completion of AT 120 with a grade of "C" or better, or Private Pilot Written Examination passed, or hold a Private Pilot Certificate. **Transfer credit:** CSU

●122—Meteorology 3 Units

Aviation and Transportation 122 is an elementary study of the basic principles of meteorology with emphasis placed on physical laws that operate in the atmosphere, particularly as they affect aircraft flight. Weather maps and reports and forecasts and their interpretation are stressed.* Approved FAA Advanced Ground School for Commercial Pilots No. WE-13-25. Lecture 3 hours. **Prerequisite:** None. **Note:** Aviation and Transportation pilot training students must have completed AT 120 with a grade of "C" or better, or Private Pilot Written Examination passed, or hold a Private Pilot Certificate.

*Upon completion of this course the student will understand problems in meteorology as they affect the pilot. **Transfer credit:** CSU

●123—Aircraft Structure and Aerodynamics

3 Units

Aviation and Transportation 123 is designed to provide the pilot with the necessary understanding of the aerodynamics of the aircraft and the construction techniques and processes involved in the building of aircraft. This course meets the requirements for commercial pilots in the study of aircraft. Lecture 3 hours. **Prerequisite:** Satisfactory completion of AT 120 with a grade of "C" or better, or having passed the Private Pilot Written Examination, or holding a Private Pilot Certificate. **Transfer Credit:** CSU

●124—Radio Procedures and Flight Regulations

3 Units

Aviation and Transportation 124 is designed to provide the commercial pilot student with the knowledge of radio navigation, radiotelephone communication procedures, and Federal Aviation Regulations required to pass the Federal Aviation Administration Commercial Pilot written examination. Lecture 3 hours. **Prerequisite:** Satisfactory completion of AT 120 with a grade of "C" or better, or having passed the Private Pilot Written Examination, or holding a Private Pilot Certificate. **Transfer Credit:** CSU

●125—Instrument Procedures and Radio Navigation

3 Units

Aviation and Transportation 125 is a detailed study of the use of radio navigation, weather briefing, advanced radio navigation and standard instrument approaches and procedures and Federal Air Regulations pertaining to instrument flight. Students are prepared for the FAA Instrument Examination. Lecture 3 hours. **Prerequisite:** Satisfactory completion of AT 120 with a grade of "C" or better, or Private Pilot Written Examination passed, or hold a Private Pilot Certificate. **Note:** It is recommended that Aviation and Transportation 131 be taken concurrently. **Transfer credit:** CSU

●126—Aircraft Power Plants

3 Units

Aviation and Transportation 126 is a course in aircraft power plants. The study includes structures, operation, maintenance, and servicing as they apply to the pilot. Course meets FAA requirements for commercial pilots in the study of engines. Approved FAA Advanced Ground School No. WE-13-25. Lecture 3 hours. **Prerequisite:** Satisfactory completion of AT 120 with a grade of "C" or better, or passed the Private Pilot Written Examination, or hold a Private Pilot Certificate. **Transfer credit:** CSU

●127—Flight Training Maneuvers

3 Units

Aviation and Transportation 127 is a detailed study of the maneuvers required for the safe, skillful operation of an airplane. The performance and

application of the various maneuvers required by the Federal Aviation Administration for the Private and Commercial Pilot Flight tests will be examined in detail. Lecture 3 hours. **Prerequisite:** Satisfactory completion of AT 120 with a grade of "C" or better, or passed the Private Pilot Written Examination, or hold a Private Pilot Certificate.

●128—Airport Operations

3 Units

Aviation and Transportation 128 is designed to acquaint the student with the practical airport problems as they exist today. The student is expected to be able to manage an airport or any diversified airport operation upon completion of this course. The course intends to cover airport development, locations, local advertising, financial requirements, air safety in the confines of the airport as well as traffic pattern management, airport lighting, deterioration and depreciation of airport property, fire and crash protection, familiarization with the Federal Aviation Administration and the National Transportation Safety Board, meteorological situations that affect airport operations, and control of air traffic. Lecture 3 hours. **Prerequisite:** None. **Note:** Aviation and Transportation 120 and 130 are recommended.

●129—Flight Attendant

3 Units

Aviation and Transportation 129 will prepare the student for employment as a flight attendant and will present the advantages and disadvantages of the job. There is also a survey of the problems encountered by the new attendant both on the job and in training. Lecture 3 hours. **Prerequisite:** None. **Note:** It is recommended that this course be taken prior to or concurrently with Aviation and Transportation 120.

●130—Air Transportation

3 Units

Aviation and Transportation 130 covers development of air transportation, problems in commercial air transportation, commercial airplanes, organization and functions of airlines, regulations, airline routes in the United States and the world, pilot qualification, schedules and services, revenue sources and potential operating overhead. Importance of airports and airways, of advertising, and of public relations stressed. Lecture 3 hours. **Prerequisite:** None.

●131—Air Traffic Controller

5 Units

Aviation and Transportation 131 prepares students for the FAA Control Tower Operator Written Examination and assists them in meeting the requirements necessary to apply for the position of Air Traffic Control Specialist, and is of value to those students preparing for the position of dispatcher, meteorologist, commercial pilot, and positions concerned with aircraft operations. Student pilots and private pilots will find this

course informative; students preparing for their Instrument Rating will receive much valuable information which will assist them in preparing for the written examination and the flight check, Aircraft Recognition and Performance, and Radio Telephone Procedures. Lecture 4 hours, laboratory 2 hours. **Prerequisite:** Satisfactory completion of Aviation and Transportation 120 with a grade of "C" or better, or passed the Private Pilot Written Examination, or hold a Private Pilot Certificate. **Note:** It is recommended that Aviation and Transportation 125 be taken concurrently.

●132—Flight Attendant II 3 Units
 Aviation and Transportation 132 prepares men and women for the highly competitive flight attendant positions and travel careers in the airlines and travel industry. Lecture 3 hours. **Prerequisite:** Aviation and Transportation 129 with a grade of "C" or better. **Note:** It is recommended that this course be taken prior to or concurrently with Aviation and Transportation 120.

●141—Aircraft Powerplant Maintenance and Overhaul 8 Units
 The completion of Aviation and Transportation 141, 142, 143, and 144 qualifies students for industry employment as maintenance and overhaul technicians and prepares them practically and theoretically to successfully obtain the Federal Aviation Administration Powerplant Rating.

The course content of Aviation and Transportation 141 consists of theoretical study and practical application of powerplant overhaul procedures, precision inspections, lubrication systems, and Federal Aviation Administration regulations. The course content is based on standards required for FAA certificated schools. The Glendale Community College Aviation and Transportation Division is approved FAA Maintenance Technician School No. 3415. Lecture 15 hours, laboratory 15 hours. **Prerequisite:** A satisfactory score on the Glendale Community College ESL Placement Test or a grade of "C" or better in ESL 177. **Note:** This class meets six hours per day, five days per week. **Transfer credit:** CSU

●142—Aircraft Powerplant Maintenance and Overhaul 8 Units
 The completion of Aviation and Transportation 141, 142, 143, and 144 qualifies students for industry employment as maintenance and overhaul technician and prepares them practically and theoretically to successfully obtain the Federal Aviation Administration Powerplant Rating.

The course content of Aviation and Transportation 142 consists of practical application and theoretical study of electrical systems, magnetos, generators, and starting systems. The course content is based on standards required for FAA

certificated schools. Approved FAA Maintenance Technician School No. 3415. Lecture 15 hours, laboratory 15 hours. **Prerequisite:** A satisfactory score on the Glendale Community College ESL Placement Test or a grade of "C" or better in ESL 177. **Note:** This class meets six hours per day, five days per week. **Transfer credit:** CSU

●143—Aircraft Powerplant Maintenance and Overhaul 16 Units
 The completion of Aviation and Transportation 141, 142, 143, and 144 qualifies students for industry employment as maintenance and overhaul technicians and prepares them practically and theoretically to successfully obtain the Federal Aviation Administration Powerplant Rating. The course content consists of practical application and theoretical study of carburetion, including float, pressure, fuel injection systems, propellers, gas turbine fuel systems and components, physical science and line service trouble-shooting superchargers, weight and balance, exhaust systems, engine cooling systems, and ground handling. The course content is based on standards required for FAA certificated schools. Approved FAA Maintenance Technician School No. 3415. Lecture 15 hours, laboratory 15 hours. **Prerequisite:** Aviation and Transportation 141 and 142 with a grade of "C" or better in both courses. **Transfer credit:** CSU

●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. **Transfer credit:** CSU

●145—Airframe Maintenance and Overhaul 9 Units
 Aviation and Transportation 145 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, 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 or possession of a Federal Aviation Administration Powerplant Mechanics Certificate. **Transfer credit:** CSU

●146—Airframe Maintenance and Overhaul 16 Units

Aviation and Transportation 146 qualifies students for industry employment as maintenance and overhaul technicians and prepares them practically and theoretically to successfully obtain the Federal Aviation Administration Airframe Rating.

The course content consists of practical applications and theoretical study of structural repairs to aircraft, including dope and fabric, fuel systems, control system, rigging, FAA forms, inspections and flight line maintenance. The course content is based on standards required for FAA certificated schools. Approved FAA Maintenance Technician School No. 3415. Lecture 10 hours, laboratory 20 hours. **Prerequisite:** Aviation and Transportation 145. **Transfer credit:** CSU

●147—Helicopter Maintenance 4 Units

Aviation and Transportation 147 provides instruction in rotary wing aerodynamics, main rotors, tail rotors, transmission and drive components. Field maintenance and servicing procedures are covered along with rotor system track and balancing. Lecture 4 hours, laboratory 2 hours. **Prerequisite:** Aviation and Transportation 143 or possession of a power plant or airframe license.

●150—Aircraft Structures 4-8 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

Biology 101 is the first half of a one-year course designed for biological science majors. It covers fundamental biological principles and processes from the philosophy of the scientific method through molecular biology, cell structure and function, to basic anatomy and physiology of vascular plants and mammalian vertebrates. Lecture 3 hours, discussion 1 hour, laboratory 2 hours. **Prerequisite:** Chemistry 101. **Note:** Chemistry 101 may be taken concurrently. **Transfer credit:** CSU, UC, USC

●102—General Biology 5 Units

Biology 102 is a continuation of the study of fundamental biological processes. It includes genetics from Mendelian through molecular, gene regulation and developmental processes, evolutionary biology, systematics, chemosynthetic theories of the origin of life, population, and ecological principles.

Lab is essentially a separate course involving a student research project on *Drosophila* genetics and an extensive 5 kingdom survey. Lecture 3 hours, discussion 2 hours, laboratory 4 hours. **Prerequisite:** Biology 101 and Chemistry 101. **Transfer credit:** CSU, UC, USC

●112—Microbiology 4 Units

Biology 112 is a study of life using microorganisms (algae, bacteria, molds, protozoa, viruses, and yeasts) as prototypes. Includes microbial biochemistry, genetics, cellular and ultracellular activities, applied uses, and pathogenicity of these forms of life. In the laboratory students will also identify one unknown microbial organism. Lecture 3 hours, discussion 1 hour, laboratory 3 hours. **Prerequisite:** Chemistry 101, or 110, or 120. **Transfer credit:** CSU, UC, USC

●115—Human Biology 4 Units

(Formerly Biology 116)

Biology 115 is an introductory course covering biological principles as they apply to the human body. The central theme is the structure and the function of the human organism. Topics covered will include: human evolution, the human species in the environment, cells, tissues, the major body systems, heredity, and the major environmental conditions and diseases on earth today.

A weekly laboratory will allow students the opportunity to gain practical experience in the techniques necessary to study the health sciences and the environment. Lecture 3 hours, discussion 1 hour, laboratory 2 hours. **Prerequisite:** None. **Note:** High school Biology strongly recommended. No credit will be granted to students who have received credit for Biology 116, 120 or 121. **Transfer credit:** CSU, UC

●118—Principles of Biology 3 Units

Biology 118 is a television survey course covering the major concepts in biological science. The emphasis is on the dynamic processes and interrelationships occurring in the living world. This course is designed for students majoring in fields other than the biological sciences. Lecture and discussion, 3 hours. **Prerequisite:** None. **Note:** This course may not be taken for credit by students who have completed Biology 122.

●120—Human Anatomy 5 Units

Biology 120 comprehensively covers the systems of the human body. The laboratory includes the study of tissues using the microscope and a detailed study of the human skeleton; dissections on the cat muscles and blood vessels, sheep brain, and cow eye, as well as the human cadaver, are included to illustrate comparative parts of human anatomy. Lecture 3 hours, discussion 2 hours, laboratory 4 hours. **Prerequisite:** A satisfactory score on the English Placement Examination or a grade of "C" or better in Biology 115. **Note:** Primarily for nursing, physical education, and health science majors. **Transfer credit:** CSU, UC, USC

●121—Introduction to Physiology 4 Units

Biology 121 studies the functions of the systems of the human body. Course format includes lecture and extensive lab activity recording and measuring the activity of the systems studied. Physiology is required for nursing students and is elective for others. Lecture 3 hours, discussion 1 hour, laboratory 2 hours. **Prerequisite:** Biology 120 and Chemistry 101, 110, or 120. **Transfer credit:** CSU, UC, USC

●122—Introduction to Biology 4 Units

Biology 122 is designed to give a cultural appreciation of the methods and elementary working knowledge of the fields studied. Course material includes an overview of the study of kingdoms of living organisms. Introduction to Biology emphasizes life processes and interrelationships between the living and nonliving components on earth. This course is designed to serve as general education laboratory science credit for non-biology majors. Lecture 3 hours, discussion 1 hour, laboratory 2 hours. **Prerequisite:** None. **Note:** This course allows only one unit of credit for those students completing Biology 118. **Transfer credit:** CSU, UC, USC

●123—Evolution 3 Units

Biology 123 deals with the emergence and development of life. Evidences for and against are discussed with topics including mechanisms and theories of evolution, biogeography, origins of life (including extra terrestrial possibilities), genetics, of primates and man, ethology, sociobiology, and the genetic basis for aggression, altruism, cooperation, competition, racism, and war. The future of evolution, man, and civilization concludes the course. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

●125—Marine Biology 3 Units

Biology 125 is an introduction to the study of biology based on the marine ecosystems. The course examines the major principles of biology

through the study of the life forms of the ocean and their adaptations to the marine environments. Covers such topics as the ocean habitat, functions of life, systematics, evolution, trophic relationships, productivity, adaptations to the environment. Emphasis is placed on understanding our local marine habitats and current environmental issues. Lecture 3 hours. **Prerequisite:** None. **Note:** All students taking Biology 125 prior to Spring, 1981, will not receive credit for Biology 126. **Transfer credit:** CSU, UC, USC

●126—Field and Laboratory Investigations in Marine Biology 2 Units

Biology 126 is a study of the structure and function of marine biological communities through first-hand field and laboratory experiences. Visitation to various marine habitats will include the rocky intertidal, the sandy beach, the estuary, warf pilings and gloats, and nearshore islands. Laboratory investigations will emphasize the study of live organisms. Field studies will examine the organisms in relation to their natural environment. Students will develop a field journal of investigations of the various marine habitats. Laboratory/Field Work 6 hours. **Prerequisite:** Biology 125 or concurrent enrollment in Biology 125. **Note:** Field trips will require student contribution for meals and transportation. **Transfer credit:** CSU, UC, USC

●127—Ecology and Conservation 3 Units

Biology 127 is an introduction to organismic, population, and community ecology with emphasis upon the interaction between organisms and their environment with respect to energy and flow ecosystems dynamics. The course will also introduce the student to the various aspects of natural resource management including forestry practices, wildlife management, hydrology, soils, and energy resources. Lecture 3 hours. **Prerequisite:** None. **Note:** This course may not be taken for credit by students who have completed Biology 124. **Transfer credit:** CSU, UC, USC

●128—Ecology and Conservation Laboratory 1 Unit

Biology 128 is offered as a practical supplement to Biology 127. Ecology and conservation allows the student to apply concepts and theory presented in Biology 127 to practical field situations. Students will learn environmental monitoring and analysis techniques along with research data analysis and interpretation. Laboratory 3 hours. **Prerequisite:** Biology 127 or concurrent enrollment. **Note:** This course may not be taken for credit by students who have completed Biology 124. **Transfer credit:** CSU, UC, USC

●129—Directed Studies in**Marine Ecology (See Note)**

A course emphasizing individual investigation of the natural marine environment through field and laboratory studies. Students examine the inter-relationship between marine organisms and their habitats by special projects dealing with a particular problem. Library research, a scientific paper, and an oral presentation of the directed studies are an integral part of the course. Field studies will investigate various localities during different semesters; such as, Baja California, the Channel Islands, the Northern California Coast, and local marine habitats. 3-9 hours field and laboratory study. **Prerequisite:** Biology 125 or Biology 101 and Biology 102. **Note:** Three hours are required for each unit earned. The course may be taken for one, two, or three units according to the schedule. The course may be repeated for a maximum of six units. Field trips will require student contribution for meals and transportation. **Transfer credit:** CSU, UC

●130—Natural History of Southern California 4 Units

Biology 130 studies the many varied biological communities present in Southern California. Course 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 (several days) may be substituted for a number of shorter field trips (see current class schedule). Lecture 3 hours, laboratory 3 hours. **Prerequisite:** None. **Note:** A course in either high school or college biology or equivalent is recommended. Field trips will require student contribution for meals. **Transfer credit:** CSU, UC, USC

●131—Natural History Field Studies 1-3 Units

Biology 131 offers individual and group investigation of the biological environment and the impact of human activities upon it. The course format will include discussion sessions as well as field studies. Students examine the inter-relationship between biological 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 may be a part of the course. Field studies will investigate various world localities during different semesters such as, Baja California, the Channel Islands, the northern California coast, Alaska, Tahiti, Africa, etc. The cost of land and air arrangements will be borne by each student, and will be kept to a minimum while still providing clean and comfortable lodging. 39 hours field and laboratory study. **Prerequisite:** A Biology or

Ecology course in high school or college, or the equivalent. **Note:** Three hours are required for each unit earned. The course may be taken for one, two, or three units according to the schedule. This course may be taken 4 times; a maximum of 6 units may be earned. **Transfer credit:** CSU, USC

●132—Introduction to Marine Science 3 Units

Biology 132 serves as an introduction to oceanography, marine biology, and the related marine technologies. Topics covered include sea floor topography and geologic processes, water circulation, and the diversity of marine organisms and their physiological and ecological adaptations to the marine technologies dealing with the development and utilization of marine biological and geological resources. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSU, UC

●135—Introduction to Botany 4 Units

Biology 135 is an introductory course covering biological principles as they apply to the plant world. The central theme is the importance of plant structure and variation in life on earth. Topics covered will include plants and human affairs, plant cells, photosynthesis, the role of plants in ecological cycles, and a survey of the earth's plant forms. Lecture 3 hours, discussion 1 hour, laboratory 2 hours. **Prerequisite:** None. **Note:** High school Biology recommended. **Transfer credit:** CSU, UC, USC

●137—Field Botany 5 Units

Biology 137 is a study of the plant materials and the ecology of the plant communities of Southern California. Two weekend Field Trips are included. Lecture 3 hours, discussion 2 hours, laboratory 4 hours. **Prerequisite:** None. **Transfer credit:** CSU, USC

●138—Horticulture 3 Units

Biology 138 is a study of the names and requirements of exotic and native plants used in ornamental horticulture in the Los Angeles area. Basic principles and practices in propagation, pruning, diseases, and insect control. Extensive laboratory work with living specimens in the greenhouse. Field trips to local nurseries and parks. Lecture 2 hours, discussion 1 hour, laboratory 1 hour. **Prerequisite:** None. **Transfer credit:** CSU

●139—Plant Propagation 3 Units

Biology 139 is the study and practice of growing plants from seed and by asexual methods for commercial or home use. Propagation methods, structures, plant pests and diseases, and control of the plants being propagated will be discussed. Laboratory work in seeding, transplanting, cutting, budding, and grafting will be done by the student.

Lecture 2 hours, discussion 1 hour, laboratory 2 hours. **Prerequisite:** None. **Transfer credit:** CSU

●140—Living With Insects 3 Units
Not offered.

●145—Biology of Birds 2 Units
Biology 145, Biology of Birds, is a nine-week introductory course dealing with the identification, classification, ecology, anatomy, and behavior of birds. Course study emphasizes the natural history of local birds as well as representative bird groups from around the world. Lecture 3 hours, laboratory, see note. **Prerequisite:** None. **Note:** Five Saturday laboratory/field study sessions required with each session lasting five hours. An extended period of field study may be substituted by the instructor for a group of shorter field sessions (see current schedule of classes). **Transfer credit:** CSU

●146—Marine Mammals 2 Units
Biology 146, Marine Mammals, is a nine-week introductory course dealing with the identification, classification, ecology, anatomy, and behavior of marine mammals. Course study emphasizes the natural history of local marine mammal species as well as representative marine mammal groups from the oceans of the world. Lecture 3 hours, laboratory, see note. (9 weeks). **Prerequisite:** None. **Note:** One field session lasting three days and two field sessions lasting one day each are required. (See current schedule of classes for location and dates of field session.) **Transfer credit:** CSU

●149—Topics in Life Science 4 Units
Not offered.

BOTANY, See Biology 135, 137

BUSINESS DIVISION

Accounting, See p. 90
Business Administration, See p. 116
Business—General, See p. 116
Computer Science/Information Systems,
See p. 123
Data Processing, See Computer Science/
Information Systems
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Administration
Statistics, See Economics 107
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BUSINESS ADMINISTRATION

●101—Introduction to Business Organization and Management 3 Units

Business Administration 101 orients students to the field of business. Introducing, in survey form, the functions, characteristics, organization, and problems of business. Serves as a foundation for later specialized study, and directs the thinking of students to possible careers. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSU

●110—Human Resources in Business 3 Units

Business Administration 110 will aid future employees, as well as present employees, in understanding and utilizing human relations concepts as they apply to the business environment. Topics will cover such areas as morale, personal efficiency, personality, motivation, communication, decision making, job adjustment, and leadership. Lecture 3 hours. **Prerequisite:** Eligibility for English 120 or ESL 165 and completion of or concurrent enrollment in either BusAd 101 or OA 101. **Note:** This course counts toward Social Science units required for graduation. **Transfer Credit:** CSU

●120—Business Law I 3 Units

Business Administration 120 is a study of law as it influences business conduct, including growth of law and recent changes, especially the new Uniform Commercial Code, and principles of contracts, bailments, and agency. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC (CAN BUS 8)

●125—Business Law II 3 Units

Business Administration 125 deals with the law of sales, negotiable instruments, partnership corporations, and trade regulation. Lecture 3 hours. **Prerequisite:** Business Administration 120 with a grade of "C" or better or equivalent. **Transfer credit:** CSU, UC, USC

●130—Entrepreneurship 3 Units

Business Administration 130 covers all aspects of venture creation, from product/services and evaluation to start-up strategies, legal implications, and financial aspects of a new business. Actual business plans will be developed around new products and services conceived by aspiring entrepreneurs. Students will create and provide an implementation plan for a feasible new venture. Lecture 3 hours. **Prerequisite:** Business Administration 101 or Management 101. **Note:** Account-

ing or bookkeeping courses, or experience recommended. **Transfer credit:** CSU

●151—Theatre Management 3 Units (also listed as Theatre Arts 151)

Business Administration 151 is designed to provide an introduction to economic and managerial aspects of American theatre, especially as they apply to professional resident theatre and nonprofessional community and educational theatre organizations. It is assumed that students have a background in theatre history and production but that they are comparatively untutored in economics and business administration. Lecture 3 hours. **Prerequisite:** None. **Note:** The student is encouraged to enroll concurrently in Theatre Arts 131. This course may not be taken for credit by students who have completed Theatre Arts 151. **Transfer credit:** CSU

●160—Insurance Principles 3 Units

Not offered.

●170—Introduction to International Business 3 Units

Business Administration 170 gives an overview of basic issues with which someone involved in international business must deal. These include deciding on a business organization for foreign operations, establishing banking relationships, raising capital, currency exchange, and marketing in a foreign environment, with particular emphasis on Pacific Rim, Western European and South American markets, import-export regulations, and problems with locating manufacturing abroad. Lecture 3 hours. **Prerequisite:** None. **Transfer Credit:** CSU

BUSINESS—GENERAL

●101—English for Business 3 Units

Business—General 101 is a course designed to help secretarial and business students achieve proficiency in grammar, punctuation, vocabulary, syllabication, and sentence structure. Lecture 3 hours. **Prerequisite:** A satisfactory score on the English Placement Examination, or a grade of "C" or better in English 191 or ESL 166. **Note:** This course allows one unit of credit for students who have completed English 101 and two units of credit for students who have completed English 120 or 131.

●105—Business Vocabulary and Spelling 2 Units

Business—General 105 is designed to develop spelling ability and effective usage of general and specialized vocabulary used in modern business communications and to develop competency and understanding when using the dictionary. Lecture 2 hours. **Prerequisite:** Eligibility for one of the following: Business—General 101 or English 120 or English 131. **Note:** Required for all entering shorthand students and for all office occupations certificate programs. Concurrent enrollment in Business—General 101 or Business—General 120 is recommended for secretarial students.

●110—Written Business Communications 3 Units

Business—General 110 is a course designed to help students develop proficiency in writing modern business letters and reports. A vigorous up-to-date approach is given to managerial problems in correspondence including dictation, and letters of adjustment, credit, collection, and sales. Special emphasis is given to application letters. Particular attention is given to the human relation aspects of communications as well as the role played by language. Lecture 3 hours. **Prerequisite:** Eligibility for English 101 or a grade of "C" or better in Business—General 101. **Note:** Students who complete this course with a grade of "C" or better are eligible to enter English 101. **Transfer credit:** CSU

●115—Language for Business — Cross Cultural 4 Units

Not offered.

●120—Language for Business — Bilingual 5 Units

Not offered.

●130—Business Mathematics 1-2 Units

Business—General 130 is an intensive course which develops speed and accuracy in the fundamentals of business arithmetic, incorporating shortcuts where applicable and the technique of estimating answers. Business applications include calculations pertaining to percentage, interest, commission, bank discount, negotiable instruments, annuities, mortgages, payroll, depreciation, and bank reconciliation. Business vocabulary is stressed, with an introduction to progression and the binary number system. Lecture 2 hours. **Prerequisite:** Mathematics 151 or a satisfactory score on the Mathematics Proficiency Examination. **Note:** This course may be taken 2 times; a maximum of 2 units may be earned.

●135—Advanced Business Mathematics 1 Unit

Business—General 135 is an advanced course presenting business applications of mathematics pertaining to cash and trade discount, profit and loss, merchandising, income and property taxes, fire and life insurance, stocks, bonds, and other securities. Lecture 2 hours. (9 weeks) **Prerequisite:** Business—General 130 with a grade of "C" or better or equivalent.

●140—Electronic Calculators 1-2 Units

Business—General 140 develops skill in the operation of electronic display and electronic printing calculators. (Rotary and printing calculators are available to students who request them.) Prepares transferring accounting students to take machine proficiency test required at some four-year institutions. Lecture 1½ hours, laboratory 1½ hours. **Prerequisite:** None. **Note:** Recommended for all business majors. **Transfer credit:** CSU

●150—ABC Shorthand 1-3 Units

Business—General 150 integrates the principles of notemaking with a phonetic system of briefhand for classroom and vocational use. Adaptable for notemaking in college classes, offices, business conferences, seminars, interviews, and for research report writing. Notemaking should be of interest to (a) all business majors who do not enroll in the secretarial programs, (b) majors in other subject areas where a great deal of notemaking is essential, and (c) business and professional people who must attend conferences and meetings and who prepare reports, speeches, articles, and research papers. Lecture 3 hours. **Prerequisite:** Eligibility for one of the following: Business—General 101 or English 120 or English 131.

●165—Consumer Education 3 Units

Not offered.

●170—Insurance Specialist Training 3 Units

Not offered. **Transfer credit:** CSU

●175—Commercial Insurance 3 Units

Not offered.

CHEMISTRY

●101—General Chemistry 5 Units

A course in fundamental chemistry designed to set forth the most important facts and theories with which chemistry is concerned. Basic laws and chemical calculations are stressed. Lecture 3 hours, discussion 2 hours, laboratory 4 hours. **Prerequisite:** All three of the following must be satisfied.

1. Eligibility for English 120.
2. Mathematics 101 with a grade of "C" or better or one and one-half years of algebra in high school with a grade of "C" or better.
3. Chemistry 110 with a grade of "C" or better or one year of high school chemistry (which included regularly scheduled laboratory work) with a grade of "C" or better.

Transfer credit: CSU, UC, USC (CAN CHEM 2)

●102—General Chemistry 5 Units

A continuation of the study of the basic concepts of general chemistry introduced in Chemistry 101, with emphasis on the theory and technique of qualitative analysis, including a brief introduction to organic chemistry. Lecture 3 hours, discussion 2 hours, laboratory 4 hours. **Prerequisite:** Chemistry 101 with a grade of "C" or better. **Transfer credit:** CSU, UC, USC (CAN CHEM 4)

●103—Quantitative Analysis 4 Units

Chemistry 103 emphasizes the principles and techniques of quantitative analysis, including calibration, volumetric, gravimetric and spectrophotometric procedures. Large numbers of illustrative problems are solved. Lecture 2 hours, discussion 2 hours, laboratory 4 hours. **Prerequisite:** Chemistry 102 with a grade of "C" or better. **Note:** Chemistry 103 is required of pre-medical students. Chemistry 103 is recommended for majors in chemistry, physics, pharmacy, mining engineering, geology, metallurgical or petroleum engineering, sanitary and municipal engineering, certain agriculture and public health curricula and medical technologists. **Transfer credit:** CSU, UC, USC

●105—Organic Chemistry 5 Units

An introductory study of the compounds of carbon, including the preparation, properties, and reactions of both aliphatic and aromatic hydrocarbons, halogen derivatives, alcohols, and ethers. Methods of synthesis are stressed, and reaction mechanisms and modern structural principles are introduced. Lecture 3 hours, discussion 2 hours, laboratory 4 hours. **Prerequisite:** Chemistry 102

with a grade of "C" or better. **Note:** Required of pre-medical and pre-dental students; recommended for majors in chemistry, petroleum engineering, sanitary and municipal engineering, and pharmacy; and for certain home economics, public health, and agriculture majors. **Transfer credit:** CSU, UC, USC

●106—Organic Chemistry 5 Units

A study of the preparation, properties, and reactions of aliphatic, and aromatic acids, amines, aldehydes, ketones, carbohydrates, heterocyclic compounds, amino acids and proteins. Analysis as well as synthesis of compounds is stressed. Lecture 3 hours, discussion 2 hours, laboratory 4 hours. **Prerequisite:** Chemistry 105 with a grade of "C" or better or an equivalent course with 6 weekly hours of laboratory discussion. **Transfer credit:** CSU, UC, USC

●107—Introductory Biochemistry 3 Units

Not offered. **Transfer credit:** CSU, UC, USC

●110—Elements of General Chemistry 5 Units

A basic course in the fundamental principles, laws and computations of chemistry emphasizing the descriptive phases and including a brief introduction to the chemistry of the carbon compounds. Lecture 4 hours, discussion 1 hour, laboratory 2 hours. **Prerequisite:** Mathematics 141 or one year of algebra in high school. **Transfer credit:** CSU, UC, USC

●114—Chemistry for the Consumer 4 Units

Chemistry 114 offers a non-quantitative introduction to areas of chemistry which average citizens can apply to everyday living by increasing their understanding of the world they live in, their bodies, and the products they use. Current topics of interest will be presented, including kitchen chemistry, laundry chemistry, drug chemistry, environmental chemistry, etc. No background in chemistry is required, and mathematics is not emphasized. Lecture 3 hours, discussion 1 hour, laboratory 2 hours. **Prerequisite:** None. **Note:** Chemistry 114 includes the material covered in Chemistry 112 with the exception of the laboratory. Students who have completed Chemistry 112 may receive one unit of credit only for Chemistry 114. **Transfer Credit:** CSU

●115—Chemistry Fundamentals for Nurses 3 Units

A course in fundamental chemistry for nurses (lecture only) designed to give the basic concepts of chemistry necessary for the nursing profession. Lecture 3 hours. **Prerequisite:** Concurrent enrollment in Allied Health 101, 103, 107, 108 and 118 if not completed previously, or anticipated acceptance into the Vocational Nursing Program.

•120—Fundamentals of College**Chemistry (Inorganic) 5 Units**

Chemistry 120 is a course in the fundamentals of chemistry with the emphasis on health science related examples. This course and Chemistry 121 are designed for health science (e.g. nursing), home economics, physical therapy, and other majors that need a year of college chemistry that includes inorganic, organic and biochemistry. Chemistry 120 will cover inorganic chemistry. Chemistry 120 does not involve the level of mathematical applications that are found in Chemistry 101. Lecture 4 hours, discussion-laboratory 3 hours.

Prerequisite: Mathematics 141 with a grade of "C" or better or one year of algebra in high school.

Note: This course is not for science majors. At Glendale Community College, Chemistry 120 satisfies the prerequisite for Chemistry 121 only.

Transfer credit: CSU, UC, USC

•121—Fundamentals of College Chemistry**(Organic and Biochemistry) 5 Units**

Chemistry 121 is the second half of the year sequence and covers the fundamentals of organic and biochemistry. Lecture 4 hours, discussion-laboratory 3 hours.

Prerequisite: Chemistry 120 with a grade of "C" or better.

Note: This course is not for science majors.

Transfer credit: CSU, UC, USC

•143—Introduction to Chemistry 4 Units

An introductory course emphasizing the essential principles of chemistry with a descriptive survey of chemical facts. Reference is made to industrial and practical home chemistry. Lecture 3 hours, discussion 1 hour, laboratory 2 hours.

Prerequisite: None.

Note: Recommended as a foundation course for either Chemistry 110 or Chemistry 101. This course will satisfy the chemistry requirement for many schools of nursing.

CHILD DEVELOPMENT

•135—Preschool Child 3 Units

(Formerly Family and Consumer Studies 135)

Child Development 135 covers the nature of the growth and development of the child from conception through age five. 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 preschool 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 preschools, day nurseries and infant centers. Lecture 3 hours.

Prerequisite: A satisfactory score on the Glendale Community College ESL Placement Test, or the ABLE Test, or the Entisfactory score on the Glendale Community College ESL Placement Test, or the ABLE Test, or the English Placement Examination, or ESL 164, or English 191, or equivalent.

Note: This course may be not be taken for credit by students who have completed FCS 135.

Transfer credit: CSU, UC

•136—The Child from Five to Twelve 3 Units

(Formerly Family and Consumer Studies 136)

Child Development 136 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 preschools, day nurseries and infant centers. Lecture 3 hours.

Prerequisite: Child Development 135 and a satisfactory score on the Glendale Community College ESL Placement Test, or the ABLE Test, or the English Placement Examination, or English 164, or English 191, or equivalent.

Note: This course may be not be taken for credit by students who have completed FCS 136.

Transfer credit: CSU, UC

•137—School Age Children in Child Care**3 Units**

(Formerly Family and Consumer Studies 137)

Child Development examines needs and concerns relating to school-age child care. It provides background in the guidance of children ages 5-12, through knowledge of developmental ages and stages. Students discover the kinds of group programs which exist in the community, and analyze the quality environments and activities which safeguard the growth of children. Lecture 3 hours.

Prerequisite: Child Development 136.

Note: This course may be not be taken for credit by students who have completed FCS 137.

Transfer credit: CSU

●138—Child Health **3 Units**
(Formerly Family and Consumer Studies 138)

Child Development 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 preschools, day nurseries, and infant centers. Lecture 3 hours.

Prerequisite: A satisfactory score on the Glendale Community College ESL Placement Test, or the ABLE Test, or the English Placement Examination, or ESL 164 or English 191, or equivalent. **Note:** This course may be not be taken for credit by students who have completed FCS 138. **Transfer credit:** CSU

●140—Principles and Practices in Preschool Education **3 Units**
(Formerly Family and Consumer Studies 140)

Child Development 140 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 preschool child in a group situation is studied through weekly observations at nursery schools, and the role of the preschool 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 preschools, day nurseries and infant centers. Lecture 3 hours. **Prerequisite:** Child Development 135 and a satisfactory score on the Glendale Community College ESL Placement Test, or the ABLE Test, or the English Placement Examination, or ESL 164 or English 191, or equivalent. **Note:** This course may be not be taken for credit by students who have completed FCS 140. **Transfer credit:** CSU

●141—Field Practice in a Preschool Program **2 Units**
(Formerly Family and Consumer Studies 141)

Child Development 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 preschools, day nurseries, and infant centers. Lecture 2 hours.

Prerequisite: Child Development 135, and Child Development 140, and verification of TB clearance. **Note:** This course may be not be taken for credit by students who have completed FCS 141. This course may be taken 4 times; a maximum of 8 units may be earned. **Transfer credit:** CSU

●142—Home, School, and Community Relations **3 Units**
(Formerly Family and Consumer Studies 142)

Child Development 142 explores 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 preschools, day nurseries, and infant centers. Lecture 3 hours. **Prerequisite:** A satisfactory score on the Glendale Community College ESL Placement Test, or the ABLE Test, or the English Placement Examination, or ESL 164 or English 191, or equivalent. **Note:** This course may be not be taken for credit by students who have completed FCS 142. **Transfer credit:** CSU

●143—Supervision and Administration of Nursery Schools **3 Units**
(Formerly Family and Consumer Studies 143)

Child Development 143 explores the role of a child development center meeting the needs of children and their families. 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 preschools, day nurseries, and infant centers. Lecture 3 hours. **Prerequisite:** Child Development 135 and Child

Development 141 or equivalent including teaching experience. **Note:** This course may not be taken for credit by students who have completed FCS 143. **Transfer credit:** CSU

●147—Working with Infants and Toddlers 3 Units

(Formerly Family and Consumer Studies 147)

Child Development 147 is designed to provide specialization in the milestones of infant and toddler development, and the various programs currently available. Students consider principles of care-giving, and learn appropriate play activities and materials necessary to enhance early childhood education. Observation of infants and toddlers is required, both in the classroom and outside in the community. Lecture 3 hours. **Prerequisite:** Child Development 135. **Note:** This course may not be taken for credit by students who have completed FCS 147.

●151—Creative Activities for Preschool Children 3 Units

(Formerly Family and Consumer Studies 151)

Child Development 151 provides teaching techniques and opportunities to personally experience creative activities geared to young children. It will focus on integrating these activities into the curriculum and encourage preschool children to explore and enjoy learning from their environment. Creative areas will include: arts and crafts, carpentry, blocks, dramatic play, science, and cooking. Lecture 3 hours. **Prerequisite:** Child Development 140 (or may be taken concurrently). **Note:** This course meets the requirements of the California Commission of Teacher Preparation and Licensing for teachers of Child Development Centers, Extended Day Centers, and other publicly funded children's centers and applies to the California Administrative Code, Title 22 for teachers and directors of state licensed preschools, day nurseries and infant centers. This course may be not be taken for credit by students who have completed FCS 151. **Transfer credit:** CSU

●152—Music for Young Children 3 Units

(Formerly Family and Consumer Studies 152)

Child Development 152 explores musical experiences appropriate to the development of the infant, the preschool 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 preschools, day nurseries, and infant centers. Lecture 3 hours. **Prerequisite:** None. **Note:** This course may be not be taken for credit by

students who have completed FCS 152. **Transfer credit:** CSU

●155—Children with Special Needs 3 Units

(Formerly Family and Consumer Studies 155)

Child Development 155 provides skill in identifying normal and special development of children, and includes methods of management and teaching techniques which will prove helpful in working with children with special needs. The emphasis will be a humanistic view of the whole child and the valuing and supporting of his/her rights. Parents of exceptional or special children will be considered, along with educational services and community agencies. Lecture 3 hours. **Prerequisite:** Child Development 135. **Note:** 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 preschools, day nurseries and infant centers. **Note:** This course may be not be taken for credit by students who have completed FCS 155. **Transfer credit:** CSU

●196—Movement Development - Infant/Preschool 1-2½ Units
(Also listed as Dance 196)

Child Development 196 provides an opportunity for the student interested in teaching the movement aspect of child development to gain the knowledge and techniques necessary through practical application and discussion. The students will learn how to present aspects of creative movement experiences through dance and movement exploration based techniques. Lecture ½-1½ hours, laboratory 1½-3 hours. **Prerequisite:** None. **Note:** This course may be not be taken for credit by students who have completed Dance 196. **Transfer credit:** CSU

●197—Movement Development - 5-7 years/7-12 years 1-2½ Units
(Also listed as Dance 197)

Child Development 197 provides an opportunity for the student interested in teaching the movement aspect of child development to gain the knowledge and techniques necessary through practical application and discussion. The students will learn how to present aspects of creative movement experiences through dance and movement exploration based techniques. Lecture ½-1½ hours, laboratory 1½-3 hours. **Prerequisite:** None. **Note:** This course may be not be taken for credit by students who have completed Dance 197. **Transfer credit:** CSU

CHINESE

●110—Basic Conversational Chinese I 2 Units

Chinese 110 is an introduction to the Chinese language (Mandarin) with emphasis on developing essential skills in communication. The verbal active method used stresses oral expression. This course develops a working knowledge of reading and writing as well, and includes the use of tapes, cassettes, and films. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** None. **Note:** This course may be taken 2 times; a maximum of 4 units may be earned.

●111—Basic Conversational Chinese II 2 Units

Chinese 111 is a continuation of basic conversational Mandarin Chinese. It teaches the students to communicate on an advanced level and provides them with the ability to read and write for further study. The classroom activities emphasize conversational repetition and oral expression. Reading and writing will be introduced on a limited basis. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** Chinese 110 or equivalent. **Note:** This course may be taken 2 times; a maximum of 4 units may be earned.

●112—Basic Conversational Chinese III 2 Units

Chinese 112 is a continuation of Chinese 111. The student learns more advanced skills of reading and writing Chinese characters. The classroom activities consist of two parts: first, recognizing characters and using them in sentences; second, writing characters in correct stroke order. Chinese calligraphy and advanced conversational Mandarin are included. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** Chinese 111 or equivalent. **Note:** This course may be taken 2 times; a maximum of 4 units may be earned.

CLOTHING & TEXTILES

●101—Clothing 3 Units

(Formerly Family and Consumer Studies 101)

Clothing and Textiles 101 introduces 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. **Note:** This course may be not be taken for credit by students

who have completed FCS 101. This course may be taken 3 times; a maximum of 9 units may be earned. **Transfer credit:** CSU

●102—Intermediate Clothing 3 Units

(Formerly Family and Consumer Studies 102)

Clothing and Textiles 102 explores the making of crotch items from a basic commercial pattern, stressing the need for a proper fit. The course emphasizes alterations, repair or reconstruction, and more intricate procedures. Two machine crotch items and one traditional style garment are made in class from an adult size commercial pattern of the student's own selection. An alteration project is required. Lecture 2 hours, laboratory 4 hours. **Prerequisite:** Clothing and Textiles 101 or Family and Consumer Studies 101. **Note:** This course may be not be taken for credit by students who have completed FCS 102. This course may be taken 3 times; a maximum of 9 units may be earned. **Transfer credit:** CSU

●103—Advanced Clothing 3 Units

(Formerly Family and Consumer Studies 103)

Clothing and Textiles 103 introduces 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:** Clothing and Textiles 103 or Family and Consumer Studies 101. **Note:** This course may be not be taken for credit by students who have completed FCS 103. This course may be taken 3 times; a maximum of 9 units may be earned. **Transfer credit:** CSU

●105—Introduction to Textiles 3 Units

(Formerly Family and Consumer Studies 105)

Clothing and Textiles 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. **Note:** This course may be not be taken for credit by students who have completed FCS 105. **Transfer credit:** CSU, UC

●107—Sewing with Sergers ½ Unit

(Formerly Family and Consumer Studies 107)

Clothing and Textiles 107 includes the development of various overlock seams and decorative edgings using domestic overlock machines with two needles and two, three or four threads. An overview of the various types of machines available and the comparative features involved will be presented. Students will develop techniques necessary to recognize fabric and thread compati-

bility, as well as to plan special effects. Lecture ½ hour, laboratory 1 ½ hours (9 week class). **Prerequisite:** None. **Note:** This course may not be taken for credit by students who have completed FCS 107. This course may be taken a 3 times; a maximum of 1 ½ units may be earned.

