

**GLENDAL COMMUNITY COLLEGE  
CATALOG 1986-87**



## **GLENDALE COMMUNITY COLLEGE CATALOG 1986-87**

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

## **GLENDALE COMMUNITY COLLEGE**

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

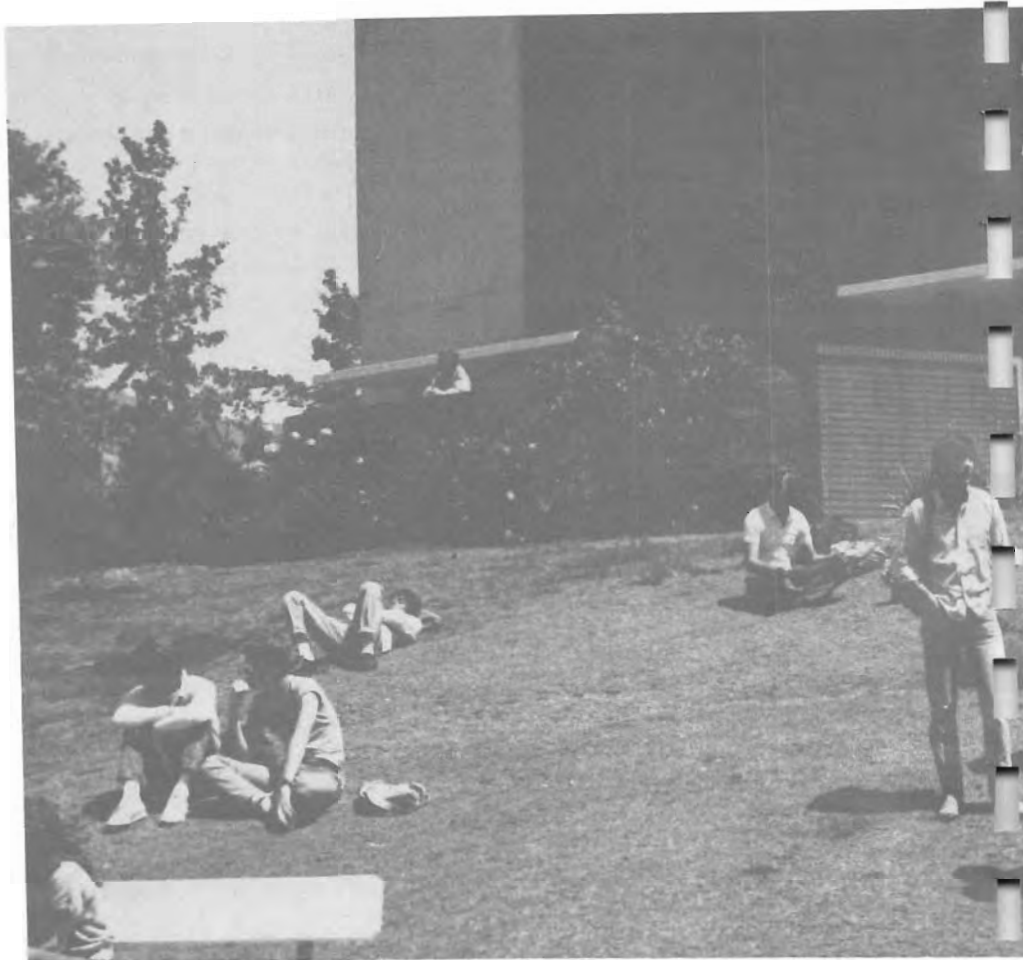
On November 3, 1980, the Glendale voters approved a measure to establish separate Boards. In April 1981, the new members were added to the Board. The separation resulted in the creation of a Board of Education solely responsible for the governance of the Glendale Community College District.

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 day enrollment of about 6300 and an extended day enrollment of over 4600. In addition the College administers an adult education program which contacts about 10,000 students each year.

PHYSICS  
BIOLOGY





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Education  
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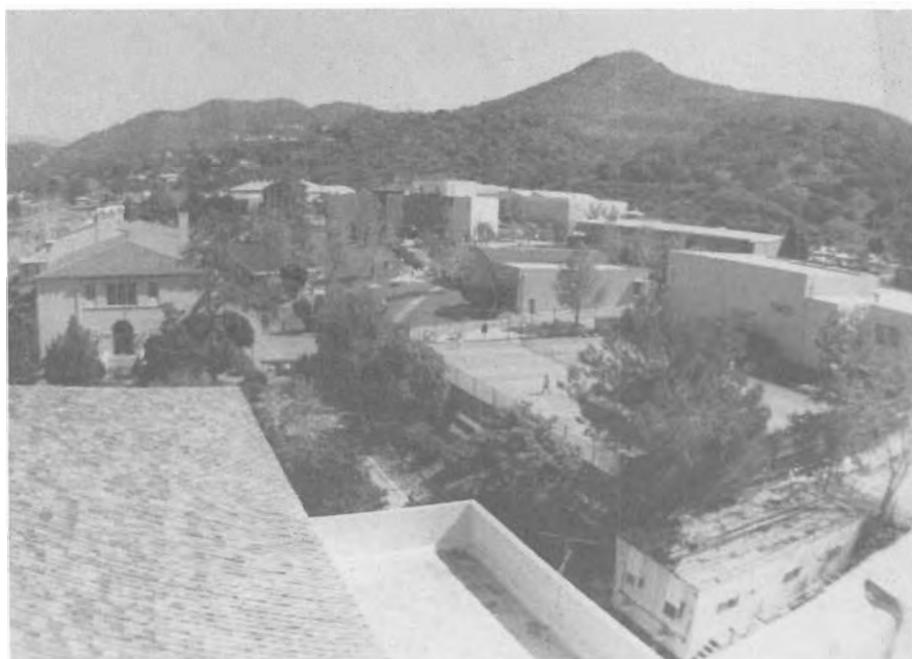
Lani Edie McGinn: Dean, Non-Credit Education  
 Dwain O. Reinbolt: Dean, Admissions and Records  
 J. Walter Smith: Dean, Student Activities  
 W. James Baugh: Director, Montrose Campus/Special Projects  
 Samuel G. Black: Director, Accounting  
 Tita Reyes: Director, Health Sciences  
 Raymond A. Steiner: Director, Financial Aid

### Division Chairpersons

Adult Education ..... Virginia C. Nelson  
 Aviation &  
     Transportation..... William L. Mallory  
 Biology..... Thomas J. Rike  
 Business ..... Evelyn Speiser  
 Fine Arts ..... Veloris Lang  
 Health & Physical Education  
     Men ..... James M. Sartoris  
     Women..... Blanche K. Donovan  
 Language Arts..... Jo Ray McCuen  
 Physical Science &  
     Mathematics..... Raymond Glienna  
 Social Science..... Drake C. Hawkins  
 Technical Education..... Frances Shaw

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**GLENDALE COMMUNITY COLLEGE  
CALENDAR 1986-87**

<b>1986</b>	
May 16	Last day to drop a semester class (See catalog statement on withdrawal from Class or College)
May 22	PREREGISTRATION EXAMINATION, 5:00 p.m.-8:00 p.m.*
June 7	Baccalaureate and Commencement Exercises
June 10, 11, 12, 18, 19	Summer Intersession Registration
June 13	End of Semester II
June 18	PREREGISTRATION EXAMINATION, 8:30 a.m.-11:30 a.m.*
June 22	Residence Determination Date — Summer Intersession
June 23	Class instruction begins for Summer Intersession
June 23, 24, 25	Summer Intersession Late Registration
June 26	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 2	Last day to apply for Credit-No Credit
July 4	Legal Holiday (Independence Day)
July 10	PREREGISTRATION EXAMINATION, 12 noon - 3 p.m.*
July 17	Last day to drop a Summer Intersession class
August 1	Petitions for Graduation and/or Certificate for Summer Intersession due in Office of Admissions and Records
August 1	Summer Intersession ends
August 14	PREREGISTRATION EXAMINATION, 8:30 a.m.-11:30 a.m.*
August 18	PREREGISTRATION EXAMINATION, 5:30 p.m.-8:30 p.m.*
Aug. 18-Sept. 4	Registration — Semester I
September 1	Legal Holiday (Labor Day)
September 4	PREREGISTRATION EXAMINATION, 8:30a.m.-11:30 a.m.*
September 7	Residence Determination Date — Semester I
September 8	Class instruction begins for Semester I
September 8-11	Late Registration — Semester I
September 11	Last day to add classes without special permission
September 12	No applications for semester-length classes accepted after this date
September 19	Students dropping or being dropped from semester length classes after this date are subject to a \$10 drop fee per class, to a maximum of \$20 for the semester. The drop fee is applicable to drops from other than semester-length classes after the second week of the class.
	Last day to drop a semester class or withdraw from college with no notation made on the permanent academic record of the student
September 26	Last day to register
	Last day to add classes
September 29	Adds to class must be accompanied by a completed Petition to Enter Class Late
October 1	Last day for International students to complete admission requirements for Semester II
October 3	Last day to apply to take a course on Credit-No Credit basis
October 7	Preregistration Examination 5:30 p.m.-8:30 p.m.
October 17	Last day to drop 1st 8-week classes
	Last day to drop 1st 9-week classes
Oct. 27-Nov. 6	Registration for 2nd 8 and 9-week classes



October 31	1st 8-week classes end
November 7	1st 9-week classes end
November 10	Legal Holiday (Veterans' Day)
November 11	2nd 8-week classes begin 2nd 9-week classes begin
November 14	Mid-semester grade deficiencies due
November 18	PREREGISTRATION EXAMINATION, 5:30 p.m.-8:30 p.m.*
November 27, 28	Thanksgiving Holidays
December 12	Last day to drop a semester class (See Catalog statement on Withdrawal from Class or College)
December 18	PREREGISTRATION EXAMINATION, 5:30 p.m.-8:30 p.m.*
December 19	Last day to drop 2nd 8-week classes Last day to drop 2nd 9-week classes
Dec. 22-Jan. 2	Winter Vacation
December 25	All College offices closed

**1987**

January 1	Legal Holiday (All College offices closed)
January 2	PREREGISTRATION EXAMINATION, 12:00 noon-3:00 p.m.*
Jan. 12-29	Registration for Semester II
January 16	2nd 8-week classes end
January 19	Legal Holiday (Martin Luther King Day)
January 20	PREREGISTRATION EXAMINATION, 5:30 p.m.-8:30 p.m.*
January 20-27	Final Examinations for Semester I
January 23	2nd 9-week classes end
January 27	End of Semester I Petitions for Graduation and/or Certificate for Fall Semester due in Office of Admissions and Records
February 1	Residence Determination Date—Semester II
February 2	Class instruction begins for Semester II
February 2-5	Late Registration — Semester II
February 5	Last day to add classes without special permission
February 6	No applications for semester-length classes accepted after this date
February 12	Students dropping or being dropped from semester-length classes after this date are subject to a \$10 drop fee per class, to a maximum of \$20 for the semester. The drop fee is applicable to drops from other than semester-length classes after the second week of the class. Last day to drop a semester class or withdraw from College with no notation made on the permanent academic record of the student
February 13	Legal Holiday (Lincoln Day)
February 16	Legal Holiday (Washington Day)
February 20	Last day to register Last day to add classes
February 21	PREREGISTRATION EXAMINATION, 8:30 a.m.-11:30 a.m.
February 23	Adds to class must be accompanied by a completed Petition to Enter Class Late
February 27	Last day to apply to take a course on a Credit-No Credit basis
March 2	Last day for International Students to complete admission requirements for Semester I
March 13	Last day to drop 1st 8-week classes Last day to drop 1st 9-week classes
March 23-Apr. 2	Registration for 2nd 8 & 9-week classes

March 27	1st 8-week classes end
March 28	PREREGISTRATION EXAMINATION, 8:30 a.m.-11:30 a.m.*
April 3	1st 9-week classes end
April 6	2nd 8-week classes begin 2nd 9-week classes begin
April 10	Mid-Semester grade deficiencies due
April 13-17	Spring Vacation
April 25	PREREGISTRATION EXAMINATION, 8:30 a.m.-11:30 a.m.*
May 1	Petitions for Graduation and/or Certificate due in Office of Admissions and Records
May 15	Last day to drop a semester class (See Catalog statement on Withdrawal from Class or College)
May 21	PREREGISTRATION EXAMINATION, 5:30 p.m.-8:30 p.m.*
May 22	Last day to drop 2nd 8-week classes Last day to drop 2nd 9-week classes
May 25	Legal Holiday (Memorial Day)
June 5	2nd 8-week classes end
June 5-12	Final Examinations for Semester II
June 6	Baccalaureate and Commencement Exercises
June 12	2nd 9-week classes end End of Semester II
June 17	PREREGISTRATION EXAMINATION, 8:30 a.m.-11:30 a.m.*
July 9	PREREGISTRATION EXAMINATION, 12:00 noon-3:00 p.m.
August 13	PREREGISTRATION EXAMINATION, 8:30 a.m.-11:30 a.m.
August 17	PREREGISTRATION EXAMINATION, 5:30 p.m.-8:30 p.m.*
September 3	PREREGISTRATION EXAMINATION, 8:30 a.m.-11:30 a.m.*

\*All Preregistration Examinations will be held in the Auditorium Building unless otherwise noted.

*The form (CGP answer sheet) for admission to the Examination must be purchased at the Testing Office, AD 112, at least one (1) day prior to the test date.*



# POTATO BOWL CHAMPS

*5th in the nation!*





photos by John L. Armitage

# 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 New Horizons Adult Re-entry program engage in an extensive 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 College's Adult Education Division, which includes basic education, courses leading to the high school diploma, citizenship, English as a second language, career and vocational classes, and courses that satisfy the many special interest needs of the community.

### PROGRAMS AND SERVICES

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

- a. *Guidance and Counseling:* Guidance and counseling services assist students in becoming personally integrated and self-reliant. To this end, counselors encourage students to explore their own needs and the satisfactions of those needs which may accrue from their educational experiences and their choices of life style. They provide a climate in which students make thoughtful, independent, decisions for educational and vocational goals. Working through individual interviews with students, small and large groups, and college orientation classes, they help students to become aware of their capabilities and to plan appropriately. They are involved, also, in such other support services as administration of the Extended Opportunity Programs and Services, financial aids, job placement, abroad testing program, tutoring, and correction of learning deficiencies. Glendale Community College offers seminars for the mature and older adults on their role in society.
- b. *Health Services:* First aid emergency care, health appraisal and counseling, primary health care, a women's clinic, referral services, and crisis counseling are available. Accident and medical insurance claims are provided by the Health Center.
- c. *Basic education:* Students with specific learning problems or with grade or subject deficiencies in their high school record may make up such deficiencies and enter into a program leading to an A.A. degree and, if desired, to upper division standing at a four-year institution.
- d. *Refresher education:* 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 Extended Day program. Extended Day courses parallel and expand the daytime offerings. In addition, non-credit classes and short-term classes designed to meet the interests and needs of adults in the community, are offered both during the day and in the evening under the Adult Education program.
- f. *General education for all members of the community:* The College offers wide and varied curriculum designed to promote the following objectives:
  1. Development of communication and computational skills which form a base for training in critical thinking as exemplified in drawing sound conclusions from premises, making relevant judgments, and discriminating among values.
  2. Knowledge of the cultural heritage as the accumulated record of the development of mankind.
  3. Appreciation for aesthetic expression, excellence, and creativity as major values.
  4. Foundation in knowledge, attitudes, and skills necessary for occupational employment.

5. Cultivation of habits which are essential to physical and emotional growth, citizenship, and societal responsibilities.
  6. Development of an awareness of the influence of such environmental problems as population growth, land-use, and pollution on the quality of life through field observation and other experiences.
- g. *Community services*
- h. *Education for creative use of leisure time:* The college encourages students to develop skills and an appreciation for creative use of leisure time.
- i. *Preparation for the future:* The college urges students to become more sensitive to world 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.
- j. *Services to meet the unique needs of ethnic-minority students:* The college is committed to cultural diversity within its student body achieved by recruitment of resident Americans of various national origins and by the acceptance of a significant number of foreign-visa students. Meeting the needs of these students realistically is an important function of the college.

### ACCREDITATION

Glendale Community College seeks advise 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. California Community Colleges.

### ADVISORY COMMITTEES

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

### 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.

### CONTINUING EDUCATION

The Continuing Education services of Glendale Community College include two programs primarily designed for adults in the community: Extended Day and Adult Education. Late afternoon and evening Extended Day college credit classes are provided by the Extended Day Division of Glendale Community 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 Extended Day students.

The teaching staff is made up of persons highly qualified to instruct these classes. Many of the Extended Day faculty also teach on the regular day staff of Glendale Community College as well as other colleges. Business 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 evenings. Counseling appointments may be arranged by telephone (818) 240-1000, extension 304.

Any student who complies with established registration procedures may enroll in Extended Day classes. Placement Examinations are required for enrollment in certain courses such as English, social sciences, and speech. The dates for the Preregistration Examinations are listed in the calendar. An adult who is not a high school graduate may petition for transfer of college credits to fulfill high school graduation requirements.

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

A Separate Program of Non-credit Adult Education Courses also provides educational opportunities for those seeking personal and occupational improvements. Adult non-credit courses include business and cashing education, clothing, preschool parent education, English, naturalization, basic education, history, government, mathematics, physical science 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 school district.

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

English (9, 10, 11) .....	(30 sem. hrs.)	3 cr.
Mathematics (9 or higher) .....	(10 sem. hrs.)	1 cr.
Science (10 or higher) .....	(10 sem. hrs.)	1 cr.
American History (11) .....	(10 sem. hrs.)	1 cr.
American Government (12) .....	(5 sem. hrs.)	6 cr.
Elective (including First Aid and Driver Education) .....	(95 sem. hrs.)	6 cr.
TOTAL .....	(160 sem. hrs.)	16 cr.

### COOPERATIVE EDUCATION

Glendale Community College, under a state-approved plan, cooperates with local students, businesses and industries in the Cooperative Education-Work Experience program. Each community college in California has the responsibility within the limits of their resources to maximize and utilize all possible educational experiences which are advantageous to the students. One method is through Cooperative Education-Work Experience program. Through the cooperation of business, industry, and government, students earn credit for



supervised off-campus employment. Occupational Cooperative Education-Work Experience must be directly related to the student's two year career college program. Coordinated classroom instruction is included to help the student understand and appreciate the problems of business and industry. The student must maintain an enrollment of no less than seven (7) units including Cooperative Education.

### **FURTHER SOURCES OF HIGH SCHOOL CREDITS**

(1) High School credits, applicable toward a diploma of high school graduation, may be earned by completing courses offered in the Glendale Adult Education program. High school elective credits may be earned by completing courses offered by the Adult Education Department of the Glendale Community College District; however, students who desire such credit 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 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. See special statement below. Neither college nor high school courses that have a content the same as, or are of a lower level than, courses already taken and passed in the same subject area may be taken for high school credit. If there is any question regarding the acceptability of a course, the student is to confer with a counselor or the Dean of Adult Education.

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

### **G.E.D. TESTING**

Adults, 18 years of age or older, may register for the General Educational Development Test in the Adult Education Office at Glendale High School. The G.E.D. Test is designed to measure the equivalence of educational achievement in a person and favorable results reduce considerably the number of courses required for a high school diploma. The Test is given by appointment after registration has been completed at the Adult Education Office, 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.**

The primary purpose of this non-profit, public benefit corporation shall be to assist in the achievement and maintenance of a superior program of public education and community

participation within the Glendale Community College District by receiving contributions from the public, raising funds, and making contributions to educational and community programs of the Glendale Community College District, and by developing, conducting, contracting, and financing programs and projects designed to benefit the students and programs of the District. Persons wishing to make a contribution to the Foundation or wishing to receive additional information should contact the Glendale College Foundation office in AD 108 or call (818) 240-1000, ext. 440, 441, or 442.

## HANDICAPPED STUDENTS

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

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

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

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

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

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

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

\*Full time learning disabilities specialist.

## INTERNATIONAL STUDENTS

Glendale Community College welcomes students from countries all over the world who desire to study in the United States. At any one time there are approximately 350 International Students in attendance at Glendale Community College representing approximately 50 foreign countries. International Students who desire to enter Glendale Community College may receive application materials from the Office of Admissions and Records. In order to be admitted to Glendale Community College, International Students must submit copies of all records of previous schools translated officially into English, submit results of the TOEFL

test, and complete certain health requirements. In addition, all International Students seeking admission must have on deposit one semester's tuition and a non-refundable \$25.00 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 test scores, and the desire to have as many nationalities represented in the student body as possible. Special academic programs for International Students are available. All International Students are assigned to a Foreign Student Advisor who offers a wide range of assistance services.

New International Students are enrolled at the start of the Fall and Spring semesters as openings occur. The College limits the number of new International Students to no more than ten from any one country, in any one semester in an attempt to maintain the wide diversity of nationalities represented on campus.

### **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 more than approximately 55,917 volumes as well as journals on microfilm and about 550 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, photocopiers, a typing room with typewriters and media services. Preparation areas for learning materials are in the back of the building.

On the second floor is another part of the general circulating collection, the reference collection, reserve desk and 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 9:00 p.m. Mondays through Thursdays and 7:30 a.m. to 5:00 p.m. on Fridays.

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

### **NEW HORIZONS ADULT RE-ENTRY PROGRAM**

The New Horizons 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 New Horizons 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.

## 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 District Affirmative Action Officer in AD 124, telephone (818) 240-1000, ext. 261.

## TRANSFERS TO FOUR-YEAR COLLEGES AND UNIVERSITIES

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

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

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

## VETERAN EDUCATION

Glendale Community College is approved by the Veterans Administration as an institution for higher learning for veterans and veterans' 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

$\frac{3}{4}$  time — 9-11  $\frac{1}{2}$  units

$\frac{1}{2}$  time — 6-8  $\frac{1}{2}$  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**

### **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 Administration Building, Room 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 relations, personal adjustment required to work or study, 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**

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

Priority for CWS, AND SEOG will be given to students who have completed the SAAC by February 15th and have all required documentation in by July 1st.

### **Board of Governor Grants**

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

**Cal Grants**

The California Student Aid Commission offers three grants for which Glendale Community College students may apply. The deadline for the 1986-87 academic year was February 11, 1986. Please inquire at your high school or at the Financial Aid Office for more information.

**Campus Employment/Work Study (CWS)**

See Job Placement Center

**Fee Waiver**

Students receiving funds from Aid to Families with Dependent Children (AFDC), Supplemental Security Income (SSI), State Supplementary Program (SSP), or General Assistance Program (GA) will be eligible for a fee waiver. Students must submit proof of eligibility at the time of enrollment. See the Financial Aid Office for details.

**Guaranteed Student Loans**

Commercial lending institutions make yearly loans up to \$2500 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. More information is available in the Financial Aid Office.

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

**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. Applications are available 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.

**Supplemental Educational Opportunity Grant (SEOG)**

Glendale Community College participates in the Supplemental Educational Opportunity Grant Program funded by the Federal Government under the Higher Education Act. Grants are available up to \$1,500 per year for students who qualify under the provisions of the act. Applications are available in the Financial Aid Office.

**HEALTH CENTER**

The College Health Center is operated during class hours Monday through Friday. It is located in the Health Services Trailer, just east of the auditorium.

Staffed by Registered nurses, physicians, and clerical staff, the Health Center provides first aid, primary health care, health counseling and referral, health appraisal including hearing, vision, and blood pressure tests, mental health intake, crisis counseling and referral, and a women's clinic. Assistance is provided for accident and illness insurance information and claims. A large resource file is available for information.

### **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 in CC 108.

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. Information concerning student employment on the College campus is available in CC 106.

### **LEARNING CENTER**

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

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

The Learning Center provides:

1. Individualized Diagnostic Testing — Any instructor or counselor may request diagnostic testing for any student in mathematics; reading level, rate or comprehension; English; spelling; vocabulary; or a special diagnostic screen for learning disabilities.
2. Classes in the Center — The Learning Center offers individualized and group instruction through English and guidance classes that meet in the Center. These credit classes use programmed materials and multi-media to enable students to strengthen their skills in: English, writing, reading comprehension, word analysis, vocabulary development, listening skills and speed reading. Guidance 194 teaches survival skills for college, study skills, taking exams, taking notes, and how to concentrate.
3. Individualized Module Package Programs — Any student may use the tremendous variety of individualized programs either because (1) a module was assigned by an instructor or (2) the student requested help at the Center in certain skills and the Center staff made a prescription for the student after diagnostic screening. Packages are self-paced, complete programs with cassette-taped instruction, filmstrips and workbooks for English, reading, vocabulary development, speed reading, reading comprehension, vocational and business courses, spelling, basic mathematics, metrics, writing, phonics and literature. New programs are added all the time as this is a popular service.
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 and computer assisted instruction for students of mathematics, chemistry, biology, physics and astronomy courses. The center is open daily 8:00 to 6:30 (8:00 to 2:00 on Fridays); it is staffed by faculty members and student tutors and is equipped with Apple microcomputer systems.

Mathematics, physical science, and biology students are welcome; no appointment or previous computer knowledge necessary. For additional information call Dr. Jean Lecuyer (ext. 220 or 349) or Mr. Steven Marsden (ext. 214).

## **NEW HORIZONS ADULT RE-ENTRY CENTER**

The New Horizons Adult Re-entry Center is located in the Campus Center Room 112, and is open to all students at Glendale Community College as well as all interested persons in the community. It is staffed by specially-trained counselors and peer counselors. It is a center for students to get together for counseling information and friendship.

## **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 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 Scholarships**

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



### **Associated Women Students Scholarship**

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

### **August Boyles Memorial Scholarship**

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

### **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.

### **Burnell Yarick Scholarship**

A scholarship is awarded to an outstanding student in the agricultural field and in honor of Burnell Yarick, former professor of Botany.

### **Chemistry Scholarship**

A \$500 scholarship donated 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 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.

### **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.

### **Edvard Grieg Norwegian Scholarship**

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

**Eleanor Kentner Kohler Memorial Scholarship**

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

**Elizabeth Rowley Memorial Scholarship**

An award is presented each year to a 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 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.

**Food Services Special Scholarship**

Several awards, initiated by Yeimei Wang, Food Services 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.

**German Club of Glendale Community College**

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

**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 \$100 scholarships are awarded to students majoring in the legal secretarial program. One scholarship is to be awarded to the outstanding first-year student continuing at Glendale Community College. The second scholarship is 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 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 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 Food Services Scholarship**

Scholarships are donated by the Patrons Club to outstanding students in the Food Services Program as recommended by the Food Services faculty.

**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 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 Leak.

**Glendale Women's Classified Service Clubs**

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

**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/Extended Day 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. This scholarship is in honor of Dr. John A. Davitt, Vice President/Instructional Services and former Administrative Dean of Student Personnel Services at Glendale Community College.

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

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

**John and Janet Delmonte Scholarship**

Two \$150 scholarships are awarded through the generosity of the Delmonte family. Preference is given to international students who are majoring in science or mathematics. The award is to assist them in continuing their education at Glendale Community College.

**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.

**Kenneth Kobellas Memorial Scholarship**

A scholarship is awarded in memory of Kenneth Kobellas, a former student at Glendale Community College, 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 Theater of the Verdugos Award**

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

**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.

**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.

**Mack Jones Scholarship**

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

**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).

**National Charity Leagues, Inc.**

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

**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 Theatre Arts Scholarship**

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

**Owen Marsh Meredith Memorial Scholarship**

An award of \$125 is given annually to a continuing student in memory of a former Glendale Community College student, Owen Marsh Meredith, from funds contributed by his mother and the Glendale Community College Patrons Club.

**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.

**Pasadena Home Economist in Homemaking Scholarship**

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

**Presidents' Advisory Council of Glendale Scholarship**

A \$100 scholarship is awarded each year at the New Horizons Conference 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.

**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 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.

**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.

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

Scholarships are awarded annually to outstanding students majoring in Food Services and Restaurant Management.

**Stuart Palmer Memorial Scholarship**

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

**Ted Connett Memorial Scholarship**

A scholarship is donated by 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 transferring to an upper division institution.

**Verdugo Hills Hospital Scholarship**

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

**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 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 Dr. William Wessly, former 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.

**TUTORIAL CENTER**

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

The Tutorial Center provides:

1. In-Center Tutoring — Through the assistance of various funding programs, tutors are provided and appointments are made for tutoring in the Tutorial Center. The atmosphere is congenial and the tutorial coordinator or an aide is always there to greet you and offer assistance.
2. In-Class Tutoring — Funds from vocational education make it possible to provide tutoring in classrooms for vocational courses. The instructors request tutors for their class and the tutors work closely with the instructors to meet the specific needs of the subject.
3. Tutorial Training — Tutors are trained in a specially designed paraprofessional course, Guidance 190 — Tutorial Experience. 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. Numerous opportunities are provided students to participate in its activities. The Student Legislature is elected each semester and meets each Tuesday at 7:00 a.m. in the Conference Room of the Campus Center for the purpose of discussing and determining policies, procedures, and expenditures of student government. This meeting is open to all members of the Associated Student Body. Social and athletic programs and an accounting office for student funds are maintained. A well-stocked bookstore is operated under the supervision of a business manager and any net income is used to promote the program of the Associated Students. In addition, the Associated Women Students and the Associated Men Students have programs of activities.

### A.S.B. MEMBERSHIP

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

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, Administration Building, Rm. 106.

### ACTIVITY PERIOD

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

A Master Calendar is maintained in the 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, the Metropolitan Conference in soccer, and the Inland Valley Conference in men's and women's basketball, cross-country, track and field, tennis, golf, men's baseball and women's softball and volleyball. The College participates in most sports programs sponsored by those conferences.



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

### 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 the Administration Building, Room 106.

### CLUBS

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

### HAZING

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

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

Glendale Community College students who participate in hazing of any kind shall be suspended from College for further discipline by authorities, and if 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.



Baja California Field Studies Program

## ORGANIZATION ROSTER

**A.S.B. Government**

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

**Interest Clubs**

American Society of Engineers and Architects	Architecture	Both
American Inst. of Aero nautics and Astronautics	Aerospace Aviation	Both
Arabic Club	Interest	Both
Armenian Club of GCC	Armenian Heritage	Both
Black Student Union	Interest	Both
Chess Club	Chess	Both
Chinese Club of GCC	Chinese Speaking Students	Both
Computer Club of GCC	Interest in Computers	Both
Disabled Student Coalition	Interest in Educational and social factors of disabled	Both
Ecology Club	Interest	Both
Filipino Club	Interest	Both
Food Services Club	Scholarships, employment	
French Club	Interest	Both
Glendale Community College Music Club	Music	Both
Glendale College Republicans	Political	Both
General Union of Palestine Students	Interest	Both
German Club	Interest	Both
Greek Club	Interest	Both
Harvard Club	Interest	Both
International Students Association	World Friendship	Both
Intervarsity Christian Fellowship	Bible Study	Both
Korean Students Club	Interest	Both
Latin American Students Organization	Interest	Both
Manne Biology	Interest in manne ecosystems	Both
Modern Dance	Development in dance	Both
Organization of Arab Students	Arab-U.S. Understanding	Both
Persian Club	Interest	Both
Photography Club	Photography	Both
Pre-Dental Club	Dentistry	Both
Soccer	Soccer	Men
Theatre Guild	Interest	Both
Vietnamese Club	Interest	Both
Young Democrats	Political	Both
<b>Honorary Organizations</b> Alpha Gamma Sigma	Scholarship	Both
<b>Service Organizations</b> Circle K	Service	Men
Delta Chi Delta	Service	Women
Lambda Delta Sigma	Service	Women

Interest clubs may be joined by attending the meetings

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

## **ADMISSION, COUNSELING, AND REGISTRATION**

### **ADMISSION REQUIREMENTS**

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 over 18 years of age 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.

### **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.

### **STUDENT RECORDS**

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

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

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

### **PREREGISTRATION EXAMINATIONS**

Each applicant should take the Preregistration Examinations (see College Calendar for dates and hours). Failure to take these Examinations will delay or prevent registration; applicants are advised to take them at the earliest date possible. The form (CGP answer sheet) for admission to the Examination must be purchased at the Testing Office, AD 112, at least one (1) day prior to the test date. This form must be completed and presented for admittance on the day of the Examination. No student will be admitted to the testing area without the completed Examination admission form.

The results of these Examinations are not used to disqualify any person seeking admission, but are used to help students and their counselors in arranging a satisfactory program of studies.

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

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

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

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

The Test of English as a Foreign Language (TOEFL) Examination is required of all applicants seeking admission as International Students. Information concerning these examinations is available at the Admissions Office, Glendale Community College or from the Educational Testing Service, Box 899, Princeton, New Jersey 08540, and from the local office in Eagle Rock, California (213) 258-8222.

*Experimental Tests:* designed for the development of new tests, particularly non-verbal tests, which will enable students who do not fit the traditional collegiate pattern to demonstrate their competencies. (Students and colleges do not receive scores on these tests). Diagnostic/placement tests are also administered in the Learning Center to determine the English as a Second Language and reading proficiency of students wishing to enroll in English 162, 163, 164, 165, 167, 171, 172, 173, 177, 188, 190, 191, 192. Based upon the students' test scores, recommendations are made for enrollment in the appropriate level of ESL or reading classes.

## RESIDENCE REQUIREMENTS

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

At the time of application and at registration each student is required to verify residence information. Even though a student may be otherwise admissible to Glendale Community College, the student may be denied registration privileges in accordance with the residence requirements.

A "resident student" means any person who 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 preceding term, financial independence.

A "nonresident 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. "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 LaCanada/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 "nonresident student" may be admitted to Glendale Community College, but will be required to pay either an Out-of-State or an International Student tuition charge as appropriate to their circumstances. The tuition rates are established on a yearly basis. For information concerning the current rates please contact the Office of Admissions and Records.

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

## **COUNSELING SERVICES**

Counseling Services are available in the Administration Building which houses the Counseling Center and in the Career Center, Extended Opportunity Program Services (EOPS), Disabled Student Center, Financial Aid Office, Special Project Offices and may be arranged for through the Office of the Dean, Student Services, Rm 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 tests included in the Preregistration 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.

The Testing Office is located in Room 112 of the Administration Building.

## **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.

## 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 Day and Extended Day students register according to the times published in the semester Schedule of Classes.

All new and returning Day and Extended Day students register by appointment. The appointment time is issued by the Office of Admissions and Records at the time the Application for Admission is filed.

All continuing Extended Day students and designated continuing Day students may register by mail. For information concerning this process consult the semester Schedule of Classes or call the Office of Admissions and Records, (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 students must pay an Enrollment Fee each semester or summer intersession as follows:

For semester registration the fee is \$5 per unit for less than six units and a flat \$50 fee for six or more units.

For summer intersession registration the fee is \$5 for each unit not to exceed \$50 total.

After the first two weeks of the semester or intersession there is a Drop Fee of \$10 per each course dropped up to a maximum of \$20. This fee must be paid to be eligible to register in any succeeding semester.

No tuition is charged at Glendale Community College for students designated as resident students. A non-resident tuition will be charged to students that are foreign nationals, residents of other states, or who have taken legal residence in California for less than one year. The tuition is \$85 per semester unit.

Student Services Fees and Parking Fees will not be refunded unless a class has been cancelled. To receive a refund for Tuition and/or Enrollment Fees, classes must be dropped 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 22, 1986 through October 10, 1986

Second Semester: February 17, 1987 through March 6, 1987

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. The normal program for a student at Glendale Community College is 16 units. Students registered in 12 or more units are classified as full-time students; those registered for less than 12 units are classified as part-time students. The academic load carried should be in line with the best combined judgment of the student and the counselor. The College recommends that students who are working 20 hours per week should carry no more than 10 units; 30 hours per week, no more than 8 units; and 40 hours per week, no more than 6 units. Individuals having health problems should make proportionate adjustments in their college programs.

A first semester student, one who has not completed at any college one semester of resident study of 12 semester units of credit or a quarter of resident study of 8 semester units of credit, should not register for more than 16 units plus one unit of music performance and a physical education activity. Students may not register in more than 18½ semester units without special permission from the counseling staff. These unit limitations apply to the total of day and extended day 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 11 1/2 units each term with a maximum of 8 terms to complete their educational goals.

Half-time students must complete 6 to 8 1/2 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 session/term.

Please see the Financial Aid Student Handbook for further details.

## 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 intercessions shall be dismissed and not be reinstated until at least one semester has elapsed after the dismissal. Glendale Community College recognizes academic dismissal assigned by another college or university. Students dismissed from other colleges or universities must abide by the procedures for students dismissed from Glendale Community College with respect to seeking readmission after dismissal.

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

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

### **GRADES, GRADE POINTS, AND GRADE POINT AVERAGE**

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

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

### **NON- EVALUATIVE SYMBOLS**

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

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

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

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

## COURSE REPETITION\*

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

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

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

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

\*In each cumulative credit course note the maximum number of units allowed and the fact that no course may 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.
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 perform-

- ance (semester GPA less than 2.0) and is not reflective of more recently demonstrated academic ability.
5. Evidence of recent academic ability may include, but is not limited to, one of the following:
    - a. 15 semester units with at least a 3.00 GPA
    - b. 30 semester units with at least a 2.50 GPA
    - c. 45 semester units with at least a 2.00 GPA
  6. There must be at least 24 months between the end of the most recent academic renewal semester and the date of initiation of the request and such renewal.
  7. A student may request academic renewal only once.
  8. A student may repeat work taken during academic renewal semester only if such repetition is necessary to allow normal progression toward an acceptable educational objective.
  9. A student must include all work, including academic renewal semesters, in computation of the cumulative GPA toward honors at graduation.

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

### **CREDIT FOR ADVANCED PLACEMENT-EXAMINATIONS**

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

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

#### **TEST**

Biology (2 courses in Life Science)  
 English  
 Foreign Language

Biology 122  
 English 101, 102  
 French 103, 104  
 German 103, 104  
 Spanish 103, 104,  
 125, 126  
 History 117, 118  
 History 109 or 101  
 Math 103  
 Physics 110  
 Art 113 and Art  
 116

History-American (2 courses in Social Science)  
 History-European (1 course in Social Science)  
 Mathematics (2 courses in Physical Science)  
 Physics (2 courses in Physical Science)  
 Studio Art (Credit awarded for grade of  
 4, 5) (Review of portfolio and  
 approval by the Art faculty)

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

### **CREDIT FOR MILITARY TRAINING**

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

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

## CREDIT BY EXAMINATION

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

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

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

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

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

Courses open to Credit by Examination include the following:

Administration of Justice 101, 108  
 Arabic 101, 102, 103  
 Armenian 101, 102  
 Art 101, 102, 103, 106, 107, 108, 112, 113, 116, 181, 182  
 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, 135, 146  
 Chemistry 101, 102, 110, 141  
 Computer and Information Systems 101, 105, 110  
 Cosmetology 111, 112  
 Egyptian Hieroglyphs 101, 102  
 English 101\*  
 Family and Consumer Studies 105  
 Fashion 103, 104, 105, 106, 107, 108, 109  
 French 101, 102, 103  
 Geology 101, 105, 110  
 German 101, 102  
 Graphics and Design 165, 166  
 Health 101, 104, 107  
 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

Spanish 101, 102

Television 101

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

\* 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 subject areas to students who achieve a percentile rank of fifty (50) or higher on each examination. The maximum credit is thirty (30) units. The five general areas are: English composition, humanities, mathematics, natural sciences and social sciences — history. Further information concerning the CLEP is available in the Guidance and Counseling Office.

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

### CREDIT-NO CREDIT COURSES

There are two categories of Credit-No Credit courses.

The first category consists of those courses which must be taken on a Credit-No Credit basis only. Courses which fall into this category include: Arabic 110, 111, 112; Armenian 110, 111; Chinese 110; Computer and Information Systems 105, 220; English 100, 150, 151, 162, 171, 172, 173, 177, 181, 182, 183, 188; French 110, 111; German 110, 111; Guidance (all except 189, 191); Italian 110, 111; Mathematics 151, 190; Norwegian 110; Office Administration 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 for Credit-No Credit evaluation areas follows:

Accounting 110, 111, 120, 150, 155, 160	History 101, 102, 106, 107, 108, 109, 111, 112, 113, 114, 115, 119, 120, 121, 131, 151
Administration of Justice (all)	
Alcohol/Drug Studies 101, 110	Humanities 105, 110, 111, 120, 135
Allied Health (all)	Independent Studies 149
Anthropology 101, 102, 103	Linguistics 101
Architecture (all)	Management (all)
Art (all)	Marketing and Distribution (all)
Biology 127, 128, 131, 135, 139, 140, 145, 146, 149	Mathematics 140, 141, 145, 146
Business Administration (all)	Music (all except 163)

Business General (all)	Office Administration (all except 246, 250, 255)
Chemistry 110, 112, 141, 143	Paleontology 101
Computer and Information Systems (all except 105 and 220)	Philosophy (all)
Economics 101, 102, 107	Photography (all)
Egyptian Hieroglyphs 101, 102	Physical Education 120-286, 288-294
Electronics and Computer Technology 111	Physical Science 131
English 103, 105, 106, 107, 108, 109, 110, 111, 112, 122, 123, 124, 125, 126, 128, 140, 190, 192,	Physics 110
English as a Second Language 163, 164, 165, 166, 167, 168	Political Science 102, 104, 106, 110, 111, 151
Ethnic Studies 101, 102, 110, 111, 122, 124, 132, 164	Psychology (all)
Family and Consumer Studies (all)	Real Estate (all)
Fashion (all)	Sign Language 101, 102, 103
Fire Science (all)	Social Science 102, 103, 122, 124, 125, 126
Food and Nutrition (all)	Sociology (all)
Food Service Management (all)	Spanish 125, 126, 127, 128
Geography 110	Special Projects 150
Geology 101, 105, 110	Speech 105
German 125, 126	Technical Education 147
Graphics and Design (all)	Television 101, 104
Guidance 189, 191	Theatre Arts 101, 102, 103, 104, 107, 109, 110, 121, 122, 123, 131, 134, 140
Health 101, 104, 107, 109, 110	

### GENERAL CONDUCT

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

These *Standards of Student Conduct* are stated below:

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

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

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

1. Failure to comply with directions of college officials acting in the performance of their duties,
2. Dishonesty including, but not limited to, cheating, plagiarism, or knowingly furnishing false information to the college,
3. Forgery, alteration, or misuse of college documents, records, or identification,
4. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other college activities, including (but not limited to) its community service functions, or of other authorized activities on college premises,
5. Physical abuse of any person on college-owned or controlled property or at college-sponsored or supervised functions or conduct which threatens or endangers the health or safety of any such person,

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

Violations of the *Standards of Student Conduct* may lead to probation, suspension, or dismissal from the College in accordance with the disciplinary action adopted by the governing board of Glendale Community College and administered through a system of due process. Students who feel that their rights have been abridged or infringed upon have access to 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 Coordinator, N. Arthur Rasmuson, Room AD 124, Ext. 261;  
 Academic Grievance, John Davitt, Room AD 111, 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

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

### FORWARDING OF TRANSCRIPTS

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





## 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 a 20 semester unit major in Humanities, or Science, or Applied Arts, or by completing the Glendale Community College general education breadth requirements for admission to The California State University.

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
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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 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, 135, 137, 138, 139, 140, 145, 146, 149; Chemistry 101, 102, 103, 105, 106, 107, 110, 112, 115, 120, 121, 141, 143; Geography 101; Geology 101, 102, 103, 104, 105, 110; Oceanography 115; Paleontology 101; Physics 101, 102, 103, 105, 106, 110; Physical Science 131.
  - 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, 151; Political Science 101, 102, 103, 104, 105, 106, 108, 109, 110, 111, 151; Psychology 101, 102, 103, 104, 105, 106, 108, 109, 110, 111, 112, 114, 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 105, 106, 110, 111, 115, 120, 135.
  2. Arts, Foreign Language, Literature and Philosophy, three (3) units required: Arabic 101, 102, 103, 124; Armenian 101, 102; Art 101, 102, 103, 106, 107, 108, 109, 110, 112, 141, 155, 181, 182; 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, 120, 122, 125, 126, 128, 155; 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 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 and Information Systems 101, 110, 120, 130, 135, 140, 145, 180; Economics 107; English 118, 163, 164; Journalism 101, 102; Mathematics 100, 101, 102, 103, 104, 105, 107, 108, 110, 111, 112, 129, 130, 138, 140, 141, 145, 146, 151, 190; Philosophy 117; Political Science 107; Psychology 107; Sociology 107; Speech 100, 101, 103, 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.

## CURRICULUMS

### CERTIFICATE PROGRAMS

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

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

1. Certificates of Completion shall be issued upon request by the Office of Admissions and Records to students who qualify for them by completing one of the *occupation-centered curriculums*. The student must have an average grade of "C" in 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.

### TRANSFER PROGRAMS

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

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

\*See Graduation Requirements.

## CERTIFICATE PROGRAMS

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

### ADMINISTRATION OF JUSTICE

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

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

It is further *recommended* that students take 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 103, 113, 114, 115, 116, 117, 122, 123 and 3 units from either Art 101 or Art 102.

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

Photography 107

### **ARCHITECTURAL DRAFTING AND DESIGN**

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

These courses are required: Architecture 101, 102, 103, 105, 109, 110; Art 113, 116, 181, 182; 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, 103, 113, 114, 116, 118, 134, 138, 142, 144, 185

Three-dimensional art: Art 101, 102, 103, 113, 114, 115, 116, 118, 126, 127, 140, 163

### **AVIATION AND TRANSPORTATION AVIATION ADMINISTRATION**

*Aviation Administration* is for those who wish to enter Civil Aviation work as Clerks, Agents, Station and Traffic Managers, or fixed base operators.

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

Accounting 101 or 110

English 101

Psychology 101

Speech 101

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

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

Accounting 102

Business Administration 120

Computer and Information Systems 101, 110

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

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

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

Family and Consumer Studies 133

Psychology 110

Speech 101

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

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

Cooperative Education 102

Geography 105

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

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

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

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

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

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

### **AVIATION AND TRANSPORTATION PILOT TRAINING**

Training offered in this field:

1. Instruction for those who wish to complete two years of college to become eligible to enter civil aviation as a professional pilot.
2. Basic Pilot Training: Prepares the student for the FAA Private Pilot Airplane written examination for the Private Pilots License. Required course is Aviation and Transportation 120.
3. Advanced Pilot Training: A program designed to give Private Pilots adequate aeronautical knowledge and experience necessary to enter the field as Commercial Pilots with an Instrument Rating as their career. To enter this program, it is required the student satisfactorily complete Aviation and Transportation 120\*.  
These courses are required: Aviation and Transportation 114, 119, 120, 121, 122, 123, 124, 125, 126, 127

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

### **BUSINESS — ACCOUNTING**

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

These courses are required:

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

Elective units from the following list are recommended:

Accounting 120, 150, 160  
Business Administration 125, 160  
Business—General 110, 150  
Computer and Information Systems 115, 140, 170, 180, 185, 190, 210  
Cooperative Education 102  
Economics 105, 107  
Mathematics 111

### **BUSINESS — BANKING CREDIT**

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

These course are required:

Accounting 101, 102  
Business Administration 150  
Business—General 101 or 120 or English 101 or 120

Business—General 194, 196  
 Computer and Information Systems 101 or 105  
 Economics 101

Recommended electives:

Business Administration 120, 150  
 Business—General 130, 190  
 Cooperative Education 102  
 Economics 102

### **BUSINESS — BANKING OPERATIONS**

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

These courses are required:

Accounting 101 or 110  
 Business Administration 110 or Management 101  
 Business Administration 120  
 Business—General 101 or 120 or English 101 or 120  
 Business—General 130 (2 units) or Mathematics 111  
 Business—General 190  
 Computer and Information Systems 101 or 105  
 Speech 101

Recommended electives:

Accounting 102  
 Business Administration 150  
 Business—General 194, 196  
 Cooperative Education 102

### **BUSINESS — BOOKKEEPING**

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

These courses are required:

Accounting 101 or 110, 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 and Information Systems 101 or 105

Elective units from the following list are recommended:

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

### **BUSINESS — DATA PROCESSING**

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

These courses are required\*:

Accounting 101 or 110  
 Business—General 101\*\*, 110  
 Computer and Information Systems 101, 110, 140, 145, 180, 185, 190  
 Mathematics 101 or equivalent

Elective units from the following list are recommended:

Accounting 102  
Business Administration 101, 120  
Business—General 140  
Computer and Information Systems 115, 120, 130, 135, 150, 160, 210  
Cooperative Education 102  
Economics 107  
Mathematics 111, 112  
Office Administration 201, 205, 250  
Philosophy 117

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

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

### **BUSINESS — ESCROW**

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

These courses are required:

Real Estate 150, 250, 251, 252, 253

Nine units must be chosen from among the following courses:

Accounting 101 or 110  
Business Administration 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 110 or 101  
Business Administration 101, 120, 140 or 150  
Business—General 101 or 120 or English 101 or English 120  
Business—General 130 (2 units) or Mathematics 101  
Computer and Information Systems 101 or 105  
Marketing and Distribution 110 or 115

Elective units from the following list are recommended:

Accounting 102 or 111  
Business Administration 125 or 130  
Business—General 110, 135, 140, 150  
Computer and Information Systems 110  
Cooperative Education 102  
Economics 105  
Marketing and Distribution 105, 120  
Office Administration 200, 260  
Real Estate 101

### **BUSINESS — INSURANCE**

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

### **BUSINESS — MARKETING AND DISTRIBUTION**

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

These courses are required:

Accounting 101 or 110  
 Business Administration 101, 120  
 Business—General 130 (2 units)  
 Computer and Information Systems 101 or 105  
 Marketing and Distribution 105, 110, 120  
 Speech 100

Elective units from the following list are recommended:

Accounting 102 or 111  
 Business—General 101 or 120, 110, 135  
 Computer and Information Systems 110  
 Cooperative Education 102  
 Marketing and Distribution 115  
 Mathematics 101  
 Office Administration 200

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

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

These courses are required:

Business Administration 110  
 Business—General 101 or 120, 105, 110, 130 (2 units), 140 (2 units)  
 Office Administration 182, 185, 190, 215 (3 units)

Elective units from the following list are recommended:

Accounting 101 or 110  
 Biology 112, 120 or 121  
 Business Administration 120 or 130  
 Business—General 160  
 Computer and Information Systems 101 or 105  
 Cooperative Education 102  
 Family and Consumer Studies 133  
 Office Administration 195, 230  
 Sociology 101, 102  
 Spanish 117

### **BUSINESS — MEDICAL TRANSCRIPTIONIST**

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

These courses are required:

Business Administration 110  
 Business—General 101 or 120, 105, 110, 130 (2 units)  
 Office Administration 182, 185, 190, 195, 215 (3 units)

Elective units from the following list are recommended:

Accounting 101 or 110  
 Biology 112, 120 or 121



Business Administration 120 or 130  
Business—General 140, 160  
Cooperative Education 102  
Family and Consumer Studies 133  
Office Administration 120, 125, 135 or 140, 230, 245 or 250, 260  
Sociology 101, 102  
Spanish 117

### **BUSINESS — OFFICE ASSISTANT**

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

These courses are required:

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

Elective units from the following list are recommended:

Business Administration 101, 120 or 130  
Business—General 135, 150 or Office Administration 120  
Cooperative Education 102  
Family and Consumer Studies 133  
Marketing and Distribution 115  
Office Administration 230

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

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

These courses are required:

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

Elective units from the following list are recommended:

Business Administration 101, 110, 120 or 130  
Business—General 135, 150 or Office Administration 120 (4 units)  
Cooperative Education 102  
Family and Consumer Studies 133  
Marketing and Distribution 115  
Office Administration 230, 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 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, 140, 150, 160

Business—General 130, 160  
 Business—General 101 or 110 or English 101 or English 102  
 Cooperative Education 102  
 Economics 101, 102  
 Marketing and Distribution 110, 115  
 Office Administration 205, 210  
 Real Estate 161, 251, 252, 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 101 or 120, 105, 110, 130 (2 units)  
 Office Administration 101, 110, 125 (3 units),  
 130 (3 units), 140 (2 units)\*, 215 (3 units), 250 (1 unit), 260

Elective units from the following list are recommended:

Accounting 101 or 110  
 Business Administration 101, 120, 125 or 130, 140, 150  
 Business—General 135, 140, 160  
 Computer and Information Systems 101 or 105, 115  
 Cooperative Education 102  
 Economics 105  
 Family and Consumer Studies 133  
 Office Administration 105, 135 or 140, 230, 250, 252, 255

\* Minimum speed requirement of 100 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 or 120, 105, 110, 130 (2 units), 140 (1 unit)  
 Office Administration 101, 105, 110, 125 (3 units), 140 (1 unit)\*,  
 215 (3 units), 250 (1 unit), 260

Elective units from the following list are recommended:

Accounting 101 or 110  
 Business Administration 101, 120 or 130  
 Business—General 135, 160  
 Computer and Information Systems 101 or 105, 115  
 Cooperative Education 102  
 Family and Consumer Studies 133  
 Office Administration 130, 135 or 140, 230, 250

\*Minimum speed requirement of 80 wpm.

**BUSINESS — SECRETARY, LEGAL**

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

These courses are required:

Business—General 101 or 110 or 120, 105, 130 (2 units)  
 Office Administration 101, 110, 162, 215\*, 250, 255, 260

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.

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

### **BUSINESS — SECRETARY, MEDICAL**

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

These courses are required:

Business Administration 110

Business—General 101 or 120, 105, 110

Office Administration 110, 125 (3 units), 140 (1 unit)\*,  
182, 185, 190, 215 (3 units)

Elective units from the following list are recommended:

Accounting 101 or 110

Biology 112, 120 or 121

Business Administration 120 or 130

Business—General 130, 140, 160

Computer and Information Systems 101 or 105

Cooperative Education 102

Family and Consumer Studies 133

Office Administration 130, 135 or 140, 195, 230, 250

Psychology 101

Sociology 101, 102

Spanish 117

\*Minimum speed requirement of 80 wpm.

### **BUSINESS — WORD PROCESSING SPECIALIST**

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

These courses are required:

Business Administration 110, 101 or Office Administration 162

Business—General 101 or 120, 105, 110

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 and Information Systems 101, 110, 115

Cooperative Education 102

Family and Consumer Studies 133

Office Administration 162, 230, 252, 280

### **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 113, 115, 116, 126, 127, 128, 160, 163, 164

Accounting 110

Chemistry 110 or 143

Photography 107.

These courses are recommended:

Art 101 or 102 or 103, 129, 140, 161.

### **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 (Family and Consumer Studies 135, 140, 142, 155).

#### **Child Development/Teaching Nursery School**

These courses are required:

Family and Consumer Studies 135, 138, 140, 141, 142, 151, 152, 155

English 127

Independent Studies 149

A minimum of 3 units must be selected from the following:

Family and Consumer Studies 143

Health 109

#### **Child Development/Teaching — Infant Todler**

These courses are required:

Family and Consumer Studies 135, 138, 140, 141, 142, 147, 155

English 127

Independent Studies 149

A minimum of 6 units must be selected from the following:

Family and Consumer Studies 143, 151, 152

#### **Child Development/Teaching — School Age Extended Care**

These courses are required:

Family and Consumer Studies 135, 136, 137, 140, 141, 142, 155

English 127

Independent Studies 149

A minimum of 3 units must be selected from the following:

Family and Consumer Studies 138, 143, 151, 152

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

Elective units from the following list are recommended (6 units): Art 102, 110, 113; Humanities 120; Music 101, 130, 135; Dance 164, 183, 186, 191, 194; 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. Students planning to enter this field should have a knowledge of scientific or micro computer programming languages, basic electronics, and computer mathematics.