COMPUTER SCIENCE/ INFORMATION SYSTEMS

●101—Introduction to Computer and Information Systems 5 Units

Computer Science/Information Systems 101 is an in-depth study course designed to present the concepts and technology of electronic data processing to students who plan to continue their studies in business information systems or computer science. Topics include history and development of data processing, digital computers, configurations, data representation, computer programming languages, and management information systems. Lecture 5 hours. **Prerequisite:** A grade of "C" or better in English 191 or ESL 166 or equivalent. **Note:** Students may receive only 2 units of credit after completing CS/IS 105 with a grade of "C" or better. This course may be satisfied by Credit-by-Examination. **Transfer credit:** CSU, UC, USC

●105—Computer Concepts 3 Units

Computer Science/Information Systems 105 is a survey course designed to introduce concepts and applications to students with no previous exposure to computing. It is directed toward students who want a single survey course in computer concepts, and who may be using a computer in a work situation. Lecture 3 hours, laboratory 1 hour. **Prerequisite:** Eligibility for English 120 or ESL 165. **Note:** This course is not intended for MIS or CS majors and may not be taken for credit by students who have completed Computer Science/Information Systems 101. **Transfer credit:** CSU, UC, USC

●107—Adapted Computer Technology 3 Units

Computer Science/Information Systems 107 is designed to instruct disabled students in the use of adapted computer technology and use of specially designed software to enhance basic skill acquisition. Lecture 2 hours, laboratory 3 hours. **Prerequisite:** Students must meet Title V eligibility requirements for Disabled Student Programs and Services. **Note:** This course may be taken 4 times; a maximum of 12 units may be earned. **Transfer credit:** CSU

●110—BASIC Programming I 3 Units

Computer Science/Information Systems 110 is a course in programming 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 equipment of the on-campus computer. Lecture 2 hours, laboratory 3 hours. **Prerequisite:** Computer Science/Information Systems 101 with a grade of "C" or better or equivalent, and eligibility for Mathematics 101. **Note:** Students with 1 year of programming in high school, or equivalent work experience, may enroll in Computer Science/Information Systems 110 concurrently with Computer Science/Information Systems 101. This course may be satisfied by Credit-by-Examination. **Transfer credit:** CSU, UC, USC

●115—Microcomputer Applications 1-4 Units

Computer Science/Information Systems 115 is intended to acquaint students with the capabilities of microcomputer systems and their software. Emphasis will be placed on familiarization with the commonly used aspects of general applications packages. Students will be taught the skills necessary to solve realistic problems using readily available existing software. Lecture 3 hours, laboratory 3 hours. **Prerequisite:** Eligibility for English 120 or ESL 165 or equivalent. **Transfer credit:** CSU

●117—Planning for Computers in Business 3 Units

Computer Science/Information Systems 117 provides the information necessary to plan, organize, and adapt a computer within the business environment. Issues on the planning and use of both hardware and software are discussed. Topics such as computer hardware selection, whether to buy canned software or write it yourself, and how to analyze business information needs are presented. Perspectives related to both small business and the corporate business and the corporate environment are featured. Lecture 3 hours. **Prerequisite:** A grade of "C" or better in Computer Science/Information Systems 101 or 105, or equivalent. And one of the following: A grade of "C" or better in either Accounting 101, Accounting 110, or Business Administration 101; or equivalent business experience. **Transfer credit:** CSU

●120—BASIC Programming II 3 Units

Computer Science/Information Systems 120 is an extended study of the capabilities of the BASIC programming language. The course will include file processing techniques, the development of formatted output, validity checking, sort and search techniques, advanced table-handling methods and the use of small-system disc operating systems. Case studies and applications programs in

business, economics, statistics, mathematics, engineering, or science will be written. Lecture 2 hours, laboratory 3 hours. **Prerequisite:** A grade of "C" or better in Computer Science/Information Systems 101 or equivalent; and, a grade of "C" or better in Computer Science/Information Systems 110 or a satisfactory score on the Computer Science/Information Systems 110 credit-by-exam. **Transfer credit:** CSU, UC, USC

●123—Computerized Advertising Graphics 2 Units
(Also listed as Marketing 123)

Computer Science/Information Systems 123 is designed to acquaint students with the use of computer software to plan and prepare printed graphics materials. Students will compose and create business projects using state-of-the-art graphic design to make them attractive and professional looking, including a two-page advertising flyer or newsletter, suitable for duplication. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** Eligibility for English 120. **Note:** This course may not be taken for credit by students who have completed Marketing 123. **Transfer credit:** CSU

●125—Discrete Structures for Computing 5 Units

Computer Science/Information Systems 125 is a course in discrete structures that furnishes a strong foundation of mathematical tools for modeling problems in computer science. Topics include logic operations, combinatorics, undirected and directed graphs, Boolean algebra, algebraic systems, and finite state automata and Turing machines. Lecture 5 hours. **Prerequisite:** Mathematics 101 with a grade of "C" or better, or a satisfactory score on the Mathematics Placement Examination. **Transfer credit:** CSU

●130—Introduction to Computer Science with Pascal 4 Units

Computer Science/Information Systems 130 is a course in programming time-shared computers or microcomputers using the Pascal language with a structured approach. This will include a study of the grammar and syntax of the language with applications in science and/or industry. The course is suitable either for students planning to transfer or those wishing to develop a marketable skill. Lecture 3 hours, laboratory 3 hours. **Prerequisite:** A grade of "C" or better in Computer Science/Information Systems 101 and 110 or equivalent or a grade of "C" or better in Mathematics 128; or one year of full-time, professional experience. **Transfer credit:** CSU, UC, USC

●135—Programming in 'C' 4 Units

Computer Science/Information Systems 135 is a course in programming using the 'C' language. The

'C' language is an easily transportable language with uses in applications programming for realtime, business, and image processing systems, as well as systems programming. Types, operators, control flow functions and program structure pointers and arrays will be covered in the programming assignments. Lecture 3 hours, laboratory 3 hours. **Prerequisite:** A grade of "C" or better in Computer Science/Information Systems 101 or equivalent. And, a grade of "C" or better in Computer Science/Information Systems 130 or two years of full-time, professional programming experience using a block structured language. **Transfer credit:** CSU, UC

●140—COBOL Programming I 4 Units

Computer Science/Information Systems 140 presents the elements and capabilities of COBOL (common business oriented language), using a structured approach. COBOL programming applies to most common computer system configurations and business problem-solving applications. The course includes rules for COBOL words, statements, divisions, literal, editing, and other features. Lecture 3 hours, laboratory 3 hours. **Prerequisite:** A grade of "C" or better in Computer Science/Information Systems 101 or equivalent. A grade of "C" or better in Computer Science/Information Systems 110 or Mathematics 130; or two years of full-time, professional programming experience. **Note:** Accounting 101 or Accounting 110 recommended. **Transfer credit:** CSU, UC, USC

●145—COBOL Programming II 4 Units

Computer Science/Information Systems 145 is a further study of elements in COBOL, a computer language for business, stressing a structured approach. It includes such advanced techniques as file structures, report writing, table creation, sorts, data structures, data checking, and common programming problems. Lecture 3 hours, laboratory 3 hours. **Prerequisite:** A grade of "C" or better in Computer Science/Information Systems 101 or equivalent, and a grade of "C" or better in Computer Science/Information Systems 140 or two years of full-time, professional programming experience in COBOL. **Transfer credit:** CSU, UC, USC

●150—FORTRAN Programming 2 Units

Computer Science/Information Systems 150 is a course in programming computers in the FORTRAN language for those who plan to be programmers or for those whose work may be related to computer applications in business, industry, or education. Students may write application programs pertaining to their own subject areas and test these programs. Lecture 3 hours, laboratory 3 hours (8 weeks). **Prerequisite:** A grade of "C" or better in Computer Science/Information Systems 101 or equivalent.

And, a grade of "C" or better in Computer Science/Information Systems 110 or one year of full-time, professional programming experience. **Note:** This course may not be taken for credit by students who have completed Mathematics 130. **Transfer credit:** CSU, UC, USC

●155—Programming in ADA 4 Units

Computer Science/Information Systems 155 is a course in the programming of the ADA language. ADA is a modern, block structured language which is supported by the U.S. Department of Defense. This course will be taught using the Digital Equipment Corporation VAX computer. Lecture 3 hours, laboratory 3 hours. **Prerequisite:** A grade of "C" or better in CS/IS 110 or equivalent, and a grade of "C" or better in CS/IS 130 or two years of full-time, professional programming experience using a block structured language. **Transfer credit:** CSU

●160—Microcomputer Assembly Language 4 Units

Computer Science/Information Systems 160 offers students an introduction to programming and the basic design of software for microcomputers. It is intended to develop an understanding of the underlying principles of computer logic. Students will learn to write and to modify programs to suit their needs by examining general principles that may be applied to the processor for a specific microcomputer. Lecture 3 hours, laboratory 3 hours. **Prerequisite:** A grade of "C" or better in Computer Science/Information Systems 101 or equivalent, and a grade of "C" or better in two semesters of programming beyond Computer Science/Information Systems 110; or two years of full-time professional programming experience. **Note:** This course may be taken 3 times, using different software or hardware; a maximum of 12 units may be earned. **Transfer credit:** CSU, UC, USC

●165—VAX Assembly Language 4 Units

Computer Science/Information Systems 165 introduces the student to the world of assembly language programming using the DEC VAX computer, the most popular minicomputer in current industrial use. A detailed discussion of the language and the VAX architecture is presented. This course is intended for the computing professional and/or the serious computer student. Lecture 3 hours, laboratory 3 hours. **Prerequisite:** A grade of "C" or better in CS/IS 101 or equivalent, and a grade of "C" or better in two semesters of programming beyond CS/IS 110; or two years of full-time professional programming experience. **Transfer credit:** CSU

●170—Introduction to Digital Equipment Corporation VAX Systems 4 Units

Computer Science/Information Systems 170 introduces the student to the capabilities of medium and large scale computer systems. Using the Digital Equipment Corporation's VAX Computer, the world of the professional computer programmer is explored. Topics such as O/S command language, file structures and systems, I/O techniques, virtual memory, multi-programming concepts, memory allocation, program design, development, testing, and security; inter-programming transfer and communication are discussed as applied to the VAX computer using the VMF operating system. Lecture 3 hours, laboratory 3 hours. **Prerequisite:** A grade of "C" or better in CS/IS 101 or equivalent, and a grade of "C" or better in two semesters of programming beyond CS/IS 110; or two years of full-time professional programming experience. **Transfer credit:** CSU, UC, USC

●172—The UNIX Operating System 4 Units

Computer Science/Information Systems 172 discusses the various features of the UNIX operating system. This operating system was developed by Bell Labs and is becoming an industry standard in modern computer systems. This course will be taught by using the UNIX O/S within the Digital Equipment Corporation VAX computer environment. Lecture 3 hours, laboratory 3 hours. **Prerequisite:** A grade of "C" or better in CS/IS 101 or equivalent, and a grade of "C" or better in two semesters of programming beyond CS/IS 110; or two years of full-time professional programming experience. **Transfer credit:** CSU

●180—Systems Analysis 3 Units

Computer Science/Information Systems 180 is a study of systems and procedures, design of a system, its implementation and installation, and finally its operation, evaluation, and modification. Includes analysis of various existing applications in business and industry. Lecture 3 hours. **Prerequisite:** A grade of "C" or better in CS/IS 101 or equivalent, and a grade of "C" or better in one of the following courses: CS/IS 120, CS/IS 130, CS/IS 140; or two years of full-time professional programming experience. **Note:** Business Administration 101 and either Accounting 101, 102 or 110 are recommended. **Transfer credit:** CSU, USC

●185—Data Base Management 3 Units

Computer Science/Information Systems 185 is a course designed to acquaint the student with the elements of data base management which creates file structures to reduce the time and cost of writing programs to store and retrieve information. Topics include mass storage devices, access methods, and the relationship of files to the total system. Particular emphasis is placed on the on-line data

base management system and its relationship to the operating system. Lecture 3 hours. **Prerequisite:** A grade of "C" or better in CS/IS 101 or equivalent, and a grade of "C" or better in two semesters of programming beyond CS/IS 110; or two years of full-time professional programming experience. **Transfer credit:** CSU, USC

●190—Data Communications 3 Units

Computer Science/Information Systems 190 is a course designed to acquaint the student with the essential elements of on-line data communications systems including terminals, line potentials, and equipment necessary at the central computer site. The course also includes actual programming of an application and debugging it on the computer. Lecture 3 hours. **Prerequisite:** A grade of "C" or better in CS/IS 101 or equivalent, and a grade of "C" or better in two semesters of programming beyond CS/IS 110; or two years of full-time professional programming experience. **Transfer credit:** CSU, USC

●210—Computer Operations 3 Units

Computer Science/Information Systems 210 studies the use, operation, and capabilities of computer systems. Students will learn to operate the computer and its peripheral equipment, with major emphasis of flowcharting, data flow, scheduling, and distribution of reports. Lecture 3 hours. **Prerequisite:** A grade of "C" or better in Computer Science/Information Systems 101 or equivalent. **Note:** Accounting 101 or Accounting 110 recommended. **Transfer credit:** CSU, USC

●220—Word Processing for Writers 1 Unit

Computer Science/Information Systems 220 is a course designed to benefit students who are required to write essays or term papers. The course will train students in the use of a computer, enabling them to edit their writing easily and thus encourage a more finished product. It will also allow instructors to demand a higher standard of writing because of the ease of implementing changes. Lecture 1½ hours, laboratory 1½ hours. (8 weeks) **Prerequisite:** None. **Note:** This course may be taken 3 times; a maximum of 3 units may be earned.

●230—Applications Software/
Spreadsheets 1 Unit

Computer Science/Information Systems 230 is intended to teach the student to use a microcomputer spreadsheet program to produce practical, well-designed models of moderate complexity. The content of Computer Science/Information Systems 230 differs each time it is offered with a different software package and students who repeat the course will therefore gain additional skills and knowledge. Lecture 2 hours, laboratory

1 hour (9 weeks). **Prerequisite:** Eligibility for English 120. **Note:** Students with no previous microcomputer experience are advised to take Computer Science/Information Systems 105 or Computer Science/Information Systems 101 before taking this course. This course may be taken 4 times using different software or hardware; a maximum of 4 units may be earned.

●231—Applications Software/
Advanced Spreadsheets 1 Unit

Computer Science/Information Systems 231 is a continuation of Computer Science/Information Systems 230 and is intended to teach the student the use of advanced microcomputer spreadsheet software for business applications. Advanced functions and the creation of turnkey systems through the use of Macros will be covered. The content of Computer Science/Information Systems 231 differs each time it is offered with a different software package and students who repeat the course will therefore gain additional skills and knowledge. Lecture 2 hours, laboratory 1 hour (9 weeks). **Prerequisite:** Computer Science/Information Systems 230 or equivalent. **Note:** This course may be taken 4 times using different software or hardware; a maximum of 4 units may be earned.

●232—Applications Software/
Database Systems 1 Unit

Computer Science/Information Systems 232 is intended to teach the student the use of microcomputer database system software. Files will be created, data manipulated, output formatted, and reports produced for a variety of applications. The content of Computer Science/Information Systems 232 differs each time it is offered with a different software package and students who repeat the course will therefore gain additional skills and knowledge. Lecture 2 hours, laboratory 1 hour (9 weeks). **Prerequisite:** Eligibility for English 120. **Note:** Students with no previous microcomputer experience are advised to take Computer Science/Information Systems 105 or Computer Science/Information Systems 101 before taking this course. This course may be taken 4 times using different software or hardware; a maximum of 4 units may be earned.

●233—Applications Software/
Advanced Database Systems 1 Unit

Computer Science/Information Systems 233 is a continuation of Computer Science/Information Systems 232 and is intended to teach the student how to use the structured programming language capability of database system software for the solution of complex problems. Files and menus will be created, data manipulated, output formatted, complex Boolean logic employed and reports produced for a variety of applications. The content

of Computer Science/Information Systems 233 differs each time it is offered with a different software package and students who repeat the course will therefore gain additional skills and knowledge. Lecture 2 hours, laboratory 1 hour (9 weeks). **Prerequisite:** Computer Science/Information Systems 232 or equivalent experience. **Note:** This course may be taken 4 times using different software or hardware; a maximum of 4 units may be earned.

•250—Word Processing Systems 1-3 Units
(Also listed as Office Administration 250)

Computer Science/Information Systems 250 will enable students to develop competency in operating various office information word processing systems. In learning these systems, students will become knowledgeable in the areas of WP standalones, office information shared logic systems, and distributed logic systems. The course includes general operating techniques; use of edit and repagination, search and replace, and glossary features; and printout for the following types of projects: correspondence, repetitive letters, multiple-page documents, indented format, outline format, and columnar projects. Lecture 2 hours, laboratory 3 hours. **Prerequisite:** Concurrent enrollment in, or completion of, Office Administration 210 (3 units) with a grade of "C" or better, and eligibility for Business—General 110. **Note:** A maximum of 3 units of credit may be earned in Office Administration 250 and Computer Science/Information Systems 250.

COOPERATIVE EDUCATION

•101—General Work Experience

Not offered.

•102—Occupational Work Experience
(See Note)

Cooperative Education 102 presents the extension of occupational learning opportunities and career awareness programs for students through employment in occupational fields for which their college majors are designed. It is applicable for benefits from the Veterans Administration. Units of credit for each class are determined on the basis of the number of hours the student works each week and the satisfactory completion of the coordinating class, which meets one hour a week as indicated in the semester schedule of classes. The worker may be a handicapped student, an unpaid supervised volunteer, or a regularly paid employee. The number of hours worked weekly are prorated as follows: five to nine hours receive one unit of credit; ten to fourteen hours receive two units of

credit; fifteen to nineteen hours receive three units of credit; twenty or more hours receive four units of credit. Students may enroll for one to three units in Cooperative Education 101, and for one to four units in Cooperative Education 102. A student must maintain a minimum unit load of seven or more units including Cooperative Education. No more than sixteen units may be earned during the student's life-long enrollment in a community college. In the event the worker's job is irregular or is terminated before the end of a semester, each seventy-five hours of paid work equate to one semester unit of credit if the requirements of the coordinating class are completed with a passing grade. For volunteer workers the one unit ratio is reduced to sixty hours a semester, and for handicapped workers the one unit ratio requirement is reduced to fifty hours a semester. Meeting by arrangement*, with appropriate written assignments and concurrent employment of five or more hours in a job related to stated major or career goal. Weekly or monthly time sheets shall be turned in to the instructor as announced. **Note*:** Veterans receiving Veterans Educational Assistance required to meet weekly. **Prerequisite:** Be enrolled in a college program of no less than seven (7) units including Cooperative Education and concurrent employment for a minimum of five (5) hours per week. Summer Session requires at least one other class in addition to Cooperative Education. The employment must be directly related to the student's two year career college program. **Note:** The college is responsible for complete control of the planned program of activities and does not delegate this authority to officials of the job establishment. Units are based on the number of hours worked per week. (a) 5-9 hours = 1 unit; (b) 10-14 hours = 2 units; (c) 15-19 hours = 3 units; (d) 20 or more hours = 4 units. Credit for Summer Session is granted upon successful completion of one (1) unit for 75 hours of Cooperative Education, being enrolled in at least one other class, and meeting all other program requirements. This course may be taken 4 times. A maximum of 16 units may be earned.

COSMETOLOGY

Students are granted one unit of credit for each 40 hours of lecture and laboratory attendance each semester for a maximum of 16 units and a total of 48 units for the entire 1,600 hours as required by the Board of Cosmetology for licensing as a Cosmetologist. The completion of Cosmetology 111, 112, 113, and 114 qualifies students to take the Cosmetology State Board Examination. The student must attend a minimum of 25 hours

per week for 10 units and a maximum of 40 hours per week for 16 units.

●**111—Elements of Cosmetology** (See Note)
Cosmetology 111 is the introduction to study of 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 25/40 hours. **Prerequisite:** High school graduation or age 18 with 10th grade education, and satisfactory score on the Cosmetology Placement Examination. **Note:** This course may be taken 3 times; a maximum of 16 units may be earned.

●**112—Basic Cosmetology** (See Note)
Cosmetology 112 studies the 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 25/40 hours. **Prerequisite:** Cosmetology 111. Students transferring from another state-approved school may enter Cosmetology 112 providing 400 hours have been completed. **Note:** This course may be taken 3 times; a maximum of 16 units may be earned.

●**113—Intermediate Cosmetology** (See Note)
Cosmetology 113 is an in-depth study course designed to present 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 25/40 hours. **Prerequisite:** Cosmetology 112. Students transferring from another state-approved school may enter Cosmetology 113 providing 800 hours have been completed. **Note:** This course may be taken 3 times; a maximum of 16 units may be earned.

●**114—Advanced Cosmetology** (See Note)
Cosmetology 114 is the study and application of 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 25/40 hours. **Prerequisite:** Cosmetology 113. Students transferring from another state-approved school may enter Cosmetology 114 providing 1,200 hours have been completed. **Note:** This course may be taken 3 times; a maximum of 16 units may be earned.

DANCE

Courses in Dance are activity classes acceptable for Physical Education credit.

●**164—Rhythmic Aerobics** $\frac{1}{2}$ -2 $\frac{1}{2}$ Units
(Also listed as Physical Education 164)

Dance 164 offers vigorous exercise set to contemporary music. The course is designed for students wishing to develop or maintain aerobic fitness while also learning about the physiology of fitness. Routines of rhythmic exercise are designed to develop or maintain cardio-respiratory endurance and body flexibility. The course is designed for students at all levels of fitness. Lecture 1-1 $\frac{1}{2}$ hours, laboratory 1 $\frac{1}{2}$ -3 $\frac{1}{2}$ hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

●**176—Jazz Technique I** $\frac{1}{2}$ -2 $\frac{1}{2}$ Units

Dance 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 $\frac{1}{2}$ -1 $\frac{1}{2}$ hours, laboratory 1 $\frac{1}{2}$ -3 $\frac{1}{2}$ hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

●**177—Jazz Technique II** $\frac{1}{2}$ -2 $\frac{1}{2}$ Units

Dance 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 $\frac{1}{2}$ -1 $\frac{1}{2}$ hours, laboratory 1 $\frac{1}{2}$ -3 $\frac{1}{2}$ hours. **Prerequisite:** Dance 176 or equivalent. **Transfer credit:** CSU, UC, USC

●**178—Jazz Workshop** $\frac{1}{2}$ -2 $\frac{1}{2}$ Units

Dance 178 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, develop performance values, and to further meet the demands of current professional dance and theatre, film, and television. Lecture $\frac{1}{2}$ -1 $\frac{1}{2}$ hours, laboratory 1 $\frac{1}{2}$ -3 $\frac{1}{2}$ hours. **Prerequisite:** Dance 177 or equivalent. **Note:** Dance 177 may be taken concurrently. **Transfer credit:** CSU, UC, USC

●**179—Modern Dance Technique I** $\frac{1}{2}$ -2 $\frac{1}{2}$ Units

Dance 179 provides an opportunity for personal development in modern dance technique. Lecture $\frac{1}{2}$ -1 $\frac{1}{2}$ hours, laboratory 1 $\frac{1}{2}$ -3 $\frac{1}{2}$ hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

•180—Modern Dance Technique II ½-2½ Units

Dance 180 provides an opportunity to extend the student's knowledge of modern dance technique. It provides greater technical detail for the personal development and control of the body needed in advanced modern dance production. Lecture: ½-1½ hours, laboratory 1½-3½ hours. **Prerequisites:** Dance 179 or equivalent. **Transfer credit:** CSU, UC, USC

•181—Choreography I ½-2½ Units

Dance 181 presents a wide variety of concrete experiences in movement relative to the acquisition of concepts for a structure of understanding of dance as an art form. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

•182—Dance Production Workshop ½-2½ Units

Dance 182 offers 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:** Dance 193 or equivalent. **Transfer credit:** CSU, UC, USC

•183—Movement for Theatre I 1 Unit

Dance 183 provides for the student the opportunity to study stage movement, physical characterization and mime as related to theatre. The students will increase their knowledge through practical application of the movement aspects of theatre. Lecture ½ hour, laboratory 1½ hours. **Prerequisite:** None. **Note:** Must be taken concurrently with Theatre Arts 103. **Transfer credit:** CSU, UC, USC

•184—Dance Production ½-2½ Units

Dance 184 provides practical experience in utilization of knowledge and understanding in modern dance as an art form. Opportunity is provided for student choreography and participation in modern dance productions. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** Dance 182 or equivalent. **Transfer credit:** CSU, UC, USC

•185—Master Class Series 2-2½ Units

Dance 185 is a course designed to give the serious dance student a working knowledge of the dance in the entertainment industry. It provides opportunity for the further development of technical excellence and style in various commercial dance forms. It provides an inside look at film, television and stage work. The student will be prepared for entrance into the commercial dance field with information in the areas of agents, auditions, unions, wardrobe, classes, and other general

details needed for participating in professional dance in Los Angeles. Lecture 2½-3 hours, laboratory 1½-2 hours. **Prerequisite:** Dance 176 or 179 or equivalent. **Transfer credit:** CSU

•186—Movement for Musical Theatre ½-2½ Units

Dance 186 provides an opportunity for studying the problems of stage movement, character movement, and dance movement as related to theatre. Attention is also given to the demands placed upon the student who wishes to participate in stage performance. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

•187—Basic Ballet Technique ½-2½ Units

Dance 187 provides practical experience, through exercise and discussion, to enable the student to develop a basic knowledge of the necessary physical and mental discipline in ballet technique. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

•188—Ballet Technique II ½-2½ Units

Dance 188 provides practical experience, through exercise and discussion, to develop further a knowledge of the physical and mental discipline in ballet technique at the intermediate level. Lecture ¼ hours, laboratory ¾-3½ hours. **Prerequisite:** Dance 187 or equivalent. **Transfer credit:** CSU, UC, USC

•191—Movement for Theatre II 1 Unit

Dance 191 provides the opportunity for advanced study of stage movement and introduces a comparison of stage, film and video movement techniques. Lecture ½ hour, laboratory 1½ hours. **Prerequisite:** Dance 183 or equivalent. **Note:** Must be taken concurrently with Theatre Arts 104. **Transfer credit:** CSU, UC, USC

•193—Choreography II ½-2½ Units

Dance 193 provides the student the opportunity for further advancement in knowledge and practical movement experience in the choreographic aspect of the dance as an art form. Lecture ½-1½ hours, laboratory ½-3½ hours. **Prerequisite:** Dance 181 or equivalent. **Transfer credit:** CSU, UC, USC

•194—Structural Dynamics and Stretch ½-2½ Units
(Also listed as Physical Education 194)

Dance 194 provides practical experience through exercise in conjunction with discussion periods to enable the student to develop a knowledge of body-mind interaction in the area of athletics. The student learns how to influence and control this

interaction, with regard to pain and energy flow, suppleness, relaxation, stretch and strength factors. Lecture 1-2½ hours, laboratory 1-2½ hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

●195—Physical Reintegration 1-2½ Units

Dance 195 is an experimental movement class for students with learning disabilities and/or minor physical limitations. Areas covered include exploration of body image awareness and integration of sensory modalities with motor processes. Also included is orientation and relaxation with the integration of both into the student's daily life through dance movement. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** This course is only for students who have a professionally verified neurological and/or physiological disability. **Note:** Verification of disability must be on file in the Disabled Student Center. **Transfer credit:** CSU, UC

●196—Movement Development - Infant/Preschool 1-2½ Units
(Also listed as Child Development 196)

Dance 196 provides an opportunity for the student interested in teaching the movement aspect of child development to gain the knowledge and techniques necessary through practical application and discussion. The students will learn how to present aspects of creative movement experiences through dance and movement exploration based techniques. Lecture ½-1½ hours, laboratory 1½-3 hours. **Prerequisite:** None. **Note:** This course may be not be taken for credit by students who have completed Child Development 196. **Transfer credit:** CSU

●197—Movement Development - 5-7 years/7-12 years 1-2½ Units
(Also listed as Child Development 197)

Dance 197 provides an opportunity for the student interested in teaching the movement aspect of child development to gain the knowledge and techniques necessary through practical application and discussion. The students will learn how to present aspects of creative movement experiences through dance and movement exploration based techniques. Lecture ½-1½ hours, laboratory 1½-3 hours. **Prerequisite:** None. **Note:** This course may be not be taken for credit by students who have completed Child Development 197. **Transfer credit:** CSU

DATA PROCESSING, See Computer Science/Information Systems

DRAFTING

●129—Machine Trades Blueprint Reading 2 Units

Drafting 129 is a study of the fundamentals of orthographic drawing to develop the student's ability to understand and utilize the information presented on a blueprint. Such areas as size dimensional systems, tolerancing, S1 metrics, value engineering and related industrial terminology are presented to strengthen the student's ability to interpret an engineering drawing. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** A satisfactory score on the Glendale Community College ESL Placement Test, or the ABLE Test, or the English Placement Examination, or ESL 164 or English 191, or equivalent. **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; Technical Graphics 166, 167, 168. **Transfer credit:** CSU

●130—Electrical/Electronics Drawing 2 Units

Drafting 130 is primarily intended for the student majoring in Electronics Computer Technology (ECT). It provides an introduction to the fundamentals of drafting and technical drawing with specific applications to ECT standards and devices. Students who satisfactorily complete this course are considered to have acquired the minimum drafting skills necessary for entry-level ECT technicians. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** Technical Education 142 or equivalent. **Note:** Satisfactory completion or concurrent enrollment in Drafting 129 or equivalent is recommended. This course is not intended for engineering or drafting majors. No credit is allowed to students having credit in Engineering 101, Drafting 131 or Technical Graphics 165, or equivalent.

●131—Technical Drafting 5 Units

Drafting 131 is 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:** A satisfactory score on the Glendale Community College ESL Placement Test, or the ABLE Test, or the English Placement Examination, or ESL 164 or English 191, or equivalent. **Note:** Students must register for the full number of hours for which the course is scheduled. **Transfer credit:** CSU

●132—Technical Drafting and Dimensional Tolerancing 5 Units

Drafting 132 is a course in advanced drafting specializing in tolerancing, dimensional systems, SI 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:** A satisfactory score on the Glendale Community College ESL Placement Test, or the ABLE Test, or the English Placement Examination, or ESL 164 or English 191, or equivalent and Drafting 131 or Technical Graphics 165; and Technical Education 143 which may be taken concurrently. **Note:** Students must register for the full number of hours for which the course is scheduled. **Transfer credit:** CSU

●133—Electro-Mechanical Packaging and Design 5 Units

Drafting 133 is a course in electro-mechanical packaging. Specializing in electronic drafting, printed circuit design, basic packaging, cabling and military standards. Emphasis is placed on the actual design and construction of various electronic packages in both individual and group design projects. Lecture 3 hours, laboratory 6 hours. **Prerequisite:** Drafting 132. **Note:** Students must register for the full number of hours for which the course is scheduled. **Transfer credit:** CSU

●134—Advanced Mechanical Package Design 5 Units

Drafting 134 is a course in tool design and strength of materials and advanced electro-mechanical packaging. Emphasis is placed on various individual and group design projects, covering piping, fixture design, package design, and mechanical design. Students are responsible for the complete design, drawings and all related paper work for each project. Lecture 3 hours, laboratory 6 hours. **Prerequisite:** Drafting 133. **Note:** Students must register for the full number of hours for which the course is scheduled. **Transfer credit:** CSU

●140—Advanced Computer-Aided Drafting and Design 3 Units

Drafting 140 is an advanced course in computer-aided drafting and design. Advanced operational applications will be presented which will enable the student to create standard electronic and mechanical component files. Tooling design, flat pattern development, exploded assembly drawings and isometric drawing will be presented in the course. Lecture 2 hours, laboratory 4 hours. **Prerequisite:** Drafting 132 or Engineering 104, and Engineering 103, and Drafting 141, or equivalent college level courses or equivalent industrial experience. **Transfer credit:** CSU

●141—Fundamentals of Computer-Aided Drafting and Design 3 units

Drafting 141 is an introductory course in Computer-Aided Drafting and Design systems. Fundamental operational applications will be presented which will enable the students to expand their knowledge of Computer Graphics into other course structures which will require further knowledge as part of their course of instruction. Lecture 2 hours, laboratory 4 hours. **Prerequisite:** Drafting 131 or Engineering 101 or Architecture 101 or 191 or Technical Graphics 165. **Transfer credit:** CSU

ECONOMICS

●101—Principles of Microeconomics 3 Units

Economics 101 is 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:** None. Recommended: Eligibility for English 120 and one year of high school algebra or Mathematics 141. **Transfer credit:** CSU, UC, USC (CAN ECON 4)

●102—Principles of Macroeconomics 3 Units

Economics 102 is 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 grade of "C" or better in Economics 101. **Transfer credit:** CSU, UC, USC (CAN ECON 2)

●105—The American Economy 3 Units

Economics 105 is 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. Recommended: English 191 or eligibility for ESL 165 or English 120. **Note:** No credit will be granted for Economics 105 if

Economics 101 and Economics 102 have been taken previously. **Transfer credit:** CSU, UC, USC

●107—Probability and Statistics 3 Units
(Also listed as Political Science 107,
Psychology 107, Sociology 107)

Economics 107 is 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:** None. Recommended: Eligibility for English 101 and one year of high school algebra or Mathematics 141. **Transfer credit:** CSU, UC, USC

●111—Economic History of the
United States 3 Units

Economics 111 is a history of the economic development of the United States from its settlement to the present. Emphasis is placed on the growth and development of institutions and movements on our modern society. This course meets the California State requirement in American History. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 120. **Transfer credit:** CSU, UC, USC

EDUCATIONAL MEDIA TECHNOLOGY

●103—Media Equipment Operation
and Techniques 3 Units

Educational Media Technology 103 is an introduction to the operating principles and utilization of media equipment, materials, and facilities. Students will gain hands-on experience as technician trainees by participating in laboratory experience in the Media Services Department where they will learn to operate and maintain such media equipment as public address systems, record players, tape recorders, projectors, cameras and other instructional materials. Lecture 2, laboratory 4 hours. **Prerequisite:** None.

EGYPTIAN HIEROGLYPHS

●101—Beginning Hieroglyphs 3 Units

Egyptian Hieroglyphs 101 presents the fundamentals of hieroglyphic writing and Egyptian grammar. The aim of the course is to train students in the reading and writing of simple hieroglyphs. The course includes reading, translation of simple ancient Egyptian prose as well as exercises to illustrate each new point of grammar. Lecture 3

hours. **Prerequisite:** Eligibility for English 101. **Transfer credit:** CSU, USC

●102—Beginning Hieroglyphs 3 Units

Egyptian Hieroglyphs 102 presents the fundamentals of hieroglyphic writing and Egyptian grammar. The aim of the course is to train students in the reading and writing of simple hieroglyphs. The course includes reading, translation of simple ancient Egyptian prose as well as exercises to illustrate each new point of grammar. Lecture 3 hours. **Prerequisite:** A grade of "C" or better in Egyptian Hieroglyphs 101. **Transfer credit:** CSU

ELECTRONICS AND COMPUTER TECHNOLOGY

●100—Technical Mathematics for
Electronics 3 Units
(Formerly Technical Education 144)

Electronics and Computer Technology 100 is designed to offer the student a comprehensive study in the mathematics specifically used in the electronics and computer technology field. Phases covered include application of algebra, DC circuit analysis, AC fundamentals, simultaneous equations, AC circuit analysis, complex numbers, logarithms, and computer number systems. Lecture 3 hours. **Prerequisite:** None.

●101—Electronics Technology I 4 Units
(Formerly Electronics and
Computer Technology 171)

Electronics and Computer Technology 101 offers a modern approach to electronics theory that is more compatible with the needs of industry. The study of DC theory and principles are integrated with computer — assisted problems using BASIC programming language. The use of matrices to solve elementary problems is introduced. Fundamental theorems are developed in lecture and put into practice in the laboratory. The laboratory develops the basic skills needed in using meters, power supplies, along with wiring and assembling DC circuits. Lecture 3 hours, laboratory 3 hours. **Prerequisite:** A satisfactory score on the Glendale Community College ESL Placement Test, or the ABL Test, or the English Placement Examination, or ESL 165 or equivalent and:

1. Satisfactory completion or concurrent enrollment in Electronics and Computer Technology 100, or Mathematics 101, or equivalent.

2. Satisfactory completion, or concurrent enrollment in Computer Science/Information Systems 110 (ECT majors only).

Note: Computer Science majors, students pursuing the "Software Technician" certificate, and other Electronics and Computer Technology students anticipating enrollment in other Computer and Information courses, must satisfactorily complete Computer Science/Information Systems 101 prior to enrollment in Computer Science/Information Systems 110. **Transfer credit:** CSU

●102—Electronics Technology II 4 Units
(Formerly Electronics and Computer Technology 172)

Electronics and Computer Technology 102 is an extension of the principles of DC electronics applied to AC circuit problems. The extension of BASIC programming is used to solve complex AC circuits. The laboratory further develops equipment skills, introducing the use of oscilloscopes and signal generators. Lecture 3 hours, laboratory 3 hours. **Prerequisite:** A grade of "C" or better in Electronics and Computer Technology 101 and Computer Science/Information Systems 110 or equivalent. **Transfer credit:** CSU

●103—Logic and Switching Circuits 4 Units
(Formerly Electronics and Computer Technology 125)

Electronics and Computer Technology 103 is an 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, using integrated circuits. Lecture 3 hours, laboratory 3 hours. **Prerequisite:** A satisfactory score on the Glendale Community College ESL Placement Test, or the ABLE Test, or the English Placement Examination or ESL 165, or equivalent and satisfactory completion of Mathematics 141 or equivalent. **Transfer credit:** CSU

●104—Introduction to Microprocessors 4 Units
(Formerly Electronics and Computer Technology 126)

Electronics and Computer Technology 104 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:** A grade of "C" or better in Electronics and Computer Technology 103 or equivalent. **Transfer credit:** CSU

●105—Basic Integrated Circuit Theory 3 Units
(Formerly Electronics and Computer Technology 176)
Not offered.

●110—Introduction to Electricity-Electronics 3 Units
(Formerly Electronics and Computer Technology 175)

Electronics and Computer Technology 110 presents a survey of the basic principles of electronics (for non-electronics majors). It is designed to provide the students with an understanding of the basic principles of electronic circuits and their applications. Lecture 3 hours. **Prerequisite:** A grade of "C" or better in Mathematics 141, or one (1) year of high school Algebra or equivalent. **Note:** No credit for Electronics and Computer Technology 110 if Electronics and Computer Technology 101 and/or 102 or equivalent have been taken for credit.

●111—High-Reliability Solder and Wire Wrap Technology 2 Units

Electronics and Computer Technology 111 is a comprehensive course in the concepts of high reliability soldering, solder extraction, and electronic component removal/replacement techniques, using specialized high-technology industrial equipment. Additionally, this course encompasses rework, repair, and modification of electronic printed circuit boards and also involves functional training in terminal interconnections, using wire-wrap procedures. Hands on experience is emphasized. Lecture 3 hours, laboratory 3 hours. (9 weeks) **Prerequisite:** None. **Note:** The satisfactory completion of this course will result in the award of an Industrial Certificate, meeting MIL-S-45743 specifications and standards. This course may be taken 2 times; a maximum of 4 units may be earned.

●112—Microcomputer Troubleshooting and Repair 4 Units

Electronics and Computer Technology 112 is a course designed to give the student a comprehensive foundation in the methods of microcomputer repair at the board as well as the component level. Also included in this course will be the methods and operation of related test equipment, computer diagnostics and component failure analysis. This course will emphasize hands-on experience with practical applications. Lecture 3 hours, laboratory 3 hours. **Prerequisite:** A grade of "C" or better in Electronics and Computer Technology 101 and 103. **Note:** Completion of Electronics and Computer Technology 102 and 104 is recommended but not mandatory prior to enrolling in this course.

●201—**Electronics Technology III** 4 Units
(Formerly *Electronics and Computer Technology 173*)

Electronics and Computer Technology 201 encompasses the study of Solid-State semiconductor theory, including diode rectifiers, filtered power supplies, transistor and FET amplifiers, IC oscillators, and thyristor devices. Laboratory experiments will consist of constructing solid-state circuits, and performing circuit analysis and diagnostics of electronic parameters using state-of-the-art digital electronic test equipment. Lecture 3 hours, laboratory 3 hours. **Prerequisite:** A grade of "C" or better in Electronics and Computer Technology 102 or equivalent. **Transfer credit:** CSU

●202—**Communications Electronics** 4 Units
(Formerly *Electronics and Computer Technology 174*)

Electronics and Computer Technology 202 is a comprehensive study and applied analysis of the entire spectrum of electronic telecommunications technology and related systems, including AM, FM, Pulse and Phase Modulation concepts of receiver and transmitter configurations, microwave, antennas, and RF wave propagation. Laboratory experiments are conducted in the construction of telecommunications circuitry, including Active Filters, Phase-Locked Loops, Operational Amplifiers, and Opto-Electronics. Lab diagnostics are performed using state-of-the-art IC linear modules and modern digital electronic test equipment. Lecture 3 hours, laboratory 3 hours. **Prerequisite:** A grade of "C" or better in Electronics and Computer Technology 201, or equivalent. **Transfer credit:** CSU

●203—**Basic Microcomputer Technology I** 4 Units
(Formerly *Electronics and Computer Technology 127*)

Electronics and Computer Technology 203 presents the basic principles of microcomputer integrated circuit technology for electronics majors. It is designed to provide the students with an understanding of the basic principles of integrated circuits and their applications in computers. Lecture 3 hours, laboratory 3 hours. **Prerequisite:** A "C" or better in Electronics and Computer Technology 104 or equivalent. **Transfer credit:** CSU

●204—**Basic Microcomputer Technology II** 4 Units
(Formerly *Electronics and Computer Technology 128*)

Electronics and Computer Technology 204 is a continuation of Electronics 203. Principles of integrated circuits, microcomputers, mnemonics, interfacing, and application will be covered. Lecture 3 hours, laboratory 3 hours. **Prerequisite:** A

grade of "C" or better in Electronic and Computer Technology 203 or equivalent. **Transfer credit:** CSU

●205—**Robotics Technology** 4 Units
(Formerly *Electronics and Computer Technology 129*)

Electronics and Computer Technology 205 provides a comprehensive study in the fundamentals of robotics and related technology. Specific subject areas: analog-digital conversion, power and positioning mechanism, robot arm and wrist actuators, mobility systems, microprocessor programming and motion control, data acquisition, sensors, interfacing, voice synthesis, and industrial applications. The special feature of this course is the laboratory work which allows the student to experimentally work with an operational prototype robot. Lecture 3 hours, laboratory 3 hours. **Prerequisite:** Satisfactory completion of, or concurrent enrollment in Electronics and Computer Technology 104 and 201 or equivalent.

●206—**Basic Electronics I** 3 Units
(Formerly *Electronics and Computer Technology 177*)

Not offered.

●207—**Basic Electronics II** 3 Units
(Formerly *Electronics and Computer Technology 178*)

Not offered.

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 44 clinical hours and 16 hours of ambulance training to be arranged during the course. **Prerequisite:** Eligibility for English 120. **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.

ENGINEERING

●101—Engineering Drawing 3 Units

Engineering 101 is an in-depth study course designed to present training in the manipulation of instruments, lettering, orthographic projection, sketching, drawing auxiliary and pictorial views, sectioning and dimensioning. Lecture 2 hours, laboratory 4 hours. **Prerequisite:** A satisfactory score on the Glendale Community College ESL Placement Test, or the ABLE Test, or the English Placement Examination, or ESL 164 or English 191, or equivalent. **Transfer credit:** CSU, USC

●103—Descriptive Geometry 3 Units

Engineering 103 presents a study of a valuable engineering tool which facilitates the solution of engineering problems graphically. A study of lines and planes in space. The representation of surfaces, solids, interferences, and intersections. Excellent training in visualization and interpretation of engineering drawings. Lecture 2 hours, laboratory 4 hours. **Prerequisite:** Engineering 101 or Drafting 131 or Graphics and Design 165 or Architecture 101, or one year of mechanical drawing in high school. **Note:** This course may not be taken for credit by students who have completed Architecture 103. **Transfer credit:** CSU, UC, USC

●104—Advanced Engineering Drawing 3 Units

Engineering 104 is designed to acquaint the trainee with delineation of simple machine parts including problems in visualization, dimensioning and tolerances, screw threads and fasteners, freehand sketching, pictorial drawing, piping, welding, gears and cams, assembly and working drawings. Special emphasis is laid upon the interpretation and production of drawings which conform to standard practice. Lecture 2 hours, laboratory 4 hours. **Prerequisite:** Engineering 101 or Drafting 131 or one year of mechanical drawing in high school. **Transfer credit:** CSU, UC, USC

●110—Statics 3 Units

Not offered. **Transfer credit:** CSU, UC, USC

ENGLISH

●100—Writing Improvement Laboratory 1 Unit

English 100 is an individualized course designed to help students to succeed in English 101. Students write and rewrite essays on assigned topics to reduce rhetorical and grammatical deficiencies. In addition, students expand the critical and analytical skills that enable them to develop essays based on

logical reasoning. Laboratory 3 hours by arrangement. **Prerequisite:** A satisfactory score on the English Placement Examination; or a grade of "C" or better in English 120 or ESL 165, or Business—General 101, or English 131. **Note:** This course may be taken 3 times; a maximum of 3 units may be earned on Writing Lab instructor's recommendation only. This course may not be taken for credit by students who have completed English 101 or the equivalent.

●101—Freshman English 3 Units

English 101 is a foundation course in critical reading and writing skills required of those students intending to transfer to a university. Through their reading and discussion of selected prose works, students learn to identify problems, examine possible solutions, recognize unstated assumptions and values, appraise evidence, evaluate arguments, draw inferences, and test conclusions. Through their writing, students learn to analyze, synthesize, organize information logically, and propose original ideas. Lecture 3 hours. **Prerequisite:** One of the following:

1. A satisfactory score on the English Placement Examination.
2. A SAT qualifying score of 450 or more.
3. International students must have TOEFL scores of 600 or more.
4. A grade of "C" or better in ESL 165 (taken within the preceding 12 months).
5. A grade of "C" or better in English 120 (taken within the preceding 12 months).
6. A grade of "C" or better in English 131 (taken within the preceding 12 months).
7. Certificate of eligibility from English 100.

Transfer credit: CSU, UC, USC (CAN ENGL 2)

●102—Freshman English 3 Units

English 102 is an introduction to literature that continues instruction and practice in composition related to the study and evaluation of types of imaginative literature, including the short story, the novel, drama, and poetry. Lecture 3 hours. **Prerequisite:** English 101. **Transfer credit:** CSU, UC, USC (CAN ENGL 4)

●103—Creative Writing Workshop 3 Units

English 103 is an introduction to the theory and practice of creative verbal expression in the major imaginative forms of prose (fiction, and nonfiction), poetry, and drama. Emphasis is placed upon specific techniques used to communicate ideas and feelings. Lecture 3 hours. **Prerequisite:** Eligibility for English 101 or equivalent. **Note:** This course may be taken 3 times; a maximum of 9 units may be earned. **Transfer credit:** CSU, UC, USC

- 105—Survey of English Literature From the Anglo-Saxon Period to 1780** 3 Units
English 105 is a survey course covering the development of English literature from its beginning to 1780 and emphasizing the development of thought in relation to historical and social backgrounds. Lecture 3 hours. **Prerequisite:** Eligibility for English 101. **Note:** Required of all English majors. **Transfer credit:** CSU, UC, USC (CAN ENGL 8)
- 106—Survey of English Literature From 1780 to the Present Time** 3 Units
English 106 is a survey course covering the development of English literature from 1780 to the present time. It continues to study the development of thought as an expression of our cultural heritage. Lecture 3 hours. **Prerequisite:** Eligibility for English 101. **Note:** Required of all English majors. English 106 may be taken without English 105. **Transfer credit:** CSU, UC, USC (CAN ENGL 10)
- 107—Twentieth Century Poetry I** 3 Units
English 107 consists of an historical orientation to twentieth century poetry a discussion of the significant poets to approximately mid-century, and an intensive study of the most important modernist and contemporary poets of this period. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC
- 108—Twentieth Century Poetry II** 3 Units
English 108 focuses on 20th C. poets from mid-century to the present, and in-depth discussions of significant contemporary poets. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC
- 109—Introduction to Literature of the Western World** 3 Units
English 109 is a survey of the literature of the Western World from ancient times (including selections from the Old and New Testaments) to the Renaissance. Emphasis is placed upon the Greek and Roman classics. Study of Classical and Norse mythology is included. Lecture 3 hours. **Prerequisite:** Eligibility for English 101. **Transfer credit:** CSU, UC, USC
- 110—Introduction to Literature of the Western World** 3 Units
English 110 is a survey of the literature of the Western World from the Renaissance to the present time. Emphasis is placed upon the culture and history of important ideas reflected in the literary works. Lecture 3 hours. **Prerequisite:** Eligibility for English 101. **Transfer credit:** CSU, UC, USC
- 111—Women in Literature** 3 Units
English 111 is a comparative and analytical study of the roles assigned to women in literature by both male and female writers. The course critically examines the literary and cultural stereotypes of women in the short story, novel, poetry, and drama. Lecture 3 hours. **Prerequisite:** None. **Note:** Eligibility for English 101 is recommended. **Transfer credit:** CSU, UC, USC
- 112—Screenwriting** 3 Units
English 112 is a basic course in the principles and practice of writing for movies and television. Emphasis is placed upon the essentials of structure, characterization, and format as required by this type of writing. Students must complete a finished script by the end of the course. Lecture 3 hours. **Prerequisite:** None. **Note:** Eligibility for English 101 recommended. **Transfer credit:** CSU, USC
- 113—An Introduction to Library Research** 1 Unit
English 113 offers an introduction to using libraries and doing research. It provides practical experience, in tutorial style, for using typical library classification systems, gathering data from reference works, and evaluating sources. The student will also be introduced to online computer searches. Laboratory 3 hours. **Prerequisite:** None. **Transfer credit:** CSU, UC
- 118—Analytical Reading** 3 Units
English 118 provides students with the techniques to analyze and critically evaluate written and oral communication, to make logical judgments about that material, and to reach independent conclusions on the views and ideas that have been presented. Lecture 3 hours. **Prerequisite:** Eligibility for English 101. **Transfer credit:** CSU
- 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. **Note:** This course may not be taken for credit by students who have completed English 101 or ESL 165 or Business—General 110 and allows 2 units of credit to those who have completed English 131 or Business—General 101.

- 121—Reading Literature** 3 Units
English 121 is an introductory study of the major forms of creative literature short story, novel, drama, and 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:** Eligibility for English 120 or ESL 165.
- 122—American Literature to 1865** 3 Units
English 122 is designed to give the student a generous sample of the works of major American writers from Colonial days to the Civil War, and to relate these works to the history of ideas. Important historical movements are traced so that students may gain increased understanding of America's heritage. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC
- 123—American Literature From 1865 to the Present** 3 Units
English 123 is 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 major American works. The important literary movements, with their sociological implications, are traced so that the student can acquire a background for critical judgment of contemporary American writing. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC
- 124—Contemporary Literature** 3 Units
English 124 is a study of representative literature after World War II 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 evident in each work. Authors are selected from American, British, French, German, Greek, Irish, and other sources. Lecture 3 hours. **Prerequisite:** None. **Note:** English 101 is recommended. **Transfer credit:** CSU, UC, USC
- 125—Shakespeare** 3 Units
English 125 is an introduction to the works of Shakespeare. The course is focused on a close study of Shakespeare's major plays. It also provides a background and insights into the Elizabethan world so that the student may more fully understand and appreciate Shakespeare's writings. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC
- 126—The Modern Drama** 2 Units
English 126 is a study of modern plays and playwrights. Representative works of European and American dramatists are read with special attention given to the literary and sociological importance of plays written since 1870. The aim of the course is to enable the student to make an intelligent evaluation of contemporary drama. Lecture 2 hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC
- 127—Children's Literature** 3 Units
English 127 is designed to develop the ability of students to select and use literature with children. As students read and discuss a broad range of children's literature for different age levels, including both prose and poetry, they develop standards for judging children's literature and determining the appropriateness of a given literary work for an individual child. Students practice story-telling techniques and prepare activities to help children appreciate literature and grow through exposure to it. Lecture 3 hours. **Prerequisite:** Eligibility for English 101. **Transfer credit:** CSU, UC, USC
- 128—The Bible as Literature** 3 Units
English 128 is a general introduction to the Bible—its characters, recurrent themes, images, and symbols. The course presents information regarding the literary divisions, the language, and text of each book as well as its composition authorship, date, and contents. Attention is given to literary, historical, geographical, archaeological, and theological matters, to Biblical study, and principal English versions of the Scriptures. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC
- 130—Science Fiction Literature** 3 Units
English 130 is a survey of science fiction from the late 19th Century to the present, concentrating on 20th Century writers. Read, analyzed, and discussed will be the history of Science Fiction, major themes, genres (short story, novels, drama, poetry), media (radio, cinema, television), fandom (clubs, fan publications, conventions), and the function of Science Fiction as a literary form which reflects human concern with solving or escaping problems in an increasingly scientific and technological age. Lecture 3 hours. **Prerequisite:** None. **Note:** English 101 recommended. **Transfer credit:** CSU, UC, USC
- 131—Technical English** 3 Units
English 131 is a course designed especially for students taking technical education courses. It stresses training in technical writing, including the related skills of grammar usage, sentence and paragraph structure, and vocabulary. The student will receive practice in writing letters, memos,

abstracts, formal reports, and proposals. Lecture 3 hours. **Prerequisite:** Eligibility for English 120. **Note:** This course may not be taken for credit by students who have completed English 101 or English 120, or Business—General 110.

●132—Industrial English 3 Units

English 132 is a course designed for students taking technical education courses. It includes training in oral communications with emphasis being placed on evaluation of various forms of public utterances, such as political speeches and radio and television editorial comment or other non-fiction presentations. It also includes reading and analysis of newspaper materials, short fictional works and poetry. To accomplish this, the student will study briefly the nature, history, and function of language as well as the basic problems of semantics and word usage. Lecture 3 hours. **Prerequisite:** None.

●150—Reading Skill Building for Adults with Learning Disabilities 2 Units

English 150 is designed for the learning disabled adult with disorders in processing written information or with dyslexia. The course provides exposure to and practice in reading skills appropriate to the student's demonstrated strengths and weakness. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** Student must have a professionally verified learning disability. **Note:** This course may be taken 4 times; a maximum of 8 units may be earned.

●151—Developing Fundamental Writing Skills for Adults with Learning Disabilities 2 Units

English 151 is designed to provide the learning disabled student with skills in the areas of sentence construction, syntax, language development, and an understanding of the relationship between correct oral and written English communication. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** Student must have an identified learning disability. **Note:** This course may be taken 4 times; a maximum of 8 units may be earned.

●180—English for the Para-Professional 3 Units
Not offered. **Transfer credit:** CSU

●181—Basic Communication-Spelling 1 Unit

English 181 is a course specifically for the community college student who lacks basic spelling skills. It is a practical see, hear, and write approach to spelling the words of a basic, everyday vocabulary. Its emphasis is on the world of work; its method is based on programmed learning techniques as assisted by audio coaching. Diagnostic testing locates specific weaknesses and prescribes a program to meet these needs. Credit to be awarded upon completion of all the modules. Laboratory 3 hours. **Prerequisite:** None

●182—Basic Communication Vocabulary 1 Unit

English 182 has been designed to help students develop a wide variety of vocabulary skills. The modular system allows students to work on one skill at a time and to work first on the skills they need the most. The audio-tutorial format allows students to work individually, progressing at their own rate and reviewing a topic as many times as necessary to achieve full understanding and mastery of it. Credit will be awarded upon completion of all the modules. Laboratory 3 hours. **Prerequisite:** None.

●183—Basic Communication Grammar 1 Unit

English 183 is designed to provide the student with the basic background and skills necessary for recognizing and remedying frequently made grammatical errors. This course, which is individualized, self-paced, interactive, and audio tutorial, introduces the student to basic English constructions and sentence-level writing problems. Credit will be awarded upon completion of all the modules. Laboratory 3 hours. **Prerequisite:** None.

●188—Special Reading Skills 1-3 Units

English 188 is a reading course designed for students who lack basic skills. Various word attack skills are covered in the class, including phonics, word analysis through the study of prefixes and ancient roots, and the use of context clues. Methods to improve literal and inferential comprehension are covered. A special feature of the class is the extensive use of computer-assisted instruction to drill vocabulary and practice the skills covered in class lectures. This is a credit/no credit class. ESL students who take English 188 are encouraged to study ESL 163 and ESL 167 concurrently. Lecture 3 hours. **Prerequisite:** A satisfactory score on the Reading Placement test, eligibility for ESL 163, or a grade of "Credit" in ESL 173. **Note:** The instructor may require up to 2 hours of laboratory work each week. This course may be taken 4 times; a maximum of 4 units may be earned.

●190—Basic College Reading 2 Units

English 190 is a course designed for students who wish to improve their college reading skills. Various textbook study methods are covered in the class, including memory improvement, vocabulary building through the study of prefixes and ancient roots, and the use of context clues. Some word attack and test-taking skills are reviewed, but the emphasis of the class is on strengthening higher level reading comprehension as well as improving critical reading. A special feature of the class is the extensive use of computer-assisted instruction to drill vocabulary and practice reviews and summaries are assigned. Concurrent enrollment in English

191 or ESL 164 is recommended for this class. Lecture 2 hours. **Prerequisite:** A satisfactory score on the reading placement test, eligibility for ESL 164, or a grade of "Credit" in English 188. **Note:** The instructor may require up to 2 hours of laboratory work each week. This course may not be taken for credit by students who have completed English 101 or English 120.

●**191—Fundamentals of English** 3 Units
English 191 provides intensive instruction in grammar, punctuation, spelling, vocabulary, and paragraph writing. Lecture 3 hours. **Prerequisite:** Concurrent enrollment (or previous completion with a "C" or better) in an appropriate reading course (English 150, 188, 190) is required for this class, based on testing in the Learning Center. This course may not be taken for credit by students who have completed English 101, English 120, English 131, Business—General 101, or Business—General 110. **Note:** The instructor may require one hour of laboratory work per week.

●**192—Advanced College Reading** 2 Units
English 192 is a course designed for students who are generally good readers, but who wish to improve their reading speed as well as comprehension. Various speed reading and vocabulary building techniques are learned through the study of prefixes and ancient roots and the use of context clues. Comprehension skills are reviewed as are the use of analogies and critical reading methods. A special feature of the class is the extensive use of computer-assisted instruction to drill vocabulary and practice the skills covered in class lectures. Written book reviews and summaries are assigned. Concurrent enrollment in a writing class is recommended. Lecture 2 hours. **Prerequisite:** A satisfactory score on the reading placement test, eligibility for ESL 165, or a grade of "C" or better in English 190. **Note:** The instructor may require up to 2 hours of laboratory work each week.

●**200—Speed Reading** 1 Unit
English 200 is a professional speed reading course designed for advanced students who read well yet who need to increase their reading rate. There is heavy emphasis on matching improvements in reading rates with consistent or increased comprehension. A variety of self-pacing techniques are taught. Also covered are ways to increase eyespan and to cut down on vocalization and regression. Lecture 2 hours. **Prerequisite:** Eligibility for English 101. **Note:** The instructor may require up to 2 hours of laboratory work each week in the Learning Center. This course may be taken 2 times; a maximum of 2 units may be earned.

ENGLISH AS A SECOND LANGUAGE

ENGLISH AS A SECOND LANGUAGE (ESL) SERIES

Note: Course number does not correspond to level of difficulty.

Level One courses are ESL 171, 172, 173

Level Two courses are ESL 163, 162, 188

Level Three courses are ESL 164, 167

Level Four courses are ESL 166, 167

Level Five courses are ESL 165, 168

●162—Listening and Speaking II 2 Units (Formerly English 162)

English as a Second Language 162 presents listening comprehension strategies as well as practice in the pronunciation of individual sounds, word and sentence stress, and intonation patterns. Oral communication skills are strengthened through such activities as dialogues and role playing, as well as pair, group, and class discussion. Both formal and informal vocabulary and idioms are taught and tested. Laboratory assignments may be made by the instructor based on individual students needs. Lecture 4 hours. **Prerequisite:** Satisfactory score on the Glendale Community College ESL Placement Test or "Credit" in ESL 172. **Note:** Concurrent enrollment in an appropriate ESL grammar and writing course and a reading course is recommended.

●163—Grammar and Writing II 4 Units (Formerly English 163)

English as a Second Language 163 is designed for students at the low intermediate level of English. This course focuses on grammar, reading, and composition. Students write one- to two-paragraph compositions. Special emphasis is placed on the acquisition of vocabulary, idioms, and structures appropriate for writing. The course stresses the correct use of a variety of grammatical structures and verb tenses within compositions. Lecture 5 hours. **Prerequisite:** Satisfactory score on the Glendale Community College ESL Placement Test or a grade of "C" or better in ESL 171. **Note:** Concurrent enrollment in an appropriate ESL listening and speaking course and a reading course is recommended. **Transfer credit:** UC, USC

●164—Grammar and Writing II 4 Units (Formerly English 164)

English as a Second Language 164 is designed for students at the high intermediate level of English. The course focuses on grammar, controlled composition, and reading. Students study complex

grammatical structures and write three-paragraph compositions using them. Lecture 5 hours. **Prerequisite:** Satisfactory score on the Glendale Community College ESL Placement Test or a grade of "C" or better in ESL 163. **Note:** Concurrent enrollment in an appropriate ESL listening and speaking course and a reading course is recommended. **Transfer credit:** CSU, UC, USC

●165—Reading and Composition V 4 Units
(Formerly English 165)

English as a Second Language 165 is designed for non-native students who are proficient in English and are able to compete with native students in most college courses except those that may require essay exams. The course gives students extensive practice in rhetorical modes of exposition and argument. It emphasizes analytical and expository writing at the essay level, as well as critical reading, and gives students practice in writing essay examinations. The course stresses both organization and in-depth essay development. Students work to eliminate weaknesses in syntax, idiomatic usage, and grammar. Library research techniques are introduced and a short research project is completed. Lecture 4 hours. **Prerequisite:** Satisfactory score on the Glendale Community College ESL Placement Test or a grade of "C" or better in ESL 166. **Note:** Concurrent enrollment in an appropriate ESL listening and speaking course is recommended. **Transfer credit:** CSU, UC, USC

●166—Grammar and Writing IV 4 Units
(Formerly English 166)

English as a Second Language 166 is designed for students at the advanced level of grammar in English. The course provides practice in applying advanced grammatical structures through writing exercises and original compositions. Critical analysis of academic reading passages encourages independent thinking and the expression of informed opinion. Topic selection and paragraph and essay development are also stressed. Lecture 4 hours. **Prerequisite:** Satisfactory score on the Glendale Community College ESL Placement Test or a grade of "C" or better in ESL 164. **Note:** Concurrent enrollment in an appropriate ESL listening and speaking course and a reading course is recommended. **Transfer credit:** CSU, UC, USC

●167—Listening and Speaking III 2 Units
(Formerly English 167)

English as a Second Language 167 stresses listening comprehension as well as oral communication by means of reports, short speeches, and small group and class discussion of high-interest topics. The standard pronunciation of individual sounds, as well as stress and intonation patterns are presented, drilled and tested. The students will study formal and informal idioms and vocabulary to improve

their ability to communicate orally. Some work is done to correct the problems of individual students. In addition, laboratory assignments may be made based on individual student needs. Lecture 4 hours. **Prerequisite:** Satisfactory score on the Glendale Community College ESL Placement Test or a grade of "Credit" in ESL 162. **Note:** This course may be taken 2 times; a maximum of 4 units may be earned. Concurrent enrollment in an appropriate ESL grammar and writing course and a reading course is recommended. **Transfer credit:** CSU

●168—Listening and Speaking V 2 Units
(Formerly English 168—Accent Reduction)

English as a Second Language 168 concentrates on reducing foreign accents in the speech of otherwise articulate non-native students. Intensive practice in the production of individual sounds, rhythm, stress, intonation and phraseology helps students communicate more effectively and helps prepare them for upper division ESL phonetics courses. Students learn to use formal diction by making oral presentations and participating in class debates. They practice expressive speaking, appropriate facial expressions, and hand and body gestures. Laboratory assignments may be made at the discretion of the instructor. Lecture 3 hours. **Prerequisite:** Satisfactory score on the Glendale Community College ESL Placement Test or a grade of "C" or better in ESL 167. **Note:** Concurrent enrollment in an appropriate ESL grammar and writing course and a reading course is recommended. **Transfer credit:** CSU

●171—Grammar and Writing I 3 Units
(Formerly English 171)

English as a Second Language 171 is designed for students at the beginning level of English. This course provides instruction in vocabulary, basic sentence structure, and simple reading and writing. Students write short paragraphs with correct punctuation and spelling. They practice idiomatic expressions used in writing and discuss cultural differences to help them adapt more quickly to college life in the United States. Lecture 5 hours. **Prerequisite:** Satisfactory score on the Glendale Community College ESL Placement Test. **Note:** Concurrent enrollment in an appropriate ESL listening and speaking course and a reading course is strongly recommended.

●172—Listening and Speaking I 3 Units
(Formerly English 172)

English as a Second Language 172 is designed for students who cannot communicate effectively even in the most basic situations on the community college campus. Dialogues are presented, and students participate in role plays of campus-related situations in class and on the campus at large. Clear

speaking, listening, and pronouncing are stressed in classroom drills and activities. Laboratory assignments may be made by the instructor based on individual student needs. Lecture 5 hours. **Prerequisite:** Satisfactory score on the Glendale Community College ESL Placement Test. **Note:** Concurrent enrollment in an ESL grammar and writing course and a reading course is strongly recommended.

●173—**Reading and Vocabulary for ESL Students** 3 Units
(Formerly English 173)

English as a Second Language 173 is designed to help beginning ESL students read simple passages. The course places heavy emphasis on basic vocabulary development and dictionary skills. Students study the relationships between sounds and spelling and practice, using various reading strategies to increase their reading comprehension. Lecture 3 hours. **Prerequisite:** Satisfactory score on the Glendale Community College ESL Placement Test. **Note:** Concurrent enrollment in an appropriate ESL listening and speaking course and an ESL grammar and writing course is recommended.

●177—**English for Special Purposes** 2 Units
(Formerly English 177)

English as a Second Language 177 is designed to familiarize vocational education students with the terminology used in individual vocational training programs. Students learn effective notetaking techniques and study the idiomatic expressions and basic introductory material needed for them to understand and complete entry level course work. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** Satisfactory score on the Glendale Community College ESL Placement Test or a grade of "C" or better in ESL 163, or equivalent. **Note:** Concurrent enrollment in an appropriate ESL listening and speaking course, ESL grammar and writing course, and a reading course is recommended.

ETHNIC STUDIES

●101—**Latin American Cultural Expression** 3 Units

Ethnic Studies 101 is designed to acquaint the student with the cultural background that has shaped the societies of Latin America. The course will survey the cultural expression from the pre-columbian period to the present. Emphasis will be given to the 19th and 20th century periods. Areas to be studied will be society and culture, linguistic and cultural distribution of ethnic groups, education and religion, literature, artistry, folklore music and dance, new social protest song movement, artistic

movements, cinemaphotography, photography, mass media, and culture within the revolutionary process. Lecture 3 hours. **Prerequisite:** None. Recommended: English 191 or eligibility for ESL 165 or English 120. **Transfer credit:** CSU, UC, USC

●102—**Hispanic Heritage** 3 Units

Ethnic Studies 102 is a survey of the social, cultural and political heritage of the Hispanic American People of the United States and their growth and development as influenced by the dominant society. Special emphasis will be placed on intergroup relations and major differences between Anglo-American and Hispanic American values and attitudes, past and present, intercultural conflicts, and on the unique contributions of Hispanic Americans to American society. Lecture 3 hours. **Prerequisite:** None. Recommended: English 191 or eligibility for ESL 165 or English 120. **Transfer credit:** CSU, UC, USC

●110—**Contemporary Ethnic Women** 3 Units

Ethnic Studies 110 is a survey of the contemporary status of ethnic women in North American society. This course will make relevant cross-cultural comparisons using contemporary issues and their relation to the ethnic women of today. Lecture 3 hours. **Prerequisite:** None. Recommended: English 191 or eligibility for ESL 165 or English 120. **Transfer credit:** CSU, UC, USC

●111—**European Immigrants in America, 1776 to Present** 3 Units

Ethnic Studies 111 is a survey course which examines the history and experiences of European immigrants in America from the late eighteenth century to the present. The course will examine the immigration process itself, consider specific groups (British, Irish, German, Italian, Polish, Jewish, Greek, etc.) assess the reaction to immigration by white Americans, and evaluate the contribution made by European immigrants to American society. Lecture 3 hours. **Prerequisite:** None. Recommended: English 191 or eligibility for ESL 165 or English 120. **Transfer credit:** CSU, UC, USC

●122—**Introduction to Asian American Culture** 3 Units

Ethnic Studies 122 is a survey course which will introduce students to the special elements unique to Asian culture. This course will also focus on the various dilemmas faced by Asian Americans as their respective cultural "roots" come into contact with the cultural values of the dominant society. Lecture 3 hours. **Prerequisite:** None. Recommended: English 191 or eligibility for ESL 165 or English 120. **Transfer credit:** CSU, UC, USC

●124—Japanese Experience in America 3 Units

Ethnic Studies 124 is an in-depth survey of the history of Japanese immigrants and their descendants in America from the 19th century to the present. The course is designed to meet the needs of students who wish to more fully understand the experience of the Japanese immigrants and their descendants in America. Lecture 3 hours. **Prerequisite:** None. Recommended: English 191 or eligibility for ESL 165 or English 120. **Transfer credit:** CSU, UC, USC

●132—The Black Experience in America 3 Units

Ethnic Studies 132 surveys the Black experience in the United States. It will trace the role and contributions of Black people in the development of the United States. The course will include such major topics as: the slave trade, the Revolutionary War and Civil War, the development of Black communities and culture, as well as contemporary Black issues. Lecture 3 hours. **Prerequisite:** None. Recommended: English 191 or eligibility for ESL 165 or English 120. **Transfer credit:** CSU, UC, USC

●164—The Armenian Diaspora 3 Units

Ethnic Studies 164 examines the development of the Armenian Diaspora from the abandonment of the Armenian Question by the United States and the European Powers in 1923, to the unfolding of current events that are critically affecting the Armenian case today. The course focuses on: the growing Armenian-American community; Armenian emigration from the Middle East and Soviet Armenia; pressures of assimilation in the U.S.; activities of community organizations toward preserving Armenian culture; current Armenian affairs and U.S. foreign policy. Lecture 3 hours. **Prerequisite:** None. Recommended: English 191 or eligibility for ESL 165 or English 120. **Transfer credit:** CSU, UC, USC

FAMILY AND CONSUMER STUDIES

Most Family and Consumer Studies courses were assigned new course titles in Fall 1988. Use the following list to determine new course name.

Formerly	As of Fall 1988
FCS 101	Clothing and Textiles 101
FCS 102	Clothing and Textiles 102
FCS 103	Clothing and Textiles 103

FCS 105	Clothing and Textiles 105
FCS 107	Clothing and Textiles 107
FCS 110	Food and Nutrition Studies 110
FCS 125	Food and Nutrition Studies 125
FCS 133	Fashion 133
FCS 135	Child Development 135
FCS 136	Child Development 136
FCS 137	Child Development 137
FCS 138	Child Development 138
FCS 140	Child Development 140
FCS 141	Child Development 141
FCS 142	Child Development 142
FCS 143	Child Development 143
FCS 147	Child Development 147
FCS 151	Child Development 151
FCS 152	Child Development 152
FCS 155	Child Development 155
FCS 225	Food and Nutrition Studies 225

●139—Consumer Management 3 Units

Family and Consumer Studies 139 considers the essentials necessary to improve the quality of people's lives through productive decisionmaking 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:** A satisfactory score on the Glendale Community College ESL Placement Test, or the ABLE Test, or the English Placement Examination, or ESL 164 or English 191, or equivalent. **Transfer credit:** CSU

●161—The Dynamics of Foster Placement ½-1 Unit
(Formerly Human Services 151)

Family and Consumer Studies 161 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. This course is planned for acting and prospective foster parents. Lecture 2 hours (8 weeks). **Prerequisite:** None. **Note:** This course may be taken 4 times on current topics regarding practical and legal requirements affecting placement of the foster child; a maximum of 4 units may be earned.

●162—The Abused Child in Foster Placement ½-1 Unit
(Formerly Human Services 152)

Family and Consumer Studies 162 is designed to acquaint students with the incidence, and the effects, of child abuse 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:** None. **Note:** This course may be taken 4 times on different topics on the subject of child abuse; a maximum of 4 units may be earned.

●**163—Discipline and Foster Parenting** ½-1 Unit
(Formerly Human Services 153)

Family and Consumer Studies 163 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. This course is planned for acting and prospective foster parents. Lecture 2 hours (8 weeks). **Prerequisite:** None. **Note:** This course may be taken 4 times on the subject of current and changing policies and procedures in the area of discipline of the foster child; a maximum of 4 units may be earned.

●**164—Conflict Resolution in Foster Homes** ½-1 Units
(Formerly Human Services 154)

Family and Consumer Studies 164 is designed to acquaint students with the dynamics of conflict and with effective methods for resolving conflicts. This course is planned for acting and prospective foster parents. Lecture 2 hours (8 weeks). **Prerequisite:** None. **Note:** This course may be taken 4 times on various topics covering crisis intervention and conflict resolution; a maximum of 4 units may be earned.

FASHION

●**100—Fashion Design Fundamentals** 1 Unit
Fashion 100 contains an in-depth study of elements and principles of fashion design. It is designed to enable the student to demonstrate proficiency in the knowledge and application of the elements and principles of design with an emphasis on the fashion figure, costume design, and fashion identification. Lecture 1 hour. **Prerequisite:** None. **Note:** Fashion 100, 103, 105 were formerly Family and Consumer Studies 117. No credit will be granted to students who have completed Fashion and Consumer Studies 117. **Transfer credit:** CSU

●**103—Flat Pattern Clothing Design I** 2 Units
Fashion 103 gives students with prior experience in clothing construction the opportunity for individual expression in design, using flat pattern methods. This course presents the skills necessary to make a block pattern from standard measurements initially, and then from individual measurements, and to apply the knowledge gained to

various types of patterns used in the women's apparel trade. Lecture 1 hour, laboratory 3 hours. **Prerequisite:** A satisfactory score on the Glendale Community College ESL Placement Test, or the ABE Test, or the English Placement Examination, or ESL 164 or English 191, or Equivalent, and Family and Consumer Studies 101 or equivalent. **Note:** Fashion 100, 103, 105 were formerly Family and Consumer Studies 117. No credit will be granted to students who have completed Family and Consumer Studies 117. **Transfer credit:** CSU; UC

●**104—Flat Pattern Clothing Design II** 2 Units
Fashion 104 is the continuation of pattern design basics. The flat pattern method of designing is applied to the original designs sketched by students. The course presents flat pattern exploration opportunities for the thorough study of design problems encountered in various fashion size ranges and categories. Block patterns will be created using both a sloper and individual measurements. The hip length and princess line slopers and two piece sleeve will be produced using standard measurements. Lecture 1 hour, laboratory 3 hours. **Prerequisite:** A satisfactory score on the Glendale Community College ESL Placement Test, or the ABE Test, or the English Placement Examination, or ESL 164 or English 191, or equivalent and a grade of "C" or better in Fashion 103 or equivalent. **Note:** Fashion 104, 106, 107 were formerly Family and Consumer Studies 118. No credit will be granted to students who have completed Family and Consumer Studies 118. **Transfer credit:** CSU, UC

●**105—Creative Pattern Application** 2 Units
Fashion 105 includes current fashion trends and design resources and discusses the problems encountered in these areas. The student receives practice in the application of pattern technology by developing garments from original designs. The completion of one garment is required. Lecture 1 hour, laboratory 3 hours. **Prerequisite:** A satisfactory score on the Glendale Community College ESL Placement test or the ABE Test, or the English Placement Examination, or ESL 164 or English 191, or equivalent and a grade of "C" or better in Fashion 103 or equivalent. **Note:** Fashion 105, 103, 100 were formerly Family and Consumer Studies 117. No credit will be granted to students who have completed Family and Consumer Studies 117. **Transfer credit:** CSU

●**106—Advanced Flat Pattern I** 2 Units
Fashion 106 presents information and demonstrates skills necessary to develop in the students the ability to make adult (women's, misses, and junior's) and children's basic (2 to 6X size range) crotch patterns, and apply the basics to various

types of garments in each group, as well as complete the finished garments. 3 garments are required: 1 pair slacks, 1 child's dress, 1 child's playsuit. Lecture 1 hour, laboratory 3 hours.

Prerequisite: Grade of "C" or better in Fashion 103 and 105. **Note:** Fashion 104, 106, 107 were formerly Family and Consumer Studies 118. No credit will be granted to students who have completed Family and Consumer Studies 118. **Transfer credit:** CSU

●107—Production Pattern Making and Grading 2 Units

Fashion 107 is an advanced course in drafting, designing and grading patterns for the clothing industry. Fundamental principles of pattern making are applied to more complex problems selected from illustrated styles. One garment is required. Lecture 1 hour, laboratory 3 hours. **Prerequisite:** A satisfactory score on the Glendale Community College ESL Placement Test, or the ABLE Test, or the English Placement Examination, or ESL 164 or English 191, or equivalent and a grade of "C" or better in Fashion 103. **Note:** Fashion 107, 104, 106 were formerly Family and Consumer Studies 118 and 119. No credit will be granted to students who have completed Family and Consumer Studies 118, 119. This course may be taken 3 times; a maximum of 6 units may be earned. **Transfer credit:** CSU

●108—Professional Draping Techniques I 2 Units

Fashion 108 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 and dresses in sample fabrics using a full-scale standard dress form in junior, misses and adult misses sizes. Student will employ both flat table draping and french draping methods required to drape and construct one two-piece sports garment (dress) using natural fabric. Lecture 1 hour, laboratory 3 hours. **Prerequisite:** Grade of "C" or better in Fashion 103, 104 and 105 or equivalent. **Note:** Fashion 108, 109 were formerly Family and Consumer Studies 120. No credit will be granted to students who have completed Family and Consumer Studies 120. This course may be taken 2 times; a maximum of 4 units may be earned. **Transfer credit:** CSU

●109—Professional Draping Techniques II 2 Units

Fashion 109 presents information and develops further skills in the construction of flat patterns from advanced draping projects, an understanding of the draping qualities of various types of fabric is emphasized. More intricate draping problems in a wide variety of style ranges are presented. **Prereq-**

quisite: Grade of "C" or better in Fashion 103, 108 or equivalent. **Note:** Fashion 108 and 109 were formerly Family and Consumer Studies 120. No credit will be granted to students who have completed Family and Consumer Studies 120. This course may be taken 2 times; a maximum of 4 units may be earned. **Transfer credit:** CSU

●123—Fashion Illustrating 2 Units

Fashion 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 was formerly Family and Consumer Studies 123. No credit will be granted to students who have completed Family and Consumer Studies 123. This course may be taken 3 times; a maximum of 6 units may be earned. Four units will be applied to the certificate.

●124—Fashion Retailing 2 Units

Not offered. **Transfer credit:** CSU

●125—Fashion Merchandising 2 Units
(Also listed as Marketing 125)

Fashion 125 is a study of principles of fashion. Includes a study of fashion designers, apparel producers, and fashion retailers. Lecture 2 hours. **Prerequisite:** None. **Note:** No credit will be granted to students who have completed Marketing 125. **Transfer credit:** CSU

●133—Professional Appearance Development 3 Units

(Formerly Family and Consumer Studies 133)
Fashion 133 includes the development of discriminating dress, poise and professional attributes. Good health, grooming habits, diet and exercise are stressed. Emphasis on individual wardrobe planning including color selection, make-up, and hair styling. Activities in the class will include lectures, consultations, and class discussions. Lecture 3 hours. **Prerequisite:** None. **Note:** This course may be not be taken for credit by students who have completed FCS 133.

COSTUME CONSTRUCTION,
See Theatre Arts 123

TEXTILES, See Clothing and Textiles

FINANCE

●101—Introduction to Finance 3 Units

Finance 101 introduces the student to the many financial decisions faced by a modern business, along with the analytical tools and concepts necessary for an evaluation of these decisions. The material is applicable to large corporations, small businesses and nonprofit organizations. Lecture 3 hours. **Prerequisite:** None. **Note:** One year of accounting is recommended. **Transfer credit:** CSU

●110—Financial Statement Analysis 3 Units
(Formerly Business—General 194)

Finance 110 provides a complete understanding of the Income Statement and the Balance Sheet. These financial statements are further analyzed as to components, and ratios are developed to determine the firm's financial positions. Lecture 3 hours. **Prerequisite:** Accounting 101 with a grade of "C" or better or equivalent. **Transfer credit:** CSU

●115—Banking Operations 3 Units
(Formerly Business—General 190)

Finance 115 provides an understanding of the basic functions of banking and a working knowledge of a bank. Lecture 3 hours. **Prerequisite:** None.

●120—Installment Credit 3 Units
(Formerly Business—General 196)

Finance 120 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.

●140—Investments 2 Units
(Formerly Business Administration 140)

Finance 140 provides the student with an understanding of investment objectives, basic types of securities, operation of stock exchanges, investment banking, investment principles, and financial planning. Lecture 2 hours. **Prerequisite:** None. **Transfer credit:** CSU

●150—Money and Banking 2 Units
(Formerly Business Administration 150)

Finance 150 is a course designed to help young people secure employment with investment banking houses, commercial banks, finance companies, stock and commodity exchanges, and securities dealers. It is a study of the American monetary system and the history of American financial institutions. The objectives of the course

are an understanding of the Federal Reserve structure, monetary and fiscal policy, and the commercial banking process. Lecture 2 hours. **Prerequisite:** None. **Transfer credit:** CSU

●161—Money Management 3 Units
(Formerly Business—General 161)

Finance 161 covers the basic principles of effective money management. The fundamental of financial planning and the control of current financial actions to reach future financial goals will be studied, including such topics as providing for major investments, retirement and pension planning, the tax environment, and the effect of new laws and regulations. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSU

●200—Buying and Selling a Business 3 Units
(Also listed as Real Estate 200)

Finance 200 presents all the information necessary to conduct the purchase or sale of a small business. This course focuses on what a real estate agent should know so that he or she could properly list, offer, negotiate and sell a business. The techniques of marketing, financing, financial reporting, taxation, merging and business management are covered in detail. Lecture 3 hours. **Prerequisite:** None. **Note:** This course may not be taken for credit by students who have completed Real Estate 200. **Transfer credit:** CSU

FIRE TECHNOLOGY

Classes in Fire Technology are offered for students interested in preparing for careers in fire prevention and fire fighting. The course also provides in-service and upgrading instruction for fire fighting personnel. A certificate of completion may be earned.

●101—Introduction to Fire Protection and Suppression ½-3 Units

Fire Technology 101 is a study to understand the 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:** A satisfactory score on the Glendale Community College ESL Placement Test, or the ABLE Test, or the English Placement Examination, or ESL 164 or English 191, or equivalent. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned. **Transfer credit:** CSU

●103—Fundamentals of Fire Prevention

½-3 Units

Fire Technology 103 continues to present organization and function of the fire prevention organizations; inspection; surveying and mapping procedures; recognition of fire hazards; engineering a solution to the hazard; enforcement of the solution; public relations as affected by fire prevention. Lecture 3 hours. **Prerequisite:** Fire Technology 101 or equivalent. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned. **Transfer credit:** CSU

●104—Fire Fighting Tactics and Strategy

½-3 Units

Fire Technology 104 presents the 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 taken 2 times; a maximum of 6 units may be earned. **Transfer credit:** CSU

●105—Fire Protection Equipment and Systems

½-3 Units

Fire Technology 105 presents the methods, techniques and practical application of portable fire extinguishing equipment; sprinkler systems; protection systems for special hazards; and fire alarm and detection systems. Lecture 3 hours. **Prerequisite:** Fire Technology 101 or equivalent. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned. **Transfer credit:** CSU

●107—Fire Hydraulics

½-3 Units

Fire Technology 107 is designed for review of basic mathematics; hydraulic laws and formulas as applied to the fire service; application of formulas and mental calculation to hydraulic problems; water supply problems; underwriters' requirements for pumps. Lecture 3 hours. **Prerequisite:** Fire Technology 101 or equivalent. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned. **Transfer credit:** CSU

●108—Fire Apparatus and Equipment

½-3 Units

Fire Technology 108 covers the general technical knowledge of driving laws, driving techniques, construction, and operation of pumping engines, ladder trucks, aerial platforms, specialized equipment, and apparatus maintenance. Lecture 3 hours. **Prerequisite:** Fire Technology 101 or equivalent. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned. **Transfer credit:** CSU

●109—Rescue Practices

½-3 Units

Fire technology 109 offers instruction in rescue practices, the human body, emergency care of victims, childbirth, artificial respiration, toxic gases, chemicals and diseases, radioactive hazards, rescue problems and techniques. Lecture 3 hours. **Prerequisite:** Fire Technology 101 or equivalent. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned. **Transfer credit:** CSU

●110—Fire Company Organization and Procedure

½-3 Units

Fire Technology 110 consists of the review of fire department organization; fire company organization; the company officer; personnel administration; communications; fire equipment; maintenance; training; fire prevention; fire fighting, company fire fighting capability; records and reports; supervision and leadership techniques. Lecture 3 hours. **Prerequisite:** Fire Technology 101 and 103 or equivalent. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned. **Transfer credit:** CSU

●111—Fire Investigation

½-3 Units

Fire Technology 111 offers an introduction to arson and incendiary, 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 taken 2 times; a maximum of 6 units may be earned. **Transfer credit:** CSU

●112—Wildland Fire Control

½-3 Units

Fire Technology 112 is designed to provide the employed firefighter or fire science major with a fundamental knowledge of the factors affecting wildland fire prevention, fire behavior, and control techniques. Lecture 3 hours. **Prerequisite:** Fire Technology 101 or equivalent. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned. **Transfer credit:** CSU

●114—Hazardous Materials

½-3 Units

Fire Technology 114 is an introduction to basic fire chemistry and physics. This course covers problems of flammability as encountered by fire-fighters when dealing with toxic substances, fuels, explosives, oxidizers and radioactive materials. It also covers fire fighting practices pertaining to hazardous materials in storage and transit. Lecture ½-3 hours. **Prerequisite:** Fire Technology 101 or equivalent. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned. **Transfer credit:** CSU

●115—Fire Academy 10 Units
Not offered.