These courses are required: Computer and Information Systems 101, 110, 130, and Computer and Information Systems 150 or Mathematics 130; Computer and Information Systems 160, 190; Electronics and Computer Technology 101 and 102 or 110; Mathematics 111.

Elective units from the following list are recommended:

Business—General 101 or 110 or English 120 or 131  
Computer and Information Systems 120, 135  
Cooperative Education 102  
Economics 107  
Mathematics 103 or 112

### **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 and 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 and Information Systems 135, 140, 145; English 131; Electronics and Computer Technology 204, 201; Mathematics 129; Office Administration 201; Speech 100. Total units required for certification: 32

\*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

### **DRAFTING /ELECTRO-MECHANICAL DESIGN**

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

These courses are required: Drafting 131, 132, 133, 134, 141; Engineering 103; Technical Education 140, 142, 143, 145, 146

Elective units from the following list are recommended: Electronics and Computer Technology 110; English 131; 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: Electronics and Computer Technology 100, 101, 102, 103, 104, 201, 203, Guidance 195; Technical Education 140

Select a minimum of 12 units from the following elective courses: Aviation and Transportation 103; Computer and Information Systems 150; Drafting 129, 130, 133; 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; Family and Consumer Studies 105, 133.

Elective units from the following list are recommended:

Art 113; Business—General 101; Cooperative Education 102; English 131; Theatre Arts 123; Family and Consumer Studies 101.

**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: Family and Consumer Studies 125; Food Service 111, 113, 116, 117, either 120 or 122; Food Service Management 201, 203, 207, 214.

Elective Units from the following are recommended:

Cooperative Education 102; Family and Consumer Studies 110; English 131; Food Service 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 elective: 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; Psychology 101 or 110; Physical Science 131; 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

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, or tool design at the professional level should investigate this training program.

These courses are required: English 101 or 120 or 191; Machine Technology 101, 102, 103, 111; Mathematics 103, 104; Physics 105, 106; Speech 101; Technical Education 147

Elective units from the following list are recommended: Chemistry 101; Cooperative Education 102; Economics 101; History 110; Machine Technology 104, 109, 112; Political Science 101; Psychology 101

### **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

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

Electives (3 units are required): Music 128, 132, 143, 165, 168, 169, 170, 171, 175, 210, 211, 212, 213

Please see the Music Department Chairman 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 (Philosophy 101 recommended), Psychology 101, Speech 101.

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 (Philosophy 101 recommended), Psychology 101; Speech 101 may be taken concurrently with the nursing courses

**B. COURSE REQUIREMENTS**

**1. ASSOCIATED DEGREE**

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

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

**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**

Student with prior educational experience in health care will be provided opportunity to obtain credit for acquired knowledge/skills

**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. Credit by examination may be given for courses in which the student can document previous education and/or experience.

b. Intent to challenge a module/unit must be given two to four weeks prior to the semester in which the module/unit occurs.

c. Students who opt to challenge will attend a conference during which materials (outline, bibliography, objectives, etc.) relevant to the course will be discussed and shared.

d. Dates for the exam will be established.



- e. Challenge exams for nursing courses will have a theory test (written) and a performance evaluation in the clinical setting. Both parts must be passed successfully in order to receive credit.
- f. Students may challenge a course only once.

Note:

1. Twelve units of college classes must be completed in residence to qualify for a certificate of completion from the institution.
2. Only those students currently enrolled or candidates for the program may request credit by examination.

### **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**

Students with prior educational experience in health care may challenge any of the vocational nursing classes; however, twelve units of college classes must be completed in residence to qualify for a certificate of completion from this institution. Note: Only those students currently enrolled or candidates for the program may request credit by examination.

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

#### **PHOTOGRAPHY**

These courses are required: Art 113; Photography 101, 102, 103, 105, 107, 108

Elective units from the following list are recommended: Art 115, 116, 122; Chemistry 141 or 143; Cooperative Education 102; English 101, 102; Journalism 101; Social Science 131-132

### **REAL ESTATE (SEE BUSINESS)**

#### **RECREATION LEADERSHIP**

These courses are required: Health 101, 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 103 or 106; 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 AND DESIGN**

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

The following courses are required: Graphics and Design 165, (or Engineering 101), 166, 167, 168; Technical Education 140

A minimum of 10 units must be selected from the following: Art 113, 116, 122; Engineering 103 or Architecture 105; Graphics and Design 169, 172; Photography 101; Technical Education 141, 145

Recommended electives: Art 132; Computer and Information Systems 101, 110; Cooperative Education 102; Graphics and Design 173; Materials and Processes 146; Office Administration 205; Technical Education 142

### **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, 113, 114, 118; English 102, 115, 120, 121, 125, 126; Physical Education 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, and oxy-acetylene welding of common metals. The emphasis will be on obtaining a welding certification at the completion of the required courses.

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

Elective units from the following list are recommended:

English 131, 132; Machine Technology 101 or 105; Mathematics 151; Technical Education 142, 145, 146; Welding 125

## **TRANSFER PROGRAMS**

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

### **ADMINISTRATION OF JUSTICE (SEE CRIMINAL JUSTICE)**

### **AERONAUTICS (BACCALAUREATE MAJORS)**

#### **San Jose State University**

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

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

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

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

#### **Northrop University**

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

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

## **AGRICULTURE**

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

Agriculture students would find it advantageous to have completed the following courses in high school: mathematics, including two years of algebra; chemistry, 1 unit; biology, 1 unit; vocational agriculture (if available), two years. Such high school preparation would serve to enhance the students' preparation for all agriculture majors. In the first two years of college, students should include in their course of study the following: Chemistry 101, 105; English 101, 102; History 110; Political Science 101; Mathematics 100, 102; Health 104. Recommended: Biology 137; Psychology 101; Speech 101; Welding 117.

### **AGRICULTURAL ENGINEERING (SEE ENGINEERING)**

## **ARCHITECTURE, ARCHITECTURAL ENGINEERING, CONSTRUCTION**

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

Students planning to enter the Landscape Architecture Department at Cal Poly Pomona should note that the following courses are articulated with Glendale College: Core and Support Classes—Art 116. General Education—English 101 and 102; Chemistry 120; Biology 101 and 102; Psychology 101; Political Science 105 or Social Science 126; History 118 or Social Science 125.

Students planning to enter the Architecture Department at Cal Poly Pomona should note that the following courses are articulated with Glendale College: General Education—English 101, 102; Mathematics 102; Physics 105 or 105 and 106; Biology 101 and 102; Philosophy 101; Economics 102; Sociology 101; Psychology 101; Political Science 105 or Social Science 126; History 118 or Social Science 125.

Additional information may be found in the Cooperative Curriculum Major Sheet available in the Glendale College Counseling Office.

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

Students planning to enter the School of Architecture and Environmental Design are encouraged to include the following course work in their programs: Economics 105; English 101, 102; History 110; Philosophy 117; Political Science 101; Psychology 101; Speech 101; and a life science elective.

In addition, the courses shown under each of the following majors are recommended:

Architecture: Architecture 101, 102, 103, 105; Art 116; Mathematics 103, 104; Physics 101, 102.

Architectural Engineering: Architecture 101, 103, 105; Art 116; Mathematics 103, 104, 105, 108; Physics 101, 102.

City and Regional Planning: Architecture 103, 105; Art 116; Biology 122; Computer and Information Systems 120; Geography 101; Geology 102.

Construction Management: Architecture 101, 102; Business Administration 120; Computer and Information Systems 120; Mathematics 103, 104; Physics 101, 102.

Landscape Architecture: Biology 101, 137; Computer and Information Systems 120; Mathematics 101, 102.

### **Woodbury University**

Glendale Community College Students who plan to pursue a Bachelor of Architecture

degree should complete the following courses before transferring to Woodbury University: Accounting 101 or 110; Architecture 102, 105, 109, 110, 191; Art 113 and 114, 115, 116, 117, 130, 181, 182; Business Administration 120; Mathematics 100, 101, 103; Physics 105, 106.

## **ART**

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

The following courses are required for the Art major (Bachelor of Arts degree): Art 101, 102, 103, 113, 114, 115, 116, 117, 118, 119, 134, 135.

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

The Bachelor of Arts degree in Art offers a choice among several options: Ceramics, Metals, and Textiles; Design; Painting, Sculpture, and Graphics Arts; Single Subject Credential; Art History (The Art History option has its own core and specialization; all other options include a common core.).

Required core for all options (except Art History): Art 101-102; 113, 114, 116; 118 or 119; 134. Electives (select 2): Art 126-127 or 163, 166; Photography 101-102.

Art History Option: Art 101-102; 113; 116; 118 or 119. Select 2 courses from the following: Art 114; 134; 126 and 127 or 163; Computer and Information Systems 105; 101 and 110; 150

Students planning graduate work in Art are encouraged to complete French 101-102 or German 101-102.

## **BIOLOGY**

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

The following courses are required for the Biology major (Bachelor of Arts): Biology 101, 102, 112; Chemistry 101, 102; Mathematics 100, 112; Physics 105, 106.

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

Biology 101, 102, Chemistry 101, 102; Physics 105-106 and courses to fulfill requirements in one of the following options:

Option I, General Biology: Add Biology 121 (Mathematics 103 is recommended)

Option II, Environmental Biology: Chemistry 105-106 and Mathematics 103-104

Option III, Cellular and Molecular Option: Add Mathematics (103-104 recommended)

Option IV, Medical Tech Option: Add Chemistry 103

Option V, Microbiology Option: Add Mathematics (103-104 recommended)

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

For all programs: 1 year of 1 foreign language recommended, Mathematics 102 required (may be met by satisfactory score on placement test)

General Option: Biology 101-102; Chemistry 101-102, 105-106; Physics 105-106

Environmental Biology Option: Same as above, add Geography 101; Geology 105, 110

## **BUSINESS ADMINISTRATION**

### **University of California, Berkeley**

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

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

Foreign Language: 3 years of one high school foreign language with grades of "C" or better;

or completion of college courses equivalent to the third year in a foreign language as taught at Berkeley ( 2 semesters).

Required Breadth Courses: Applicants must have completed at least six (6) or more breadth requirements. These include one (1) additional English, two (2) behavioral sciences, two (2) natural sciences, three (3) social sciences and two (2) foreign culture courses. These courses are in addition to the above prerequisites.

### **University of California, Irvine**

To be eligible for the Minor in Management, a student must complete the prerequisite courses listed below with a grade of "C" or higher. In addition, students must complete Management 5 at UCI prior to enrollment in the upper-division management courses. The following courses are required: Economics 101-102; English 101-102; Mathematics 103, 112 or Economics 107 or Political Science 107 or Psychology 107 or Sociology 107; Psychology 101 or Sociology 101 or Political Science 101 or 102. Students who elect to complete the Minor in Management Studies must declare a major in another subject.

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

Recommended course preparation for the major: Accounting 101, 102; Business Administration 120; Economics 101, 102, 107; Management 145; Mathematics 112

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

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

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

The lower division requirements for the B.S. degree in the School of Business Administration are: Accounting 101-102; Business Administration 120; Economics 101, 102; Mathematics 111-112; Philosophy 116 or 117

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

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

Management Science: Accounting 101-102; Business Administration 120; Computer and Information Systems 101 and either 110 or 150; Economics 101-102, 107; Mathematics 103-104, 107-108; Philosophy 117

B.S. Business Education: Accounting 101, 102; Business Administration 120; Computer and Information Systems 101 and either 110 or 150; Economics 101, 102, 107

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

The lower division requirements for the various departments in the School of Business

at California State University, Northridge are:

Accounting 101, 102; Business Administration 120; Computer and Information Systems 101 with 110 (or 115); Economics 101, 102; Mathematics 103 or 112

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

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

### **San Diego State University**

Required lower division preparation: Business Administration 120; Computer and Information Systems 101 and 110; Economics 101, 102, 107; Mathematics 111, and 112

### **Loyola Marymount University**

Transfer students are admitted each semester, Fall and Spring. 30 units of completed transferable work and a minimum GPA of 2.5 are the requirements to transfer. Students must complete intermediate algebra before applying to the College of Business.

General Education Requirements for the College of Business Administration:

COMMUNICATION SKILLS (6 units)—English 101 (required); Speech 101 or 102

BEHAVIORAL SCIENCE (3 units)—Anthropology 102, Psychology 101; Sociology 101

FINE ARTS (3 units)—Art 101, 102, 103; Music 101, 120; Theatre Arts 101, 102, 103

HISTORY (6 units)—History 102, 109 (3 units); History 104, 118, 120, 151 (3 units)

LITERATURE (3 units)—English 102, 109, 110, 121, 126

SCIENCE (3 units)—See Liberal Arts Articulation

SOCIAL SCIENCE (6 units)—Economics 101 and 102

Transfer students who have completed two years of transferable college work are required to take one course in Theology and Philosophy at the upper division level.

Business Requirements: Accounting 101, 102; Business Administration 101, 120; Computer and Information Systems 101; Economics 107; Mathematics 111, 112

### **Northrop University**

The four-year Management Curriculum is designed to serve the needs of business and government for qualified management personnel. Students planning on continuing their education into this management curriculum can take the following courses for maximum transfer credit: Accounting 101, 102; Business Administration 120; Business—General 110; Chemistry 101; Computer and Information Systems 101, 140, 180, 185, 190; Economics 101, 102; English 101, 102; History 117 or 118; Marketing and Distribution 105; Mathematics 111, 112; Physics 101; Psychology 102

### **Pepperdine University**

Seaver College Business Administration lower division required courses: Accounting 101, 102; Computer and Information Systems 110, 120, 130, 140 or 150; Economics 101, 102; Mathematics 111, 112

### **University of Southern California**

Historically, a GPA of 3.0 and above for transfer students is considered competitive for admission. All students are expected to complete 60 non-business units plus Introductory Accounting before enrolling in upper division classes. Transfer students may meet individual subject requirements with 3 unit courses; however additional non-business elective courses must be taken to complete the required 60 units of non-business classes. The School of Business has revised its general education requirements to coordinate with the College of Letters, Arts and Sciences. Requirements for all students who begin their college careers

(whether at USC or another institution) in Summer, 1983 and thereafter must meet the following requirements:

\*English 101-102 and pass USC's Skill Level Examination

\*Mathematics 111, 112

\*Economics 101, 102

\*Accounting 101-102

\*\*Natural World: Two courses, one from List A and one from List B

\*\*Literature: one course

\*\*Empirical Approaches: One course (Students considering accounting are advised to take Psychology 101)

\*\*Non-Western Cultures: One course

A total of two courses from the following five categories: \*\*American Public Life; \*\*Western Culture I; \*\*Western Culture II; \*\*The Arts; \*\*Ethical Approaches (students considering accounting are advised to take Philosophy 116)

Additional non-business electives to make a total of 60 units. (Students considering accounting are advised to take Philosophy 117 and Speech 101).

All courses taken at a community college must appear on the Articulation Agreement with that college.

\*Courses must be taken for a letter grade.

\*\*See USC's General Education agreement for course numbers.

### Woodbury University

Glendale Community College students may complete many of their lower division requirements established by the Woodbury University Faculty for academic majors in Accounting (leading to preparation for the C.M.A. or C.P.A. examination); Fashion Marketing; International Business; Management; or Marketing. Students planning for career training in these areas should complete the Glendale courses listed below prior to transferring to Woodbury.

Accounting Major: Accounting 101, 102, 150 and 160; Business Administration 120; Computer and Information Systems 101; Economics 101, 102, and 107

Finance Major: Accounting 101, 102; Business Administration 101 or 110 and 120; Computer and Information Systems 101; Economics 101, 102, 107; Geography 105; Management 115; Marketing and Distribution 105; Mathematics 101; Real Estate 101

Fashion Marketing Major: Accounting 101; Business Administration 101 or 110; Computer and Information Systems 101; Economics 101, 102; Family and Consumer Studies 105, 123; (For minors in Fashion Design select five (5) courses from Family and Consumer Studies 101, 102, 103, 117, 118, 119, 120, 124); Marketing and Distribution 105, 110, 125 International Business Major: Accounting 101, 102; Anthropology 102; Business Administration 101 or 110 and 120; Computer and Information Systems 101; Economics 101, 102, 107; Geography 105; Management 115; Marketing and Distribution 105; Mathematics 101

Management Major: Accounting 101, 102; Business Administration 101 or 110 and 120; Computer and Information Systems 101; Economics 101, 102, 107; Geography 105; Management 115; Marketing and Distribution 105; Mathematics 101

Marketing Major: Accounting 101, 102; Business Administration 101 or 110 and 120; Computer and Information Systems 101; Economics 101, 102, 107; Geography 105; Management 115; Marketing and Distribution 105; Mathematics 101

## CHEMISTRY

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

Admission to upper division Chemistry for a total of 60 semester units is contingent upon a grade point average of at least 2.5 in courses basic to the major. Recommended courses include: Chemistry 101-102, 103, 105-106; Physics 101, 102, 103; Mathematics

103, 104, 105, 108; English 101 and 102; Economics 101; German 101-102. A student may pursue the study of chemistry on any campus of the University by enrolling in the College of Letters and Science, with a major in chemistry earning a B.A. degree and in the College of Chemistry earning a B.S. degree. For details on College of Letters and Science breadth requirements refer to index.

For the B.S. degree students should consult the catalog for the College of Chemistry.

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

For the Chemistry Major (Bachelor of Science degree) the following courses may be taken at Glendale Community College: Chemistry 101, 102, 103; Mathematics 103, 104, 105; Physics 101, 102, 103; and one course of the following courses: Biology 101 and 102, 112.

*Note:* A reading knowledge of scientific German or Russian is required.

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

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

B.S. Chemistry: Chemistry 101-103; Mathematics 103-105, 107, 108, 130; Physics 101-103

B.S. Biochemistry: Chemistry 101-103; Physics 101-103; Mathematics 103-105; Biology 101-102, 112

B.A. Chemistry: Chemistry 101-103; Physics 101-103; Mathematics 103-104.

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

Chemistry 101-102, 103; Mathematics 103, 104, 105, 107-108; Physics 101, 102, 103 (A modified Mathematics and Physics sequence may be taken by those seeking the B.A. degree rather than the B.S. degree. Consult the CSUN catalog.)

## **CHICANO STUDIES**

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

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

## **CHILD DEVELOPMENT**

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

For the Child/Family Development major (Bachelor of Arts degree) the following courses may be taken at Glendale Community College: Anthropology 102; Biology 115, 121; Chemistry 101; Economics 101, 102; English 101; Family and Consumer Studies 125; Psychology 101; Sociology 101.

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

These courses are required: Family and Consumer Studies 125, 135, Psychology 101, 103, 131

General Option (I): Psychology 107 or Political Science 107 or Sociology 107; Multiple Subject Credential Option (II): Block I, English 101, 102, Speech 101; Block II, select 10 semester units from natural science areas of general education, taking 1 course each in areas B1, B2, and B3; Block III, History 117 or 118, Political Science 101, 106 and 1 course from general education social science block; Block IV, 3 units from each of the 2 disciplines in Arts, Literature, Philosophy and Foreign Language block. (See General Education Requirement)

A grade of "C" or higher is required in all courses used to meet requirements in this major.



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

Biology 121 or Psychology 103 (Students pursuing the Child Mental Health Specialist option should choose Psychology 103); Economics 107 or Psychology 107 or Sociology 107

Elective credit: Family and Consumer Studies 155, Other Family and Consumer Studies courses may apply on the major. Consult CSUN Child Development program coordinator.

## **CHIROPRACTIC**

### **Los Angeles College of Chiropractic**

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

These courses are required: Biology 101-120; Chemistry 101, 102, 105, 106; English 101-102 or English 101 and Speech 101; Physics 105, 106

Complete three semester units of each of the following: Humanities (The same units in the Social Science will meet this requirement); Psychology 101; Social Science (The same Humanities units may be substituted)

Recommended courses: Biology 102, 112, 121;

All science courses must include laboratories, shall be taken sequentially and shall represent an academic year in each subject area.

Students who plan to earn a B.S. degree at LACC in addition to the D.C. degree should consult with a LACC counselor as early as possible.

### **Pasadena College of Chiropractic**

The following is a list of courses students should take at Glendale Community College to fulfill the Pasadena College of Chiropractic prerequisites for admission: Biology (6 units with laboratory) 101, 102 or 120, 121; General and Organic Chemistry (6 units with laboratory each) 101, 102, 105, 106; English (6 units) 101, 102 or Speech 101; Physics (6 units with a laboratory) 105, 106; Psychology (3 units) 101; Social Science (3 units) 132 or any courses from History, Economics, Humanities, Philosophy. Sixty (60) transferable units must be completed.

## **COMPUTER SCIENCE**

### **University of California, Irvine**

The Department of Information and Computer Science offers programs leading to the B.S., M.S., and Ph.D. degrees. Transfer students are required to have a minimum of 56 semester units or 84 quarter units with a grade point average of 3.0 in courses accepted for transfer; two years of transferable college mathematics, including one year of calculus, with a grade point average of 3.0; completion of one year of computer science courses, including the equivalent of ICS 1, with a grade point average of 3.0; sufficient credits to satisfy the majority of UCI breadth requirements, and satisfaction of the lower-division writing requirement.

The following are acceptable transfer courses: Computer and Information Systems 130; English 101-102; Mathematics 103-104.

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

Required courses: Computer and Information Systems 140; Mathematics 103, 104, 105, 107, 108, 130; Economics 107 or Political Science 107 or Psychology 107 or Sociology 107; Physics 101, 102, 103

**California State University, Northridge**

Glendale College students can partially satisfy lower division requirements for the CSUN Computer Science major by completing the following courses: Mathematics 103, 104. Areas of concentration are available in a variety of fields. Applicable on requirements in several areas are: Accounting 101, 102; Math 105, 107, 108; Physics 101, 102. In addition to the courses listed, students will be required to complete several lower division computer science courses after transfer.

**California State University, Sacramento**

Students planning to complete a Bachelor of Science degree in Computer Science may complete the following requirements prior to transfer: Computer and Information Systems 101, 110, 140, 145, 150; Mathematics 103, 104.

**Northrop University**

Students interested in obtaining a Bachelor of Science degree from Northrop University in Computer Science can receive maximum transfer credit by taking the following courses: Chemistry 101; Computer and Information Systems 140; Electronics 171; English 101, 102; History 117 and 118; Mathematics 103, 104, 105, 107, 108, 130; Physics 101, 102; and four 3-unit courses chosen from the fields of Anthropology, Biology, Economics, History, Philosophy, Political Science, Psychology, Sociology.

**Woodbury University**

Students who plan to pursue a Bachelor's degree with a major in Computer Information Systems should complete the following courses before transferring to Woodbury University: Accounting 101; Computer and Information Systems 101, 110, 140, 145, and 130 or 150; Economics 101, 102; Philosophy 117.

**CRIMINAL JUSTICE****California State University, Long Beach**

Majors in Criminalistics intending to transfer to California State University, Long Beach to continue work for a Bachelor of Science degree in the Law enforcement area are advised to see a CSULB counselor. Maximum 24 units lower division criminal justice courses acceptable for transfer. 12 units accepted for above courses if equivalent subject work is completed at Community College. Administration of Justice 101, 103, 110, 120 will transfer as subject matter units — 12 additional units will transfer as electives (Total 24 units). Lower division core requirements are: Chemistry 101, 102, 103; Mathematics 112; Physics 105, 106; and 1 course of the following Biology 112, 121.

**California State University, Los Angeles**

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

Criminal Justice courses which are acceptable for transfer credit at California State University, Los Angeles to meet major requirements for the Bachelor of Science Degree are Administration of Justice 101, 103, 107, 110, 116, and 120.

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

Units completed in Criminal Justice, in addition to the above required courses, may be applied as elective credits toward total degree requirements.

See index for General Education requirements.

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

The following lower division courses are required: Administration of Justice 101, 103, 107, 120, (required for students selecting Law Enforcement and Investigation Concentrations), 116

## **DENTAL HYGIENE**

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

These courses are required: Biology 101-102; Chemistry 101, 105; English 101-102; Psychology 101-102 or 103; an Introductory Sociology course, and one course in Speech or Oral Communication. Additional electives to bring total to 60 semester units. (Strongly recommended: biochemistry, anatomy, physiology)

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

### **University of Southern California**

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

These courses are required: Chemistry 101-102; English 101-102; Psychology 101; Science with Lab (Biology 101-102 recommended); Sociology 102; Speech 101;

Electives from: Biological Science, Chemistry, English Composition, English Literature, Foreign Languages, Music or Art Appreciation, Philosophy, Social Science

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

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

Those wishing to enter the School of Dentistry must have completed a minimum of three full academic years of college work (135 quarter units), including the following courses: Biology 101, 102; Chemistry 101-102, 105-106; English 101-102; Physics 105-106; Psychology 101. Generally, the pre-dental student is advised to seek a sound liberal arts background in the humanities, social and behavioral sciences, in addition to the requirements listed above.

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

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

General University Requirements\*—Biology 101-102; Chemistry 101-102, 105; English 101-102; Physics 105-106; Psychology 101-102 or 103; Four 3 semester unit courses chosen from — Social Sciences, Humanities, Foreign Languages, Psychology in addition to above.

Additional electives to bring the total number of units to at least 90 semester units. (Recommended: biochemistry, embryology, comparative vertebrate anatomy and advanced mathematics).

\*Students who plan to complete the requirements for the B.S. degree in dentistry at UCSF must satisfy the Subject A and American History and American Institutions requirements.

**Loma Linda University**

Although a three year pre-dental curriculum in an accredited liberal arts college is prescribed, a Bachelor of Arts Degree or the equivalent, is advantageous. Students may apply for admission to the School of Dentistry after completing 96 quarter units of college work including the following courses: Chemistry 101-102, 105-106; English 101-102; Physics 105-106; Biology 101-102; laboratory; Business Administration 101. Recommended: Accounting 110; Chemistry 103; Family and Consumer Studies 125; Machine Technology 105; Mathematics 103, 104, 105; Psychology 101, 103.

**University of Southern California**

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

**DESIGN****California State University, Long Beach**

The following core courses may be taken at Glendale Community College:

Graphic Design — Art 101, 102, 103, 113, 114, 115, 116, 117, 118, 119, 132, 134, 135, 173

Industrial Design — Architecture 105; Art 101, 102, 103, 113, 114, 115, 116, 117, 118, 119, 132, 134, 135, 173; Engineering 101, 103

Interior Design — Art 101, 102, 103, 113, 114, 115, 116, 117, 118, 119, 134, 135

Textile Design — Art 101, 102, 103, 113, 114, 115, 116, 117, 118, 119, 134, 135, 136, 142

**Woodbury University**

Fashion Design — Glendale students who plan to pursue a Bachelor's degree with a major in Fashion Design should complete the following courses before transferring to Woodbury: Accounting 101 or 110; Art 175; Computer and Information Systems 101; Family and Consumer Studies 101, 105, 117, 118, 119, 120, 175; Marketing and Distribution 105.

Graphic Design — Glendale students who plan to pursue a Bachelor's degree with a major in Graphic Design should complete the following courses before transferring to Woodbury University: Accounting 101 or 110; Art 113 and 114, 116 and 117, 118, 119, 122 and 123, 124 and 125, 132 and 173, 135 and 138; Business Administration 120; Computer and Information Systems 101; Marketing Distribution 105; Photography 101, 102 and 103

Interior Design — Glendale Students who plan to pursue a Bachelor's degree with a major in Interior Design should complete the following courses before transferring to Woodbury: Accounting 101 or 110; Architecture 102, 105; Art 113 and 114, 115, 117, 181, 182; Business Administration 120; and 135; Computer and Information Systems 101; Mathematics 101.

**DIETETICS (SEE NUTRITION AND FOOD)****ENGINEERING****University of California at Berkeley\*, Davis\*\*, Irvine\*\*\*, Los Angeles†, San Diego††, Santa Barbara§**

Engineering students should have completed the following courses in high school: Mathematics, 4 units, including two years of algebra and trigonometry; physics, 1 unit or chemistry, 1 unit; and mechanical drawing, 1 unit.†† Without this preparation it will be difficult

to obtain an engineering degree in four years. In the first two years, students should include in the course of study: Chemistry 101-102§, Mathematics 103, 104, 105, 107, 108; Physics 101, 102, 103; Engineering 103, 104, 110\*\*; nontechnical electives including courses in biology, English, fine arts, humanities and social sciences. Community college transfer students are high priority if they have completed *all* prerequisites specified by the colleges of engineering.

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

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

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

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

\*\*\*Students planning to transfer to the School of Engineering at Irvine are required to complete English 101-102; Mathematics 103-104-105, 107-108, and 130 (a one unit deficiency must be made up) Physics 101-102-103 and Chemistry 101-102. Civil Engineering majors should take Engineering 101 and 103. Electrical Engineering majors must take Engineering 80 UCI before entrance.

†Students intending to enter the School of Engineering and Applied Science at Los Angeles should take Mathematics 130, or Computer and Information Systems 130 or 150 if taken Fall, 1984 or later, which will satisfy a lower division requirement in computing. Students should take English 101 and one course in the life sciences, Biology 122. Those planning to specialize in chemical engineering should take Chemistry 105, 106 instead of Engineering 103, 104 and 110. Chemistry 101 and 102 are not required for the Computer Science and Engineering degree but are required for the Computer Engineering program and all other engineering programs. Students should take 3-4 humanities-social sciences-fine arts courses, depending on the curriculum followed.

†† Students bound for the Applied Mechanics and Engineering Science or Electrical Engineering and Computer Science majors at University of California at San Diego should decide which UCSD College they wish to enter, and work toward completing appropriate general education requirements—although requirements for the major should take first priority. Required lower division engineering courses may be completed after transfer. All students for the AMES or EECS majors are initially admitted as "pre-engineering" students until all lower division prerequisites are completed and subject grades are reviewed by department faculty. Thus, there will be a screening for the major based on lower division preparation.

§Students planning to enter the College of Engineering Santa Barbara are advised to include Mathematics 130 in their lower division programs. Chemistry 105-106 is recommended for chemical engineering majors. All engineering majors should complete English 101 and either English 102 or Speech 101. Engineering 103 and 104 are recommended, not required. Engineering 110 required for Mechanical Engineering majors only.

### California State University, Fresno

Degrees are offered in civil, electrical, industrial, and mechanical engineering, and in

surveying and photogrammetry. Students planning to complete the work for an Engineering degree should include the following courses: Chemistry 101, 105; Engineering 103; Mathematics 103, 104, 105, 108, 130; Physics 101, 102, 103; History 117-118.

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

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

The engineering curriculum requires completion of 141 semester units for graduation. The areas of concentration open to students are: Electrical engineering, mechanical engineering, civil engineering/engineering mechanics, and engineering science.

- I. Statutory Requirements in American Institutions and Values: Political Science 101; History 110
- II. Basic Subjects: English 101; Mathematics 103-108; Speech 101
- III. Foundations:
  - A. Western Civilization (9 units): History 101-102 or History 107-108; Any Art History or Literature transfer course
  - B. Fundamentals of Natural Science: Biology 101-102 or Any Biology transfer course; Physics 101-104
  - C. Fundamentals of Social Science (2 units): (must be taken at the junior or senior level)
  - D. Introduction to the Arts and Humanities (6 units): Art History transfer course; Any Literature, Philosophy transfer course
- IV. Alternatives Within Natural Science (5 units): Chemistry 101
- V. Explorations (3 units): (must be taken at the junior or senior level)

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

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

Students planning to complete the work for an engineering major (B.S. Degree) should include the following courses: Chemistry 101, 102; Engineering 103, 110; Mathematics 103, 104, 105, 108, 130; Physics 101, 102, 103.

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

The engineering program is arranged to provide the student with a sound program in the fundamentals of engineering, preparing for a career in professional engineering or for continuing academic work toward an advanced degree, and at the same time to provide the broad academic program that constitutes a liberal education. The curriculum consists of 128 semester units and leads to the Degree of Bachelor of Science in Engineering. The curriculum is accredited by the Engineering Council for Professional Development. It is necessary that today's engineers have a sound education that enables them to adapt to the rapidly changing requirements of a developing technology rather than a narrow and inflexible training. At this Institution, the program has been developed by emphasizing the fundamentals common to all branches of engineering, postponing the study of engineering specialities to the final year.

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

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

The following courses should be taken in the first two years: Engineering 103; Computer and Information Systems 150; Chemistry 101 and either 102 or Physics 103; Mathematics 103, 104, 105, 107-108; Physics 101, 102.

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

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

#### **AEROSPACE ENGINEERING:**

Students planning to enter the Aerospace Engineering Department at Cal Poly Pomona should note that the following courses are articulated with Glendale College: *Support and Directed Courses* — Chemistry 101; Math 104, 105. *Support Courses* — Engineering 103; Physics 102, 103. *General Education* — English 101, 102; Math 103, 104; Physics 101; Chemistry 101, 102; Biology 122; Economics 101, 102; Psychology 101; Political Science 105 or Social Science 126; History 118 or Social Science 125.\*

#### **AGRICULTURAL ENGINEERING:**

Students planning to enter the Agricultural Engineering Department at Cal Poly Pomona should note that the following courses are articulated with Glendale College: *Core Courses* — Drafting 131 or Engineering 101. *Support and Directed Courses* — Chemistry 101, 102; Math 104, 105; Physics 102. *General Education* — English 101; Math 103; Physics 101, 103; Biology 122; Economics 101; Geography 102; Sociology 101; Political Science 105 or Social Science 126; History 118 or Social Science 125.\*

#### **CHEMICAL ENGINEERING:**

Students planning to enter the Chemical Engineering Department at Cal Poly Pomona should note that the following courses are articulated with Glendale College: *Support and Directed Courses* — Chemistry 101, 102; Math 104, 105; Physics 102, 103. *General Education* — English 101; Math 103, 104; Physics 101; Chemistry 101, 102; Biology 122; Economics 101; Psychology 101; Political Science 105 or Social Science 126; History 118 or Social Science 125.\*

#### **CIVIL ENGINEERING:**

Students planning to enter the Civil Engineering Department at Cal Poly Pomona should note that the following courses are articulated with Glendale College: *Support and Directed Courses* — Chemistry 101; Math 104, 105; Drafting 131 or Engineering 101; Physics 102, 103. *General Education* — English 101; Math 103, 104; Physics 101; Chemistry 101, 102; Economics 101; Psychology 101; Political Science 105 or Social Science 126; History 118 or Social Science 125.\*

#### **ELECTRICAL AND ELECTRONICS ENGINEERING:**

Students planning to enter the Electrical and Electronics Engineering Department at Cal Poly Pomona should note that the following courses are articulated with Glendale College: *Support Courses* — Chemistry 101; Math 104, 105; Physics 102, 103. *General Education* — English 101; Math 103, 104; Physics 101; Chemistry 101, 102; Biology 122; Economics 101, 102; Psychology 101; Political Science 105 or Social Science 126; History 118 or Social Science 125.\*

#### **INDUSTRIAL ENGINEERING:**

Students planning to enter the Industrial Engineering Department at Cal Poly Pomona should note that the following courses are articulated with Glendale College: *Support Courses* — Chemistry 101; Math 104, 105; Drafting 131 or Engineering 101; Physics 102, 103. *General Education* — English 101; Math 103, 104; Physics 101; Chemistry 101, 102; Biology 122; Economics 101; Psychology 101; Political Science 105 or Social Science 126; History 118 or Social Science 125.\*

#### **MANUFACTURING ENGINEERING:**

Students planning to enter the Manufacturing Engineering Department at Cal Poly Pomona should note the following courses are articulated with Glendale College: *Core Courses* — Drafting 131 or Engineering 101; Engineering 104. *Support Courses* — Chemistry 101; Math 104, 105; Physics 102, 103. *General Education* — Physics 101, 102, 103; English 101; Math 103, 104; Chemistry 102; Economics 101; Psychology 101; Political Science 105 or Social Science 126; History 118 or Social Science 125.\*

**MECHANICAL ENGINEERING:**

Students planning to enter the Mechanical Engineering Department at Cal Poly Pomona should note that the following courses are articulated with Glendale College: *Support and Directed Courses* — Drafting 131 or Engineering 101; Engineering 104; Chemistry 101; Math 104, 105; Physics 102, 103. *General Education* — English 101; Math 103, 104; Physics 101; Chemistry 101, 102; Biology 122; Economics 101, 102; Psychology 101; Political Science 105 or Social Science 126; History 118 or Social Science 125.\*

\*Additional information may be found in the Cooperative Curriculum Major Sheet available in the Glendale College Counseling Office.

**California State University, Sacramento**

Bachelor of Science degrees are offered in Civil, Electrical and Electronic, and Mechanical Engineering. All departments are fully accredited by the Accreditation Board for Engineering and Technology. A very close working relationship exists between the School and local industry permitting students to gain engineering design experience while in school. The basic courses of the first two years are essentially common for the three departments making it possible for the student to change from one department to another with no loss of time. Students planning to complete the work for an Engineering degree should include in their programs the following courses: Chemistry 101, Engineering 104, 110; Mathematics 103, 104, 105, 107, 108, 130; Physics 101, 102, 103.

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

Engineering students should have completed the following courses in high school: mathematics, 4 units, including two years of algebra and trigonometry; physics, 1 unit; chemistry, 1 unit; and mechanical drawing, 1 unit. Without this preparation it will be difficult to obtain an engineering degree in four years. In the first two years students should include in the course of study: Biology 122; Chemistry 101; Engineering 101 or 103, 110; English 102; Mathematics 103, 104, 105, 108; Physics 101, 102, 103

**Loyola Marymount University**

Bachelor of Science degrees are offered in Civil, Mechanical and Electrical Engineering. The curriculum is accredited by the Accreditation Board for Engineering and Technology, Inc. Students planning to complete the work for an Engineering degree should include the following courses: Chemistry 101, 102.; Computer and Information Systems 110; Engineering 103, 110; English 101; 3 units from English 102, 109, 110, 121 or 126; History 102 or 109; Mathematics 103, 104, 105, 108; Physics 101, 102; Speech 101 or 102.

**Northrop University**

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

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

Chemistry 101; Engineering 104, 110; English 101, 102; History 117 and 118; Mathematics 103, 104, 105, 107, 108, 130; Physics 101, 102, 103; Speech 101; and four 3-unit courses chosen from the fields of Computer and Information Systems 110; Engineering 103, 110; English 101; 3 units from Anthropology, Biology, Economics, English, History, Philosophy, Political Science, Psychology, Sociology.

**Stanford**

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

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



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

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

**The Distribution Requirement in Natural Sciences/Mathematics/Technology:** The purpose of this Requirement is to introduce students to a university-level study of: natural phenomena and processes; technology; mathematical sciences; the approaches, methods, achievements and limitations of scientific research; and the implications of this subject area in human affairs. The Distribution Requirement is three courses of at least three units each. At least one of the courses used by a student to fulfill this requirement must be from an area other than the mathematical sciences.

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

Writing: English 101-102.

Humanities and Fine Arts: three courses

Social Science: three courses

Technology: three courses including

Mathematics 103-104-105-107-108

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

Physics 101-102-103

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

Mathematics (minimum 21 units)

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

Science (minimum 21 units)

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

Mathematics and Science must total 45 units.

*Engineering Breadth* (30 units)

This area is composed of eight categories as follows:

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

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

*Engineering Depth* (36 units)

Consult COURSES AND DEGREES for detailed information.

*Free Electives* (30 units)

*Functional Balance*

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

### **University of Southern California**

The School of Engineering educates students for thirteen branches of the field. All departments are fully accredited by the Engineers' Council for Professional Development.

A Bachelor's Degree in Computer Science is also available. The School works closely with Southern California industries to tailor the curricula to the actual needs of industry. Although the students must choose a program of studies in one of the major departments, the entering students may not be certain of their ultimate goals or of the offerings in the various departments. Therefore, the basic courses of the first two years are organized in such a way that the student may change from one department to another with a minimum loss of time. Bachelor of Science Degree offered in: Aerospace, Applied Mechanics, Biomedical, Building Science (Civil), Chemical, Civil, Computer Science, Electrical, Industrial and Systems, Mechanical.

**Admission Requirements:** Students intending to transfer from a community college should plan their first two years of work to correspond as nearly as possible with the plan of study as outlined for their desired majors. Transfer students may be admitted under the following conditions: 1) if the student has completed 30 academic units with a strong scholarship record (a G.P.A. in excess of 3.0 is considered competitive); 2) if the student has completed fewer than 30 units and has a secondary school record and test scores (SAT or ACT) which qualify that student for admission to Freshman standing.

The following requirements can be met at Glendale Community College:

- I. General Education (16 units minimum from the following areas):
  - A. Representative Cultures: choose one course from American Public Life, Western Culture I, Western Culture II, or Non-Western Cultures.
  - B. Representative Approaches to the Study of the Individual, Culture, and Society: choose one course from Empirical Approaches, Literature, The Arts, or Ethical Approaches.
  - C. Choose two additional courses: one must be from a category already chosen, the other from a different category.
  - D. If the above courses do not equal 16 units, additional work must be taken in any of the above categories.

*Note:* Transferable courses for these areas can be found on the USC General Education Agreement.

Certain majors (e.g. Electrical Engineering) require 20 units rather than 16; the additional units may be taken from any category.

- II. Composition—One semester for all engineering majors: English 101. Two semesters required for E.E. and Computer Science: English 101-102. All composition courses must be taken for a letter grade. Composition coursework is not required of students who receive a score of 600 or above on the verbal portion of the SAT. All engineering majors must pass USC's Composition Skill Level Examination regardless of units completed or SAT scores.
- III. Physics—Required for all majors except Computer Science: Physics 101, 102, 103.
- IV. Chemistry—Aerospace, App. Mech. Eng., Civil (Building Science), Electrical, Mech. Eng.: Chemistry 101. Civil Eng.: Chemistry 101, 102. Biomedical: Chemistry 101, 102, 105, 106. Chem. Eng., and Petroleum: 101, 102, 103, 105, 106. Computer Science: Biology 101, 102 or Chemistry 101, 102 or Physics 101, 102.
- V. Mathematics—Computer Science 103, 104; Mathematics 103, 104, 105, 108
- VI. Engineering—Students are encouraged to take as many lower division engineering courses as possible, appropriate to the intended major, provided they appear on the articulation agreement.

All students are advised to obtain a copy of the bulletin for the School of Engineering for further information concerning the majors.

## ENGINEERING TECHNOLOGY

### California State Polytechnic University, Pomona

Students planning to enter the Engineering Technology Department at Cal Poly Pomona should note that the following courses are articulated with Glendale College: *Core Courses* — Drafting 131 or Engineering 101. *Support Courses* — Physics 105 and 106. *General Education* — English 101; Math 100; Physics 105 and 106; Chemistry 101, 120; Biology 122; Economics 101, 102; Psychology 101; Political Science 105 or Social Science 126; History 118 or Social Science 125. Additional information may be found in the Cooperative Curriculum Major Sheet available in the Glendale College Counseling Office.

### California State University, Sacramento

California State University, Sacramento offers B.S. degrees in Construction Engineering Management and Mechanical Engineering Technology. Both options are accredited by the Accreditation Board for Engineering and Technology.

In conjunction with completing the requirements for the A.S. degree, students should take the following courses in basic sciences and mathematics (minimum 24 units): Economics 107; Mathematics 103-104; Physics 105, 106. Units should be selected from the following to meet the minimum 24 unit requirement: Chemistry 110 or 120\*; Mathematics 130 or Computer Information Systems 101 and 110.

For Construction Engineering Management Option: Accounting 101, 102; Architecture 109-110; 191; Business Administration 120, English 101.

For Mechanical Engineering Technology option Basic — Science and Mathematics (24 units): Chemistry 110; Economics 107; Mathematics 103-104, 130. Technology (24 units): Engineering 101-103; Machine Technology 101-Welding 117. Electives: Aviation and Transportation 123; Business Administration 101; Computer and Information 120; Drafting 132; Electronics and Computer Technology 125; Engineering 104; English 131; Machine Technology 102; Management 101; Welding 118 (9 units only may apply to the 24 units required in Technology.)

\*Chemistry 101 is also acceptable.

### California Polytechnic State University, San Luis Obispo

Students who are planning a course of study in the Engineering Technology discipline should have completed the following courses in high school: mathematics, 4 units, including algebra and trigonometry; physics, 1 unit; chemistry, 1 unit; and mechanical drawing, 1 unit. Without this preparation it will be difficult to obtain a degree in Engineering Technology in four years. The following A.B.E.T. accredited options are available in Engineering Technology: Electronic Technology, Mechanical Technology, Air Conditioning and Refrigeration Technology, Manufacturing Processes Technology, and Welding Technology. Students should direct their studies toward an option of their choice.

In the first two years students should include in their course of study: Biology 122; Chemistry 101; Electronics and Computer Technology 171, 172; Engineering 101, 104, 110; English 102; Mathematics 101, 102, 103, 104, 130; Physics 105, 106

### Northrop University

See transfer program for Aeronautics.

## FOOD AND NUTRITION (SEE NUTRITION AND FOOD)

## FORESTRY AND CONSERVATION

### University of California at Berkeley

The Department of Forestry and Resource Management, University of California at Berkeley, offers the following degrees: B.S., M.S., M.F., and Ph.D. Specializations within

the B.S. program include Forest Management, Wildlife Management, and Range Management. Junior college transfer students are admitted in junior standing with at least 56 semester units of courses as specified. An acceptable preparatory program for the Forestry major would include the following courses: Biology 101-102; Chemistry 101, 102; Economics 101, 102; Geology 101; Mathematics 103, 104; English 101-102 or Speech 101, 102; a course in statistics; and a course in computer science. Satisfactory completion of these courses fulfills all special requirements of the pre-forestry program except for a course in plane surveying.

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

### **Humboldt State University**

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

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

## **GEOLOGY**

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

The following courses may be taken at Glendale Community College (B.S.): Biology 101 and 102 or 122; Chemistry 101, 102; Geology 101, 104; Mathematics 103, 104, 110; Physics 105, 106.

*Note:* If a student chooses Biology 122, they must also take an upper division class.

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

Required courses for the Bachelor of Science degree: Chemistry 101, 102; Geology 105, 110; Mathematics 103, 104; Physics 105, 106. Courses required for the B.A. degree are the same except for mathematics in which students should complete Mathematics 100, 102, and 103.

## **HEALTH ADMINISTRATION**

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

Required courses for the Bachelor of Science degree: Accounting 101-102; Biology 121, 122; Chemistry 110; Mathematics 112; Psychology 101; Sociology 101.

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

## **HOTEL AND RESTAURANT MANAGEMENT**

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

Students planning to enter the Hotel, Restaurant, Travel Management Department at Cal Poly Pomona should note that the following courses are articulated with Glendale College: Core Courses — Accounting 101, 102; Computer and Information Systems 101 and 110 or 105 and 110, or 105 and 115; Business Administration 120. General Education — English 101; Psychology 101; Political Science 105 or Social Science 126; History 118 or Social Science 125; Economics 101, 102. Additional information may be found in the Cooperative Curriculum Major Sheet available in the Glendale College Counseling Office.

## INDUSTRIAL ARTS

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

### California State University, Chico

In addition to the completion of the General Education Requirements (see index) the following courses must be elected: Computer and Information Systems 210, Drafting 131, Economics 107, Electronics and Computer Technology 171, Graphics and Design 166, Metals 115, twelve (12) units of Chemistry-Physics must be selected.

### California State University, Fresno

In addition to the completion of a certifiable General Education program (see index) the following courses are recommended: Electronics and Computer Technology 175 or 177; Engineering 101; Machine Technology 101; Metals 115; Photography 101 or 102; Printing 101; Welding 117

### California State University, Los Angeles

In addition to completion of the General Education requirements for the baccalaureate, students must elect the following courses: Drafting 131 or Engineering 101; Electronics and Computer Technology 171 or 175; Photography 101-102; Management 155.

### California Polytechnic State University, San Luis Obispo

The following courses are required for the Industrial Education option of the Industrial Technology major: Architecture 105; Aviation and Transportation 101, 102, 103, 104; Carpentry 151; Chemistry 120-121; Drafting 132 or Engineering 104; Economics 101; English 101-102, 121; Graphics and Design 165; Humanities elective (see General Education requirements); Life Science elective (see General Education requirements); Machine Technology 103; Mathematics 102; Political Science 101; Psychology 101, 107; Speech 101

## INDUSTRIAL TECHNOLOGY

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

### California State University, Chico

In addition to the completion of the General Education Requirements (see index) the following courses must be elected: Chemistry 101 or 102, 105; Drafting 131; Electronics and Computer Technology 171; Physics 105, 106; 8-9 units selected from Economics 107, Mathematics 112 and Computer and Information Systems 210 or Computer and Information Systems 150

Construction Option — In addition to core above: Accounting 101

Manufacturing Option (Metals, Plastic, Woods Specialization) — In addition to the core: Accounting 101; Economics 101, 102

Product Support and Maintenance Option (Automotive/Power Specialization) — In addition to the core: Economics 101, 102; Speech 101

Electronics Specialization — in addition to the core: Computer and Information Systems 150; Drafting 131; Electronics and Computer Technology 125, 127, 171, 173

Other Courses: Economics 102; Electronics and Computer Technology 177, 178; Energy 101; Engineering 101; Mathematics 100, 103; Speech 101

### California State University, Fresno

Construction Option: Accounting 101; Architecture 101; Chemistry 110; Computer and Information Systems 101; Electronics and Computer Technology 175; Mathematics 103; Technical Education 146.

Architectural Drafting Emphasis: Engineering 103;

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

Heavy Building Emphasis: Engineering 103

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

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

Manufacturing Option: Accounting 101; Computer and Information Systems 101; Engineering 101; Electronics 175; Technical Education 146;

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

Electricity/Electronics Emphasis: Electronics and Computer Technology 171\*, 172\*, 173\*, 174\*; Machine Technology 101; Mathematics 103; Computer and Information Systems 101 and 110.

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

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

Wood Products Emphasis: Chemistry 105

Graphics Communications Emphasis: Printing 101\*, 102\*, 103\*, 104\*; Graphics and Design 165, 167, 168, 169.

General Education is outlined in this catalog (see index)

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

### California State University, Los Angeles

Printing Management Option (Bachelor of Science degree in Industrial Technology): Accounting 101, 102; Business Administration 120; Economics 101, 102

Bachelor of Science, Fire Protection Administration and Technology required courses: Fire Technology 103, 104, 105, 110

Electives (6 units maximum): choose from Fire Technology 107, 108, 109, 111, 112, 114

Electives in related fields (choose 2 courses from following):

Political Science 107 or Sociology 107 or Economics 107 or Psychology 107; Sociology 101, 102

(Limit on lower division courses: 21 semester units)

Bachelor of Science in Industrial Technology-Production Technology is designed to prepare students to enter an industry at a supervisory or middle management level, working in close coordination with a manufacturing engineer, industrial engineer, or plant superintendent. Required lower division courses include the following: Accounting 101; Chemistry 110 or 120 and 121; Computer and Information Systems 130 or 135 or 150 (or any course covering programming language in FORTRAN, PASCAL, or C); Drafting 131 or Engineering 101; Economics 107; Electronics and Computer Technology 171 or 175; Management 155; Mathematics 100, 112; Photography 101 and 102; Physics 110.

### California Polytechnic State University, San Luis Obispo

The following courses are required for the Industrial Management option of the Industrial Technology major: Accounting 101-102; Architecture 105; Economics 101-102; English 101; Graphics 165; Humanities elective (see catalog Breadth Requirements); Life Science—any Biology transfer course; Marketing and Distribution 105; Mathematics 102, 103; Psychology 107

## JOURNALISM

### California State University, Los Angeles

The following courses are required for the Bachelor of Arts degree: Journalism 102; 103 or 104; Journalism 101 is recommended. Electives are Economics 101-102 or any 4 courses chosen from History 103, 107-109, 117-119; Social Science 123; Sociology 101-102. Additional elective: Philosophy 117.

### California State University, Northridge

Journalism 101, 102 (No more than 12 units of lower division Journalism courses may be counted toward the B.A. degree).

## LANDSCAPE ARCHITECTURE (SEE ARCHITECTURE)

## LAW

### University of California at Berkeley

Experience has shown that students from diverse educational backgrounds do equally well in law school and later in practice. As a result, there is no single "pre-law" major required or even recommended. However, for those students still in a position to structure their curriculum the following are suggested: (1) Develop writing skills. Take courses in which work is edited vigorously. (2) Develop analytical skills. (3) Obtain breadth in humanities and social sciences. A good lawyer must understand the social context within which legal problems arise. (4) Acquire a general understanding of several fields with emphasis on a particular field of interest. In selecting specific courses to fulfill these recommendations, consult your undergraduate adviser. The ability to use a typewriter is also useful to a lawyer or law student.

Students should not be deterred from pursuing the study of law merely because their undergraduate education has not been focused on a particular area. The School of Law (Boalt Hall) selects its students from a wide variety of backgrounds and training. This diversity itself enhances and enriches the legal experience of all the students.

### University of California at Davis

No specific college major is required for admission to the School of Law, and there is no prescribed pre-legal program. Degrees from the Colleges of Agricultural and Environmental Sciences, Engineering, and Letters and Science or any accredited college or university are all acceptable. The individual student's college record and Law School Admission Test score must, of course, demonstrate that he or she is highly qualified for law study.

Pre-legal students should plan a course of study that will give them a broad cultural background and include intensive work for a substantial period of time in a selected field of study. Pre-legal students should develop the ability to communicate easily, persuasively, and accurately; to understand people and institutions; to gather and weigh facts; and to solve problems and think creatively. It is most important that pre-legal students obtain mastery of the English language. They should be able to read rapidly and with comprehension and to express themselves clearly, completely, and concisely, both orally and in writing.

For additional information, see the latest issue of the *Pre-Law Handbook 1985-86* prepared by the Law School Admission Council and the Association of American Law Schools. This book includes material on the law and lawyers, pre-law preparation, applying to Law School, and the study of law, together with individualized information on every ABA approved law school. It may be obtained at college book stores or ordered from Law School Admission Services, Box 2000, Newton, PA 18940.

### **Hastings College of the Law, University of California**

The Dean and Committees on Admissions do not require that the prospective students present credits in any special area and an examination of the background of the members of the student body would substantiate this diversity. Generally, however, it is felt that the students should endeavor to provide themselves with as broad and general an undergraduate education as possible. This not only aids the College in producing educated and cultured members of the profession but also helps the students by exposing them to more of the complex problems of our society and in providing them with a greater acuity for logical perception and in-depth analysis. It is essential that the students possess habits of precision, fluency, and economy in speaking and writing.