●150—Fire Service Instructor Training I 2 Units
Fire Technology 150 offers students the basic methods and techniques employed by fire service personnel to select, develop, and organize material for in-service training programs, evaluation, and application of principles of learning through practice demonstration. Lecture 36 semester hours. **Prerequisite:** Fire Technology 110 and 115 or employment in a related occupation.

●151—Fire Service Instructor Training II 2 Units
Fire Technology 151 provides fire service personnel with a variety of methods and techniques for training others in accordance with the latest concepts in vocational education. 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 & NUTRITION STUDIES

●110—Foods for Modern Living 3 Units
(Formerly Family and Consumer Studies 110)
Food & Nutrition 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. **Note:** This course may be not be taken for credit by students who have completed FCS 110. **Transfer credit:** CSU

●111—Beginning Food Preparation 5 Units
Food and Nutrition Studies 111 provides an introduction and application of the principles of food preparation for the consumer by professionals. The course emphasizes high production standards, attractive service, use of proper equipment, and efficient use of time. The course also stresses food selection, food storage, food sanitation, and recipe and product evaluation. Lecture 3 hours, laboratory 6 hours. **Prerequisite:** None. **Note:** Food and Nutrition Studies 111 and 112 may be taken concurrently. **Transfer credit:** CSU

●112—Advanced Food Preparation 5 Units
Food and Nutrition Studies 112 is a continuation of Food and Nutrition Studies 111. It is the introduc-

tion and application of the principles of food preparation. The course emphasizes high production standards, attractive service, use of proper equipment, and efficient use of time. The course also stresses work simplification, nutrition requirements, and preparation of specialized food. Lecture 3 hours, laboratory 6 hours. **Prerequisite:** Food and Nutrition Studies 111 or equivalent. (Food and Nutrition Studies 111 and 112 may be taken concurrently.) **Note:** Concurrent enrollment in Cooperative Education/Work Experience (2 units) is required. **Transfer credit:** CSU

●113—Sanitation and Safety Control 3 Units
Food and Nutrition Studies 113 covers 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
Food and Nutrition Studies 114 examines the principles of nutrition and their relation to quantity food preparation and menu planning. The course emphasizes menu planning in relation to food custom, various age groups, and deficiency disease applied to quantity food production. Lecture 3 hours. **Prerequisite:** None. **Note:** This course may be not be taken for credit by students who have completed Food Service 114.

●116—Quantity Food Purchasing 3 Units
Food and Nutrition Studies 116 examines 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
Food and Nutrition Studies 117 is an 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—Dietary Health Care 3 Units
Food and Nutrition Studies 118 is a study of the function of a health care facility dietary department, its policies, financial management and organization of the food service. Consideration is given to appropriate menus for all age groups, modified

diets, terminology used, types of food service available, standards of tray and cafeteria service, uniform system of accounting, and general legal and operational problems. Lecture 3 hours.
Prerequisite: None.

●119—**Advanced Food Services Practice** 3 Units
Not offered.

●120—**Oriental Cooking** 3 Units
Food and Nutrition Studies 120 includes an introduction to and application of the principles of Oriental cooking in relation to the food industry. The course 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 and Nutrition Studies 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. **Note:** This course may be taken 2 times; a maximum of 2 units may be earned. This course may be not be taken for credit by students who have completed Food Service 121.

●122—**International Cooking** 3 Units
Food and Nutrition Studies 122 is an introduction to culinary principles and techniques derived from countries throughout the world. Specific areas of instruction covered will include selection of proper equipment and utensils, correct methods of preparation and procedures. Food preparation and presentation will also be emphasized. Lecture 3 hours. **Prerequisite:** None.

●123—**Italian Cooking** 1 Unit
Food and Nutrition Studies 123 presents the application of the principles of Italian cooking in relation to the food service industry. This course is designed to demonstrate various regional Italian cuisines in the use of sauces, entrees, salads and desserts. Lecture 1 hour. **Prerequisite:** None.

●125—**Elements of Nutrition** 3 Units
(Formerly *Family and Consumer Studies 125*)
Food and Nutrition Studies 125 presents 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 3 hours. **Prerequisite:** None. **Note:** This course may be not be taken for credit by students who have completed FCS 125. **Transfer credit:** CSU, UC, USC

●128—**Nutrition and Physical Fitness** 3 Units
(Also listed as PE 128 and Health 128)

Food and Nutrition Studies 128 is a course in nutrition and physical fitness. It provides the student with an overall study of the relationship between nutrition and physical fitness. The effects of nutrition on the anatomical and physiological aspects of the body are emphasized. The course also examines the production of energy from the intake of a variety of nutritional sources. The process of metabolism as a means toward energy production and physical activity will also be discussed. Meal planning, basic physiology, current nutritional practices, eating disorders, weight control and athletic training are examined as they relate to the nutritional aspects of physical fitness. Lecture 3 hours. **Prerequisite:** None. **Note:** This course may be not be taken for credit by students who have completed Health 128 or Physical Education 128. **Transfer credit:** CSU

●142—**Nutrition Controversies** 2 Units
Food and Nutrition Studies 142 is a presentation of current nutrition and dietary controversies. Emphasis will be placed on dietary planning for optimum health and disease prevention as it relates to menu planning in the food service industry. Lecture 2 hours. **Prerequisite:** None.

●201—**Restaurant Management** 3 Units
(Formerly *Food Service Management 201*)
Food and Nutrition Studies 201 covers 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:** A satisfactory score on the Glendale Community College ESL Placement Test, or the ABE Test, or the English Placement Examination, or ESL 164 or English 191, or equivalent. **Note:** This course may be not be taken for credit by students who have completed Food Service Management 201.

●203—**Catering I** 3 Units
(Formerly *Food Service Management 203*)
Food and Nutrition Studies 203 studies 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, laboratory 3 hours. **Prerequisite:** A satisfactory score on the Glendale Community College ESL Placement Test, or the ABE Test, or the English Placement Examination, or ESL 164 or English 191, or equivalent. **Note:** This course may be not be taken for credit by students who have completed Food Service Management 203.

●207—Dining Room Services 3 Units
(Formerly Food Service Management 207)

Food and Nutrition Studies 207 is an introduction and application of the principles of preparing food sales and presenting service at special events and functions within the scope of the hospitality industry such as teas, receptions, weddings and banquets. 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, laboratory 4 hours. **Prerequisite:** A satisfactory score on the Glendale Community College ESL Placement Test, or the ABLE Test, or the English Placement Examination, or ESL 164 or English 191, or equivalent. **Note:** This course may be not be taken for credit by students who have completed Food Service Management 207.

●214—Beverages and Wine Service 3 Units
(Formerly Food Service Management 214)

Food and Nutrition Studies 214 is 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:** A satisfactory score on the Glendale Community College ESL Placement Test, or the ABLE Test, or the English Placement Examination, or ESL 164 or English 191, or equivalent. **Note:** This course may be not be taken for credit by students who have completed Food Service Management 214.

●225—Advanced Nutrition 3 Units
(Formerly Family and Consumer Studies 225)

Food and Nutrition Studies 225 is an overview of the growing science of nutrition. Its history, present status, current issues, utilization of food in relation to scientific fields of physiology, digestion, biochemistry, and cellular biology are emphasized. Lecture 3 hours. **Prerequisite:** Chemistry 120 or Biology 121. **Note:** This course may be not be taken for credit by students who have completed FCS 225. **Transfer credit:** CSU, UC

**FORTRAN, See Mathematics 130;
Computer Sci./Info. Systems 150**

FRENCH

●101—Beginning French I 5 Units

French 101 presents the 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:** Eligibility for English 120 or ESL 165. **Transfer credit:** CSU, UC, USC

●102—Beginning French II 5 Units

French 102 continues to present the fundamentals of French grammar. It trains further in correct pronunciation, and presents more difficult elementary prose. The discussions in French will stress the correct use of verbs and idioms and efficient methods of vocabulary building. In addition to the regular class hours, the student must spend one hour a week in the laboratory. Lecture 5 hours. **Prerequisite:** French 101, or two years of French in high school completed within the past two years, or equivalent. **Transfer credit:** CSU, UC, USC

●103—Intermediate French I 4 Units

French 103 completes the presentation of French grammar. It stresses correct diction and efficient methods of vocabulary building. Students will read intermediate prose stressing documentary aspects of French life, character analysis, and the study of ideas. There will be oral and written discussion in French. In addition to the regular class hours, the student must spend one hour a week in the laboratory. Lecture 4 hours. **Prerequisite:** French 102, or three years of French in high school completed within the past two years, or equivalent. **Transfer credit:** CSU, UC, USC

●104—Intermediate French II 4 Units

French 104 reviews the fundamentals of French grammar. It continues to stress correct diction and efficient methods of vocabulary building. Students will read intermediate French prose of increasing difficulty and engage in free conversation and composition with stress on documentary aspects of French life, character analysis, and the study of ideas. In addition to the regular class hours, the student must spend one hour a week in the laboratory. Lecture 4 hours. **Prerequisite:** French 103, or four years of French in high school completed within the past two years, or equivalent. **Transfer credit:** CSU, UC, USC

●105—Conversational French 4 Units

French 105 is an intensive practice in oral expression and comprehension of spoken French. Lecture 4 hours. **Prerequisite:** French 102, or three years of high school French, or equivalent. **Note:** This course may be taken 2 times; a maximum of 8 units may be earned. **Transfer credit:** CSU, UC, USC

●106—Advanced Conversational French 4 Units

French 106 is designed for those students who wish to sharpen their ability to articulate in French by discussing issues that go beyond concrete descriptions into the area of intellectual ideas. Lecture 4 hours. **Prerequisite:** French 105 or equivalent. **Note:** This course may be taken 2 times; a maximum of 8 units may be earned. **Transfer credit:** CSU, UC, USC

●110—Basic Conversational French I 2 Units

French 110 is an introduction to French with emphasis on developing essential skills in communication. The verbal active method used; stresses oral expression. The course also develops a working knowledge of reading and writing French. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** None. **Note:** Must be taken prior to French 102. This course may be taken 2 times; a maximum of 4 units may be earned.

●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 taken 2 times; a maximum of 4 units may be earned.

●112—Basic Conversational French III 2 Units

French 112 is a continuation of the development of skills essential to communication. The verbal active method is used and oral expression is stressed. The course provides a further working knowledge of reading and writing in French. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** French 111 or equivalent.

●113—Basic conversational French IV 2 Units

French 113 is a continuation of the development of skills essential to communication. The verbal active method is used and oral expression is stressed. The course provides a further working knowledge of

reading and writing in French. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** French 112 or equivalent. **Note:** This course may be taken 2 times; a maximum of 4 units may be earned.

●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 and its primary purpose is to acquaint them with French literature and give them a solid basis on which to continue further reading. Lecture 3 hours. **Prerequisite:** French 104 or equivalent. **Transfer credit:** CSU, UC, USC

●125—Introduction to French Literature: Middle Ages Through the 18th Century 3 Units

French 125 is 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. **Transfer credit:** CSU, UC, USC

●126—Introduction to French Literature: 19th Century to Present 3 Units

French 126 is an introduction to modern French literature through a survey of its historical development and representative works (covering the 19th Century to the present). This course, conducted exclusively in French, naturally maintains and enriches the students' language skills, but its primary purpose is to acquaint them with French literature and give them a solid basis on which to continue future reading. Lecture 3 hours. **Prerequisite:** French 104, or French 124, or equivalent. **Transfer credit:** CSU, UC, USC

GEOGRAPHY

●101—Physical Geography 3 Units

Geography 101 is a 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. Recommended: Eligibility for English 120. **Transfer credit:** CSU, UC, USC (CAN GEOG 2)

●102—**Cultural Geography** 3 Units
 Geography 102 is a systematic study of the cultural variables of humankind: population, religion, language, economic activities, settlements. Emphasis upon selected cultural problems of humankind's occupancy. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 120. **Transfer credit:** CSU, UC, USC (CAN GEOG 4)

●105—**Economic Geography** 3 Units
 Geography 105 is 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. Recommended: Eligibility for English 120. **Transfer credit:** CSU, UC, USC

●110—**Geography of California** 3 Units
 Geography 110 is 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. Recommended: Eligibility for English 120. **Transfer credit:** CSU, UC, USC

●114—**Geography of Baja California** 1 Unit
 Geography 114 is a field study of the Baja California peninsula of Mexico using the geographic methodology. Emphasis is placed on the following: the development of the student's ability to interpret the landscape; the exposure of students to such basic geographic concepts as spatial distribution, spatial associations, and spatial interactions; the observation by students of the relationships between the bio-physical environment and human activities. Students will observe and take notes in specific locations of the Baja California peninsula. Lecture 16 hours (1 week) **Prerequisite:** A grade of "C" or better in Geography 101 or 102 or 110 or equivalent. **Transfer credit:** CSU, UC, USC

GEOLOGY

●101—**Physical Geology** 3 Units
 Geology 101 is 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 is recommended. **Transfer credit:** CSU, UC, USC

●102—**Environmental Geology** 3 Units
 Geology 102 is a study of human interaction with geologic processes and hazards, natural resource supplies and their utilization, soil depletion, water and atmospheric pollution. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

●103—**Geology of California** 3 Units
 Geology 103 is a study of the characteristics and historical development of the geologic provinces of California. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

●104—**Field Geology** 2-6 Units
 Geology 104 is a field study of geologic features within several geologic provinces. Emphasis is placed on the recognition, interpretation, recording, and reporting of geologic information observed in the field. Petrologic, paleontologic, structural, and stratigraphic information 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 \$100 for each two units of work; this figure may vary considerably depending on the location of the study area. Travel is usually by college vans. 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 often be offered for the fall and spring semesters; extended periods of study may be available during summer session. Weather conditions may require rescheduling of some trips. This course may be taken 3 times; a maximum of 6 units may be earned. **Transfer credit:** CSU, UC, USC

●105—**Historical Earth Science** 4 Units
 Geology 105 is a study of the geological and paleontologic history of the North American continent. Lecture 3 hours, laboratory 3 hours. **Prerequisite:** Completion of any one of the following courses with a grade of "C" or better: Geology 101, 102, 103, 110; Oceanography 115; Paleontology 101; or equivalent. **Transfer credit:** CSU, UC, USC (CAN GEOL 4)

●110—Physical Earth Science 4 Units
 Geology 110 is a study of various geologic processes, their products, ecologic implications, and related natural resources. Lecture 3 hours, laboratory 3 hours. **Prerequisite:** None. **Note:** Students who have taken Geology 101 will receive only 1 unit of credit for Geology 110. **Transfer credit:** CSU, UC, USC

GERMAN

●101—Beginning German I 5 Units
 German 101 provides instruction in accurate pronunciation, elementary grammar and sentence structure, and simple prose. In addition to the regular class hours, the student must spend one hour a week in the laboratory. Lecture 5 hours. **Prerequisite:** Eligibility for English 120 or ESL 165. **Transfer credit:** CSU, UC, USC

●102—Beginning German II 5 Units
 German 102 is the continuation of German 101. The course completes the study of elementary grammar essentials and requires reading and interpretation of prose of increasing difficulty. Students improve their skills in conversation, diction, and composition. German traditions, character folklore, geographical and historical data are introduced. In addition to the regular class hours, the student must spend one hour a week in the laboratory. Lecture 5 hours. **Prerequisite:** German 101 or two years of German in high school completed within the past two years. **Transfer credit:** CSU, UC, USC

●103—Intermediate German I 4 Units
 German 103 provides a review of elementary grammar and a study of word analysis, sentence structure, idioms, and composition. The course features intensive reading of historical and belletristic German literature. The Language Laboratory is used to develop skills fundamental to an active use of German in speaking. Lecture 4 hours. **Prerequisite:** German 102, or three years of German in high school completed within the past two years. **Transfer credit:** CSU, UC, USC

●104—Intermediate German II 4 Units
 German 104 is a continuation of German 103. The course offers reading interpretation of more difficult prose. Increasing stress is placed on oral ability and free compositions. Contemporary newspapers and magazines are read. Lecture 4 hours. **Prerequisite:** German 103 or four years of German in high school completed within the past two years. **Transfer credit:** CSU, UC, USC

●105—Conversational German 3 Units
 German 105 offers intensive practice in oral expression and comprehension of spoken German. Lecture 3 hours. **Prerequisite:** One year of college German, or three years of high school German, or equivalent. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned. **Transfer credit:** CSU, UC, USC

●106—Advanced Conversational German 3 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 3 hours. **Prerequisite:** German 105 or equivalent. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned. **Transfer credit:** CSU, UC, USC

●110—Basic Conversational German I 2 Units
 German 110 is an introduction to the German language with emphasis on developing essential skills in communication. The verbal active method used stresses oral expression. The course develops a working knowledge of reading and writing as well, and includes the use of tapes, cassettes, and films. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** None. **Note:** This course may be taken 2 times; a maximum of 4 units may be earned.

●111—Basic Conversational German II 2 Units
 German 111 is a further study of the language with continued emphasis on developing essential skills in communication. The verbal active method used stresses oral expression. The course further develops a working knowledge of reading and writing as well, and includes the use of tapes, cassettes, and films. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** German 110 or equivalent. **Note:** This course may be taken 2 times; a maximum of 4 units may be earned.

●112—Basic Conversational German III 2 Units
 German 112 is the academic progression of German 111 and continues the use of the German language with emphasis on developing essential communication skills and aural and written comprehension. The pragmatic methodological approach stresses oral expression. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** German 111 or equivalent.

●113—Basic Conversational German IV 2 Units
 German 113 is the academic progression of German 112 and the German language with emphasis on advanced communication skills and

aural and written comprehension. Oral expression will be stressed. Lecture 2 hours, laboratory 1 hour.
Prerequisite: German 112 or equivalent.

●125—Introduction to German Literature 3 Units

German 125 is an introduction to German literature. It provides a survey of Germany's historical development as seen in representative works covering the period of 100 A.D. through the 17th Century. Reading and lectures will be used. Lecture 3 hours. **Prerequisite:** German 102 or equivalent. **Transfer credit:** CSU, UC, USC

●126—Introduction to German Literature 3 Units

German 126 is an introduction to German literature. It will provide a survey of its historical development as seen in representative works covering the period of the 18th Century to the present. Reading and lectures will be in German. To supplement the text, records, and tapes will be used. Lecture 3 hours. **Prerequisite:** German 102 or equivalent. **Transfer credit:** CSU, UC, USC

GUIDANCE

●189—College Orientation — International Students (See Note)

Guidance 189 places special emphasis on 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; a maximum of three units may be earned. Students with a TOEFL score of 500 or higher will elect to take this course.

●190—College Orientation (See Note)

Guidance 190 places special emphasis on 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; a maximum of three units may be earned.

●191—College Orientation — International Students (See Note)

Guidance 191 places special emphasis on 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; a maximum of three units may be earned.

●192—College Orientation — Academic Probation (See Note)

Guidance 192 places special emphasis on 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; a maximum of three (3) units may be earned.

●193—Psychology of Adjustment 3 Units

Guidance 193 is 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:** None.

●194—College Orientation — Study Skills (See Note)

Guidance 194 places special emphasis on 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; a maximum of 3 units may be earned.

●195—Occupational Planning 1 Unit
Guidance 195 provides students with an opportunity to investigate, analyze, and choose a vocational area that is appropriate in terms of their interests, abilities, and personal needs. Lectures, standardized tests, self-analysis, interviews. Lecture 1 hour. **Prerequisite:** None. **Note:** This course may be taken 3 times; a maximum of 3 units may be earned.

●196—Introduction to Para-Professional Training 3 Units
Guidance 196 is 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.

HEALTH

●101—First Aid 1 Unit
Health 101 covers prevention and care of accidents or sudden illness. Lecture 2 hours. (9 weeks) **Prerequisite:** None. **Note:** Required of all students for graduation. Recommended for physical education majors. **Transfer credit:** CSU, UC, USC

●103—Health Education 2 Units
Not offered. **Transfer credit:** CSU, UC

●104—Health Education 3 Units
Health 104 considers current issues in health and their effect upon the quality of human life. The bodily effects of exercise and fatigue, the prevention of specific diseases, the significance of nutrition in health and disease, the interrelatedness of mind and body, and substance use and abuse will be covered. Lecture 3 hours. **Prerequisite:** None. **Note:** Health 103 or 104 is required of all students for graduation. Students who have taken Health 103 will receive only one unit of credit for Health 104. **Transfer credit:** CSU, UC, USC

●107—Cardio-Pulmonary Resuscitation 1 Unit
Health 107 covers the life-saving techniques of cardio-pulmonary resuscitation and stresses mouth-to-mouth resuscitation, manual cardiac compression, first aid for obstructed airway, one and two-person CPR, and infant/child CPR. Lecture 2 hours (8 weeks) **Prerequisite:** None. **Transfer credit:** CSU, USC

●109—Decisions in Child Health and Crisis 3 Units

Health 109 is a course which includes the fundamentals of basic anatomy and physiology of children, common childhood acute illness and injury, the emergency medical system, principles of emergency care of children, and safety and preventive techniques. The course will enable the student to be aware of the day-to-day health care problems of children and the overwhelming complexity of today's emergency medical services system. Those who are in contact with children on a regular basis will learn to cope with day-to-day and emergency situations and will be able to respond in the most appropriate manner upon completion of this course. Lecture 2½ hours, laboratory 1½ hours. **Prerequisite:** None. **Note:** This course satisfies the First Aid requirement for graduation. **Transfer credit:** CSU

●110—Prevention and Care of Athletic Injuries 2 Units

Health 110 is designed to be an in-depth examination of selected topics in sports medicine. The course will provide a thorough knowledge of the prevention and care of injuries commonly occurring during physical activity. This course will teach the life-saving techniques of cardiopulmonary resuscitation. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** Health 101. **Transfer credit:** UC

●128—Nutrition and Physical Fitness 3 Units
(Also listed as Physical Education 128 and Food and Nutrition Studies 128)

Health 128 is a course in nutrition and physical fitness. It provides the student with an overall study of the relationship between nutrition and physical fitness. The effects of nutrition on the anatomical and physiological aspects of the body are emphasized. The course also examines the production of energy from the intake of a variety of nutritional sources. The process of metabolism as a means toward energy production and physical activity will also be discussed. Meal planning, basic physiology, current nutritional practices, eating disorders, weight control and athletic training are examined as they relate to the nutritional aspects of physical fitness. Lecture 3 hours. **Prerequisite:** None. **Note:** This course may be not be taken for credit by students who have completed Food and Nutrition Studies 128 or Physical Education 128. **Transfer credit:** CSU

HEMODIALYSIS

Students successfully completing the class are issued a Certificate of Achievement and 16 college credits. This course is approved by the California Board of Registered Nursing for 30 continuing education units.

●101—Hemodialysis for Nurses and Technicians 16 Units

Hemodialysis 101 covers the anatomy and physiology of the kidney, fluid and electrolyte balance, basic and advanced hemodialysis principles and procedures, dietary regulation, blood chemistries, complications of chronic renal failure, psychosocial aspects, peritoneal dialysis and transplantation. Lecture and clinical experience 30 hours. **Prerequisite:** All applicants are required to take the College Placement Examination (CGP test) and pass at a pre-set level. Hemodialysis Health Standard Policies to be completed and submitted on the first day of class. **Note:** Students are responsible for their own transportation to and from the clinical facilities.

HISTORY

●101—History of Western Europe 3 Units

History 101 studies 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:** None. Recommended: Eligibility for English 101. **Note:** Students who have taken History 108 will receive only one unit of credit for History 101. **Transfer credit:** CSU, UC, USC

●102—History of Western Europe 3 Units

The growth of western European civilization from the 17th Century to the present time. An introduction to the study of history; giving a general perspective of the development of those political, economic, and social institutions which explain our present-day civilization. An attempt is made to orient the student's thinking to present world problems. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 101. **Note:** Students who have taken History 109 will receive only one unit of credit for History 102. **Transfer credit:** CSU, UC, USC

●103—History of Latin America 3 Units

A general survey of the history of Latin America from discovery to independence. The planting of the European civilization in Latin America, the growth of the colonies of the different nations, colonial systems, the international contest for the continents, the wars of independence in Hispanic-America. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 101. **Transfer credit:** CSU, UC, USC

●104—History of Latin America 3 Units

A general survey of the history of Latin America from the establishing of the independent Latin American republics to the present; their individual problems, their relations with each other and with the rest of the world. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 101. **Transfer credit:** CSU, UC, USC

●106—History and Politics of the Russian People 3 Units

A study of the political, social, economic and cultural development of the Russian people from earliest days to the contemporary period. Emphasis will be laid on the development of the modern Soviet ideology and power politics. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 101. **Transfer credit:** CSU, UC, USC

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

A general political survey of the world from earliest times to the Carolingian Empire, c. 800, with emphasis on the development of human ideas, arts, and institutions. Emphasis is placed upon the contributions to civilization made in ancient times by Egypt, Greece, Rome, India, China, and other powers. An attempt is made to give the student a perspective on the past. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 101. **Transfer credit:** CSU, UC, USC

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

A general political survey of the world from the Carolingian Empire, c. 800, to the French Revolution, c. 1789, with emphasis on the development of human ideas, arts, and institutions. The characteristics of the medieval and modern worlds are examined. The principle factors — cultural, social, economic, and political — which brought the modern world into being are analyzed. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 101. **Note:** Students who have taken History 101 will receive only one unit of credit for History 108. **Transfer credit:** CSU, UC, USC

●109—History of Civilization 3 Units
(French Revolution to the Present)

A general political survey of the world from the French Revolution, c. 1789, to the present with emphasis on the development of human ideas, arts, and institutions. An attempt is made to give the student a perspective and a basis for interpreting current world events. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 101. **Note:** Students who have taken History 102 will receive only one unit of credit for History 109. **Transfer credit:** CSU, UC, USC

●110—United States History 3 Units

An interpretation of the more meaningful and significant issues, events, and ideas of the past which have played a major role in shaping present day America. Main attention is focused upon political and economic aspects with some treatment of social and cultural developments. This course meets the California State requirements in American History. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 120. **Note:** This course allows only one unit of credit for students who have completed History 117 or Social Science 131 and no credit for those who have completed History 118. **Transfer credit:** CSU, UC, USC

●111—The Woman in American History 3 Units

A survey of the history of women in America from the colonial period to the present with emphasis on relevant political, economic, and social factors. Traditional roles of women in society are analyzed in terms of literary images, popular culture, and stereotypes. Attitudes and prejudices held by both sexes toward each other, reform movements, religious crusades, women's rights, and emancipation movements are examined in the context of American History. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 120. **Note:** This course allows only one unit of credit for those who have completed History 117, or Social Science 131 and no credit for those who have completed History 118. **Transfer credit:** CSU, UC, USC

●112—Pacific Coast History 3 Units

A survey of the discovery, exploration, and settlement of Mexico, California, Oregon, Washington, British Columbia, and Alaska. Emphasis is placed upon the development of their particular political, economic, and cultural institutions, along with their relationships with each other and the rest of the world. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 101. **Transfer credit:** CSU, UC, USC

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

An in-depth study of the emergence of the Mexican institutions and traditions from Pre-Colombian days to the present. The course is designed to meet the needs of the college student who wishes to understand the development of the modern Mexican nation. Modern Mexico and its development is the primary concern of this course. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 120. **Transfer credit:** CSU, UC, USC

●114—History of Baja California 3 Units

History 114 is a survey of the prehistory, discovery, exploration, settlement, and modern development of the Baja California states of Mexico. Emphasis is placed on the development of their political, economic and cultural institutions. Their relationship with the United States, and California in particular, is analyzed in terms of their historical and present day experience. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 101. **Note:** Optional field trips to places of historical interest in the states of Baja California may be offered. **Transfer credit:** CSU, UC, USC

●117—History of the United States 3 Units

A history of American civilization, European backgrounds, the English colonies, the Revolutionary War, the Constitution, and the political, social, and economic history of the United States to the Civil War. This course (if both semesters are completed) meets the California State requirements in American History and the American Constitution. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 101. **Note:** Second semester standing is recommended for all students. History 117 allows only 1½ units of credit for students who have completed History 110. History 117-118 allows only three units of credit for students who have completed History 110. **Transfer credit:** CSU, UC, USC (CAN HIST 8)

●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:** None. Recommended: Eligibility for English 101. **Note:** Second semester standing is recommended for all students. History 117-118 allows only three units of credit for students who have completed History 110. **Transfer credit:** CSU, UC, USC (CAN HIST 10)

●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:** None. Recommended: Eligibility for English 101. **Transfer credit:** CSU, UC, USC

●120—History of the Far East 3 Units

A general survey of China, Japan, Korea, and Southeast Asia in the international community from the nineteenth century to the present. Primary emphasis is centered upon the impact of Western culture and the major political and social movements of the twentieth century, Nationalism and Communism. Lecture 3 hours. **Prerequisite:** None. Recommended: History 119 and eligibility for English 101. **Transfer credit:** CSU, UC, USC

●121—Armenian History and Culture 3 Units

History 121 is a survey of the history of the Armenian people from the origins to the present. Special attention is given to the qualities that have made up Armenian culture and the Armenian attitudes. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 120. **Transfer credit:** CSU, UC, USC

●131—A History of Africa Since 1800 3 Units

History 131 surveys the development of Africa from 1800 to the present. Themes to be covered include: colonialization and underdevelopment, neo-colonialism, nationalism and African independence movements. Case studies of individual African countries will be used to analyze the various themes. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 120. **Transfer credit:** CSU, UC, USC

●135—History of the Vietnam War 3 Units

History 135 studies the background of U.S. involvement in Vietnam from the French occupation to the winding down of the war during the Nixon years. The course focuses on such matters as the historical and cultural realities of the situation, the gradual and growing U.S. commitment during the Eisenhower and Kennedy Administrations, and the height of the American buildup during the Johnson Presidency. An attempt is made to discuss the "lessons" of Vietnam and major unresolved issues deriving from the war. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 120. **Transfer credit:** CSU, UC

●151—The United States in the Twentieth Century 3 Units

History 151 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. Recommended: Eligibility for English 120. **Transfer credit:** CSU

ECONOMIC HISTORY OF THE UNITED STATES, See Economics 111**INTRODUCTION TO SOCIAL SCIENCE, See Social Science 125-126, 131-132**

HUMANITIES

●101—East/West: Culture and Civilization to 1700 3 Units

Humanities 101 is an interdisciplinary, multi-cultural, team-taught course that examines the historic push and pull of eastern and western civilizations from primitive times until 1700. Important themes, events, and discoveries linking east and west are shown through literature, folklore, art history, philosophy, and science. Students compare and contrast eastern and western views of time and eternity; standards of excellence; decadence and decline; motives, manners, and morals; and problems of extremes as they explore some of the most compelling problems, questions, and issues faced by humans of both hemispheres. The course centers on critical thinking; students are challenged to analyze, synthesize, and propose original ideas through the media of reading, discussion, and writing. Lecture 3 hours. **Prerequisite:** Eligibility for English 101. **Transfer credit:** CSU, UC

●102—East/West: Culture and Civilization from 1700 3 Units

Humanities 102 is an interdisciplinary, multi-cultural, team-taught course that examines the historic push and pull of eastern and western civilizations from 1700 until the present. Important themes, events, and discoveries linking east and west are shown through literature, folklore, art history, philosophy, and science. Students compare and contrast eastern and western views of science and reason; romanticism, skepticism, and pessimism; the gradual change of traditional morals, manners, means and measures; the concept of relativity; and the quantum leap into contemporary thought as they explore some of the most compelling

ing problems, questions, and issues faced by humans of both hemispheres. The course centers on critical thinking; students are challenged to analyze, synthesize, and propose original ideas through the media of reading, discussion, and writing. Lecture 3 hours. **Prerequisite:** Eligibility for English 101. **Transfer credit:** CSU, UC

●105—The Human Struggle 3 Units

Humanities 105 is an interdisciplinary, intercultural, course designed to challenge students to develop critical thinking abilities through comparative study of readings and materials from literature and various disciplines. Students evaluate some of the most relevant issues faced by humans throughout their history, with emphasis on values and ethics. The course examines the creative impulses and destructive forces that have influenced the human struggle for order, acceptance, knowledge, understanding, self expression, power, freedom, individuality and survival. Students learn to analyze, synthesize, develop original ideas, distinguish fact from opinion or belief, and use logic and reason in language and thought to determine whether the solutions of the past are compatible with the problems of today and tomorrow. The course may be team-taught. Lecture 3 hours. **Prerequisite:** Eligibility for English 101. **Transfer credit:** CSU, UC, USC

●106—Modern Society in its Milieux 3 Units

Humanities 106 is an interdisciplinary, team-taught, cross-cultural course emphasizing foreign literatures in translation. Students are encouraged to read, think, discuss and write critically in dealing with some important concerns of modern times as interpreted by different societies. Students do comparative analyses of literature from various countries in their historical, political, and social contexts. The linguistic style of each foreign language is stressed. Lecture 3 hours. **Prerequisite:** Eligibility for English 101. **Transfer credit:** CSU, UC

●110—Science, Literature, and Human Insight 3 Units

Humanities 110 is an interdisciplinary, intercultural team-taught course in which students learn to apply the principles of comparative critical analysis in order to better understand the relationships among literature, science, and technology. Through directed reading, class discussion, and writing, students develop logical thought processes enabling them to reason, to distinguish fact from judgment, to propose new ideas, and to reach logical conclusions. Through their study of literature, students learn about human values, behavior and motivations; through their study of scientific and technological achievements, they learn about the methods and limitations of science. Major historical and contemporary themes linking

science and literature are presented for evaluation. Lecture 3 hours. **Prerequisite:** Eligibility for English 101. **Transfer credit:** CSU, UC, USC

●111—Irish History, Literature, and Culture from the Beginning to the Present 3 Units

Humanities 111 is a broad-based, interdisciplinary team-taught course that covers the entire history of Ireland: its mythology, folklore, art, music, literature, and major political events, including Ireland's relationship with other countries. Through assigned readings, discussions, and writing, the students gain critical insights into the causes and consequences of Ireland's turbulent history and struggle for independence. The course also deals with the impact of Irish culture on Europe, England, and America through the centuries. Lecture 3 hours. **Prerequisite:** Eligibility for English 101. **Transfer credit:** CSU, UC, USC

●115—World Mythology 3 Units

Humanities 115 is an introduction to the body of mythology that has had the greatest impact, from antiquity until the present, on the western world. Through reading, discussion, and writing, the students critically examine important themes of major Egyptian, Judeo-Christian, Greek, Roman, Norse and Oriental myths as they are represented in literature and art. Students learn to analyze, synthesize, draw inferences, propose new ideas, support theses, and reach logical conclusions concerning the cultures the mythologies represent. The course may be team-taught. Lecture 3 hours. **Prerequisite:** Eligibility for English 101. **Transfer credit:** CSU, UC, USC

●117—Creativity, Culture, and Society: Kaleidoscope 3 Units

Humanities 117 is an interdisciplinary, team-taught course that focuses on literature, drama, dance, and film and examines their relationships with other areas of college study. The course recognizes that, like the pieces in a kaleidoscope, individual art works and art forms are only components of larger patterns. As students compare and contrast works from various cultures and times, they are encouraged to read, think, discuss, and write critically about the interaction among artist, society, and work of art. Students explore the creative process and ask what has led to, as well as what results from, works of art. Students learn to analyze, synthesize, draw inferences, propose new ideas, support theses, reach logical conclusions, and become active participants in the artistic process. Lecture 3 hours. **Prerequisite:** Eligibility for English 101. **Transfer credit:** CSU, UC

●120—Literature and the Cultural Arts 3 Units

Humanities 120 is an interdisciplinary course that focuses on the interrelationships of literature and the cultural arts (architecture, music, painting, and sculpture), with emphasis on the literature, to show not only their independence but also their synthesis. Through critical reading, discussion, and writing, students analyze the influences of each genre upon the creative impulses of the others. Humanities 120 examines literary and cultural achievements, developments, and values in the major periods of western history that served as a foundation for modern thought and letters. The course may be team taught. Lecture 3 hours. **Prerequisite:** Eligibility for English 101. **Transfer credit:** CSU, UC, USC

●125—Crosscurrents: American Social Values 3 Units

Humanities 125 is an interdisciplinary, intercultural, team-taught course designed to enrich non-native students' knowledge and understanding of American society. Through comparative analyses of readings and materials from literature and various disciplines, students examine the development and current reality of commonly held American ideals, attitudes, and institutions and better comprehend the American balance between freedom and responsibility. Students are encouraged to develop critical thinking skills through reading, writing, and discussion. Lecture 3 hours. **Prerequisite:** Eligibility for English 101. **Transfer credit:** CSU

●135—Humanities and the World of Work 3 Units

Humanities 135 is an interdisciplinary course that combines instruction in literature, the arts, ethics, problem solving, and decision making to help students develop values that may influence their personal and professional growth throughout their lives. Contemporary issues, problems and trends are analyzed in the context of intercultural and historical considerations. Students participate in group and individual activities designed to develop and reinforce analytical skills. Critical analysis of course materials helps students learn to deal with the variety of situations and tasks they may encounter in their career fields. Students also develop an awareness of the relationship between cultural resources and career satisfaction. The course may be team-taught. Lecture 3 hours. **Prerequisite:** Eligibility for English 120 or ESL 165.

ITALIAN

●101—Beginning Italian I 5 Units

Italian 101 presents the fundamentals of Italian grammar. The aim of the course is to train students in accurate pronunciation and in comprehension, speaking, reading, and writing of simple Italian. The course objectives include reading and oral reproduction of simple prose. Lecture 5 hours. **Prerequisite:** Eligibility for English 120 or ESL 165. **Transfer credit:** CSU, UC, USC

●102—Beginning Italian II 5 Units

Italian 102 completes the study of the fundamentals of grammar. It offers students an opportunity to further develop their skills in oral performance through continued instruction in diction, intonation, and speaking. The course also includes training in reading comprehension of prose of increasing difficulty, discussion in Italian of cultural readings, and an introduction to the nature and characteristics of Italian folklore. Lecture 5 hours. **Prerequisite:** Italian 101 or equivalent. **Transfer credit:** CSU, UC, USC

●103—Intermediate Italian I 4 Units

Italian 103 includes further study of Italian grammar. The aim of the course is to train students in reading comprehension of intermediate prose with stress on documentary aspects of Italian life, character analysis, and the study of ideas. Oral and written discussions will be stressed. Lecture 4 hours. **Prerequisite:** Italian 102, or three years of Italian in high school completed within the past two years, or equivalent. **Transfer credit:** CSU, UC, USC

●104—Intermediate Italian II 4 Units

Italian 104 completes the review of the fundamentals of grammar. The aim of the course is to train students in reading intermediate prose of increasing difficulty with stress on the study of ideas. The training also includes oral discussion and written exposition. Lecture 4 hours. **Prerequisite:** Italian 103, or four years of Italian in high school completed within the past two years, or equivalent. **Transfer credit:** CSU, UC, USC

●110—Conversational Italian I 2 Units

Italian 110 is an introduction to Italian with emphasis on developing essential skills in communication. The verbal active method is used, stressing oral expression. The course also develops a working knowledge of reading and writing Italian. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** None. **Note:** This course may be taken 2 times; a maximum of 4 units may be earned. This course

may not be taken for credit by students who have completed Italian 102 prior to Italian 110, or who take Italian 102 concurrently with Italian 110.

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

Italian 111 is an introduction to Italian with emphasis on developing essential skills in communication. The verbal active method is used, stressing oral expression. The course also develops a working knowledge of reading and writing Italian. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** Italian 110 or equivalent. **Note:** This course may be taken 2 times; a maximum of 4 units may be earned. This course may not be taken for credit by students who have taken Italian 102 prior to Italian 111, or who take Italian 102 concurrently with Italian 111.

●112—**Italian Fundamentals I** 3 Units

Italian 112 presents the fundamentals of Italian grammar and includes training in accurate pronunciation through regular in-class drill and comprehension, speaking, reading, and writing of simple Italian. Lecture 3 hours, laboratory 1 hour. **Prerequisite:** Italian 111 or equivalent. **Transfer credit:** CSU, UC, USC

●113—**Italian Fundamentals II** 3 Units

Italian 113 presents a completion of the fundamentals of Italian grammar and includes continued training in correct pronunciation, diction, and intonation as well as training in reading comprehension of prose of increasing difficulty and discussion in Italian of cultural readings. The course also introduces the notion and characteristics of Italian folklore. Lecture 3 hours, laboratory 1 hour. **Prerequisite:** Italian 112 or equivalent. **Transfer credit:** CSU, UC, USC

JAPANESE

●110—**Basic Conversational Japanese I** 2 Units

Japanese 110 is an introduction to the Japanese language with emphasis on developing essential skills in communication. The verbal active method used stresses oral expression. This course also develops a working knowledge of reading and writing and includes the use of cassettes and films. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** None. **Note:** This course may be taken 2 times; a maximum of 4 units may be earned.

●111—**Basic Conversational Japanese II** 2 Units

Japanese 111 is a continuation of basic conversational Japanese. It teaches the students to communicate on a more advanced level and provides them with the ability to read and write for further

study. Classroom activities emphasize oral expression. Reading and writing are introduced on a limited basis. Lecture 2 hours, laboratory 1 hour.

Prerequisite: Japanese 110 or equivalent. **Note:** This course may be taken 2 times; a maximum of 4 units may be earned.

JOURNALISM

●101—**Introduction to Mass Communications** 3 Units

Journalism 101 is 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:** Eligibility for English 101. **Transfer credit:** CSU, UC, USC (CAN JOUR 4)

●102—**Reporting the News** 3 Units

Journalism 102 is 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:** Eligibility for English 101. **Transfer credit:** CSU, UC, USC (CAN JOUR 2)

●103—**News Writing and Newspaper Production** 3 Units

Journalism 103 is a course in writing news, feature, and editorial copy, copy reading and editing, headline writing, newspaper layout and make-up and the mechanics of newspaper production. Study of law and ethics of the press and over-all emphasis on the function and responsibility of the newspaper. Second semester stress is on interpretative reporting. Class produces the campus newspaper *El Vaquero*. Lecture 2 hours, laboratory 4 hours. **Prerequisite:** Journalism 102, professional publication experience or newspaper experience on the college level. **Transfer credit:** CSU, UC

●104—Advanced News Writing and Newspaper Production 3 Units

Journalism 104 is an advanced course in writing news, feature, and editorial copy, copy reading and editing, headline writing, newspaper layout and makeup, 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 taken 2 times; a maximum of 6 units may be earned. **Transfer credit:** CSU, UC

●105—Field Practice in Advanced News Writing and Newspaper Production 2 Units

Journalism 105 has the student participate in the entire routine of newspaper production, first as an observer and then by writing news, features, and editorial copy. Copy reading and editing, headline writing, newspaper layout and make-up, and the mechanics of newspaper production are also covered. The law and ethics of the press will be studied, with over-all emphasis on the function and responsibility of the newspaper. Second semester emphasis will be on interpretive reporting. The class meets on-site at local newspapers. Questions arising from field practice experiences are discussed and research is done. Lecture 2 hours. **Prerequisite:** Journalism 103 and 104 (Journalism 104 may be taken concurrently). **Note:** Concurrent enrollment in Cooperative Education 102, 1 unit, is required. This course may be taken 3 times; a maximum of 6 units may be earned. **Transfer credit:** CSU

●106—Introduction to Broadcast Journalism 3 Units
(Formerly Journalism 201)

Journalism 106 is an interdisciplinary course combining the practice of modern journalism with the techniques of small-crew, on-location video taping. Students will produce several one-hour news magazine programs to ultimately be cablecast via the educational cable channel. Students will learn to gather, write, edit and present news for broadcast; they will also learn to operate cameras and recorders, direct and produce complete programs. Lecture 2 hours, laboratory 3 hours. **Prerequisite:** None. **Note:** This course may be taken 3 times; a maximum of 9 units may be earned. **Transfer credit:** CSU

●120—Introduction to Public Relations 3 Units
Journalism 120 is a practical guide to effective public relations, its history and its relationship with the media. The course is designed for persons who wish to make public relations a career, untrained persons who are currently or plan to be involved in

publicity activities, and for journalism majors or minors who wish to enhance their studies. Lecture 3 hours. **Prerequisite:** None.

LATIN

●101—Beginning Latin I 5 Units

Latin 101 presents the fundamentals of Latin grammar. The aim of the course is to train students in accurate pronunciation of classical Latin and in comprehension, reading and writing of Latin. The course objectives include the reading of classical Latin, as close to the original as possible, early in the course. Lecture 5 hours. **Prerequisite:** Eligibility for English 101. **Transfer credit:** CSU, UC, USC

●102—Beginning Latin II 5 Units

Latin 102 completes the presentation of the fundamentals of Latin grammar. The aim of the course is to continue training in accurate pronunciation, reading, and writing skills of classical Latin. The course objectives also include an introduction to Latin literature (including medieval Latin) and practicing sight translations of unseen passages. Lecture 5 hours. **Prerequisite:** A grade of "C" or better in Latin 101 or two years of Latin in high school with a grade of "B" or better completed within the past two years, or equivalent. **Transfer credit:** CSU, UC, USC

●103—Intermediate Latin I 3 Units

Latin 103 presents the reading of less difficult original Latin poetry and prose. The aim is to train students to improve their reading ability of Latin prose and poetry and to review Latin grammar so that more difficult literature can be mastered. Lecture 3 hours. **Prerequisite:** A grade of "C" or better in Latin 102, or three years of Latin in high school completed within the past two years or equivalent. **Transfer credit:** CSU, UC, USC

●104—Intermediate Latin II 3 Units

Latin 104 continues the reading of Latin poetry and prose with increasingly difficult extracts from classical and medieval authors. The aim of the course is to prepare students for upper division Latin courses in a university environment and to gain an appreciation of Latin literature. Lecture 3 hours. **Prerequisite:** A grade of "C" or better in Latin 103 or four years of Latin in high school completed within the past two years or equivalent. **Transfer credit:** CSU, UC, USC

**LAW, BUSINESS,
See Business Administration 120, 125**

LIBRARY TECHNOLOGY

- 101—Introduction to Library Services 3 Units
Not offered.

LINGUISTICS

- 101—Introduction to Languages and Linguistics 3 Units
Linguistics 101 provides an introduction to the scientific study of language. By looking at examples from different languages and linguistic communities, linguists try to understand the basic nature of human language, the features common to all systems of verbal communication, and also the extent to which languages can differ. Lecture 3 hours. **Prerequisite:** A satisfactory score on the English Placement Examination; or a grade of "B" or better in English 191 or ESL 165; or a grade of "C" or better in Business—General 101 or English 120 or English 131. **Transfer credit:** CSU, UC, USC

MACHINE TECHNOLOGY

- 101—Machine Technology I 5 Units
Machine Technology 101 covers the 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 151, or Technical Education 142 or Technical Education 143, or Technical Education 144 and a satisfactory score on the Glendale Community College ESL Placement Test or a grade of "C" or better in ESL 177. **Note:** Students must register for the full number of hours for which the course is scheduled, but late registration is permitted provided a vacancy in the class exists. **Transfer credit:** CSU
- 102—Machine Technology II 5 Units
Machine Technology 102 is a continuation of the fundamentals of the machinist trade. More advanced training in set-up work, tool grinding, and machine operations. Related lectures will cover types of threads and threading, calculating and cutting of tapers, gears and gear trains. Basic design and capacity of machine tools will be investigated. Lecture 3 hours, laboratory 6 hours.

Prerequisite: Machine Technology 101 or Machine Technology 105 and concurrent enrollment in Technical Education 144 or a more advanced mathematics course. **Note:** Students must register for the full number of hours for which the course is scheduled, but late registration is permitted provided a vacancy in the class exists. **Transfer credit:** CSU

- 103—Machine Technology III 5 Units
Machine Technology 103 covers more advanced and complicated operations of machine tools and equipment. Precision inspection, production and assembly, are studied. Lectures and demonstrations on specialized machine tools and equipment will give the student a better understanding of their use and capacities. Lecture 3 hours, laboratory 6 hours. **Prerequisite:** Machine Technology 102. Concurrent enrollment in one of the following is recommended, but not required for Certificate of Completion: Welding 117, Drafting 129, Technical Education 145 or Materials and Processes 146. **Note:** Students must register for the full number of hours for which the course is scheduled, but late registration is permitted provided a vacancy in the class exists. **Transfer credit:** CSU

- 104—Machine Technology IV 5 Units
Machine Technology 104 is a continuation of 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 117, 118, or Drafting 129, Technical Education 145. **Note:** Students must register for the full number of hours for which the course is scheduled, but late registration is permitted provided a vacancy in the class exists. **Transfer credit:** CSU

- 107—Machine Practice I 2 Units
Machine Technology 107 is 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. This course may be taken 3 times; a maximum of 6 units may be earned. **Transfer credit:** CSU

•108—Machine Practice II 2 Units

Machine Technology 108 is 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:** Machine Technology 107. **Note:** Credit per semester will be indicated on Schedule. This course may be taken 3 times; a maximum of 6 units may be earned. **Transfer credit:** CSU

•109—Principles of Tool Engineering 5 Units

Machine Technology 109 is an advanced course in machine shop training presenting systems of production, interchangeability, and dimensioning as they pertain to tool design and construction of drill jigs, milling, grinding, and lathe fixtures, locating and clamping of parts, tooling for horizontal turret lathes, and tool room inspection and gauging will be studied. The tool engineer and designer's training, duties and place in a manufacturing organization are investigated. Lecture 3 hours, laboratory 6 hours. **Prerequisite:** Machine Technology 104. **Note:** Students must register for the full number of hours for which the course is scheduled, but late registration is permitted provided a vacancy in the class exists. **Transfer credit:** CSU

•110—Principles of Numerical Control 5 Units

Machine Technology 110 is an advanced course in machine technology presents principles of numerical control, preparation of machining programs and development of control tapes. Design and construction of tools and fixtures, selection and modification of tooling will be studied. Lecture 3 hours, laboratory 6 hours. **Prerequisite:** Machine Technology 102. **Transfer credit:** CSU

•111—Principles of Numerical Control 3 Units

Machine Technology 111 presents principles of numerical control, preparation of machining programs and development of control tapes. It is designed for the advanced machine technology student who wishes to explore the field of numerically controlled machining. 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 taken 2 times; a maximum of 8 units may be earned.

•113—Intermediate Engine Lathe Processes 2 Units

Machine Technology 113 is a course that provides specialized training on the engine lathe processes. Building on the basic processes, this class will develop skills working on tapering, threading, grooving, contouring both inside and out. The use of the 3 and 4 jaw chucks, faceplate, rubber chuck and collets will be studied. Lecture 1 hour, laboratory 3 hours. **Prerequisite:** None.

•114—Intermediate Vertical Mill Processes 2 Units

Machine Technology 114 is a course that provides specialized training on the vertical mill. Building on the basic processes, this class will develop skills working on vises, fixturing, angular milling, end mills, shell mills, fly cutting, radius cutting, and undercutting. Lecture 1 hour, laboratory 3 hours. **Prerequisite:** None.

MANAGEMENT

Classes in Management are offered for students interested in preparing for positions requiring supervision and management skills. The classes are scheduled from semester to semester on a rotation basis according to student need. The courses are also of value to personnel already employed as supervisors and other group leaders in business, public service, and industry. A Certificate of Completion may be earned.

•101—Basic Management Techniques 3 Units

Management 101 covers in general terms the management system organization as it affects the supervisor; direction of subordinates through leadership; appreciation for fiscal and property accounting; procedures for hiring, training, evaluation, discipline, grievances, and dismissal; effective communication; vertical and lateral forces affecting the supervisor; wage and salary administration; and collective bargaining. Lecture 3 hours. **Prerequisite:** None. **Note:** It is recommended that the student complete one year of occupational training or equivalent service,

industrial, or business experience before taking this course. **Transfer credit:** CSU

●110—Management/Employee Relations

3 Units

Management 110 covers development of human relations climate; patterns, function, and types of leadership, simulation training; organizational levels; staff relationships; and organizational and group dynamics; informal organizations; working with unions; managing change; wage administration and incentives; procedures and work systems; attitudes; and development of participations. Lecture 3 hours. **Prerequisite:** None.

●115—Personnel Management

3 Units

Management 115 presents personnel techniques for which supervisors are partially responsible and for which they should have some training in selection, testing, placement, orientation, training, counseling, merit rating, promotion, transfer, and training for responsibility. Lecture 3 hours. **Prerequisite:** None.

●120—Planning and Organization

3 Units

Management 120 covers techniques for planning; staffing; organization objectives, and flexibility; functions of directing, control, coordinating, and training; service departments; job descriptions; grievance procedures, and maintaining production. Lecture 3 hours. **Prerequisite:** None.

●125—Industrial Economics

3 Units

Management 125 utilizes significant economic facts in the development of a critical attitude with respect to industrial economics, institutions, and practices relevant to our social environment and to management — supervisory employee relationships to economy and local industry. Lecture 3 hours. **Prerequisite:** None.

●130—Production Management

3 Units

Management 130 presents management's responsibility for improvement of job methodology and control of both continuous and intermittent manufacturing processes. It emphasizes management's ability to provide for continual work improvement and production control methodology to increase productivity and employee job enrichment and satisfaction, production control standards, impact of automation, job enrichment, cost control, productivity gains, sales forecasting, and critical path analysis. Lecture and discussion 3 hours. **Prerequisite:** None.

●135—Cost Control and Analysis

3 Units

Management 135 covers analysis of cost control in industry and its functions. This course presents the supervisor's responsibility for the factors in cost control: costs, materials, waste, salvage, quality

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

●140—Wage Administration and Labor Relations

3 Units

Management 140 considers management and union relations with respect to the establishment of a "fair wage" plan; supervisor's responsibility in establishing job descriptions, job specifications, and classifications of jobs; job and workforce 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.

●145—Management Communications — Oral

3 Units

Management 145 covers planning interpersonal communication, speaking techniques, conducting question-and-answer periods, conference leading on the job, objectives of good presentations, use and misuse of visuals in oral presentations, interviewing, bridges and barriers to communications, and what to do about rumors. Lecture 3 hours. **Prerequisite:** None.

●150—Management Communications — Written

3 Units

Management 150 covers principles of business communications, informal and formal reporting, interpreting written directions, the report and memorandum, and building a vocabulary. Lecture 3 hours. **Prerequisite:** None.

●155—Industrial Safety

3 Units

Management 155 emphasizes provisions of California's Occupational and Safety Act (Cal-OSHA). This course covers management and supervisory responsibility for fire and accident prevention, accident reports and the supervisor, good housekeeping and fire prevention, machine guarding and personnel protective equipment, First Aid Department and the line supervisor's responsibility, job and safety instruction, company regulations and enforcement, use of safety committees, insurance carriers, and the advertising and promotion of an effective industrial safety program. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSU

●160—Management Control

3 Units

Management 160 emphasizes the basic principles of controls, such as, delegation of responsibility, purpose and objectives of controls, manufacturing costs, quality control, quantity control, production control, control over materials, control over the organization, and control over personnel. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSU

●165—**Small Business Management** 3 Units
 Management 165 covers the role of small business establishments in the American economy. The course will include training in performing the various functions of small business management in the areas of organization, planning, expense control, pricing, staffing, budgeting, accounting, and marketing for retail firms, service firms, and industrial organizations. Lecture 3 hours. **Prerequisite:** None.

MARKETING

●105—**Principles of Marketing** 3 Units
 Marketing 105 is an introductory course intended to acquaint students with the business practices involved in the activities of moving goods and services from the producer to the ultimate consumer. The course reviews the marketing system and the psychology and sociology of consumer decisions. Additional areas of interest include retailing, wholesaling, new product decisions, pricing, distribution, advertising, and marketing research. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSU

●110—**Store Management and Merchandising** 3 Units
 Marketing 110 considers problems which are of concern to the store manager, a department store buyer, or to the person who wishes to organize and operate a small store. The course covers plans for financing, selection of location, choice of partnership or corporation, selection and training of employees, merchandising policies, problems of mark-up, mark-down, turnover, stock control, inventory methods, layouts, advertising, and display. Outside speakers from local stores will be scheduled. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSU

●115—**Fundamentals of Selling** 3 Units
 Marketing 115 is a salesmanship class in which each student selects a sales proposition, makes a careful study of it, and presents it before the class. The methods of approaching a prospect, demonstrating the goods, and closing the sale are discussed and reviewed. Fundamental principles of retail, wholesale and specialty selling are discussed. Successful salespersons are invited to give demonstrations of how sales actually are made. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSU

●120—**Advertising** 3 Units
 Marketing 120 is an introductory course in the purpose and principles of advertising, including the organization and functions of advertising agencies. Buying motives and the writing of good copy are studied. Radio, television, and outdoor advertising methods and costs are covered. This course is not intended to develop artistic ability, but those who can illustrate their copy will find an opportunity to do so. Courses in advertising art are offered by the Art Department. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSU

●122—**The Business of Radio** 3 Units
 Marketing 122 presents a history of the business of radio from its inception to the present day. The course focuses on the various modes of communication and advertising which are unique to radio. As an audio-course, offered through the Southern California Television Consortium, the written textual materials will be augmented by a series of radio tapes entitled "Please Stand By: a History of Radio", narrated by the well-known radio and television actor Les Tremayne, with Jack Brown. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSU

●123—**Computerized Advertising Graphics** 2 Units
 (Also listed as CS/IS 123)
 Marketing 123 is designed to acquaint students with the use of computer software to plan and prepare printed graphics materials. Students will compose and create business projects using state-of-the-art graphic design to make them attractive and professional looking, including a two-page advertising flyer or newsletter, suitable for duplication. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** Eligibility for English 120. **Note:** This course may not be taken for credit by students who have completed Computer Science/Information Systems 123. **Transfer credit:** CSU

●125—**Fashion Merchandising** 2 Units
 (Also listed as Fashion 125)
 Marketing 125 is a study of principles of fashion. Includes a study of fashion designers, apparel producers, and fashion retailers. Lecture 2 hours. **Prerequisite:** None. **Note:** This course may not be taken for credit by students who have completed Fashion 125. **Transfer credit:** CSU

MATHEMATICS

All students who have not taken a Math course at Glendale College are required to take a Mathematics Placement Examination before enrolling in the following Mathematics courses: Mathematics 100, 101, 102, 103, 110, 111, 112, 128, 135, 140. Contact your counselor for additional information.

●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 with a grade of "C" or better, or 2 years of high school algebra with grades of "C" or better and a satisfactory score on the Mathematics Placement Examination. **Note:** Mathematics 102 may be taken concurrently. **Transfer credit:** CSU, UC, USC

●101—Intermediate Algebra 5 Units

Mathematics 101 covers 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 Mathematics 146 with a grade of "C" or better, or 1 year of Algebra in high school with a grade of "C" or better and a satisfactory score on the Mathematics Placement Examination.

●102—Trigonometry 3 Units

Mathematics 102 is a course in plane trigonometry which emphasizes the analytic aspects of the subject including trigonometric functions of right, acute and related angles, trigonometric identities and equations, radian measure, functions of two angles, logarithms, right and oblique triangles, inverse functions, complex numbers. Lecture 3 hours. **Prerequisite:** Mathematics 101 with a grade of "C" or better and Mathematics 140 with a grade of "C" or better, or two years of algebra and one year of plane geometry in high school with grades of "C" or better and a satisfactory score on the Mathematics Placement Examination. **Transfer credit:** CSU, USC

●103—Calculus and Analytic Geometry 5 Units

Mathematics 103 is the first of a sequence of three courses which combines the subject matter of analytic geometry and calculus. Functions and their graphs are studied with special attention to differentiation, indefinite and definite integrals with applications. Lecture 5 hours. **Prerequisite:** Mathematics 110 with a grade of "C" or better, or Mathematics 102 with a grade of "C" or better and Mathematics 100 with a grade of "C" or better, or 4 years of high school mathematics including Principles of Mathematics or its equivalent with grades of "C" or better or a special high school student with the high school mathematics sequence in progress and a satisfactory score on the Mathematics Placement Examination. **Transfer credit:** CSU, UC, USC (CAN MATH 18)

●104—Calculus and Analytic Geometry 5 Units

Mathematics 104 covers transcendental functions, polar coordinates, techniques of integration, conic sections, indeterminate forms and infinite series. Lecture 5 hours. **Prerequisite:** Mathematics 103 with a grade of "C" or better. **Transfer credit:** CSU, UC, USC (CAN MATH 20)

●105—Calculus and Analytic Geometry 4 Units

Mathematics 105 is a course in vector calculus. Topics covered include vector functions, vector differentiation, parametric equations, vectors in 3 and higher dimensional space, multiple integration, and an introduction to vector analysis including divergence, curl, and Stoke's Theorem. Lecture 4 hours. **Prerequisite:** Mathematics 104 with a grade of "C" or better. **Transfer credit:** CSU, UC, USC (CAN MATH 22)

●107—Linear Algebra 3 Units

Mathematics 107 covers the topics of vector spaces, linear transformations and matrices, matrix algebra, determinants, eigenvalues and eigenvectors, and solutions of systems of equations. Lecture 3 hours. **Prerequisite:** Mathematics 104 or equivalent with a grade of "C" or better. **Note:** Mathematics 107, 108 were formerly Mathematics 106. This course may not be taken for credit by students who have completed Mathematics 106. **Transfer credit:** CSU, UC, USC

●108—Ordinary Differential Equations 3 Units

Mathematics 108 covers the solution of ordinary differential equations using various techniques including variation of parameters, the Laplace transform, power series, and numerical methods. Systems of linear differential equations and introductions to boundary value problems, stability of non-linear systems, and Fourier Series are also

covered. Applications are drawn from the physical sciences. Lecture 3 hours. **Prerequisite:** Mathematics 104 or equivalent with a grade of "C" or better. **Note:** Mathematics 107, 108 were formerly Mathematics 106. This course may not be taken for credit by students who have completed Mathematics 106. **Transfer credit:** CSU, UC, USC

•109—Hand Calculator 1 Unit
 Mathematics 109 is a course in the use and application of both the basic hand calculator and the scientific calculator. Emphasis will be placed upon applications from the scientific fields as well as from business and consumer mathematics. Lecture 2 hours (8 weeks) **Prerequisite:** Mathematics 141 or one year of high school algebra. **Note:** "How to select a calculator" will be discussed at the first class meeting. The student must possess by the second meeting a hand calculator that has a floating decimal display with at least eight significant digits.

•110—Precalculus 5 Units
 Mathematics 110 is a course designed for review of those algebraic concepts needed for the study of calculus plus a more thorough study of algebraic and trigonometric functions. Included in the course will be linear and quadratic equations and inequalities, graphs of linear and quadratic functions, conic sections, polynomial functions, systems of equations, matrices and determinants mathematical induction, trigonometric functions, inverse trig functions, trigonometric identities and equations, and right and oblique triangles. Lecture 5 hours. **Prerequisite:** Mathematics 101 with a grade of "C" or better and Mathematics 140 with a grade of "C" or better, or 2 years of algebra and one year of plane geometry in high school with grades of "C" or better and a satisfactory score on the Mathematics Placement Examination. **Note:** No more than 6 units may be received from any combination of Mathematics 100, 102, and 110. **Transfer credit:** CSU, UC, USC

•111—Finite Mathematics 5 Units
 Mathematics 111 is an integrated course in mathematics for business, management, and social science majors. Topics in this course include: the mathematics of finance; matrices; linear programming including the simplex method; graphs and networks; logic and set theory; probability with an introduction to statistics; Markov chains; and game theory. Lecture 5 hours. **Prerequisite:** Mathematics 101 with a grade of "C" or better, or 2 years of Algebra in high school with grades of "C" or better and a satisfactory score on the Mathematics Placement Examination. **Transfer credit:** CSU, UC, USC (CAN MATH 12)

•112—Calculus for Business 5 Units
 Mathematics 112 is a one semester course in calculus for business, management, and social science majors. Topics in this course include: techniques of differentiating; maximum-minimum problems; curve sketching; exponential and logarithmic function, their derivatives and applications; techniques of integration; numerical integration; simple differential equations; the calculus of functions of several variables, including multiple integration and solving constrained optimization problems using Lagrange Multipliers. Lecture 5 hours. **Prerequisite:** Mathematics 101 with a grade of "C" or better, or two years of algebra in high school with grades of "C" or better and a satisfactory score on the Mathematics Placement Examination. **Transfer credit:** CSU, UC, USC

•128—Introduction to Programming 2 Units
 Mathematics 128 is an introduction to problem solving and algorithms, including representation, design, and structuring of algorithms; also primitive computer architecture and internal organization, data representation, and implementation of algorithms as structured computer programs using the PASCAL language. Lecture 2 hours. **Prerequisite:** Mathematics 110 with a grade of "C" or better, or Mathematics 102 with a grade of "C" or better and Mathematics 100 with a grade of "C" or better, or 4 years of high school Mathematics including Principles of Mathematics or its equivalent with grades of "C" or better and a satisfactory score on the Mathematics Placement Examination. **Transfer credit:** CSU, UC

•130—Fortran 2 Units
 Mathematics 130 is designed to introduce the student to the techniques of writing a program in FORTRAN 77, with mathematical and scientific application. Use of a computer to test programs will be a significant part of the course. Lecture 2 hours. **Prerequisite:** Mathematics 128 with a grade of "C" or better. **Transfer credit:** CSU, UC, USC

•135—Liberal Arts Mathematics 3 Units
 Mathematics 135 is a one-semester course designed for liberal arts majors. Topics in this course include voting systems and how to measure power, game theory, apportionment, patterns and tilings, probability and statistical inference. Lecture 3 hours. **Prerequisite:** Mathematics 101 with a grade of "C" or better, or two years of algebra in high school with grades of "C" or better and a satisfactory score on the Mathematics Placement Examination. **Transfer credit:** CSU

•138—Arithmetic for Elementary Teachers 3 Units
 Not offered.

●140—Plane Geometry 3 Units

Mathematics 140 is 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 Mathematics 146 with a grade of "C" or better, or 1 year of Algebra in high school with a grade of "C" or better and a satisfactory score on the Mathematics Placement Examination.

●141—Fundamentals of Algebra 4 Units

Mathematics 141 is 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. **Note:** This course may not be taken for credit by students who have completed for Mathematics 146. A maximum of 4 units of credit will be granted for Mathematics 141 and Mathematics 145.

●145—Elementary Algebra I 2 Units

Mathematics 145 is designed to cover the fundamental operations of algebra normally included in the first semester of a year course taught in the secondary school, and will include signed numbers, solution of linear equations, algebraic manipulations, powers and roots. The course should be elected by students who have never studied algebra or who have studied it for less than one year. Lecture 4 hours. **Prerequisite:** None. **Note:** This course may not be taken for credit by students who have completed Mathematics 141.

●146—Elementary Algebra II 2 Units

Mathematics 146 is a continuation of Mathematics 145 and completes the topics covered in one full year of beginning algebra as taught in the secondary school. This course covers the fundamental operations of algebra including solutions of quadratic equations, algebraic fractions, the solution of word problems and radical expressions. Lecture 4 hours. **Prerequisite:** Mathematics 145. **Note:** This course may not be taken for credit by students who have completed Mathematics 141.

●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.

This course may not be taken for credit by students who have completed Mathematics 150.

●190—Overcoming Math Anxiety 1 Unit

Mathematics 190 is designed to provide students of varying mathematical backgrounds with the knowledge, skills, and attitudes to be successful in their mathematics related goals. Topics include problem solving, test-taking, and stress reduction. Lecture 2 hours. **Prerequisite:** None.

**MATHEMATICS, BUSINESS, See
Business — General 130, 135****MATHEMATICS, TECHNICAL, See
Technical Education 142, 143;
Electronics &
Computer Technology 100**

METALLURGY

**●150—Principles of Metallurgy
and Heat Treating** 3 Units

Metallurgy 150 is the study of principles governing the selection, use, and treatment of metals and alloys in manufacturing and related technologies. Lecture 3 hours. **Prerequisite:** None.

MUSIC

●101—Fundamentals of Music 3 Units

Music 101 is designed for those who wish to learn the basics of music. At its conclusion, students will have a functional ability to read and write simple music, and will have an understanding of the piano keyboard. Music 101 includes the study of music symbols and notation, appropriate musical terminology, simple and compound meter, major and minor scales, intervals, triads, and melodic transposition. Special emphasis is given to developing the coordination necessary for rhythmic accuracy. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

**●102—Introduction to
Musicianship and Harmony** 3 Units

Music 102 is a course designed for those who have some knowledge of scales, all intervals, and primary chords and their resolutions. This course pursues these fundamentals in greater depth and prepares the student for musicianship and theory courses. Lecture 3 hours. **Prerequisite:** Music 101 or equivalent. **Transfer credit:** CSU, UC, USC



●104—Musicianship

2 Units

Music 104 is a course designed to train the student to recognize the various intervals and rhythms used in composition and to use them in functional application through sight singing and ear training exercises. Music 104 is required for music majors. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** Music 101 or 102 or equivalent. **Note:** For the non-pianist, concurrent study of piano is strongly recommended. Concurrent enrollment in a music performance course is required. This requirement may be satisfied by enrollment in any of the following courses: Music 130, 131, 132, 133, 141, 142, 143, 145, 151, 152, 170. **Transfer credit:** CSU, UC, USC

●105—Musicianship

2 Units

Music 105 is a continuation of Music 104 with further emphasis on sight singing and ear training as well as the ability to perform melodic passages based on the major and minor modes. Basic harmonic progressions are also emphasized with application to melodic patterns and rhythms. Music 105 is required for music majors. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** Music 104 or equivalent. **Note:** For the non-pianist, concurrent study of piano is strongly recommended. Concurrent enrollment in a music performance course is required. This requirement may be satisfied by enrollment in any of the following courses: Music 130, 131, 132, 133, 141, 142, 143, 145, 151, 152, 170. **Transfer credit:** CSU, UC, USC

●106—Musicianship

2 Units

Music 106 is a continuation of Music 105 with additional emphasis placed on melodic passages with chromatic alterations and rhythmic patterns of more difficult designs. Harmonic progressions making use of secondary chords will also be introduced through ear training and keyboard exercises. Music 106 is required of music majors. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** Music 105 or equivalent. **Note:** For the non-pianist, concurrent study of piano is strongly

recommended. Concurrent enrollment in a music performance course is required. This requirement may be satisfied by enrollment in any of the following courses: Music: 130, 131, 132, 133, 141, 142, 143, 145, 151, 152, 170. **Transfer credit:** CSU, UC, USC

●107—Harmony

3 Units

Music 107 develops an understanding of compositional techniques. Emphasis is placed on scales, intervals, triads, inversions, basic voice leading, figured bass, and simple harmonization. Music 107 is required for music majors. 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. **Transfer credit:** CSU, UC, USC

●108—Harmony

3 Units

Music 108 develops an understanding of compositional techniques. Emphasis is placed on cadences, modulations, dominant sevenths, secondary dominants and analysis. Music 108 is required for music majors. Lecture 3 hours. **Prerequisite:** Music 107 or equivalent. **Note:** Concurrent enrollment in either Music 104, Music 105, or Music 106 is required. For the non-pianist concurrent study of piano is strongly recommended. **Transfer credit:** CSU, UC, USC

●109—Harmony

3 Units

Music 109 further develops an understanding of compositional techniques. Emphasis is placed on fully diminished and half diminished chords, and ninth, eleventh, and thirteenth chords. Non-functional harmony, neopolitan sixth chords, and twentieth century practices will also be explored. Music 109 is required for Music majors. Lecture 3 hours. **Prerequisite:** Music 108 or equivalent. **Note:** Concurrent enrollment in either Music 104 or Music 105 or Music 106 is required. For the non-pianist, concurrent study of piano is strongly recommended. **Transfer credit:** CSU, UC, USC

●110—Music/Art Appreciation 3 Units
(Formerly Music 155)
(Also listed as Art 110)

Music 110 is a team-taught course which offers a comparative overview of western art and music from the prehistoric era to the present. This introductory course presents influential figures in each period and analyzes important influences on their work. The relationship between music and art is explored, along with changing trends in thought and techniques. Lecture 3 hours. **Prerequisite:** None. **Note:** This course may not be taken for credit by students who have completed Art 155 prior to 1986 or Art 110. **Transfer credit:** CSU, UC

●120—History and Appreciation of Music 3 Units

Music 120 traces the evolution of music over the past 1500 years, with a special emphasis on understanding how to listen for greater enjoyment. Students learn the basic elements of music, such as form and structure, families and subgroups of musical instruments, as well as learning about specific composers and works. Lecture 3 hours. **Prerequisite:** None. **Note:** Students having credit for Music 125 or Music 126 may not receive credit for Music 120. This course is designed especially for non-music majors. Music majors should enroll in Music 125 and Music 126. The student is required to attend five (5) classical concerts and submit concert reports. **Transfer credit:** CSU, UC, USC

●122—History of Jazz 3 Units

Music 122 is designed to familiarize the student with jazz music from its roots in nineteenth century New Orleans to the present. Certain selected "Jazz Greats," female and male, will be examined in depth, along with the chronological history of stylistic eras in jazz. Historical information will be illustrated with musical examples. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

●125—History and Literature 3 Units

Music 125 covers the history of music from the early Christian era through the Baroque Period. In addition to lectures and readings, the course includes a study of live and recorded musical performances. Recognition of composers and styles is emphasized. Lecture 3 hours, directed listening 2 hours. **Prerequisite:** None. **Note:** Music 125 is recommended for all music majors. Concurrent enrollment in a music performance course is required. This requirement may be satisfied by enrollment in any of the following courses: Music 130, 131, 132, 133, 141, 142, 143, 145, 151, 152, 170. This course is designed primarily for the music majors and meets the partial transfer requirements of Music History and

Literature courses for a music major into a four-year college. Music majors may enroll in Music 126 before enrolling in Music 125. The student is required to attend six (6) classical concerts. **Transfer credit:** CSU, UC, USC

●126—History and Literature 3 Units

Music 126 begins with the mid-18th century and continues with musical history through the present day. In addition to lectures and readings, the course includes a study of live and recorded musical performances. Recognition of composers and styles is emphasized. Lecture 3 hours, directed listening 2 hours. **Prerequisite:** None. **Note:** Music 126 is recommended for all music majors. Concurrent enrollment in a music performance course is required. This requirement may be satisfied by enrollment in any of the following courses: Music 130, 131, 132, 133, 141, 142, 143, 145, 151, 152, 170. This course is designed primarily for the music major and meets the partial transfer requirements of Music History and Literature courses for a music major into a four-year college. Music majors may enroll in Music 126 before enrolling in Music 125. The student is required to attend six (6) classical concerts. **Transfer credit:** CSU, UC, USC

●128—Music of America 3 Units

Music 128 is a survey of the music from Provincial America to the present day, focusing on the major musical forms of each historical period and the events that influenced them. Historical information and musical examples of hymnody, gospel, folk, frontier music, rag-time, jazz, music theatre, concert music, motion picture, television, and electronic music will be included. The course is designed for elective credit for music majors and humanities. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

●130—Chorus 1 Unit

Music 130 is a beginning course in the appreciation and performance of standard choral literature, with special emphasis on principles of part singing, vocal control, interpretation, diction, phrasing, and breath control. Public performances may be required. Lecture 1 hour, laboratory 1 hour. **Prerequisite:** None. **Note:** This course may be taken 4 times; a maximum of 4 units may be earned. **Transfer credit:** CSU, UC, USC

●131—College Choir 2 Units

Music 131 is the study and performance of advanced forms of choral music. Emphasis is placed on traditional forms of western choral literature. Singers will be trained in vocal and choral techniques. Public performance will be required. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** None. **Note:** Students must demon-

strate good musicianship, be able to sing on pitch, maintain steady rhythm, and display a sensitivity to choral blending of voices. An audition may be required. This course may be taken 4 times; a maximum of 8 units may be earned. **Transfer credit:** CSU, UC, USC

●132—Vocal Ensembles 2 Units

Music 132 is the study and performance of choral literature composed for small vocal ensembles. Vocal music in both popular and jazz idioms will be studied in this course. Some traditional seasonal music may be studied. Some of the music will be choreographed. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** None. **Note:** An audition by the instructor may be required. Membership in other performance groups may be required. This course may be taken 4 times; a maximum of 8 units may be earned. **Transfer credit:** CSU, UC, USC

●133—Chamber Chorale 2 Units

Music 133 consists of a group of highly selected voices which performs choral literature suitable for a chamber choir. Lecture 2 hours, laboratory 2 hours. **Prerequisite:** None. **Note:** Previous choral experience is required. Public performance may be required. An audition is necessary. This course may be taken 4 times; a maximum of 8 units may be earned. **Transfer credit:** CSU, UC, USC

●134—Concert Singers 2 Units

Music 134 offers community singers an opportunity to perform choral masterworks. Emphasis is placed on principles of choral and vocal techniques. Members of the class are encouraged to audition for all solos. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** None. **Note:** Students must demonstrate good musicianship, be able to sing on pitch, maintain steady rhythm and display a sensitivity to choral blending of voices. An audition may be required. This course may be taken 4 times; a maximum of 8 units may be earned. **Transfer credit:** CSU, UC, USC

●135—Voice Training I 2 Units

Music 135 stresses the principles of correct vocal production and their application to songs and ballads in English. Emphasis is placed on the following: proper breathing habits, the relationship between breathing and tone making, vocal health, range, resonance, registration, poise, posture, and song presentation. The development of an appreciation for the vocal arts is an important aspect of the course. Lecture 3 hours. **Prerequisite:** None. **Note:** This course may be taken 2 times; a maximum of 4 units may be earned. **Transfer credit:** CSU, UC, USC

●136—Voice Training II 2 Units

Music 136 is a continuing focus upon the principles of correct vocal production and their application to songs and ballads in English. Foreign art songs are introduced; more difficult exercises both musically and vocally are stressed. Further emphasis is placed on legato singing, diction, interpretation, and expression. The development of an appreciation for the vocal arts is of continuing importance. Lecture 3 hours. **Prerequisite:** Music 135, or equivalent. **Note:** This course may be taken 2 times; a maximum of 4 units may be earned. **Transfer credit:** CSU, UC, USC

●137—Voice Training III 2 Units

Music 137 is a continuation and broadening of the principles of vocal production and proper use of the breath in singing as outlined in Music 135 and 136. More difficult literature is explored, including contemporary music and several songs in foreign languages. Performances and recital Lecture 3 hours. **Prerequisite:** Music 136 or equivalent. **Note:** This course may be taken 2 times; a maximum of 4 units may be earned. **Transfer credit:** CSU, UC, USC

●138—Private Study in Music With Off-Campus Teachers 1 Unit

Music 138 provides students with college credit for pursuing the serious study of music with off-campus teachers who are approved by the college faculty. Students must receive at least one lesson per week for sixteen weeks, and each lesson must be thirty minutes or more. Daily practice of one hour is expected. A factual written report of dates of lessons, their duration, and amount of weekly practice by students must be regularly presented to the music department member serving as "instructor of record". Both a mid-semester and a final performance are required of students for evaluation by the college music faculty, and upon consideration of a letter grade suggested by the private teacher, the official grade awarded for these studies will be determined by the music faculty of the college. 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, 156, 157, 158, 159, 160, 161, 162, 163, 165. **Note:** This course may be taken 4 times; a maximum of 4 units may be earned. **Transfer credit:** CSU, UC, USC

●141—Concert Band 1 Unit

The repertoire includes both serious music for concert band, and music of a more popular nature. The concert band performs at both College and community activities. Lecture 2 hours. **Prerequisite:** Ability to perform on a standard band instrument. **Note:** This course may be taken 4 times; a

maximum of 4 units may be earned. An audition may be required. **Transfer credit:** CSU, UC, USC

●143—Stage Band 1 Unit

Music 143 is a 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 4 times; a maximum of 4 units may be earned. **Transfer credit:** CSU, USC

●144—Woodwind Ensemble 1 Unit

Music 144 is a small instrumental group which plays for College and community activities. Emphasis is 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 4 times; a maximum of 4 units may be earned. **Transfer credit:** CSU, UC, USC

●145—Brass Ensemble 1 Unit

Music 145 is a small instrumental group which plays for College and community activities. Emphasis is 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 4 times; a maximum of 4 units may be earned. **Transfer credit:** CSU, UC, USC

●151—Sinfonia Orchestra 1 Unit

Music 151 offers instrumentalists from the college and the community experience rehearsing and performing standard orchestral repertoire. Its members are both college music students and adults from the community. More advanced players are offered opportunities to perform solo concertos with the orchestra. Emphasis is placed on interpretation and style. Sinfonia orchestra rehearses one evening each week for three hours and presents concerts each semester. Participation in all performances is mandatory. Lecture 3 hours. **Prerequisite:** Ability to perform on a standard orchestral instrument. **Note:** This course may be taken 4 times; a maximum of 4 units may be earned. **Transfer credit:** CSU, UC, USC

●152—String Ensemble 1 Unit

Music 152 is a small instrumental group which plays for College and community activities. Emphasis is 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 4 times; a maximum of 4 units may be earned. **Transfer credit:** CSU, UC, USC

●156—Classical Guitar I 2 Units

Music 156 is for students who wish to learn the elementary techniques of guitar playing. Included are the studies of fundamental music reading, skills, notation for guitar, tuning, playing techniques, fingerings, key signatures and scales, and the performance of easy solo guitar music in the first position. Another aspect of the course is to foster an appreciation for the classic guitar, its literature and performing artists. No previous musical training is required. Lecture 1 hour, laboratory 1 hour. Three (3) hours practice by arrangement. **Prerequisite:** None. **Note:** Students are required to have a standard six (6) string guitar to use in class and are expected to practice one (1) hour a day. This course may be taken 2 times; a maximum of 4 units may be earned. **Transfer credit:** CSU, UC, USC

●157—Classical Guitar II 2 Units

Music 157 continues with the study of basic classic guitar techniques. Dynamics, ligados, and grace notes are introduced. Students become acquainted with the entire fingerboard through scales in the 2nd, 4th, 5th, 7th, and 9th positions, and also through selected compositions for the guitar from the 18th and 19th centuries, and solo arrangements of familiar tunes. Chord structure is discussed and applied to the fingerboard. Lecture 1 hour, laboratory 1 hour. Three (3) hours practice by arrangement. **Prerequisite:** Music 156 or equivalent. **Note:** Students are required to have a standard six (6) string guitar to use in class and are expected to practice one (1) hour a day. This course may be taken 2 times; a maximum of 4 units may be earned. **Transfer credit:** CSU, UC, USC

●158—Classical Guitar III 2 Units

Music 158 proceeds with techniques and compositions of intermediate level. Included for study are selected pieces from the Renaissance, Baroque, Classic, and Romantic eras, as well as solo arrangements of familiar tunes. Knowledge of the entire fingerboard is further enhanced by the practice of two and three octave scales. Basic skills for transcribing music written for keyboard are introduced. Lecture 1 hour, laboratory 1 hour. Three (3) hours practice by arrangement. **Prerequisite:** Music 157 or equivalent. **Note:** Students are required to have a standard six (6) string guitar to use in class and are expected to practice one (1) hour a day. This course may be taken 2 times; a

maximum of 4 units may be earned. **Transfer credit:** CSU, UC, USC

●159—Classical Guitar IV 2 Units

Music 159 continues with the more advanced techniques and selected compositions of greater complexity from the Renaissance, Baroque, Classic, and Romantic eras, and also includes solo arrangements of familiar tunes. Interpretation and stylistic elements are discussed. Lecture 1 hour, laboratory 1 hour. Three (3) hours practice by arrangement. **Prerequisite:** Music 158 or equivalent. **Note:** Students are required to have a standard six (6) string guitar to use in class and are expected to practice one (1) hour a day. This course may be taken 2 times; a maximum of 4 units may be earned. **Transfer credit:** CSU, UC, USC

●160—Piano I 2 Units

Music 160 is designed for students who wish to gain an elementary knowledge of piano keyboard and the rudiments of music reading. The content of the course will be based on the assumption that students have had no previous musical training. Lecture 2 hours. **Prerequisite:** None. **Note:** Music 160 is not open to students having previous instruction or experience in piano playing. This course may be taken 2 times; a maximum of 4 units may be earned. It is recommended that the student have a piano available for practice and is expected to practice one (1) hour a day. **Transfer credit:** CSU, UC, USC

●161—Piano II 2 Units

Music 161 is 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 taken 2 times; a maximum of 4 units may be earned. It is recommended that the student has a piano available for practice and is expected to practice one (1) hour a day. **Transfer credit:** CSU, UC, USC

●162—Piano III 2 Units

Music 162 covers the theory and interpretation of works from the preclassical, classical, and romantic periods as well as modern or contemporary music. Emphasis on development of technique, style, tone-color, dynamics and phrasing. Lecture 2, hours. **Prerequisite:** Music 161 or one year of piano experience. **Note:** This course may be taken 2 times; a maximum of 4 units may be earned. It is recommended that the student has a piano available for practice and is expected to practice one (1) hour a day. **Transfer credit:** CSU, UC, USC

●163—Piano IV 2 Units

Music 163 is a continuation of Piano III, with emphasis placed upon the development of each

student through the study of all periods and styles of piano literature. Lecture 2 hours. **Prerequisite:** Music 162 or three years of piano experience. **Note:** This course may be taken 2 times; a maximum of 4 units may be earned. It is recommended that the student has a piano available for practice, and is expected to practice one (1) hour a day. Students are given the opportunity to perform in a recital during the semester. **Transfer credit:** CSU, UC, USC

●165—Accompanist Training 1-2 Units

Music 165 is a course designed to give training in the piano accompaniment of choral, instrumental solo, and ensemble groups. Lecture 24 hours. Laboratory 3-6 hours. **Prerequisite:** Ability to sight read and play with ease piano literature of more than moderate difficulty. **Note:** The student may take accompanist training for one (1) or two (2) units each semester. A proportionate amount of work will be required according to the number of units elected by the student and signed for at the time of registration. This course may be taken 4 times; a maximum of 8 units may be earned. **Transfer credit:** CSU, UC, USC

●166—Organ 2 Units

Music 166 is intended for the beginner as well as the experienced organ student. The course is designed to acquaint the student with the fundamentals of organ technique and repertoire. Materials assigned for study emphasize individual development in preparing for church and concert performance. The course includes field trips to visit various pipe organs in the metropolitan area. Lecture 2 hours, directed practice by arrangement 3 hours. **Prerequisite:** None. **Note:** The student should be able to play with ease keyboard literature of moderate difficulty. This course may be taken 4 times; a maximum of 8 units may be earned. The student is expected to practice 1 hour a day. **Transfer credit:** CSU, UC, USC

●168—Piano Improvisation 2 Units

Music 168 is a course designed for students who read music and have keyboard facility and want to learn improvisation. Emphasis will be placed on the use of chord structure and keyboard harmony in developing an individual piano style. Lecture 2 hours. **Prerequisite:** Music 161 or one year of piano instruction or equivalent. **Note:** This course may be taken 2 times; a maximum of 4 units may be earned. **Transfer credit:** CSU, UC, USC

●169—Piano Improvisation II 2 Units

Music 169 is designed for students who have completed 168 or its equivalent. Emphasis will be placed on advanced chord structure in developing an individual improvisational piano style. Lecture 2 hours. **Prerequisite:** Music 168 or equivalent.