Applicants for the degree of juris doctor must have received a Bachelor's degree or its equivalent from a college or university of approved standing prior to commencing their studies. All applicants are required to take the Law School Admission Test administered by the Educational Testing Service.

Applicants should write to: Law School Admission Test, Educational Testing Service, Princeton, New Jersey 08540, to obtain application forms and information about the test and the location of testing centers.

In recognition of the necessity for providing legal education to persons from disadvantaged backgrounds, the College initiated its Legal Education Opportunity Program (LEOP) in 1969. An applicant from a disadvantaged background who wishes to have his or her file evaluated for admission under LEOP should so state when making application to the College. Such applicants should indicate whether they wish to be considered under the category of Asian, Black, Native American, La Raza, or Other. Letters of recommendation are required to supplement a LEOP applicant's proof of a bachelor's degree and LSAT score. For financial aid information, see the Student Financial Aid Program section of the Hastings College catalog.

### **University of California at Los Angeles**

The School does not prescribe any fixed pre-law course. Successful study of law is more often related to an acquired habit of disciplined work with difficult intellectual problems than to the possession of any special body of facts. Certain general objectives of a pre-legal education can, however, be given. The Association of American Law Schools has stated these objectives under three broad headings: education for comprehension and expression in words, education for critical understanding of human institutions and values, and education for creative power and thinking. The skills, understanding and cultural foundation encompassed in these statements can be gained from many fields of study; The law is peculiarly a discipline where every branch of knowledge will prove useful to the student and practitioner. More important than the field of study; therefore, is evidence that the student has studied under conditions of intellectual rigor and has mastered skills of critical writing. The best courses for pre-law study vary with the individual undergraduate institution and students are urged to seek local advice.

### **Glendale University College of Law**

Entrance into the College of Law is based on alternative plans for meeting admission requirements. Your Career Counselor can arrange an on-or-off campus interview with a Glendale College of Law Counselor to more fully explain these alternatives.

Generally, it is known that the capacity to read and comprehend rapidly, as well as speak and write clearly, is essential in the preparation to study law. A program of study that develops these pre-law skills is suggested.

Applicants are evaluated for admission on the following criteria: maturity, (Law School Admissions Test) and completion of two years of approved college course work or an Associate of Arts Degree.

Your Career Counselor is familiar with those courses at Glendale Community College which have traditionally proved helpful in the study of law at Glendale University College of Law.



### University of Southern California

There are no required pre-law courses. The faculty recommends college courses which are intellectually challenging, which require disciplined hard work, and which offer an opportunity for seminar discussions and for research and writing. The student may find that college courses in fields such as anthropology, economics, history, philosophy, political science, psychology, and sociology are more useful to his/her legal career than are vocationally oriented courses.

## LIBERAL STUDIES

### California State University, Long Beach

Choose from the following list of courses for the Bachelor of Arts degree in Liberal Studies:

Area I—English and American Language and Literature (18-21 units\*)

Group 1—English 101

Group 2—English 103

Group 3—Linguistics 101

Group 4—Speech 100, 103

Group 5—English 105, 106

Area II—Science and Mathematics (21-24 units)

Group 1—Mathematics 111, 112

Group 2 (a) Choose one course from Biology 101-102, 122

(b) Geography 101

Group 3 (a) Choose one course from Chemistry 101, 110, Geology 101

(b) Geography 101

Group 4—Remaining units must be completed at CSULB

Area III—Behavioral, and Social Science (21-24 units)

Group 1—Choose course from History 103, 104, 110, 117, 118

Group 2—Political Science 101

Group 3—Choose three courses representing at least two departments from Anthropology 102, Economics 101-102, Geography 102

Group 4—Choose one course from History 101, 102, 103, 104

Group 5—Remaining units must be completed at CSULB

Area IV—Humanities, Fine Arts, and Non-European Cultures (21-24 units)

Group 1—Philosophy 117

Group 2—(a) Choose one course from Art 101-102, 102-103

(b) Must be completed at CSULB

Group 3—Choose one course from French 103, 104; German 103-104; Italian 103-104; Latin 103-104; Spanish 103, 104; Philosophy 101, 114, 116, 119, 120

Group 4—Must be completed at CSULB

Group 5—Must be completed at CSULB

\*Additional units will have to be completed at CSULB

### California State University, Los Angeles

Liberal Studies offers students an interdisciplinary major program and aims to provide a Liberal Arts foundation for preprofessional training in law, medicine, librarianship, education, various fields of public service, business and industry. Completion of General Education breadth requirements satisfies lower division requirements for this major.

Multiple Subject credential

The Liberal Studies major, Multiple Subject credential option, holds waiver status for the Multiple Subject credential from the California Commission for Teacher Credentialing. When completing general breadth requirements, students should include the following Glendale Community College courses: Block I: English 101, 102, Speech 101; Block II: Geography

101; Block III: Art 101 or 102 or foreign language, Philosophy 117; and Block IV: Economics 105, History 117 or 118, Political Science 101 and 106, Psychology 101, Sociology 101 and 102.

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

The major in Liberal Studies is designed primarily for students seeking the multiple subject (elementary) credential, but is open to all students.

In order to complete the B.A. Degree and the partial credential within four years, students must plan their programs carefully. For this reason, students in this major are advised to consult with advisers at California State University, Northridge, including the Credentials Office of the School of Education, as early as possible.

Students planning to transfer to CSUN and major in Liberal Studies should take the following courses at Glendale Community College: Biology 122, English 101, 102, Mathematics 138, Philosophy 117, one additional science or mathematics course; one course from Astronomy 101, Geography 101, Geology 101, 110, or Oceanography 115; one course from Chemistry 110 or Physics 105 or 110; Geography 102, History 101 and 102; one course from Anthropology 102, Political Science 103, Psychology 101, Sociology 101; one course from Art 101 or 102 or 103, Music 120; one course from Ethnic Studies 102 or Social Science 122; additional cross cultural courses required (see counselor).

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

Students planning to enter the Liberal Studies, Credential Option at Cal Poly Pomona should note that the following courses are articulated with Glendale College: Core Courses—History 107, 108, 109; Theatre Arts 101 or 102, 107; Music 120 and 125, 126 or 205. General Education—Anthropology 102; English 101; Music 101; Philosophy 101; Economics 101, 102; Sociology 101; Psychology 101; Political Science 105 or Social Science 126; History 118 or Social Science 125. Additional information may be found in the Cooperative Curriculum Major Sheet available in the Glendale College Counseling Office.

## **LIBRARY SCIENCE**

There are four graduate library schools in California, located at San Jose State University (see below); University of Southern California; and the University of California at Berkeley, and at Los Angeles. All four schools are accredited by the American Library Association.

The programs at Berkeley and UCLA are primarily graduate programs offering courses leading to the MLS, Ph.D. and DLS degrees (USC also offers these degrees), although Berkeley offers six courses and UCLA two courses to undergraduates. Berkeley, UCLA, and San Jose State are officially accredited by the State of California for their programs leading to a Library Services Credential (School Library Media Specialist). Librarians with a Master's Degree in Library Science also qualify for service in a community college under the provisions of the community college credential. A Librarianship credential is available to the holder of a Master's Degree in Library Science.

Students should study very carefully the announcements of all four institutions, for no two have exactly the same entrance requirements or feature the same course offerings.

In general, the broadest preparation possible is best, and it should include at least two years of modern foreign languages. See index for general education requirements.

### **San Jose State University**

The division offers a series of graduate programs in Library Science (MLS), School Service Credential with authorization as a Librarian, a Community College Librarian Credential.

Students planning to qualify as school librarians in California may begin work for the Special Services Credential in School Media Librarianship to accompany an elementary or secondary teaching credential during the senior year. The 100-level courses are open to those undergraduates who, during their senior year, have completed all requirements for

an academic major and have time available for elective courses. Since the major part of the professional librarianship course work will be taken during the fifth year of the credential preparation program, the student has the opportunity to develop a strong academic background during the undergraduate years. It is highly desirable that students become acquainted with as many branches of knowledge as possible. To be eligible to complete the graduate year course work for the Special Services Credential in School Media Librarianship the student must obtain permission from the instructor of these courses. It is possible to enroll as an unclassified graduate student or through open University.

## MEDICAL TECHNOLOGY

### California State University, Los Angeles

Biology 101-102, 112; Chemistry 101-103; Mathematics 100 and 102; Physics 105-106

## MEDICINE

### Pre-medical Studies: Four Years

Students who intend to apply for admission to a medical school and who wish to complete the requirements for a Bachelor's Degree before such admission should select a major within the College. In addition to fulfilling the requirements for the chosen major, the students are advised to ascertain and satisfy the specific requirements for medical schools to which they expect to apply.

### Pre-medical Curriculum: Three Years

It is assumed that as preparation for this curriculum the student will have completed in high school the following subjects: English, six units; United States history, one unit; Mathematics, minimum two units; chemistry, one unit; physics, one unit; foreign language, two units. If possible, the student should also complete in high school intermediate algebra,  $\frac{1}{2}$  unit, and trigonometry,  $\frac{1}{2}$  unit, because these courses cannot be taken in the university. It is important for the students to bear in mind that the class entering the School of Medicine is limited; in the past, there have been a great many more applicants than could be admitted. \*(Pre-medical students who, upon the conclusion of their third year find themselves thus excluded from the School of Medicine, may be unable to obtain the Bachelor's Degree in the College of Letters and Science at the end of the fourth year unless they plan their programs with this contingency in mind. They should, therefore, either enter a major, selecting one with the assistance of a pre-medical advisor, at the beginning of the third year, at the same time meeting all pre-medical requirements, or include in their pre-medical program a sufficient number of appropriate courses in some major department). Provision for the completion of such a major will not prejudice the student's eligibility for admission to the School of Medicine.

\*At University of California, Irvine, this does not apply.

### University of California, Davis

Biology 101-102\*; Chemistry 101-102, 105-106; English 101-102; Mathematics 103\*; Physics 105-106

\*Course work through integral calculus and a course in biochemistry are recommended.

### University of California, Irvine — California College of Medicine

Applicants must have completed with satisfactory scholarship not less than ninety semester units or the equivalent number of quarter units of pre-medical work in an accredited institution of higher learning. Junior college credit is granted only to the extent admissible upon transfer to a four-year institution. The following courses are required: Chemistry 101-102, 105-106; Physics 105-106; Biology 101-102, 122; Mathematics 103; some course work in Spanish is recommended. One and one half years of Biology is required, one year of which must include general or basic biology and one upper-level biology course excluding-

botany or biochemistry. Additional work should apply toward the elective and general education requirements along with courses in English, comparative anatomy, and genetics,

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

The following courses are required: Biology 101-102; Chemistry 101, 102, 103, 105, 106; 8 semester units of English including English 101; Physics 105-106 or 101, 102 and 103. Courses in calculus are strongly recommended.

If you intend to apply for admission to medical school and wish to complete the requirements for a bachelor's degree before such admission be sure to check and see if specific courses are required for admission to the major in which you wish to earn your degree.

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

Ninety semester units of college work (60 units pre-medical in lower division school) is a minimum requirement for admission to the School of Medicine, however receipt of the baccalaureate degree before admission is strongly recommended. These units must include the subjects in the following list: Biology 101, 102; Chemistry 101-102, 105; Physics 101-102-103, or 105-106

Detailed description of course requirements is available in the Bulletin of the School of Medicine, San Francisco.

### **Loma Linda University**

The completion of the following studies is required: Biology 101-102; Chemistry 101-102, 105-106; English 101-102; Physics 105-106; Recommended: Chemistry 105-106; Mathematics 103, 104, 105.

### **Stanford University**

The Medical College Admission Test is required of all applicants.

While Stanford does accept an occasional student who presents only three years of undergraduate work at the time of matriculation in Medical School, preference in the selection process is given to those who will obtain the Baccalaureate before entering Stanford.

Biological Sciences (10 units): Biology 101, 102; Chemistry (16 units) 101, 102, 103, 105, 106; Physics (8 units) 101, 102, 103

Recommended: English (6 units) 101, 102; Mathematics (20 units) 103, 104, 105, 107, 108

### **University of Southern California**

The completion of the following studies is required: Chemistry 101-102, 105-106; English 101-102; Physics 105-106; and Biology 101-102. It is recommended that additional courses be selected from the requirements in the College of Letters, Arts, and Sciences (see index).

## **MUSIC**

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

Students who intend to pursue a Music major (Bachelor of Arts degree) should take the following courses: Music 104 and 105, 106, 107 and 108, 109, 114, 126, 160 and 161 and 162 and 163. Students must also complete a piano and theory proficiency examination. For the Bachelor of Music degree add: Humanities 120.

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

Two bachelor's degrees are offered: a Bachelor of Arts degree in Music, for students who desire a liberal arts degree and/or who wish to teach at the secondary school level, and a Bachelor of Music degree for students who desire professional training in preparation for a performance career. A piano proficiency examination is required of all Music majors

in partial fulfillment of graduation requirements. The exam must be taken at Cal State L.A. Music 101, 102, 104, 105, 106, 107, 108, 109, 125, 126, 160, 161, 162, 163. Continuous enrollment in performing organizations (e.g., orchestra, band, choir, chorus) is recommended for all music majors.

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

These courses are required: Music 107, 108, 109, 114, 125 and 126, 138

Electives:

Music 120, 130, 131, 132, 133, 135, 136, 141, 142, 152, 160, 161, 162, 163, 165, 170

NOTE: Music courses numbered below 107 are Glendale College prerequisites.

## **NATURAL RESOURCES**

### **Humboldt State University**

At Humboldt State University, the student may obtain a Bachelor of Science Degree in Fisheries, Forestry, Wildlife Management, Oceanography, Natural Resource Planning and Interpretation, and Range Management. An M.S. Degree in Natural Resources is available in Watershed Management and Waste Water Utilization as well as all of the fields listed above except Oceanography and Range Management.

These programs lead to employment by state, federal, or private agencies concerned with water, land, and animal research, and management.

For these majors one should carefully check the Humboldt State University catalog or write to the office of Admissions and Records at Humboldt for lower division requirements in physical science, biological science, and mathematics.

## **NURSING — (R.N.)**

Students who wish to enter a baccalaureate program in nursing should consult the catalog of the college or university they wish to attend.

### **University of California at Los Angeles**

To be considered for admission to the nursing program, students must have completed 56 semester units including 13 prerequisite courses before entering the program. The prerequisite courses must be completed with a grade of "C" or better and the cumulative GPA must be at least 2.8 (professional courses are not included when calculating the GPA). Applicants must fulfill the University requirements of Subject A and American History and Institutions also.

The following is a list of courses students should take at Glendale Community College to fulfill the UCLA School of Nursing prerequisites: Anthropology 102; Biology 101, 102, 112, 120; Chemistry 101 and 102, 105; English 101; Family and Consumer Studies 125; Physics 110\*; Psychology 101, 103; Sociology 101.

\*A student may fulfill this requirement with one year of high school physics with laboratory.

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

The following courses may be taken at Glendale Community College for the Bachelor of Science degree in Nursing: Biology 112, 121; Psychology 101; Sociology 101

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

Anthropology 102; Biology 112, 120, 121; Chemistry 120-121; Psychology 101; Sociology 101.

Students who transfer from community colleges with an Associate of Arts degree in Nursing and the R.N license are admitted to the upper division program. This professional program is designed for students who have completed the lower division technical nursing courses in accredited colleges and universities, including California State University, Los

Angeles. Nursing majors are required to earn a grade of "C" or higher in all nursing courses and in all natural and social science courses prerequisite or corequisite to the nursing major.

### **Loma Linda University**

No college subjects are required unless there are high school deficiencies and ACT or SAT scores below the 50th percentile in English and/or Mathematics. Minimum GPA 2.8 required with a grade of "C" or better in English, mathematics, chemistry and physics.

Michigan Language Test required of students whose first language is not English.

Admission requirements on the high school or community college level include:

Science: 1 complete year each of Biology, Chemistry, and Physics

Mathematics: 3 full years including Algebra 1 and Algebra 11

English: 3 full years

History/Social Science: 2 complete years

### **Mount St. Mary's College**

The Bachelor of Science degree with a major in Nursing is offered. In addition to the general education requirements, prerequisites must be completed in biology, chemistry, psychology and sociology. The following courses may be transferred to meet these prerequisites: Biology 120-121; Chemistry 120-121; Psychology 101 and 106; Speech 100; and Sociology 101. It is advised that students contact the Nursing Department early for additional prerequisite courses.

### **University of Southern California**

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

Skill Levels: English 101-102; "Pass" on the Mathematics Skill Level Examination.

These courses are required: Biology 112, 120, 121; Chemistry 101 and 105 or 120 and 121; Psychology 101, 106, 107; Sociology 101.

## **NUTRITION — FOOD SCIENCES**

### **University of California, Berkeley**

Students planning to complete the work for the Bachelor of Science degree should include the following courses: Biology 112, 121; Chemistry 101 and 102, 105 and 106; English 101 and 102; Family and Consumer Studies 125; Mathematics 103; Psychology 107 or Economics 107 or Sociology 107.

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

Students planning to pursue a major in Dietetics and Food Administration (Bachelor of Science degree) should take the following courses: Anthropology 102; Biology 112, 121; Chemistry 101; Economics 101, 102; English 101; Family and Consumer Studies 125; Physics 110; Psychology 101; Sociology 101. In place of Mathematics 102, competency demonstrated by the Mathematics Placement Test may be substituted.

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

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

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

Electives: Accounting 101; Computer and Information Systems 101 and either 110 or 150; Economics 105; Physics 110. A minimum "C" grade is required in all courses used to meet requirements for this major.

Also available is the Coordinated Undergraduate Dietetics Program (CUDP) which is coordinated with the Bachelor of Science degree in Home Economics, option in Food,

Nutrition, and Dietetics. The four-year program is designed to integrate academic preparation and clinical experience needed by the generalist in dietetics. Students who complete the degree requirements in the CUDP are eligible for membership in the American Dietetic Association (ADA). Upon passing an examination administered by the ADA, graduates are qualified as Registered Dietitians. Students who wish to enter the CUDP must fulfill supplementary admission requirements stated in the Cal State L.A. catalog. Further information is available from Cal State L.A.'s Department of Family Studies and Consumer Sciences. Community college students may complete the above lower division requirements before transferring and must have a minimum 2.6 grade point average both overall and in the major, with no grades lower than "C" in courses required for membership in the ADA.

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

Option 2, Business: Consult a counselor about requirements. Option 3, Dietetics: Biology 112, 121, 122; Chemistry 120-121; English 101; Family and Consumer Studies 105, 125; Mathematics 101; Psychology 101

Additional Lower division home economics courses and 1 semester of organic chemistry will be completed after transfer.

## **OCCUPATIONAL THERAPY**

### **San Jose State University**

San Jose State University is the only university in the California State University and College system offering a program in Occupational Therapy.

Applications should be made during the month of November for consideration for the following Fall semester, and in the month of August for the following Spring semester. To be eligible for consideration, students must have 1) junior class level prior to enrollment, 2) Completion of all lower division General Education prior to enrollment is strongly recommended, 3) Completion of the following courses: Biology 120, 121; Psychology 101; Sociology 101 or Anthropology 102; a skills course (ceramics, weaving, printing, etc.) with grades no lower than a "C" and cumulative grade point average for all of these courses not lower than a 3.00.

### **University of Southern California**

Required courses: Anthropology 102; Biology 101, 120, 121; English 101, 102; Family Consumer and Studies 135, 136; Psychology 101 or Sociology 101

## **OCEANOGRAPHY**

### **Scripps Institution of Oceanography**

Candidates for admission to the Graduate Department of the Scripps Institution of Oceanography should have a bachelor's or master's degree in one of the physical, biological, or earth sciences; in some cases a degree in mathematics or engineering science is accepted. The student's preparations should include:

1. Mathematics through differential and integral calculus — Mathematics 103-104-105-107-108.
2. Physics, one year with laboratory (the course should stress the fundamentals of mechanics, electricity, magnetism, optics, and thermodynamics and should use calculus in its exposition) — Physics 105-106 or 101-102.
3. Chemistry, one year with laboratory — Chemistry 101-102.
4. An additional year of physics or chemistry — Chemistry 105-106 or Physics 103.
5. Biology and geology, minimum of one quarter each — Biology 101-102, Geology 105-110.
6. Preparation in at least one foreign language chosen from the following: German, Russian, a Romance language.

7. Applicants for admission are required to submit scores on the verbal and quantitative tests of the Graduate Record Examination given by the Educational Testing Service of Princeton, New Jersey.

For specific additional requirements for admission to the various curricular programs see: UCSD General Catalog.

## OPTOMETRY

### University of California, Berkeley

Students are only admitted into the School of Optometry during the Fall semester of each academic year.

The School offers a four-year curriculum leading to the Doctor of Optometry Degree. Eligible for admission consideration are students who have completed at least 90 semester units or 135 quarter units and also the prerequisite subjects for the study of optometry and meet the minimum grade-point average requirements as stated in the University General Catalog.

The following courses are required: Biology 112; Chemistry 101, 102, 105; Psychology 107; Mathematics 104-105; English 101-102; Physics 105-106; Psychology 101; Biology 101-102.

The following courses are recommended: Chemistry 106; Mathematics 104; Psychology 102.

The following courses should be taken at any accredited four-year college or university: one course in human anatomy and one course in human physiology. (Courses in anatomy and physiology must have a laboratory.)

### Southern California College of Optometry

Required 60 units for entrance including: Art, Music, Literature 3 units\*; Biology 101, 102, 112; Chemistry 101, 102, 105; English 101-102; Mathematics 103; Philosophy 101\*; Physics 105-106; Psychology 101-102, 107; Social Sciences (6 units); Speech or Foreign Language (6 units)\*; A GPA of 2.0 in all courses is required.

\*Optional for Bachelor of Science Degree candidates.

## OPTOMETRIC TECHNICIAN'S PROGRAM

### Southern California College of Optometry

General Requirements for transfer of college credits:

1. Graduation from high school, or its equivalent.
2. Total transfer of 30 semester units.
3. Overall college grade point average of "C" or better.
4. "C" or better grade in each course submitted to meet specific course requirements stated below.

The following courses taken at Glendale Community College will satisfy the first year prerequisites for the Optometric Technician's Program: Biology 122; Business General 101; English 120; Humanities (3 units in any lecture course in this area); Mathematics 141; Office Administration 205; Psychology 101; 1 additional unit in an elective course.

## PHARMACY

### University of California, San Francisco

Completion of sixty semester units of college work is a minimum requirement for admission to the School of Pharmacy. These units must include the subjects in the following list: Biology 101-102\*; Chemistry 101-102, 103, 105-106; English 101-102; Mathematics 103-104; Physics 105-106;



Electives: 18 Semester Units; 28 Quarter Units

Electives *must be* taken in *areas* of general education (courses in the behavioral, social and humanistic areas of knowledge).

\*A year course in general biology of six semester units plus four semester units of vertebrate zoology, or two semesters of zoology may be substituted.

### University of Southern California

The prepharmacy requirements are essential preparation for a rigorous four year professional curriculum in the School of Pharmacy. Because of scheduling, it may not be possible to arrange all prepharmacy requirements into a four-semester course of study. It is recommended that, if necessary, summer sessions be used to meet non-science prerequisites. An entrance examination is not required. An interview may be required. Admission requires two years (60 semester units) of acceptable college work including the following courses: Biology 101-102; Chemistry 101-102, 105-106; Economics 101 or 102; English 101-102; Mathematics 103 (Mathematics 104 is strongly recommended); Psychology 101, 107; Physics 105-106 are recommended.

Other recommended subject areas: anthropology, geography, sociology, and political science.

Humanities: A minimum of two courses in literature, philosophy, history, ethics, foreign language or fine arts, totaling at least 6 semester units.

## PHYSICAL THERAPY

Physical therapists treat patients who have disabilities resulting from accidents, congenital defects, or illnesses. On referral by a physician, they (1) evaluate the capabilities of patients by various physical tests; (2) treat patients by using therapeutic exercise and physical agents; such as, heat, cold, electricity, and ultrasound; and (3) teach patients and their families appropriate home treatment and care — all with the aim of achieving the greatest possible restoration of function.

Students planning to enter the field should complete two or three years at Glendale Community College and/or transfer to an institution offering a Bachelor's Degree in physical therapy, or complete the work for the Bachelor's Degree and apply for admission to a Certificate or a Master's Degree program. Prerequisite courses are required.

Accredited programs are approved by the American Physical Therapy Association. Nine such programs are available in California: University of California, San Francisco; Children's Hospital, Los Angeles; Loma Linda University, Loma Linda; California State University, Fresno; California State University, Long Beach; Mount St. Mary's College; California State University Northridge; and University of Southern California. The prerequisite courses and type and length of the curricula vary: for information, write to the Directors of the Physical Therapy Program.

*Note:* Students should plan to spend at least one year in the academic community at the university at which they intend to complete the work in physical therapy.\*

Work experience is required in most cases.

\*At University of California, San Francisco this is not necessary.

### California State University, Long Beach

The following courses are required: Biology 120, 121; Physics 105 and 106; Psychology 101; Sociology 107; 1 three unit statistics course is acceptable.

### California State University, Northridge

The Bachelor of Science degree in Health Science is offered, with an option in Physical Therapy. Competition for admission to the program is rigorous, and students are advised to consult a counselor regarding requirements. While at Glendale, students should include the following courses in their programs: Psychology 101, Sociology 101, Biology 120, 121,

122; Chemistry 101-102 or 120-121, Physics 105, 106, Mathematics 101, 102 (or CSUN Mathematics 106 after transfer).

### **Loma Linda University**

The Bachelor of Science Degree is offered in Physical Therapy. It is highly recommended that students should contact the Physical Therapy Department early in the pre-Physical Therapy courses.

### **Mount St. Mary's College**

The Bachelor of Science degree in Physical Therapy is offered. In addition to the general education requirements, prerequisites must be completed in biology, chemistry, physics, psychology and sociology. The following courses may be transferred to meet these prerequisites: Biology 101, 115 or 102 or 120, 121; Chemistry 101-102 or 120-121; Physics 105-106; Psychology 101, 106 and Sociology 101. It is advised that students contact the Physical Therapy Department early for additional prerequisite courses.

### **University of Southern California**

In preparation for admission to the Department of Physical Therapy at the University of Southern California, students should complete the requirements shown for the College of Letters, Arts, and Sciences (see index) as well as additional requirements in Natural Sciences. Science credit must include Biology 101-102; Chemistry 101, 102; Physics 105, 106. Psychology 101 should be taken as one of the Social Sciences, along with two additional Psychology courses to be completed after transfer. It is highly recommended that students must obtain approval before registering for humanities and social science courses.

Two additional courses in biology are required, but must be approved by the USC Physical Therapy Department before enrollment in the said courses: Human Anatomy with lab; Human Physiology with lab. Lab work must include work with human cadavers.

## **PSYCHOLOGY**

The lower division requirements of the College of Letters and Science of the college or university to which they intend to transfer should be followed by students planning to major in psychology (see index).

### **University of California at Los Angeles**

Courses applicable on the preparation for the Psychology major: Anthropology 101; Biology 102 or 122; Chemistry 101 or 110; Mathematics 103 and 104 or 111; Philosophy 101 or 116 or 117 or 119 or 120; Physics 101 or 105 or 110; Psychology 101, 107.

Courses applicable on the preparation for the Psychobiology Major: Biology 101, 102; Chemistry 101, 102, 103, 105, 106; Mathematics 103, 104, 105; either Physics 101, 102 and 103 or 105 and 106; Psychology 101, 107.

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

Psychology 101, 103, 107; competence in one modern foreign language is recommended.

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

Psychology 101, 103, 107

## **REHABILITATION COUNSELING**

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

Psychology 101 and Sociology 101 are required.

## TEACHING

A credential of the proper type is necessary for teaching in the public schools of the various states. Students planning to teach in California must complete the requirements for the type of credential they expect to use. The Ryan Act passed by the California State Legislature in 1970 details credential regulations; the implementation of this law is the responsibility of the Commission for Teacher Credentialing in conjunction with colleges and universities which have approved programs for the various California credentials.

Specialization in Elementary or Secondary teaching requires a bachelor's degree with an approved major, a fifth year consisting of 30 semester units of upper division or graduate work, and specific preparation in general education and professional education. Students who are interested in a teaching career in California should consult the requirements of the teacher training institution of their choice.

Specialization in Community College teaching requires a master's degree, doctorate or other postgraduate degree requiring not less than five years of college or university education. This preparation can be in most areas other than professional education.

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

**Multiple Subject Teaching Credential:** To obtain the Multiple Subject teaching credential students may major in any one of the following approved programs at California State University, Los Angeles: Liberal Studies, Child Development, Mexican-American Studies, or Afro-American Studies.

**Single Subject Teaching Credential:** To obtain the Single Subject teaching credential required to teach at the high school level, students should major in one of the following subjects at Cal State L.A.: art, biology, business education, English, French, health and safety studies, home economics, industrial arts, Japanese, mathematics, music, physical education, social science, or Spanish. Additional courses in education are required.

For further information about all credential programs, contact the School of Education, Student Services Center, (213) 224-3777.

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

Programs leading toward certification as a teacher at the elementary school or secondary school levels are offered at CSUN. The Liberal Studies major meets state requirements for the Multiple Subjects Credential. Prospective high school teachers should select a specific subject field major acceptable for credentialing purposes. Students are encouraged to contact the Credential Preparation Office in the CSUN School of Education (885-2586) for details regarding appropriate preparation for a teaching career.

### **Pacific Oaks College, Teaching Preschool and Elementary School**

This career requires as much interest in children themselves as in curriculum content. Preparation for teaching children includes (1) psychology, sociology, anthropology and biology content which builds understanding of human development and (2) broad knowledge of the humanities and sciences. Pacific Oaks specializes in preparation for infancy through the 6th grade, and the Learning and Severely Handicapped, preschool through adult.

Pacific Oaks curriculum prepares for teaching in a wide variety of programs including Day Care, Head Start and elementary school and also for advanced study leading to such careers as parent education leadership, child welfare work, marriage, family and child counseling, gerontology, research, child development laboratory and community college teaching, and early childhood administration and supervision.

A student may enroll in a program leading to a California State Multiple Subject Teaching Credential, which authorizes teaching in preschool through 12th grade in self-contained classrooms. To get a preliminary credential, students in this program must complete a B.A. in Human Development and pass the National Teachers Examination (commons section) and professional preparation which may be included as part of the B.A. program or completed in a 5th year post-baccalaureate program.

Students may complete all academic and field work requirements for a children's center permit.

### **University of Southern California**

**Multiple Subject Teaching Credential**—Students at USC wishing to obtain the Multiple Subject teaching credential (required for elementary teachers) are advised to major in General Studies (B.S.), offered by the School of Education.

**Single Subject Teaching Credential**—Prospective high school teachers are required to major in a single subject. The following majors leading to the credential are offered at USC: English, physical science, life science, mathematics, social science, history, government, physical education, music, art, and languages.

For information concerning transferable courses and degree requirements, students are advised to contact USC's School of Education, Student Affairs Specialist, Waite Phillips Hall (WPH) 1004A.

## **THEATRE ARTS**

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

For the Bachelor of Arts degree in Theatre Arts students should take the following courses: Theatre Arts 103 and 104, 109 and 110, 123, 131, 134. In addition, students must complete 4 running crew assignments, 1 per area, at CSULB.

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

For the Bachelor of Arts degree in Theatre Arts, students should complete the following courses: Theatre Arts 102, 103, 104, 105, 107, 109, 110, 121, 123, 131, 134.

Four options are offered: Acting-Directing, Dance, Technical Theatre, Theatre History and Literature.

## **VETERINARY MEDICINE**

### **University of California, Davis**

Veterinary medicine is the science and art that deals with the prevention, control, cure and alleviation of animal diseases and the prevention of the spreading of diseases from animals to humans. Modern veterinary medicine is a profession that offers increasing opportunities for interesting and challenging careers.

The School of Veterinary Medicine — a graduate program, offers a four-year curriculum leading to the Degree of Doctor of Veterinary Medicine. This training provides the technical knowledge necessary for work in veterinary practice, animal care and disease control, food quality control, and industrial veterinary medicine. Further specialization provides additional opportunities in teaching, biomedical research, and public health.

Nearly two-thirds of all veterinarians enter private practice. Many veterinarians are employed by the federal, state, and municipal governments. Veterinarians also hold positions in the United States Army and Air Force and in many areas of national defense, such as nuclear energy, atomic aircraft and rocketry, and space exploration. There are also many opportunities for teaching and research in schools, colleges, and medical research programs. Manufacturers of drugs and biological products, such as vaccines and animal feeds, and many other industries employ veterinarians.

The demand for graduate veterinarians far exceeds the supply. In the United States today many hundreds of additional veterinarians could be immediately placed in well-paying jobs. However, it is extremely difficult to be admitted to a school of veterinary medicine. Each school has several times as many applicants as spaces available. Other states send back the applications of Californians. Over 80 percent of admitted students already possess a bachelor's degree.

Recent national surveys and projected needs indicate a growing demand for the professional services unique to the veterinarian. Despite expansion of existing schools of veterinary medicine, an essential deficit of graduate veterinarians will continue for many years.

A minimum of seven years of college is necessary to complete the requirements for the Degree, Doctor of Veterinary Medicine, however, for the past several years the D.V.M. graduates have averaged eight or more years of college.

The first step which must be completed is called the pre-veterinary medical curriculum. This consists of a series of required courses most of which can be completed in two years at the Glendale Community College. Additional required pre-professional work may be taken in any accredited university or four-year college. Following completion of the pre-professional medical curriculum the student applies for admission to the School of Veterinary Medicine. If they are accepted, they then begin the four-year professional curriculum in veterinary medicine. The Degree, Doctor of Veterinary Medicine, is awarded after successful completion of the four-year professional curriculum.

With the exception of vertebrate embryology, biochemistry, systemic physiology, and genetics the pre-professional medical curriculum may be completed at Glendale Community College. The following courses are required: Chemistry 101-102, 105; Physics 105-106; Biology 101-102; Economics 107; English 101 plus English 102 or Speech 101. To complete the required 56 units students should select courses in the social sciences, humanities or biological sciences which will best prepare them for a Baccalaureate Degree after transfer to a four-year institution. Students will not be admitted to the School of Veterinary Medicine with less than three years of pre-professional work. The Aptitude Test and the Advanced Test in Biology of the Graduate Record Examination are required of all applicants.



## COURSE DESCRIPTIONS

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

Each course is listed by number with the course title 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.*

### 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

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

#### 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.

#### 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 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 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

**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 decision-making 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

**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 3 Units**  
Accounting 120 provides students with entry level skills required for employment in the field of computerized accounting. Lecture 2 hours, laboratory 3 hours. **Prerequisite:** A grade of "C" or better in either Accounting 101 or Accounting 110.

**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.

**155—Volunteer Income Tax Assistance 2 Units**  
Not offered.

**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. *Transfer credit:* CSU

## ADMINISTRATION OF JUSTICE

Classes in Administration of Justice are offered in the Extended Day Program for students interested in preparing for careers in a wide variety of fields related to law enforcement, corrections, private security, and judicial procedures. Since many of the students taking the courses are employed on shifts which change from time to time, identical afternoon and evening classes are scheduled for some of the courses. Special short term seminars are also offered periodically. A Certificate of Completion may be earned.

**101—Introduction to the Administration of Justice 3 Units**  
Administration of Justice 101 covers the history and philosophy of administration of justice in America; recapitulation of the system; identification of the various sub-systems, role expectations, and their interrelationships; theories of crime, punishment, and rehabilitation; ethics, education, and training for professionalism in the system. Lecture 3 hours. *Prerequisite:* 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. *Transfer credit:* CSU, UC, USC

**103—Concepts of Criminal Law 1-3 Units**  
The legal definition of crime and defenses; purposes and functions of the substantive criminal law; historical foundations; the limits of the criminal law; focus upon the case study approach. Lecture 3 hours. *Prerequisite:* Introduction to Administration of Justice 101 or equivalent. *Note:* This course may be repeated for a maximum of four and one-half (4½) units within a four-year period. *Transfer credit:* CSU, UC, USC

**107—Community Relations 1-3 Units**  
In-depth exploration of the roles of administration of justice practitioners and their agencies. Through interaction and study, the student will become aware of the interrelationships and role expectations among the various agencies and the public. Principal emphasis is placed upon the professional image of the system of administration of justice and the development of positive relationships between members of the system and the public. Lecture 3 hours. *Prerequisite:* Introduction to Administration of Justice 101 or equivalent. *Note:* This course may be repeated for a maximum of four and one-half (4½) units within a four-year period. *Transfer credit:* UC, USC

**108—Contemporary Police Operations and Issues 1-3 Units**  
Designed to develop basic understandings and a reasonable degree of skill with reference to the following problems and issues: responsibilities, power, and duties of the patrol officer; discretion; patrol procedures; field interrogation; preliminary handling of field problems; stake-outs; arrest procedures; vehicle code and transportation of prisoners; special police problems; moral and legal aspects of firearm usage. The course will also cover contemporary issues in Police operations such as patrol efficiency, crime prevention, corruption, recruitment, training and stress management. Lecture 3 hours. *Prerequisite:* Introduction to Administration of Justice 101 or equivalent. *Note:* This course may be repeated for a maximum of four and one-half (4½) units within a four-year period. *Transfer credit:* 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, correc-



tions. A past, present, and future exposure to each sub-system procedures from initial entry to final disposition and the relationship each segment maintains with its system members. There will be special emphasis on the judicial processes. Lecture 3 hours. **Prerequisite:** Administration of Justice 101 or concurrent enrollment in Administration of Justice 101. **Note:** This course may be repeated for a maximum of four and one-half (4½) units within a four-year period. **Transfer credit:** CSU, UC, USC

**111—Crime and Delinquency in American Society 3 Units**

The study of deviant behavior as it relates to the definition of crime; crime statistics, theories of crime causation; offenses, typologies. Lecture 3 hours. **Prerequisite:** Administration of Justice 101.

**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 English 164 or English 191, or equivalent.

**114—Traffic Control 1-3 Units**

A study of the principles and practices of accident investigation including the purposes of investigation, selective enforcement procedure and data use, hit-and-run accidents, determination of speed from skid marks, the nature and use of the intoxication testing devices, and field practice in actual cases. Lecture 3 hours. **Prerequisite:** 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 repeated for a maximum of four and one-half (4½) units within a four-year period. **Transfer credit:** CSU

**116—Criminal Investigation 1-3 Units**

Fundamentals of investigation; crime scene search and recording; collection and preservation of physical evidence; scientific aids; modus operandi; sources of information; interviews and interrogation; follow-up and

case preparation; mechanical truth devices; truth serums; crime laboratory. Lecture 3 hours.

**Prerequisite:** Introduction to Administration of Justice 101 or equivalent. **Note:** This course may be repeated for a maximum of four and one-half (4½) units within a four-year period. **Transfer credit:** 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 English 164 or English 191, or equivalent. **Note:** This course may be repeated for a maximum of four and one-half (4½) units within a four-year period.

**118—Youthful Offenders 1-3 Units**

The course will review the organization, functions, and jurisdiction of Juvenile agencies; the processing and detention of juveniles; juvenile case disposition; juvenile statutes and court procedures. There will be discussions on selected delinquency theories and a review of current correctional methods utilized in the treatment and control of juvenile delinquency in America. Lecture 3 hours. **Prerequisite:** Administration of Justice 101 or concurrent enrollment in Administration of Justice 101. **Note:** This course may be repeated for a maximum of four and one-half (4½) units within a four-year period. **Transfer credit:** 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 repeated for a maximum of four and one-half

(4½) units within a four-year period. **Transfer credit: CSU**

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

Designed to give all levels of law enforcement officers a fundamental understanding of narcotic addiction and the effects of hypnotic drugs as these factors are involved in the daily routine of police work review of the principles of detecting and investigating special crime offenses. The course will also focus 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 English 164 or English 191, or equivalent. **Note:** This course may be repeated for a maximum of four and one-half (4½) units within a four-year period.

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

Designed to provide an overview of the basic concepts, problems, issues, and concerns of a contemporary police organization. There are four major areas the course will examine and evaluate: the preparation of the individual officer for future promotional examinations, the current major police supervisory principles and ideologies, the proven techniques and skills required in the practice of sound supervision in police service, and a survey of management theory. Lecture 3 hours. **Prerequisite:** Introduction to Administration of Justice 101 or equivalent. **Note:** This course may be repeated for a maximum of four and one-half (4½) units within a four-year period.

### 134—Report Writing 1-3 Units

A survey of report writing and Records and Identification Bureaus. A study to aid police officers to analyze what they see, and to make a permanent and coherent record of facts to be used in criminal prosecution and administration procedures. Lecture 3 hours. **Prerequisite:** 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 repeated for a maximum of four and one-half (4½) units within a four-year period.

### 150—First Aid and Cardiopulmonary Resuscitation 1½ Units

This is a specialized course designed to benefit students in the Administration of Justice pro-

gram through mastery of first aid and personal safety/cardiopulmonary resuscitation as well as handling common emergency medical problems. Successful completion will qualify the student for first aid and CPR certification. Lecture 24 semester hours. **Prerequisite:** 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 will be offered in various time segments depending upon scheduling needs. **Transfer credit: USC**

### 151—Decisional Law 1½ Units

This specialized course is designed to provide the latest knowledge of case law decisions affecting substantive, procedural, and civil law in both California and Federal jurisdictions. Lecture 24 semester hours. **Prerequisite:** Successful completion of Administration of Justice 101, 103, 114 or equivalents of all. **Note:** This course will be offered in various time segments depending upon scheduling needs.

### 152—Advanced Report Writing 1½ Units

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

### 153—Arrest and Firearms 1½-2 Units

Administration of Justice 153 fulfills the 40 hour requirements of P.C.832. It is a training program covering arrest, search, seizure, and the moral and legal aspects of firearms usage. A portion of the course will be reserved for firearms application. Lecture 32 hours per semester, laboratory 8 hours per semester. **Prerequisite:** 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.

### 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 English 164 or English 191, or equivalent.

**201—Supervisory Training**  $\frac{1}{2}$ -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  $1\frac{1}{2}$  units. Lecture 8 to 32 hours. **Prerequisite:** None. **Note:** This course may be repeated for a maximum of four and one-half units within a four year period.

**202—Oral and Written Communication**  $\frac{1}{2}$ -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  $1\frac{1}{2}$  units. Lecture 8-32 hours. **Prerequisite:** None. **Note:** This course may be repeated for a maximum of four and one-half units within a four year period.

**203—Child Abuse and Sex Criminal**  $\frac{1}{2}$ -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  $1\frac{1}{2}$  units. Lecture 8-32 hours. **Prerequisite:** None. **Note:** This course may be repeated for a maximum of four and one-half units within a four year period.

**204—Search and Firearms**  $\frac{1}{2}$ -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 repeated for a maximum of four and one-half units within a four year year period.

**205—Advanced Field Officer Course**  $\frac{1}{2}$ -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 repeated for a maximum of four and one-half units within a four year period.

**206—Decisional Law**  $\frac{1}{2}$ -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 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  $1\frac{1}{2}$  units. Lecture 8-32 hours. **Prerequisite:** None. **Note:** This course may be repeated for a maximum of four and one-half units within a four year period.

**207—Narcotics and Drugs**  $\frac{1}{2}$ -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 reiev of treatment programs. In order to meet state certification, all seminars must meet for a miminum of 24 hours or  $1\frac{1}{2}$  units. Lecture 8-32 hours. **Prerequisite:** None. **Note:** This course may be repeated for a maximum of four and one-half units within a four year period.

**208—Robbery and Homicide**  $\frac{1}{2}$ -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 repeated for a maximum of four and one-half units within a four year period.

**209—Major Thefts**  $\frac{1}{2}$ -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  $1\frac{1}{2}$  units. Lecture: 8-32 hours. **Prerequisite:** None. **Note:** This course may be repeated for a maximum of four and one-half units within a four year period.

**210—Gang Relations**  $\frac{1}{2}$ -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 repeated for a maximum of four and one-half units within a four year period.

**211—Private Security Basic Training**  $3\frac{1}{2}$  Units  
Administration of Justice 211 encompasses the legal, social and technical skills pertinent to the private security industry. The course is intended to prepare students for employment in the private security field. The course also fulfills state licensing requirements for security employment. The course consists of 80 hours of technical and manipulative training during a week-long series of sessions. The basic training is designed to train the student in private technology-theory and practice. The student will earn  $3\frac{1}{2}$  units of elective credit in Administration of Justice. Lecture 10 hours, laboratory 6 hours. **Prerequisite:** A satisfactory score on the Glendale Community College ESL Place-

ment Test, or the ABLE Test, or the English Placement Examination, or English 164, or English 191, or equivalent and 18 years of age and high school graduate.

## 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, sub-cultures, 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

**104—Cultural Factors** 3 Units  
Alcohol/Drug Studies 104 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

**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

**150—Chemical Abuse Field Experience I 2 Units**

Alcohol/Drug Studies 150 is designed to provide students with an opportunity to 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/discussion 1 hour, field experience 3 hours. **Prerequisite:** Alcohol/Drug Studies 101. **Transfer credit:** CSU

**151—Chemical Abuse Field Experience II 2 Units**

Alcohol/Drug Studies 151 is designed to provide students with an opportunity for on-site visits to a variety of facilities and agencies involved in the community continuum of care in the treatment of those afflicted with alcohol/drug dependency and family members affected by their disease. Lecture/discussion 1 hour, field experience 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

## ALLIED HEALTH

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

**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.

**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.

**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.

**113—Medical and Surgical Nursing 4 Units (Formerly Allied Health 130)**

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 and Psychology 101.

**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.

**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.

**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. **Note:** Must be taken concurrently with Allied Health 112, 114, 116, 122 and Psychology 106.

**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.

**123—Clinical Nursing** **5 Units**  
(Formerly Allied Health 136)

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.

**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.

**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.

**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.

**246—Professional Adjustments and Nursing Leadership** **1 Unit**

Allied Health 246 studies the individual role 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 231, 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:** A satisfactory score on the Reading and Language subtests of the Preregistration Examination, or a "B" average in United States History and Government courses in high school, or 12 units of college courses with a "C" average. **Transfer credit:** CSU, UC, USC

### 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:** A satisfactory score on the Reading and Language subtests of the Preregistration Examination, or a "B" average in United States History and Government courses in high school, or 12 units of college courses with a "C" average. **Transfer credit:** CSU, UC, USC

### 103—Archaeology 3 Units

A general course in archaeology for beginning students. A sampling of the material covered would include: archaeology as a profession; methods of locating archaeological sites; digging sites correctly; preservation and restoration of artifacts; a history of classical digs as Pompeii, Masada, "Atlantis," etc.; methods of determining time, as Carbon-14, potassium-argon, dendrochronology, etc.; the Pleistocene Period; discovering fossil humans; work of DuBois, Dart, the Leakeys; primitive humans in the Paleolithic, Mesolithic and Neolithic cultures; beginning of agriculture; domestication of animals; rise of the city. American archaeology: the Mound Builders; Folsam and Clovis Man; Aztec, Inca, and Maya civilizations. Underwater Archaeology. Lecture 3 hours. **Prerequisite:** A satisfactory score on the Reading and Language subtests of the Preregistration Examination, or a "B" average in United States History and Government courses in high school, or 12 units of college courses with a "C" average. **Transfer credit:** CSU, UC, USC

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 5 Units

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 2 Units

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.

## 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



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

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 ABLE Test, or the English Placement Examination, or English 164 or English 191, or equivalent. *Note:* Required for architecture majors. Recommended for art majors. *Transfer credit:* CSU, USC

**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**

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 ABLE Test, or the English Placement Examination, or English 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 113, Art 116, and Art 117. (Art 117 may be taken concurrently.) *Note:* Required for architecture majors. This course may be taken two times; a maximum of six 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, USC

**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.

Investigation of current construction techniques, building codes; building materials; insulation requirements; etc.

Design analysis through the use of small scale models will assist in the planning process. Lecture 3 hours, laboratory 6 hours. *Prerequisite:* Art 113, and Architecture 109. *Transfer credit:* CSU, USC

**111—Advanced Architectural Design 4 Units**

Not offered. *Transfer credit:* CSU, USC

**112—Advanced Architectural Design 4 Units**

Not offered. *Transfer credit:* CSU, USC

**191—Architectural Engineering Drafting and Design 5 Units**

A discussion and preparation of working drawings for major structures. A study of practices common to the construction of commercial reinforced concrete buildings; the relationship of

plumbing, heating, ventilating, electrical, and air conditioning systems in the various areas of the structure; drawing changes of typical views, integrating and detailing them in the completed set of drawings; understanding and satisfying the requirements of the architect; studying the realities of the successful draftsman; the application of the current building code; and the cost factors affecting revisions. Lecture 3 hours, laboratory 6 hours. **Prerequisite:** A satisfactory score on the Glendale Community College ESL Placement Test, or the ABLE Test, or the English Placement Examination, or English 164 or 191, or equivalent and Art 113. (May be taken concurrently.) **Transfer credit:** CSU

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

A discussion and preparation of working drawings for brick and concrete block structures. A study of practices common to the construction of commercial buildings; the relationship of plumbing, heating, ventilating, electrical, and air conditioning systems. Drawing changes of typical views; studying and satisfying the requirement of the architect. Lecture 3 hours, laboratory 6 hours. **Prerequisite:** Architecture 191. **Transfer credit:** 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 113, 116, 117 are recommended. **Transfer credit:** CSU

#### 194—Architectural Engineering Design (Commercial) 5 Units

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

#### 101—History of Art 3 Units

Art 101 is a survey and appreciation of the architecture, painting and sculpture from their origins in prehistoric times to early Medieval. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

#### 102—History of Art 3 Units

Art 102 is a survey and appreciation of the architecture, painting and sculpture from the Early Medieval period through the 18th Century. An introduction to the philosophical, economic, and political ideas that influenced those trends. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

- 103—History of Art** **3 Units**  
 Art 103 is a survey of the growth of 19th and 20th century trends in painting, sculpture, architecture and the minor arts in Europe and the United States from their origins to the present. Lecture 3 hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC
- 105—Southern California Art Museums** **1 Unit**  
 Not offered. *Transfer credit:* CSU
- 106—Art of the Americas (Before 1600)** **3 Units**  
 Art of the Pre-Columbian (Inca, Maya, Aztec), Mexico, and South American cultures. American Indian art (especially Southwest Indian). Lecture 3 hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC
- 107—Art of the Americas (1600 to the Present)** **3 Units**  
 The art of the United States, Canadian, Mexican, South American Cultures and their European origins. Lecture 3 hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC
- 108—Oriental Art** **3 Units**  
 A survey of the sculpture, painting, and architecture of China, Japan, India, and Persia, from prehistory to the present. An introduction to the social, political, and philosophical ideas that influenced these trends. Lecture 3 hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC
- 109—Primitive Art** **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. Lecture 3 hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC
- 110—History of Motion Pictures** **3 Units**  
 Historical and aesthetic introduction to the appreciation of motion pictures through the analysis of audio and visual techniques which can make the film an expressive means of communication. Selected motion pictures will be screened. Lecture 3 hours. *Prerequisite:* None. *Note:* Each week students will be required to see one film chosen from the instructor's list of pertinent films available on television and in local theaters. *Transfer credit:* CSU, UC, USC
- 111—Introduction to Film Production** **2 Units**  
 Not offered.
- 112—Women in Visual Arts** **3 Units**  
 Art 112 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. *Transfer credit:* CSU, UC, USC
- 113—Design I** **2 Units**  
 Art 113 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 113 and Art 116 at Glendale Community College contingent upon approval of their portfolio by the art faculty. *Transfer credit:* CSU, UC, USC
- 114—Design II** **2 Units**  
 Art 114 is advanced study in two-dimensional art structure. The study is developed in a series of problems. Certain problems will concentrate on advanced color study; some on space manipulation, some on understanding through practice, the current concepts at work in the fine and decorative arts fields. Whenever possible problems will reflect directions dominating the current art scene. Lecture 2 hours, laboratory 2 hours. *Prerequisite:* Art 113. *Transfer credit:* CSU, UC, USC
- 115—Three Dimensional Design** **2 Units**  
 Art 115 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 113 is recommended. Required for art majors. Recommended for related fields. *Transfer credit:* CSU, UC, USC
- 116—Drawing I** **2 Units**  
 A basic drawing course dealing with the fundamentals of pictorial organization. The various means of representing the three-dimensional aspects of forms on a flat surface are empha-

sized. Lecture 2 hours, laboratory 2 hours. **Prerequisite:** None. **Note:** Art 113 is recommended. Students receiving a score of 4 or 5 on the Advanced Placement Examination in Studio Art may be given credit for Art 113 and Art 116 at Glendale Community College contingent upon approval of their portfolio by the art faculty. **Transfer credit:** CSU, UC, USC

### 117—Drawing II 2 Units

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 116. **Transfer credit:** CSU, UC, USC

### 118—Life Drawing 2 Units

Beginning studies in drawing the figure from life. Quick sketches, and progressively longer poses to study such problems as proportions, design and the animation of the body. Studies in human anatomy, as applicable to life drawing. The drawings are rendered in media such as charcoal or conte crayon, and are executed both as line drawings and in chiaroscuro. Lecture 2 hours, laboratory 2 hours. **Prerequisite:** Art 116. (Art 116 may be taken concurrently.) **Transfer credit:** CSU, UC, USC

### 119—Life Drawing 2 Units

Continuation of basic studies in drawing the figure from life. Attention is given to arrangement and composition. Exploration of media for drawing the figure. Use of the figure in a personal and expressive manner. Problems in drawing the head. Lecture 2 hours, laboratory 2 hours. **Prerequisite:** Art 118. **Transfer credit:** CSU, UC, USC

### 120—Advanced Life Drawing 2 Units

Continuation of basic studies in drawing the figure from life. Emphasis on using the figure in compositions. Stress on the creative use of the figure. Drawings should extend beyond "studies" and become personal statements. Increases emotional expression in drawings. May do one or more problems in three dimensions. Lecture 2 hours, laboratory 2 hours. **Prerequisite:** Art 119. **Transfer credit:** CSU, UC, USC

### 121—Advanced Life Drawing 2 Units

Continuation of basic studies in drawing the figure from life. Figure compositions are stressed. Students are encouraged to use the figure in creative and expressive drawings. A major project will be required—this may follow an avenue of individual interest. Lecture 2 hours, laboratory 2 hours. **Prerequisite:** Art 120. **Transfer**

**credit:** CSU, UC, USC

### 122—Advertising Design 2 Units

An applied design course, oriented primarily toward design in advertising. Special emphasis is placed upon those elements, techniques, and psychological aspects of design peculiar to advertising. Layout techniques, lettering typography, and the psychological use of color are stressed. Lecture 2 hours, laboratory 2 hours. **Prerequisite:** Art 113 and Art 116. (Art 113 and 116 may be taken concurrently.)

### 123—Advertising Design 2 Units

An applied design course, oriented toward design in advertising. Special emphasis is placed upon those elements, techniques, and psychological aspects of design peculiar to advertising. Layout techniques, typography, printing methods, advanced one page layout and illustration are stressed. Lecture 2 hours, laboratory 2 hours. **Prerequisite:** Art 122. Recommended: Art 114, 115, 117, 118, 134, 138.