Note: This course may be taken 2 times; a maximum of 4 units may be earned. **Transfer credit:** CSU, UC, USC

●**170—Music Theatre Workshop** 3 Units
Music 170 is designed to provide training and experience in the art of musical theatre. Performance of a major production will be the objective of the course. Students will have the opportunity to participate in the rehearsals and the development of the performances. Course work will provide experience in the techniques of stage ensemble, acting, technical stage, costuming, and makeup. Auditions will be held for all roles. Lecture 2 hours, laboratory 3 hours. **Prerequisite:** Ability to sing with good pitch and acceptable vocal quality. **Note:** This course may be taken 4 times; a maximum of 12 units may be earned. **Transfer credit:** CSU, UC, USC

●**171—Commercial Music** 3 Units
Music 171 offers prospective musicians an introduction into the many vocational aspects of their field. It is designed to provide a basic understanding of such essentials as fields of commercial music employment opportunities, seeking employment, copyright law, typical financial transactions, modern recording procedures. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSU

●**172—Commercial Music Workshop** 2 Units
Not Offered. **Transfer credit:** CSU

●**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
Music 175 is a study of the synthesizer and electronic music through discussion of the history and literature and the practical use of electronic instruments. Instruction 3 hours, directed practice by arrangement 3 hours. **Prerequisite:** None. **Transfer credit:** UC, USC

●**185—Strings I** 2 Units
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 taken 2 times; a maximum of 4 units may be earned. The student is expected to practice one (1) hour a day. **Transfer credit:** CSU, UC, USC

●**186—Strings II** 2 Units
Music 186 is a continuation of Music 185. Lecture 2 hours. **Prerequisite:** Music 185 or equivalent. **Note:** The string instruments are violin, viola, cello, and string bass. This course may be taken 2 times; a maximum of 4 units may be earned. The student is expected to practice one (1) hour a day. **Transfer credit:** CSU, UC, USC

●**187—Strings 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 taken 2 times; a maximum of 4 units may be earned. The student is expected to practice one (1) hour a day. **Transfer credit:** CSU, UC, USC

●**188—Strings 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 taken 2 times; a maximum of 4 units may be earned. The student is expected to practice one (1) hour a day. **Transfer credit:** CSU, UC, USC

●**190—Woodwinds I** 2 Units
Music 190 provides class instruction in the basic techniques of a woodwind instrument and the rudiments of music reading. Music 190 also provides a fundamental knowledge of the potential of woodwind instruments for purposes of composition and arranging. The content of the course will be based on the assumption that students have had no previous musical training. Lecture 2 hours. **Prerequisite:** None. **Note:** The woodwind instruments are flute, oboe, clarinet, saxophone and bassoon. This course may be taken 2 times; a maximum of 4 units may be earned. Students are expected to practice at least one (1) hour a day. **Transfer credit:** CSU, UC, USC

●**191—Woodwinds II** 2 Units
Music 191 is a continuation of Music 190. Lecture 2 hours. **Prerequisite:** Music 190 or equivalent. **Note:** The woodwind instruments are flute, oboe,

clarinet, saxophone and bassoon. This course may be taken 2 times; a maximum of 4 units may be earned. Students are expected to practice at least one (1) hour a day. **Transfer credit:** CSU, UC, USC

●192—Woodwinds III 2 Units
Music 192 is a continuation of Music 191. Lecture 2 hours. **Prerequisite:** Music 191 or equivalent. **Note:** The woodwind instruments are flute, oboe, clarinet, saxophone and bassoon. This course may be taken 2 times; a maximum of 4 units may be earned. Students are expected to practice at least one (1) hour a day. **Transfer credit:** CSU, UC, USC

●193—Woodwinds IV 2 Units
Music 193 is a continuation of Music 192. Lecture 2 hours. **Prerequisite:** Music 192 or equivalent. **Note:** The woodwind instruments are flute, oboe, clarinet, saxophone and bassoon. This course may be taken 2 times; a maximum of 4 units may be earned. Students are expected to practice at least one (1) hour a day. **Transfer credit:** CSU, UC, USC

●195—Brass I 2 Units
Music 195 provides class instruction in the basic techniques of a brass instrument and the rudiments of music notation. Music 195 also provides a fundamental knowledge of brass instruments for purposes of composition and arranging. The content of the course will be based on the assumption that students have had no previous musical training. Lecture 2 hours. **Prerequisite:** None. **Note:** The brass instruments are trumpet, horn, trombone and tuba. This course may be taken 2 times; a maximum of 4 units may be earned. Students are expected to practice at least one (1) hour a day. **Transfer credit:** CSU, UC, USC

●196—Brass II 2 Units
Music 196 is a continuation of Music 195. Lecture 2 hours. **Prerequisite:** Music 195 or equivalent. **Note:** The brass instruments are trumpet, horn, trombone and tuba. This course may be taken 2 times; a maximum of 4 units may be earned. Students are expected to practice at least one (1) hour a day. **Transfer credit:** CSU, UC, USC

●197—Brass III 2 Units
Music 197 is a continuation of Music 196. Lecture 2 hours. **Prerequisite:** Music 196 or equivalent. **Note:** The brass instruments are trumpet, horn, trombone and tuba. This course may be taken 2 times; a maximum of 4 units may be earned. Students are expected to practice at least one (1) hour a day. **Transfer credit:** CSU, UC, USC

●198—Brass IV 2 Units
Music 198 is a continuation of Music 196. Lecture 2 hours. **Prerequisite:** Music 197 or equivalent. **Note:** The brass instruments are trumpet, horn, trombone and tuba. This course may be taken 2

times; a maximum of 4 units may be earned. Students are expected to practice at least one (1) hour a day. **Transfer credit:** CSU, UC, USC

●200—Jazz Improvisation I 2 Units
Music 200 is designed to introduce instrumental skills in improvisation so that the students may create their own jazz solos. Each class session will include playing, practice, ear training, scales, modes, and sample written solos. Lecture 2 hours. **Prerequisite:** Basic proficiency in performing on an instrument. **Note:** This course may be taken 2 times; a maximum of 4 units may be earned. **Transfer credit:** CSU, UC, USC

●210—Piano Tuning and Repair 2 Units
Music 210 is a course designed to introduce the student to the skills and materials necessary for piano tuning and repairing. Emphasis will be placed on practical application of repairs and piano knowledge with an overview of the history and physics of the piano. Differences between aural and electronic tuning will be examined, with emphasis being placed on aural perception. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** None.

●211—Piano Tuning and Repair II 2 Units
Music 211 is a continuation of Music 210 with advanced training in the skills and techniques of piano tuning and repair. Emphasis will be placed on preparing the student for possible employment within the music industry or for self employment. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** Music 210 or equivalent.

●212—Piano Action Construction I 2 Units
Music 212 is an intermediate class covering the fundamentals of piano action. This course will acquaint the student with many aspects of piano design with an emphasis on placement of the action parts. The application of design will be realized in the construction of full size action models with each student confronting many of the skills necessary in piano construction. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** Music 210 or 211 or equivalent.

●213—Piano Action Construction II 2 Units
Music 213 is an intermediate class covering the fundamentals of piano construction. This course will acquaint the student with many aspects of piano design with an emphasis on soundboard, bridge, pinblock, metal frame, and case design. The relationship of piano parts will be realized in the construction of full size models with each student obtaining hands-on experience in many of the skills necessary in piano construction. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** Music 212 or equivalent.

NORWEGIAN

- 110—Basic Conversational Norwegian I** **2 Units**
 Norwegian 110 is an introduction to the Norwegian language with emphasis on developing essential skills in communication. The verbal active method used stresses oral expression. The course develops a working knowledge of reading and writing as well, and includes the use of tapes, cassettes, and films. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** None. **Note:** This course may be taken 2 times; a maximum of 4 units may be earned.

NURSING, See Allied Health

NUTRITION, See Food and Nutrition Studies

OCEANOGRAPHY

- 115—Oceanography** **4 Units**
 Oceanography 115 is an introduction to the physical, chemical, geologic and biologic principles of oceanography. Field study will include cruises on an oceanographic research vessel, the 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 \$12 connected with the field study. **Transfer credit:** CSU, UC, USC

OFFICE ADMINISTRATION

- 101—Office Procedures** **3 Units**
 Office Administration 101 is a detailed study of general office procedures, including the selection of office supplies; processing of mail; use of postal and telegraph services; receptionist and telephone techniques; handling travel arrangements; data processing; preparation of reports; banking procedures; payroll, insurance, and tax records; legal forms; and job interview. Lecture 3 hours. **Prerequisite:** Office Administration 205 (2 units) with a grade of "C" or better or one year of typing in

high school and eligibility for one of the following: Business—General 101 or English 120 or English 131.

- 103—Basic Office Skills** **1 Unit**
 Office Administration 103 offers instruction and practical application in clerical office procedures which include duplicating—selecting appropriate supplies and process (carbon, photocopy or fluid), preparing copy for masters, and operating duplicating machines; as well as proofreading and copy correction techniques; telephone techniques; and fundamentals of alphabetic filing and recordkeeping. Lecture 1½ hours, laboratory 1½ hours (8 weeks). **Prerequisite:** Office Administration 205 (2 units) with a grade of "C" or better or one year of typing in high school. **Note:** Recommended for students who desire to become aides to the instructional staff or in administrative offices at Glendale Community College.

- 105—Filing Methods and Systems** **1 Unit**
 Office Administration 105 covers principles and procedures for establishment and use of various filing systems including practice in alphabetic, numeric, geographic, and subject filing methods and covers principles and procedures for storage and retrieval, retention, transfer, and disposal of records. Lecture 2 hours, laboratory 1 hour (8 weeks). **Prerequisite:** Eligibility for one of the following: Business—General 101 or English 120 or English 131.

- 110—Machine Transcription—Business** **2 Units**
 Office Administration 110 is a machine transcription course which will enable students to transcribe business communications, with emphasis on excellence in typing and proficiency in the use of English skills, such as spelling, grammar, and punctuation. Lecture 1.5 hours, laboratory 1.5 hours. **Prerequisite:** Eligibility for Business—General 110 and a grade of "C" or better in the following: (1) Office Administration 210 (3 units) or equivalent, (2) Business—General 105; (3) Office Administration 250 (1 unit) or equivalent. **Note:** Office Administration 250 may be taken concurrently.

- 120—Beginning Shorthand** **1-5 Units**
 Office Administration 120 is an introductory course in shorthand covering theory, speed development, and beginning transcription skills. Lecture 5 hours. **Prerequisite:** Office Administration 205 or equivalent and eligibility for Business General 101. **Note:** Office Administration 205 may be taken concurrently. Students who can take dictation at least 60 words a minute should enroll in Office Administration 125 (3 units). In classes where individualized instruction is given, a student

may complete one module of instruction for one unit of credit. This course may be taken 4 times; a maximum of 5 units may be earned. **Transfer credit:** CSU

●125—Shorthand Transcription I 1-3 Units
Office Administration 125 is a continuation of Office Administration 120, which incorporates review of theory, transcription techniques, and English skills to produce mailable letters. Lecture 3 hours. **Prerequisite:** A grade of "C" or better in the following: (1) Office Administration 120 (5 units), Office Administration 135 (1 unit), or one year of shorthand in high school; (2) Business—General 105; (3) Business—General 101 or Business—General 120 or eligibility for Business—General 110; and (4) Office Administration 210 (3 units) or equivalent (concurrent enrollment is permitted if fewer than 3 units were earned); concurrent enrollment in Office Administration 110 (3 units) and Office Administration 140 (enrollment for the second unit is optional upon achievement of 80 wpm). **Note:** Concurrent enrollment in Office Administration 215 is recommended. Students who have earned "B" grade in second-year shorthand in high school should enroll in Office Administration 130 (3 units). In classes where individualized instruction is given, a student may complete one module of instruction for one unit of credit. This course may be taken 3 times; a maximum of 3 units may be earned. **Transfer credit:** CSU

●130—Shorthand Transcription II 1-3 Units
Office Administration 130 is a finishing course for the executive secretary. Emphasis will be on office style dictation of business communications, applying transcription skills acquired in Office Administration 125. Lecture 3 hours. **Prerequisite:** A grade of "C" or better in the following: (1) Office Administration 125 (3 units) or a "B" grade in second-year shorthand in high school; (2) Business—General 105; (3) Business—General 101 or Business—General 120 or eligibility for Business—General 110; (4) Office Administration 110 (3 units); and (5) Office Administration 215 (3 units) or equivalent (concurrent enrollment is permitted if fewer than 3 units were earned); concurrent enrollment in Office Administration 140 (enrollment for the second unit is optional upon achievement of 100 wpm). **Note:** This course may be taken 3 times; a maximum of 3 units may be earned. **Transfer credit:** CSU

●135—Shorthand Review 1-2 Units
Office Administration 135 is a quick, thorough review of the theory of shorthand, which provides an opportunity to brush up on principles, brief forms, phrases, and high-frequency words. Lecture 2 hours. **Prerequisite:** Prior training in shorthand.

Note: This course may be taken 2 times; a maximum of 2 units may be earned.

●140—Shorthand Speed Development 1-2 Units
Office Administration 140 is a course offering shorthand speed development on an individualized basis with dictation ranging from 50 words a minute to 160 words a minute. Lecture 2 hours. **Prerequisite:** Office Administration 120 (4 units) or Office Administration 135 (1 unit) or one year of high school shorthand or equivalent. **Note:** This course may be taken 4 times; a maximum of 6 units may be earned.

●162—Legal Procedures 5 Units
Office Administration 162 is a course offering specialized training in preparation of legal paperwork and forms, development of specialized vocabulary and spelling, familiarization with law office routines, and other legal procedures. Lecture 5 hours. **Prerequisites:** A grade of "C" or better in the following: (1) Office Administration 210 (3 units), or equivalent, and (2) Office Administration 101 (3 units), and eligibility for one of the following: Business—General 101 or English 120 or English 131. **Note:** Office Administration 125 (3 units) is recommended. No credit will be granted to students who have completed Office Administration 160 and 161. **Transfer credit:** CSU

●165—Legal Machine Transcription 2 Units
Office Administration 165 is a machine transcription course which will enable students to transcribe legal communications and to type legal forms commonly used in legal offices. Emphasis will be placed on excellence in typing and proficiency in use of English skills, such as spelling, grammar, and punctuation. Lecture 1½ hours, laboratory 1½ hours. **Prerequisite:** A grade of "C" or better in the following: (1) Office Administration 210 (3 units) or equivalent, (2) Business—General 105, and (3) Business—General 101 or Business—General 120 or eligibility for Business—General 110.

●182—Medical Terminology 5 Units
Office Administration 182 is designed to familiarize those interested in the medical field with origin, correct spelling, pronunciation, meaning and current usage of common medical terms and their application to clinical records and reports. Emphasis will be placed on the roots, prefixes, suffixes, and word combinations. Lecture 5 hours. **Prerequisite:** Eligibility for one of the following: Business—General 101 or English 120 or English 131. **Note:** This course may not be taken for credit by students who have completed Office Administration 180 and 181.

•185—Medical Office Insurance Procedures

3 Units

Office Administration 185 is a course offering an introduction to the medical office and concentrating on the Medical Assistant's role in the maintenance of a professional and efficient medical office, including career guidelines and professional qualifications; public relations; courteous and effective handling of patients, doctors, and co-workers; preparation and care of medical records; correspondence; financial records; insurance; and general management of a medical facility. Training will be applicable in offices of physicians, medical hospitals and clinics, dental and mediolegal agencies and government-sponsored medical facilities. Lecture 3 hours. **Prerequisite:** Office Administration 182 with a grade of "C" or better or equivalent.

•190—Medical Machine Transcription I

2 Units

Office Administration 190 is a machine transcription course which will enable students to transcribe medical communications and to type medical forms commonly used in medical offices. Emphasis will be placed on excellence in typing and proficiency in use of English skills, such as spelling, grammar, and punctuation. Lecture 1½ hours, laboratory 1½ hours. **Prerequisite:** A grade of "C" or better in the following: (1) Office Administration 182, (2) Office Administration 210 (3 units) or equivalent, (3) Business—General 105, and (4) Business—General 101 or Business—General 120 or eligibility for Business—General 110.

•195—Medical Machine Transcription II

2 Units

Office Administration 195 covers machine transcription of case histories, surgical and pathological reports for hospital records, and letters dictated by physicians representing the medical specialties. Lecture 1½ hours, laboratory 1½ hours. **Prerequisite:** Office Administration 190 with a grade of "C" or better and concurrent enrollment in or completion of Office Administration 215 (3 units) with a grade of "C" or better or equivalent.

•196—Medical Transcription Plus I

5-10 Units

Office Administration 196 is Part I of Medical Transcription Plus, a unique and imaginative approach to medical transcribing that offers intensive, specialized training. Upon successful completion of Office Administration 196, students will be qualified for Office Administration 198, Part II of Medical Transcription Plus. In Office Administration 196, the anatomy and language of four organ systems of human anatomy will be learned as well as the preparation of the various reports that are part of a patient's hospital chart. The four organ systems are: 1. musculo-skeletal system, 2. cardiovascular system, 3. respiratory system, and 4. gastro-intestinal system. Lecture 5 hours, laboratory

15 hours. **Prerequisites:** Typing speed of 45 w.p.m.; eligibility to enroll in either Business—General 110 or English 101.

•198—Medical Transcription Plus II

5-10 Units

Office Administration 198 is Part II of Medical Transcription Plus. Unique and imaginative in approach to medical transcribing, it offers intensive, specialized training. Upon successful completion of Office Administration 198, students will be qualified for immediate employment in medical records departments, specialized departments within medical centers or medical schools, any doctor's office, and private services. In Office Administration 198, the anatomy and language of five organ systems of human anatomy will be learned and preparation of various reports continued. The five organ systems are 1. endocrine system, 2. genito-urinary system, 3. nervous system, 4. integumentary system, and 5. special senses system. Lecture 5 hours, laboratory 15 hours. **Prerequisites:** Same as above. **Note:** This course may not be taken for credit by students who have completed all of the following: Office Administration 182, 190, 195, and 215.

•201—Computer Keyboarding

1 Unit

Office Administration 201 develops the basic skills and keyboard techniques used in the method of "touch" keyboarding. This method involves the ability to read copy and transmit what is seen to the keyboard without having to look at the fingers. Speed is emphasized in order to operate the equipment quickly. Accuracy is stressed because a single error may result in inputting or retrieving incorrect information or no information at all. Lecture 1 hour, laboratory 3 hours (9 weeks) **Prerequisite:** Eligibility for Business—General 101 or equivalent. **Note:** This course may be taken 3 times; a maximum of 3 units may be earned.

•205—Beginning Typing

1-3 Units

Office Administration 205 develops the basic skills of keyboard techniques to give the foundation for advanced training in typing. Training is given in the preparation of memorandums, personal letters, business letters, simple tabulation, outlines, and manuscripts. Lecture 2 hours, laboratory 3 hours. **Prerequisite:** Eligibility for one of the following: Business—General 101 or English 120 or English 131. **Note:** Students who can type at least 30 words a minute should enroll in Office Administration 210. The student will receive one unit of credit for each module of individualized instruction successfully completed. This course may be taken 3 times; a maximum of 3 units may be earned. **Transfer credit: CSU**

●210—Intermediate Typing 1-3 Units

Office Administration 210 is a continuation of Office Administration 205, providing refinement and development of technique with increased emphasis on accuracy and speed. The course provides a detailed study of business letters, special office forms, tabulated reports, and manuscripts. Lecture 2 hours, laboratory 3 hours. **Prerequisite:** Office Administration 205 (3 units) with a grade of "C" or better or equivalent and eligibility for one of the following: Business—General 101 or English 120 or English 131. **Note:** Students who can type at least 40 words a minute should enroll in Office Administration 215. The student will receive one unit of credit for each module of individualized instruction successfully completed. This course may be taken 3 times; a maximum of 3 units may be earned. **Transfer credit:** CSU

●215—Advanced Typing 1-3 Units

Office Administration 215 is a vocational course and the standards are set in terms of business demands. This program is designed to help the student to develop and integrate all of the "back-up" skills, knowledge, and techniques into complete production typewriting skill. Emphasis is placed upon the development of accuracy and speed both in straight-copy material and production projects and upon the application of related learnings. Lecture 2 hours, laboratory 3 hours. **Prerequisite:** Office Administration 210 (3 units) with a grade of "C" or better or equivalent and eligibility for either Business—General 110 or English 101. **Note:** The student will receive one unit of credit for each module of individualized instruction successfully completed. This course may be taken 3 times; a maximum of 3 units may be earned. **Transfer credit:** CSU

●225—Legal Typing 1 Unit

Office Administration 225 is a course offering specific training in and supervision of preparation of legal documents. Lecture 1 hour, laboratory 1 hour. **Prerequisite:** Office Administration 210 (3 units) with a grade of "C" or better or equivalent and eligibility for one of the following: Business—General 101 or English 120 or English 131.

●230—Typewriting Speed/Control Building 1-2 Units

Office Administration 230 is designed to provide intensive training and practice in building typewriting speed and control. The student is allowed to pursue individual goals. Lecture 1.5 hours, laboratory 1.5 hours. **Prerequisite:** Office Administration 205 (3 units) or equivalent. **Note:** This course may be taken 4 times; a maximum of 4 units may be earned. Concurrent enrollment in Office Administration 210 and Office Administration 215

is permissible if the student needs additional speed and/or accuracy practice.

●240—Word Processing — IBM Memory Typewriter 1 Unit

Not Offered.

●245—Word Processing — IBM Mag Card II Typewriter 1-2 Units

Not Offered.

●246—Word Processing — IBM Memory/Mag Card II Typewriters 1-2 Units
(Formerly Office Administration 240 and 245)

Not offered.

●250—Word Processing Systems 1-3 Units
(Also listed as Computer Science/Information Systems 250)

Office Administration 250 will enable students to develop competency in operating various office information word processing systems. In learning these systems, students will become knowledgeable in the areas of WP standalones, office information shared logic systems, and distributed logic systems. The course includes general operating techniques; use of edit and repagination, search and replace, and glossary features; and printout for the following types of projects: correspondence, repetitive letters, multiple-page documents, indented format, outline format, and columnar projects. Lecture 2 hours, laboratory 3 hours. **Prerequisite:** Eligibility for Business—General 110 and concurrent enrollment in, or completion of, Office Administration 210 (3 units) with a grade of "C" or better. **Note:** This course may be taken 4 times, using different software or hardware; a maximum of 3 units credit may be earned in Office Administration 250 and Computer Science/Information Systems 250. This course will enable students to develop competencies in three word processing systems in one semester: the Wang Office Information System 140, NBI System 3,000 and 4,000, and the DECmate II Word Processor. **Transfer credit:** CSU

●252—Voice Processing/Dictation 1 Unit

Office Administration 252 is a course which will enable students to develop competencies in voice processing/dictation techniques. Students enrolled in this course will learn how to prioritize and annotate mail, how to organize their responses for dictation, and how to dictate from an outline. They will use state-of-the-art dictation standalone units for desk-top dictation as well as the Dictaphone Centralized Dictation Nucleus Management Center for telephone dictation. Lecture 2 hours, laboratory 1 hour. (9 weeks) **Prerequisite:** Eligibility for Business—General 101.

●255—Advanced Word Processing Systems 1-3 Units

Office Administration 255 is an advanced systems course and involves advanced word processing software features (i.e. list processing and mail merge; data base; sort; and math). In addition, the course will include training in other phases of information processing such as telecommunications (OCR, electronic mailbox, networking). Lecture 1 hour, laboratory 3 hours. **Prerequisite:** Concurrent enrollment, or a grade of "C" or better in Office Administration 110 and 215 (3 Units); and a grade of "C" or better in Office Administration 250 (3 units), and 260; or equivalent. **Note:** Completion of Office Administration 260 with a grade of "C" or better is strongly recommended. This course may be taken 4 times, using different software or hardware.

●260—Word Processing Concepts in the Modern Office 2 Units

Office Administration 260 covers the effect of automated office equipment on office organization structures including the four phases of word processing (origination, production, reproduction, and distribution); the roles of management and secretaries; and career opportunities in the word processing field. Lecture 2 hours. **Prerequisite:** Eligibility for one of the following: Business—General 101 or English 120 or English 131.

●270—Word Processing Management 3 Units Not Offered.

●280—Information Word Processing 9 Units

Office Administration 280 has been designed to meet the immediate employment needs of private industry. This program is non-traditional in approach, and offers students an intensive semester-length course in information word processing, with hands-on training on state-of the art information processing systems. Upon successful completion of this course, students will have the necessary skills and knowledge to obtain immediate employment in industry. Lecture 6 hours, laboratory 9 hours. **Prerequisite:** Concurrent enrollment in or completion of Office Administration 210, with a grade of "C" or better or equivalent, Office Administration 110, and eligibility for Business—General 110. **Note:** Concurrent enrollment in or completion of Office Administration 260 is strongly recommended.

●285—Information Word Processing Upgrade 1 Unit

Office Administration 285 is a course designed to further enhance the skills and knowledge of those students who are presently employed in, or have had prior experience in, information word processing. This course will encompass a wide spectrum of

advanced information systems applications, tailor-made to meet the students' specific needs. Lecture 1 hour, laboratory 3 hours (9 weeks) **Prerequisite:** Office Administration 255 or equivalent. **Note:** This course may be taken 4 times; a maximum of 4 units may be earned on different hardware and software.

PALEONTOLOGY

●101—General Paleontology 3 Units

Paleontology 101 is a survey of the classification and history of life including both plants and animals. Fossils are used as evidence to support the concept of organic evolution and to demonstrate the adaptations of life to its physical and biological environments. An outline of man's evolutionary history is included. Lecture 3 hours. **Prerequisite:** None. **Note:** A good high school record or second semester standing is recommended. **Transfer credit:** CSU, UC, USC

PHILOSOPHY

●101—Introduction to Philosophy 3 Units

Philosophy 101 is an overview of the classical and modern problems of philosophy. A consideration of the nature of knowledge, views of the cosmos or world, and the problems of truth, beauty, ethics, and theology. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 101. **Transfer credit:** CSU, UC, USC

●112—Human Values and Environmental Issues 2 Units

Philosophy 112 is a study of human attitudes toward the physical world and the biological organisms within it. Topics covered will be the definition of values, a study of historical viewpoints, and a brief assessment of the consequences of such attitudes in creating and/or solving environmental problems. Students will briefly study certain current environmental problems, then consider various ways in which a consciously considered value system might be deliberately applied to specific kinds of solutions to them. Lecture 2 hours. **Prerequisite:** None. Recommended: Eligibility for English 101. **Transfer credit:** CSU, UC, USC

●113—Comparative World Religions: Near East 3 Units

Philosophy 113 is 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:** None. Recommended: Eligibility for English 101. **Transfer credit:** CSU, UC, USC

●114—Comparative World Religions: Far East 3 Units

Philosophy 114 is a comparative study of the salient ideas and philosophical developments in Hinduism, Buddhism, other Indian religions, Taoism, Confucianism, and Shinto. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 101. **Transfer credit:** CSU, UC, USC

●116—Ethics 3 Units

Philosophy 116 is 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:** None. Recommended: Eligibility for English 101. **Transfer credit:** CSU, UC, USC (CAN PHIL 4)

●117—Introduction to Logic 3 Units

Philosophy 117 is 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:** None. Recommended: Eligibility for English 101. **Transfer credit:** CSU, UC, USC (CAN PHIL 6)

●119—History of Philosophy: Ancient Period 3 Units

Philosophy 119 is 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:** None. Recommended: Eligibility for English 101. **Transfer credit:** CSU, UC, USC

●120—History of Philosophy: Modern Period 3 Units

Philosophy 120 is 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:** None. Recommended: Eligibility for English 101. **Transfer credit:** CSU, UC, USC

●121—Islam: A Way of Life 3 Units

Philosophy 121 is a study of Islam as both a religion and culture. The study of the religion includes a consideration of beliefs and practices of the faith, and the history of the man, Muhammad, who revealed the faith. The study of the culture includes a consideration of the early successors to Muhammad, religious and political power. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 101. **Transfer credit:** CSU, UC, USC

●122—Latin American Philosophy 3 Units

Philosophy 122 is the study of the various forms which philosophy has taken in Latin America. The course examines the background of Inca, Aztec, and European thought patterns. It emphasizes philosophy of civilization and philosophy of art, including the contributions of the Mexican muralist. Representative viewpoints, such as scholasticism, romanticism, and evolutionism are described. The course underlines the vitality of Latin American positivism, and it concludes with rival twentieth century currents of thought. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 101. **Transfer credit:** CSU, UC, USC

PHOTOGRAPHY

●101—Introduction to Photography 2 Units

Photography 101 is a survey of still cameras. The student will learn the characteristics of lenses and shutters and will gain experience in printing and practice in composition. Photographic nomenclature is included. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

●102—Introduction to Darkroom* 2 Units

Photography 102 offers students experience in darkroom printing from contact to 11 x 14 enlargements. Lecture 1 hour, laboratory 3 hours. **Prerequisite:** Photography 101 or 111. **Transfer credit:** CSU, USC

●103—Intermediate Photography* (See Note)

Photography 103 offers students experience in the use of meters, filters, indoor and outdoor portraiture, and lighting. 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. This course may be taken 4 times; a

maximum of 6 units may be earned. *Transfer credit:* CSU, USC

●**105—Advanced Photography*** (See Note)
Photography 105 is 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. This course may be taken 3 times; a maximum of 8 units may be earned. *Transfer credit:* CSU

●**107—Special Projects — Photography*** (See Note)
Photography 107 offers art majors an opportunity to 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. This course may be taken 4 times; a maximum of 6 units may be earned. Art 130 is recommended. Special assignments will be required for architecture majors. *Transfer credit:* CSU

●**108—Photocommunication** 2 Units
Photography 108 consists of units in journalism, cover design, slide presentations, brochures, magazine illustration, and TV still communication. Lecture 1 hour, laboratory 3 hours. *Prerequisite:* Previous course in photography at college or high school or experience in the field. *Note:* This course may be taken 4 times; a maximum of 8 units may be earned. *Transfer credit:* CSU, USC

●**109—Color Photography I** 2 Units
Photography 109 covers the basic knowledge and steps in color film processing. Emphasis on negative and positive color is stressed. Lecture 1 hour, laboratory 3 hours. *Prerequisite:* A photography laboratory course in high school or college, or equivalent. *Note:* This course may be taken 4 times; a maximum of 8 units may be earned. *Transfer credit:* USC

●**110—Color Photography II** 2 Units
Photography 110 is a continuation of processes offered in Photography 109. Emphasis on color printing techniques is stressed. Lecture 1 hour, laboratory 3 hours. *Prerequisite:* Photography 109. *Note:* This course may be taken 4 times; a maximum of 8 units may be earned. *Transfer credit:* USC

*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. Physical Education classes may be taken 4 times unless otherwise noted. All classes are coeducational unless otherwise noted.

●**120—Introduction to Physical Education** ½-2½ Units
Physical Education 120 is a course designed to acquaint prospective teachers with the social, physical, and professional demands of physical education. A preview of the profession of physical education as a whole is gained through testing, class recitation and field trips. Opportunities in health and recreation are explored. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None. *Note:* Recommended for physical education majors. This course will not fulfill physical education activity requirements. *Transfer credit:* CSU, UC, USC

●**124—Sports Officiating — Volleyball, Basketball** 2 Units
Physical Education 124 is a course in the theoretical and practical techniques of officiating basketball and volleyball. Lecture 2 hours, laboratory 1 hour. *Prerequisite:* None. *Note:* Recommended for physical education majors and recreation majors and for prospective community youth leaders. *Transfer credit:* CSU, UC, USC

●**125—Sports Officiating** 2 Units
Physical Education 125 is a theory and practical course in the techniques of officiating basketball, volleyball, softball, and track and field. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* Participation in basketball, volleyball, and softball. *Note:* Recommended for physical education and recreation majors and for prospective community youth leaders. This course will not fulfill physical

education activity requirements. **Transfer credit:** CSU, UC, USC

●126—Sports Officiating —
Track and Field, Softball 2 Units

Physical Education 126 is a course in the theoretical and practical techniques of officiating softball and track and field. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** None. **Note:** Recommended for physical education majors and recreation majors and for prospective community youth leaders. **Transfer credit:** CSU, UC, USC

●127—Physical Education Activities ½-2½ Units

Instruction in the fundamentals of individual activities and seasonal sports. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

●128—Nutrition and Physical Fitness 3 Units
(Also listed as Health 128 and Food and Nutrition Studies 128)

Physical Education 128 is a course in nutrition and physical fitness. It provides the student with an overall study of the relationship between nutrition and physical fitness. The effects of nutrition on the anatomical and physiological aspects of the body are emphasized. The course also examines the production of energy from the intake of a variety of nutritional sources. The process of metabolism as a means toward energy production and physical activity will also be discussed. Meal planning, basic physiology, current nutritional practices, eating disorders, weight control and athletic training are examined as they relate to the nutritional aspects of physical fitness. Lecture 3 hours. **Prerequisite:** None. **Note:** This course may be not be taken for credit by students who have completed Health 128 or Food and Nutrition Studies 128. **Transfer credit:** CSU

●130—Adapted Activities ½-2½ Units

Physical Education 130 is a diversified program of developmental activities for students with disabilities which prevent their participation in a regular physical education program. The emphasis is on the student's remaining abilities, not their disabilities. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** None. **Note:** Verification of disability must be on file with the instructor. **Transfer credit:** CSU, UC, USC

●140—Beginning Badminton ½-2½ Units

Not offered. **Transfer credit:** CSU, UC, USC

●141—Intermediate Badminton ½-2½ Units

Additional practice and more detailed instruction in fundamentals, development of singles and doubles play, and court strategy. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:**

Physical Education 140. **Transfer credit:** CSU, UC, USC

●142—Advanced Badminton (Varsity) ½-2½ Units

Not Offered. **Transfer credit:** CSU, UC, USC

●147—Intermediate Baseball ½-2½ Units

Instruction in rules and game strategy is included in Physical Education 147 as well as practice in fundamental techniques of throwing, fielding, batting, and team play. Fall Semester only. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

●148—Advanced Baseball (Varsity) ½-2½ Units

Development of team play for competitive participation. Spring Semester only. Daily. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** Some previous playing experience in baseball. **Note:** Limited to students trying out for the varsity teams. **Transfer credit:** CSU, UC, USC

●150—Beginning Basketball ½-2½ Units

Instruction and practice in the fundamental techniques and rules of the game. Development of team play and competitive participation. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

●154—Intermediate Basketball ½-2½ Units

Instruction in rules and game strategy, practice in fundamental techniques. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

●157—Advanced Basketball (Varsity) ½-2½ Units

Individual instruction and development of team play for competitive participation. Fall Semester only. Daily. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** Some experience on an organized team. **Note:** Limited to students competing for the varsity team. **Transfer credit:** CSU, UC, USC

●160—Advanced Basketball (Varsity) (Women) ½-2½ Units

Physical Education 160 provides the opportunity for individual instruction and development of team play for competitive participation with other community colleges. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** Some previous playing experience in basketball. **Note:** Limited to students competing for the varsity team. **Transfer credit:** CSU, UC, USC

●164—Rhythmic Aerobics $\frac{1}{2}$ -2½ Units
(Also listed as Dance 164)

Physical Education 164 offers vigorous exercise set to contemporary music. The course is designed for students wishing to develop or maintain aerobic fitness while also learning about the physiology of fitness. Routines of rhythmic exercise are designed to develop or maintain cardio-respiratory endurance and body flexibility. The course is designed for students at all levels of fitness. Lecture 1-1½, laboratory 1½-3½ hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

●166—Weight Training for Women $\frac{1}{2}$ -2½ Units

Physical Education 166 is designed to give the female student an opportunity to develop a physical fitness program through weight training. It provides opportunity for the further development of body flexibility, strength and coordination, along with contributing to the general physical well-being of the individual. Students will be prepared to set up and design a personal weight training program to fit their individual needs. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

●167—Body Mechanics and Weight Training (Men) $\frac{1}{2}$ -2½ Units

Conditioning exercises to increase body flexibility and strength of musculature in various parts of the body; to develop skilled body control with respect to agility, balance, and coordination; and to produce skills in relaxation. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

●168—Intermediate Body Mechanics (Men) $\frac{1}{2}$ -2½ Units

Conditioning exercises to increase strength, body flexibility, and overall physical fitness. Instruction and practice and techniques of weight training. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** Physical Education 167. **Transfer credit:** CSU, UC, USC

●169—Body Mechanics — Women 1-2½ Units

Physical Education 169 will offer the student experiences in conditioning exercises to increase body flexibility, increase cardio-respiratory endurance, and increase the strength of the musculature in various parts of the body. Physical Education 169 will help to develop skilled body control with respect to agility, balance, and coordination; and to produce skills in relaxation. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

●172—Cross-Country Running (Varsity) (Men) $\frac{1}{2}$ -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. **Transfer credit:** CSU, UC, USC

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

Physical Education 173 is designed to offer women competitive participation in cross-country running. Fall Semester only. Lecture 1½ hours, laboratory 3½ hours. **Prerequisite:** None. **Note:** Recommended for distance runners and track students wishing to condition themselves for track. **Transfer credit:** CSU, UC, USC

●194—Structural Dynamics and Stretch (Also listed as Dance 194) $\frac{1}{2}$ -2½ Units

Physical Education 194 provides practical experience through exercise in conjunction with discussion periods to enable the student to develop a knowledge of body-mind interaction in the area of athletics. The student learns how to influence and control this interaction, with regard to pain and energy flow, suppleness, relaxation, stretch and strength factors. Lecture 1-2½ hours, laboratory 1-2½ hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

●195—Football Theory 2 Units

Theory and development of offensive and defensive formations. Lecture 4 hours. **Prerequisite:** None. **Note:** Recommended for physical education majors. This course may be taken 2 times; a maximum of 4 units may be earned. **Transfer credit:** CSU, UC, USC

●197—Intermediate Football $\frac{1}{2}$ -2½ Units

Instruction and practice in techniques of individual offense and defense. Spring Semester only. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

●198—Advanced Football (Varsity) $\frac{1}{2}$ -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 the varsity team. **Transfer credit:** CSU, UC, USC

- 200—Touch Football ½-2½ Units
 Instruction and practice in fundamentals, with the development of team play and competition. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC
- 202—Beginning Golf ½-2½ Units
 Instruction and practice in the fundamentals of golf. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC
- 203—Intermediate Golf ½-2½ Units
 Advanced instruction and practice on the golf course are included in this course. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* Physical Education 202 or equivalent. *Transfer credit:* CSU, UC, USC
- 205—Advanced Golf (Varsity) ½-2½ Units
 Development of play for competitive participation. Spring Semester only. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* Some previous playing experience in golf. *Note:* Limited to students competing for the varsity team. *Transfer credit:* CSU, UC, USC
- 207—Beginning Gymnastics (Men) ½-2½ Units
 Not offered. *Transfer credit:* CSU, UC, USC
- 208—Beginning Gymnastics ½-2½ Units
 Physical Education 208 covers techniques in tumbling and apparatus activities with emphasis upon body balance, coordination, and rhythm. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC
- 222—Paddle Tennis ½-2½ Units
 Instruction and practice in the basic strokes, fundamental techniques, and rules of the game. A sport very similar to regular tennis. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC
- 224—Racquetball ½-2½ Units
 Introduction and practice in the fundamental techniques and rules of the game. Each student is responsible for a minimal court fee. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC
- 226—Running Aerobics 1-2½ Units
 Physical Education 226 is an introduction to running aerobics as a lifetime activity. The purpose of this course is to make the student aware of the physiological and psychological benefits derived from running aerobics. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC
- 227—Self Defense for the Woman ½-2½ Units
 Physical Education 227 teaches practical self defense techniques for women stressing both physical and psychological preparedness for defense. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC
- 229—Soccer ½-2½ Units
 Instruction and practice in the basic fundamentals, techniques, and rules. Development of team play, with emphasis on offensive and defensive strategy. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC
- 230—Advanced Soccer ½-2½ Units
 Instruction and practice in intercollegiate play including techniques, rules, strategy, and history as well as comprehensive physical training. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None. *Note:* Some experience playing soccer is recommended. *Transfer credit:* CSU, UC, USC
- 231—Softball ½-2½ Units
 Physical Education 231 will furnish practice in the fundamental skills of throwing, fielding, hitting, and team play. Instruction in rules and game strategy will be given. Conditioning and stretching exercises are presented to increase strength and flexibility. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC
- 235—Advanced Softball (Varsity) ½-2½ Units
 Physical Education 235 provides the opportunity for individual instruction and development of team play for competitive participation with other community colleges. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* Some previous playing experience in softball. *Note:* Limited to students competing for the varsity team. *Transfer credit:* CSU, UC, USC
- 261—Beginning Tennis ½-2½ Units
 Physical Education 261 will offer instruction and practice in the basic strokes, fundamental techniques and rules of the game. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC
- 262—Intermediate Tennis ½-2½ Units
 Physical Education 262 will offer instruction and practice in individual fundamentals, development of team play and court strategy in tennis. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* Some previous playing experience in tennis. *Transfer credit:* CSU, UC, USC

- 263—Advanced Tennis** $\frac{1}{2}$ -2½ Units
Physical Education 263 will offer individual instruction and development of advanced techniques for competitive participation in tennis. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** Physical Education 262 or equivalent. **Transfer credit:** CSU, UC, USC
- 266—Advanced Tennis (Varsity) (Men)** $\frac{1}{2}$ -2½ Units
Development of team play for competitive participation. Offered Spring Semester only. Daily. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** Some previous playing experience in tennis. **Note:** Limited to students trying out for the varsity team. **Transfer credit:** CSU, UC, USC
- 267—Advanced Tennis (Varsity) (Women)** $\frac{1}{2}$ -2½ Units
Physical Education 267 will offer development of advanced techniques for competitive participation with other community colleges in tennis. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** Some previous experience in tennis. **Note:** Recommended for students trying out for the varsity team. Offered Spring Semester only. **Transfer credit:** CSU, UC, USC
- 270—Intermediate Track and Field** $\frac{1}{2}$ -2½ Units
Instruction and practice in fundamental techniques of running and field events. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC
- 272—Advanced Track and Field (Varsity) (Men)** $\frac{1}{2}$ -2½ Units
Designed for competitive participation. Spring Semester only. Daily. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** None. **Note:** Limited to students trying out for the varsity team. **Transfer credit:** CSU, UC, USC
- 273—Advanced Track and Field (Varsity) (Women)** 2½ Units
Physical Education 273 is designed for competitive participation in track and field. Spring Semester only. Lecture 1½ hours, laboratory 3½ hours. **Prerequisite:** None. **Note:** Limited to students trying out for the varsity team. **Transfer credit:** CSU, UC, USC
- 274—Beginning Volleyball** $\frac{1}{2}$ -2½ Units
Physical Education 274 offers instruction and practice in volleyball techniques with team tournaments. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC
- 275—Intermediate Volleyball** $\frac{1}{2}$ -2½ Units
Physical Education 275 offers instruction and practice in volleyball techniques with team tournaments for experienced players. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** Physical Education 274 or equivalent. **Transfer credit:** CSU, UC, USC
- 276—Advanced Volleyball** $\frac{1}{2}$ -2½ Units
Physical Education 276 gives the student the opportunity for development of advanced techniques in volleyball for competitive participation with other community colleges. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** Physical Education 275 or equivalent. **Transfer credit:** CSU, UC, USC
- 281—Advanced Volleyball (Varsity) (Men)** $\frac{1}{2}$ -2½ Units
Instruction and practice in individual fundamentals, development of team play and court strategy for competitive participation. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** Previous playing experience in volleyball. **Note:** Recommended for physical education majors. Limited to students trying out for varsity volleyball teams. **Transfer credit:** CSU, UC, USC
- 282—Advanced Volleyball (Varsity) (Women)** $\frac{1}{2}$ -2½ Units
Physical Education 282 provides the opportunity for individual instruction of development of team play for competitive participation with other community colleges. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** Some previous playing experience in volleyball. **Note:** Limited to students competing for the varsity team. **Transfer credit:** CSU, UC, USC
- 285—Beginning Water Skiing** $\frac{1}{2}$ -2½ Units
Not Offered. **Transfer credit:** CSU, UC, USC
- 287—Beginning Wrestling (Men)** $\frac{1}{2}$ -2½ Units
Not Offered. **Transfer credit:** CSU, UC, USC
- 288—Advanced Wrestling — (Men) (Varsity)** $\frac{1}{2}$ -2½ Units
Not Offered. **Transfer credit:** CSU, UC, USC
- 294—Stress Reduction** $\frac{1}{2}$ -2½ Units
Physical Education 294 will provide the student with specific tools for recognizing and combating stress. Attention will be given to the physiological aspects of stress along with practical knowledge of stress reduction techniques. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