### 124—Advanced Advertising Design 2 Units

An advanced advertising design course. Theory and practice in various phases of advertising. Design for television, packaging, brochure design and layout, magazine design, multiple page layout, etc. Problems in production for off-set printing. Lecture 2 hours, laboratory 2 hours. **Prerequisite:** Art 123.

### 125—Advanced Advertising Design 2 Units

Advanced practices in advertising design. Emphasis on independent work and problem solving. The art of advertising display and problems in preparing camera-ready art work with two, three, and four plate prints. Lecture 2 hours, laboratory 2 hours. **Prerequisite:** Art 124.

### 126—Ceramics 2 Units

Art 126 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. **Transfer credit:** CSU, UC, USC

### 127—Ceramics 2 Units

This is a continued study of the fundamentals of the ceramic process where various slab construction techniques are explored. Wheel-throwing skills are sharpened by concentrated

exercises to increase the size, speed, and production quality. Students will select and formulate glazes of their own choice, and the firing process will be studied in greater detail. Lecture 2 hours, laboratory 2 hours. **Prerequisite:** Art 126. **Transfer credit:** CSU, UC, USC

**128—Advanced Ceramics 2 Units**  
This course emphasizes advanced work on the potter's wheel with consistency and accuracy of results. The awareness of three-dimensional form and surface pattern are heightened by individual and group critiques. The students work 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 127. **Transfer credit:** CSU, UC, USC

**129—Advanced Ceramics 2 Units**  
This is a course designed for the advanced student who wishes to pursue an individual direction in-depth. Students propose a semester outline, concentrating on specific techniques, materials, and firing procedures. Upon instructor approval of the proposal, students are expected to work independently, formulating personal clay bodies, glazes and working techniques. Reading and research assignments will be made where applicable. Lecture 2 hours, laboratory 2 hours. **Prerequisite:** Art 128. **Note:** This course may be taken for 2 units each semester for a total of 6 units. **Transfer credit:** CSU, UC, USC

**130—Interior Design 3 Units**  
Art 130 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. **Transfer credit:** CSU

**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, UC

**134—Painting 2 Units**  
Development of skill, technique, and composition in drawing and painting, using media such as oils or acrylics. Problems include representation and abstraction. Lecture 2 hours, laboratory 2 hours. **Prerequisite:** Art 116. (Art 116 may be taken concurrently.) **Transfer credit:** CSU, UC, USC

**135—Painting 2 Units**  
Application of principles, theories and techniques of drawing and painting to problems of still life, figure, landscape, and non-objective painting. Lecture 2 hours, laboratory 2 hours. **Prerequisite:** Art 134. **Transfer credit:** CSU, UC, USC

**136—Advanced Painting 2 Units**  
The application of principles of art in drawing and painting for the more advanced student. Contemporary concepts in painting are explored. Individual assignments with emphasis on personal interpretation and expression. Lecture 2 hours, laboratory 2 hours. **Prerequisite:** Art 135. **Note:** Art 117 is recommended. **Transfer credit:** CSU, UC, USC

**137—Advanced Painting 2 Units**  
A continuation of Art 136. Painting for the advanced student. Special problems are assigned to the student on an individual basis. Painting problems may include figure painting and the figure in relation to architectural forms. The student is encouraged to work from imagination as well as from direct visual experience. Field trips to museums and galleries are included in the course of instruction. Lecture 2 hours, laboratory 2 hours. **Prerequisite:** Art 136. **Transfer credit:** CSU, UC, USC

**138—Water Color 2 Units**  
Art 138 is a study of the water color medium and techniques. The problems of painting are directed with a regard for the special qualities of water color. Class problems include various approaches to landscape painting, still life painting, and figure painting. Other problems emphasizing abstraction and non-objective painting are explored. Outdoor painting trips are used to help gain experience and skill in landscape painting. Lecture 2 hours, laboratory 2 hours. **Prerequisite:** Art 116. (Art 116 may be taken concurrently.) **Note:** This course may be taken 2 times; a maximum of 4 units may be earned. **Transfer credit:** CSU, UC, USC

**139—Water Color 2 Units**

A continuation of the study of water color painting for the more advanced student. The application of general principles and theories of painting in reference to the special qualities of the water color medium. Class problems include experimentation of a variety of techniques and stylistic approaches. Individual interpretation and expression are encouraged. Lecture 2 hours, laboratory 2 hours. **Prerequisite:** Art 138. **Note:** This course may be taken 2 times; a maximum of 4 units may be earned. **Transfer credit:** CSU, UC, USC

**140—Sculpture I 2 Units**

Art 140 is a series of sculptural problems in relief and in the round which leads 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 113 and 116 are recommended. This course may be taken 4 times; a maximum of 8 units may be earned. **Transfer credit:** CSU, UC, USC

**141—Sculpture II 2 Units**

Art 141 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 140 **Note:** This course may be taken 2 times; a maximum of 4 units may be earned. **Transfer credit:** CSU

**142—Printmaking I 2 Units**

An introduction to various printing processes including linoleum cuts, woodcuts, engraving, drypoint, etching, and aquatint. Creative personal approaches to printmaking are encouraged. Technical and expressive qualities of the various media are explored. Lecture 2 hours, laboratory 2 hours. **Prerequisite:** Art 113 or Art 116. **Note:** This course may be taken 2 times; a maximum of 4 units may be earned. **Transfer credit:** CSU, UC, USC

**143—Printmaking II 2 Units**

Art 143 is a more advanced course than Art 142; this course explores various approaches and techniques of intaglio printing with special emphasis on color printing. Lecture 2 hours, laboratory 2 hours. **Prerequisite:** Art 142. **Note:** This course may be taken 2 times; a maximum of 4 units may be earned. **Transfer credit:** CSU, UC, USC

**144—Silk Screen Printing 2 Units**

An introduction to silk screen printing. Course will include: Preparation of equipment; various methods of stencil preparation; printing on paper and cloth; printing with a variety of paints and dyes. Projects will include serigraphs and repeat pattern textiles. Lecture 2 hours, laboratory 2 hours. **Prerequisite:** Art 113. **Note:** This course may be taken 2 times; a maximum of 4 units may be earned. **Transfer credit:** CSU, UC, USCR

**145—Silk Screen Printing 2 Units**

An advanced study of silk screen printing. Preparation of specialized equipment. Research and experimentation to encourage creative use of the medium. Problems are selected to be "challenging," and as related to personal interests of each student. Lecture 2 hours, laboratory 2 hours. **Prerequisite:** Art 144. **Note:** This course may be taken 2 times; a maximum of 4 units may be earned. **Transfer credit:** CSU, UC, USC

**147—Metal and Jewelry Design I 2 Units**

Not offered. **Transfer credit:** UC, USC

**148—Metal and Jewelry Design II 2 Units**

Not offered. **Transfer credit:** UC, USC

**149—Metal and Jewelry Design III 2 Units**

Not offered. **Transfer credit:** CSU, UC

**150—Metal and Jewelry Design IV 2 Units**

Not offered. **Transfer credit:** CSU, UC

**155—Introduction to Art and Music 3 Units**

Art 155 is 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 155. **Transfer credit:** CSU

**160—Low Fire Ceramics** 1 Unit  
 Art 160 is a specialized course in ceramics dealing exclusively with earthenware, or low-fired ceramics. A variety of forming techniques will be studied: for example, slab, coil, and wheel. Students will experiment with earthenware clay bodies, glazes, underglazes, and slips. Specific projects will include nerikomi (colored clay onlay), majolica (on-glaze painting), and overglaze (lustres, china paints and decals). Students will learn how to load and fire an electric kiln. Lecture 2 hours, laboratory 2 hours. (8 weeks) **Prerequisite:** Art 126 or 163. **Note:** Recommended Art 113. This course may be taken 4 times; a maximum of 4 units may be earned. **Transfer credit:** CSU, UC, USC

**162—Raku** 1 Unit  
 Art 162 is an introductory course in ceramics dealing exclusively with the raku firing process. Projects are drawn from a variety of forming methods such as: coil, slab, pinch and wheel, which will be fired by the Japanese raku process. When the Japanese raku process is used, pieces are placed in a hot kiln, quick-fired and then withdrawn red-hot to quick-cool. Students will also prepare raku clays and glazes to use in the execution of their projects. Lecture 2 hours, laboratory 2 hours. (8 weeks) **Prerequisite:** Art 126 or 163. **Note:** Art 113 is recommended. This course may be taken 4 times; a maximum of 4 units may be earned. **Transfer credit:** UC, USC

**163—Ceramic Handbuilding** 2 Units  
 Art 163 is an introduction to basic ceramic hand-building techniques and processes. Traditional methods of forming, joinery and construction will be introduced. Students will learn to design and analyze functional and nonfunctional objects. The class will explore traditional hand-built pottery, as well as contemporary, expressive hand-built forms. Lecture 2 hours, laboratory 2 hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

**164—Advanced Ceramic Handbuilding** 2 Units  
 Art 164 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 163. **Note:** This course may be taken 2 times; a maximum of 4 units may be earned. **Transfer credit:** CSU, UC

**166—Metal Enameling** 2 Units  
 Not offered. **Transfer credit:** CSU, UC, USC

**170—Stained Glass** 1 Unit  
 Not offered. **Transfer credit:** CSU, UC, USC

**172—Silk Screen Textile Printing** 1 Unit  
 Not offered. **Transfer credit:** CSU, UC, USC

**173—Calligraphy I** 2 Units  
 Not offered. **Transfer credit:** UC

**174—Calligraphy II** 2 Units  
 Not offered. **Transfer credit:** CSU, UC

**175—Color Theory and Application** 2 Units  
 Not offered. **Transfer credit:** CSU, UC, USC

**181—History of Architecture** 3 Units  
 Art 181 is a survey course of architectural styles from their origin in prehistoric times to the Gothic period. Lecture 3 hours. **Prerequisite:** None. **Note:** No credit will be granted to students who have received credit for Art 180. **Transfer credit:** CSU, UC, USC

**182—History of Architecture** 3 Units  
 Art 182 is a survey course of architectural styles from the Renaissance to the present. Lecture 3 hours. **Prerequisite:** None. **Note:** No credit will be granted to students who have received credit for Art 180. **Transfer credit:** CSU, UC, USC

**185—Lithography I** 2 Units  
 Art 185 is an introduction to the technique and methods of lithography using metal plates as well as stone. This first semester course in lithography deals primarily with black and white as the graphic foundation for lithography. The student is encouraged to explore the creative possibilities of the medium and its wide variety of expressive qualities. Lecture 2 hours, laboratory 2 hours. **Prerequisite:** Art 143 or equivalent. **Note:** This course may be taken 2 times; a maximum of 4 units may be earned. **Transfer credit:** CSU, UC, USC

**186—Lithography II** 2 Units  
 Art 186 is a continuation of Art 185. This course explores various approaches to color printing involving multiple plates as well as stones. Lecture 2 hours, laboratory 2 hours. **Prerequisite:** Art 185 or equivalent. **Note:** This course may be taken 2 times; a maximum of 4 units may be earned. **Transfer credit:** CSU, UC, USC

**INTERIOR DESIGN, See Art 130**

**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 three times; a maximum of three units may be earned.

### 102—Automotive Tune-up 1 Unit

Aviation and Transportation 102 is designed to cover theories of design and operation of ig-

niton 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 four 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 four times; a maximum of four 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 four times; a maximum of four 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

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

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

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

A course in aircraft structures and aerodynamics as they apply to the pilot. Course meets FAA requirements for Commercial Pilots in the study of aircraft. Approved FAA Advanced Ground School No. WE-13-25. Lecture 3 hours. **Prerequisite:** Satisfactory completion of AT 120 with a grade of "C" or better, or passed the Private Pilot Written Examination, or hold a Private Pilot Certificate. **Transfer Credit:** CSU

### 124—Radio Procedures and Flight Regulations 3 Units

A course covering radio navigation, use of radio charts, voice procedures, and federal air regulations. It prepares the student for the FAA Commercial Pilot Written Examination on Federal Air Regulations and Radio. Approved FAA Advanced Ground School No. WE-13-25. Lecture 3 hours. **Prerequisite:** Satisfactory completion of AT 120 with a grade of "C" or better, or passed the Private Pilot Written Examination, or hold a Private Pilot Certificate. **Transfer Credit:** CSU

### 125—Instrument Procedures and Radio Navigation 3 Units

A detailed study of the use of radio navigation, weather briefing, advanced radio navigation and standard instrument approaches and procedures and Federal Air Regulations pertaining to instrument flight. Students are prepared for the FAA Instrument Examination. Lecture 3 hours. **Prerequisite:** Satisfactory completion of AT 120 with a grade of "C" or better, or Private Pilot Written Examination passed, or hold a Private Pilot Certificate. **Note:** It is recommended that Aviation and Transportation 131 be taken concurrently. **Transfer credit:** CSU

### 126—Aircraft Power Plants 3 Units

A course in aircraft power plants. The study includes structures, operation, maintenance, and servicing as they apply to the pilot. Course meets FAA requirements for commercial pilots in the study of engines. Approved FAA Advanced Ground School No. WE-13-25. Lecture 3 hours. **Prerequisite:** Satisfactory completion of AT 120 with a grade of "C" or better, or passed the Private Pilot Written Examination, or hold a Private Pilot Certificate. **Transfer credit:** CSU

### 127—Flight Training Maneuvers 3 Units

A detailed study of the maneuvers required for the safe, skillful operation of an airplane. The performance and application of the various maneuvers required by the Federal Aviation Administration for the Private and Commercial

Pilot Flight tests will be examined in detail. Lecture 3 hours. **Prerequisite:** Satisfactory completion of AT 120 with a grade of "C" or better, or passed the Private Pilot Written Examination, or hold a Private Pilot Certificate.

**128—Airport Operations 3 Units**

Aviation and Transportation 128 is designed to acquaint the student with the practical airport problems as they exist today. The student is expected to be able to manage an airport or any diversified airport operation upon completion of this course. The course intends to cover airport development, locations, local advertising, financial requirements, air safety in the confines of the airport as well as traffic pattern management, airport lighting, deterioration and depreciation of airport property, fire and crash protection, familiarization with the Federal Aviation Administration and the National Transportation Safety Board, meteorological situations that affect airport operations, and control of air traffic. Lecture 3 hours. **Prerequisite:** None. **Note:** Aviation and Transportation 120 and 130 are recommended.

**129—Flight Attendant 3 Units**

Aviation and Transportation 129 will prepare the student for employment as a flight attendant and will present the advantages and disadvantages of the job. There is also a survey of the problems encountered by the new attendant both on the job and in training. Lecture 3 hours. **Prerequisite:** None. **Note:** It is recommended that this course be taken prior to or concurrently with Aviation and Transportation 120.

**130—Air Transportation 3 Units**

Development of air transportation, problems in commercial air transportation, commercial airplanes, organization and functions of airlines, regulations, airline routes in the United States and the world, pilot qualification, schedules and services, revenue sources and potential operating overhead. Importance of airports and airways, of advertising, and of public relations stressed. Lecture 3 hours. **Prerequisite:** None.

**131—Air Traffic Controller 5 Units**

Aviation and Transportation 131 prepares students for the FAA Control Tower Operator Written Examination and assists them in meeting the requirements necessary to apply for the position of Air Traffic Control Specialist, and is of value to those students preparing for the position of Dispatcher, Meteorologist, Commercial Pilot, and positions concerned with aircraft operations. Student pilots and private pilots will find this course informative; students preparing for their Instrument Rating will receive much

valuable information which will assist them in preparing for the written examination and the flight check, Aircraft Recognition and Performance, and Radio Telephone Procedures. Lecture 4 hours, laboratory 2 hours. **Prerequisite:** 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.

**141—Aircraft Powerplant Maintenance and Overhaul 8 Units**

The completion of Aviation and Transportation 141, 142, 143, and 144 qualifies students for industry employment as maintenance and overhaul technicians and prepares them practically and theoretically to successfully obtain the Federal Aviation Administration Powerplant Rating.

The course content of Aviation and Transportation 141 consists of theoretical study and practical application of powerplant overhaul procedures, precision inspections, lubrication systems, and Federal Aviation Administration regulations. The course content is based on standards required for FAA certificated schools. The Glendale Community College Aviation and Transportation Division is approved FAA Maintenance Technician School No. 3415. Lecture 15 hours, laboratory 15 hours. **Prerequisite:** A satisfactory score on the Glendale Community College ESL Placement Test or a grade of "C" or better in English 177. **Note:** This class meets six hours per day, five days per week. **Transfer credit: 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 English 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**

The first half of a one-year course designed for science majors covering fundamental biological processes; from the history and philosophy of biology through molecular biology, cell structure and function, physiology of the organism, and classification. Lecture 3 hours, discussion 1 hour, laboratory 2 hours. **Prerequisite:** Chemistry 101. **Note:** Chemistry 101 may be taken concurrently. **Transfer credit:** CSU, UC, USC

**102—General Biology 5 Units**

A continuation of the study of fundamental biological processes. Includes embryology, behavior, ecology, Mendelian and fine genetics, evolution, and global biology. Lecture 3 hours, discussion 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

**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 inter-relationships 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 are included to illustrate comparative parts of human anatomy. Lecture 3 hours, discussion 2 hours, laboratory 4 hours. **Prerequisite:** A satisfactory score on the Reading Language subtests of the Preregistration Examination; or a grade of "C" or better in Biology 115 or

116. **Note:** Primarily for nursing, physical education, and health science majors. **Transfer credit:** CSU, UC, USC

**121—Introduction to Physiology 4 Units**

A laboratory course in the functions of the various systems of the human body. Lectures, charts, models, and experimental materials. Course required for pre-nursing students, elective for others. Lecture 3 hours, discussion 1 hour, laboratory 2 hours. **Prerequisite:** Biology 120 and Chemistry 101, 110, or 120. **Transfer credit:** CSU, UC, USC

**122—Introduction to Biology 4 Units**

Designed to give a cultural appreciation of the scientific method and an elementary working knowledge of the fields studied. A liberalized approach to the study of living organisms, both plant and animal. The emphasis is on the dynamic processes and functional inter-relationships between living organisms. Primarily for students majoring in fields other than the biological sciences. Lecture 3 hours, discussion 1 hour, laboratory 2 hours. **Prerequisite:** None. **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 (Formerly Biology 124)**

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 (Formerly Biology 124)**

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, USC

**130—Natural History of Southern California 4 Units**

Biology 130 covers the following topics: ecological studies of alpine to lower desert and aquatic communities. Emphasis is on field investigation of the types, distribution, and diversity of plants and animals within each community. Environmental factors such as climate, soils, and landforms will be integrated with community studies. An extended period in the field may be substituted for a number of shorter field trips (see current class schedule). Lecture 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 and transportation. **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 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. 3-9 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 repeated; a maximum of six units may be earned. **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**

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, USC

**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, USC

**149—Topics in Life Science 4 Units**

Not offered.

**BOTANY, See Biology 135, 137**

## BUSINESS DIVISION

Accounting, See p. 102

Business Administration, See p. 125

Business—General, See p. 126

Computer and Information Systems, See p. 129

Data Processing, See Computer and Information Systems

Distributive Education, See Marketing and Distribution

Management, See p. 171

Marketing & Distribution, See p. 172

Mathematics, See Mathematics 111 and 112, Business—General 130, 135

Office Administration, See p. 183

Real Estate, See p. 199

Secretarial Studies, See Office Administration

Statistics, See Economics 107

Word Processing, See Office Administration

Work Experience, See Cooperative Education p. 132

## 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, USC

### 110—Human Relations 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:* None. *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

### 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

### 140—Investments 2 Units

Business Administration 140 provides the student with an understanding of investment objectives, basic types of securities, operation of stock exchanges, investment banking, investment principles, and financial planning. Lecture 2 hours. *Prerequisite:* None. *Transfer credit:* CSU

### 150—Money and Banking 2 Units

Business Administration 150 is a course designed to help young people secure employment with investment banking houses, commercial banks, finance companies, stock and commodity exchanges, and securities

dealers. It is a study of the American monetary system and the history of American financial institutions. The objectives of the course are an understanding of the Federal Reserve structure, monetary and fiscal policy, and the commercial banking process. Lecture 2 hours. *Prerequisite:* None. *Transfer credit:* CSU

### 160—Insurance Principles 3 Units Not offered.

## 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 Business—General 115 or English 191 or English 165. *Note:* This course allows one unit of credit for students who have completed English 101 and two units of credit for students who have completed English 120 or 131.

### 105—Business Vocabulary and Spelling 2 Units

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:* A grade of "C" or better in Business—General 101 or Business—General 120 or English 120 or English 131; or a grade of "B" or better in English 191 or English

165; or a satisfactory score on the English Placement Examination. *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.

**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 shorthand for classroom and vocational use. Adaptable for notemaking in college classes, offices, business conferences, seminars, inter-

views, 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.

**161—Money Management** 3 Units  
Business—General 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*

**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.

**190—Banking Operations** 3 Units  
Business—General 190 provides an understanding of the basic functions of banking and a working knowledge of a bank. Lecture 3 hours. **Prerequisite:** None.

**194—Financial Statement Analysis** 3 Units  
Business—General 194 provides a complete understanding of the Income Statement and the Balance Sheet. These financial statements are further analyzed as to components, and ratios are developed to determine the firm's financial positions. Lecture 3 hours. **Prerequisite:** Accounting 101 with a grade of "C" or better or equivalent. **Transfer credit:** *CSU*

**196—Installment Credit** 3 Units  
Business—General 196 explains the evolution of installment credit and its current status. Credit risk evaluation is analyzed from the standpoint of loan information, interview, investigation, and credit decisions. Practical applications of cost analysis, rate structures, and collection procedures are presented. Lecture 3 hours. **Prerequisite:** None.



## 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

### 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

### 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. **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

### 112—Chemistry for the Consumer 3 Units

Chemistry 112 is an introduction to the fundamentals of chemistry as they are applied to the world in which we live. Current topics of interest to be discussed will include household products, drugs, chemistry of food and food additives, DNA and genetic engineering, toxic wastes, carcinogenesis, energy and radioactivity. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** 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 Chem-

istry 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.

## CHINESE

### 110—Basic Conversational Chinese 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 twice; a maximum of four units may be earned.

## COMPUTER AND INFORMATION SYSTEMS

### 101—Introduction to Computer and Information Systems 3 Units

Computer and 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 3 hours. **Prerequisite:** A grade of "C" or better in English 191 or English 165 or equivalent. **Note:** Accounting 101, 110 recommended. Mathematics 141 or one year of high school algebra will be required for Computer and Information Systems 110. **Transfer credit:** CSU, UC, USC

### 105—Computer Concepts 3 Units

Computer and 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 165. **Note:** This course may not be taken for credit by students who completed Computer and Information Systems 101. **Transfer credit:** CSU, USC

### 110—BASIC Programming I 3 Units

Computer and Information Systems 110 is a course in programming time-shared computers using BASIC programming language, which includes defining the problem; flowcharting; writing, executing, and debugging application programs; and program documentation. Students may choose application programs pertaining to their own subject areas and process these programs using the time-sharing equipment of the on-campus computer. Lecture 2 hours, laboratory 3 hours to be arranged. **Prerequisite:** Computer and Information systems 105 with a grade of "B" or better or Computer and Information Systems 101 with a grade of "C" or better or equivalent and either Mathematics 141 or 1 year of high school algebra, with a grade of "C" or better, or equivalent. **Transfer credit:** CSU, UC, USC

### 115—Microcomputer Applications for Business 1-4 Units

Computer and Information Systems 115 is in-

tended to acquaint students with the capabilities and technology of microcomputer systems in relation to business needs, and to enable them to make an intelligent selection of the type of microcomputer best suited to their needs. Specific emphasis will be placed on the use and modification of available programs, as well as the creation of programs in BASIC which will be of help to business-oriented users in operating their enterprises more effectively. Lecture 3 hours, laboratory 3 hours. **Prerequisite:** Eligibility for English 120 or equivalent. **Transfer credit:** CSU

### 120—BASIC Programming II 3 Units

Computer and Information Systems 120 is an extended study of the capabilities of the BASIC programming language. The course will include file processing techniques, the development of formatted output, validity checking, sort and search techniques, advanced table-handling methods and the use of small-system disc operating systems. Case studies and applications programs in business, economics, statistics, mathematics, engineering, or science will be written. Lecture 2 hours, laboratory 3 hours. **Prerequisite:** Computer and Information Systems 101, Computer and Information Systems 110 with a grade of "C" or better or 1 year of high school BASIC. **Transfer credit:** CSU, UC, USC

### 123—Computerized Advertising Graphics 2 Units

Computer and 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:** Graphics 175. **Note:** This course may not be taken for credit by students who have completed Marketing and Distribution 123. **Transfer credit:** CSU

### 130—Pascal Programming 4 Units

Computer and Information Systems 130 is a course in programming time-shared computers or microcomputers using the Pascal language with a structured approach. This will include a study of the grammar and syntax of the language with applications in science and/or industry. The course is suitable either for students planning to transfer or those wishing to develop a marketable skill. Lecture 3 hours, laboratory 3 hours. **Prerequisite:** A "C" or better in Computer and Information Systems 101,

and 110 or 140 or 150 or Mathematics 130. **Transfer credit:** CSU, UC, USC

### 135—Programming in 'C' 4 Units

Computer and 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:** Computer and Information Systems 120 or 130 or 140 or Mathematics 130, or equivalent. **Transfer credit:** CSU

### 140—COBOL Programming I 3 Units

Computer and Information Systems 140 presents the elements and capabilities of COBOL (common business oriented language), using a structured approach. COBOL programming applies to most common computer system configurations and business problem-solving applications. The course includes rules for COBOL words, statements, divisions, literal, editing, and other features. Lecture 3 hours. **Prerequisite:** Computer and Information Systems 101 and a grade of "C" or better in either Computer and Information Systems 110 or Computer and Information Systems 150 or Mathematics 130 or equivalent. **Note:** Accounting 101 or Accounting 110 recommended. **Transfer credit:** CSU, UC, USC

### 145—COBOL Programming II 3 Units

Computer and Information Systems 145 is a further study of elements in COBOL, a computer language for business, stressing a structured approach. It includes such advanced techniques as file structures, report writing, table creation, sorts, data structures, data checking, and common programming problems. Lecture 3 hours. **Prerequisite:** Computer and Information Systems 140 with a grade of "C" or better. **Transfer credit:** CSU, UC, USC

### 150—FORTRAN Programming 2 Units

Computer and Information Systems 150 is a course in programming computers in the FORTRAN language for those who plan to be programmers or for those whose work may be related to computer applications in business, industry, or education. Students may write application programs pertaining to their own subject areas and test these programs by batch-processing. Lecture 3 hours, laboratory 3 hours to be arranged (8 weeks). **Prerequisite:** A grade of "C" or better in Computer and Infor-

mation Systems 101 and a grade of "C" or better in Computer and Information Systems 110 or 130, or 140 or equivalent. *Note:* This course may not be taken for credit by students who have completed Mathematics 130. *Transfer credit:* CSU, UC, USC

**160—Micro-Assembly Language 3 Units**  
Computer and Information Systems 160 offers students an introduction to programming and the basic design of software for microcomputers. It is intended to develop an understanding of the underlying principles of computer logic. Students will learn to write and to modify programs to suit their needs by examining general principles that may be applied to the processor for a specific microcomputer. Lecture 3 hours, laboratory 1 hour. *Prerequisite:* A grade of "C" or better in Computer and Information Systems 101 and a grade of "C" or better in Computer and Information Systems 110, or 130, or 140, or 150, or Mathematics 130 or equivalent. *Transfer credit:* CSU, UC, USC

**170—Introduction to IBM Systems 3 Units**  
Not offered. *Transfer credit:* CSU, UC, USC

**180—Systems Analysis 3 Units**  
Computer and Information Systems 180 is a study of systems and procedures, design of a system, its implementation and installation, and finally its operation, evaluation, and modification. Includes analysis of various existing applications in business and industry. Lecture 3 hours. *Prerequisite:* A grade of "C" or better in Computer and Information Systems 101 or equivalent. *Note:* Business Administration 101 and either Accounting 101-102 or Accounting 110-111 recommended. *Transfer credit:* CSU, UC, USC

**185—Data Base Management 3 Units**  
Computer and Information Systems 185 is a course designed to acquaint the student with the elements of data base management which creates file structures to reduce the time and cost of writing programs to store and retrieve information. Topics include mass storage devices, access methods, and the relationship of files to the total system. Particular emphasis is placed on the on-line data base management system and its relationship to the operating system. Lecture 3 hours. *Prerequisite:* A grade of "C" or better in Computer and Information Systems 120 or 140 or equivalent. *Transfer credit:* CSU, UC, USC

**190—Data Communications 3 Units**  
Computer and Information Systems 190 is a course designed to acquaint the student with

the essential elements of on-line data communications systems including terminals, line potentials, and equipment necessary at the central computer site. The course also includes actual programming of an application and debugging it on the computer. Lecture 3 hours. *Prerequisite:* A grade of "C" or better in Computer and Information Systems 101 and 140 or equivalent. *Transfer credit:* CSU, UC, USC

**210—Computer Operations 3 Units**  
Computer and Information Systems 210 studies the use, operation, and capabilities of computer systems. Students will learn to operate the computer and its peripheral equipment, with major emphasis of flowcharting, data flow, scheduling, and distribution of reports. Lecture 3 hours. *Prerequisite:* A grade of "C" or better in Computer and Information Systems 101 or equivalent. *Note:* Accounting 101 or Accounting 110 recommended. *Transfer credit:* CSU, USC

**220—Word Processing for Writers 1 Unit**  
Computer and 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.

**250—Word Processing Systems 1-3 Units**  
Computer and 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:* This course will enable students to develop competencies in three word processing systems in one semester: the Wang Office Information System 140, NBI System 3000 and 4000, and the DECmate II word processor. A maximum of three units credit may be earned

in Office Administration 250 and Computer and Information Systems 250.

**252—Voice Processing/Dictation 1 Unit**  
Computer and Information Systems 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. **Note:** This course may not be taken for credit by students who have completed Office Administration 252.

**255—Advanced Word Processing Systems 1-3 Units**

Computer and Information Systems 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:** A maximum of three units may be earned in Office Administration 255 and Computer and Information Systems 255. Completion of Office Administration 260 with a grade of "C" or better is strongly recommended.

tional 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.

## COOPERATIVE EDUCATION

**101—General Work Experience**  
Not offered.

**102—Occupational Work Experience**  
(See Note)

The Occupational Work Experience Education class is the extension of occupational learning opportunities and career awareness programs for students through employment in occupa-

## COSMETOLOGY

### 111—Elements of Cosmetology (See Note)

A study covering basic sciences of the hair, skin, scalp, sanitation, sterilization and hygiene recognition of conditions of the skin, scalp and hair. Preparation training in theory and practical operation. Practical application of skills in shampooing, curl construction, basic hair cutting, comb-out procedures, responsibilities as a receptionist, ethics of the profession, as well as personal hygiene. Lecture and laboratory 25/40 hours. **Prerequisite:** High school graduation or age 18 with 10th grade education, and satisfactory score on the Cosmetology Placement Examination. **Note:** Students are granted one unit of credit for each 40 hours of lecture and laboratory attendance each semester for a maximum of 16 units and a total of 48 units for the entire 1,600 hours as required by the Board of Cosmetology for licensing as a Cosmetologist. The student must attend a minimum of 25 hours per week for 10 units and a maximum of 40 hours per week for 16 units.

### 112—Basic Cosmetology (See Note)

Theory and application of permanent waving, all phases of hair coloring. Modern methods of hair shaping and hair styling shall be practiced on models. This course also offers practice on fellow students. Lecture and laboratory 25/40 hours. **Prerequisite:** Cosmetology 111. Students transferring from another state approved school may enter Cosmetology 112 providing 400 hours have been completed. **Note:** Students are granted one unit of credit for each 40 hours of lecture and laboratory attendance each semester for a maximum of 16 units and a total of 48 units for the entire 1,600 hours as required by the Board of Cosmetology for licensing as a Cosmetologist. The student must attend a minimum of 25 hours per week for 10 units and a maximum of 40 hours per week for 16 units.

### 113—Intermediate Cosmetology (See Note)

A review of all requirements as set forth by the State Board of Cosmetology. Instruction in the science of permanent waving, hair coloring, and creating a hair style with further course of study in electrical facial, and electrical scalp treatments. Lecture and laboratory 25/40 hours. **Prerequisite:** Cosmetology 112. Students transferring from another state approved school may enter Cosmetology 113 providing 800 hours have been completed. **Note:** Students are granted one unit of credit for each 40 hours of lecture and laboratory attendance each semester for a maximum of 16 units and a total of 48 units for the entire 1,600 hours as required

by the Board of Cosmetology for licensing as a Cosmetologist. The student must attend a minimum of 25 hours per week for 10 units and a maximum of 40 hours per week for 16 units.

### 114—Advanced Cosmetology (See Note)

Advanced methods of all phases of cosmetology as performed in a salon, corrective hair coloring, salon management, and preparation for the State Board Examination. Lecture and laboratory 25/40 hours. **Prerequisite:** Cosmetology 113. Students transferring from another state approved school may enter Cosmetology 114 providing 1,200 hours have been completed. **Note:** Students are granted one unit of credit for each 40 hours of lecture and laboratory attendance each semester for a maximum of 16 units and a total of 48 units for the entire 1,600 hours as required by the Board of Cosmetology for licensing as a Cosmetologist. The student must attend a minimum of 25 hours per week for 10 units and a maximum of 40 hours per week for 16 units.

## DATA PROCESSING, See Computer and Information Systems

## DANCE

Courses in Dance are activity classes acceptable for Physical Education credit.

### 164—Rhythmic Aerobics $\frac{1}{2}$ -2½ Units

Dance 164 offers vigorous exercise set to contemporary music. The course is designed for students wishing to develop or maintain aerobic fitness while also learning about the physiology of fitness. Routines of rhythmic exercise are designed to develop or maintain cardio-respiratory endurance and body flexibility. The course is designed for students at all levels of fitness. Lecture 1-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

### 174—Ethnic Dance $\frac{1}{2}$ -2½ Units

Not offered. **Transfer credit:** CSU, UC, USC

### 175—Intermediate Ethnic Dance

$\frac{1}{2}$ -2½ Units

Not offered. **Transfer credit:** CSU, UC, USC

### 176—Jazz Technique I $\frac{1}{2}$ -2½ 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 1/2-1 1/2 hours, laboratory 1 1/2-3 1/2 hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

**177—Jazz Technique II** 1/2-2 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 1/2-1 1/2 hours, laboratory 1 1/2-3 1/2 hours. **Prerequisite:** Dance 176 or equivalent. **Transfer credit:** CSU, UC, USC

**178—Jazz Technique III** 1/2-2 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 1/2-1 1/2 hours, laboratory 1 1/2-3 1/2 hours. **Prerequisite:** Dance 177 or equivalent. **Transfer credit:** CSU

**179—Modern Dance Technique I** 1/2-2 1/2 Units  
Dance 179 provides an opportunity for personal development in modern dance technique. Lecture 1/2-1 1/2 hours, laboratory 1 1/2-3 1/2 hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

**180—Modern Dance Technique II** 1/2-2 1/2 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: 1/2-1 1/2 hours, laboratory 1 1/2-3 1/2 hours. **Prerequisites:** Dance 179 or equivalent. **Transfer credit:** CSU, UC, USC

**181—Choreography I** 1/2-2 1/2 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 1/2-1 1/2 hours, laboratory 1 1/2-3 1/2 hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

**182—Dance Production Workshop** 1/2-2 1/2 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 1/2-1 1/2

hours, laboratory 1 1/2-3 1/2 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 1/2 hour, laboratory 1 1/2 hours. **Prerequisite:** None. **Note:** Must be taken concurrently with Theatre Arts 103. **Transfer credit:** CSU, UC, USC

**184—Dance Production** 1/2-2 1/2 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 1/2-1 1/2 hours, laboratory 1 1/2-3 1/2 hours. **Prerequisite:** Dance 182 or equivalent. **Transfer credit:** CSU, UC, USC

**185—Master Class Series** 2-2 1/2 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 2 1/2-3 hours, laboratory 1 1/2-2 hours. **Prerequisite:** Dance 177 or 180 or equivalent. **Transfer credit:** CSU, USC

**186—Movement for Musical Theatre** 1/2-2 1/2 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 1/2-1 1/2 hours, laboratory 1 1/2-3 1/2 hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

**187—Basic Ballet Technique** 1/2-2 1/2 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 1/2-1 1/2 hours, laboratory 1 1/2-3 1/2 hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

**188—Ballet Technique II**  $\frac{1}{2}$ -2 $\frac{1}{2}$  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  $\frac{1}{4}$  hours, laboratory  $\frac{3}{4}$ -3 $\frac{1}{2}$  hours. **Prerequisite:** Dance 187 or equivalent. **Transfer credit:** CSU, UC, USC

**189—Beginning Social Dancing**  $\frac{1}{2}$ -2 $\frac{1}{2}$  Units

Not Offered. **Transfer credit:** CSU, UC, USC

**190—Intermediate Social Dancing**  $\frac{1}{2}$ -2 $\frac{1}{2}$  Units

Not offered. **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  $\frac{1}{2}$  hour, laboratory 1 $\frac{1}{2}$  hours. **Prerequisite:** Dance 183 or equivalent. **Note:** Must be taken concurrently with Theatre Arts 104. **Transfer credit:** CSU, UC, USC

**192—Square Dance**  $\frac{1}{2}$ -2 $\frac{1}{2}$  Units

Not offered. **Transfer credit:** CSU, UC, USC

**193—Choreography II**  $\frac{1}{2}$ -2 $\frac{1}{2}$  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  $\frac{1}{2}$ -1 $\frac{1}{2}$  hours, laboratory  $\frac{1}{2}$ -3 $\frac{1}{2}$  hours. **Prerequisite:** Dance 181 or equivalent. **Transfer credit:** CSU, UC, USC

**194—Structural Dynamics and Stretch**  $\frac{1}{2}$ -2 $\frac{1}{2}$  Units

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 1-2 $\frac{1}{2}$  hours, laboratory 1-2 $\frac{1}{2}$  hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

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 English 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; Graphics and Design 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 ing credit in Engineering 101, Drafting 131 or Graphics 165, or equivalent.

**131—Technical Drafting** 5 Units

A basic course in drafting consisting of the techniques used in the use of instruments for technical drawing, orthographic projection and visualizing in three dimensions, revolutions, sections, primary and secondary auxiliary views, isometric drawing, types of fasteners, springs, oblique drawing, freehand drawing and sketching. Lecture 3 hours, laboratory 6 hours. **Prerequisite:** A satisfactory score on the Glendale Community College ESL Placement Test, or the ABLE Test, or the English Placement Examination, or English 164 or 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, S I metrics, military standards, and true positional tolerancing. Emphasis is placed upon individual and group design efforts in piping,

**DRAFTING****129—Blueprint Reading** 2 Units

A study of the fundamentals of orthographic drawing to develop the student's ability to understand and utilize the information presented on a blueprint. Such areas as size dimensional



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 English 164 or English 191, or equivalent and Drafting 131 or Graphics and Design 165; and Technical Education 143 which may be taken concurrently. **Note:** Students must register for the full number of hours for which the course is scheduled. **Transfer credit:** 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

### 136—Basic Technical Drafting 3 Units

Not a basic transfer course for students who hope to continue in an engineering course in a four-year college. A basic course in drafting techniques for instruments, lettering, and geometry. This class is offered in the Extended Day Program only. Lecture 2 hours, laboratory 4 hours. **Prerequisite:** 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.

### 137—Technical Drafting 3 Units

Primarily designed for students already employed in a related industry and for students planning to start working in related fields in the near future. Not a basic transfer course for students who hope to continue in an engineering

course in a four-year college. This class is offered in the Extended Day Program only. Lecture 2 hours, laboratory 4 hours. **Prerequisite:** Drafting 136.

### 138—Technical Drafting 3 Units

Primarily designed for students already employed in related industry and for students planning to start working in related fields in the near future. Not a basic transfer course for students who hope to continue in an engineering course in the four-year college. This class is offered in the Extended Day Program only. Lecture 2 hours, laboratory 4 hours. **Prerequisite:** Drafting 137.

### 139—Advanced Technical Drafting 3 Units

Primarily designed for students already employed in related industry and for students planning to start working in related fields in the near future. Not a basic transfer course for students who hope to continue in an engineering course in a four-year college. This class is offered in the Extended Day Program only. Lecture 2 hours, laboratory 4 hours. **Prerequisite:** Drafting 138.

### 140—Computer Aided Design and Drafting 5 Units

Drafting 140 is an introductory course in computer-aided drafting and design systems, encompassing the total approach to state-of-the-art technology in drafting. This in-depth study enables the student to prepare for entry-level employment in the expanding computer-aided design industry. Lecture 3 hours, laboratory 6 hours. **Prerequisite:** Drafting 131, 132, 133, and Engineering 103; or Engineering 101 and 104; or equivalent.

### 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 Graphics 165.

## ECONOMICS

### 101—Principles of Microeconomics 3 Units

A fundamental course in economic analysis including methodology, the history of economic thought and mathematical techniques. Price

theory including consumer behavior (utility and demand), production (cost and supply), partial equilibrium, tax incidence, and theory of the firm (profit maximization under pure competition) are examined. Other selected topics may include imperfect competition, monopoly, agriculture, labor, factor pricing, international trade and comparative advantage, business organization, accounting and the stock market. Lecture 3 hours. **Prerequisite:** A satisfactory score on the Reading and Language subtests of the Preregistration Examination or a "B" average in United States History and Government courses in high school or 12 units of college courses with a "C" average. One year high school algebra or Mathematics 141. **Transfer credit:** CSU, UC, USC

#### 102—Principles of Macroeconomics 3 Units

A fundamental course including an introduction to economic history, comparative economic systems, and statistical analysis. Stress is placed on National Income theory, consumption, investment, inflation, unemployment, and fiscal and monetary policy. Other selected topics may include money and banking, national debt, international balance of payments, growth and development, and urban problems. Lecture 3 hours. **Prerequisite:** Economics 101. **Transfer credit:** CSU, UC, USC

#### 105—The American Economy 3 Units

An introduction to the American economy. A foundation for understanding it and the problems that it faces. A description of the important institutions of our system and an analytical approach to the understanding of the basic economic problems. Lecture 3 hours. **Prerequisite:** None. **Note:** No credit will be granted for Economics 105 if Economics 101 and Economics 102 have been taken previously. **Transfer credit:** CSU, UC, USC

#### 107—Probability and Statistics 3 Units

An introduction to the areas of probability and statistics. A consideration of the methods of gathering, classifying, and analyzing statistical data. Lecture 3 hours. **Prerequisite:** A satisfactory score on the Reading and Language subtests of the Preregistration Examination or a "B" average in United States History and Government courses in high school or 12 units of college courses with a "C" average. One year of high school algebra or Mathematics 141 or equivalent. **Transfer credit:** 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:** A satisfactory score on the Reading and Language subtest of the Preregistration Examination or a "B" average in United States History and Government courses in high school or 12 units of college courses with a "C" average. **Transfer credit:** CSU, UC, USC

### EDUCATION, See Social Science 101

## 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—Basic Electronics 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, and oscilloscopes, 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 ABLE Test, or the English Placement Examination, or English 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 and 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 and Information Systems 101 prior to enrollment in Computer and Information Systems 110. *Transfer credit: CSU*

### 102—Basic Electronics 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, extending the usage of scopes to time variables, and introducing the use of signal generators. Lecture 3 hours, laboratory 3 hours. *Prerequisite:* A grade of "C" or better in Electronics and Computer Technology 101 and Computer and 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 English 165, or equivalent and satisfactory completion of Mathematics 141 or equivalent. *Transfer credit: CSU*

### 104—Introduction to Microcomputer Interfacing 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 II (Formerly Electronics and Computer Technology 176) 3 Units 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 un-

derstanding 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 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.

#### 201—Advanced Electronics I 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—Advanced Electronics II 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 tele-communications circuitry, including Active Filters, Phase-Locked Loops, Operational Amplifiers, and Opto-Electronics. Lab diagnostics are per-

formed 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 Theory 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 Theory 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.

## ENERGY

**101—Energy Alternatives** 1 Unit  
Energy 101 is designed to introduce the non-technical student to an overview of the nature of energy, to provide recognition of the depletion of traditional sources of national and worldwide energy, and to provide understanding of viable alternatives. Emphasis is on principles and information needed for making decisions rather than on technical data. Lecture 2 hours. (8 weeks). *Prerequisite:* None.

## ENGINEERING

**101—Engineering Drawing** 3 Units  
Training in the manipulation of instruments, lettering, orthographic projection, sketching, drawing auxiliary and pictorial views, sectioning and dimensioning. Lecture 2 hours, laboratory 4 hours. *Prerequisite:* 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. *Transfer credit:* CSU, USC

**103—Descriptive Geometry** 3 Units

A valuable engineering tool which facilitates the solution of engineering problems graphically. A study of lines and planes in space. The representation of surfaces, solids, interferences, and intersections. Excellent training in visualization and interpretation of engineering drawings. Lecture 2 hours, laboratory 4 hours. *Prerequisite:* Engineering 101 or Drafting 131 or Graphics and Design 165 or Architecture 101, or one year of mechanical drawing in high school. *Note:* This course may not be taken for credit by students who have completed Architecture 103. *Transfer credit:* CSU, UC, USC

**104—Advanced Engineering  
Drawing** 3 Units

Delineation of simple machine parts including problems in visualization, dimensioning and tolerances, screw threads and fasteners, free-hand sketching, pictorial drawing, piping, welding, gears and cams, assembly and working drawings. Special emphasis is laid upon the interpretation and production of drawings which conform to standard practice. Lecture 2 hours, laboratory 4 hours. *Prerequisite:* Engineering 101 or Drafting 131 or one year of mechanical drawing in high school. *Transfer credit:* CSU, UC, USC

**110—Statics** 3 Units  
Not offered. *Transfer credit:* CSU, UC, USC

## ENGLISH

**100—Writing Improvement** 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 "A" in English 191 or a grade of "B" or better in English 165 or Business—General 101; or a grade of "C" or better in English 120 or English 131. *Note:* This course may be taken three times; a maximum of three units may be earned on Writing Lab instructor's recommendation only.

**101—Freshman English 3 Units**

English 101 is foundation course in writing and reading, required of those students intending to transfer to a university. It provides instruction and practice in expository writing, and helps the student to develop skills in the critical analysis of selected prose models. Lecture 3 hours. **Prerequisite:** One of the following:

1. A satisfactory score on the English Placement Examination.
  - a. CGP Reading scaled score of 49 or higher, or
  - b. CGP Sentence scaled score of 49 or higher and a "B" average in high school English.
2. A SAT qualifying score of 450 or more.
3. International students must have TOEFL scores of 600 or more.
4. A grade of "A" in English 191 (taken within the preceding 12 months).
5. A grade of "B" or better in English 165 (taken within the preceding 12 months).
6. A grade of "B" or better in English 120 (taken within the preceding 12 months).
7. A grade of "B" or better in English 131 (taken within the preceding 12 months).
8. Certificate of eligibility from English 100.

**Transfer credit:** CSU, UC, USC

**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

**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 non-fiction), 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 three times; a maximum of nine 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 be-

ginning 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

**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

**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 study of the roles assigned to women in literature by both male

and female authors. The course examines the literary and cultural stereotypes of women in the short story, the 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, UC, USC

### 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

### 119—The Research Paper 1 Unit

English 119 offers instruction in the techniques and procedures of doing research and writing the term paper. Lecture 1 hour. **Prerequisite:** Eligibility for English 101. **Note:** Allows no credit to those who have completed 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 or 165. **Note:** This course allows no credit to students who have completed English 101 or Business—General 110 and allows 2 units of credit to those who have completed English 131 or Business—General 101.

### 121—Reading Literature 3 Units

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:** None.

### 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 twentieth century literature focusing on fiction and drama with some consideration given to poetry. The course deals with each writer's view of our situation and our search for values. Attention is also given to the artistic techniques 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 a survey of the literature suitable for children of different age levels. The student is taught to develop standards by which to judge the merits of the literature that is available for children. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

### 128—Bible as Literature 3 Units

English 128 consists of a survey of the major literary genres in the Bible and their most representative forms. Attention will be given to selected prose and verse forms, with a stress on recurrent themes, images, and symbols. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** 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 allows no credit to those 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.

### 140—The South Pacific in Literature 2 Units

English 140 is a lecture/field study course that includes traveling to the South Pacific to consider its literature in British and American fiction of the nineteenth and twentieth centuries. Emphasis is placed on how the authors saw the region imaginatively as opposed to the realities of life in the South Pacific. Lecture 2 hours. **Prerequisite:** None. **Transfer credit:** CSU

### 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 twice; a maximum of six 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 three times; a maximum of six 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 course for the community college student who lacks elementary reading skills. These skills include deciphering word meaning through phonics study and pronunciation practice (decoding), vocabulary development, and both literal and inferential comprehension. Diagnostic testing locates specific weaknesses and prescribes a program to meet these needs. Students who have worked as diligently as possible but need more time to attain the skills necessary for understanding a community college test receive a grade of "no credit." Lecture 3 hours, laboratory 2 hours. **Prerequisite:** Eligibility for English 163, a satisfactory score on the ABLE II Test or "credit" in English 173. **Note:** Students may repeat this course as often as necessary for mastery but they will not be granted more than 3 units for English 188.

### 190—Reading Techniques I 2 Units

A course in reading improvement for the student with below average reading skills. Emphasis is on improvement of word recognition,

vocabulary, and comprehension. Computer assisted instruction is employed extensively to build comprehension and to drill vocabulary. Controlled reading machines are also used to help build speed and comprehension. Book reviews and summaries are assigned. Lecture and laboratory 4 hours. **Prerequisite:** Eligibility for English 164, "credit" in English 188 or satisfactory score on the ABLE II reading test. **Note:** No credit will be given to those students who have completed English 101 or English 120.

### 191—Fundamentals of English 2 Units

A course combining auto-instructional techniques, programmed learning, and lectures to improve grammar, punctuation, spelling, the composition of paragraphs, study techniques, reading skills, and listening skills. Lecture and laboratory 4 hours. **Prerequisite:** Satisfactory score on the ABLE II reading test. Eligibility for English 190. **Note:** This course should be elected by those who fail to make a satisfactory score on the English Placement Examination. No credit will be given to those students who have completed English 101, 120, 131, or Business—General 101 or Business—General 110.

### 192—Reading Techniques II 2 Units

A course planned to help the student with average or better vocabulary develop the skills required for rapid effective reading of both pleasure and study materials. Emphasis is on flexible rates of reading using special clinical methods and individualized materials. Lecture and laboratory 4 hours. **Prerequisite:** A satisfactory score on the Reading Placement Test or a grade of "C" or better in English 190. Eligibility for English 165. Satisfactory score on the ABLE III Test.

### 198—Reading Fiction 2 Units

An introduction to fiction designed for the non-English major. It seeks to foster an appreciation, understanding, and evaluation of the modern short story and novel by the use of tools of critical analysis. Lecture 2 hours. **Prerequisite:** None.

### 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 1 hour, laboratory 3 hours. (8 weeks) **Prerequisite:** Eligibility for English 101.

## ENGLISH AS A SECOND LANGUAGE

### 162—Introductory Conversation and Pronunciation for ESL I Students\* 2 Units

English 162 introduces students to the practical use of idioms through participation in informal conversations, short oral presentations, and situational dialogues. Pronunciation drills emphasize phoneme discrimination and production. Laboratory assignments may be made by the instructor based on individual student needs. Lecture 4 hours. **Prerequisite:** Satisfactory score on the Glendale Community College ESL Placement Test. **Note:** Concurrent enrollment in English 163 is strongly recommended.

### 163—English as a Second Language I\* 4 Units

English 163 is intended for students who have studied English, but whose language skills are not advanced enough to meet the reading and writing requirements of many academic courses. This course focuses on grammar, reading, and composition. Student writing is at the paragraph level. Special emphasis is placed on acquisition of vocabulary and idioms. Grammar stresses correct use of compound tenses in sentence structure. Oral skills (pronunciation and intonation) are strengthened during class discussion and student recitation. 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:** A grade of "C" or better is required for advancement to English 164. **Transfer credit: UC**

### 164—English as a Second Language II\* 4 Units

English 164 is designed for students who have studied English for several years, but who are not yet sophisticated enough to meet the heavy reading and writing requirements of some academic courses. The course focuses on reading and composition, ranging from paragraph to short theme, and emphasizes idiomatic usage, syntax, and complex grammatical structures. Oral skills (pronunciation and intonation) are strengthened during class discussion and student recitation. Laboratory assignments may be made by the instructor based on individual student needs. Lecture 5 hours. **Prerequisite:** Satisfactory score on the Glendale Community College ESL Placement Test or a grade of "C" or better in English 163. **Note:** A grade of "B" or better will enable the student to enroll in English 165. **Transfer credit: CSU, UC**

### 165—English as a Second Language III\* 4 Units

English 165 is designed for non-native students who are quite proficient in English and are able to compete with native students in most college courses except those requiring eligibility for English 101 as a prerequisite. The course introduces the most common rhetorical modes of exposition that students will be expected to master in regular English courses, emphasizes critical reading and expository writing at the essay level, and prepares students to write essay examinations. Composition stresses both organization and content. Students work to eliminate weaknesses in syntax, idiomatic usage, and grammar. Library research techniques are introduced. Oral skills are reinforced during class discussions. Lecture 5 hours. **Prerequisite:** Satisfactory score on the Glendale Community College ESL Placement Test or a grade of "B" or better in English 164 or a grade of "C" or better in English 166. **Note:** A grade of "B" or better in English 165 will enable students to enroll in English 101 or Business—General 110. A grade of "C" or better in English 165 will enable students to enroll in English 120, English 131, or Business—General 101. **Transfer credit: CSU, UC**

### 166—Advanced Syntactical Structure 2 Units

English 166 is designed to improve the fluency of English as a Second Language students who have already learned the rules of advanced English grammar. The course provides intensive practice in applying these principles through controlled writing exercises and original composition. Students learn to use the characteristic modes of English expression in their writing by concentrating on specific patterns of sentence formation. Customary usage and standard structures are stressed. Lecture 3 hours. **Prerequisite:** A grade of "C" in English 164. **Note:** This course may be taken 2 times; a maximum of 4 units may be earned. **Transfer credit: UC**

### 167—Conversation and Pronunciation for ESL Students\* 2 Units

English 167 stresses idiomatic usage, including current slang, through informal conversation practice, situational reinforcement, oral presentations, and dramatic reading. Intensive drills are given on phoneme discrimination and production. Laboratory work concentrates on correction of individual problems. Laboratory assignments may be made by the instructor based on individual student needs. Lecture 4 hours. **Prerequisite:** Satisfactory score on the Glendale Community College ESL Placement Test or a grade of "C" or better in English 163.