PHYSICAL SCIENCE

●131—General Physical Science 4 Units

Physical Science 131 is designed to give a cultural appreciation of the scientific method and an elementary working knowledge of the fields studied. Emphasis is placed on the methods by which scientific facts are established and related by means of scientific theories. The course is an integrated survey of physics, chemistry, geology, and astronomy. Elementary mathematical concepts are introduced as required. Lecture 4 hours, discussion 1 hour, laboratory 1 hour. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

PHYSICS

●101—Engineering Physics 5 Units

Physics 101 includes the mechanics and properties of matter, an intensive study of motion, dynamics and statics, oscillations, wave motion, and sound, with emphasis upon vector analytical methods. Lecture 5 hours, laboratory 2 hours. **Prerequisite:** Physics 105 with a grade of "C" or better or physics taken in high school with a grade of "C" or better and Mathematics 103 with a grade of "C" or better. (Mathematics 104 must be taken concurrently or prior to taking Physics 101.) **Note:** Physics 101 is restricted to engineering and science majors. **Transfer credit:** CSU, UC, USC (CAN PHYS 8)

●102—Engineering Physics 4 Units

Physics 102 is a study of static electricity including Gauss' Law, potentials and electric fields, direct and alternating current theory, laws of magnetism and magnetic properties of matter, electromagnetism and induced currents, Maxwell's Equations and radiation theory. Lecture 4 hours, laboratory 2 hours. **Prerequisite:** Physics 101 with a grade of "C" or better and Mathematics 104 with a grade of "C" or better. **Transfer credit:** CSU, UC, USC (CAN PHYS 12)

●103—Engineering Physics 5 Units

Physics 103 covers 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. **Transfer credit:** CSU, UC, USC (CAN PHYS 10)

●105—General Physics 4 Units

Physics 105 is a general course including properties of matter, mechanics, heat, wave motion, and sound. Lectures, demonstrations, problems, and laboratory work. Lecture 3 hours, discussion 1 hour, laboratory 2 hours. **Prerequisite:** Physics or chemistry (any one of: Physics 110 or one year of physics in high school, Chemistry 143 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 premedical students. **Transfer credit:** CSU, UC, USC (CAN PHYS 2)

●106—General Physics 4 Units

Physics 106 is a general course including the study of light, electricity, magnetism, and modern physics. Lectures, demonstrations, problems, and laboratory work. Lecture 3 hours, discussion 1 hour, laboratory 2 hours. **Prerequisite:** Physics 105. **Note:** Required of pre-dental and premedical students. **Transfer credit:** CSU, UC, USC (CAN PHYS 4)

●110—Introduction to Physics 3 Units

Physics 110 is a brief presentation of some of the more important and usual phenomena in physics with classroom demonstrations and lectures in mechanics, heat, sound, light, 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 or Physics 105. **Transfer credit:** CSU, UC, USC

APPLIED PHYSICS, See Technical Education 145

PHYSIOLOGY, See Biology 121

**POLICE SCIENCE,
See Administration of Justice**

POLITICAL SCIENCE

●101—Introduction to Government 3 Units

Political Science 101 is 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:** None. Recommended: Eligibility for English 101. **Note:** Political Science 101 allows only one unit of credit for students who have completed Political Science 105 or Social Science 131-132. Recommended for students seeking a Baccalaureate (4-year) degree. **Transfer credit:** CSU, UC, USC

●102—Modern Comparative Governments 3 Units

Political Science 102 is a comparative study of the constitutional principles, governmental institutions, political parties, and recent history of policy and action of selected foreign governments. Lecture 3 hours. **Prerequisite:** A grade of "C" or better in Political Science 101 or 103 or 105 or Social Science 132. **Transfer credit:** CSU, UC, USC

●103—Introduction to World Politics 3 Units

Political Science 103 develops an intellectual framework which will order students' thoughts on world politics and enable them to analyze and evaluate present and potential issues and events that affect international power and the pursuit of peace. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 101. **Transfer credit:** CSU, UC, USC

●105—American Political Ideals 2 Units

Political Science 105 is a study of the theory and practices of the American democratic political process and formal institutional functions. Special emphasis is placed on the Federal Constitution and how it operates in the context of political democracy. The role of parties and groups in politics is analyzed. Political Science 105 meets the California State requirement in the United States Constitution. Lecture 2 hours. **Prerequisite:** None. Recommended: Eligibility for English 120. **Note:** It is recommended that the California State requirement in American History be completed prior to enrollment in this course. This course may not be taken for credit by students who have completed Political Science 101 or 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. Recommended for students seeking an Associate in Arts degree. **Transfer credit:** CSU, UC, USC

●106—American State and Local Government 1 Unit

Political Science 106 is a study of the origins, structures, and functions of California government and politics with emphasis on the State level, but including the city, county and district levels. Lecture 2 hours. (9 weeks) **Prerequisite:** None. Recommended: Eligibility for English 120. **Note:** It is recommended that this course be taken after the completion of the Constitution requirement. This course may not be taken for credit by students who have completed 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 106 will not be granted credit for Political Science 151. **Transfer credit:** CSU, USC

●107—Probability and Statistics 3 Units (Also listed as Economics 107, Psychology 107, Sociology 107)

Political Science 107 is 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:** None. Recommended: Eligibility for English 101 and one year of high school algebra or Mathematics 141. **Transfer credit:** CSU, UC, USC

●109—Field Studies in Comparative Government—Area Studies 1-6 Units

Political Science 109 provides units of credit for the study of government and politics in foreign countries at the student's own expense in programs provided by agencies approved in advance by the college and under the direction of a Glendale Community College instructor. (The agency must be bonded or maintain a trust account.) One unit of credit is earned for each 48 hours of course activity. **Prerequisite:** None. Recommended: Eligibility for English 101. **Note:** Approval of program and units of credit attempted must be obtained from the Administrative Dean—Instruction prior to foreign travel. **Transfer credit:** CSU

●110—Contemporary World Problems 3 Units

Political Science 110 covers 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:** None.

Recommended: Eligibility for English 120. **Transfer credit:** CSU, UC, USC

●111—**The Modern Middle East: Its Political and Economic Impact** 3 Units
 Political Science 111 is 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. Recommended: English 191 or eligibility for ESL 165 or English 120. **Transfer credit:** CSU, UC, USC

●151—**Fundamentals of Government and You** 3 Units
 Political Science 151 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. Recommended: English 191 or eligibility for ESL 165 or English 120. **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. **Transfer credit:** CSU

**PRESCHOOL CHILD, See
 Child Development 135**

PRINTING

- 101—**Survey of Graphic Arts Fundamentals** 2 Units
 Not Offered. **Transfer credit:** CSU
- 102—**Letterpress Presswork Procedures** 2 Units
 Not Offered. **Transfer credit:** CSU
- 103—**Offset Printing Process** 2 Units
 Not Offered. **Transfer credit:** CSU
- 104—**Advanced Offset Processes** 2 Units
 Not Offered. **Transfer credit:** CSU

PSYCHOLOGY

●101—**General Psychology** 3 Units
 Psychology 101 is 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:** None. Recommended: Eligibility for English 101. **Note:** Sophomore standing preferred. **Transfer credit:** CSU, UC, USC (CAN PSY 2)

●102—**Advanced General Psychology** 3 Units
 Not Offered. **Transfer credit:** CSU, USC

●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:** A grade of "C" or better in Psychology 101. **Transfer credit:** CSU, UC, USC

●104—**Social Psychology** 3 Units
 Psychology 104 deals with people as social beings. Topics covered include moral development, cooperation and competition, aggression, violence and war, prejudice, attitudes, conformity, the social psychology of sexual behavior, group processes, and non-verbal communication. Lecture 3 hours. **Prerequisite:** A grade of "C" or better in Psychology 101. **Transfer credit:** CSU, UC, USC

●105—**Psychology of Human Sexuality** 3 Units
 Psychology 105 is 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 131. **Transfer credit:** CSU, UC, USC

●106—**Developmental Psychology** 3 Units
 Psychology 106 is a general study of the psychology of the human growth process from the beginning of life to death. This course emphasizes the interrelationships between the growth process and psychological adjustment. Emotional, cognitive, social, personality, sensory and motor development will be considered, together with the major developmental tasks that affect these throughout an individual's lifetime. Lecture 3 hours. **Prerequisite:**

None. Recommended: Eligibility for English 101. **Transfer credit:** CSU, UC, USC

•107—Probability and Statistics 3 Units
(Also listed as Economics 107,
Political Science 107, Sociology 107)

Psychology 107 is 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:** None. Recommended: Eligibility for English 101 and one year of high school algebra or Mathematics 141 or equivalent. **Transfer credit:** CSU, UC, USC

•108—Loss, Death and Grief 3 Units

Psychology 108 is a study of loss experiences, including death, together with their impact on the grieving survivor. This course will examine historical and contemporary attitudes and practices. Various kinds of losses, including but not limited to loss by death, will be defined and explored. Stages of dying, death preparation, and stages of grieving and recovery will be included together with recommendations from modern experts for facilitating recovery. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 120. **Transfer credit:** CSU

•109—Introduction to Gerontology 3 Units
(Also listed as Sociology 105)

Psychology 109 is an introduction to the study of social gerontology, aging and its implications for the individual and society utilizing a multidisciplinary approach. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 120. **Note:** This course may not be taken for credit by student who have completed Sociology 105. **Transfer credit:** CSU, USC

**•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. Recommended: Eligibility for English 120. **Transfer credit:** CSU, USC

•113—Psychology of Women 3 Units

Psychology 113 is a study of the psychological factors which contribute to the present emotional, sexual and economic status of the American woman. This study is designed to help the student better understand the experiences of women through the examination of family structure, social structure, female sexual and self esteem. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligi-

bility for English 120. **Transfer credit:** CSU, UC, USC

**•114—Psychology of Human
Interaction** 3 Units

Psychology 114 is designed to provide a study of the intrapsychic and interpersonal impediments to the effective maintenance of relationships in business, social and family contexts, together with recommendations for appropriate corrective action. The dynamic process of interaction exchange, the active participation of all parties, and specific blocks to effectiveness in these areas will be examined in depth. Intensive study of interaction goals, methods, and styles will aid students to identify and correct difficulties in a wide variety of interactional situations. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 120. **Transfer credit:** CSU, UC, USC

•115—Abnormal Psychology 3 Units

Psychology 115 deals with maladaptive or abnormal behavior of human beings. Topics covered include classifications, clinical pictures, causal factors, treatment and outcomes of maladaptive patterns, assessment, therapy, and prevention. Lecture 3 hours. **Prerequisite:** A grade of "C" or better in Psychology 101. **Transfer credit:** CSU, UC

•131—Marriage and Family Living 3 Units
(Also listed as Sociology 131)

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. Recommended: Eligibility for English 120. **Note:** This course may not be taken for credit by students who have completed Sociology 131. **Transfer credit:** CSU, USC

PUBLIC ADMINISTRATION

**•101—Public Service Administration
Practices** 3 Units

Not Offered.

**•102—Federal Organizations, Functions,
and Relationships** 3 Units

Not Offered.

**•103—Governmental Financial
Management** 3 Units

Not Offered.

REAL ESTATE

Classes in Real Estate are offered for students interested in the field of real estate. The courses are designed to accommodate the real estate education needs of students in preparing for real estate careers as well as those already engaged in real estate services. The curriculum provides instruction designed to assist those wishing to obtain real estate sales and real estate broker licenses. Most of the courses are scheduled in the Evening College program. A Certificate of Completion may be earned.

●101—Real Estate Principles 3 Units

Real Estate 101 covers the basic laws and principles of California real estate and gives understanding, background, and terminology necessary for advanced study in specialized courses. The course is of assistance to those preparing for the real estate sales license examination. Lecture 3 hours. **Prerequisite:** None. **Note:** This course may be taken 3 times; a maximum of 9 units may be earned. **Transfer credit:** CSU

●120—Real Estate Practice 3 Units

Real Estate 120 covers the day-to-day operations in real estate roles and brokerage, including listing, prospecting, advertising, financing, sales techniques, escrow, and ethics. This course applies toward State's educational requirement for the broker's examination. Lecture 3 hours. **Prerequisite:** A grade of "C" or better in Real Estate 101 or equivalent. **Transfer credit:** CSU

●130—Real Estate Economics 3 Units

Real Estate 130 deals with those trends and factors which affect the value of real estate; the nature and classification of land economics; the development of property, construction and subdivision; economic values and real estate evaluation; real estate cycles and business fluctuations, residential market trends, real property, and special purpose property trends. Lecture 3 hours. **Prerequisite:** A grade of "C" or better in Real Estate 101 or equivalent. **Note:** It is recommended that Real Estate 120 or 140 be taken prior to this course or that the student be a holder of a valid California Real Estate license. **Transfer credit:** CSU

●140—Legal Aspects of Real Estate 3 Units

Real Estate 140 is a study of California real estate law, including rights incident to property ownerships and management, agency, contracts, and application to real estate transfer, conveyancing,

probate proceedings, trust deeds, and foreclosure, as well as recent legislation governing real estate transactions. This course applies toward education requirement of broker's examination. Lecture 3 hours. **Prerequisite:** A grade of "C" or better in Real Estate 101 or equivalent. **Transfer credit:** CSU

●150—Real Estate Finance 3 Units

Real Estate 150 analyzes real estate financing, including lending policies and problems in financing transactions in residential, apartment, commercial, and special purpose properties. Methods of financing properties are emphasized. Lecture 3 hours. **Prerequisite:** A grade of "C" or better in Real Estate 101 or equivalent. **Note:** It is recommended that Real Estate 120 or 140 be taken prior to this course or that the student be a holder of a valid California Real Estate license. **Transfer credit:** CSU

●160—Real Estate Appraisal I 3 Units

Real Estate 160 covers the purposes of appraisals, the appraisal process, and the different approaches, methods, and techniques used to determine the value of various types of property. Emphasis is on residential and single-unit property. Lecture 3 hours. **Prerequisite:** A grade of "C" or better in Real Estate 101 or equivalent. **Note:** It is recommended that Real Estate 120 or 140 be taken prior to this course or that the student be a holder of a valid California Real Estate license. **Transfer credit:** CSU

●161—Real Estate Appraisal II 3 Units

Real Estate 161 covers real estate appraisal covering methods of appraising such properties as apartment buildings, industrial properties, subdivisions, and rural properties. Lecture 3 hours. **Prerequisite:** A grade of "C" or better in Real Estate 160 or equivalent.

●190—Property Management 3 Units

Real Estate 190 is a basic course in the management of income properties which analyzes specific types of properties that are managed; formulates and discusses the major problems of leasing, collections, rent schedules, tenant selection, neighborhood analysis, purchasing, evictions, preventive maintenance, depreciation, record keeping, and economics of property; and compiles a set of procedures for practical utilization in property management. Lecture 3 hours. **Prerequisite:** A grade of "C" or better in Real Estate 101 or equivalent. **Transfer credit:** CSU

●200—Buying and Selling a Business 3 Units (Also listed as Finance 200)

Real Estate 200 presents all the information necessary to conduct the purchase or sale of a small business. This course focuses on what a real estate agent should know so that he or she could

properly list, offer, negotiate and sell a business. The techniques of marketing, financing, financial reporting, taxation, merging and business management are covered in detail. Lecture 3 hours.

Prerequisite: None. **Note:** This course may not be taken for credit by students who have completed Finance 200. **Transfer credit:** CSU

●250—Escrow I 3 Units

Real Estate 250 is an introduction to the terminology, legal aspects, and process in the escrow function in real estate transactions. Emphasis is on the process of taking, processing, and closing of escrow. Lecture 3 hours. **Prerequisite:** A grade of "C" or better in Real Estate 101 or equivalent. **Transfer credit:** CSU

●251—Escrow II 3 Units

Real Estate 251 is an advanced study of the principles and methods of handling escrows involving title to land, exchanges, sale of Deed of Trust and Note, and 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:** A grade of "C" or better in Real Estate 250 or equivalent.

●252—Escrow III 3 Units

Real Estate 252 is an advanced study of threepart exchange escrows with cash outs, bulk sales, condominiums, subdivisions, and depository escrows and mobilehome escrows. Lecture 3 hours. **Prerequisite:** A grade of "C" or better in Real Estate 251 or equivalent.

●253—Escrow IV 3 Units

Real Estate 253 is a study of the advanced techniques involved in preparing and settling the ten primary exchange escrows, from the even-exchange through the multiple-compound exchange with companion pickup and resale escrows. Lecture 3 hours. **Prerequisite:** None.

●275—Tax Aspects and Exchange of Real Estate 3 Units

Real Estate 275 is an advanced course on tax principles governing the acquisition, ownership, operation, and disposition of real property as well as tax planning and integration of tax concepts and procedures. Lecture 3 hours. **Prerequisite:** A grade of "C" or better in Real Estate 120 and 140 or equivalent.

RECREATION LEADERSHIP

●105—Physical Education and Recreation for the Handicapped 2 Units

Recreation Leadership 105 is designed to train people to provide physical education and recreational activities for the handicapped, this course will help the student understand and appreciate needs, desires, and problems related to various handicaps as well as learn how to provide such activities. Lecture 2 hours, laboratory 2 hours. **Prerequisite:** None. **Transfer credit:** CSU, USC

●109—Recreation Leadership 2 Units

Recreation Leadership 109 is a basic training course for playground directors and recreation leaders. A study in the organization and administration of community and school recreation programs. Emphasis is placed on training in leadership techniques and on the development of programs in recreation, sports, and athletics. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** None. **Note:** Recommended for physical education majors and students entering the recreation field. **Transfer credit:** CSU, USC

RUSSIAN

●110—Basic Conversational Russian I 2 Units

Russian 110 teaches the fundamentals of grammar and correct pronunciation 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 taken 2 times; a maximum of 4 units may be earned.

SECRETARIAL STUDIES, See Office Administration

SIGN LANGUAGE

●101—Sign Language I 4 Units

Sign Language 101 is an introductory course which provides instruction on deafness, deaf culture, and the language used by the deaf community. Lecture 4 hours, laboratory 2 hours. **Prerequisite:** None. **Note:** This course may be taken 2 times; a maximum of 8 units may be earned. **Transfer credit:** CSU, USC

●102—Sign Language II 4 Units

Sign Language 102 is designed to provide a continuation of the first course for students interested in vocational opportunities and for those with family members who can profit from this method of communication. Lecture 4 hours, laboratory 2 hours. **Prerequisite:** Sign Language 101 or equivalent. **Note:** This course may be taken 2 times; a maximum of 8 units may be earned. **Transfer credit:** CSU, USC

●103—Sign Language III 4 Units

Sign Language 103 expands on the first two courses by utilizing basic learnings, and incorporating idiomatic language, and developing smooth transitions from character to character to build competency. Lecture 4 hours, laboratory 2 hours. **Prerequisite:** Sign Language 102 or equivalent. **Note:** This course may be taken 3 times; a maximum of 12 units may be earned. **Transfer credit:** CSU, USC

SOCIAL SCIENCE

●101—Introduction to Education 2 Units

Social Science 101 is 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:** None. Recommended: Eligibility for English 120. **Transfer credit:** CSU

●102—Educational Participation in the Community I 1 Unit

Social Science 102 provides 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:** A grade of "C" or better in Social Science 101. **Note:** This course may be taken 4 times; a maximum of 4 units may be earned. **Transfer credit:** CSU

●103—Educational Participation in the Community II 1 Unit

Not Offered. **Transfer credit:** CSU

●121—Ethnic and Racial Minorities 3 Units

Social Science 121 is 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:** None. Recommended: Eligibility for English 120. **Note:** This course is included in the list of State-approved college courses for school staff preparation in the history, culture, and current problems of racial and ethnic minorities (Article 3.3, Education Code Section 13344.1). **Transfer credit:** CSU, UC, USC

●122—Mexican-American Studies 3 Units

Social Science 122 is 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:** None. Recommended: English 191 or eligibility for ESL 165 or English 120. **Note:** This course is included in the list of State approved college courses for school staff preparation in the history, culture, and current problems of racial and ethnic minorities (Article 3.3, Education Code Section 13344.1). **Transfer credit:** CSU, UC, USC

●123—Asians in America 3 Units

Social Science 123 is a survey course which examines the experience of Asian American groups (Chinese, Japanese, Filipinos, Koreans, and others) from the mid-nineteenth century to the present. The course emphasizes these themes as it considers each immigrant group: stereotypes, push and pull factors in immigration, labor experiences, racism and discrimination in American society as applied to Asian Americans, contributions of Asian Americans to American society, community life before and since World War II, problems of the Asian American community today. Lecture 3 hours. **Prerequisite:** None. Recommended: English 191 or eligibility for ESL 165 or English 120. **Transfer credit:** CSU, UC, USC

●124—International/Intercultural Studies 3 Units

Social Science 124 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. Recommended: English 191 or eligibility for ESL 165 or English 120. **Transfer credit:** CSU, UC, USC

●125—The American Experience — 3 Units
American Heritage

Social Science 125 covers issues and events, from colonial times through the first World War which are discussed and evaluated in relation to their social, cultural, political, and economic significance. Important contributions of significant men and women to the historical development of the country are highlighted. Students are introduced to the contemporary American political process and its formal institutional functions in a comparative study of federal, state, and local governments. The operation of the federal constitution in a political democracy is emphasized. The roles of political parties and special interest groups are examined. Students learn the structure and function of government in relation to the individual. Major rights and freedoms of citizens and non-citizens in the United States and California are delineated and discussed. The completion of Social Science 125 and 126 fulfills the California State requirements in American History, Institutions and State and Local Government. Lecture 3 hours. **Prerequisite:** None. Recommended: English 191 or eligibility for ESL 165 or English 120. **Note:** Social Science 125 and 126 are designed for F-1 visa students who speak a language other than English as their first language, or naturalized citizens, or immigrants seeking naturalization who have never taken U.S. Government or U.S. History taught in English or in a U.S. high school. All others should take the standard courses in U.S. History and Government. No credit allowed for students who have completed History 110, 111, 117, 118, or 151; Economics 111; Political Science 101, 105, 106, or 151; Social Science 131 or 132. **Transfer credit:** CSU, UC

●126—The American Experience— 3 Units
Modern America

Social Science 126 covers issues and events since the first World War to the present which are discussed and evaluated in relation to their social, cultural, political, and economic significance. Important contributions of significant men and women to the historical development of the country are highlighted. Students are introduced to the contemporary American political process and its formal institutional functions in a comparative study of federal, state, and local governments. The operation of the federal constitution in a political democracy is emphasized. The roles of political parties and special interest groups are examined. Students learn the structure and function of government in relation to the individual. Major

rights and freedoms of citizens and noncitizens in the United States and California are delineated and discussed. The completion of Social Science 125 and 126 fulfills the California State requirements in American History, Institutions, and State and Local Government. Lecture 3 hours. **Prerequisite:** A grade of "C" or better in Social Science 125. **Note:** Social Science 125 and 126 are designed for F-1 visa students who speak a language other than English as their first language, or naturalized citizens, or immigrants seeking naturalization who have never taken U.S. Government or U.S. History taught in English or in a U.S. high school. All others should take the standard courses in U.S. History and Government. No credit allowed for students who have completed History 110, 111, 117, 118, or 151; Economics 111; Political Science 101, 105, 106, or 151; Social Science 131 or 132. **Transfer credit:** CSU, USC

●131—Introduction to Social Science 4 Units

Social Science 131 meets the California State requirements in American History. The interrelationship of the social sciences and their application to the problems of group living in the twentieth century are developed through a survey of the principal facts and concepts of history and sociology. Problems are studied in relationship to the historical development of the United States. The student is led to acquire a body of knowledge through an analysis of historical and contemporary social problems. Lecture 4 hours. **Prerequisite:** None. Recommended: Eligibility for English 120. **Note:** Social Science 131 allows only two units of credit for students having credit in History 110 or 111. If History 117-118 are completed for credit, then no units are allowed for Social Science 131. **Transfer credit:** CSU, UC, USC

●132—Introduction to Social Science 4 Units

Social Science 132 meets the California State requirements in the American Constitution, and State and Local Government. 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 principal facts and concepts of political science and economics. Problems are studied in relationship to governments in the United States. The student is led to acquire a body of knowledge through an analysis of contemporary political and economic problems. Lecture 4 hours. **Prerequisite:** None. Recommended: Eligibility for English 120. **Note:** Social Science 132 allows only two units of credit for students having credit in Political Science 101 or Political Science 105. If only Political Science 106 has been completed for credit, three units are allowed. **Transfer credit:** CSU, UC, USC

●133—A History of Great Ideas 3 Units
(Formerly Physical Science 133)

Social Science 133 is intended to stimulate the intellectually curious by exploring the notable ideas and discoveries in the history of mankind. It is a seminar, colloquial style discussion class that examines the forces in history that have shaped modern industrialized man and his culture. Some of the notable ideas and individuals studied include reason and faith, Einstein's relativity, Newtonian mechanics, Copernicus and heliocentricity, Darwinian evolution, Pasteur and the germ theory, the nature of man, theology, democracy, automation and transportation, electricity, Gutenberg and the printing press, and the computer. The students' understanding of the present will be enhanced by a better understanding of the past. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 120. **Transfer credit:** CSU, UC

●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.

SOCIOLOGY

●101—Introduction to Sociology 3 Units

Sociology 101 is 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:** None. Recommended: Eligibility for English 120. **Transfer credit:** CSU, UC, USC (CAN SOC 2)

●102—Introduction to Sociology 3 Units

Sociology 102 covers 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:** A grade of "C" or

better in Sociology 101. **Transfer credit:** CSU, UC, USC

●105—Introduction to Gerontology 3 Units
(Also listed as Psychology 109)

Sociology 105 is an introduction to the study of social gerontology, aging and its implications for the individual and society utilizing a multidisciplinary approach. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 120. **Note:** This course may not be taken for credit by students who have completed Psychology 109. **Transfer credit:** CSU, USC

●107—Probability and Statistics 3 Units
(Also listed as Economics 107, Political Science 107, Psychology 107)

Sociology 107 is 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:** None. Recommended: Eligibility for English 101 and one year of high school algebra or Mathematics 141 or equivalent. **Transfer credit:** CSU, UC, USC

●131—Marriage and Family Living 3 Units
(Also listed as Psychology 131)

Sociology 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. Recommended: Eligibility for English 120. **Note:** This course may not be taken for credit by students who have completed Psychology 131. **Transfer credit:** CSU, USC

SPANISH

●101—Beginning Spanish I 5 Units

Spanish 101 covers the fundamentals of Spanish grammar. Students learn how to pronounce Spanish correctly, how to read fairly simple Spanish prose, and how to write simple paragraphs in Spanish. Lecture 5 hours. **Prerequisite:** Eligibility for English 120 or ESL 165. **Note:** This course may not be taken for credit by students who have completed Spanish 115. In addition to the regular class hours, the student must spend one hour a week in the laboratory. **Transfer credit:** CSU, UC, USC

●102—Beginning Spanish II 5 Units

Spanish 102 is the study of more complicated grammar constructions, with further study of pronunciation, reading, and writing of idiomatic

Spanish. Lecture 5 hours. **Prerequisite:** Spanish 101, or two years of Spanish in high school completed within the past two years. **Note:** This course may not be taken for credit by students who have completed Spanish 116. In addition to the regular class hours, the student must spend one hour a week in the laboratory. **Transfer credit:** CSU, UC, USC

●103—Intermediate Spanish I 4 Units
Spanish 103 includes further study of Spanish grammar and idioms, intensive and extensive reading in contemporary Spanish, and written compositions in Spanish. This class is conducted entirely in Spanish. Lecture 4 hours. **Prerequisite:** Spanish 102, or three years of Spanish in high school completed within the past two years. **Note:** In addition to the regular class hours, the student must spend two half-hour periods a week in the laboratory. **Transfer credit:** CSU, UC, USC

●104—Intermediate Spanish II 4 Units
Spanish 104 is a continuation of Spanish 103 with reading of more difficult literary texts, and increased emphasis on composition and conversation. This class is conducted entirely in Spanish. Lecture 4 hours. **Prerequisite:** Spanish 103, or four years of Spanish in high school completed within the past two years. **Note:** In addition to the regular class hours, the student must spend two half-hour periods a week in the laboratory. **Transfer credit:** CSU, UC, USC

●105—Conversational Spanish 3 Units
Spanish 105 is a course of intensive practice in the expression and comprehension of spoken Spanish. Lecture 3 hours. **Prerequisite:** One year of college Spanish, or three years of high school Spanish, or equivalent. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned. **Transfer credit:** CSU, UC, USC

●106—Advanced Conversational Spanish 3 Units
Spanish 106 is a course of intensive practice in the expression and comprehension of spoken Spanish. Lecture 3 hours. **Prerequisite:** One year of college Spanish, or three years of high school Spanish, or equivalent. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned. **Transfer credit:** CSU, UC, USC

●110—Basic Conversational Spanish I 2 Units
Spanish 110 is an introduction to Spanish with emphasis on developing essential skills in communication. The verbal active method used stresses oral expression. The course develops working knowledge of reading and writing as well. Includes use of tapes or cassettes in the language

laboratory. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** None. **Note:** No credit will be granted to those students who have taken Spanish 102 prior to Spanish 110 or who take Spanish 102 concurrently with Spanish 110. This course may be taken 2 times; a maximum of 4 units may be earned.

●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:** This course may not be taken for credit by students who have completed Spanish 102 prior to Spanish 111 or who take it concurrently with Spanish 111. This course may be taken 2 times; a maximum of 4 units may be earned.

●112—Basic Conversational Spanish III 2 Units
Spanish 112 presents the fundamentals of Spanish grammar. It includes training in accurate pronunciation and comprehension, speaking, reading, and writing of simple Spanish. Oral expression will be stressed. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** Spanish 111 or equivalent. **Note:** This course may be taken 2 times; a maximum of 4 units may be earned.

●113—Basic Conversational Spanish IV 2 Units
Spanish 113 presents a completion of the fundamentals of Spanish grammar. It includes continued training in correct pronunciation, diction and intonation. It also provides training in reading comprehension of prose of increasing difficulty and discussion in Spanish of cultural readings. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** Spanish 112 or equivalent. **Note:** This course may be taken 2 times; a maximum of 4 units may be earned.

●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:** This course may not be taken for credit by students who have completed Spanish 101. **Transfer credit:** CSU, UC, USC

●116—Spanish for the Spanish Speaking II

5 Units

Spanish 116 is a continuation of Spanish 115. Emphasis is on reading comprehension, composition, oral communication, and a more advanced study of the structure of the language. Lecture 5 hours. **Prerequisite:** Spanish 115. **Note:** This course may not be taken for credit by students who have completed Spanish 102. This course will meet the prerequisite for Spanish 103. **Transfer credit:** CSU, UC, USC

●117—Basic Conversational Spanish for Medical Personnel

1 Unit

Spanish 117 is an introduction to Spanish, with emphasis on developing essential skills in communication, for medical personnel. The verbal active method is used and oral expression is stressed. The course also develops working knowledge of reading and writing Spanish. Lecture 3 hours. **Prerequisite:** Spanish 111 or equivalent. **Note:** This course may be taken 2 times; a maximum of 2 units may be earned.

●118—Conversational Spanish for Law Enforcement and Fire Fighting Personnel

1 Unit

Spanish 118 is an introduction to Spanish, with emphasis on developing essential skills in communication, for law enforcement and fire fighting personnel. The verbal active method is used and oral expression is stressed. The course also develops a working knowledge of reading and writing Spanish. Lecture 3 hours. **Prerequisite:** Spanish 111 or equivalent. **Note:** This course may be taken 2 times; a maximum of 2 units may be earned.

●124—English Translations of Masterpieces of Hispanic Literature

3 Units

Spanish 124 is 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:** This course may not be taken for credit by students who have completed Spanish 125 or Spanish 126. **Transfer credit:** CSU, UC, USC

●125—Survey of Spanish Literature

3 Units

Spanish 125 is a lower division survey of the literature of peninsular Spain, from the ballads of the Medieval period to the twentieth century. Reading and class lectures are entirely in Spanish and are supplemented by tapes, records and films. Lecture 3 hours. **Prerequisite:** Spanish 104 and Spanish 106, or equivalent. **Note:** Students may receive only one unit of credit for Spanish 125 if they have received credit for Spanish 124. **Transfer credit:** CSU, UC, USC

●126—Survey of Spanish American Literature

3 Units

Spanish 126 is a lower division survey of the literature of Spanish America, from the prehispanic literature of the Incas, as recorded by el Inca Garcilaso de la Vega, and the histories of the Mayas in the Popol Vuh, to the literature of the twentieth century. Reading and lectures will be entirely in Spanish. Tapes and records will be used to supplement text and lectures. Lecture 3 hours. **Prerequisite:** Spanish 104 and Spanish 106 or equivalent. **Note:** Students may receive only one unit of credit for Spanish 126 if they have received credit for Spanish 124. **Transfer credit:** CSU, UC, USC

●127—Mexican Literature

3 Units

Spanish 127 is a study of the literature of Mexico from Nahuatl poetry to current authors. Reading and class lectures are entirely in Spanish and are supplemented by tapes, records and films. Lecture 3 hours. **Prerequisite:** Spanish 104 and Spanish 106, or Spanish 116 or equivalent. **Transfer credit:** CSU, UC, USC

●128—Cuban Literature

3 Units

Spanish 128 is a study of the literature of Cuba from the period of exploration to the present. Readings and class lectures are entirely in Spanish. Lecture 3 hours. **Prerequisite:** Spanish 104 and Spanish 106, or Spanish 116, or equivalent. **Transfer credit:** CSU, UC, USC

●138—Spanish for School Personnel

2 Units

Spanish 138 is a study of the 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.

●146—Language for Business — Bilingual

5 Units

Not offered.

SPEECH COMMUNICATIONS

●100—Interpersonal Communication

3 Units

Speech 100 is designed to provide students with an understanding of factors affecting human communication on a day-to-day basis and to provide laboratory experiences aimed at developing skills in such areas as language, listening, assertiveness, conflict resolution, nonverbal behaviors, group problem solving, and cross cultural communication. The instructional approach is deductive —

inductive — deductive involving lecture/discussions, activities demonstrating concepts covered, and further lecture/discussion for purposes of additional clarification. Lecture 3 hours. **Prerequisite:** Eligibility for English 120. **Transfer credit:** CSU, UC, USC

●101—Public Speaking 3 Units

Speech 101 places emphasis 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 colleges and universities. Lecture 3 hours. **Prerequisite:** Eligibility for English 101. **Transfer credit:** CSU, UC, USC (CAN SPCH 4)

●102—Public Speaking 3 Units

Speech 102 places emphasis on the development of further effectiveness in the organization and delivery of speeches, and on the preparation of students for effective participation in group discussion and debate. Lecture 3 hours. **Prerequisite:** Speech 101. **Transfer credit:** CSU, UC, USC

●103—Group Discussion 3 Units

Speech 103 involves techniques and theories of discussion with emphasis on group productivity and oral communication in groups. Use of logical, clear reasoning in research, analysis of problems, effectiveness of participation, and leadership in the discussion mode are also examined. Class activities include role playing, problem solving, panel discussions, and symposium forum discussions. Lecture 3 hours. **Prerequisite:** A satisfactory score on the English Placement Examination; or a grade of "B" or better in English 191 or ESL 165 or Business—General 101; or a grade of "C" or better in English 120 or English 131. **Transfer credit:** CSU, UC, USC

●104—Argumentation and Debate 3 Units

Speech 104 is designed to provide students with an understanding of the factors affecting basic argumentation and debate on a day to day basis and to provide laboratory experiences aimed at developing skills in such areas as language, listening, assertiveness, conflict resolution, non-verbal behaviors, group problem solving, and cross cultural communication.

The instructional approach is deductive-inductive, deductive involving lecture/discussions, formal, in-class debates and critical analysis of contemporary issues. Lecture 3 hours. **Prerequisite:** Speech 101. **Transfer credit:** CSU

●105—Voice and Diction 3 Units

Speech 105 is designed to improve vocal quality and force, pitch flexibility, rate, articulation, and pronunciation. The student will develop an

understanding of the speech mechanism. Emphasis will be placed on improvement through increased self-perception and practice exercises. Lecture 3 hours. **Prerequisite:** Eligibility for Speech 101. **Note:** It is recommended that ESL students complete English 168 with a grade of "C" or better before registering for this class. **Transfer credit:** CSU, UC, USC

●139—Communication With the Deaf 2 Units

Speech 139 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.

●150—Cognitive and Linguistic Reintegration 2 Units

Speech 150 is designed for students evidencing functional difficulty in the areas of auditory memory, processing and comprehension, and/or oral expression — secondary to an acquired neurological disorder. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** The student must have an acquired neurological disorder affecting cognitive and linguistic competence. **Note:** This course may be taken 4 times; a maximum of 8 units may be earned.

●151—Communication Skills for the Language Disabled Adult 2 Units

Speech 151 is designed for students who demonstrate a significant deficit in receptive language skills and/or expressive language skills. Emphasis will be placed on active student experimentation with specific communication skills acquired in the individual's laboratory component of the class. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** Only students who have a communication disability may enroll. **Note:** This course may be taken 4 times; a maximum of 8 units may be earned.

●152—Speech Lab 1 Unit

Speech 152 provides a setting for diagnostic testing and the subsequent development of an individualized educational plan for specialized group instruction of students who have communication disorders. Laboratory 3 hours. **Prerequisite:** Student must meet the Title 5 regulations for eligibility to receive special education service. **Note:** This course may be taken 4 times; a maximum of 4 units may be earned.

STATISTICS, See
Economics 107, Political Science 107,
Psychology 107, Sociology 107

TECHNICAL DIVISION

Administration of Justice, See p. 91
 Architecture, See p. 99
 Child Growth & Development, See p. 119
 Clothing-Textiles, See p. 122
 Cooperative Education, See p. 127
 Cosmetology, See p. 127
 Drafting, See p. 130
 Educational Media Technology, See p. 132
 Electronic Computer Technology, See p. 132
 Engineering, See p. 135
 Family & Consumer Studies, See p. 142
 Fashion, See p. 143
 Fire Technology, see p. 145
 Food & Nutrition Studies, See p. 147
 Machine Technology, See p. 162
 Metallurgy, See p. 168
 Preschool Education, See p. 119
 Technical Education, See p. 199
 Technical Graphics, See p. 200
 Television, See p. 202
 Welding, See p. 204

TECHNICAL EDUCATION

●140—Fundamentals of Engineering Documentation 3 Units

Technical Education 140 is a fundamental course in reporting technical information for those participating in engineering or manufacturing programs. Lecture 3 hours. **Prerequisite:** A satisfactory score on the Glendale Community College ESL Placement Test, or the ABLE test, or the English Placement Examination, or ESL 162 or satisfactory completion of an oral examination, and ESL 164 or English 191, or equivalent. **Note:** Technical Education 140 is required in Architectural Drafting and Design, Drafting/Electro-Mechanical Design, and Technical Graphics and Design certificate programs. Also recommended for Electronics, Machine Technology and Welding certificates.

●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.

●143—Technical Mathematics 3 Units

Technical Education 143 is 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:** Satisfactory completion of Technical Education 142, or equivalent.

●145—Applied Physics 3 Units

Technical Education 145 studies 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:** Satisfactory completion of Technical Education 142 or Electronics and Computer Technology 100 or Mathematics 141, or equivalent. **Transfer credit:** CSU

●146—Materials and Processes 3 Units

Technical Education 146 is a study of the manufacture and properties of ferrous and non-ferrous alloys, ceramic products, wood, cements, plastics, fuels, glass, concrete, rubber, etc. Their uses, adaptability, and limitations in industry will be studied. Current methods of manufacture and technique will be covered. The course covers testing of materials by the destructive and nondestructive methods and the physical properties of materials. Lecture 3 hours. **Prerequisite:** Satisfactory completion of Technical Education 145, Physics 110, Physical Science 131, or equivalent. **Note:** Technical Education 146 is a mandatory requirement for the engineering major certificate. **Transfer credit:** CSU

●147—Survey of Robotics 1 Unit

Technical Education 147 is a survey course designed to familiarize students enrolled in Technical Education industrial courses with the fundamentals of robotics and robot industrial systems. It is a basic study of the high-technology field of robotics, in order to develop an awareness of the field as it applies to individual areas of technical expertise. Areas covered include Artificial Intelligence, Robot Classifications and Axis Geometry, Elements of Robot Systems, Power and Positioning, Servo Systems, Teach-Pendants, Controllers, and Sensors. Hands-on experience in the use and positioning of actual robot trainers is emphasized. Lecture 2 hours, laboratory 1 hour. (9 weeks) **Prerequisite:** None.

●148—Automation and Production Controls 3 Units

Technical Education 148 introduces the student to electronic control of automation systems, emphasizing the terms, principles, and techniques used in automated manufacturing processes. Digital and analog control applications are analyzed in central system industrial designs and instrumentation systems. Lecture 3 hours. **Prerequisite:** Computer Science/Information Systems 110 or Electronics and Computer Technology 201, and Electronics and Computer Technology 205.

●166—Basic Graphics 5 Units

Technical Graphics 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:** Architecture 101 or Drafting 131 or Engineering 101 or Technical Graphics 165. **Transfer credit:** CSU

TECHNICAL GRAPHICS

●164—Elementary Drafting 2 Units

Technical Graphics 164 presents the elementary methods and techniques of drafting and layout. This course is for the student who needs a slow training pace and a thorough beginning to the basic concepts of drafting. The course develops the student's ability to understand concepts of drafting, to use scales, and to make simple drawings. Lecture 1 hour, laboratory 3 hours. **Prerequisite:** None. **Note:** This course is for the student who has had no experience or training in drafting, for the student who requires a more in-depth, basic beginning with drafting, and for the student who is unable to keep up with the pace of Technical Graphics 165.