*Note:* This course may be taken 2 times; a maximum of 4 units may be earned. **Transfer credit: CSU**

**168—Accent Reduction\* 2 Units**

English 168 concentrates on reducing foreign accents in the speech of otherwise articulate non-native students. Intensive practice in individual sound problems, rhythm, stress, intonation, phraseology, and regional accent analysis and mimicry helps students eliminate foreign language speech patterns and helps prepare them for upper division ESL phonetics courses. Students read short plays and poems aloud, make oral presentations, or participate in informal debates before an audience to 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:** A grade of "B" or better in English 167, a grade of "B" or better in English 164, or a grade of "C" or better in English 165. **Transfer credit: CSU**

**171—Developmental English As A Second Language\* 3 Units**

English 171 is designed for students who speak little or no English. Heavy emphasis is placed on listening skills, basic sentence structure and simple reading and writing. Students are exposed to idiomatic expressions and cultural information to aid them in the rapid acquisition of the English language. Laboratory assignments may be made by the instructor based on individual student needs. Lecture 5 hours. **Prerequisite:** None. **Note:** Placement in the course is based on student's score on the Glendale Community College ESL Placement Test. It is strongly recommended that English 172, the oral portion of Developmental English, be taken concurrently with this course. At the end of the course, students must attain a satisfactory score on the Glendale Community College ESL Placement Test to enter English 163.

**172—Developmental Conversation and Pronunciation for ESL Students\* 3 Units**

English 172 is designed for students who cannot communicate even in the most basic situations on the community college campus. Survival and campus related dialogues are presented and students participate in role plays of those situations in class and on the campus at large. Clear pronunciation is stressed in classroom drills and activities. Laboratory assignments may be made by the instructor based on

individual student needs. Lecture 5 hours. **Prerequisite:** None. **Note:** Placement in the course is based on student's score on the Glendale Community College ESL Placement Test. Concurrent registration in English 171 is strongly recommended.

**173—Developmental Reading for English as a Second Language\* 3 Units**

English 173 is designed to help low-level ESL students handle simple reading tasks. There is heavy emphasis in basic vocabulary development and in comprehending "survival-type" reading, i.e. understanding warning signs, written directions, schedules, labels, advertisements and forms. Also covered are basic word attack skills: use of context clues, dictionary skills, word configuration, and beginning phonics. This class provides the reading component in the developmental ESL sequence and complements English 171 and 172. Lecture 3 hours, laboratory 2 hours. **Prerequisite:** None. **Note:** Placement in this course is based on the student's score on the Glendale Community College ESL Placement Test. Previous or concurrent enrollment in English 171 and 172 is strongly recommended.

**177—English for Special Purposes 2 Units**

English 177 is designed to familiarize vocational education students with the terminology used in individual vocational training programs. Students are exposed to idiomatic expressions and basic introductory material, including effective notetaking techniques, which provide an entry level foundation that will enable them to understand and complete required course work. Laboratory assignments may be made by the instructor based on individual student needs. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** Satisfactory score on the Glendale Community College ESL Placement Test or a grade of "C" or better in English 163, or equivalent. **Note:** This course outline, with appropriate substitution of textbooks, may be used for any vocational program.

\*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 165, 168

## ETHNIC STUDIES

### 101—Latin American Cultural Expression 3 Units

Ethnic Studies 101 is designed to acquaint the student with the cultural background that has shaped the societies of Latin America. The course will survey the cultural expression from the pre-columbian period to the present. Emphasis will be given to the 19th and 20th century periods. Areas to be studied will be society and culture, linguistic and cultural distribution of ethnic groups, education and religion, literature, artistry, folklore music and dance, new social protest song movement, artistic movements, cinematography, photography, mass media, and culture within the revolutionary process. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** 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. **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. **Note:** Recommended for students who have completed 12 units of college courses with a "C" average or better. **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. **Note:** Recommended for students who have completed 12

units of college courses with a "C" average or better. **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. **Note:** Recommended for students who have completed 12 units of college courses with a "C" average or better. **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. **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. **Note:** Recommended for students who have completed 12 units of college courses with a "C" average or better. **Transfer credit:** CSU, UC, USC

### 164—The Armenian Diaspora 3 Units

Ethnic Studies 164 examines the development of the Armenian English Placement Examination, or English 164 or English 191, or equivalent and Family and Consumer Studies 117. Diaspora from the abandonment of the Armenian Question by the United States and the European Powers in 1923, to the unfolding of current events that are critically affecting the Armenian case today. The course focuses on: the growing Armenian-American community; Armenian emigration from the Middle East and Soviet Armenia; pressures of assimilation in the U.S.; activities of community organizations toward preserving Armenian culture; current Armenian affairs and U.S. foreign policy. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

## FAMILY AND CONSUMER STUDIES

### 101—Clothing 3 Units

Family and Consumer Studies 101 is the study and application of the basic pattern and its uses, applications to pattern making, and alteration of commercial patterns. A study is made of the care and selection of clothing for personality as well as appearance. Two machine projects are made in class from either a commercial pattern or a pattern of the student's own design and a hand project using four different stitches. Lecture 2 hours, laboratory 4 hours. *Prerequisite:* None. *Transfer credit:* CSU, UC

### 102—Intermediate Clothing 3 Units

Family and Consumer Studies 102 teaches 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:* Family and Consumer Studies 101. *Transfer credit:* CSU, UC

### 103—Advanced Clothing 3 Units

The techniques of tailoring in hand and machine work necessary to turn out fine, well-tailored garments. A coat, suit, and hand project are required. Lecture 2 hours, laboratory 4 hours. *Prerequisite:* Family and Consumer Studies 101 or Family and Consumer Studies 117. *Transfer credit:* CSU

### 105—Introduction to Textiles 3 Units

Family and Consumer Studies 105 includes a study of sources and characteristics of synthetic and natural fibers and the processes used in manufacturing and finishing textile materials as a background for those seeking employment in the textile industry, as well as meeting the needs of Home Arts, Business, and Art Majors, and Fashion Designers, and consumers desiring acquisition of current information regarding trends in the textile field. Lecture 3 hours. *Prerequisite:* None. *Transfer credit:* CSU, UC

### 110—Foods for Modern Living 3 Units

Family and Consumer Studies 110 offers practical, scientific, and artistic approaches to foods. Emphasis is on basic information relating to food groups. Students gain experience in plan-

ning, purchasing, and procedures of food preparation to meet individual situations. Lecture 2 hours, laboratory 3 hours. *Prerequisite:* None. *Transfer credit:* CSU

### 125—Elements of Nutrition 3 Units

An overview of the many aspects of nutrition including problems of today, the nutritive processes of the body and dietary planning. Functions, utilization, and recommended allowances of nutrients are emphasized. Consumer education is included. Lecture 3 hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

### 133—Professional Appearance Development 3 Units

Family and Consumer Studies 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 classes will include lectures, consultations, and class discussions. Lecture 3 hours. *Prerequisite:* None.

### 135—Preschool Child 3 Units

The nature of the growth and development of the child from conception through age five is studied. Other topics include the meaning and value of play, the significance of creative activities, the interpretation of child-adult relationships, standards for wholesome routines, guidance and discipline. Students make observations of infants and 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 English Placement Examination, or English 164 or English 191, or equivalent. *Transfer credit:* CSU, UC, USC

### 136—The Child from Five to Twelve 3 Units

This course considers the growth and development of the school-age child emphasizing the interrelationships of mental, physical, and social abilities with the accompanying changes in attitudes and behaviors. Observations of the school age child are included. This course

meets the requirements of the California Commission of Teacher Preparation and Licensing for teachers of Child Development Centers, Extended Day Care Centers, and other publicly funded children's centers and applies to the California Administrative Code, Title 22 for teachers and directors of state licensed preschools, day nurseries and infant centers. Lecture 3 hours. **Prerequisite:** Family and Consumer Studies 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. **Transfer credit:** *CSU, UC, USC*

### 137—School Age Children in Child Care 3 Units

Family and Consumer Studies 137 examines needs and concerns relating to school-age child care. It provides background in the guidance of children ages 5-21, 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:** Family and Consumer Studies 136.

### 138—Child Health 3 Units

Family and Consumer Studies 138 seeks to analyze the responsibilities of the home, the school, and the community for health protection. The characteristics of good health and the recognition of the symptoms of communicable diseases are examined. The habits and attitudes essential for physical and mental health of teachers, parents and children are studied. The course meets the requirements of the California Commission of Teacher Preparation and Licensing for teachers of Child Development Centers, Extended Day Care Centers, and other publicly funded children's centers and applies to the California Administrative Code, Title 22 for teachers and directors of state licensed 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 English 164 or English 191, or equivalent. **Transfer credit:** *CSU, UC*

### 139—Consumer Management 3 Units

Family and Consumer Studies 139 considers the essentials necessary to improve the quality of people's lives through productive decision-making and management of personal and family finances, home and family living in today's economic environment, the use of energy resources, and the roles of consumers in directing

protective legislation. Lecture 3 hours. **Prerequisite:** 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. **Transfer credit:** *CSU*

### 140—Principles and Practices in Preschool Education 3 Units

Family and Consumer Studies 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:** Family and Consumer Studies 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. **Transfer credit:** *CSU*

### 141—Field Practice in a Preschool Program 2 Units

Family and Consumer Studies 141 enables the student to participate in the entire routine of a child development center — first as an observer and then as a teacher's aide. Questions arising from field practice experiences are discussed and research is done. This course satisfies the particular requirement of a Field Work Course of the California Commission of Teacher Preparation and Licensing for teachers of Child Development Centers, Extended Day Care Centers, and other publicly funded children's centers; and, also meets the requirements of the California Administrative Code, Title 22 for teachers and directors of state licensed preschools, day nurseries, and infant centers. Lecture 2 hours, required concurrent registration in Independent Study 149, 1 unit. **Prerequisite:** Family and Consumer Studies 135, and Family and Consumer Studies 140, and verification of TB clearance. **Note:** This course may be taken four times; a maximum of eight units may be earned. **Transfer credit:** *CSU*

**142—Home, School, and  
Community Relations 3 Units**

A study is made of the responsibilities of the home, the school, and the community to each other. The students develop a resource file which includes the locations and services of various community agencies — voluntary, private, and public. This course meets the requirements of the California Commission of Teacher Preparation and Licensing for teachers of Child Development Centers, Extended Day Care Centers, and other publicly funded children's centers; and, also meets the requirements of the California Administrative Code, Title 22 for teachers and directors of state licensed 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 English 164 or English 191, or equivalent. **Transfer credit:** CSU

**143—Supervision and  
Administration of  
Nursery Schools 3 Units**

The role of a child development center meeting the needs of children and their families is studied. Particular emphasis is given to the establishing, licensing, staffing, and equipping of a children's center with curricula appropriate to children of different ages, capacities, and interests. This course meets the requirements of the California Commission of Teacher Preparation and Licensing for teachers of Child Development Centers, Extended Day Care Centers, and other publicly funded children's centers; and applies to the California Administrative Code, Title 22 for teachers and directors of state licensed preschools, day nurseries, and infant centers. Lecture 3 hours. **Prerequisite:** Family and Consumer Studies 135 and Family and Consumer Studies 141 or equivalent including teaching experience. **Transfer credit:** CSU

**147—Working with Infants  
and Toddlers 3 Units**

Family and Consumer Studies 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:** Family and Consumer Studies 135.

**151—Creative Activities  
for Preschool Children 3 Units**

Family and Consumer Studies 151 provides teaching techniques and opportunities to personally experience creative activities geared to the young child. It will focus on integrating these activities into the curriculum and encouraging the preschool child to explore and enjoy learning from his environment. Creative areas will include: arts and crafts, carpentry, blocks, dramatic play, science, and cooking. Lecture 3 hours. **Prerequisite:** Family and Consumer Studies 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. **Transfer credit:** CSU

**152—Music for Young Children 3 Units**

This course 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. **Transfer credit:** CSU

**155—Children with Special Needs 3 Units**

Family and Consumer Studies 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:** Family and Consumer Studies 135, 136, and 138. **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. **Transfer credit:** CSU

**161—The Dynamics of Foster Placement**  $\frac{1}{2}$ -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 repeated for a maximum of 2 units on current topics regarding practical and legal requirements affecting placement of the foster child.

**162—The Abused Child in Foster Placement**  $\frac{1}{2}$ -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 repeated for a maximum of 2 units on different topics on the subject of child abuse.

**163—Discipline and Foster Parenting**  $\frac{1}{2}$ -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 repeated for a maximum of 2 units on the subject of current and changing policies and procedures in the area of discipline of the foster child.

**164—Conflict Resolution in Foster Homes**  $\frac{1}{2}$ -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 repeated for a maximum of 2 units on various topics covering crisis intervention and conflict resolution.

**225—Advanced Nutrition** 3 Units

Family and Consumer 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. **Transfer credit:** CSU, UC

**COSTUME CONSTRUCTION, See Theatre Arts 123**

**FASHION DESIGN, See Family and Consumer Studies 105; Fashion**

**FASHION MERCHANDISING, See Marketing and Distribution 125**

**INTERIOR DESIGN, See Art 130**

**MARRIAGE AND FAMILY LIVING, See Psychology 131 or Sociology 131**

## 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 illustration. 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 ABLE Test, or the English Placement Examination, or English 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**

#### 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 ABLE Test, or the English Placement Examination, or English 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**

#### 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 ABLE Test, or the English Placement Examination, or English 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 English 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. **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. **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.

Custom and individual dress forms will be used to drape various dressy dresses, formals and lingerie items. Completion of two garments is required. Lecture 1 hour, laboratory 3 hours. **Prerequisite:** 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. **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 three times; a maximum of six units may be earned. Four units will be applied to the certificate.

### 124—Fashion Retailing 2 Units

Fashion 124 is a course in the selection and selling of clothing and fabrics as they relate to retailing and purchasing in the fashion industry. This course is designed for those seeking employment as fashion buyers and retailers. Lecture 2 hours. **Prerequisite:** None. **Note:** This course was formerly Family and Consumer Studies 124. No credit will be granted to students who have completed Family and Consumer Studies 124. **Transfer credit: CSU**

### 125—Fashion Merchandising 2 Units

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 and Distribution 125. **Transfer credit: CSU**

## FIRE TECHNOLOGY

Classes in Fire Technology are offered in the Extended Day program for students interested in preparing for careers in fire prevention and fire fighting. Since the course also provides in-service and upgrading instruction for fire fighting personnel, identical

classes are scheduled on consecutive evenings to provide for those students who must change shifts each week.

### 101—Introduction to Fire Protection and Suppression 1/2-3 Units

Philosophy and history of fire protection; history of loss of life and property by fire; review of municipal fire defenses; study of the organization and function of Federal, State, and County, and private fire protection agencies; and survey of professional fire protection career opportunities. Lecture 3 hours. **Prerequisite:** 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 repeated for a total of not more than four and one-half (4½) units within a four-year period.

### 103—Fundamentals of Fire Prevention 1/2-3 Units

Organization and function of the fire prevention organization; inspection; surveying and mapping procedures; recognition of fire hazards; engineering a solution to the hazard; enforcement of the solution; public relations as affected by fire prevention. Lecture 3 hours. **Prerequisite:** Fire Technology 101 or equivalent. **Note:** This course may be repeated for a total of not more than four and one-half (4½) units within a four-year period.

### 104—Fire Fighting Tactics and Strategy 1/2-3 Units

Review of fire chemistry, equipment, and personnel; basic fire fighting tactics and strategy; methods of attack; pre-planning fire problems. Review of related codes and ordinances. Lecture 3 hours. **Prerequisite:** Fire Technology 101 or equivalent. **Note:** This course may be repeated for a total of not more than four and one-half (4½) units within a four-year period.

### 105—Fire Protection Equipment and Systems 1/2-3 Units

Portable fire extinguishing equipment; sprinkler systems; protection systems for special hazards; and fire alarm and detection systems. Lecture 3 hours. **Prerequisite:** Fire Technology 101 or equivalent. **Note:** This course may be repeated for a total of not more than four and one-half (4½) units within a four-year period.

### 107—Fire Hydraulics 1/2-3 Units

Review of basic mathematics; hydraulic laws and formulas as applied to the fire service; application of formulas and mental calculation to

hydraulic problems; water supply problems; underwriters' requirements for pumps. Lecture 3 hours. **Prerequisite:** Fire Technology 101 or equivalent. **Note:** This course may be repeated for a total of not more than four and one-half (4½) units within a four-year period.

**108—Fire Apparatus and Equipment** ½-3 Units

Driving laws, driving technique, construction, and operation of pumping engines, ladder trucks, aerial platforms, specialized equipment, and apparatus maintenance. Lecture 3 hours. **Prerequisite:** Fire Technology 101 or equivalent. **Note:** This course may be repeated for a total of not more than four and one-half (4½) units within a four-year period.

**109—Rescue Practices** ½-3 Units

Rescue practices, the human body, emergency care of victims, childbirth, artificial respiration, toxic gases, chemicals and diseases, radioactive hazards, rescue problems and techniques. Lecture 3 hours. **Prerequisite:** Fire Technology 101 or equivalent. **Note:** This course may be repeated for a total of not more than four and one-half (4½) units within a four-year period.

**110—Fire Company Organization and Procedure** ½-3 Units

Review of fire department organization; fire company organization; the company officer; personnel administration; communications; fire equipment; maintenance; training; fire prevention; fire fighting, company fire fighting capability; records and reports; supervision and leadership techniques. Lecture 3 hours. **Prerequisite:** Fire Technology 101 and 103 or equivalent. **Note:** This course may be repeated for a total of not more than four and one-half (4½) units within a four-year period.

**111—Fire Investigation** ½-3 Units

Introduction to arson and incendiarism, arson laws, and types of incendiary fires. Methods of determining fire cause, recognizing and preserving evidence, interviewing and detaining witnesses. Procedures in handling juveniles; court procedure and giving court testimony. Lecture 3 hours. **Prerequisite:** Fire Technology 101 or equivalent. **Note:** This course may be repeated for a total of not more than four and one-half (4½) units within a four-year period.

**112—Wildland Fire Control** ½-3 Units

Designed to provide the employed firefighter or fire science major with a fundamental knowledge of the factors affecting wildland fire prevention, fire behavior, and control techniques.

Lecture 3 hours. **Prerequisite:** Fire Technology 101 or equivalent. **Note:** This course may be repeated for a total of not more than four and one-half (4½) units within a four-year period.

**114—Hazardous Materials** ½-3 Units

Fire Technology 114 is an introduction to basic fire chemistry and physics. This course covers problems of flammability as encountered by fire-fighters when dealing with toxic substances, fuels, explosives, oxidizers and radioactive materials. It also covers fire fighting practices pertaining to hazardous materials in storage and transit. Lecture ½-3 hours. **Prerequisite:** Fire Technology 101 or equivalent. **Note:** This course may be repeated for a total of not more than four and one-half (4½) units within a four-year period.

**115—Fire Academy** 10 Units

Fire Technology 115 consists of 301 hours of technical and manipulative training. Fire Academy is designed to train the student in fire-fighting technology-theory and practice. The major portion of Fire Academy is devoted to manipulative exercises in fire control, incorporating apparatus and equipment operation, rescue operation, hose and ladder evolutions, and other relevant areas. Lecture 16 hours, laboratory 27 hours. **Prerequisite:** 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 and high school diploma. Students must have completed nine (9) units of Fire Technology, including Fire Technology 101 or equivalent.

**150—Fire Service Instructor Training I** 2 Units

Basic methods and techniques employed by fire service personnel to select, develop, and organize material for in-service training programs, evaluation, and application of principles of learning through practice demonstration. Lecture 36 semester hours. **Prerequisite:** 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 AND NUTRITION STUDIES

### 111—Quantity Food Preparation 3 Units

Food and Nutrition Studies 111 is an introduction and application of the principles of food cookery to quantity food production. This course emphasizes high production standards, attractive service, use of proper equipment, and proper utilization of time. Lecture 3 hours. **Prerequisite:** None. **Note:** Concurrent enrollment in Cooperative Education/Work Experience (2 units) is required. (Food and Nutrition 111 and 112 may be taken concurrently.)

### 112—Advanced Quantity Food Preparation 3 Units

Food and Nutrition Studies 112 is an introduction and application of the principles of food cookery to quantity food production. Emphasizes high production standards, attractive service, use of proper equipment, and proper utilization of time. Lecture 3 hours. **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.

### 113—Sanitation and Safety Control 3 Units

Personal cleanliness, sanitary practices in food preparation, cause, control and investigation of illness caused by food contamination. Dishwashing procedures, sanitation of kitchen equipment, storage and refrigeration. Investigation of cleansing materials and use of proper disposal of garbage and refuse. Safety precautions and accident prevention. Lecture 3 hours. **Prerequisite:** None.

### 114—Nutrition and Menu Planning 3 Units

Not offered.

### 116—Quantity Food Purchasing 3 Units

Purchasing of food for institutions with regard to season, convenience, price, kind, and principles of storage and use. Learn to prepare purchasing schedules, inventory forms, and graphs showing seasonal variations. Lecture 3 hours. **Prerequisite:** None.

### 117—Food Management and Cost Control 3 Units

Analysis of menu planning procedures: inventories, costs, profit and loss sheets, menu work sheets, and weight and measures in quality recipes. The student will learn to prepare weekly, monthly, and annual reports and determine food cost per meal, labor cost per meal, operational and total cost per meal. Lecture 3 hours. **Prerequisite:** None.

### 118—Dietary Health Care 3 Units

Not offered.

### 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

Not offered.

### 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.

## FOOD SERVICE MANAGEMENT

### 201—Restaurant Management 3 Units (Formerly Restaurant Management 211)

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 ABLE Test, or the English Placement Examination, or English 164 or English 191, or equivalent.

**203—Catering I 3 Units**  
**(Formerly Catering 213)**

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 ABLE Test, or the English Placement Examination, or English 164 or English 191, or equivalent.

**207—Dining Room Services 3 Units**  
**(Formerly Dining Room Service 212)**

Food Service Management 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 English 164 or English 191, or equivalent.

**214—Beverages and Wine Service 3 Units**

A study of the beverage costs, and uses in commercial restaurants and hotels. Analysis of the operation, sales, costs and profit functions are studied. Produce information and the study of the historical background of beverages are covered. The organization of operation of a bar, wine cellar, or catered services are studied. Lecture 3 hours. **Prerequisite:** 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.

**FORTTRAN, See Mathematics  
130****FRENCH****101—Beginning French I 5 Units**

Fundamentals of French grammar. The students are trained to pronounce correctly, to acquire a small working vocabulary which they use in conversation and writing, and to learn to read simple French. In addition to the regular class hours, the student must spend one hour a week in the laboratory. Lecture 5 hours. **Pre-**

**quisite:** Eligibility for English 101. **Transfer credit:** CSU, UC, USC

**102—Beginning French II 5 Units**

Fundamentals of French grammar completed. Continued training in correct pronunciation. Study of more difficult elementary prose. Discussions in French with stress on correct use of verbs and idioms and efficient methods of vocabulary building. In addition to the regular class hours, the student must spend one hour a week in the laboratory. Lecture 5 hours. **Prerequisite:** French 101, or two years of French in high school completed within the past two years, or equivalent. **Transfer credit:** CSU, UC, USC

**103—Intermediate French I 4 Units**

Review of the fundamentals of French grammar. Stress on correct diction and efficient methods of vocabulary building. Reading of intermediate prose with stress on documentary aspects of French life, character analysis, and the study of ideas. Oral and written discussion in French. In addition to the regular class hours, the student must spend one hour a week in the laboratory. Lecture 4 hours. **Prerequisite:** French 102, or three years of French in high school completed within the past two years, or equivalent. **Transfer credit:** CSU, UC, USC

**104—Intermediate French II 4 Units**

Review of the fundamentals of French grammar completed. Continued stress on correct diction and efficient methods of vocabulary building. Reading of intermediate French prose of increasing difficulty. Free conversation and composition with stress on documentary aspects of French life, character analysis, and the study of ideas. In addition to the regular class hours, the student must spend one hour a week in the laboratory. Lecture 4 hours. **Prerequisite:** French 103, or four years of French in high school completed within the past two years, or equivalent. **Transfer credit:** 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.

**124—Introduction to French Literature: Genres 3 Units**

French 124 is an introduction to French literature through a study of representative works of major genres. This course, conducted exclusively in French, naturally maintains and enriches the students' language skills, but its primary purpose is to acquaint them with French literature and give them a solid basis on which to continue further reading. Lecture 3 hours. **Prerequisite:** French 104 or equivalent. **Transfer credit:** CSU, UC, USC

**125—Introduction to French Literature: Middle Ages Through the 18th Century 3 Units**

An introduction to early French literature through a survey of its historical development and representative works. This course, 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**

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—Elements of Geography 3 Units**

Study of the basic physical elements of geography, their correlation and integrated patterns of world distribution. Special attention is given to the earth and its astronomical relationships, weather, climate, and landforms. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

**102—Elements of Geography 3 Units**

A systematic study of the cultural variables of humankind: population, religion, language, economic activities, settlements. Emphasis upon selected cultural problems of humankind's occupancy. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

**105—Economic Geography 3 Units**

A study of the physical and cultural elements of environment and their relation to the economic activities of humankind. Special attention is given to the climatic regions, the soils, the products and the resultant economy. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

**110—Geography of California 3 Units**

A systematic study of the spatial distributions of California's bio-physical and cultural phenomena. Special emphasis is placed on the impact of human occupancy. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** 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:** Geography 101 or 102 or 105 or 110 or equivalent. **Transfer credit:** *CSU, UC*

## 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 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 \$35 for

each two units of work; this figure may vary considerably depending on the location of the study area. Travel is usually by chartered bus. Field Geology requires a great deal of rigorous activity and living conditions in the field are often primitive. Lecture and field study will be the semester equivalent of one hour of lecture and three hours of laboratory per week for each two units of credit; a typical semester of work would include 16 hours of lecture and six days in the field. **Prerequisite:** Completion of one of the following courses with a grade of "C" or better: Geology 101, 102, 103, 105, 110; Oceanography 115; Paleontology 101; or equivalent. **Note:** Two units of non-overlapping field study will be offered for the fall and spring semesters; extended periods of study may be available during summer session. Weather conditions may require rescheduling of some trips. The student may repeat Geology 104 until a total of 6 units has been earned. **Transfer credit:** *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:** *Credit CSU, UC, USC*

**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**  
 Training in accurate pronunciation through daily drill. Elementary grammar and sentence structure. Reading and reproduction of simple prose. In addition to the regular class hours, the student must spend two half-hour periods a week in the laboratory. Lecture 5 hours. **Prerequisite:** Eligibility for English 101. **Transfer credit:** *CSU, UC, USC*

**102—Beginning German II 5 Units**  
 Continuation of German 101. Completion of elementary grammar essentials. Reading and interpretation of prose of increasing difficulty. Conversation, diction, and composition. Some knowledge of German tradition and character

folklore. Essential geographical and historical data concerning German people. In addition to the regular class hours, the student must spend two half-hour periods a week in the laboratory. Lecture 5 hours. **Prerequisite:** German 101 or two years of German in high school completed within the past two years. **Transfer credit:** *CSU, UC, USC*

**103—Intermediate German I 4 Units**

A review of elementary grammar, a study of word analysis, sentence structure, idioms, and composition. Intensive reading of historical and belletristic German literature. Development in the language laboratory of vocabulary, idioms, and sentences fundamental to an active use of German in speaking. Lecture 4 hours. **Prerequisite:** German 102, or three years of German in high school completed within the past two years. **Transfer credit:** *CSU, UC, USC*

**104—Intermediate German II 4 Units**

Continuation of German 103, reading and interpretation of more difficult prose. Increasing stress on oral ability and free composition. Reading of contemporary newspapers and magazines. Lecture 4 hours. **Prerequisite:** German 103 or four years of German in high school completed within the past two years. **Transfer credit:** *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:** Must be taken prior to German 102. 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 will provide a survey of Germany's historical development as seen in representative works covering the period of 100 A.D. through the 17th Century. Reading and lectures will be used. Lecture 3 hours. **Prerequisite:** German 102 or equivalent. **Transfer credit:** *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*



## GRAPHICS AND DESIGN

### 165—Basic Graphics 5 Units

This course covers the basic methods required by industry for the preparation of drawings of mechanical devices. It includes a basic course in drafting consisting of instruments used in technical drawing; lettering and briefing charts, geometry of technical drawing, orthographic projection, revolutions, primary and secondary auxiliaries, sections, dimensioning, fasteners, springs, intersections, and oblique and isometric drawing. Training emphasized both the artistic as well as the drafting approach to enable students to be proficient in pictorial sketching. A relevant program which encourages skills toward visual communications and organizing problems, to meet the ever increasing demands for speed of preparation by industry. Lecture 3 hours, laboratory 6 hours. **Prerequisite:** 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:* 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**

### 166—Basic Graphics 5 Units

Graphics and Design 166 is a study of the fundamentals of isometric, dimetric, and trimetric drawing, offset measurements, non-isometric lines, inking techniques, illustrations prepared for technical publication, schematic drawing, and introduction to the basic techniques of rendering through the medium of charcoal, pastel chalks, wash, dry brush, tempera and water colors. General technical knowledge and skills used by professional illustrators are practiced in the classroom. Lecture 3 hours, laboratory 6 hours. **Prerequisite:** Engineering 101 or Graphics and Design 165. **Transfer credit: CSU**

### 167—Advanced Technical Graphics 5 Units

Graphics and Design 167 covers the general technical knowledge and skills used by the professional illustrators, with the aim of preparing the student to perform complicated assignments in the preparation of technical publications such as operational handbooks, illustrated parts breakdown, visual aids, and manual concerning maintenance, repair and overhaul procedures. Covers the rotation from the isometric plane in single and double directional rotations. Lecture 3 hours, laboratory 6 hours. **Prerequisite:** Graphics and Design 166.

*Note:* Students must register for the full number of hours for which the course is scheduled, but late registration is permitted provided a vacancy in the class exists and all work missed is made up. **Transfer credit: CSU**

### 168—Advanced Technical Graphics 5 Units

Graphics and Design 168 covers the general technical knowledge and skills used by professional illustrators with the aim of preparing the student to perform complicated assignments in preparation of technical publications and graphic communication presentations. Covers perspective theory, rendering in all manner of graphic arts techniques; the operation, use, and care of the air brush. Creative decisions are necessary in student's approach to visualization of class problems which have underlying requirements of both mechanical and artistic training. Lecture 3 hours, laboratory 6 hours. **Prerequisite:** Graphics and Design 167. **Transfer credit: CSU**

### 169—Industrial Design 5 Units

Graphics and Design 169 covers the design and production of technical graphic communications used by engineers, technicians, scientists, and executive personnel in industry. The student is directed in the design and preparation of presentation material such as: charts, graphs, slide projecturals; exhibits, industrial design models, displays, and technical brochures. Course also covers lettering and type layout reproduction methods and processes used in preparation of graphics. Latest industrial art methods and techniques are studied in order to achieve economy, speed, accuracy. Lecture 3 hours, laboratory 6 hours. **Prerequisite:** Graphics and Design 168. **Transfer credit: CSU**

### 172—Publication Graphics 3 Units

Graphics and Design 172 is designed to increase the student's ability to employ the ingredients, methods, and techniques used in the preparation and production of brochures, reports, proposals, manuals, and audio visuals from start to finish. Though the course does not require skilled art application, it deals with the fundamentals of design, layout, typography, paper, inks, printing, binding, and audio visual preparation. Visiting specialists from related industries will discuss their roles in the graphic arts industry and answer related questions. Lecture 3 hours, laboratory 1 hour. **Prerequisite:** None.

### 173—Industrial Graphics 3 Units

Graphics and Design 173 is a course to prepare the technical illustrator to meet the demands of

industry. Emphasis is placed on extremely high inking and paste-up skills along with isometric construction with rotation from the isometric plane. Students will have an opportunity to work from engineering blueprints and actual rough inputs from industrial engineering organizations. Lecture 3 hours, laboratory 1 hour. **Prerequisite:** None

**175—Graphics/Publications  
Automated Production Industry  
Upgrade and Retraining 1½ Units**

Graphics and Design 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 Verityper 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**

Graphics and Design 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 Verityper, and comparable personal computers using the Do It software materials. Production output training will be available on dot matrix and laser printers, and on prototypes. 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

## GUIDANCE

**189—College Orientation —  
International Students (See Note)**

Special emphasis is placed upon the time schedule, the discovery of the nature and extent of reading difficulties, outlining the lecture and reading assignments, the efficient use of the facilities for study, developing skill in note taking, and preparing for and taking of examinations. Ample opportunity is provided for the consideration of individual study problems and for practicing suggested procedures. **Prerequisite:** None. **Note:** The student may earn one-half, one, two, or three units each semester. For students electing one-half, one, or two units, the course may be repeated for a maximum of three units. Students with a TOEFL score of 500 or higher will elect to take this course.

**190—College Orientation (See Note)**

Special emphasis is placed upon the time schedule, the discovery of the nature and extent of reading difficulties, outlining the lecture and reading assignments, the efficient use of the facilities for study, developing skill in note taking, and preparing for and taking of examinations. Ample opportunity is provided for the consideration of individual study problems and for practicing suggested procedures. **Prerequisite:** None. **Note:** The student may earn one-half, one, two, or three units each semester. For students electing one-half, one, or two units, the course may be repeated for a maximum of three units.

**191—College Orientation —  
Students (See Note)**

Special emphasis is placed upon the time schedule, the discovery of the nature and extent of reading difficulties, outlining the lecture and reading assignments, the efficient use of the facilities for study, developing skill in note taking, and preparing for and taking of examinations. Ample opportunity is provided for the consideration of individual study problems and for practicing suggested procedures. **Prerequisite:** None. **Note:** The student may earn one-half, one, two, or three units each semester. For students electing one-half, one, or two units, the course may be repeated for a maximum of three units.

**192—College Orientation —  
Academic Probation (See Note)**

Special emphasis is placed upon the time schedule, the discovery of the nature and extent of reading difficulties, outlining the lecture and reading assignments, the efficient use of the facilities for study, developing skill in note

taking, and preparing for and taking of examinations. Ample opportunity is provided for the consideration of individual study problems and for practicing suggested procedures. **Prerequisite:** None. **Note:** The student may earn one-half, one, two, or three units each semester. For students electing one-half, one, or two units, the course may be repeated for a maximum of three (3) units.

### 193—Psychology of Adjustment 3 Units

A course designed to increase the student's personal and social maturity; principles of psychology related to better self-understanding and self-actualization. Development of effective study skills through systematic methods of study, increased motivation and self-discipline. Lecture 3 hours. **Prerequisite:** None.

### 194—College Orientation —

#### Study Skills (See Note)

Special emphasis is placed upon the time schedule, the discovery of the nature and extent of reading difficulties, outlining the lecture and reading assignments, the efficient use of the facilities for study, developing skill in note taking, and preparing for and taking of examinations. Ample opportunity is provided for the consideration of individual study problems and for practicing suggested procedures. **Prerequisite:** None. **Note:** The student may earn one-half, one, two, or three units each semester. For students electing one-half, one, or two units, the course may be repeated for a maximum of three units.

### 195—Occupational Planning 1 Unit

Occupational Planning provides students with an opportunity to investigate, analyze, and choose a vocational area that is appropriate in terms of their interests, abilities, and personal needs. Lectures, standardized tests, self-analysis, interviews. Lecture 1 hour. **Prerequisite:** None. **Note:** This course may be taken three times; a maximum of three units may be earned.

### 196—Introduction to

#### Para-Professional Training 3 Units

A survey course covering the development of the para-professional movement with emphasis on the areas of community social services agencies and educational institutions. Resources in community agencies, organization of social services, delivery systems, field visits, current issues in the para-professional movement, training for work in educational agencies and career opportunities are emphasized. Lecture 3 hours. **Prerequisite:** None. **Note:** Required for completion of the Certificate Program in Human Services.

## HEALTH

### 101—First Aid 1 Unit

Prevention and care of accidents or sudden illness. Lecture 2 hours. (9 weeks) **Prerequisite:** None. **Note:** Required of all students for graduation. Recommended for physical education majors. **Transfer credit:** CSU, UC, USC

### 103—Health Education 2 Units

Not offered. **Transfer credit:** CSU, UC, USC

### 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.

## 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, psycho-social aspects, peritoneal dialysis and transplantation. Lecture and clinical experience 30 hours. **Prerequisite:** All applicants are required to take the College Preregistration 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

The growth of western European civilization from the decline of the Roman Empire to the 17th Century. An introduction to the study of history, giving a general perspective of the development of those political, economic, and social institutions which explain our present-day civilization. An attempt is made to orient the student's thinking to present world problems. Lecture 3 hours. **Prerequisite:** A satisfactory score on the Reading and Language subtests of the Preregistration Examination or a "B" average in United States and Government courses in high school or 12 units of college courses with a "C" average. **Note:** Students who have taken History 108 will receive only one unit of credit for History 101. **Transfer credit:** 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:** A satisfactory score on the Reading and Language subtests of the Preregistration Examination or a "B" average in United States History and Government courses in high school or 12 units of college courses with a "C" average. **Note:** Students who have taken History 109 will receive only one unit of credit for History 102. **Transfer credit:** 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:** A satisfactory score on the Reading and Language sub-tests of the Preregistration Examination or a "B" average in United States History and Government courses in high school or 12 units of college courses with a "C" average. **Transfer credit:** 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:** A satisfactory score on the Reading and Language subtests of the Preregistration Examination or a "B" average in United States History and Government courses in high school or 12 units of college courses with a "C" average. **Transfer credit:** 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:** A satisfactory score on the Reading and Language subtests of the Preregistration Examination or a "B" average in United States History and Government courses in high school or 12 units of college courses with a "C" average. **Transfer credit:** CSU, UC, USC

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

A general political survey of the world from earliest times to the Carolingian Empire, c. 800, with emphasis on the development of human ideas, arts, and institutions. Emphasis is placed upon the contributions to civilization made in ancient times by Egypt, Greece, Rome, India, China, and other powers. An attempt is made to give the student a perspective on the past. Lecture 3 hours. **Prerequisite:** A satisfactory score on the Reading and Language subtests of the Preregistration Examination or a "B" average in United States History and Government courses in high school or 12 units of college courses with a "C" average. **Transfer credit:** *CSU, UC, USC*

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

A general political survey of the world from the Carolingian Empire, c. 800, to the French Revolution, c. 1789, with emphasis on the development of human ideas, arts, and institutions. The characteristics of the medieval and modern worlds are examined. The principle factors — cultural, social, economic, and political — which brought the modern world into being are analyzed. Lecture 3 hours. **Prerequisite:** A satisfactory score on the Reading and Language subtests of the Preregistration Examination or a "B" average in United States History and Government courses in high school or 12 units of college courses with a "C" average. **Note:** Students who have taken History 101 will receive only one unit of credit for History 108. **Transfer credit:** *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:** A satisfactory score on the Reading and Language subtests of the Preregistration Examination or a "B" average in United States History and Government courses in high school or 12 units of college courses with a "C" average. **Note:** Students who have taken History 102 will receive only one unit of credit for History 109. **Transfer credit:** *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:** A satisfactory score on the Reading and Language subtests of the Preregistration Examination or a "B" average in United States History and Government courses in high school or 12 units of college courses with a "C" average. **Note:** This course allows only one unit of credit for students who have completed History 117 or Social Science 131 and no credit for those who have completed History 118. **Transfer credit:** *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. **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:** A satisfactory score on the Reading and Language subtests of the Preregistration Examination or a "B" average in United States History and Government courses in high school or 12 units of college courses with a "C" average. **Transfer credit:** *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-Columbian days to the present. The course is designed to meet the needs of the college student who wishes to understand the develop-

ment of the modern Mexican nation. Modern Mexico and its development is the primary concern of this course. Lecture 3 hours. **Prerequisite:** A grade of "C" or better in a college level political science or history course or Social Science 131 or equivalent or satisfactory score on the Reading and Language subtests of the Preregistration Examination. **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:** A satisfactory score on the Reading and Language subtests of the Preregistration Examination or a "B" average in United States History and Government courses in high school or 12 units of college courses with a "C" average. **Note:** 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:** A satisfactory score on the Reading and Language subtests of the Preregistration Examination or a "B" average in United States History and Government courses in high school or 12 units of college courses with a "C" average. **Note:** Second semester standing is recommended for all students. History 117 allows only 1½ units of credit for students who have completed History 110. History 117-118 allows only three units of credit for students who have completed History 110. **Transfer credit:** CSU, UC, USC

#### 118—History of the United States 3 Units

A history of American civilization, the Civil War, Reconstruction, post-war socio-economic patterns, the Progressive Era, World War I, the Depression, World War II, and current commitments. This course (if both semesters are completed) meets the California State requirements in American History and the American Constitution. Lecture 3 hours. **Prerequisite:** A

satisfactory score on the Reading and the Language subtests of the Preregistration Examination or a "B" average in United States History and Government courses in high school or 12 units of college courses with a "C" average. **Note:** Second semester standing is recommended for all students. History 117-118 allows only three units of credit for students who have completed History 110. **Transfer credit:** CSU, UC, USC

#### 119—History of the Far East 3 Units

A general survey of East Asian civilization from antiquity through the nineteenth century. Primary emphasis is placed upon the political, religious, social, and economic development of China and Japan with integrated units on Korea and Southeast Asia. Lecture 3 hours. **Prerequisite:** A satisfactory score on the Reading and Language subtests of the Preregistration Examination or a "B" average in United States History and Government courses in high school or 12 units of college courses with a "C" average. **Transfer credit:** 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:** A satisfactory score on the Reading and Language subtests of the Preregistration Examination or a "B" average in United States History and Government courses in high school or 12 units of college courses with a "C" average. **Note:** History 119 is recommended. **Transfer credit:** 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. **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:** A satisfactory score on the Read-

ing and Language subtests of the Preregistration Examination or 12 units of college courses with a "C" average or better. **Transfer credit:** *CSU, UC, USC*

**151—The United States in the Twentieth Century 3 Units**

History 151 is designed for the non-transfer student; this course analyzes the political, economic, and social history of the United States since 1900. Emphasis is placed on the critical issues of contemporary life in the perspective of their historical background in the current century. Meets the U.S. History requirement for the A.A. degree. Lecture 3 hours. **Prerequisite:** None.

**ECONOMIC HISTORY OF THE UNITED STATES, See Economics 111**

**INTRODUCTION TO SOCIAL SCIENCE, See Social Science 125-126, 131-132**

**HUMANITIES**

**105—The Human Struggle 3 Units**

Humanities 105 is an interdisciplinary, intercultural, team-taught course designed to challenge students to think, read, discuss, and write critically as they evaluate some of the most relevant issues faced by humans throughout their history. 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. Through comparative analyses of readings and materials from various disciplines, students evaluate whether the solutions of the past are compatible with the problems of today and tomorrow. 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*

**110—Science, Literature, and Human Insight 3 Units**

Humanities 110 is an interdisciplinary, team-taught course in which students learn to apply the principles of comparative critical analysis in order to better understand the relationships between 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 ideas, and to reach logical conclusions. Through their study of literature, students learn about human 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 (Formerly English 135) 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. Lecture 3 hours. **Prerequisite:** Eligibility for English 101. **Transfer credit:** *CSU, UC, USC*

**120—Music/Art/Literature Survey (Formerly Music/Art/English 205) 3 Units**

Humanities 120 is a study of the art, music and literature of the western world from the classical era to the present day, focusing on the major figures in each period and the ideas that influenced them. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** *CSU, UC, USC*

**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 career students develop human values that may influence their personal and professional growth throughout their lives. Contemporary problems are evaluated in relation to a broad time context. Intercultural considerations are examined. 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 use information presented in the course to prepare case studies related to their individual fields. Students also examine social and ethical responsibilities associated with their careers or professions and develop an awareness of the relationship between cultural resources and career satisfaction. Lecture 3 hours. **Prerequisite:** Grade of "C" or better in English 120 or English 165 or Business—General 101 or English 131 or a satisfactory score on the English Placement Examination.

**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 101. **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. Study and practice, 3 hours. **Prerequisite:** None. **Note:** This course may be taken 2 times; a maximum of 4 units may be earned. No credit will be granted to those students who have taken Italian 102 prior to Italian 110, or who take Italian 102 concurrently with Italian 110.

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

Italian 111 is an introduction to Italian with emphasis on developing essential skills in communication. The verbal active method is used, stressing oral expression. The course also develops a working knowledge of reading and writing Italian. Study and practice, 3 hours. **Prerequisite:** Italian 110 or equivalent. **Note:** This course may be taken 2 times; a maximum of 4 units may be earned. No credit will be granted to those students who have taken Italian 102 prior to Italian 111, or who take Italian 102 concurrently with Italian 111.

**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

## JOURNALISM

### 101—Introduction to Mass Communications 3 Units

A survey of the mass communication media, including newspapers, magazines, radio, and television, with emphasis on the newspaper. Study of theory and function of news, features, editorials, and advertising, historical development of the media, legal freedoms and limitations of the media, and the ethics of communication. Stress is placed on the relationships and responsibilities of the mass media to society. Lecture 3 hours. **Prerequisite:** Eligibility for English 101. **Transfer credit:** CSU, UC, USC

### 102—Reporting the News 3 Units

An introductory course in the gathering and writing of news, features, and editorials. Emphasis on clear and concise written expression with laboratory drill in English fundamentals. Study of news sources, acceptable forms for stories, style and methods of various media, elementary editing, and law and ethics of communication. Newspapers and other media at the local community level as well as the national metropolitan levels are utilized. Lecture 3 hours, laboratory 1 hour. **Prerequisite:** Eligibility for English 101. **Transfer credit:** CSU, UC, USC

### 103—News Writing and Newspaper Production 3 Units

A course in writing news, feature, and editorial copy, copy reading and editing, headline writing, newspaper layout and make-up and the mechanics of newspaper production. Study of law and ethics of the press and over-all emphasis on the function and responsibility of the newspaper. Second semester stress is on interpretative reporting. Class produces the campus newspaper *El Vaquero*. Lecture 2 hours, laboratory 4 hours. **Prerequisite:** Journalism 102, professional publication experience or newspaper experience on the college level. **Transfer credit:** CSU, UC

### 104—Advanced News Writing and Newspaper Production 3 Units

An advanced course in writing news, feature, and editorial copy, copy reading and editing, headline writing, newspaper layout and make-

up, and the mechanics of newspaper production. Study of law and ethics of the press and over-all emphasis on the function and responsibility of the newspaper. Second semester stress is on interpretative reporting. Class produces the campus newspaper *El Vaquero*. Lecture 2 hours, laboratory 4 hours. **Prerequisite:** Journalism 102 or Journalism 103. **Note:** This course may be 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 interpretative 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 three times; a maximum of six 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:** Journalism 102 and Television 101 or equivalent. **Note:** This course may be taken three times; a maximum of nine units may be earned. **Transfer credit:** CSU

## LATIN

### 101—Beginning Latin 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—Elementary Latin 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**

**LAW FOR THE LAYMAN, See Business Administration 130**

## 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 English 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**  
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 English 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**  
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

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

More advanced and complicated operations of machine tools and equipment. Lectures and demonstrations will include a thorough investigation of heat-treatment of metals, special metals and their uses, abrasives, grinding wheels, and efficient use of surface, cylindrical, and tool cutter grinders. Basic tool and die work in which the student designs and builds jigs and fixtures if offered to students showing advanced abilities. Lecture 3 hours, laboratory 6 hours. *Prerequisite:* Machine Technology 103. Concurrent enrollment in one of the following is recommended, but not required for Certificate of Completion: Welding 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

A course to provide practice on machine shop equipment. Students will work on individual projects which they will retain for their use. Training received in this course will develop an ability to visualize and perform various functions necessary in the machine trade. Lecture 1 hour, laboratory 3 hours. *Prerequisite:* None. *Note:* Credit per semester will be indicated on Schedule. A maximum of 32 units of credit will be allowed for the combined work of Machine Technology 107 and Machine Technology 108. *Transfer credit: CSU*

### 108—Machine Practice II 2 Units

A course to provide practice on machine shop equipment. Students will work on individual projects which they will retain for their use. Training received in this course will develop an ability to visualize and perform various functions necessary in the machine trade. Lecture 1 hour, laboratory 3 hours. *Prerequisite:* Machine Technology 107. *Note:* Credit per semester will be indicated on Schedule. A maximum of 32 units of credit will be allowed for the combined work of Machine Technology 107 and Machine Technology 108. *Transfer credit: CSU*

### 109—Principles of Tool Engineering 5 Units

Advanced course in machine shop training presenting systems of production, interchangeability, and dimensioning as they pertain to tool design and construction of drill jigs, milling, grinding, and lathe fixtures, locating and clamping of parts, tooling for horizontal turret lathes, and toolroom inspection and gauging will be studied. The tool engineer and designer's training, duties and place in a manufacturing organization are investigated. Lecture 3 hours, laboratory 6 hours. *Prerequisite:* Machine Technology 104. *Note:* Students must register for the full number of hours for which the course is scheduled, but late registration is permitted provided a vacancy in the class exists. *Transfer credit: CSU*

### 110—Principles of Numerical Control 5 Units

This advanced course in machine technology presents principles of numerical control, preparation of machining programs and development of control tapes. Design and construction of tools and fixtures, selection and modification of tooling will be studied. Lecture 3 hours, laboratory 6 hours. *Prerequisite:* Machine Technology 102. *Transfer credit: CSU*

### 111—Principles of Numerical Control 3 Units

This course in machine technology presents principles of numerical control, preparation of machining programs and development of control tapes. It is designed for the advanced machine technology student who wishes to explore the field of numerically controlled machining. Lecture 3 hours. *Prerequisite:* Machine Technology 102 or equivalent. *Note:* No credit will be granted to students who have received credit for Machine Technology 110.

### 112—Machine Practice III 1-4 Units

Machine Technology 112 is designed to allow

students or industrial workers to improve and update their machining skills. Areas which are available are lathe, mill, drill, grinding, and inspection, for the purpose of job advancement. Laboratory 3-12 hours. **Prerequisite:** Machine Technology 101, or equivalent. **Note:** Hours to vary according to students' needs; 48 hours laboratory equals one unit. This course may be taken twice; a maximum of eight units may be earned.

## 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, USC

### 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 tech-

niques 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.

## INDUSTRIAL ENGLISH, See English 131-132

## MARKETING AND DISTRIBUTION

#### 105—Principles of Marketing

3 Units

Marketing and Distribution 105 is an introductory course intended to acquaint students with the business practices involved in the activities of moving goods and services from the producer to the ultimate consumer. The course reviews the marketing system and the psychology and sociology of consumer decisions. Additional areas of interest include retailing, wholesaling, new product decisions, pricing, distribution, advertising, and marketing research. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSU, USC

#### 110—Store Management and

##### Merchandising

3 Units

Marketing and Distribution 110 considers problems which are of concern to the store manager, a department store buyer, or to the person who wishes to organize and operate a small store. The course covers plans for financing, selection of location, choice of partnership or corporation, selection and training of employees, merchandising policies, problems of mark-up, mark-down, turnover, stock control, inventory methods, layouts, advertising, and display. Outside speakers from local stores will be scheduled. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSU

#### 115—Fundamentals of Selling

2 Units

Marketing and Distribution 115 is a expertise class in which each student selects a sales proposition, makes a careful study of it, and presents it before the class. The methods of approaching a prospect, demonstrating the goods, and closing the sale are discussed and reviewed. Fundamental principles of retail, wholesale and specialty selling are discussed. Successful salespersons are invited to give demonstrations of how sales actually are made. Lecture 2 hours. **Prerequisite:** None. **Transfer credit:** CSU

#### 120—Advertising

2 Units

Marketing and Distribution 120 is an introductory course in the purpose and principles of advertising, including the organization and functions of advertising agencies. Buying motives and the writing of good copy are studied. Radio, television, and outdoor advertising methods and costs are covered. Lecture 2

hours. **Prerequisite:** None. **Note:** 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. No credit will be granted to students who have completed Fashion 125. **Transfer credit:** *CSU*

**122—The Business of Radio** 3 Units  
Marketing and Distribution 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  
Marketing and Distribution 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:** Graphics and Design 175. **Note:** This course may not be taken for credit by students who have completed Computer and Information Systems 123. **Transfer credit:** *CSU*

**125—Fashion Merchandising** 2 Units  
Marketing and Distribution 125 is a study of principles of fashion. Includes a study of fashion designers, apparel producers, and fashion retailers. Lecture 2 hours. **Prerequisite:** None. **Note:** This course may not be taken for credit by students who have completed Fashion 125. **Transfer credit:** *CSU*

**MATERIALS AND PROCESSES, See Technical Education 146**  
**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, 129, 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  
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. **Transfer credit:** *CSU, USC*

**102—Trigonometry** 3 Units  
A course in plane trigonometry which emphasizes the analytic aspects of the subject including trigonometric functions of right, acute and related angles, trigonometric identities and equations, radian measure, functions of two angles, logarithms, right and oblique triangles, inverse functions, complex numbers. Lecture 3 hours. **Prerequisite:** Mathematics 101 with a grade of "C" or better and Mathematics 140 with a grade of "C" or better, or two years of algebra and one year of plane geometry in high school with grades of "C" or better 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*

#### 104—Calculus and Analytic Geometry

5 Units

Transcendental functions, polar coordinates, techniques of integration, conic sections, indeterminate forms and infinite series. Lecture 5 hours. **Prerequisite:** Mathematics 103 with a grade of "C" or better. **Transfer credit:** *CSU, UC, USC*

#### 105—Calculus and Analytic Geometry

4 Units

Vectors in the plane and 3 dimensional space, the differential calculus of functions of several variables, multiple integration. Lecture 4 hours. **Prerequisite:** Mathematics 104 with a grade of "C" or better. **Transfer credit:** *CSU, UC, USC*

#### 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. No credit will be granted to 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 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. No credit will be granted to 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*

#### 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 con-

strained 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

**129—Computer Programming Algorithms, an Introduction 2 Units**

Mathematics 129 is an introduction to the basic concepts of programming algorithms. The basic structures are defined and used to develop algorithms of varying degrees of difficulty. Algorithms are represented by flow charts and block-flow diagrams. Top-down design is emphasized. Lecture 2 hours. **Prerequisite:** Mathematics 101 with a grade of "C" or better, or two years of algebra in high school with grades of "C" or better and a satisfactory score on the Mathematics Placement Examination. **Transfer credit:** CSU, UC, USC

**130—Fortran Programming 2 Units**

Mathematics 130 is designed to introduce the student to the techniques of writing a program in FORTRAN, with mathematical and scientific application. Use of a computer to test programs will be a significant part of the course. Lecture 2 hours. **Prerequisite:** Mathematics 129 with a grade of "C" or better. **Transfer credit:** CSU, UC, USC

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

Not offered. **Transfer credit:** CSU, USC

**140—Plane Geometry 3 Units**

A comprehensive course in plane geometry: sets and geometric figures, congruence, parallel lines and parallelograms, circles, inequalities, proportion and similar polygons, loci, constructions, areas of polygons. Lecture 3 hours. **Prerequisite:** Mathematics 141 with a grade of "C" or better, or 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**

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:** No credit will be granted to students who have received credit 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  $\frac{1}{2}$ -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  $\frac{1}{2}$  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 (Formerly Guidance 190)**

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 143;**  
**Electronics & Computer Technology 100**

**MICROBIOLOGY, See Biology 112**



## 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. 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

**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. Students are expected to attend a required number of live performances and submit concert reports. 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. **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 four times; a maximum of four 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 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 four times; a maximum of eight units may be earned. **Transfer credit:** CSU, UC, USC

**132—Vocal Ensembles****2 Unit**

Music 132 is the study and performance of cho-

ral 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 6 times; a maximum of 12 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 1 hour. **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 four times; a maximum of eight 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 repeated for credit but not more than eight units will be granted in Music 135, 136, and 137. **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 expres-

sion. 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 repeated for credit but not more than eight units in Music 135, 136, and 137 will be granted. **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 participation may be expected. Lecture 3 hours. **Prerequisite:** Music 136 or equivalent. **Note:** This course may be repeated for credit, but not more than eight units in Music 135, 136, and 137 will be granted by Glendale Community College. **Transfer credit:** CSU, UC, USC

### 138—Private Study in Music With Off-Campus Teachers 1-2 Units

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:** A total of four (4) units may be earned for this course. **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 six times; a maximum of six units may

be earned. An audition may be required. **Transfer credit:** CSU, UC, USC

**143—Stage Band** 1 Unit  
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 six times; a maximum of six units may be earned. **Transfer credit:** CSU, UC, USC

**144—Woodwind Ensemble** 1 Unit  
A small instrumental group which plays for College and community activities. Emphasis on balance, dynamics, phrasing, and interpretation. Instruction 2 hours, directed practice by arrangement 3 hours. **Prerequisite:** Ability to play a musical instrument in a band or orchestra. **Note:** This course may be taken six times; a maximum of six units may be earned. **Transfer credit:** CSU, UC, USC

**145—Brass Ensemble** 1 Unit  
A small instrumental group which plays for College and community activities. Emphasis on balance, dynamics, phrasing, and interpretation. Instruction 2 hours, directed practice by arrangement 3 hours. **Prerequisite:** Ability to play a musical instrument in a band or orchestra. **Note:** This course may be taken six times; a maximum of six 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  
A small instrumental group which plays for Col-

lege and community activities. Emphasis on balance, dynamics, phrasing, and interpretation. Instruction 2 hours, directed practice by arrangement 3 hours. **Prerequisite:** Ability to play a musical instrument in a band or orchestra. **Note:** This course may be taken six times; a maximum of six units may be earned. **Transfer credit:** CSU, UC, USC

**155—Introduction to Music and Art** 3 Units  
Music 155 is 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 Art 155. **Transfer credit:** CSU

**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 repeated for credit but not more than eight (8) units in Music 156, 157, 158, 159 will be granted by Glendale Community College. **Transfer credit:** 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 repeated for credit, but not more than eight

(8) units in Music 156, 157, 158, 159 will be granted by Glendale Community College.  
**Transfer credit: 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 repeated for credit, but not more than eight (8) units in Music 156, 157, 158, 159 will be granted by Glendale Community College. **Transfer credit: 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 repeated for credit, but not more than eight (8) units in Music 156, 157, 158, 159 will be granted by Glendale Community College. **Transfer credit: 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 repeated for credit but not more than eight units in piano will be granted for Music 160, 161, 162, 163. It is recommended that the student have a piano available for practice and is expected to practice one (1) hour a day. **Transfer credit: CSU, UC, USC**

**161—Piano II 2 Units**  
A course for the advancement of the beginning pianist in skills, interpretation and tonal coloring. Lecture 2 hours. **Prerequisite:** Music 160 or one-half year of piano experience. **Note:** This course may be repeated for credit but not more than eight units in piano will be granted by Glendale Community College for Music 160, 161, 162, 163. It is recommended that the student has a piano available for practice and is expected to practice one (1) hour a day. **Transfer credit: CSU, UC, USC**

**162—Piano III 2 Units**  
The theory and interpretation of works from the preclassical, classical, and romantic periods as well as modern or contemporary music. Emphasis on development of technique, style, tone-color, dynamics and phrasing. Lecture 2, hours. **Prerequisite:** Music 161 or one year of piano experience. **Note:** This course may be repeated for credit but not more than eight units in piano will be granted by Glendale Community College for Music 160, 161, 162, 163. It is recommended that the student has a piano available for practice and is expected to practice one (1) hour a day. **Transfer credit: 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 repeated for credit but not more than eight units in piano will be granted by Glendale Community College for Music 160, 161, 162, 163. It is recommended that the student 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 2-4 hours. Laboratory 3-6 hours. **Prerequisite:** Ability to sight read and play with ease piano literature of more than moderate difficulty. **Note:** The student may take accompanist training for one (1) or two (2) units each semester. A proportionate amount of work will be required according to the number of units elected by the student and signed for at the time of registration. **Transfer credit: 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 four times; a maximum of eight 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 twice; a maximum of four 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 twice; a maximum of four units may be earned. **Transfer credit:** CSU, UC

#### 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 four times; a maximum of twelve 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 com-

mercial 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

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 repeated for credit but not more than eight (8) units in Music 185, 186, 187 and 188 will be granted by Glendale Community College. The student is expected to practice one (1) hour a day. **Transfer credit:** 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 repeated for credit but not more than eight (8) units in Music 185, 186, 187 and 188 will be granted by Glendale Community College.

The student is expected to practice one (1) hour a day. **Transfer credit:** *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 repeated for credit but not more than eight (8) units in Music 185, 186, 187 and 188 will be granted by Glendale Community College. The student is expected to practice one (1) hour a day. **Transfer credit:** *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 repeated for credit but not more than eight (8) units in Music 185, 186, 187 and 188 will be granted by Glendale Community College. The student is expected to practice one (1) hour a day. **Transfer credit:** *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 repeated for credit but not more than eight (8) units may be earned in Music 190, 191, 192, and 193. Students are expected to practice at least one (1) hour a day. **Transfer credit:** *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 repeated for credit but not more than eight (8) units may be earned in Music 190, 191, 192, and 193. Students are expected to practice at least one (1) hour a day. **Transfer credit:** *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 repeated for credit but not

more than eight (8) units may be earned in Music 190, 191, 192, and 193. Students are expected to practice at least one (1) hour a day. **Transfer credit:** *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 repeated for credit but not more than eight (8) units may be earned in Music 190, 191, 192, and 193. Students are expected to practice at least one (1) hour a day. **Transfer credit:** *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 repeated for credit, but not more than eight (8) units may be earned in Music 195, 196, 197 and 198. Students are expected to practice at least one (1) hour a day. **Transfer credit:** *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 repeated for credit, but not more than eight (8) units may be earned in Music 195, 196, 197, and 198. Students are expected to practice at least one (1) hour a day. **Transfer credit:** *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 repeated for credit, but not more than eight (8) units may be earned in Music 195, 196, 197 and 198. Students are expected to practice at least one (1) hour a day. **Transfer credit:** *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

repeated for credit, but not more than eight (8) units may be earned in Music 195, 196, 197 and 198. Students are expected to practice at least one (1) hour a day. **Transfer credit:** *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 twice; a maximum of four 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.

**NATURAL HISTORY, See Biology 130**

**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 twice; a maximum of four units may be earned.

**NURSING, See Allied Health**

**NUTRITION, See Family and Consumer Studies 125, 225**

**OCEANOGRAPHY**

**115—Oceanography**

**4 Units**

Introduction to physical, chemical, and geologic and biologic oceanography. Field study will include cruises on oceanographic research vessels when possible, examination of off-shore drilling platforms and the investigation of physical and biologic phenomena along the California coast. Lecture 3 hours per week, field study 2½ days per semester. **Prerequisite:** None. **Note:** The student is responsible for transportation costs of approximately \$10 connected with the field study. **Transfer credit:** *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) or Office Administration 200 (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) or Office Administration 200 (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, with a maximum of five units for this course. **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, with a maximum of three units for this course. **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). **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:** A student may take

this course for 1-2 units each semester, with a maximum of two units for this course.

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

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:** A student may take this course for 1-2 units each semester, with a maximum of six units for this course.

**162—Legal Procedures 5 Units  
(Formerly Office Administration 160 and 161)**

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:** 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. **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  
(Formerly Office Administration 180 and 181)**

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:** No credit will be granted to students who have completed Office Administration 180 and 181.

**185—Medical Office Procedures — Administrative 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 mediological 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.

**201—Keyboarding for Information Processors 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.

**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, with a maximum of three units for the course. **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, with a maximum of three units for the course. **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, with a maximum of three units for the course. **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:** A student may take this course for a maximum of four (4) units. 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 (Formerly Office Administration 240 and 245)** 1-2 Units  
Not offered.

**250—Word Processing Systems I** 1-3 Units  
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:** Con-

current 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 three units credit may be earned in Office Administration 250 and Computer and 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. *Note:* No credit will be granted to students who have completed Computer and Information Systems 252.

#### **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. A maximum of three units of credit may be earned in Office Administration 255 and Computer and Information Systems 255.

#### **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 four times; a maximum of four units may be earned on different hardware and software.

## PALEONTOLOGY

#### **101—General Paleontology 3 Units**

A survey of the classification and history of life including both plants and animals. An interpretation of the significance of fossils as evidence of organic evolution and of the adaptations of life to its physical and biological environments. The sequences of floras and faunas as found in the rocks. An outline of the human's physical development. Lecture 3 hours. **Prerequisite:** None. *Note:* A good high school record or second semester standing is recommended. **Transfer credit: CSU, UC, USC**

## PROFESSIONAL APPEARANCE, See Family and Consumer Studies 133

### PHILOSOPHY

#### 101—Introduction to Philosophy 3 Units

An overview of the classical and modern problems of philosophy. A consideration of the nature of knowledge, views of the cosmos or world, and the problems of truth, beauty, ethics, and theology. Lecture 3 hours. **Prerequisite:** Sophomore standing preferred. A satisfactory score on the Reading and Language subtests of the Preregistration Examination or a "B" average in United States History and Government courses in high school or 12 units of college courses with a "C" average. **Transfer credit:** *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:** A satisfactory score on the Reading and Language subtests of the Preregistration Examination or a "B" average in United States History and Government courses in high school or 12 units of college courses with a "C" average. **Transfer credit:** *CSU, UC, USC*

#### 113—Comparative World Religions: Near East 3 Units

A comparative study of the salient ideas and philosophical developments in Zoroastrianism, Judaism, Christianity, Islam, and the primitive and national religions of the past. Lecture 3 hours. **Prerequisite:** A satisfactory score on the Reading and Language subtests of the Preregistration Examination, or a "B" average in United States History and Government courses in high school or 12 units of college courses with a "C" average. **Transfer credit:** *CSU, UC, USC*

#### 114—Comparative World Religions: Far East 3 Units

A comparative study of the salient ideas and philosophical developments in Hinduism, Buddhism, other Indian religions, Taoism, Confucianism, and Shinto. Lecture 3 hours. **Prerequisite:** A satisfactory score on the Reading and Language subtests of the Preregistration Examination or a "B" average in United States History and Government courses in high school or 12 units of college courses with a "C" average. **Transfer credit:** *CSU, UC, USC*

#### 116—Ethics 3 Units

An analysis of the concept of the good, the scope of morality, the deterministic controversy, the standards of evaluation, and the major ethical systems. Attention is given to contemporary positivism, John Dewey, Marxist ethics, authority as an ethical principle, intuitionism, egoistic hedonism, utilitarianism, ethical idealism, Immanuel Kant, modern Aristotelianism, and existentialism. Lecture 3 hours. **Prerequisite:** A satisfactory score on the Reading and Language subtests of the Preregistration Examination, or a "B" average in United States History and Government courses in high school or 12 units of college courses with a "C" average. **Transfer credit:** *CSU, UC, USC*

#### 117—Introduction to Logic 3 Units

A study of the structure and functions of language, inductive and deductive forms of reasoning and argumentation. Includes the study of formal argumentation and its application to ordinary language, symbolic forms of reasoning, and propositional functions. Analyzes analogical argumentation, the methods of experimental inquiry, the nature of scientific hypothesis, and probability theory. Lecture 3 hours. **Prerequisite:** A satisfactory score on the Reading and Language subtests of the Preregistration Examination, or a "B" average in United States History and Government courses in high school or 12 units of college courses with a "C" average. **Transfer credit:** *CSU, UC, USC*

#### 119—History of Philosophy: Ancient Period 3 Units

A critical study of the philosophic systems and ideas of the Western civilization from the ancient Greeks to the end of the Medieval period, with special emphasis on the Pre-Socratics, Plato, Aristotle, Roman philosophical thinkers, and the impact of Christian thought on Western

## PHOTOGRAPHY

culture. Lecture 3 hours. **Prerequisite:** A satisfactory score on the Reading and Language subtests of the Preregistration Examination, or a "B" average in United States History and Government courses in high school or 12 units of college courses with a "C" average. **Transfer credit:** CSU, UC, USC

### 120—History of Philosophy: Modern Period 3 Units

A critical study of the philosophic systems and ideas of the modern period which have had a dominant impact on Western civilization, with special emphasis on Descartes, Spinoza, Leibniz, Locke, Berkeley, Hume, Kant, Hegel, Marx, Nietzsche, Twentieth Century British and American philosophers. Lecture 3 hours. **Prerequisite:** A satisfactory score on the Reading and Language subtests of the Preregistration Examination, or a "B" average in United States History and Government courses in high school or 12 units of college courses with a "C" average. **Transfer credit:** 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:** A satisfactory score on the Reading and Language subtests of the Preregistration Examination, or a "B" average in United States History and Government courses in high school or 12 units of college courses with a "C" average. **Transfer credit:** 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:** A satisfactory score on the Reading and Language sub-tests of the Preregistration Examination or a "B" average in United States History and Government courses in high school or 12 units of college courses with a "C" average. **Transfer credit:** CSU, UC

### 101—Introduction to Photography 2 Units

Photography 101 is a survey of still cameras; characteristics of lenses and shutters; experience in printing and practice in composition. Photographic nomenclature. 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 Photography 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. The course may be repeated for a total of six units. **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. The course may be repeated for a total of ten units. **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. The course may be repeated for a total of six units. Art 113 is recommended. Special assignments will be required for architecture majors. **Transfer credit:** 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 twice; a maximum of four units may be earned. **Transfer credit:** CSU, UC, USC

**109—Color Photography I** 2 Units  
Photography 109 covers the basic knowledge and steps in color film processing. Emphasis on negative and positive color is stressed. Lecture 1 hour, laboratory 3 hours. **Prerequisite:** A photography laboratory course in high school or college, or equivalent. **Transfer credit:** 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.

\*The College reserves the right to retain student work for one year for exhibit purposes.

**MOTION PICTURE, See Art 110**

## PHYSICAL EDUCATION

All first-time college students are required to enroll in physical education activity classes for their first two consecutive semesters of attendance at Glendale Community College, except that persons may be exempt upon presentation of evidence that they (1) have attained the age of 21 years, or (2) are registered for 8 units or less, or (3) have a medical excuse on file, or (4) are enrolled in special programs such as extended day only, licensed vocational nursing, or block-unit occupational programs.

It is recommended that a variety of activities be taken during a student's attendance at Glendale Community College. It is possible to repeat the same class for more than one semester. All classes are coeducational unless otherwise noted.

**120—Introduction to Physical Education** ½-2½ Units  
A course designed to acquaint prospective teachers with the social, physical, and professional demands of physical education. A preview of the profession of physical education as a whole is gained through testing, class reci-

tation 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  
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

**130—Adapted Activities** ½-2½ Units  
A diversified program of developmental activities for students with disabilities which prevent their participation in a regular physical education program. The emphasis is on the student's remaining abilities, not their disabilities. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** A medical excuse on file with the school nurse that exempts the student from all scheduled physical education activities. **Transfer credit:** CSU, UC, USC

**135—Beginning Archery** ½-2½ Units  
Not Offered. *Transfer credit: CSU, UC, USC*

**136—Intermediate Archery** ½-2½ Units  
Not offered. *Transfer credit: CSU, UC, USC*

**137—Advanced Archery (Varsity)** ½-2½ Units  
Not Offered. *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*

**162—Beginning Bicycling** ½-2½ Units  
Not Offered. *Transfer credit: CSU, UC, USC*

**163—Intermediate Bicycling** ½-2½ Units  
Not Offered. *Transfer credit: CSU, UC, USC*

**164—Rhythmic Aerobics** ½-2½ Units  
Physical Education 164 offers vigorous exercise set to contemporary music. The course is designed for students wishing to develop or maintain aerobic fitness while also learning about the physiology of fitness. Routines of rhythmic exercise are designed to develop or maintain cardio-respiratory endurance and body flexibility. The course is designed for students at all levels of fitness. Lecture 1-1½, laboratory 1½-3½ hours. *Prerequisite:* None. *Transfer credit: CSU, UC, USC*

**166—Weight Training for Women** ½-2½ 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)** ½-2½ 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)** ½-2½ 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

**170—Bowling** ½-2½ Units

Instruction and practice in the fundamental techniques and rules of the game. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** None. **Note:** Each student is responsible for the lane fee. **Transfer credit:** CSU, UC, USC

**172—Cross-Country Running (Varsity) (Men)** ½-2½ 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

Designed to competitive participation. Fall Semester only. Lecture 1½ hours, laboratory 3½ hours. **Prerequisite:** None. **Note:** Recommended for distance runners and track students wishing to condition themselves for track. **Transfer credit:** CSU, UC, USC

**194—Structural Dynamics and Stretch** ½-2½ 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:** Physical Education 198 taken concurrently. **Note:** Recommended for physical education majors. This course may be repeated for a total of four (4) units. **Transfer credit:** CSU, UC, USC

**197—Intermediate Football** ½-2½ 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)** ½-2½ Units

Development of team play for competitive participation. Fall Semester only. Daily. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** Previous experience on an organized team. **Note:** Limited to students trying out for varsity team. **Transfer credit:** 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** 1/2-2 1/2 Units  
 Physical Education 208 covers techniques in tumbling and apparatus activities with emphasis upon body balance, coordination, and rhythm. Lecture 1/2-1 1/2 hours, laboratory 1 1/2-3 1/2 hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

**213—Hiking and Backpacking** 1/2-2 1/2 Units  
 Not Offered. *Transfer credit:* CSU, UC, USC

**218—Beginning Judo** 1/2-2 1/2 Units  
 Not Offered. *Transfer credit:* CSU, UC, USC

**219—Martial Arts** 1/2-2 1/2 Units  
 Not Offered. *Transfer credit:* CSU, UC, USC

**220—Judo** 1/2-2 1/2 Units  
 Not Offered. *Transfer credit:* CSU, UC, USC

**222—Paddle Tennis** 1/2-2 1/2 Units  
 Instruction and practice in the basic strokes, fundamental techniques, and rules of the game. A sport very similar to regular tennis. Lecture 1/2-1 1/2 hours, laboratory 1 1/2-3 1/2 hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

**224—Racquetball** 1/2-2 1/2 Units  
 Introduction and practice in the fundamental techniques and rules of the game. Each student is responsible for a minimal court fee. Lecture 1/2-1 1/2 hours, laboratory 1 1/2-3 1/2 hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

**226—Running Aerobics** 1-2 1/2 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 1/2-1 1/2 hours, laboratory 1 1/2-3 1/2 hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

**227—Self Defense for the Woman** 1/2-2 1/2 Units  
 Physical Education 227 teaches practical self-defense techniques for women stressing both physical and psychological preparedness for defense. Lecture 1/2-1 1/2 hours, laboratory 1 1/2-3 1/2 hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

**229—Soccer** 1/2-2 1/2 Units  
 Instruction and practice in the basic fundamentals, techniques, and rules. Development of team play, with emphasis on offensive and defensive strategy. Lecture 1/2-1 1/2 hours, laboratory 1 1/2-3 1/2 hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

**230—Advanced Soccer** 1/2-2 1/2 Units  
 Instruction and practice in intercollegiate play including techniques, rules, strategy, and history as well as comprehensive physical training. Lecture 1/2-1 1/2 hours, laboratory 1 1/2-3 1/2 hours. *Prerequisite:* None. *Note:* Some experience playing soccer is recommended. *Transfer credit:* CSU, UC, USC

**231—Softball** 1/2-2 1/2 Units  
 This course will furnish practice in the fundamental skills of throwing, fielding, hitting, and team play. Instruction in rules and game strategy will be given. Conditioning and stretching exercises are presented to increase strength and flexibility. Lecture 1/2-1 1/2 hours, laboratory 1 1/2-3 1/2 hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

**235—Advanced Softball (Varsity)** 1/2-2 1/2 Units  
 Physical Education 235 provides the opportunity for individual instruction and development of team play for competitive participation with other community colleges. Lecture 1/2-1 1/2 hours, laboratory 1 1/2-3 1/2 hours. *Prerequisite:* Some previous playing experience in softball. *Note:* Limited to students competing for the varsity team. *Transfer credit:* CSU, UC, USC

**237—Beginning Swimming** 1/2-2 1/2 Units  
 Not Offered. *Transfer credit:* CSU, UC, USC

**238—Intermediate Swimming** 1/2-2 1/2 Units  
 Not Offered. *Transfer credit:* CSU, UC, USC

**239—Swimming Conditioning** 1/2-2 1/2 Units  
 Not Offered. *Transfer credit:* CSU, UC, USC

**240—Advanced Swimming and Diving (Varsity)** 1/2-2 1/2 Units  
 Not Offered. *Transfer credit:* CSU, UC, USC

**242—Beginning Diving** 1/2-2 1/2 Units  
 Not Offered. *Transfer credit:* CSU, UC, USC

**245—Intermediate Water Polo** 1/2-2 1/2 Units  
 Not Offered. *Transfer credit:* CSU, UC, USC

**247—Advanced Water Polo (Varsity)** 1/2-2 1/2 Units  
 Not offered. *Transfer credit:* CSU, UC, USC

**250—Senior Lifesaving** 1/2-2 1/2 Units  
 Not Offered. *Transfer credit:* CSU, UC, USC

**253—Water Safety Instruction** ½-2½ Units  
Not Offered. *Transfer credit: CSU, UC, USC*

**256—Synchronized Swimming** ½-2½ Units  
Not Offered. *Transfer credit: CSU, UC, USC*

**259—Underwater Safety Instruction** ½-2½ Units  
Not offered. *Transfer credit: CSU, UC, USC*

**261—Beginning Tennis** ½-2½ Units  
Instruction and practice in the basic strokes, fundamental techniques and rules of the game. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None. *Transfer credit: CSU, UC, USC*

**262—Intermediate Tennis** ½-2½ Units  
Instruction and practice in individual fundamentals, development of team play and court strategy. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* Some previous playing experience in tennis. *Transfer credit: CSU, UC, USC*

**263—Advanced Tennis** ½-2½ Units  
Individual instruction and development of advanced techniques for competitive participation. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* Physical Education 262 or equivalent. *Transfer credit: CSU, UC, USC*

**266—Advanced Tennis (Varsity) (Men)** ½-2½ 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)** ½-2½ Units  
Development of advanced techniques for competitive participation with other community colleges. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* Some previous experience in tennis. *Note:* Recommended for students trying out for the varsity team. Offered Spring Semester only. *Transfer credit: CSU, UC, USC*

**270—Intermediate Track and Field** ½-2½ 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)** ½-2½ 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  
Designed for competitive participation. Spring Semester only. Lecture 1½ hours, laboratory 3½ hours. *Prerequisite:* None. *Note:* Limited to students trying out for the varsity team. *Transfer credit: CSU, UC, USC*

**274—Beginning Volleyball** ½-2½ Units  
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** ½-2½ Units  
Instruction and practice in volleyball techniques with team tournaments for experienced players. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* Physical Education 274 or equivalent. *Transfer credit: CSU, UC, USC*

**276—Advanced Volleyball** ½-2½ Units  
Development of advanced techniques in volleyball for competitive participation with other community colleges. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* Physical Education 275 or equivalent. *Transfer credit: CSU, UC, USC*

**281—Advanced Volleyball (Varsity) (Men)** ½-2½ 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)** ½-2½ 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** 1/2-2 1/2 Units  
Not Offered. *Transfer credit: UC, USC*

**287—Beginning Wrestling (Men)** 1/2-2 1/2 Units  
Not Offered. *Transfer credit: CSU, UC, USC*

**288—Advanced Wrestling — (Men) (Varsity)** 1/2-2 1/2 Units  
Not Offered. *Transfer credit: CSU, UC, USC*

**289—Beginning Yoga** 1/2-2 1/2 Units  
Not offered. *Transfer credit: CSU, UC, USC*

**290—Intermediate Yoga** 1/2-2 1/2 Units  
Physical Education 290 students will be instructed in advanced yoga postures, relaxation and concentration exercise, and group meditation. Lecture 1-2 1/2 hours, laboratory 1-2 1/2 hours. *Prerequisite:* Physical Education 289, or equivalent. *Transfer credit: CSU, UC, USC*

**294—Stress Reduction** 1/2-2 1/2 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 1/2-1 1/2 hours, laboratory 1 1/2-3 1/2 hours. *Prerequisite:* None. *Transfer credit: CSU, UC, USC*

## PHYSICAL SCIENCE

**131—General Physical Science** 4 Units  
The course is designed to give a cultural appreciation of the scientific method and an elementary working knowledge of the fields studied. Emphasis is placed on the methods by which scientific facts are established and related by means of scientific theories. The course is an integrated survey of physics, chemistry, geology, and astronomy. Elementary mathematical concepts are introduced as required. Lecture 4 hours, discussion 1 hour, laboratory 1 hour. *Prerequisite:* None. *Transfer credit: CSU, UC, USC*

## PHYSICS

**101—Engineering Physics** 5 Units  
Mechanics and properties of matter. An intensive study of motion, dynamics and statics, oscillations, wave motion, and sound, with emphasis upon vector analytical methods. Lecture 5 hours, laboratory 2 hours. *Prerequisite:* Physics 105 with a grade of "C" or better or physics taken in high school with a grade of "C"

or better and Mathematics 103 with a grade of "C" or better. (Mathematics 104 must be taken concurrently or prior to taking Physics 101.) *Note:* Physics 101 is restricted to engineering and science majors. *Transfer credit: CSU, UC, USC*

**102—Engineering Physics** 4 Units  
A study of static electricity including Gauss' Law, potentials and electric fields, direct and alternating current theory, laws of magnetism and magnetic properties of matter, electro-magnetism and induced currents, Maxwell's Equations and radiation theory. Lecture 4 hours, laboratory 2 hours. *Prerequisite:* Physics 101 with a grade of "C" or better and Mathematics 104 with a grade of "C" or better. *Transfer credit: CSU, UC, USC*

**103—Engineering Physics** 5 Units  
Heat, thermodynamics, optics, and modern physics. An intensive study of the concept of fluids, temperature, heat, calorimetry, heat transfer, thermodynamics, entropy, and kinetic theory. A thorough presentation of geometrical and physical optics with considerable emphasis on modern physics including quantum physics, wave mechanics, and special relativity. Lecture 5 hours, laboratory 2 hours. *Prerequisite:* Physics 101 with a grade of "C" or better and Mathematics 104 with a grade of "C" or better. *Transfer credit: CSU, UC, USC*

**105—General Physics** 4 Units  
A general course including properties of matter, mechanics, heat, wave motion, and sound. Lectures, demonstrations, problems, and laboratory work. Lecture 3 hours, discussion 1 hour, laboratory 2 hours. *Prerequisite:* Physics or chemistry (any one of: Physics 110 or one year of physics in high school, Chemistry 141 or Chemistry 110, or one year of chemistry in high school) and trigonometry (one semester of trigonometry in high school or Mathematics 102 which may be taken concurrently with Physics 105). *Note:* Required of pre-dental and pre-medical students. *Transfer credit: CSU, UC, USC*

**106—General Physics** 4 Units  
A general course including the study of light, electricity, magnetism, and modern physics. Lectures, demonstrations, problems, and laboratory work. Lecture 3 hours, discussion 1 hour, laboratory 2 hours. *Prerequisite:* Physics 105. *Note:* Required of pre-dental and pre-medical students. *Transfer credit: CSU, UC, USC*

**110—Introduction to Physics** 3 Units  
A brief presentation of some of the more im-

portant 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**  
An introduction to the principles and problems of government in the United States with emphasis placed on the Federal government and the interplay of democratic politics at the national level. Political Science 101 meets the California State requirement in the United States Constitution. Lecture 3 hours. **Prerequisite:** A satisfactory score on the Reading and Language subtests of the Preregistration Examination or a "B" average in United States History and Government courses in high school or 12 units of college courses with a "C" average. **Note:** Political Science 101 allows only one unit of credit for students who have completed Political Science 105 or Social Science 131-132. Recommended for students seeking a Baccalaureate (4-year) degree. **Transfer credit:** CSU, UC, USC

**102—Modern Comparative Governments 3 Units**  
A comparative study of the constitutional principles, governmental institutions, political parties, and recent history of policy and action of selected foreign governments. Lecture 3 hours. **Prerequisite:** Political Science 101 or Political Science 105, or Social Science 131-132 and a satisfactory score on the Reading and Language sub-tests of the Pre-registration Examination or a "B" average in United States History and Government courses in high school or 12 units of college courses with a "C" average. **Transfer credit:** CSU, UC, USC

**103—Introduction to World Politics 3 Units**  
The development of an intellectual framework

which will order students' thoughts on world politics and enable them to analyze and evaluate present and potential issues and events that affect international power and the pursuit of peace. Lecture 3 hours. **Prerequisite:** A satisfactory score on the Reading and Language subtests of the Preregistration Examination or a "B" average in United States History and Government courses in high school or 12 units of college courses with a "C" average. **Transfer credit:** CSU, UC, USC

**104—American Political Culture 3 Units**  
Political Science 104 is an examination of American attitudes towards politics and government through an analysis of American literature. Lecture and discussion 3 hours. **Prerequisite:** Completion of one of the following courses: Political Science 101, 102, 103, 105, 106, 108, or equivalent. **Transfer credit:** 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. **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. **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, UC, USC**

**107—Probability and Statistics 3 Units**

An introduction to the areas of probability and statistics. A consideration of the methods of gathering, classifying, and analyzing statistical data. Lecture 3 hours. **Prerequisite:** A satisfactory score on the Reading and Language subtests of the Preregistration Examination or a "B" average in United States History and Government courses in high school or 12 units of college courses with a "C" average. One year of high school algebra or Mathematics 141 or equivalent. **Transfer credit: 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. **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**

Current problems of too many people, too little food, and too little space. Accent is on the political and sociological solutions to the problems posed by excess fertility and declining food per capita in select areas of the world. Lecture 3 hours. **Prerequisite:** A satisfactory score on the Reading and Language subtests of the Preregistration Examination or a "B" average in United States History and Government courses in high school or 12 units of college courses with a "C" average. **Transfer credit: CSU, UC, USC**

**111—The Modern Middle East: Its Political and Economic Impact 3 Units**

A survey of the countries of the Middle East: historical antecedents, peoples, cultures, religions; the impact of colonialism and imperialism on the emergence of modern states and their impact upon modern world politics and eco-

nomics. Lecture 3 hours. **Prerequisite:** None. **Transfer credit: CSU, UC, USC**

**151—Fundamentals of Government and You 3 Units**

Political Science 151 is designed for the non-transfer student; this course deals with the individual as a student, as a worker, and as a member of society. It examines the benefits, controls, and rights of the individual which result from our political system as it operates through government. Meets the requirements of the A.A. Degree in the United States Constitution and state and local government. Lecture 3 hours. **Prerequisite:** None. **Note:** Students who have successfully completed Political Science 106 will be granted only two units of credit for completion of Political Science 151. Students who have successfully completed Political Science 105 and Political Science 106 will not be granted credit for Political Science 151.

**INTRODUCTION TO SOCIAL SCIENCE, See Social Science 125-126, 131-132**

**PRESCHOOL CHILD, See Family and Consumer Studies 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**

**PRINTING, SILK SCREEN, See Art 144, 145**

**PSYCHOLOGY**

**101—General Psychology 3 Units**  
An intensive study of human behavior; emotions, learning, memory, motivation, and thinking; the individual differences in ability, intelligence, personality, maturation, and development; personal applications. Lecture 3 hours. **Prerequisite:** A satisfactory score on the Reading and Language subtest of the Preregistration Examination or a "B" average in United States History and Government courses

in high school or 12 units of college courses with a "C" average. *Note:* Sophomore standing preferred. *Transfer credit:* **CSU, UC, USC**

**102—Advanced General Psychology** 3 Units  
Not Offered. *Transfer credit:* **CSU, UC, 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:* 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:* Psychology 101 *Transfer credit:* **CSU, UC, USC**

**105—Psychology of Human Sexuality** 3 Units  
A study of human sexuality, including internal and external anatomy, physiological functioning, cultural and psychological influences, dysfunctions and their causes and corrections, sexual communication, conception, pregnancy and childbirth, and methods of birth control and family planning. Lecture 3 hours. *Prerequisite:* A grade of "C" or better in Psychology 101 or Psychology 131. *Transfer credit:* **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:* Satisfactory score on the Reading and Language Subtests on the Preregistration Examination. *Transfer credit:* **CSU, UC, USC**

**107—Probability and Statistics** 3 Units  
An introduction to the areas of probability and

statistics. A consideration of the methods of gathering, classifying, and analyzing statistical data. Lecture 3 hours. *Prerequisite:* A satisfactory score on the Reading and Language subtests of the Preregistration Examination or a "B" average in United States History and Government courses in high school or 12 units of college courses with a "C" average. One year of high school algebra or Mathematics 141 or equivalent. *Transfer credit:* **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. *Transfer credit:* **CSU**

**109—Introduction to Gerontology** 3 Units  
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. *Note:* This course may not be taken for credit by student who have completed Sociology 105. *Transfer credit:* **CSU, UC, 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. *Transfer credit:* **UC, 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. *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:** A satisfactory score on the Reading and Language subtest of the Preregistration Examination. **Transfer credit: CSU, UC, USC**

**131—Marriage and Family Living 3 Units**  
 Psychology 131 is a study of the psychological factors that contribute to marital adjustment. Major topics will include the nature of masculinity and femininity, the emotion of love, the partner selection process, marital compatibility, parenthood, marital conflict, and divorce. Lecture 3 hours. **Prerequisite:** None. **Note:** This course may not be taken for credit by students who have completed Sociology 131. **Transfer credit: CSU, UC, 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

Extended Day program. A Certificate of Completion may be earned.

**101—Real Estate Principles 3 Units**  
 Real Estate 101 covers the basic laws and principles of California real estate and gives understanding, background, and terminology necessary for advanced study in specialized courses. The course is of assistance to those preparing for the real estate sales license examination. Lecture 3 hours. **Prerequisite:** None. **Transfer credit: CSU, USC**

**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 Real Estate 140 be taken prior to this course or that the student be a holder of a valid California Real Estate license. **Transfer credit: 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 Real Estate 140 be taken prior to this course or that the student be a holder of a valid California Real Estate license. *Transfer credit:* **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 Real Estate 140 be taken prior to this course or that the student be a holder of a valid California Real Estate license. *Transfer credit:* **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**

**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 instruc-

tions, 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 three-part exchange escrows with cash outs, bulk sales, condominiums, subdivisions, and depository escrows and mobile home 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 Real Estate 140 or equivalent.

## RECREATION LEADERSHIP

**105—Physical Education and Recreation for the Handicapped 2 Units**  
Designed to train people to provide physical education and recreational activities for the handicapped, this course will help the student understand and appreciate needs, desires, and problems related to various handicaps as well as learn how to provide such activities. Lecture 2 hours, laboratory 2 hours. *Prerequisite:* None. *Transfer credit:* **CSU, USC**

**109—Recreation Leadership 2 Units**  
A basic training course for playground directors and recreation leaders. A study in the organization and administration of community and school recreation programs. Emphasis is placed on training in leadership techniques and on the development of programs in recreation, sports, and athletics. Lecture 2 hours, laboratory 1 hour. *Prerequisite:* None. *Note:* Recommended for physical education majors and students entering the recreation field. *Transfer credit:* **CSU, UC, USC**

## RUSSIAN

### 110—Basic Conversational Russian I 2 Units

Fundamentals of grammar and correct pronunciation are taught in Russian 110 so that the student can employ a small working vocabulary in conversation and writing. The ability to read simple Russian is also developed. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** None. **Note:** This course may be taken two times; a maximum of 4 units may be earned. **Transfer credit:** USC

### SCIENCE, See Physical Science 131

### SECRETARIAL STUDIES, See Office Administration

## SIGN LANGUAGE

### 101—Sign Language I 4 Units

Sign Language 101 is designed to provide basic instruction in sign language for students desiring to become interpreters for institutions, hospitals, schools, and industry. It is also intended to provide training for those who are deaf and those who have hard-of-hearing or deaf people with related learning disabilities in their homes. Lecture 3 hours, laboratory 3 hours. **Prerequisite:** None. **Note:** This course may be taken two times; a maximum of 8 units may be earned.

### 102—Sign Language II 4 Units

Sign Language 102 is designed to provide a continuation of the first course for students interested in vocational opportunities and for those with family members who can profit from this method of communication. Lecture 3 hours, laboratory 3 hours. **Prerequisite:** Sign Language 101 or equivalent. **Note:** This course may be taken two times; a maximum of 8 units may be earned.

### 103—Sign Language III 4 Units

Sign Language 103 expands on the first two courses by utilizing basic learnings, and incorporating idiomatic language, and developing smooth transitions from character to character to build competency. Lecture 3 hours, laboratory 3 hours. **Prerequisite:** Sign Language 102 or equivalent. **Note:** This course may be taken three times; a maximum of twelve units may be earned.

## SOCIAL SCIENCE

### 101—Introduction to Education 2 Units

An introductory course designed to acquaint the student with the field of teaching, with the personal and professional qualifications needed by the successful teacher, with the duties and opportunities of the professional educator, and with the availability of teacher training facilities and requirements. Lecture 2 hours. **Prerequisite:** A satisfactory score on the Reading and Language subtests of the Preregistration Examination or a "B" average in United States History and Government courses in high school or 12 units of college courses with a "C" average. **Transfer credit:** CSU, USC

### 102—Educational Participation in the Community I 1 Unit

Field experience in community agencies such as social services, guidance clinics, health services, schools, and others are emphasized. Weekly class meetings utilize role playing, case studies, lecture, and discussion to promote understanding of these experiences. Student logs detailing activities, reactions, and impressions during the field experience are required. Lecture 1 hour, laboratory/fieldwork 10 hours to be arranged. **Prerequisite:** Guidance 196 and Psychology 111 with grades of "C" or better. **Note:** Cooperative Education 102 (for two units) must be taken concurrently. These courses, Social Science 102 and Cooperative Education 102, may be repeated for a maximum of 6 units. **Transfer credit:** CSU

### 103—Educational Participation in the Community II 1 Unit

Not Offered. **Transfer credit:** CSU

### 110—Computers and Society 3 Units

This is a survey course designed to introduce the terminology and concepts of electronic data processing, and to discuss the impact of computers upon organizations, and upon American social and political life. It is directed toward students who do not need an in-depth technical knowledge of computing, but who desire an understanding of the fundamentals of computing and its impact upon the individual and society. Lecture 3 hours. **Prerequisite:** None. **Note:** Social Science 110 will not transfer as a business data processing course. **Transfer credit:** CSU, UC, USC

### 121—Ethnic and Racial Minorities 3 Units

A survey of the major ethnic and racial minorities in the United States. A basis for a better understanding of the socio-economic, cultural

and political conditions among the following minorities: Afro-American, Mexican-American, Chinese, Japanese, and American Indian. Lecture 3 hours. **Prerequisite:** A satisfactory score on the Reading and Language sub-tests of the Pre-registration Examination or a "B" average in United States History and Government courses in high school or 12 units of college courses with a "C" average. **Note:** This course is included in the list of State-approved college courses for school staff preparation in the history, culture, and current problems of racial and ethnic minorities (Article 3.3, Education Code Section 13344.1). **Transfer credit:** CSU, UC, USC

### 122—Mexican-American Studies 3 Units

A study of the Mexican-Americans in contemporary society. An analysis of the role, accomplishments and contributions of the Mexican-American people. Lecture 3 hours. **Prerequisite:** A satisfactory score on the Reading and Language sub-tests of the Pre-registration Examination or a "C" average in United States History and Government courses in high school or 12 units of college courses with a "C" average. **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. **Transfer credit:** CSU, UC, USC

### 124—International/Intercultural Studies 3 Units

This is a course designed to provide an introduction to the human imperatives of global awareness (or understanding) through contemporary challenges. Studies are conducted on the ways in which the individual personality is shaped in a particular culture and civilization. Objectively the students will: (1) Grasp the nature of values, habits, and systems for survival

which are culturally and socially engendered. (2) Recognize the effects of culture and society on their lives as well as the lives of people in other countries. (3) Acquire familiarity with the process of analyzing a culture and society in terms of value orientations. (4) Be able to identify and present a case for cultural pluralism in the American educational system. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

### 125—The American Experience— American Heritage 3 Units

Social Science 125 covers issues and events, from colonial times through the first World War which are discussed and evaluated in relation to their social, cultural, political, and economic significance. Important contributions of significant men and women to the historical development of the country are highlighted. Students are introduced to the contemporary American political process and its formal institutional functions in a comparative study of federal, state, and local governments. The operation of the federal constitution in a political democracy is emphasized. The roles of political parties and special interest groups are examined. Students learn the structure and function of government in relation to the individual. Major rights and freedoms of citizens and noncitizens in the United States and California are delineated and discussed. The completion of Social Science 125 and 126 fulfills the California State requirements in American History, Institutions and State and Local Government. Lecture 3 hours. **Prerequisite:** A grade of "C" or better in English 164 or equivalent. **Note:** 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, USC

### 126—The American Experience— Modern America 3 Units

Social Science 126 covers issues and events since the first World War to the present which are discussed and evaluated in relation to their social, cultural, political, and economic significance. Important contributions of significant men and women to the historical development of the country are highlighted. Students are introduced to the contemporary American politi-

cal 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, UC, USC**

**131—Introduction to Social Science 4 Units**

Social Science 131 meets the California State requirements in American History. 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 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. **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. **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 designed to acquaint the student with some of the great ideas that have impacted upon the western world, with special attention given to the contributions of science. Lecture 3 hours. **Prerequisite:** A satisfactory score on the Reading and Language sub-test of the Preregistration Examination. **Transfer credit: CSU**

**141—Student Leadership 2 Units**

Fundamentals of student leadership. A study of leadership theory, parliamentary law, committee techniques, democratic organization, principles and functions of student government and group leadership problems. Lecture 2 hours, laboratory 3 hours by arrangement. **Prerequisite:** None. **Note:** Open to all students interested in developing leadership skills. Officers of all student organizations are urged to enroll. This course may be taken twice; a maximum of four units may be earned.

**SOCIOLOGY**

**101—Introduction to Sociology 3 Units**

An introduction to sociology, its methods and resources, the study of society and culture, personality organization and disorganization, social interaction and social processes, human groups and collective behavior, role and status, class and stratification, ethnic and other inter-group relations, ecology and urban sociology, population and social change. Lecture 3 hours. **Prerequisite:** A satisfactory score on the Reading and Language sub-tests of the Preregistration Examination or a "B" average in United States History and Government courses in high school or 12 units of college courses with a "C" average. **Transfer credit: CSU, UC, USC**

**102—Introduction to Sociology 3 Units**

The development of a definition and criteria of social problems. An analysis of selected social problems, juvenile delinquency, crime, inter-group tensions, family disorganization, poverty, dependency, personality problems as related to social problems within the overall theoretical framework of the influence of social movements and institutional change. Lecture 3 hours. **Pre-**

**requisite:** Sociology 101. **Transfer credit:** CSU, UC, USC

**105—Introduction to Gerontology 3 Units**  
Sociology 105 is an introduction to the study of social gerontology, aging and its implications for the individual and society utilizing a multi-disciplinary approach. Lecture 3 hours. **Prerequisite:** None. **Note:** This course may not be taken for credit by students who have completed Psychology 109. **Transfer credit:** CSU, UC, USC

**107—Probability and Statistics 3 Units**  
An introduction to the areas of probability and statistics. A consideration of the methods of gathering, classifying, and analyzing statistical data. Lecture 3 hours. **Prerequisite:** A satisfactory score on the Reading and Language subtests of the Preregistration Examination or a "B" average in United States History and Government courses in high school or 12 units of college courses with a "C" average. One year of high school algebra or Mathematics 141 or equivalent. **Transfer credit:** CSU, UC, USC

**131—Marriage and Family Living 3 Units**  
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. **Note:** This course may not be taken for credit by students who have completed Psychology 131. **Transfer credit:** CSU

## SPANISH

**101—Beginning Spanish I 5 Units**  
Fundamentals of Spanish grammar. Students are trained to pronounce Spanish correctly, to acquire a small working vocabulary which they use in conversation and writing, and to read simple Spanish. Recitation 3 hours, language laboratory 2 hours. **Prerequisite:** Eligibility for English 101. **Note:** Students may not receive credit for Spanish 101 if they have received credit for Spanish 115. In addition to regular class hours, the student must spend two half-hour periods a week in the laboratory. **Transfer credit:** CSU, UC, USC

**102—Beginning Spanish II 5 Units**  
Spanish 102 is based upon the reading and interpretation of idiomatic Spanish prose, with a further study of pronunciation and review of the fundamentals of Spanish grammar. Lecture

3 hours, language laboratory 2 hours. **Prerequisite:** Spanish 101, or two years of Spanish in high school completed within the past two years. **Note:** Students may not receive credit for Spanish 102 if they have received credit for Spanish 116. In addition to the regular class hours, the student must spend two half-hour periods a week in the laboratory. **Transfer credit:** 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 colloquial Spanish, and written composition. In addition to the regular class hours, the student must spend two half-hour periods a week in the laboratory. Lecture 4 hours. **Prerequisite:** Spanish 102, or three years of Spanish in high school completed within the past two years. **Transfer credit:** CSU, UC, USC

**104—Intermediate Spanish II 4 Units**  
A continuation of Spanish 103 with reading of more difficult literary texts, and increased emphasis on conversation. In addition to the regular class hours, the student must spend two half-hour periods a week in the laboratory. Lecture 4 hours. **Prerequisite:** Spanish 103, or four years of Spanish in high school completed within the past two years. **Transfer credit:** 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 two 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:** No credit will be granted to those students who have taken Spanish 102 prior to Spanish 111 or who take it concurrently with Spanish 111. This course may be 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:** Students may not receive credit for Spanish 115 if they have received credit for Spanish 101. **Transfer credit:** CSU, UC, USC

**116—Spanish for the Spanish Speaking II 5 Units**

Continuing study of Spanish for students with native Spanish-speaking background, with emphasis on reading comprehension, composition, oral communication, and a more advanced study of the structure of the language. Lecture 5 hours. **Prerequisite:** Spanish 115. **Note:** Students may not receive credit for Spanish 116 if they have received credit for Spanish 102. This course will meet the prerequisite for Spanish 103. **Transfer credit:** 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. Lec-

ture 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**

A study of samplings of the best in Hispanic essays, novels and short stories, translated into English for the non-Spanish speaking student. Lecture 3 hours. **Prerequisite:** English 101. **Note:** Students may not receive credit for Spanish 124 if they have received credit for Spanish 125 or Spanish 126. **Transfer credit:** 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 From Pre-Hispanic to Present Day 3 Units**

Spanish 127 is a study of the literature of Mex-

ico 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. 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**  
Minimum fundamentals of Spanish grammar and correct pronunciation so that teachers and other school personnel can communicate with parents and pupils whose language is Spanish. Dialogues are emphasized. Lecture and practice 2 hours. **Prerequisite:** None.

**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:** A satisfactory score on the English Placement Examination, or a grade of "C" or better in English 191 or 165. **Transfer credit:** *CSU, UC, USC*

**101—Public Speaking 3 Units**  
Emphasis is placed upon organization and delivery of extemporaneous speeches. Experience is provided in group discussion, oral reading, and informative and persuasive speaking. This course satisfies speech requirements of those expecting to transfer to specialized and professional work in colleges and universities. Lecture 3 hours. **Prerequisite:** Eligibility for English 101. **Transfer credit:** *CSU, UC, USC*

**102—Public Speaking 3 Units**  
Not Offered. **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 English 165 or Business—General 101; or a grade of "C" or better in English 120 or English 131. **Transfer credit:** *CSU, UC*

**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 English 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*

**139—Communication With the Deaf 2 Units**  
Provides instruction in sign language, finger-spelling, and lipreading. Combined, they are referred to as total communication. The history and purposes of such signs and practice in their use are included. Lecture and practice 3 hours. **Prerequisite:** None.

**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 hours. **Prerequisite:** The student must have an acquired neurological disorder affecting cognitive and linguistic competence. **Note:** This course may be taken three times; a maximum of six 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 three times; a maximum of six 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 three times; a maximum of three units may be earned.

**STATISTICS, See Economics 107, Political Science 107, Psychology 107, Sociology 107**

## TECHNICAL DIVISION

- Administration of Justice, See p. 103
- Architecture, See p. 112
- Clothing, See p. 148, 151
- Cooperative Education, See p. 132
- Cosmetology, See p. 132
- Drafting, See p. 135
- Educational Media Technology, See p. 137
- Electronic Computer Technology,  
See p. 137
- Engineering, See p. 140
- Fashion See p. 151
- Fire Technology, See p. 153
- Food & Nutrition Studies, See p. 154
- Food Service Management, See p. 155
- Graphics and Design, See p. 159
- Machine Technology, See p. 169
- Preschool Education, See p. 147
- Photography, See p. 189
- Technical Education, See p. 207
- Television, See p. 208
- Textiles, See p. 148
- Welding, See p. 210

## 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 English 162 or satisfactory completion of an oral examination, and English 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. **Note:** Technical Education 142 will meet the prerequisite requirements for Technical Education 143.

### 143—Technical Mathematics 3 Units

A review of the basic principles of arithmetic covered briefly. Practical algebra through quadratic equations will be covered. The work is illustrated by practical problems drawn from the industrial field. Lecture 3 hours. **Prerequisite:** Satisfactory completion of Technical Education 142, or equivalent.

### 145—Applied Physics 3 Units

The application of physics to industry. Fundamental concepts, pressure and buoyancy in fluids, simple and compound machines, hydraulic and pneumatic machines, work, energy, and power, composition and resolution of forces, heat — its measurement, transfer, and conversion to work, light and color, magnetism, atomic energy, and electronics. Lecture 3 hours. **Prerequisite:** 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.

## 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 2 times; a maximum of 6 units may be earned. This course may not be taken for credit by students who have completed Educational Media Technology 104. **Transfer credit: CSU**

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

## JOURNALISM-BROADCASTING, See Journalism 106

## THEATRE ARTS

**101—Introduction to Theatre,  
Television and Motion  
Pictures 3 Units**

This course is designed to give students a broad introduction to the performing arts and technical skills of television, film, and 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**

This course 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**

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. **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. **Transfer credit: CSU, UC, USC**

**105—Theatre Arts Workshops 1-3 Units**

Students enrolled in this course will be formed into a company to present the Glendale Community College drama productions. Students will be assigned to work in accordance with their interests and talents. The following phases of a producing theatre are involved: acting, directing, playwriting, business administration, and publicity. Rehearsal laboratory consists of 10-15 hours per week. Usually ten weeks are spent preparing a production. Two productions are attempted each semester. **Prerequisite:** Theatre Arts 103-104 either completed or in progress, or equivalent. **Note:** The student may take Theatre Arts 105 for 1-3 units each semester for a total of 12 units. A proportionate amount of work will be assigned according to the number of units elected. **Transfer credit:** *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**

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 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 2 times; a maximum of 8 units may be earned. **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:** The student may take Theatre Arts 131 for 1-3 units each semester for a total of nine units. A proportionate amount of work will be required according to the number of units elected by the student and signed for at the time of registration. **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.

**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 English 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

**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 2 times; a maximum of 6 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 ABLE Test, or the English Placement Examination, or English 164 or English 191, or equivalent.

**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 ABLE Test, or the English Placement Examination, or English 164 or English 191, or equivalent and Welding 121 or equivalent.

**123—Occupational Welding 5 Units**

Welding 123 is third in a series of occupational welding courses designed to prepare the student for employment in the welding industry. It covers basic preparation for welding certification, advanced metallic arc, tungsten inert gas, metal inert gas, and oxy-acetylene welding, including specific welding exercises needed to prepare the student for the manipulative phase of the certification examination. Lecture 3 hours, laboratory 6 hours. **Prerequisite:** 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 and Welding 122 or equivalent.

**124—Occupational Welding 5 Units**

Welding 124 is fourth in a series of occupational welding courses designed to prepare the student for employment in the welding industry. It will cover final preparation for a welding certification in metallic arc, tungsten inert gas, and metal inert gas arc welding. Lecture 3 hours, laboratory 9 hours. **Prerequisite:** 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 and Welding 123 or equivalent.

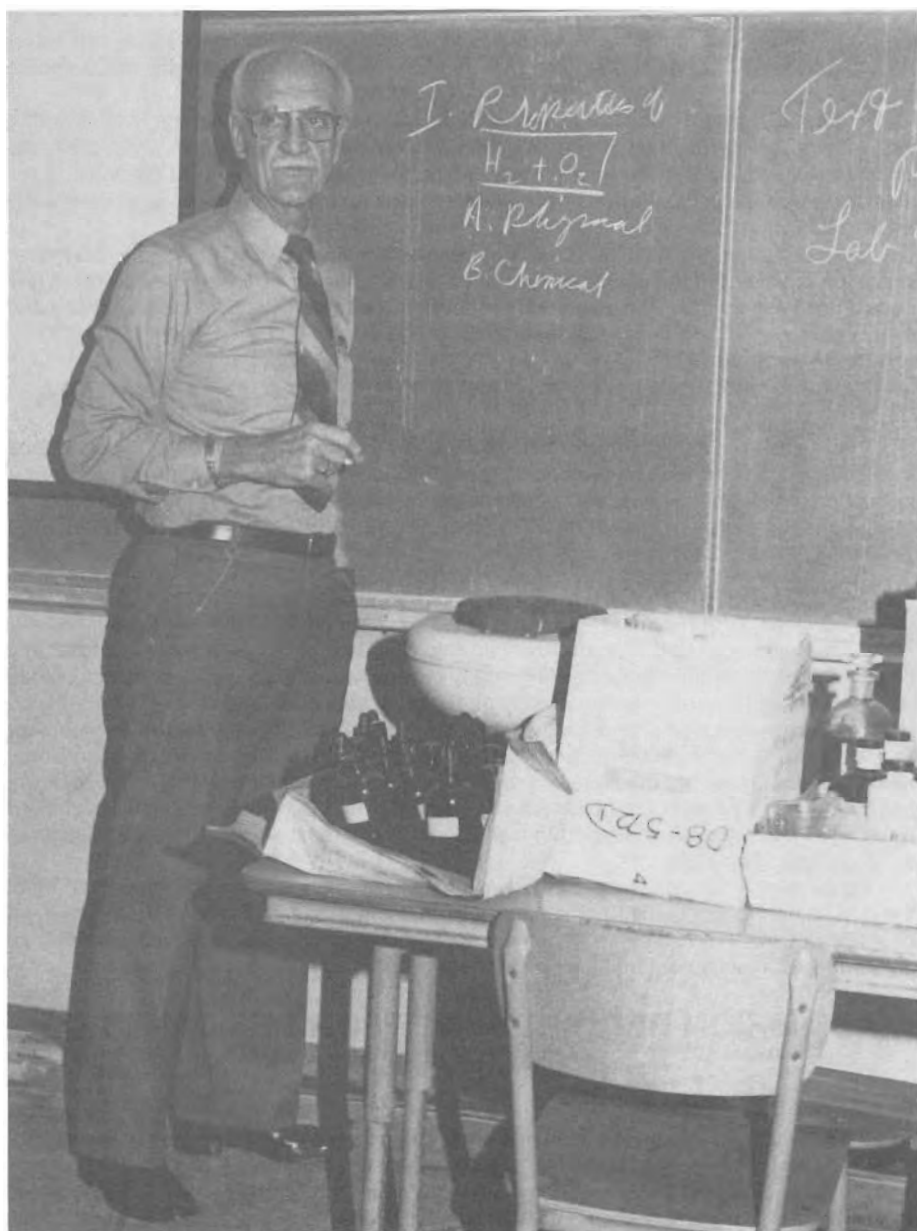
**125—Advanced Welding  
Procedures 1-4 Units**

Welding 125 is advanced welding procedures and practices for experienced students or industrial workers who wish to improve and update their manipulative skills or prepare for a specific certification in metallic arc, tungsten in-

ert gas, or metal inert gas welding. Laboratory 3-12 hours by arrangement. **Prerequisite:** Welding 117 or Welding 121, or equivalent. **Note:** Hours to vary according to student needs; 48 hours laboratory equals 1 unit. May be taken eight times; a maximum of thirty-two units may be earned.