●165—Basic Graphics 5 Units

Technical Graphics 165 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:** A satisfactory score on the Glendale Community College ESL Placement Test, or the English Placement Examination, or English 191, 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 and all work missed is made up. **Transfer credit:** CSU

●167—Advanced Technical Graphics 5 Units

Technical Graphics 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:** Technical Graphics 166. **Note:** Students must register for the full number of hours for which the course is scheduled, but late registration is permitted provided a vacancy in the class exists and all work missed is made up. **Transfer credit:** CSU

●168—Advanced Technical Graphics 5 Units

Technical Graphics 168 covers the general technical knowledge and skills used by professional illustrators with the aim of preparing the student to perform complicated assignments in preparation of technical publications and graphic communication presentations. Covers perspective theory, rendering in all manner of graphic arts techniques; the operation, use, and care of the air brush. Creative decisions are necessary in student's approach to visualization of class problems which have underlying requirements of both mechanical and artistic training. Lecture 3 hours, laboratory 6 hours. **Prerequisite:** Technical Graphics 167. **Transfer credit:** CSU

●169—Industrial Design 5 Units

Technical Graphics 169 covers the design and production of technical graphic communications used by engineers, technicians, scientists, and executive personnel in industry. The student is directed in the design and preparation of presentation material such as: charts, graphs, slide projectors; exhibits, industrial design models, displays, and technical brochures. Course also covers lettering and type layout reproduction methods and processes used in preparation of graphics.

Latest industrial art methods and techniques are studied in order to achieve economy, speed, accuracy. Lecture 3 hours, laboratory 6 hours.

Prerequisite: Technical Graphics 168. **Transfer credit:** CSU

●170—Air Brush I 1 Unit

Technical Graphics 170 is designed to develop the ability of the student to use the ingredients, methods, and techniques of air brush from start to finish. Though the course does not require skilled art application, it deals with the fundamentals of design, layout, lines, dots, shading, black and white water color, types of frisket, and paper. The student will have the opportunity to use two types of air brushes and to learn about other available types. Lecture 1 hour, laboratory 3 hours (9 week class).

Prerequisite: None. **Note:** It is recommended that Art 130, Art 150, or Art 134 be taken prior to Technical Graphics 170. This course may be taken 3 times; a maximum of 3 units may be earned.

●171—Air Brush II 1 Unit

Technical Graphics 171 teaches the advanced operation and use of the air brush. The course will

introduce color into the designs and will use the basic knowledge obtained in Graphics 170. The student will develop the skills of blending and selecting color, creating texture, and focusing on creative design to achieve the desired results. Lecture 1 hour, laboratory 3 hours (9 week class).

Prerequisite: Technical Graphics 170. **Note:** This course may be taken 3 times; a maximum of 3 units may be earned.

●172—Publication Graphics 3 Units

Technical Graphics 172 is designed to increase the student's ability to employ the ingredients, methods, and techniques used in the preparation and production of brochures, reports, proposals, manuals, and audio visuals from start to finish. Though the course does not require skilled art application, it deals with the fundamentals of design, layout, typography, paper, inks, printing, binding, and audio visual preparation. Visiting specialists from related industries will discuss their roles in the graphic arts industry and answer related questions. Lecture 3 hours, laboratory 1 hour.

Prerequisite: None.



●173—Industrial Graphics 3 Units

Technical Graphics 173 is a course to prepare the technical illustrator to meet the demands of industry. Emphasis is placed on extremely high inking and paste-up skills along with isometric construction with rotation from the isometric plane. Students will have an opportunity to work from engineering blueprints and actual rough inputs from industrial engineering organizations. Lecture 3 hours, laboratory 1 hour. **Prerequisite:** None

**●175—Graphics/Publications
Automated Production Industry
Upgrade and Retraining 1½ Units**

Technical Graphics 175 presents the basic methods and technologies required by industry in publication/graphic typesetting production. This course is designed primarily for individuals presently working in the publication, printing and graphic industries desiring training in automated systems. Presented is a basic course in video display terminal, VDT, operation of a Varityper typesetting system, and comparable training on personal computers using the Do It software package. Production output training will be available on dot matrix printers, laser printers, and a photo typesetter. Additional areas of training will include advertising/graphics, page layout and design, text processing, editing and headline writing, and data base storage. General automated technical knowledge and skills used by the graphics industry will be presented and practiced in the classroom. Lecture 1 hour, laboratory 1½ hours. **Prerequisite:** Eligibility for English 120. **Note:** Knowledge of keyboarding skills would be helpful. **Transfer credit:** CSU

**●176—Automated Publication
Graphics II 2 Units**

Technical Graphics 176 covers the fundamental methods and technologies required by industry in publication graphic typesetting production. This class is designed to instruct individuals matriculating in the college graphics and journalism programs in the technology of automated publication graphic arts. Skills presented include the use of the video display terminal (VDT), the Varityper, and comparable personal computers using the Do It software materials. Production output training will be available on dot matrix and laser printers, and on phototypesetters. Additional areas of training will include advertising graphics, page layout and design, text processing, editing and data base storage. General automated technical knowledge and skills used by the publication graphics industry will be taught and practiced in the classroom. Lecture 1 hour, laboratory 3 hours. **Prerequisite:** Prior completion of or concurrent enrollment in a college journalism course, or a graphic art and

design course, or eligibility for English 101. **Transfer credit:** CSU

●177—Camera Ready Art 1 Unit

Technical Graphics 177 presents the methods and techniques of camera ready art. The course will cover the layout preparation, actual camera use, and final presentation touches. During this course the student will develop the skills of operating the vertical stat camera and using it in industry. Lecture 1 hour, laboratory 3 hours (9 week class). **Prerequisite:** None. **Note:** It is recommended that Photography 101, 102 and Technical Graphics 178 be taken prior to Technical Graphics 177.

●178—Paste-Up and Layout 1 Unit

Technical Graphics 178 presents the methods and techniques of paste-up and layout. The course develops the ability to layout various media for the graphics and desk top publishing industry. This will include flyers, brochures, newsprint and technical illustrations. The student will design and use photo layouts, discover the principles of color separation, and learn the techniques that develop professional paste-up skills for employment in business or industry. Lecture 1 hour, laboratory 3 hours (9 week class). **Prerequisite:** None. **Note:** This course may be taken 3 times; a maximum of 3 units may be earned.

TELEVISION

**●101—Introduction to Television
Production 3 Units**
(Formerly Educational Media
Technology 104)

Television 101 is intended for the student majoring in the preparation of instructional television materials and the operation of video equipment. The topics to be covered will include the recognition and utilization of video equipment, production of instructional television programs, and an examination of the most recent video technologies. Field trips to professional production facilities will also be included. Lecture 2 hours, laboratory 4 hours. **Prerequisite:** None. **Note:** This course may be taken 3 times; a maximum of 9 units may be earned. **Transfer credit:** CSU

●102—Television Production Systems 3 Units

Television 102 will teach students how to operate professional television production equipment such as three-tube color cameras, 3/4" video-cassette recorders, waveform monitors, vectorscopes, character generators, and computerized 3/4" video editing systems. Projects will emphasize portable production techniques. Related topics

will include Time Code, components of the video signal, on-line and off-line editing, and time-base correction. This course may be taken concurrently with the Television Production Lab (Television 104). Lecture 2 hours, laboratory 4 hours. **Prerequisite:** Television 101 or equivalent.

●104—Intermediate Television Production 3 Units

Television 104 is designed to meet the needs of the student majoring in the techniques and disciplines of television production. The emphasis will be on actual production of television programs for the campus and community. Students will also be involved in programming operations for the educational cable channel. Lecture 2 hours, laboratory 4 hours. **Prerequisite:** Television 101, or equivalent. **Note:** This course may be taken 3 times; a maximum of 9 units may be earned. **Transfer credit:** CSU

**BROADCASTING-JOURNALISM,
See Journalism 106**

THEATRE ARTS

●101—Introduction to Theatre, Television and Motion Pictures 3 Units

Theatre Arts 101 is designed to give students a broad introduction to the performing arts and technical skills of television, film, and theatre. The course will use field trips, play analysis, lectures, and audiovisual presentations to give students a first or renewed appreciation of these three dramatic media. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

●102—Theatre History 3 Units

Theatre Arts 102 is a survey of the history of the theatre through its major influences concentrating on Greek, Roman, Renaissance, Elizabethan, Restoration and Modern era. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

●103—Fundamentals of Acting (Vocal Interpretation) 3 Units

Theatre Arts 103 is 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. **Note:** Concurrent enrollment in Dance 183 is required. This course may be taken 2 times; a maximum of 6 units may be earned. **Transfer credit:** CSU, UC, USC

●104—Fundamentals of Acting (Body Control) 3 Units

Theatre 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:** Theatre Arts 103 and Speech 105. **Transfer credit:** CSU, UC, USC

●105—Theatre Arts Workshops 1-3 Units

Theatre Arts 105 is a production class. The students enrolled in this course will be formed into a company to present the Glendale Community College drama productions. Each student will be assigned projects in accordance with his or her interests and talents. The projects will involve some phase of theatrical production: acting, directing, playwriting, business administration, or publicity. The rehearsal laboratory consists of 10-15 hours per week. Two productions are mounted each semester. **Prerequisite:** Theatre Arts 103-104 either completed or in progress, or equivalent. **Note:** This course may be taken 4 times; a maximum of 12 units may be earned. A proportionate amount of work will be assigned according to the number of units elected. **Transfer credit:** CSU, UC, USC

●107—Drama Heritage 3 Units

Theatre Arts 107 is a survey of dramatic literature from the classical to the modern period from the production point of view. Periods of study include Greek, Medieval, Renaissance, Restoration, and Modern Realism. The course will combine the reading of plays with field trips to local theatres and in-class audio-visual presentations to give the student the means to analyze and appreciate the plays both as literature and performance. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

●109—Stage Make-Up 1 Unit

Theatre Arts 109 provides 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. Theatre Arts majors should have at least one semester of make-up. Laboratory 3 hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

●110—Stage Make-Up 1 Unit

Theatre Arts 110 is a continuation of Theatre Arts 109 with emphasis on unusual character make-up. Laboratory 3 hours. **Prerequisite:** Theatre Arts 109. **Transfer credit:** CSU, UC, USC

●121—Stage Scenic Design 2 Units

Theatre 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 theatre techniques is helpful. Lecture, 1 hour, laboratory 3 hours. **Prerequisite:** Theatre Arts 131 (3 units) or equivalent. **Transfer credit:** CSU, UC, USC

●122—Stage Scenic Design 2 Units
Theatre Arts 122 is a continuation of Theatre Arts 121 with more emphasis on originality of design. Lecture 1 hour, laboratory 3 hours. **Prerequisite:** Theatre Arts 121. **Transfer credit:** CSU, UC, USC

●123—Stage Costume Design Workshop 1-4 Units
Theatre Arts 123 is a course in the 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:** Family and Consumer Studies 117 and/or Family and Consumer Studies 101. (Family and Consumer Studies 117 may be taken concurrently). **Note:** This course may be taken 4 times; a maximum of 8 units may be earned. A proportionate amount of work will be required according to the number of units elected by the students (2 To be Arranged hrs. per unit). **Transfer credit:** CSU, UC, USC

●131—Technical Stage (See Note)
Theatre Arts 131 is 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. Theatre Arts majors should have at least one semester of technical stage. See also Theatre Arts 105. **Prerequisite:** None. **Note:** This course may be taken 4 times; a maximum of 9 units may be earned. A proportionate amount of work will be required according to the number of units elected by the student and signed for at the time of registration. **Transfer credit:** CSU, UC, USC

●134—Practical and Theoretical Aspects of Stage Lighting 2 Units
Theatre Arts 134 is for the advanced student in technical theatre. It is a course designed to develop the skills and techniques which are necessary for the student's participation and appreciation of the art of stage lighting. It is hoped that the student will develop, as a result of familiarity with stage lighting practice, a sense of balance and rhythm with regard to color, light and shadow, and mass. Laboratory 6

hours. **Prerequisite:** Theatre Arts 131 (6 units) or equivalent. **Transfer credit:** CSU, UC, USC

●140—Introduction to Performance for the Camera 3 Units
Theatre Arts 140 is a comprehensive introduction to performing in the media of television and film. The course explores the styles and the mastery of technical specifics demanded by each medium. The approach is to teach on-camera techniques simply and correctly, while providing a broad understanding of why and how things are done in media production. Practical aspects of facilitating a performance career are covered: getting an agent, joining the unions, and acquiring the necessary tools of the trade, such as pictures and resumes. Lecture 3 hours, laboratory 2 hours. **Prerequisite:** None.

●151—Theatre Management 3 Units
(Also listed as Business Administration 151)
Theatre Arts 151 is designed to provide an introduction to economic and managerial aspects of American theatre, especially as they apply to professional resident theatre and nonprofessional community and educational theatre organizations. It is assumed that students have a background in theatre history and production but that they are comparatively untutored in economics and business administration. Lecture 3 hours. **Prerequisite:** None. **Note:** The student is encouraged to enroll concurrently in Theatre Arts 131. This course may not be taken for credit by students who have successfully completed Business Administration 151. **Transfer credit:** CSU

VOCATIONAL NURSING, See Allied Health

WELDING

●117—Introduction to Welding 3 Units
Welding 117 consists of Oxy-Acetylene welding, flame cutting, (manual and automatic), bronze and silver brazing and soldering. These processes are discussed and demonstrated. The student is given experience in applying the principles by individual practice on a sequence of selected plates and manipulative exercises on various metals. Lecture 1-2 hours, laboratory 3-4 hours. **Prerequisite:** A satisfactory score on the Glendale Community College ESL Placement Test, or the ABLE Test, or the English Placement Examination, or ESL 164, or English 191, or equivalent. **Note:** This course

maybe taken 4 times; a maximum of 12 units may be earned. **Transfer credit:** CSU

●118—General Welding 2-3 Units

Welding 118 consists of theory and techniques in basic Shielded Metal Arc Welding and Flux Cored Arc Welding. The student is given experience in applying the principles by individual practice on a sequence of selected plates and manipulative exercises on mild steel. Lecture 1-2 hours, laboratory 3-4 hours. **Prerequisite:** Welding 117. **Note:** This course may be taken 4 times; a maximum of 12 units may be earned.

●121—Occupational Welding 5 Units

Welding 121 is the first in a series of occupational welding courses designed to prepare the student for employment in the welding industry. It covers the theory of welding processes, welding safety, terms, basic metallurgy; and the fundamentals of metallic arc and oxy-acetylene welding. Lecture 3 hours, laboratory 6 hours. **Prerequisite:** A satisfactory score on the Glendale Community College ESL Placement Test, or the ABE Test, or the English Placement Examination, or ESL 164 or English 191, or equivalent. **Note:** This course may be taken 3 times; a maximum of 15 units may be earned.

●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:** A satisfactory score on the Glendale Community College ESL Placement Test, or the ABE Test, or the English Placement Examination, or ESL 164 or English 191, or equivalent and Welding 121 or equivalent. **Note:** This course may be taken 3 times; a maximum of 15 units may be earned.

●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:** A satisfactory score on the Glendale Community College ESL Placement Test, or the ABE Test, or the English Placement Examination, or ESL 164 or English 191, or equivalent and Welding 122 or equivalent. **Note:**

This course may be taken 3 times; a maximum of 15 units may be earned.

●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:** A satisfactory score on the Glendale Community College ESL Placement Test, or the ABE Test, or the English Placement Examination, or ESL 164 or English 191, or equivalent and Welding 123 or equivalent. **Note:** This course may be taken 3 times; a maximum of 15 units may be earned.

●125—Advanced Welding Procedures 1-4 Units

Welding 125 is advanced welding procedures and practices for experienced students or industrial workers who wish to improve and update their manipulative skills or prepare for a specific certification in metallic arc, tungsten inert gas, or metal inert gas welding. Laboratory 3-12 hours by arrangement. **Prerequisite:** Welding 117 or 121, or equivalent. **Note:** Hours to vary according to student needs; 48 hours laboratory equals 1 unit. This course may be taken 4 times; a maximum of 16 units may be earned.

●126—Occupational Welding Certification Workshop 1-3 Units

Welding 126 is designed for the student or industrial worker with a welding background to gain practical experience in specific skill areas of concentration, resulting in state welding certification. Laboratory 3-9 hours. **Prerequisite:** Welding 117 or 118 or 125 or related occupational experience. **Note:** This course may be taken 3 times; a maximum of 9 units may be earned.

WORD PROCESSING, See Office Administration; Computer Science/ Information Systems

WORK EXPERIENCE, See Cooperative Education

END OF COURSE DESCRIPTIONS

GENERAL EDUCATION REQUIREMENTS FOR GRADUATION FROM COLLEGES AND UNIVERSITIES

It is important for students who plan to transfer to a four-year college or university at the close of their community college studies to decide early which college they will enter. Having decided this, they should plan their program in accordance with the requirements of that institution.

In general, students who are eligible for admission to a university at the time of twelfth year graduation are admitted to that institution after completion of community college work provided they have maintained a satisfactory record in all work taken since twelfth grade.

Ordinarily students with high school deficiencies (i.e. course work, GPA, SAT/ACT etc.) are not permitted to transfer to a four-year college or university in advanced standing until they have proven their ability to do college work. The requirements for college and university entrance with advanced standing vary significantly. Students should contact their counselor or the Transfer Center for these requirements.

The following are the General Education requirements for some of the four-year colleges and universities in this area.

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UNIVERSITY OF CALIFORNIA, LOS ANGELES, COLLEGE OF FINE ARTS

Courses acceptable for meeting the General College Requirements (minimum 38 semester units).

English Composition and Rhetoric (3 semester units) Composition, grammar and rhetoric with a grade of "C" or better. Course not acceptable on credit/no-credit or pass/no pass basis. This requirement must be completed before entry in Fine Arts.

English 101

Critical Reading and Writing (3 semester units) Composition and literature including literary analysis and criticism, with a grade of "C" or better. Course not acceptable on credit/no-credit or pass/no pass basis. This requirement must be completed before entry in Fine Arts.

English 102

Foreign Language (minimum 8 semester units) Two semesters of one college language. No credit will be given for duplication of native tongue. Proficiency examinations **MAY NOT** be used to complete this requirement. Language to be completed before entry to Fine Arts.

Arabic 101, 102
 Armenian 101, 102
 French 101, 102
 German 101, 102

Italian 101, 102
 Latin 101, 102
 Spanish 101, 102

Science/Math (minimum 6 semester units) No lab required.

- 1 course Physical or Biological Science
- 1 course Natural Science, Mathematics or another Physical/Biological Science

PHYSICAL OR BIOLOGICAL SCIENCES
 (Science #1 or 2)

NATURAL SCIENCE OR MATH
 (Science #2 only)

Astronomy 101
 Biology 101, 102, 112, 115, 120, 121,
 122, 125, 135
 Chemistry 101, 102, 103, 105, 106,
 107, 110, 120, 121
 Geology 101, 102, 103, 105, 110
 Oceanography 115
 Paleontology 101
 Physical Science 131
 Physics 101, 102, 103, 105, 106

Anthropology 101
 Biology 123
 Geography 101
 Mathematics 100, 103, 104, 105,
 107, 108, 110, 111, 112
 Physics 110
 Psychology 103

Social Sciences (9 semester units/3 units each category)

- 1 course in History before the 17th Century (1600)
- 1 course in History after the 17th Century (1600)
- 1 course Social Science elective (may be another History course)

HISTORY #1

History 101, 107

HISTORY #2

History 102, 103, 104,
106, 108, 109,
110, 111, 112,
113, 114, 117,
118, 119, 120,
121, 131, 135

SOCIAL SCIENCE ELECTIVE

Anthropology 102, 103
Economics 101, 102, 105, 111
Ethnic Studies 102, 110, 111, 122,
124, 132, 164
Geography 102, 105, 110
Political Science 101, 102, 103,
105, 106, 110, 111
Psychology 101, 106, 113, 115
Social Sciences 121, 122, 123, 125,
126, 131, 132
Sociology 101, 102

Humanities (9 semester units/3 units each category)

Courses in performance, studio, movie/film or those in the student's major department **DO NOT** meet this requirement.

- 1 course in the Arts (history, criticism, appreciation)
- 1 course in Literature
- 1 course in Philosophy or Religion

THE ARTS

Art 101, 102, 103,
104, 105, 106,
107, 108, 109,
110, 112, 113,
116, 118, 120,
121
Music 110, 120, 122,
125, 126, 128
Theatre Arts 102

LITERATURE

English 105, 106, 107,
108, 109, 110, 111,
122, 123, 124, 125*,
126, 127, 128, 130
French 124, 125, 126
German 125, 126
Humanities 115
Spanish 124, 125, 126,
127, 128

PHILOSOPHY/RELIGION

Philosophy 101, 112, 113, 114,
116, 117, 119, 120, 121, 122

*Not for Theater majors.

A "C" average is required for the General College Requirements. If a course is taken credit/no credit or pass/no pass, the passing grade must be a "C" or better.

UNIVERSITY OF CALIFORNIA, LOS ANGELES,
COLLEGE OF LETTERS AND SCIENCE

All entering students must follow General Education Requirements and meet Basic Proficiency Levels (see below). Complete as much as possible before transfer to UCLA. In addition, students should be aware of *admissions* and *major* requirements when planning programs.

BASIC PROFICIENCY LEVELS

ENGLISH COMPOSITION	English 101 or 102 with a grade of C or AP score of 4 or 5.
QUANTITATIVE REASONING	One course from Computer Science/Information Systems 130, Mathematics 103, 104, 105, 107, 108, 111, 112; Economics 107; Political Science 107; Psychology 107; Sociology 107 with at least a grade of C or a math SAT score of 600 or a CEEB math score of 550.
FOREIGN LANGUAGE	Effective for students entering Fall 1988: through course 102 in any language or ETS(AP) score of 3 or above in French, German or Spanish.

GENERAL EDUCATION REQUIREMENTS

32 semester units for 48 quarter units of general education are required for UCLA graduation. *Courses from the major department are not applicable.* However, required preparatory courses outside the major may be applied. Other exemptions are noted below.

<u>PHYSICAL SCIENCES</u>	<i>Three courses or eight semester units</i> (for Physical Science majors, only one course is required): at least five units in one discipline; at least one course with a laboratory component. Astronomy 101; Chemistry 101, 102, 103, 110; 120, 121; Geography 101; Geology 101, 102, 105, 110; Mathematics 103, 104, 105, 107, 108, 111, 112; Oceanography 115*; Physics 101, 102, 103, 105, 106, 110.
<u>LIFE SCIENCES</u>	<i>Three courses or eight semester units</i> (for Life Science majors, only one course is required): at least one course with a laboratory component. Anthropology 101; Biology 101, 102, 112, 115, 120, 121, 122, 123, 125, 126, 127, 132, 135; Oceanography 115*; Paleontology 101; Psychology 103.
<u>SOCIAL SCIENCES</u>	<i>Four courses</i> Two from Historical Analysis and two from Social Analysis.
Historical Analysis	(Historical Analysis majors are not required to satisfy this area.) History 101, 102, 103, 104, 106, 107, 108, 109, 110, 117, 118, 119, 120, 121, 131.
Social Analysis	(Social Analysis majors are not required to satisfy this area.) Anthropology 102, 103; Economics 101, 102, 111; Geography 102, 105; Political Science 101, 102, 103; Psychology 101, Social Science 121 or 124; Sociology 101.

HUMANITIES

Four courses: One from Literature. No more than two from any other subgroup. (Humanities majors are required to take one Literature and one additional course, for a total of two courses.):

- Literature Arabic 124; English 105, 106, 107, 108, 109, 110, 122, 123, 124, 125; French 124, 125, 126; German 125, 126; Humanities 110; Spanish 124, 125, 126, 127.
- Philosophy Philosophy 101, 113, 114, 116, 119, 120, 122.
- Language & Linguistics One semester of foreign language at course 103 or above; Linguistics 101.
- Culture & Civilization History 113; Humanities 101, 102, 115.
- Arts Art 101, 102, 103, 104, 105, 106, 107, 108, 109, 110*, 112, 113, 116, 125; Humanities 117, 120; Music 110*, 120, 125, 126; Theatre Arts 102.

*cross listed.



Students take advantage of College Information Day

UNIVERSITY OF SOUTHERN CALIFORNIA

General Education Requirements

See USC's G.E. Requirement Tables to determine the number of courses from each area for degrees in the College of Letters, Arts, & Sciences, School of Engineering, Business Administration, Fine Arts, Gerontology, Music and Public Administration.

- I. *Freshman Composition*: English 101 and 102 and pass USC's Skill Level Examination.
- II. *Foreign Language*: Pass USC's Skill Level Examination. (A passing score on the Foreign Language Skill Level Examination is usually achieved after three semesters of one language or the equivalent. Some majors do not require foreign language. For more information consult USC's current bulletins.)
- III. *Math Skill Level*: Pass USC's Math Skill Level Examination. The best preparation for a passing score is course work in algebra, geometry and advanced algebra. Intensive review prior to the test is highly recommended. A "C" grade or higher in a college calculus course comparable to USC's Math 118 or 125 meets the Skill Level requirement and exempts the student from the examination.
- IV. *Areas of Study*
 1. *The Natural World*: (Natural World requirements have been revised. Please read carefully to determine which requirements pertain to you.)

OLD PLAN: Students entering college prior to Fall 1986 must take courses from lists A & B. See USC's G.E. Requirement Tables to determine the specific number of courses required from each list.

List A:

Anthropology: 101
 Astronomy: 101, 103
 Biology: 101, 102, 120, 121, 122, 123, 125, 127, 130, 135, 137
 Geography: 101
 Geology: 101, 102, 103, 105, 110
 Oceanography: 115
 Paleontology: 101
 Physical Science: 131
 Physics: 110

List B:

Astronomy: 101, 103
 Biology: 101, 112
 Chemistry: 101, 102, 103, 105, 106, 110, 120, 121
 Physical Science: 131
 Physics: 101, 102, 103, 105, 106, 110.

NEW PLAN: Students entering college Fall 1986 or later must take courses from the following subject lists. See USC's G.E. Requirements Tables to determine the specific number of courses required from each list.

Earth Sciences

Astronomy: 101, 103
 Geography: 101
 Geology: 101, 102, 103, 105*, 110*
 Oceanography: 115
 Paleontology: 101

Life Sciences

Anthropology: 101
 Biology: 101*, 102*, 112*, 120*, 121*, 122*, 123*, 125 (with 126*),
 127 (with 128*), 130*, 135*, 137*

Physical Sciences

Astronomy: 101, 102

Chemistry: 101*, 102*, 103*, 105*, 106*, 110*, 120*, 121*

Physical Science: 131*

Physics: 101*, 102*, 103*, 105*, 106*, 110

*Meets Laboratory Requirement.

2. *American Public Life*

Economics: 111

History: 110, 118

Political Science: 101, 105 and 106

Social Science: 121, 125, 126, 131, 132

3. *Western Culture I*

Art: 101, 104, 105, 120

English: 109, 128

History: 101, 107

Humanities: 115

Philosophy: 113, 119

Theatre Arts: 102

4. *Western Culture II*

Art: 102, 106, 107, 121

English: 110

History: 102, 108, 109

Philosophy: 120

5. *Non-Western Cultures*

Art: 108, 109

History: 119, 120, 121, 131

Philosophy: 114, 121

Political Science: 111

6. *Empirical Approaches*

Anthropology: 102, 103

Economics: 101, 102, 105

Ethnic Studies: 110

Geography: 102, 105, 110

Linguistics: 101

Political Science: 101, 102, 103, 105 and 106, 110, 111

Psychology: 101, 103, 104, 105, 106, 109, 110, 113, 114

Social Science: 121, 122, 123, 124, 125, 126, 131, 132

Sociology: 101, 102, 105

7. *Literature*

Arabic: 124

English: 105, 106, 107, 108, 109, 110, 111, 122, 123, 124, 125, 126, 128

Spanish: 124

8. *The Arts*

Art: 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 112, 113, 116, 118,
120, 121, 125

Humanities: 120

Music: 120, 122, 125, 126, 128

Theatre Arts: 101, 102, 107

9. *Ethical Approaches*

Philosophy: 116

- No unit or subject credit will be given for courses taken by exam.
- Some courses are listed for credit in two categories. A student may take these courses for credit in only one category.
- Only two courses counted toward the major may also fulfill a general education requirement.
- Students who began their studies at another institution in the Fall of 1979 will fall under the old requirements of General Education. Students who began their studies at another institution in the Fall of 1980 or after and transfer to USC at a later date are subject to the new General Education requirements which will vary depending on date of entrance to college work.
- No more than 12 units of pass/no pass credit may be applied to General Education requirements.
- In no case may a student count more than two courses from any one department to fulfill General Education requirements in the Areas of Study, except for the Natural World requirement for which each course must be taken in a different department.



THE CALIFORNIA STATE UNIVERSITY

**BAKERSFIELD, CHICO, DOMINGUEZ HILLS, FRESNO,
FULLERTON, HAYWARD, HUMBOLDT, LONG BEACH, LOS ANGELES,
NORTHRIDGE, POLYTECHNIC (POMONA, SAN LUIS OBISPO),
SACRAMENTO, SAN BERNARDINO, SAN DIEGO, SAN FRANCISCO,
SAN JOSE, SONOMA, STANISLAUS**

This list of courses from which 39 units must be selected for certification has been submitted to the California State University and is effective for students entering Glendale Community College for the summer 1987 session and thereafter.

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. In accordance with Ex. Order 405 the following requirements are satisfied as indicated:

American Institutions, History 117-118; Political Science 101, 105; Social Science 125-126, 132. *American History*, Economics 111; History 110, 111; 117-118, 151; Social Science 125-126, 131. *State and Local Government*, Political Science 106; Social Science 125-126, 132.

Breadth Requirement

Breadth Requirement courses which the President of Glendale Community College or his designated officer will certify as meeting the intent expressed in Administrative Code, Title V, section 40405.2. Students will complete a minimum of thirty-nine (39) units from this list. No more than thirty (30) units may be certified Areas B-D inclusive.

A. COMMUNICATION IN THE ENGLISH LANGUAGE AND CRITICAL THINKING (9 units)

English 101 (Required)
Speech 101 (Required)
English 118
Humanities 105, 110
Philosophy 117
Speech 100, 103, 104

B. PHYSICAL UNIVERSE AND ITS LIFE FORMS (9 units)

Select one course from each of the following: Biological Sciences, Physical Sciences, and Mathematics. One Science course (either Biological or Physical) must include a laboratory activity.

BIOLOGICAL SCIENCE:

Anthropology 101
Biology 101*, 102*, 112*, 115*, 120*, 121*, 122*, 123, 125, 126*, 127, 128*,
130*, 132, 135*, 137*

*Denotes laboratory activity.

PHYSICAL SCIENCE:

Astronomy 101, 102*, 103
Chemistry 101*, 102*, 103*, 105*, 106*, 107*, 110*, 114*, 120*, 121*
Geography 101
Geology 101, 102, 103, 104, 105, 110*
Oceanography 115
Paleontology 101
Physical Science 131*
Physics 101*, 102*, 103*, 105*, 106*, 110
Technical Education 145

*Denotes laboratory activity.

MATHEMATICS:

Mathematics 100, 102, 103, 104, 105, 107, 108, 110, 111, 112, 135

C. ARTS, LITERATURE, PHILOSOPHY AND FOREIGN LANGUAGE (9 units)
Courses must be selected from 3 of 4 areas.

ARTS:

Art 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 112, 113, 116, 118, 120,
121, 125
English 103
Humanities 117**, 120**
Music 101, 102, 104, 105, 106, 107, 108, 109, 110, 114, 120, 125, 126, 128
Theatre Arts 101, 102

LITERATURE:

Arabic 124
English 102, 105, 106, 107, 108, 109, 110, 111, 122, 123, 124, 125, 126, 127,
128, 129, 130
French 124, 125, 126
German 125, 126
Humanities 101, 102, 106, 111, 115, 117**, 120**, 125
Spanish 124, 125, 126, 127, 128
Theatre Arts 107

PHILOSOPHY:

Philosophy 101, 112, 113, 114, 116, 119, 120, 121, 122

FOREIGN LANGUAGE:

Arabic 101, 102, 103
Armenian 101, 102
French 101, 102, 103, 104
German 101, 102, 103, 104
Italian 101, 102, 103, 104
Latin 101, 102, 103, 104
Linguistics 101
Spanish 101, 102, 103, 104

**May be used in only one (1) area.

D. SOCIAL, POLITICAL AND ECONOMIC INSTITUTIONS (9 units)
Courses must be selected from 2 of 3 areas.

SOCIAL:

- Anthropology 102, 103
- Ethnic Studies 101, 102, 110, 111, 122, 124, 132, 164
- Geography 102, 110
- Psychology 101, 102, 103, 104, 115
- Social Science 101, 102, 121, 122, 123, 124, 133
- Sociology 101, 102

POLITICAL:

- History 101, 102, 103, 104, 106, 107, 108, 109, 112, 113, 114, 119
120, 121, 131, 135
- Political Science 102, 103, 108, 109, 110, 111

ECONOMIC:

- Economics 101, 102, 105
- Geography 105

E. LIFELONG UNDERSTANDING AND SELF-DEVELOPMENT (3 units)

- Dance (all courses) (1 unit only)
- Food and Nutrition Studies 125
- Health 104
- Physical Education (all courses) (1 unit only)
- Psychology 105, 106, 108, 109, 110, 113, 131
- Recreation Leadership 105
- Sociology 105, 131



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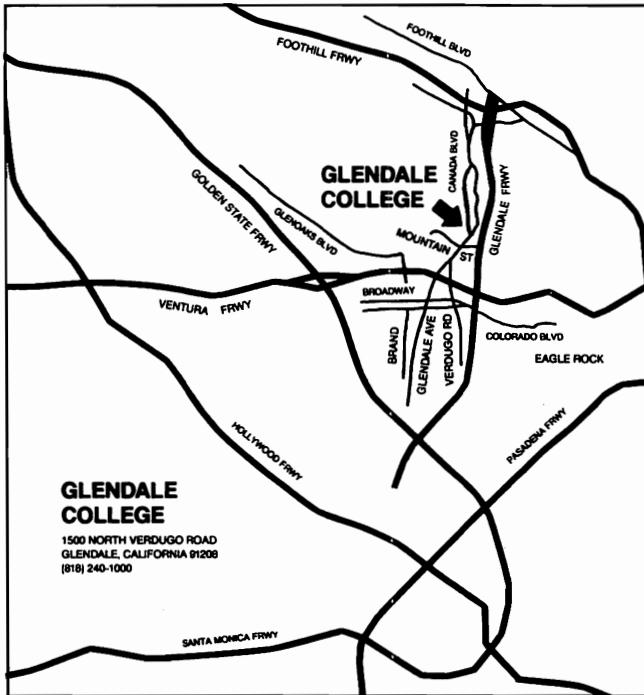
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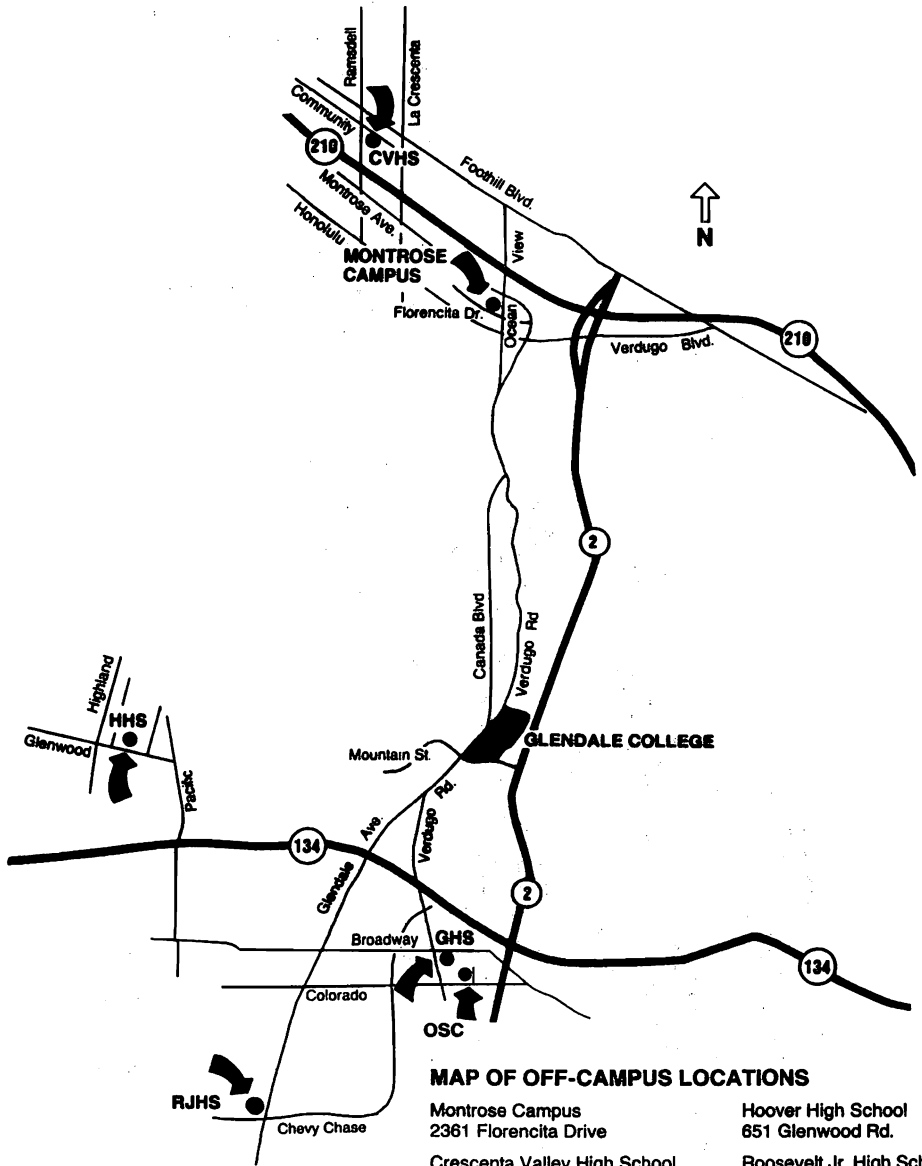
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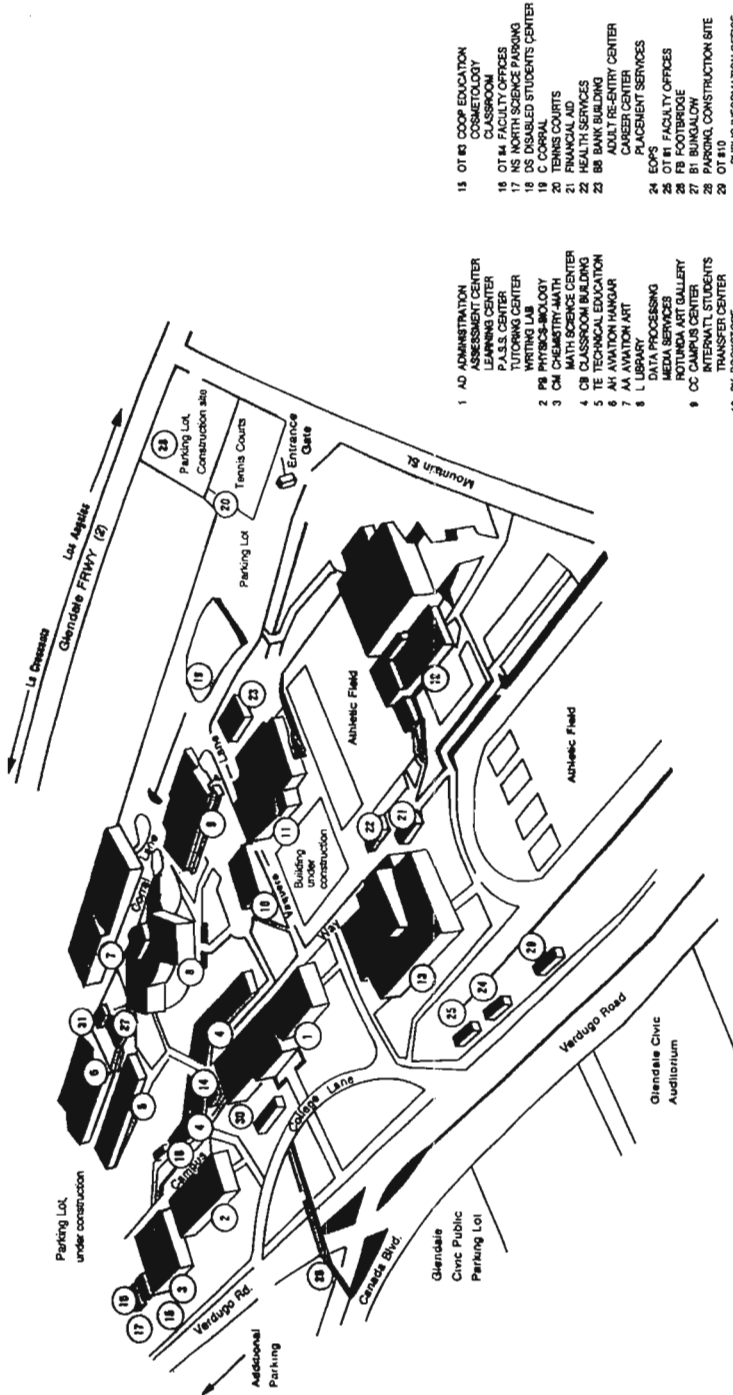
How to Get to Glendale Community College





MAP OF OFF-CAMPUS LOCATIONS

- | | |
|--|---|
| <p>Montrose Campus
2361 Florencita Drive</p> <p>Crescenta Valley High School
4400 Ramsdell Ave.</p> <p>Glendale High School
1440 E. Broadway</p> | <p>Hoover High School
651 Glenwood Rd.</p> <p>Roosevelt Jr. High School
1017 S. Glendale Ave.</p> <p>Office Skills Center
Campus St. & Colorado</p> |
|--|---|



- 1 AD ADMINISTRATION
- 2 ASSESSMENT CENTER
- 3 LEARNING CENTER
- 4 P.A.S.S. CENTER
- 5 STUDENT CENTER
- 6 WRITING LAB
- 7 PB PHYSICS-BIOLOGY
- 8 CM CHEMISTRY-MATH
- 9 MATH SCIENCE CENTER
- 10 CB CLASSROOM BUILDING
- 11 TE TECHNICAL EDUCATION
- 12 AT AUTOMOTIVE
- 13 AW AWAYDWAR
- 14 M MANTOR ART
- 15 LIBRARY
- 16 DATA PROCESSING
- 17 MEDIA SERVICES
- 18 ROTUNDA ART GALLERY
- 19 CC CAMPUS CENTER
- 20 TRINITY STUDENTS
- 21 TRANSFER CENTER
- 22 BK BOOKSTORE
- 23 NG NORTH GYM
- 24 SG SOUTH GYM
- 25 AU AUDITORIUM
- 26 OT #2 FACULTY OFFICES
- 27 RN & LYN PROGRAMS, TV PRODUCTION PROGRAM LOCATED AT MONTROSE CAMPUS 2881 FLORENCE AVE. DR.
- 28
- 29
- 30
- 31

GLENDALE COMMUNITY COLLEGE
 1500 North Verdugo Road
 Glendale, CA 91208-2894
 (818) 240-1000

- 15 OT #3 COOP EDUCATION
- 16 COSMETOLOGY CLASSROOM
- 17 OT #4 FACULTY OFFICES
- 18 PHYSICS CENTER
- 19 DS DISABLED STUDENTS CENTER
- 20 C. CORRAL
- 21 TENNIS COURTS
- 22 FINANCIAL AID
- 23 HEALTH SERVICES
- 24 BB BANK BUILDING
- 25 APT CENTER
- 26 CAREER CENTER
- 27 PLACEMENT SERVICES
- 28 EOPS
- 29 OT #1 FACULTY OFFICES
- 30 FB FOOTBRIDGE
- 31 BUNGALOW
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