**WORD PROCESSING, See Office Administration; Computer and Information Systems**

**WORK EXPERIENCE, See Cooperative Education**



## **GENERAL EDUCATION REQUIREMENTS FOR GRADUATION FROM COLLEGES AND UNIVERSITIES**

The requirements for college and university entrance with advanced standing vary significantly.

It is important for students who plan to transfer to a four-year college or university at the close of their community college studies to decide early which college they will enter. Having decided this, they should plan their program in accordance with the requirements of that institution.

In general, students who are eligible for admission to a university at the time of twelfth year graduation are admitted to that institution with full credit for all courses which are listed by that university as first two-year courses which they have completed at Glendale Community College, provided they have maintained a satisfactory record in all work taken since twelfth year graduation.

Ordinarily students with high school deficiencies are not permitted to transfer to a higher institution in advanced standing until they have proven their ability to do college work. They may remove their high school grade subject deficiencies by completing specific courses and maintaining a specific grade-point average.

### **TRANSFERS TO THE UNIVERSITY OF CALIFORNIA**

Applicants from the community college are subject to regulations governing admissions in advanced standing. They may not disregard their college record and apply for admission in freshman standing. Applicants for admission to advanced standing must meet the requirements listed below. See INTRODUCING THE UNIVERSITY OR ANSWERS FOR TRANSFERS for details.

#### **ADMISSION AS A FRESHMAN**

A freshman applicant is a student who has graduated from high school but has not enrolled since then in a regular session in any college or university. (This does not include attending a summer session immediately after high school graduation.)

If at the time of high school graduation the applicant has not met the requirements for admission to freshman standing described below or has not qualified by examination alone, he or she must meet the requirements for admission as a transfer student. If the applicant has registered in a community college, a four-year college, a university, or extension classes of college level since graduating from high school, the regulations governing admission to advanced standing apply.

To be eligible for admission to the University as a freshman, an applicant must meet the (1) Subject Requirement, (2) Scholarship Requirement, and (3) Examination Requirement described below. (The same requirements apply to freshman applicants who are not residents of California, except that they must meet a higher Scholarship Requirement.)

### **ADMISSION REQUIREMENTS FOR RESIDENTS OF CALIFORNIA**

#### **SUBJECT REQUIREMENT**

To satisfy this requirement, students must have successfully completed a specific sequence of high school courses in the subjects as listed.

These required high school courses are often called the "a-f subjects". To be accepted by the University, they must appear on a list certified by the high school principal as "Courses

to Meet Requirements for Admission to the University of California" and filed with the Director, Admissions and Outreach Services, of the University.

The grades earned in the a-f subjects taken in the 10th, 11th, and 12th grades are the only grades the University will use to calculate the applicant's grade-point average for admission. If students take more courses than the minimum required in an a-f subject, the University will use only the highest grade or grades earned.

It will take 15 units\* of high school work to fulfill the Subject Requirement. At least 7 of the 15 units must have been earned in courses taken during the last two years of high school.

- (a) History: One year of United States history or one-half year of United States history and one-half year of civics or American government, taken in the ninth grade or later.
- (b) English: Four years of college-preparatory English—composition and literature (All English courses must require substantial, recurrent practice in writing of extensive and structured papers, and must also require extensive reading of significant literature, to include classical or contemporary works in a variety of forms. It is expected that courses appropriate for the final years of high school study will demand a substantially higher level of the requirements and skills outlined above. Also, not more than one year (two semesters) of 9th grade English will be accepted for this requirement.
- (c) Mathematics: Three years of mathematics—algebra, geometry, and intermediate algebra.
- (d) Laboratory Science: A year course in one laboratory science, taken in 10th grade or later.
- (e) Foreign Language: Two years in one foreign language. (Any foreign language with a written Literature will be accepted.)
- (f) College Preparatory Electives: Four years. Four units in addition to those required in a. through e. above, to be chosen from at least two of the following subject areas: history, English, advanced mathematics, laboratory science\*\*, foreign language, social science, and visual and performing arts. Elective courses should aim to improve a student's analytical ability, promote artistic development, and strengthen written and oral skills.

\*A one-year course in high school is equivalent to one credit/unit.

\*\*A science course in the ninth grade is an acceptable science elective provided it is designed to prepare students for laboratory science courses in the tenth grade and beyond.

### SCHOLARSHIP REQUIREMENT

Applicants with grade-point averages of 3.3 or higher in the a-f subjects taken after the ninth grade, are eligible for admission to the University regardless of their scores on the standardized tests used for the Examination Requirement described below. Applicants are eligible if their grade-point averages are below 3.3 but above 2.77, if they achieve the composite or total test score specified on the Eligibility Index. Grade-point averages are based on semester grades, unless the applicant's high school gives only year grades.

Grades earned in a-f subjects taken in the ninth grade or earlier will not be used to calculate the grade-point average for admission. However, these courses will be used to meet the Subject Requirement, if they are completed with grades of "C" or better.

If an applicant takes more than the minimum number of courses required in an a-f subject, only the highest grades will be used to calculate the grade-point average. For example, one year of laboratory science must be taken to meet the "d" requirement. If two years are taken—one in chemistry with "B's" and one in physics with A's—the University will use the "A" grades in physics to meet the "d" requirement, and to calculate the grade-point average. This policy gives students the opportunity to take additional "advanced" courses in high school without jeopardizing their grade-point averages and their eligibility for admission to the University.

**Mathematics Requirement**—With regard to the “c” subject requirement, grades earned in the third year of mathematics (intermediate algebra) will be used only if they improve the student’s grade-point average.

**College Preparatory Elective Courses**—Of the 4 units in elective courses called for under the new “f” subject requirement, 2 units must be completed with a grade of “C” or better, and all 4 units must be accepted by the high school for graduation. The best grades earned in any 2 of these units taken in grades 10 through 12 will be used in computing the grade-point average for admission.

**Honors Level Courses**—Students who take demanding, advanced academic courses in high school strengthen their preparation for University work and increase their chances of success in undergraduate study. To encourage students to take such courses in high school, the University gives extra weight to grades earned in honors level courses.

The grades earned in up to four units (eight semesters) of honors level courses taken during the last two years of high school will be counted on a scale of “A” equals 5 grade points, “B” equals 4, “C” equals 3. These courses must be in the following a-f subjects: history, English, advanced mathematics, laboratory science, and foreign language, and must be certified by the high school as offered at the honors level. In these fields and additionally, in the fields of computer science, social science, and the visual and performing arts, courses that are designed to prepare students for an Advanced Placement examination of the College Board and college courses that are transferable to the University are acceptable as honors level courses.

**Repeated Courses**—Any a-f course in which a student received a grade of “D” or “F” must be repeated with a higher grade or, in sequential areas of mathematics, chemistry, and foreign language only, validated by successful completion of advanced course work.

Note: Students who have completed a-f courses with “D” or “F” grades, should consult with their counselors concerning how these grades can be remedied and how the University will use them in evaluating their scholarship record.

### EXAMINATION REQUIREMENT

To satisfy this admission requirement, an applicant must submit scores from the standardized test described below.

Students applying for admission to the fall term to a campus and/or undergraduate major where enrollment demands are expected to be great should take the tests as early as possible, and by December of their senior year at the latest. By doing so, they assure that their applications will receive prompt and full consideration.

The following tests are required of all freshman applicants:

1. One Aptitude test, either a. or b: (a) the Scholastic Aptitude Test (SAT)—The verbal and mathematics scores on this test must be from the same sitting; and (b) the American College Test (ACT)—The composite score will be used.
2. Three College Board Achievement Tests (ACH). These must include (a) English composition;\* (b) Mathematics, Level 1 or 2; and (c) one test chosen from English literature, foreign languages, science, or social studies.

\*The Achievement Test in Literature may not be substituted.

### ADMISSION AS A TRANSFER STUDENT

Requirements for Residents of California:

The requirements for admission to the University as a transfer student depend on an applicant’s high school record. Also, the transcript from the last college attended must show that (1) the applicant was a student in good standing, and (2) the student had earned a grade-point average of 2.0 or better in courses for which the University gives transfer credit.\* Applicants whose averages were below 2.0 at any college attended may have to meet additional admission requirements.

Transfer applicants must meet one of the requirements below for admission to the University:

1. Applicants who completed all of the a-f courses in high school\*\* and achieved the required score on the Eligibility Index may be admitted to the University any time after they have established a grade-point average of 2.0 or better in transferable college courses.

Applicants who have completed less than 12 quarter or semester units of transferable college credit since high school graduation, must also satisfy the Examination Requirement for freshman applicants.

2. Applicants who achieved the required score on the Eligibility Index but did not complete all the a-f subjects in high school\*\* may be admitted to the University after they have:
  - a. Established a college grade-point average of 2.0 or better; and
  - b. Completed, with grades of "C" or better, appropriate college courses in the A-f subjects\*\* they lacked; and
  - c. Completed 12 or more quarter or semester units of transferable college credit, or have met the Examination Requirement for freshman applicants.
3. Applicants who did not achieve the required score on the Eligibility Index, or did not achieve the required score and lacked required a-f subjects\*\*, may be admitted to the University after they have:

- a. Established a college grade-point average of 2.4 or better; and
- b. Completed 84 quarter or 56 semester units of transferable college credit; and
- c. Completed one of the following options: Option 1: One college course in mathematics, one in English, and one selected from U.S. history, a laboratory science, or a foreign language, all with grades of "C" or higher.

The course in mathematics must have Algebra I as a prerequisite. The course may be geometry, Algebra II, or a more advanced course.

These mathematics courses may not be transferable. However, all of the other courses discussed above must be transferable to the University. or Option 2: Appropriate college courses, with grades of "C" or higher, in the a-f subjects an applicant lacked.

Up to 2 units of high school work in a-f subjects\*\* will be waived, but transfer applicants must have satisfied the freshman admission requirements in English and mathematics.\*\* A unit is equivalent to a one-year course.

\*Definition of grade-point average: Grade points are computed according to the standard that the letter grade A equals 4 points, B equals 3, C equals 2, D equals 1 and F equals no points. The grade-point average is determined by dividing the total number of units attempted by the student in transferable courses into the number of grade points earned on those units. Students may repeat transferable courses that were completed with a grade lower than C up to a maximum of 16 quarter units, or their equivalent.

\*\*The following a-f courses are required of students graduating before June 1986: one year of U.S. history, four years of English, two years of mathematics, one year of laboratory science, two years of foreign language, one or two years of advanced courses (one year of advanced mathematics, or one year of laboratory science besides the course used for the laboratory science requirement, or a third year in the foreign language used for the foreign language requirement, or two years of another foreign language. Students graduating June 1986 and thereafter will have to meet the new academic requirements outlined in Admission as a Freshman).

## UNIVERSITY OF CALIFORNIA, BERKELEY — COLLEGE OF LETTERS AND SCIENCE

The College of Letters and Science has brought its breadth requirements into alignment with Berkeley's conversion to the semester system.

### I. General University Requirements:

English Subject A — Students completing English 101 in Glendale Community College with grade of "C" or better satisfy this requirement.



Candidates for a bachelor's degree must satisfy the Requirement in American History and Institutions by demonstrating knowledge of American History and of the principles of American Institutions under the federal and state constitutions. The new requirement options apply to ALL students who enter UCB on any level in Fall 1981 or after. The Requirement may be met by one of the following methods:

- A. *History Requirement:* The entire requirement may be met by completion in high school of two semesters of U.S. History with a grade of "C" or better, with one semester or history with a grade of "C" or better and a semester of U.S. Government or Civics in high school with a grade of "C" or better.
  - B. By completing one course from the following list for each of the requirements:  
Economics 111 — Economic History of U.S.  
History 110 — U.S. History  
History 117 — History of the U.S.  
History 118 — History of the U.S.  
The Institutions' requirement may be met by completing one of the following courses:  
Social Science 132 — Introduction to Social Science  
Political Science 101 — Introduction to Government
  - C. By passing certain tests with scores as follows:
    1. By passing two essay examinations, one in each of the subjects. The exams are based upon a reading list (three topics), and graded pass/not pass, and are offered on campus twice each quarter. Students wishing to take either or both exams may obtain the reading lists, sample questions, and test dates at the AH&I Office, Room 29 Dwinelle Hall.
    2. For the American History requirement, by passing the college board achievement test with a score of 500 or better.
    3. For the American History Requirement, by passing the College Board Advanced Placement Examination in American History with a score of 3, 4, or 5.
  - D. By mixing the above alternatives for either requirement; that is, for either requirement the student may choose an examination, or complete a course, or submit evidence of equivalency.
- ii. Reading and Composition:  
English 101-102 (accepted for quarter-system requirement; not yet evaluated for semester-system requirement, which will be enforced in Fall 1988)
- iii. Foreign Language  
College graduation requirements currently include competency at the third level in one foreign language. Students may satisfy this requirement in any *one* of the following ways:
- A. With *one* foreign language:  
In high school: Completion of three years of one foreign language with minimum grades of C-.  
    1. In high school: Completion of three (3) years of one foreign language with minimum grades of C- or by combining high school and college level courses (i.e., completion of two years of one foreign language with minimum grades of C- in high school and completion of the second semester UCB transfer course in the same foreign language with a minimum grade of C- of two years of one foreign language with minimum grades of C- in high school and completion of the third-semester UCB transfer course in the same foreign language with a minimum grade of C-.
    2. In college-level courses: Completion of two (2) semesters of UCB transfer courses in one foreign language with minimum grades of C-.

- B. By demonstrating equivalent knowledge through examination, including the CEEB Advanced Placement Examination and the CEEB Achievement Test (taken before admission to the College). Some foreign language departments on the Berkeley and other UC campuses offer acceptable foreign language placement examinations, as well.

The last course in the sequence offered for completion of the foreign language requirement must be taken for a letter grade. No course fulfilling the foreign language requirement may be used to satisfy another breadth requirement of the College. Transfer students with 56 semester or more (84 or more quarter units) who are admitted to the College must have satisfied the foreign language requirement prior to their admission.

#### IV. Quantitative Reasoning

Students may satisfy the quantitative reasoning requirement in any *one* of the following ways:

- A. Achievement of a minimum score of 600 in the Mathematics Section of the Scholastic Aptitude Test (SAT).
- B. Achievement of a minimum score of 550 in the CEEB Achievement Test in Mathematics (Level I or Level II).
- C. Completion of one semester of any of the following courses: Computer and Information Systems 110, 150; Mathematics 100, 103, 104, 105, 107, 108, 110, 111, 112, 130, (Mathematics 101 and 102 combined will clear the requirement, but not give transfer credit).

A minimum letter grade of C- is required in any course offered in satisfaction of the quantitative reasoning requirement. No course fulfilling the quantitative reasoning requirement may be used to satisfy another breadth requirement. Transfer students with 56 or more semester units (84 or more quarter units) who are admitted to the College must have satisfied the quantitative reasoning requirement prior to their admission.

#### V. Six (6) (minimum total 16 semester units) Courses Outside the Field of the Majors

In order to satisfy the current breadth requirement of six courses outside the field of the student's major, a student must complete at least two courses from each of the two fields outside the field of the major. The fields are humanities, social science, and natural science. If one of the outside fields is natural science, the required two courses in that field may not include courses in statistics, mathematics, or computer science. If one of the outside fields is humanities, the required two courses may not be elementary courses in foreign language. Courses in statistics, mathematics, computer science, and elementary foreign language, however, may be used for the additional four breadth courses outside the major field, distributed as the student wishes.

General Education courses to be taken outside the major field as listed below:

**NATURAL SCIENCE** — Anthropology 101; Astronomy 101; Biology 101, 102, 112, 116, 120, 121, 122, 123, 127-128; Chemistry 101, 102, 103, 105, 106; Economics 107; Geography 101; Geology 101 or 110, 105; Mathematics 103, 104, 105, 107-108; Paleontology 101; Physics 101, 102, 103, 105, 106, 110

**SOCIAL SCIENCE** — Anthropology 102, 103; Economics 101, 102, 105, 111; Ethnic Studies 132; Geography 102; History 101, 102, 103, 104, 106, 107, 108, 109, 110, 112, 117, 118, 119, 120, 131 Political Science 101, 102, 103, 110; Psychology 101, 102, 104; Social Science 121, 131, 132; Sociology 101, 102

**HUMANITIES**—Arabic 102, 103, 124; Art 101, 102, 103, 106, 107, 108, 112, 116, 117, 118, 119, 120, 121, 134, 135, 136, 137, 138, 139, 140; English 105, 106, 109, 110, 122, 123, 125, 126; French 101, 102, 103, 104; German 101, 102, 103, 104; History 101, 102, 103, 104, 107, 108, 109, 110, 112, 117, 118, 119, 120; Humanities 110, 120; Latin 101; Music 104-107, 105-108, 106-109, 114, 120, 125, 126, 131, 133; Philosophy 101, 113, 114, 116, 117, 119, 120; Spanish 101, 102, 103, 104; Theatre Arts 103, 104, 107

- A. Humanities Majors
1. Natural Science: Two courses (May not include courses in mathematics, statistics, or computer science.) See above.
  2. Social Science: Two courses. See above
  3. Four courses from Natural Science and/or Social Science (Courses in mathematics, statistics, or computer science may be included if they are not applied to the quantitative reasoning requirement.) See above.
- B. Social Science Majors
1. Natural Science: Two courses (May not include courses in mathematics, statistics, or computer science.) See above
  2. Humanities: Two courses (May not include courses in elementary foreign language.) See above
  3. Four courses from Natural Science and/or Humanities (Courses in mathematics, statistics, and computer science may be included if they are not applied to the quantitative reasoning requirement; courses in elementary foreign language may be included if they are not applied to the foreign language requirement.) See above
- C. Natural Science Majors except for Mathematics, Statistics, Computer Science Majors
1. Social Science: Two courses. See above
  2. Humanities: Two courses. (May not include courses in elementary foreign language.) See above.
  3. At least two additional courses (to complete a minimum total of 16 semester units) from Social Science and/or Humanities (Courses in elementary foreign language may be included if they are not applied to the foreign language requirement.) See above
- D. Mathematics, Statistics, Computer Science Majors
1. Natural Science: Two courses (May not include courses in mathematics, statistics, or computer science.) See above
  2. Social Science: Two courses. See above
  3. Humanities: Two courses (May not include courses in elementary foreign language.) See above
  4. Additional courses, if necessary (to complete a minimum total of 16 semester units), from Social Science and/or Humanities (Courses in elementary foreign language may be included if they are not applied to the foreign language requirement.) See above
- E. History Majors
1. Natural Science: Two courses (May not include courses in mathematics, statistics, or computer science.) See above
  2. Social Science: One course (May not include a course in History.) See above
  3. Humanities: One course (May not include a course in History or in elementary foreign language.) See above
  4. At least two additional courses (to complete a minimum total of 16 semester units) from Natural Science, Social Science, Humanities (Courses in mathematics, statistics, and computer science may be included if they are not applied to the quantitative reasoning requirement; courses in elementary foreign language may be included if they are not applied to the foreign language requirement; courses in History may be included.) See above

Courses offered in satisfaction of the breadth requirement of six (6) (minimum total of 16 semester units) courses outside the field of the student's major must have a minimum value of two semester units. Students may satisfy this requirement by completing courses with minimum letter grades of D- or with Pass grades, if courses are taken on a passed or not passed basis. If a course is offered in satisfaction of this requirement, it may not be applied toward the satisfaction of any other breadth requirement.

## UNIVERSITY OF CALIFORNIA, DAVIS COLLEGE OF LETTERS AND SCIENCE

The requirement for junior standing is the completion of not less than 56 units of college work. Following are the breadth requirements for the A.B. degree in the College.

a. General University Requirements:

English Subject A — Students completing English 101 in Glendale Community College with grade "C" or better satisfy this requirement.

American History and Institutions — Satisfied with "C" grades in American History and Government courses in high school.

b. English Composition

1. Pass an examination in English Composition while a registered student at Davis no earlier than the final quarter of the sophomore year, or

2. Complete, with a minimum grade of "C-" or "Pass," two UCD courses in English composition, as follows:

a. One course from Glendale Community College English 101 or 102

b. UC Davis, English 103 which must be taken at UC Davis.

c. Foreign Language

For the A.B. degree: Satisfy by electing one of the following options:

1. In high school, earn a qualifying score on a CEEB Achievement Test in a foreign language. A score of 500 will be accepted for any examination;

2. In college, complete 8 units (or the equivalent) in one foreign language;

3. At UCD, earn a satisfactory score on a Foreign Language Placement or Proficiency Examination.

d. Area Requirement

For the A.B. degree: Complete a minimum of 35 units from the Humanities, Social Sciences and Natural Sciences with a minimum of 8 and a maximum of 13.5 units in any one area. (A maximum of 4 of the 8 units offered in satisfaction of the Foreign Language Requirement and all other foreign language units may be counted toward the Humanities Requirement.)

For the B.S. degree: Complete a minimum of 13.5 units from the Social Sciences and/or Humanities areas; 60 units in the Natural Sciences. (All foreign language units may be offered toward satisfaction of this 13.5-unit Social Science/Humanities Requirement.)

Consult the Davis General Catalog to determine the classification of subjects according to Social Sciences, Humanities and Natural Sciences.

e. Major Requirements

Consult appropriate departmental section in the UCD General Catalog.

## UNIVERSITY OF CALIFORNIA, IRVINE, BREADTH REQUIREMENT

There are five schools central to the academic structure at Irvine: Biological Sciences, Fine Arts, Humanities, Physical Sciences, and Social Sciences. Each of these schools offers majors or areas of concentration under its broad subject field. In addition to these five schools, majors and degrees are offered in the Department of Information and Computer Science and in the Program in Social Ecology (people and their social and physical environments). A wide range of majors and emphases is available within all these areas.

Professional education is offered in the School of Engineering, the Graduate School of Management, and the College of Medicine. The Office of Teacher Education offers instruction leading to California teaching credentials.

The breadth requirement is a pattern of subjects every student must complete before graduation. At UCI this requirement is designed to expose UCI graduates to a broad spectrum of fundamental areas of intellectual experience. The subject matter, problems, and techniques presented in breadth courses will serve as a first introduction to an academic area

(e.g., history) and through a connected set of courses will provide a coherent experience in that academic area.

In satisfying these breadth requirements, a student may count no more than a year of work taken within the discipline of the student's major. For example, a student majoring in philosophy may count only one year of philosophy courses toward breadth.

Students are required to complete coursework in each of the following categories:

- I. Writing—The lower-division writing requirement may be met by a year sequence in English composition. (Transfer students on the quarter system should see a counselor for additional information.) Courses used to meet the writing requirement must be completed with a minimum grade of C (2.0), or a Pass or Credit grade equivalent to C. Any student entering with only one semester of English composition through which the Subject A (English Composition) requirement is fulfilled will not have satisfied any part of the writing requirement. Once a student matriculates to UCI, the student can take only UCI courses in satisfaction of the lower-division and upper-division writing requirements.
- II. Natural Sciences—This requirement may be met by a year sequence in general chemistry or basic physics, or by two semester or three quarter approved courses in biological sciences or physical sciences with the exception of mathematics. These courses may or may not include a laboratory.
- III. Social and Behavioral Sciences—This requirement may be met by a year of work in any of the following areas: anthropology and comparative culture, economics, geography, political science, psychology, sociology or social ecology. Students may elect to take an introductory course followed by a second course in one area or an introductory course in each of two areas. History, for the purposes of the breadth requirement, is not considered a social or behavioral science, but rather is included in Category IV.
- IV. Humanistic Inquiry—This requirement may be met by a year of work in one of the following areas: classics, history, philosophy, humanities, English literature, comparative literature, dramatic literature, art history, or history of music. Performance courses may not be used in satisfaction of this requirement.
- V. Foreign Language, Linguistics, Logic, Mathematics, Computer Science—This requirement may be met by a year sequence in one of the following areas: probability and statistics, calculus, linguistics, computer science, or the second year of a foreign language. Logic must be taken at UCI.

*Note:* Students majoring in Biological Sciences can satisfy the Humanities requirement for their major as well as the Humanistic Inquiry category of the breadth requirement by completing the lower-division writing requirement (I) and a year of courses selected from classics, history, philosophy, humanities, English literature, or comparative literature in the Humanistic Inquiry (IV) breadth requirement.

Students majoring in the School of Physical Sciences are required to take an additional one year from one of the following breadth areas: Social and Behavioral Sciences (III), Humanistic Inquiry (IV), or the Foreign Languages or Linguistics portion of Category V. The approved courses are the same ones listed for the UCI breadth requirement, with the exception that a first year sequence of a single foreign language is acceptable.

Glendale Community College courses meeting The UC, Irvine Breadth Requirement are:

- I. Writing—English 101-102
- II. Natural Sciences—any two courses from Biology 101, 102, 112, 120, 121, 122, 125, 135 or any two courses from Astronomy 101 or 103, Physical Sciences 131 or Chemistry 101-102 or Geology 101-102 or 105 and 110 or Physics 101 and (102 or 103) or Physics 105-106
- III. Social and Behavioral Sciences—To fulfill this requirement students may take an introductory course in each of two disciplines, or an introductory course followed by a second course in that discipline. Introductory courses marked by \*. Administration of Justice 101; Anthropology 101\*, 102\*, 103\*; Economics 101\*, 102\*, 105\*, 111; Ge-

- ography 101\*, 102\*, 105; Political Science 101\*, 102\*, 103, 104; Psychology 101\*, 102, 103, 104, 106; Social Science 121, 131\*, 132\*; Sociology 101\*, 102.
- IV. Humanistic Inquiry—Two courses from one discipline—Art 101-102-103 (all three); English 105, 106, 107, 108, 109, 110, 122, 123, 124, 125; History 101, 102, 103, 104, 106, 107, 108, 109, 110, 113, 117, 118, 119, 120; Music 125-126; Philosophy 101, 116, 119, 120
- V. Foreign Language, Linguistics, Logic (must be taken at UCI), Mathematics, Computer Science—Two courses from one area—Mathematics 103 or 111 and (Economics 107 or Political Science 107 or Psychology 107 or Sociology 107) or Mathematics 103-104 or French 103-104, German 103-104, Italian 103-104, Latin 103-104, Spanish 103-104

## UNIVERSITY OF CALIFORNIA, LOS ANGELES, COLLEGE OF FINE ARTS

Requirements for the A.B. degree:

Completion of the approved major in the College of Fine Arts:

Major in

**Art History:** Art 101-102-103, 106-109, 108. Students should not have more than 10 additional units of Art and Photography.

**Design:** Art 113-114, 115, 116-117, and one course from Art 101, 102, 103, 106, 108, 109. 4 courses from Ceramics, Glass, Textiles, Visual Representation, Graphic Processes, Production Process, Design. Maximum 2 courses per area. Students should not have more than 10 additional units of Art and Photography.

**Art:** 1 course from 101, 102, 103, 106, 108, 109. Four semesters of studio courses; any combination of Painting, Drawing, Sculpture, Printmaking or Photography. Students should not have more than 10 additional units of art and photography.

**Dance:** Audition is required. All preparation for the major to be taken at UCLA. Exemptions will be determined by audition. Recommended: Physical Education 179, 180, 181, 193. Student Should not have more than 10 additional units of Dance courses.

**Music:** Audition is required. Music 107, 108, 109. Students should not have more than 10 additional units of music courses.

**Motion Picture/Television:** All college of Fine Arts general college requirements must be completed by the end of June prior to Fall entry. Overall grade-point average of "B" or better. Must have junior standing. A portfolio is required. Students should not have more than 10 additional units of Theatre or MPTV courses.

**Theatre:** English 125; Theatre Arts 103. Students should not have more than 10 additional units of Theatre or MPTV courses.

**World Arts and Cultures:** Anthropology 102. Other core requirements must be completed at UCLA. Students should not have more than 6 units of performance or studio courses in any area.

\*Detailed information regarding audition or portfolio requirements will be mailed to the applicant after the application is received. Deadline for Applications for Admission is November 30th of the year preceeding Fall entry.

### A. GENERAL COLLEGE REQUIREMENTS

1. English 101 (composition, grammar and rhetoric) with grade of "C" or better (not acceptable on credit/no credit basis). This requirement must be completed before entry to Fine Arts.
2. English 102 (composition and literature) with grade of "C" (2.0 gpa) or better (not acceptable on credit/no credit basis). This requirement must be completed before entry to Fine Arts.
3. Foreign Language — (minimum 8 units) Two semesters of one college language other than high school or Level 2 of the same language taken in high school (the other units to be made up from courses in any other general education area). No credit will be given for duplication of native tongue. Proficiency examinations may not be used to complete this requirement. Lan-

guage 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.

4. Science/Math — (minimum 6 units) One course Physical or Biological Science. One course Natural Science or Mathematics or another Physical or Biological Science (no laboratory required).

*Physical or Biological Science*

Astronomy 101; Biology 101, 102, 112, 116, 120, 121, 122, 125, 135; Chemistry 101, 102, 103, 105, 106, 107, 110\*, Geology 101, 102, 103, 105, 110; Oceanography 115; Paleontology 101; Physical Science 131; Physics 101, 102, 103, 105, 106.

*Natural Science or Mathematics*

Anthropology 101; Biology 123; Geography 101; Mathematics 100, 103, 104, 105, 107, 108, 110, 111, 112, 138; Physics 110; Psychology 103

\*Students who have had one year of high school chemistry with a grade of "C" or better may not receive college credit for Chemistry 110.

5. Social Science — (9 semester units—3 units in each category) One course in History prior to the 17th Century, one course in History after the 17th Century, and one Social Science elective (may be another History course).

*History Prior to 17th Century*

History 101, 107

*History After the 17th Century*

History 102, 103, 104, 106, 108, 109, 110 111, 112, 113, 114, 117, 118, 119, 120, 121, 131.

*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, 104, 105, 106, 110, 111; Psychology 101, 102, 106, 113; Social Science 121, 122, 123, 125, 126, 131, 132; Sociology 101, 102.

6. Humanities (9 units—3 units in each category) Courses in performance, studio, movie/film or those in the student's major department do not meet this requirement. One course in Arts (history, criticism, appreciation), one course in Literature, one course in Philosophy or Religion.

*The Arts*

Art 101, 102, 103, 106, 107, 108, 109; Humanities 120; Music 120, 122, 125, 126, 128, 129; Theatre Arts 102.

*Literature*

Arabic 124; 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

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.

**B. GENERAL UNIVERSITY REQUIREMENTS**

1. Subject A—Required, no unit credit.
2. American History and Institutions — Any course used to meet this requirement may also apply on the General College Requirements. This requirement may be met in one of the two following ways:
  - a. Completion of two semesters in *high school* of American History or American Government or a combination, with a "B" average.

- b. Completion of one course chosen from the following with grade of "C" or better. (Credit/No Credit is acceptable.): Economics 111; English 122, 123; History 110, 111, 118, 160; Political Science 101, 104, 105, 106; Social Science 132.

\*\*\*Not for theatre majors.

## UNIVERSITY OF CALIFORNIA, LOS ANGELES, COLLEGE OF LETTERS AND SCIENCE

### General University Requirements

- a. Subject A. Every undergraduate entrant must demonstrate an acceptable ability in English composition. This requirement may be met by (1) achieving a grade of 5, 4, or 3 in the College Entrance Examination Board (CEEB) Advanced Placement Examination in English, or (2) achieving a score of 600 or higher in the CEEB Achievement Test in English composition. Students completing English 101 in Glendale Community College with a grade of "C" or higher satisfy this requirement.
- b. American History and Institutions. Completion of requirements set by Glendale Community College meets the State requirement.

### College Requirements

Students who completed less than twelve semester (16 quarter) units before Fall, 1983 term must meet the requirements which follow. Those who completed twelve or more units before Fall, 1983 may satisfy either these requirements or those in the 1982-83 catalog. Effective Fall, 1986 all entering students must fulfill the general education requirement.

### Basic Proficiency Levels

*ENGLISH COMPOSITION:* English 101 or 102 with at least a grade of C.

*QUANTITATIVE REASONING:* 1 course from Mathematics 103, 104, 105, 107, 108, 111, 112; Economics 107; Political Science 107; Psychology 107; Sociology 107 with at least a grade of "C"

*FOREIGN LANGUAGE:* Through course 102 (effective for all students entering Fall, 1986.)

### GENERAL EDUCATION REQUIREMENTS

#### PHYSICAL AND LIFE SCIENCES

Physical Sciences: (3 courses or 8 semester units) (for Physical Science majors, only 1 course is required) Astronomy 101; Chemistry 101, 102, 103, 110; Geography 101; Geology 101, 102, 105, 110; Mathematics 103, 104, 105, 107, 108, 112; Oceanography 115; Physics 101, 102, 103, 105, 106, 110

Life Sciences: (3 courses or 8 semester units) (for Life Science majors only 1 course is required) Anthropology 101; Biology 101, 102, 112, 116, 120, 121, 122, 123, 125, 127, 135; Paleontology 101; Psychology 103

*SOCIAL SCIENCES* (Four courses—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, 113, 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; Sociology 101

*HUMANITIES* (Four courses—one from Literature. No more than two from any other subgroup) (Humanities majors are required to take only one course, in addition to a literature course, for a total of 2 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 and Linguistics: One semester of foreign language at course 103 or above; Linguistics 101

Culture and Civilization Arts: Art 101, 102, 103, 106, 107, 108, 109, 110; English 126; Humanities 120; Music 120, 125, 126; Theatre Arts 102



Thirty-two semester units must be completed. Courses from the major department are not applicable. Required major preparatory courses from departments other than the major may be applied. Students need not take two from the group or subgroup which includes their major.

### UNIVERSITY OF CALIFORNIA, RIVERSIDE

There now exist on campus two colleges offering undergraduate work and awarding the baccalaureate degree. See the UCR Catalog for programs offered.

Students who are undecided on a major register with the Undeclared Majors Advising Center where special counseling is provided.

Students may transfer from one disciplinary college to another or may complete a double major in two colleges.

The School of Education offers credential programs for teachers, including certification in Special Education.

General University Requirements:

English Subject A — Students completing English 101 at Glendale Community College with Grade "C" or better satisfy this requirement.

American History and Institutions — History 117 or 118 or Political Science 101 or Political Science 105 at Glendale Community College satisfies this requirement.

May also be met by one high school unit in American History or one-half high school unit in American History and one-half high school unit in civics or American government.

Students are advised to consult the general catalog for courses required for a specific major.

### College of Humanities and Social Sciences Requirements

The following requirements are in effect for candidates for the bachelor's degree from the College of Humanities and Social Sciences:

English Composition: Students must demonstrate writing proficiency by satisfying any of the following: (1) achievement of level 3 or above on the College Advanced Placement Test in English; (2) achievement of a passing score on the California State Universities and Colleges English Equivalency Examination; (3) six units of English composition with a grade of "C" or better at a community or junior college, or university other than University of California at Riverside; (4) completion of English 101-102 with a grade of "C" or better.

Humanities: Fifteen units to be taken in two or more different departments or programs, and excluding non-literature English courses and studio, technical and performance courses. Courses eligible for this requirement are those offered by the following departments or programs: Art History, Art (Studio), Classics, Comparative Literature, Creative Writing, Dance, English, French, and Italian, German and Russian, History, Humanities and Social Sciences Interdisciplinary, Linguistics, Music, Philosophy, Religious Studies, Spanish, and Theater. Up to three units from courses in programs in Black Studies, Chicano Studies, and Latin American Studies may be counted toward the humanities requirement. The fifteen units shall include at least three units focusing on an ethnic group or foreign area.

Social Sciences: Twelve units to be taken in two or more different departments or programs from the following list: Anthropology, Economics, Human Development, Political Science, Psychology, Sociology and Urban Studies. Up to three units from courses in programs in Black Studies, Chicano Studies and Latin American Studies may be counted toward the social science requirement. The twelve units shall include at least three units focusing on an ethnic group or foreign area.

Sciences: Eight units are to be taken in courses offered by the College of Natural and Agricultural Sciences, with the exception that three units in the history of science or the philosophy of science may be used in partial satisfaction of this requirement.\*

No courses from a student's major discipline may be used in satisfaction of requirements in Humanities and Sciences, although courses in a second major or courses required for the major but outside the major discipline may be used in satisfaction of the requirements. Also, the same course may not be used to meet two breadth requirements.

\*At the University of California at Riverside, this means courses offered by the following departments and majors: Biochemistry, Biology, Biomedical Sciences, Botany and Plant Sciences, Chemistry, Entomology, Environmental Sciences, Geography, Geology, Geophysics, Mathematics, Paleobiology, Physical Sciences, Physics, Plant Pathology, Plant Sciences, Soil Science, Statistics, and Computer Science.

### College of Natural and Agricultural Sciences Requirements

The College of Natural and Agricultural Sciences strongly advises transfer students to complete their lower division *science* work while at Glendale Community College. Sacrificing lower division science work to satisfy Breadth Requirements for the college may adversely affect chances for completion of the degree within two years following transfer.

The requirements are:

#### *Bachelor of Arts Degree*

English Composition: English 101-102 with a grade of C or better, or a score of 3 or above on the College Advanced Placement Test in English.

Foreign Language: 12 units, (a) in one language by completing course 3 or equivalent, or (b) by completing 6 units or equivalent in each of two languages. (Exception: Biology majors seeking the A.B. degree must complete course 3 in a single foreign language.) Completion of four years or equivalent of one foreign language in high school will meet the College requirement. Students who choose option (b) may satisfy the requirement for one of the two languages by completing two years of that language in high school.

Humanities and Social Sciences: 24 units, with no fewer than 6 units in each. Applicable courses in the Humanities are: Art 101, 102, 103, 106, 107, 108, 110, 181, 182, 202. (Performance courses for which credit is granted to the extent of 4 quarter units: Art 113, 114, 115, 116-117, 118-119, 120-121, 126-127-128-129, 130, 132, 134-135, 136-137, 138-139, 140-142, 143, 144-145, 147-148-149-150, 160, 161, 162, 165, 170, 172); English 103, 105, 106, 109, 110, 115, 122, 123, 124, 125, 126, 127, 128, 129, 130, 140, 193, 194, 195, 196; History 101, 102, 103, 104, 106, 107, 108, 109, 110, 111, 112, 113, 115, 117, 118, 119, 120, 121, 160; Humanities 120; Music 101, 102, 104, 105, 106, 107, 108, 109, 114, 115, 120, 125, 126, 129 (Performance courses for which credit is granted to the extent of 4 quarter units: Music 130, 131, 132, 133, 135-136, 138, 140, 141, 142, 143, 144, 145, 150, 151, 152, 156, 157, 158, 159, 160, 161, 162, 163, 165, 166, 170, 172, 175, 180, 181); Philosophy 101, 113, 114, 116, 117, 119, 120; Applicable courses in the Social Sciences are: Anthropology 101, 102, 103; Economics 101, 102, 105, 107, 111; Geography 102, 105; Political Science 101, 102, 103, 104, 105, 106, 107, 110, 111; Psychology 101, 102, 103, 107, 110, 111, 112, 131; Sociology 101, 102, 105, 107; Social Science 101, 102, 103, 110, 121, 122, 123, 131, 132, 150, 155.

Natural Sciences: 12 units.

#### *Bachelor of Science Degree*

English 101-102, with a grade of C or better, or a score of 3 or above on the College Advanced Placement Test in English.

Humanities and Social Sciences: 12 units, with no fewer than 8 units in each. Applicable courses in the Humanities are: Art 101, 102, 103, 106, 107, 108, 110, 181, 182, 202 (Performance courses for which credit is granted to the extent of 4 units: Art 113, 114, 115, 116-117, 118-119, 120-121, 126-127-128-129, 130, 132, 134-135, 136-137, 138-139, 140-142, 143, 144-145, 147-148-149-150, 160, 161, 162, 165, 170, 172); English 103, 105, 106, 109, 110, 115, 122, 123, 124, 125, 126, 127, 128, 129, 130, 140, 193, 194, 195, 196; History 101, 102, 103, 104, 106, 107, 108, 109, 110, 111, 112, 113, 115, 117, 118, 119, 120, 121, 160; Humanities 120; Music 101, 102, 104, 105, 106, 107, 108, 109, 114, 115, 120, 125, 126, 129 (Performance courses for which credit is granted to the extent of 4 units: Music 130, 131, 132, 133, 135-136, 138, 140, 141, 142, 143, 144, 145, 150, 151, 152, 156, 157, 158, 159, 160, 161, 162, 163, 165, 166, 170, 172, 175, 180, 181); Philosophy 101, 113, 114, 116, 117, 119, 120; Applicable courses in the Social Sciences are: Anthropology 101, 102, 103; Economics 101, 102, 105, 107, 111; Geography 102, 105; Political Science 101, 102, 103, 104, 105, 106, 107, 110, 111; Psychology 101, 102, 103, 107, 110, 111, 112,

131; Sociology 101, 102, 105, 107; Social Science 101, 102, 103, 110, 121, 122, 123, 131, 132, 150, 155.

Natural Sciences: 12 units.

### UNIVERSITY OF CALIFORNIA, SAN DIEGO, MUIR COLLEGE

WRITING. One course: English 101 (NOTE: One more Writing course may be required at Muir after transfer.)

Choose 2 Groups under Section A and 2 under Section B, and complete two courses in each of the 4 chosen Groups. No work is required in the 2 remaining Groups unless demanded by the major.

### SECTION A

SOCIAL SCIENCES GROUP. 2 courses from one subject area:

Anthropology 101, 102, 103  
Economics 101, 102, 105, 111  
History 117-118  
Political Science 101, 102, 103, 104, 110, 111  
Psychology 101, 103, 104, 105, 110, 113, 131  
Sociology 101, 102, 105

MATHEMATICAL SCIENCES GROUP. 2 courses from among:

Math 103\*, 104\*, 105\*, 107\*, 108\*

NATURAL SCIENCES GROUP. 2 courses (6 or more units) from one subject area (Lab not required by the College):

Biology 101\*, 102\*, 112, 120, 121, 122, 123, 124, 125, 126, 130, 137  
Chemistry 101\*, 102\*, 103\*, 105\*, 106\*, 107  
Physics 101\*, 102\*, 103\*

### SECTION B

FINE ARTS GROUP. 6 or more units from one subject area:

Art 101, 102, 103, 106, 107, 108, 109, 110, 112, 182; Music 120, 122, 125, 126; Theatre Arts 101, 102

HUMANITIES GROUP. 6 or more units in one subject area:

*Literature Area:* English 105-106, 107-108, 109-110, 122-123; French 124, 125, 126; German 125, 126; Spanish 124, 125, 126, 127, 128.

*Cultural History Area:* History 101-102, 107-108-109 (any 2), 119-120.

*Philosophy Area:* Philosophy 101, 113, 114, 116, 119, 120, 121

LANGUAGE LEARNING GROUP. 2 consecutive courses in Spanish or other language, starting at whatever level the student is prepared to enter. Examples: Spanish (or other language) 101-102, 102-103, 103-104, 104-125, 125-126

#Recommended if you plan to major in that particular subject.

\*Offerings from among which science majors should choose their courses; math courses marked this way are recommended also for majors in economics and psychology.

### UNIVERSITY OF CALIFORNIA, SAN DIEGO, REVELLE COLLEGE

MATHEMATICS. Math 103\* and 104\* (105\*, 107\* and 108\* recommended as electives)

NATURAL SCIENCE. 2 courses each in Chemistry and Physics, and one in Biology.

Chemistry 101\* and 102\* (103\*, 105\*, 106\* recommended as electives)

Physics 101\* and 102\* (103\* recommended as elective)

Biology 101\*

FOREIGN LANGUAGE. Transfer students must pass Revell's language proficiency test or pass a fourth quarter class at UCSD to satisfy requirement. Language 103 at Glendale Community College is recommended for preparation.

HUMANITIES (COMPOSITION AND LITERATURE) Two courses:

English 101 and 102

**SOCIAL SCIENCES.** 2 courses from one subject area:

- Anthropology 101, 102, 103
- Economics 101, 102, 105, 111
- History 117, 118
- Political Science 101, 102, 103, 104, 110, 111
- Psychology 101, 103, 104, 105, 110, 113, 131
- Sociology 101, 102, 105

**ADDITIONAL SOCIAL SCIENCES OR HUMANITIES.** 2 courses (6 units) from the above list of Social Sciences OR 2 from the following list:

- Art 101, 102, 103
- English 105, 106, 107, 108, 109, 110, 111, 122, 123, 124, 125, 127, 128, 130, 135
- French 124, 125, 126
- German 125, 126
- History 101, 102, 107, 108, 109, 119, 120
- Humanities 120
- Music 125, 126
- Philosophy 101, 113, 114, 116, 119, 120, 121
- Spanish 124, 125, 126, 127, 128

**FINE ARTS.** In addition to courses used to meet minimum requirements in the section just above, take at least 3 units from the following:

- Art 101, 102, 103, 106, 107, 108, 109, 110, 112, 113-114, 116-117, 118-119, 134-135, 138-139, 142-143, 182
- Music 101, 102, 107, 108, 109, 120, 122, 125, 126, 170
- Photography 101
- Theatre Arts 101, 102, 103, 104, 107

Recommended if you plan to major in that particular subject.

\*Offerings from among which science majors should choose their courses; math courses marked this way are recommended also for majors in economics and psychology.

## UNIVERSITY OF CALIFORNIA, SAN DIEGO, THIRD COLLEGE

**WRITING.** Two courses: English 101 and 102 (sequence should be completed prior to transfer)

**NATURAL SCIENCE.** Two courses (6 or more units). Take at least one course from the life sciences and one from the physical sciences): Biology 101\*, 102\*, 112, 120, 121, 122, 123, 124, 125, 126, 130, 137

Chemistry 101\*, 102\*, 103\*, 105\*, 106\*, 107, 110, 112, 120, 121

Physics 101\*, 102\*, 103\*, 105, 106, 110

**OPERATIVE LOGIC.** Choose any two of the following numbered categories and take at least one course in each of the chosen two:

1. *Computer Science.* Computer and Information Systems 130; Mathematics 129 and Math 130
2. *Mathematics.* Math 100, 103\*, 104\*, 105\*, 107\*, 108\*, 111, 112, 138
3. *Statistics.* Economics 107; Political Science 107; Psychology 107; Sociology 107

**SOCIETAL ANALYSIS.** Choose any TWO of the following numbered categories and take at least one course in each of the chosen two; at least one of the courses must be in category No. 3 or 4:

1. *Communications.* Journalism 101
2. *Economics.* Economics 101 or 102
3. *Third World Studies-Literature.* Spanish 124, 125, 126, 127, 128
4. *Third World Studies-History.* Anthropology 102; Ethnic Studies 101, 102, 122, 124, 132; Geography 102; History 103, 104, 113, 114, 119, 120, 131; Social Science 121, 122, 123
5. *Urban and Rural Studies.* May be completed after transfer.

HUMANITIES, FINE ARTS, FOREIGN LANGUAGE, OR SOCIAL SCIENCE (6 or more units from one subject area). Any one of the following sequences (a sequence is defined as two courses connected with a hyphen):

Anthropology 101#-102#-103# (any two); Art 101#-102#-103# (any 2), 106-107; Economics 101#-102#; English 105-106, 107-108, 109-110, 122-123; French 124-125-126 (any 2); German 125-126; History 101-102, 103-104, 107-108-109 (any 2), 117#-118#, 119-120; Music 107-108-109 (any 2), 125-126; Philosophy 113-114, 119#-120#; Political Science 101#-102#-103# (any 2); Psychology 101#-103#, 111-112; Social Science 125-126, 131-132; Sociology 101#-102#; Spanish (or other language) 101-102, 102-103, 103-104, 104-125, 125-126

#Recommended if you plan to major in that particular subject.

\*Offerings from among which science majors should choose their courses; math courses marked this way are recommended also for majors in economics and psychology.

**UNIVERSITY OF CALIFORNIA, SAN DIEGO, WARREN COLLEGE**

WRITING. 2 courses: English 101 and one more course from English 102 or 103

FORMAL SKILLS. 2 courses: Math 103\* and 104\* (105\*, 107\* and 108\* recommended as electives)

THE MAJOR. As in the other three Colleges, a major requires 12 to 15 upper division courses based on appropriate preparation in lower division. Such preparation is the same in Warren College as in all the others; all majors are available to students in every College. electives)

SECONDARY AREAS OF CONCENTRATION (the MINORS). Two minors are required, one of them non-contiguous — that is, not in the same category as the major. A minor consists of 6 courses, of which 3 are usually in lower division and 3 in upper division. To avoid interference with your academic progress, you should try to select your two minors early, and take a full year's work (2 semesters or 3 quarters) in each of them before transfer. These should be the introductory courses for majors.

Present programs of secondary concentration include the following:

*HUMANITIES AND FINE ARTS.* Chicano Studies. Chinese Studies. Classical Studies. Contemporary Black Arts. Drama. History. Humanities. Iberian Studies. Judaic Studies. Literature (English/American, French, General, German, Greek, Hebrew, Italian, Latin, Spanish). Literature/Writing. Music. Philosophy. Third World Studies. Visual Arts.

*NATURAL SCIENCES.* Applied Mechanics and Engineering Sciences (AMES). Biology. Chemistry. Earth Science. Economics (including Management Science). Electrical Engineering and Computer Science (EECS), Mathematics. Physics. Scientific Perspectives.

*SOCIAL SCIENCES.* Anthropology. Communications. Health Care—Social Issues. International Relations. Latin American Studies. Linguistics. Mexican Studies. Political Science. Psychology. Science, Technology, and Public Affairs. Sociology. Teacher Education Program. Urban Studies and Planning.

+ + + + +

ALSO REQUIRED (as in the other 3 Colleges); Electives to bring the total to 45 courses (180 quarter units — the equivalent of 120 semester units). At least 18 of these courses (including 12 in the major and usually 6 in the two minors) must be at the upper-division level.

#Recommended if you plan to major in that particular subject.

\*Offerings from among which science majors should choose their courses; math courses marked this way are recommended also for majors in economics and psychology.

**UNIVERSITY OF CALIFORNIA, SANTA BARBARA  
COLLEGE OF LETTERS AND SCIENCE — BACHELOR OF ARTS**

**SUBJECT A REQUIREMENT**

UCSB has a Subject A requirement which may be satisfied by 1) earning a score of

600 or higher on the CEEB Achievement Examination in English; 2) earning a score of 3 or higher on the CEEB Advanced Placement Exam in English Composition and Literature; and 3) completion of an acceptable course in English composition with a "C" grade or better prior to transfer.

**\*AMERICAN HISTORY AND INSTITUTIONS REQUIREMENT**

Requirement may be satisfied by:

- 1) satisfactory completion at an accredited college or university of any two transferable courses in American history. Courses used to fulfill AH I Requirements may also apply to General Education Requirements and major requirements.
- 2) passing a non-credit exam in this subject offered by the UCSB Departments of History and Political Science the first week of each quarter.
- 3) by achieving a score of 3 or higher on the CEEB Advanced Placement Exam in American History.

AREA A: English Reading and Composition-2 courses: English 101, 102

AREA B: Foreign Language-Must be fulfilled by all students who will be first-term freshmen in Fall 1986 or later, or who transfer to UCSB in Fall 1989 or later. Arabic 102; Armenian 102; French 102; German 102; Italian 102; Latin 102; Spanish 102, 116

AREA C: Science-2 courses: 1 from C-1, 1 from C-2

C-1: Biology 101, 116, 120, 122, 125, 135

C-2: Astronomy 101; Chemistry 101, 110; Geography 101; Geology 101, 110; Oceanography 115; Physics 101, 105, 110

AREA D: Social Science-2 courses, each from a different discipline: 1 course must be taken from D-3 or D-4.

D-1: Psychology 101, 106

D-2: Anthropology 102, 103; Ethnic Studies 102, 111, 124, 132; Geography 102, 105; History 110, 111, 117, 118; Social Science 123; Sociology 101

D-3: Economics 101

D-4: Political Science 101, 102, 103

AREA E: Western Civilization-2 courses in History of Western Civilization or 2 courses in History of Western Philosophy: History 101, 102, or 107, 108, 109; Philosophy 119, 120

AREA F-1: Fine Arts-2 courses, each from a different discipline: Art 101, 102, 103, 106, 107, 108, 109, 110, 181, 182; Music 120, 122, 125, 126, 128, 129; Theatre Arts 101, 102, 107

AREA F-2: Literature-2 courses: 1 from 2-A, 1 from 2-B

2-A: English 105, 106, 107, 108, 122, 123, 125, 128

2-B: Arabic 124; English 109, 110; French 124, 125, 126; German 125, 126; Humanities 115; Spanish 124, 125, 126, 127, 128

American History and Institutions requirement-2 courses. Also, see above. Administration of Justice 101; Economics 111; English 122, 123; Ethnic Studies 102, 111, 122, 124, 132; History 110, 111, 112, 117, 118; Political Science 101, 104, 105; Social Science 121, 122, 123, 125, 126, 131, 132.

**UNIVERSITY OF CALIFORNIA, SANTA CRUZ**  
**COWELL, STEVENSON, CROWN, MERRILL, PORTER COLLEGE, KRESGE,**  
**OAKES, COLLEGE VIII**

The campus general education requirements are designed to introduce students to various ways of knowing, kinds of information, and reasons for learning, as well as to promote responsible use of what is learned. The following requirements will ensure a minimum breadth of knowledge for each student.

*Introduction to disciplines:* Two courses from different boards or committees of studies are required in each of the three academic divisions: Humanities and Arts, Social Sciences,

and Natural Sciences. These courses should provide a basic introduction to a major by stressing the discipline's content, scope, and methodology.

*Quantitative requirement:* One quantitative methods course that involves use of advanced algebra, statistics, or calculus is required.

*Writing requirements:* Two courses in writing are required in addition to satisfaction of Subject A. One must be a composition course, such as Reading and Composition. If not satisfied at entrance, a course must be completed during the first three quarters of enrollment. The second part of the writing requirement must be satisfied by a writing-intensive course while in residence at UCSC. This course provides instruction and extensive practice in writing applied to a particular subject and can be taken in a number of different disciplines.

*Arts requirement:* One course in arts is required, usually from Art, Art History, Music, or Theatre Arts.

*Topical Course Requirement:* These courses apply information from one or more disciplines to issues of broad social or intellectual interest. We do not apply transfer courses to the topical requirement. Students entering with fewer than 45 quarter units must take 3 topical courses while in residence at UCSC, no more than one from each academic division; with 45-83.9 quarter units, two courses will be required; with 84-104.9 quarter units, one course will be required; with 105 or more quarter units, the topical course requirement will be waived.

*Ethnic Studies Requirement:* One course is required that studies either ethnic minorities in the United States or a non-Western society or culture.

#### General Policies

Courses must be transferable to the University of California in order to be applied to the General Education requirements.

Courses used in satisfaction of the requirements must be passed with a grade of C- or higher.

Courses used in satisfaction of the requirements must be the minimum of 3 semester or 4 quarter units.

## CALIFORNIA INSTITUTE OF TECHNOLOGY

### SPECIAL TRANSFER PROGRAM

A student at Glendale Community College contemplating transfer to the California Institute of Technology must take, as a minimum, the following courses: Physics 101, 102, 103; Math 103, 104, 105, 107, 108; Chemistry 101, 102, 103.

Humanities or Social Science courses which are transferable to the University of California should also be chosen. Caltech requires a minimum of 24 semester hours in such humanities courses for a B.S. degree, and 12 semester hours should be completed in the first two years of which six (6) semester hours should be spent in coursework which requires essays and term papers.

Applicants to the transfer program are required to earn a 3.0, or better GPA and to take transfer examinations, given by the Institute, in Mathematics and Physics.

Students who are interested in this transfer program should contact the Admissions office at Caltech early in their program to discuss any additional aspects of the program, including other possible preparatory courses for specific majors.

## CALIFORNIA LUTHERAN UNIVERSITY

A 2.0 (C) grade on all work attempted is required for transfer. For purpose of calculation, all grades are counted, including repeated courses. A repeated course does not "erase" an earlier grade.

Maximum of 70 credits are transferable from a community college. "D" grades are granted transfer credit.

Both BA and BS degrees are offered. The essential difference in the two degrees which applies to community college transfers is item C below.

Most majors require at least 32 credits with 20-24 credits at the upper division level. Consult the CLU catalog for specific departmental requirements.

Prospective transfer students are encouraged to schedule an appointment with the Director of Transfer Services for counseling and preliminary transcript evaluations. Students should call the Admissions Office at 492-2411.

- a. Creative Arts.....6 units  
One course from: Art 101, 102, 103, 106, 107, 108, 109, 116, 117, 134, 135, 136, 137, 138, 139; Music-any course; Theatre Arts-any course; one course-Speech 100.
- b. English..... 6 Units  
English 101; one course from English 102, 103, 105, 106, 109, 110, 111, 122, 123, 125, 126, 128, 130.
- c. Foreign Language\* ..... 8 Units  
French, German, Italian, Spanish 101, 102, 103, 104  
Bachelor of Science Option ..... 8 Units  
Computer and Information Systems 101, 110, 120, 130, 135, 140, 145, 150, 160, 180, 185, 190, 210; Mathematics 100, 102, 103, 104, 105, 107, 108, 111, 130; Philosophy 117; Economics 107; Psychology 107; Sociology 107.
- d. Natural Science ..... 7 Units  
One course from: Biology 101, 102, 112, 116, 120, 121, 122, 137; Chemistry 101, 102, 103, 105, 106, 110, 120, 121; Geology 110; Physics 105, 106, 110. One course from: Astronomy 101; Geology 101, 102, 105; Mathematics 100, 102, 103, 104, 105, 107, 108, 111, 130;(or any course from sciences listed on line above).
- e. Physical Education ..... 3 Units  
3 different activities (each transfers as one credit.)
- f. Religion and Philosophy ..... 6-9 Units  
One course from: Philosophy 101, 116, 119, 120; 3-6 credits in Religion at CLU.
- g. Social Sciences ..... 6 Units  
Select two courses from two different disciplines: Accounting 101; Administration of Justice 101, 103, 107; Anthropology 101, 102, 103; Business Administration 101, 110, 120, 125, 150; Geology 101, 102, 103, 104, 105, 110; Political Science 101, 102, 103, 104, 105, 106, 107, 109, 110; Psychology 101, 102, 103, 104, 105, 106, 108, 109, 110, 113, 114, 131; Social Science 131, 132; Sociology 101, 102, 105, 107, 131
- h. History ..... 3 Units  
One course, any history course.
- i. California Requirement ..... 3 Units  
One course from: History 110; History 117 and 118; History 151; Social Science 131, 132; Political Science 101, 105 and 106

\*Students able to demonstrate 2nd year college-level proficiency, by examination or transfer credit, shall have satisfied the language requirement.

### LOYOLA MARYMOUNT UNIVERSITY

Transfers are admitted each semester — fall and spring. Students admissible as freshmen to Loyola Marymount University at the time of their graduation from high school, may be admitted to advanced standing at any semester if they have at least a 2.5 GPA at the last college attended and at least a 2.5 GPA for all previous college work.

Students inadmissible as freshmen at the time of their graduation from high school, may be admitted to advanced standing if they have completed at least the equivalent of 30 semester units of college level work with at least a 2.5 GPA.

Many courses are acceptable for transfer credit, but the following pattern satisfies the baccalaureate degree requirements. See notes below for College of Business and College of Science/Engineering additional requirements.



	Units
a. Communication Skills.....	6
English 101; Speech 101 or 102.	
b. Fine Arts.....	3
Art 101, 102, 103; Music 101, 120; Theatre Arts 101, 102, 103	
c. History.....	6
History 102 or 109; one course from History 104, 118, 120, 151	
d. Literature/Psychology.....	6
Three semester units from English 102, 109, 110, 121, 126; additional three semester units from above, or Psychology 101	
e. Religious Studies.....	3
Students who are granted junior standing (according to our Registrar) will be required to complete only the upper division Theology and Philosophy requirements. Students who enter LMU short of junior standing will be required to complete the lower division requirements as well.	
f. Science.....	8
Two college-level science courses or a combination of one college-level science course and one college-level mathematics course may be used to fill this requirement.	
Anthropology 101; Astronomy 101; Biology 101, 102, 112, 120, 121, 122, 123, 124, 125-126; Chemistry 101, 102, 103, 105, 106, 110; Geography 101; Geology 101, 110; Mathematics 102, 103, 104, 105, 107, 108, 110, 111, 112; Oceanography 115; Paleontology 101; Physical Science 131; Physics 101, 102, 103, 105, 106, 110	
g. Social Science.....	6
Two three-unit courses must be outside the major field	
Anthropology 102; Economics 101, 102, 105; Geography 102 or 105; Political Science 101, 102; Sociology 101, 102	

### MOUNT ST. MARY'S COLLEGE

Students interested in transferring to Mount St. Mary's College should contact the college Admissions Office (1 800 222-6762) as well as the directors of professional programs for specific information concerning majors. Up to 66 units may be transferred; requirements may also be satisfied by examination, as indicated in the college catalog. In addition to requirements for the major, the General Studies Curriculum must be completed. The following courses at Glendale Community College will fulfill General Studies Requirements:

#### GENERAL STUDIES REQUIREMENTS

1. COMMUNICATION SKILLS
  - a. WRITTEN (6 units with grade of C or higher): English 101, 102
  - b. Oral (1-3 units): Speech 100, 101, 102, 103; Psychology 111, 112
2. ANALYTICAL SKILLS (3 units)
 

Courses in logic and most courses in mathematics and the physical sciences will fulfill this requirement. Other courses with strong analytical content may also suffice.
3. ARTS AND SCIENCES (21 units; at least one course in each category A-G)
  - a. Art/Music: Art 101, 102, 103, 106, 107, 108, 109; Music 120, 128
  - b. Literature: English 105, 106, 107, 108, 109, 110, 111, 122, 123, 124, 125, 126, 128
  - c. History: History 101, 102, 106, 107, 108, 109, 110, 111, 113, 117, 118, 119, 120, 131
  - d. Natural/Physical Sciences: Anthropology 101; Astronomy 101, 103; Biology 101, 102, 112, 115, 120, 121, 122, 123, 125, 127, 135; Chemistry 101, 102, 103, 110, 115, 120, 121; Geography 101; Geology 101, 102, 103, 105, 110;

- Oceanography 115; Paleontology 101; Physical Science 131; Physics 105, 106, 110
- e. Mathematics: Mathematics 100, 103, 104, 105, 111, 112, 129, 130
  - f. Social/Behavioral Sciences: Anthropology 102, 103; Economics 101; Geography 102; Political Science 102; Psychology 101, 103, 106, 111, 112; Sociology 101, 102, 131
  - g. Contemporary Economics/Politics: Economics 102, 105; Political Science 101, 103, 105, 106, 110, 111
4. FOREIGN LANGUAGE (Not required for Bachelor of Fine Arts, Bachelor of Music, and Bachelor of Science degrees)  
The foreign language requirement may be satisfied by:
- (1) successful completion of level 3 (intermediate) of a foreign language by course work or examination
  - (2) successful completion of level 2 in each of 2 foreign languages by course work
  - (3) for students whose native language is not English, passing the TOEFL examination with scores of 550 or above, or sequential work in ESL to raise student performance to 109 or above.
5. RELIGIOUS STUDIES AND PHILOSOPHY (15 units-must include 3 units Ethics)
- a. Religious Studies (6-9 units): Philosophy 113, 114, 121
  - b. Philosophy (6-9 units): Philosophy 101, 112, 116, 117, 119, 120, 122

### NORTHROP UNIVERSITY

Northrop University is an independent, coeducational senior institution accredited by the Western Association of Schools and Colleges, offering undergraduate degrees in Engineering, Technology and Management. Students are admitted each academic quarter and can receive advanced standing from transferable junior college credits with a grade of "C" or better. Students can receive maximum transferable credit in Engineering by taking the following courses:

Chemistry 101; English 101, 102; History 117, 118; Mathematics 103, 104, 105, 107, 108, 130; Physics 101, 102, 103; Speech 101; and four 3-unit courses chosen from the fields of Anthropology, Biology, Economics, History, Philosophy, Political Science, Psychology, Sociology.

Students can receive maximum transferable credit in Engineering and Technology by taking the following courses:

Airframe and Powerplant Program; Chemistry 101; History 117 and 118; Engineering 104, 110; English 101, 102; Materials and Processes 146; Mathematics 103, 104; Physics 101, 102; Speech 101; and three 3-unit courses chosen from the fields of Anthropology, Biology, Economics, History, Philosophy, Political Science, Psychology, Sociology.

Students can receive maximum transferable credit in Management by taking the following courses:

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

### OCCIDENTAL COLLEGE

Students considering transfer in either the sophomore or junior year are strongly urged to check with the Admission Office for further information if the descriptions below are not adequate or do not relate sufficiently to the courses available to them at the college they are attending. They should refer also to the current catalog for information concerning prerequisites for proposed majors.

The CORE Program in Liberal Arts consists of ten components as listed below:

- A. Freshman Writing Seminar: English 101 and 102, 103
- B. European Culture: History 101, 102, 107, 108, 109 (Three courses must be completed to fulfill requirement.)

- C. American Culture (3-6 units): History 110, 111; Political Science 104; Social Science 121, 131, 132
- D. World Cultures (7-9 units):  
 For World Cultures I requirement, a student who enters with Sophomore standing should enroll in one of the WC I courses offered Winter or Spring Term of his/her Sophomore year.  
 World Cultures II: Art 108; History 103, 104, 106, 113, 114, 119, 120; Philosophy 113, 114; Political Science 110, 111
- E. Mathematics (3-6 units): Mathematics 100, 103, 104, 105, 107, 108, 110, 111
- F. Science (Students must take two 4 unit courses or one 4 unit and one 3 unit course): Astronomy 101; Biology 101, 102, 115, 120, 122, 124, 125, 149; Chemistry 101, 102; Geology 101, 102, 103, 105, 110; Oceanography 115; Physical Science 131; Physics 105, 106
- G. Creativity (3-6 units) (This requirement may be met by demonstrating competence in one of the creative arts): Art 113, 114, 115, 116, 117, 118, 119, 126; English 103; Graphics 165; Music 101; Speech 101, 103, 104; Theatre Arts 103, 104

The academic year at Occidental consists of three eleven-week terms, with each student allowed to take no more than three courses per term, plus certain fractional courses. A minimum of thirty-five courses, exclusive of credit for Physical Education activity courses, is required for graduation.

Please note that a maximum of 64 semester (96 quarter) units of lower division credit (equivalent to 18 courses) is accepted for transfer, and that a minimum of 17 courses must be taken at Occidental College in order to receive the A.B. degree.

### PACIFIC OAKS COLLEGE

The two-year upper division program leads to the Bachelor of Arts degree in Human Development. Admission in junior standing requires completion of not less than 60 semester units of acceptable college work with at least a "C" grade average.

Glendale Community College courses which satisfy the lower division general education requirements are listed below (a minimum of nine (9) units from each area must be selected).

- |  | Units |
|--|-------|
| a. Oral and Written Expression.....  | 9-15  |
| 1. REQUIRED: English 101.  |       |
| 2. A minimum of six (6) additional units must be chosen from the following:<br>English 102, 103, 105, 106, 109, 110, 120, 121, 122, 123, 125, 126, 198;<br>Journalism; Speech 101, 102, 121.   |       |
| b. Natural Sciences and Mathematics .....  | 9-15  |
| 1. One course in Biology is recommended.   |       |
| 2. Nine to fifteen (9-15) units may be chosen from the following courses: Anthropology 101; Astronomy 101; Biology 101, 102, 112, 116, 121, 122, 123, 124, 125, 130, 137; Business—General 130, 135; Chemistry; Economics 107; Geography; Geology; Mathematics-Mineralogy; Paleontology 101; Physics; Physical Science 131.                      |       |
| c. Social Sciences.....  | 9-15  |
| 1. REQUIRED: Psychology 101 and either Sociology 101 or Anthropology 102.  |       |
| 2. Additional units may be chosen from the following courses: Anthropology 103; Economics 101, 102; Geography 105; History 110, 112, 117, 118, 151; Family and Consumer Studies 135, 136, 140, 141, 142, 143; Political Sciences; Psychology 102, 107, 110, 131; Public Administration; Social Science; Sociology 102, 107, 131; Journalism 101. |       |

- d. Include a course which covers the U.S. Constitution to meet credential requirements.
- d. Humanities..... 9-15
- No specific course requirement.
- BY CHOICE: Architecture; Art 101 through 150, 160; History 101, 102, 103, 104, 106,

107, 108, 109, 119, 120; Music; Philosophy; Photography; Printing; Theatre Arts; Intermediate and Advanced Foreign Language.

e. Electives

A maximum of 15 units of lower division electives taken in courses other than those listed in the above areas will be accepted. Courses which are NOT acceptable include most business courses, vocational courses, library courses, medical courses, orientation courses, and specifically sectarian religion courses. Health and physical education courses (maximum 4 units) and beginning foreign language courses will be accepted as electives. Although a maximum of 15 elective units will be accepted, no elective units are required.

### PEPPERDINE UNIVERSITY, SEAVER COLLEGE (MALIBU)

- a. Communication (9 units): English 101; Course in Communication theory or Mass Communication Elective — Speech 101; Foreign Language, Drama, Journalism
- b. Fine Arts (3 units): Art 101, 102, 103; Music 120, 125, or 126
- c. Humanities (12 units): English 102, 105, 106, 109, 110; History 107, 108, 109 (must take all three); Philosophy 101, 119, 120 (1 course required)
- d. Natural Science (Must include one lab course and courses in both life and physical science) (6 units): Astronomy 101; Biology 101, 102, 112, 122, 131, 137; Chemistry 101, 110; Geology 101, 105, 110; Mathematics 101, 102; Physics 105, 106, 110
- e. Religion (8 units): To be taken at Pepperdine (4 units required of those transferring with 60 units)
- f. Social Science (9 units) (3 units must be completed in each group): History 110 and Political Science 101 or History 117 and 118; Psychology 101; Sociology 101  
Economics 101; Social Science 121; any Political Science course; Psychology 101 OR Sociology 101 (provided another course satisfies the above requirement), Social Science 131, 132
- g. Physical Education (4 terms (not units): Four Activity Courses

### STANFORD UNIVERSITY

#### DISTRIBUTION REQUIREMENTS FOR UNDERGRADUATES ENTERING STANFORD

To fulfill the Distribution Requirements undergraduates entering Stanford in Autumn Quarter, 1983 and thereafter must take ten courses certified for this purpose in eight areas as follows:

Three sequential courses in the Western Culture Program (students may not mix courses from different sequences for this requirement; students are encouraged to satisfy this requirement as early as possible, preferably in the first year);

One course in each of seven other subject areas which together embrace all areas of the undergraduate curriculum (see below for designated Areas numbered Two through Eight);

At least one of the courses in Areas Two through Eight must be designated as concentrating on a non-Western culture.

The subject areas of these Distribution Requirements are as follows:

- Area 1: Western Culture (one three-course sequence)
- Area 2: Literature and Fine Arts
- Area 3: Philosophical, Social, and Religious Thought
- Area 4: Human Development, Behavior, and Language
- Area 5: Social Processes and Institutions
- Area 6: Mathematical Sciences

Area 7: Natural Sciences

Area 8: Technology and Applied Sciences

*Note:* At least one course must be certified as concentration on a non-Western culture.

Course certified as meeting the Distribution Requirements carry a minimum of three units of credit. Normally, a single course will be certified as fulfilling only one Distribution Requirement. Exceptionally, a single course whose content is approximately equally divided between two areas of study may be certified as fulfilling either one of two Distribution Requirements. No single course may fulfill more than one Distribution Requirement for a given student.

**THE LANGUAGE REQUIREMENT**

Undergraduates entering Stanford in September 1982 or thereafter are required to complete the third Quarter of first year foreign language study at Stanford. Alternatively, students may demonstrate by a Stanford departmental examination competency at a level comparable to the completion of the third quarter of first year foreign language study at Stanford. Students whom the Office of Undergraduate Admissions determines to have completed the third year course of one foreign language in high school will have satisfied this requirement.

**UNITED STATES INTERNATIONAL UNIVERSITY, SAN DIEGO**

*Maximum Community College Credit Approved*

The maximum number of units accepted from a Community College is 70 semester hours. After a student has completed the maximum number of units, whether at a Community College or a four year institution, or both, no further Community College units will be accepted for application toward a Bachelor's degree USIU. Only 3 semester hours of PE activity courses may be counted toward the degree.

*Total Units Required*

Total units required for all Bachelor degrees other than the Bachelor of Science in Civil Engineering is 120 semester units. The Bachelor of Science in Civil Engineering is 134 semester units.

*General Studies Requirements for College Transfer Students*

- a. English: English 101-102
- \*b. Mathematics—select two courses: Mathematics 100, 101, 102, 103, 104, 105, 107, 108, 110.
- \*\*c. History and Social Science—select one course from three different fields: Anthropology 102, 103; Economics 101 through 111; History 101 through 151; Political Science 101 through 151; Psychology 101 through 131; Social Science 131-132; Sociology 101 through 131
- \*\*\*d. Humanities—One course from each group
  - Group I: Art 101 through 112; Music 120 through 128
  - Group II: English 105 through 111 and 122 through 130; Humanities 105 through 135; Speech 100, 101; Theatre Arts 101, 102, 107
  - Group III: Philosophy 101 through 121
- \*\*\*\*e. Natural Science: Completion of a minimum of eight semester units of science with at least one laboratory science.

\*Engineering students need Mathematics 103, 104, 105, and 108.

\*\*Engineering students need only one course; either Psychology or Sociology. Business students may use Accounting 101.

\*\*\*Engineering and Performing Arts students need only one course, preferably in Philosophy.

\*\*\*\*Performing Arts students need one Mathematics or one Science. Engineering students need Chem-

istry 101, 102 and Physics 101, 102 and 103.

Note: Business students need Accounting 101, 102; Economics 101, 102, 107.

## UNIVERSITY OF SOUTHERN CALIFORNIA COLLEGE OF LETTERS, ARTS, AND SCIENCE

The following courses are general education requirements which undergraduate students should strive to complete during their freshman and sophomore years. The requirements for junior standing are the completion of 64 units of transfer work. No more than 70 units of community college work will be applied to the degree.

### General Education Requirements

- I. Freshman Composition: English 101-102 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 meets the Skill Level requirement and exempts the student from the examination.
- IV. Areas of Study
  1. The Natural World: 3 courses, one from List A, one from List B, one additional from either A or B.  
List A: Anthropology 101; Astronomy 101, 103; Biology 101, 102, 120, 121, 122, 123, 125 and 126, 127 and 128, 130, 137; Geography 101; Geology 101, 102, 103, 105, 110; Oceanography 115; Paleontology 101; Physical Science 131; Physics 110; Psychology 103  
List B: Astronomy 101, 103; Biology 102, 112; Chemistry 101, 102, 103, 105, 106, 107, 110, 120, 121; Physical Science 131; Physics 101, 102, 103, 105, 106
  2. American Public Life (1 course): Economics 111; History 110, 118; Political Science 101, 104, 105 and 106; Social Science 121, 125, 126, 131, 132
  3. Western Culture I (1 course): Art 101; English 109, 128; History 101, 107; Humanities 115; Philosophy 113, 119; Theatre Arts 102
  4. Western Culture II (1 course): Art 102, 103; English 110; History 102, 108; Philosophy 120 (Humanities majors are not required to take 2 C)
  5. Non-Western Cultures (1 course): Art 106, 108, 109; History 107, 119, 120, 121, 131; Philosophy 114, 121; Political Science 111
  6. Empirical Approaches (2 courses each from a different department): Anthropology 102, 103; Economics 101, 102, 105; Geography 102, 105, 110; Linguistics 101; Political Science 102, 103, 105 and 106, 110; Psychology 101, 104; Social Science 121, 131, 132; Sociology 101, 102, 105 (Those majors in the Division of Social Science and Natural Science seeking a B.A. are required to take only 1 course in 6)
  7. Literature (1 course): English: 105, 106, 107, 108, 109, 110, 111, 122, 123, 124, 125, 126, 128; Spanish 124
  8. The Arts (1 course): Art 101, 102, 103, 106, 107, 108, 109, 110, 112; English 126; Humanities 120; Music 120, 122, 125, 126; Theatre Arts 101, 102, 107
  9. Ethical Approaches (1 course): Philosophy 116

Some courses listed for credit in two categories. A student may take these courses for credit in only one category. Only two courses counted toward General Education may also count toward major credit. 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. Students who began their studies at another institution in the Fall of 1979 will fall under the old requirements of General Education. Students who begin 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 G.E. requirements which will vary depending on date of entrance to college work.

All LAS students must complete a total of 128 units for the baccalaureate degree, of which not more than 4 units may be in physical education activity courses. A fulltime program at USC is normally 16 units.

### **Bachelor of Science Degree—General Education Requirements**

- I. Freshman Composition (See Skill Level, Composition)
- II. Foreign Language (See Skill Level, Foreign Languages)
- III. Mathematics Skill Level (See Skill Level, Mathematics)
- IV. Areas of Study\*
  1. The Natural World, List A and List B (No courses required)
  2. Non-Western Cultures, 1 course.  
Choose 3 courses, each course from a different category from the following:
    3. Western Culture I
    4. Western Culture II
    5. American Public Life
    6. Empirical Approaches  
Choose 2 courses, each course from a different category
    7. Literature
    8. The Arts
    9. Ethical Approaches

\*All courses in the Areas of Study are to be chosen from the General Education Requirements (Bachelor of Arts) above.

## **WESTMONT COLLEGE**

The following courses will be applied to Westmont College requirements in general education.

To transfer: No minimum. Maximum transferable is 64 units; 2.3 grade point average required (2.0 if student has A.A. or A.S.). Transfer limited to liberal arts courses in which minimum grades of "C" were earned.

### **GENERAL EDUCATION REQUIREMENTS:**

- A. RELIGIOUS STUDIES. A resident requirement prorated at the rate of 4 units per year at Westmont.
- B. PHYSICAL EDUCATION. 4 semesters, each a different activity. One semester of varsity activity may be included.
- C. PERSPECTIVES IN CIVILIZATION. 2 course history of civilization sequence. May be met by History 107, 108 and 109 (9 units).
- D. DISTRIBUTION (BREADTH) REQUIREMENT. One 3-4 unit course in each of the following seven areas:
  - Social Science: Economics 101; Ethnic Studies 102, 111, 124, 132; History 103, 104, 106, 107, 108, 109, 110, 112, 117, 118, 119, 120, 131; Political Science 101, 102, 103, 104, 105, 106, 110, 111; Social Science 121, 122, 123, 124, 125, 126, 131, 132
  - Behavioral Science: Anthropology 101, 102; Psychology 101; Sociology 101, 102
  - Fine Arts: Art 101, 102, 103, 106, 107, 108, 109, 110,; Music 120, 122, 125, 126, 128; Theatre Arts 101, 102, 107
  - Literature: English 102, 105, 106, 107, 108, 109, 110, 111, 122, 123, 124, 125, 126, 128, 130, 135; French 124, 125, 126; German 125, 126; Spanish 124, 125, 126, 127, 128

Philosophy: Philosophy 101, 119, 120.

Biological Science: Biology 101, 102, 116, 120, 121, 122; Oceanography 115; Paleontology 101

Physical Science: Astronomy 101; Chemistry 101, 110, 112, 120; Geology 101, 104 (3-4), 105, 110; Mathematics 100, 103, 107, 111; Oceanography 115; Physical Science 131; Physics 101, 102, 105, 106, 110

E. LANGUAGE. 2 years in high school or one year college level.

History major: Intermediate level, or elementary level plus one semester each of statistics and computer programming.

Religious Studies major: 2 years Greek.

Chemistry major, Program A: One year German.

### WHITTIER COLLEGE

Whittier welcomes students who transfer from junior or community colleges and four-year institutions. Transferable coursework must be "C-" or above, and a maximum of 70 semester credits can be accepted from the community college. Selected courses from the community college not appearing in the transfer list may be accepted for transfer upon petition to the Whittier College Registrar. (Certain courses purely technical, vocational or remedial in nature, while beneficial to the student, may not be transferable).

Transfer candidates who have completed less than 30 academic units are also asked to submit scores from the Scholastic Aptitude Test (SAT) or the American College Test (ACT). Students are expected to have met the high school subject requirements for entering freshman, which include: 3 years of English, 2 years of a foreign language, 1 year of lab science, 1 year of history, 1 year of algebra, and 1 year of Geometry or another advanced math. Comparable college courses may be taken to complete the required work.

#### General Education Requirements

Students who have fulfilled the general education requirements of the California State Universities will have met the majority of Whittier College's "Liberal Education" requirements. A transfer counselor in the Office of Admissions can provide students with a detailed evaluation of their standing.

Students who wish to transfer without completion of these general education requirements should check the "Liberal Education" course list for classes that will satisfy the Liberal Education requirements at Whittier College.

#### Liberal Education Requirements

HUMANITIES (3 units): Arabic 103; English 105, 106, 109, 110, 122, 123; French 103, 104; German 103, 104; Humanities 105, 110, 115, 135; Italian 104; Music 120, 122, 125, 126; Philosophy 101, 113, 114, 116, 119, 120; Spanish 103, 104, 125, 126, 127; Theatre Arts 107

FINE ARTS (3 units): Art 101, 102, 103, 105, 106, 107, 108, 109, 110, 181, 182; English 105, 106, 109, 110; Humanities 120; Music 120, 122, 125, 126, 200; Theatre Arts 101, 102

ENGLISH (6 units): English 101, 102

MATHEMATICS (3 units): Mathematics 100, 103, 107, 108, 111, 112

NATURAL SCIENCE (8 units, lecture and lab combinations only): Astronomy 101 with 102; Biology 101, 102, 112, 115, 120, 121, 122, 125 with 126, 127 with 128, 130, 135, 137; Chemistry 101, 102, 103, 105, 106, 110, 120, 121; Geology 105, 110; Oceanography 115; Physical Science 131; Physics 101, 102, 103, 105, 106

\*WESTERN CIVILIZATION (6 units): Art 106, 107; Economics 111; English 109, 110; History 101, 102, 103, 104, 106, 107, 108, 109, 110, 117, 118; Humanities 111; Philosophy 119, 120; Political Science 104, 105; Physical Science 133; Social Science 125, 126, 131, 132

\*NON-WESTERN CIVILIZATION (6 units): Anthropology 102; Art 108; History



119, 120; Philosophy 113, 114, 122; Political Science 111

\*CONTEMPORARY SOCIETY AND THE INDIVIDUAL (6 units): Anthropology 101, 102; Biology 127-128; Chemistry 112; Economics 101, 102, 105; Family and Consumer Studies 139; Geology 102, 105; Philosophy 112; Political Science 102, 103, 110; Psychology 101, 103, 108, 131; Social Science 110, 121, 124; Sociology 101, 102, 105, 131.

\*Courses in the these categories are team-taught or paired course offerings at Whittier. Transfers are required to complete from one to three categories at Whittier, depending on standing at entrance.

## WOODBURY UNIVERSITY

The Woodbury University General Education curriculum is designed to provide a breadth of knowledge in areas of the Liberal Arts and Sciences, as well as demonstrate competence in written and spoken English Language skills. An earned grade of "C" or higher is required for purposes of transfer.

### I. GENERAL EDUCATION AREA REQUIREMENTS

- A. ENGLISH COMMUNICATIONS AREA (two courses in English Composition and one course in Speech): English 101, 102, 103; Speech 101, 102
- B. ECONOMICS AREA (Professional Design Majors must take either micro or macro Economics. Other majors must complete both courses): Economics 101, 102

### II. LIBERAL ARTS AND SCIENCES — DEPTH AREA REQUIREMENTS

Students must complete two courses in each of the following five areas. In addition, a Depth Area must be selected and two additional courses are required in the selected Depth Area:

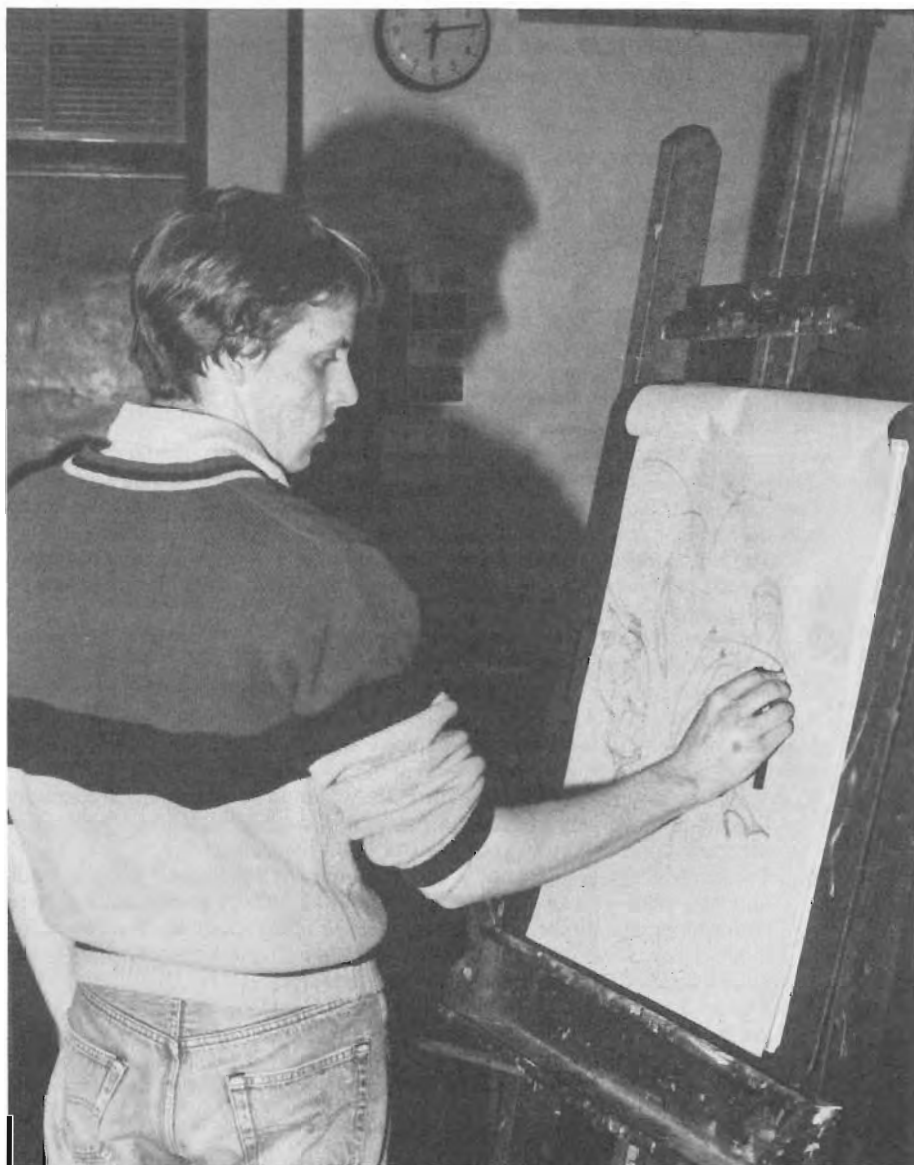
- A. \*\*Literature (2 courses): English 105, 106, 107, 108, 109, 110, 111, 121, 122, 123, 124, 125, 126, 128, 130, 131, 132
- B. \*\*Art Area (2 courses): Art 101, 102, 103, 105, 106, 107, 108, 109, 110; Ethnic Studies 101, 102, 110, 111, 122, 124, 132, 164; History 107, 108,-109; Humanities 110; Music 101, 120, 122, 125,126; Photography 101, 102, 103, 109, 110, 111
- C. \*\*Man and Society (2 courses): Economics 111; Geography 101, 102, 105, 110; History 101, 102, 103, 104, 106; Philosophy 116; Political Science 101, 102, 103, 104, 105, 106, 107, 109, 110, 111; Social Science 121, 122, 123, 124, 125, 126, 131, 132
- D. \*\*Science Area (2 courses, minimum of 1 course in Natural Sciences and 1 in the Behavioral Sciences)
  - 1. Natural Science (1 course): Anthropology 101; Astronomy 101, 102, 103; Biology 101, 102, 112, 116, 120, 121, 122, 123, 125, 126, 127, 128, 129, 130, 131, 135, 137, 138, 139, 140, 145, 146, 149; Chemistry 101, 102, 103, 105, 106, 107, 110, 112, 115, 120, 121, 141, 143; Geology 101, 102, 103, 104, 105, 110; Oceanography; 115; Paleontology 101; Physical Science 131; Physics 101, 102, 103, 105, 106, 110
  - 2. Behavioral Science (1 course) (The Behavioral Science course may be selected from the areas of Psychology, Sociology and Societal Anthropology: Anthropology 102; Psychology 101-131; Sociology 101-107
- E. Quantitative Area (2 courses): Mathematics 100, 101, 103-108, 111, 112; Philosophy 117

\*\*Note: One of the five areas is to be selected as a "Depth Area." Two additional courses are required in the selected area to fulfill the "Depth Area" requirement.

### GENERAL EDUCATION REQUIREMENTS FOR HOLDERS OF AN ASSOCIATE DEGREE

Students who are admitted to Woodbury University Bachelor's Degree Program based on an earned Associate Degree from a regionally accredited college will follow a modified General Education track.

All units within the Associate Degree will be transferred. Courses with a grade of "C" or higher will be articulated on a course by course basis. Woodbury requires those with an Associate Degree to demonstrate competence in written English communications skills and Mathematics skills at the Intermediate Algebra level. Competency examinations in Communications and Mathematics are required upon entrance to the University. Based on the results of the competency examinations, students will be excused from or required to take further course work in the Communications or Mathematics areas. In addition, those holding an Associate Degree must complete at least one course in each of the following areas: Economics, Literature, Art, Man in society, Quantitative, and Science.



# THE CALIFORNIA STATE UNIVERSITY

## ADMISSION REGULATIONS

Admission standards are prescribed by the Board of Trustees of The California State University and are set forth in each college catalog and in Title 5 of the California Administrative Code. The following is a summary of the provisions of concern to the majority of prospective students.

### Eligibility Index

First-time freshman eligibility is governed by an eligibility index. The index is computed using the high school grade point average on all course work completed in the last three years of high school, exclusive of physical education and military science; and the ACT composite, or the SAT total score. The full table of grade point averages, with corresponding test scores and the equation by which the index is computed, may be found in the CSU catalog. Test results of either the CEEB Scholastic Aptitude Test (SAT) or the American College Testing Program Examination (ACT) are acceptable in establishing eligibility.

#### Freshman

*Residents* — Applicants who are graduates of a California high school or legal residents of California for tuition purposes, need a minimum eligibility index of 722 using the ACT or 2994 using the SAT.

*Nonresidents* — Applicants who are neither graduates of a California high school nor residents for tuition purposes, need a minimum eligibility index of 826 (ACT) or 3402 (SAT).

*Test Requirements* — Applicants who have fewer than 56 semester units of transferable college work, are required to submit scores from either the American College Test Program (ACT) or the Scholastic Aptitude Test of the College Board (SAT).

Transfers — Applicants who are undergraduate transfers in good standing at the last institution attended, are eligible for admission if they meet either of the following provisions:

1. Applicants with 56 or more transferable semester units and are California Residents may be admitted to a campus as an undergraduate
  - a. The applicant has completed satisfactorily four years of college preparatory English and two years of college preparatory mathematics or an alternative program determined by the Chancellor to be equivalent;
  - b. The applicant has attained a grade point average of 2.0 (grade of C) or better in at least 56 units of transferable college credit;
  - c. The applicant was in good standing at the last college attended.
2. Applicants who are not California residents and who have completed 56 units of college credit may be admitted to a campus as an undergraduate transfer upon satisfaction of the requirements of each of the following:
  - a. The applicant has completed satisfactorily four years of college preparatory English and two years of college preparatory mathematics or an alternative program determined by the Chancellor to be equivalent;
  - b. The applicant has completed at least 56 units of transferable college credit and has attained a grade point average in all units of transferable college credit which places the applicant among the upper one-half of eligible California residents who are applicants for admission, the required minimum grade point average to be determined by the Chancellor;
  - c. The applicant was in good standing at the last college attended.
3. Applicants who were eligible for admission as first-time freshmen and who have completed fewer than 56 units of college credit may be admitted to a campus as an undergraduate transfer upon satisfaction of the requirements of each of the following:

- a. The applicant has completed satisfactorily four years of college preparatory English and two years of college preparatory mathematics or an alternative program determined by the Chancellor to be equivalent;
  - b. The applicant was eligible for admission to a campus as a first-time freshman, either
    1. on the basis of the admission requirements in effect at the time of the application (consult appropriate college catalog) or
    2. on the basis of the admission requirements in effect at the time of the applicant's graduation from high school and if the applicant has been in continuous attendance at a college since graduation (consult appropriate college catalog)
  - c. The applicant has attained a grade point average of 2.0 or better in all transferable college units attempted;
  - d. The applicant was in good standing at the last college attended.
4. Applicants who were ineligible for admission as first-time freshmen for failure to meet course requirements and who have completed fewer than 56 units of college credit may be admitted to a campus as an undergraduate transfer upon satisfaction of each of the following:
- a. Except for satisfactory completion of four years of college preparatory English and two years of college preparatory mathematics or an acceptable alternative program, the applicant was eligible for admission to a campus as a first-time freshman, either
    1. on the basis of the admission requirements in effect at the time of the application (consult appropriate college catalog) or
    2. on the basis of the admission requirements in effect at the time of the applicant's graduation from high school and if the applicant has been in continuous attendance at a college since graduation (consult appropriate college catalog)
  - b. Subsequent to high school graduation, the applicant has completed satisfactorily four years of college preparatory English and two years of college preparatory mathematics or an alternative program determined by the Chancellor to be equivalent;
  - c. The applicant has attained a grade point average of 2.0 (a grade of C) or better in all transferable college units attempted;
  - d. The applicant was in good standing at the last college attended.
5. An applicant not eligible under paragraph 3 or paragraph 4 above may be admitted to a campus as an undergraduate transfer upon satisfaction of the requirements of each of the following:
- a. The applicant has completed satisfactorily four years of college preparatory English and two years of college preparatory mathematics or an alternative program determined by the Chancellor to be equivalent;
  - b. The degree objective is such that at least 56 semester units, or the equivalent, of appropriate course work are not offered at the college from which the applicant seeks to transfer;
  - c. The applicant has completed that portion of the curricular program required by the campus for the degree objective, as is offered at the college from which the applicant seeks to transfer;
  - d. The applicant has attained a grade point average of 2.0 (grade of C) or better in all transferable college work attempted;
  - e. The applicant was in good standing at the last college attended.

**BAKERSFIELD, CHICO, DOMINGUEZ HILLS, FRESNO,  
FULLERTON, HAYWARD, HUMBOLDT, LONG BEACH, LOS ANGELES,  
NORTHRIDGE, POLYTECHNIC ( POMONA, SAN LUIS OBISPO),  
SACRAMENTO, SAN BERNARDINO, SAN DIEGO, SAN FRANCISCO, SAN  
JOSE, SONOMA, STANISLAUS**

This preliminary list of courses from which 39 units must be selected for certification has been submitted to The California State University and is effective for students entering Glendale Community College for the fall and spring semesters of the school year 1985-86.

**General Education Requirement**

*History and Constitution Requirement*

All students seeking a baccalaureate degree are required by California law to demonstrate competence in the Constitution of the United States, in American History, including the study of American Institutions and Ideals, and in the principles of state and local government established under the Constitution of the State of California. Courses satisfying all or part of this requirement are: Economics 111; History 110, 111, 117-118; Political Science 101, 105, 106; Social Science 125-126, 131, 132.

*Breadth Requirement*

Breadth Requirement courses which the President of Glendale Community College or his 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 from Areas B-D)

- A. COMMUNICATION IN THE ENGLISH LANGUAGE AND CRITICAL THINKING (9 units)
  - English 101 (Required)
  - Speech 101 (Required)
  - English 118
  - Humanities 105, 110
  - Mathematics 100, 102, 110
  - Philosophy 117
  - Speech 100, 103
- B. PHYSICAL UNIVERSE AND ITS LIFE FORMS (9 units)
  - A maximum of six (6) units may be selected from either physical science or from biological science or mathematics. The nine units must include a laboratory associated with a lecture.
  - BIOLOGICAL SCIENCE:
    - Anthropology 101
    - Biology 101, 102, 112, 115, 120, 121, 122, 123, 125, 126, 127, 128, 130, 135, 137
  - PHYSICAL SCIENCE:
    - Astronomy 101, 102, 103
    - Chemistry 101, 102, 103, 105, 106, 107, 110, 112, 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
  - MATHEMATICS:
    - Economics 107
    - Mathematics 103, 104, 105, 107, 108, 111, 112
    - Political Science 107

Psychology 107

Sociology 107

C. ARTS, LITERATURE, PHILOSOPHY AND FOREIGN LANGUAGE (9 units)

A maximum of six (6) units may be selected from one area.

ART:

Art 101, 102, 103, 106, 107, 108, 110, 112, 155, 181, 182

Humanities 120\*

Music 101, 102, 104, 105, 106, 107, 108, 109, 114, 120, 125, 126, 128, 155

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 106, 111, 115, 120\*

Spanish 124, 125, 126, 127, 128

Theatre Arts 107

PHILOSOPHY AND 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

Philosophy 101, 112, 113, 114, 116, 119, 120, 121, 122

Spanish 101, 102, 103, 104

D. SOCIAL, POLITICAL AND ECONOMIC INSTITUTIONS (9 units)

A maximum of six (6) units may be selected from one area.

SOCIAL:

Anthropology 102, 103

Ethnic Studies 101, 102, 110, 111, 122, 124, 132, 164

Geography 102, 110

Social Science 102, 110, 121, 122, 123, 124

Sociology 101, 102

POLITICAL AND ECONOMIC INSTITUTIONS:

Economics 101, 102, 105

Geography 105

History 101, 102, 103, 104, 106, 107, 108, 109, 112, 113, 119, 120, 121, 131

Political Science 102, 103, 104, 108, 109, 110, 111

E. LIFELONG UNDERSTANDING AND SELF-DEVELOPMENT (3 units)

Family and Consumer Studies 125

Health 104

Physical Education (all courses) (1 unit only)

Psychology 101, 102, 103, 104, 105, 106, 109, 111, 112, 113, 131

Recreation Leadership 105

Sociology 105, 131

\*May be used in only one discipline.

## FACULTY

**\*ABRAMS, NORMAN**

*Instructor of Accounting*  
B.S., M.B.A., Fairleigh Dickinson University

**\*ADAMS, PATRICIA L.**

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

**ADKINS, LINDA**

*Instructor of Business*

**\*AEBI, ANDREAS**

*Assistant Professor of German*  
M.A., Ph.D., University of Southern California

**AGOSTON, JOZSEF**

*Assistant Professor of Theatre Arts*  
A.A., Glendale Community College  
B.A., California State University, Northridge  
M.F.A., University of Southern California

**AGUERO, VITALIA E.**

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

**\*ALEXANDRE, GORDON**

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

**\*ALGAZE, SUSAN**

*Counselor*  
Coordinator, New Horizons Adult Reentry Center  
B.A., University of California at Los Angeles  
M.S., California State University, Los Angeles

**ALI, SAEED M.**

*Instructor of English as a Second Language*  
*Non-Credit Adult Education*  
Diploma TESL, Central Institute of English  
M.A., University of California at Los Angeles

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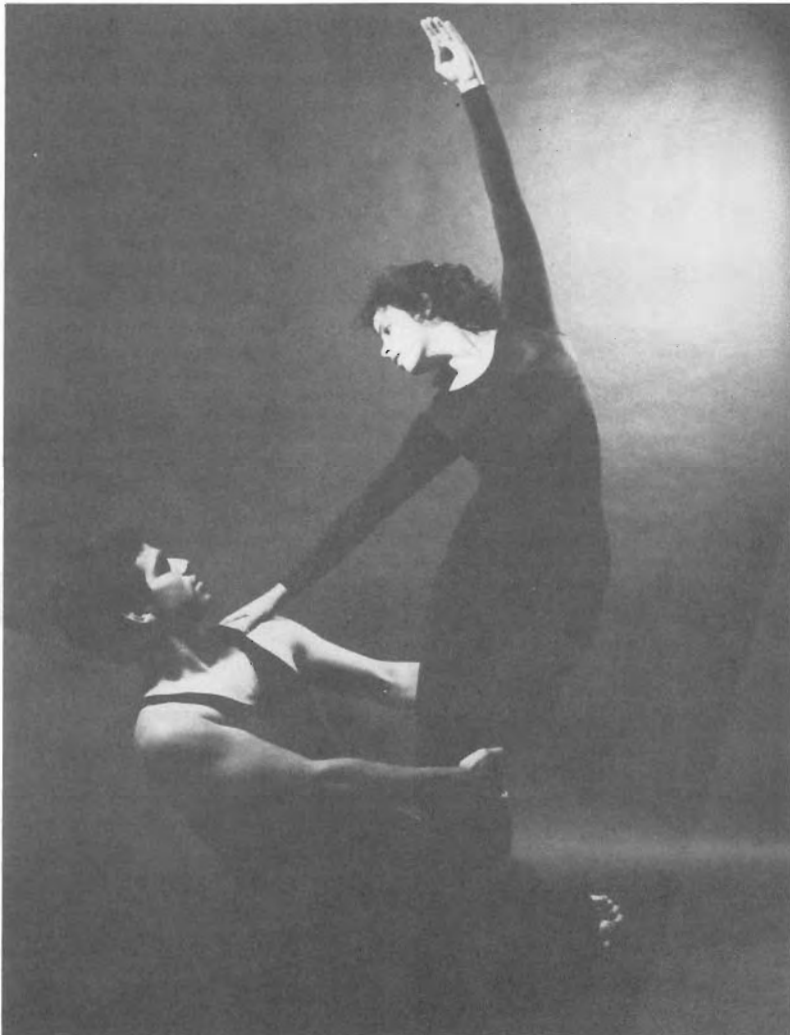
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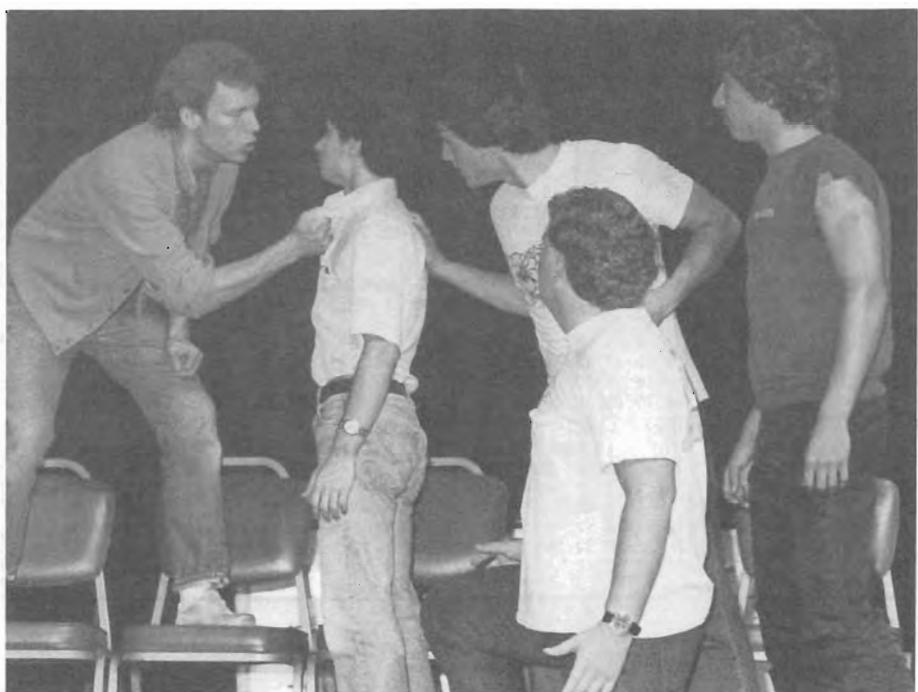
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## CALENDAR 1986

JANUARY							APRIL							JULY							OCTOBER								
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## CALENDAR 1987

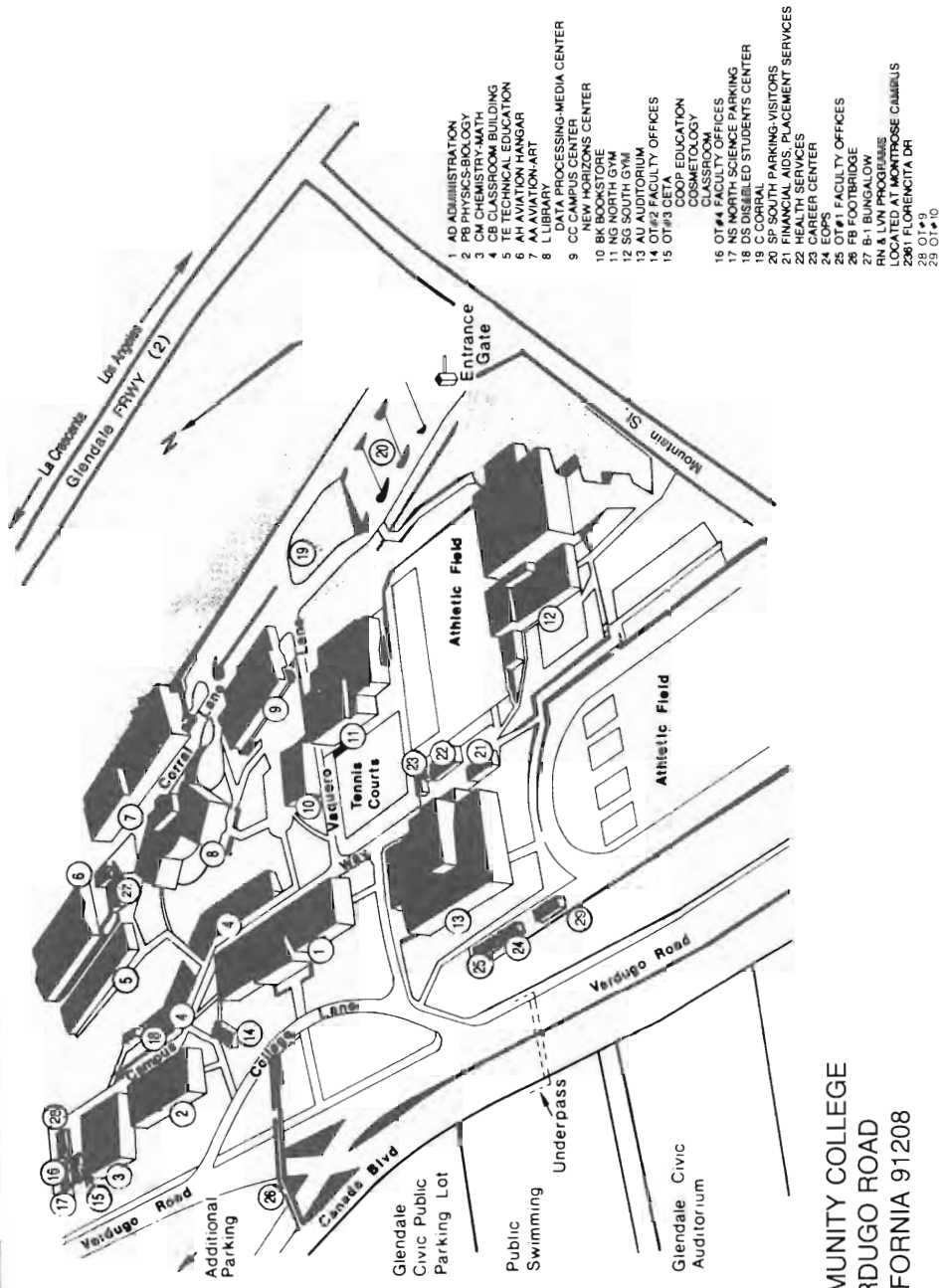
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- 1 AD ADMINISTRATION
- 2 PB PHYSICS-BIOLOGY
- 3 CM CHEMISTRY-MATH
- 4 PL PLANNING
- 5 TE TECHNICAL EDUCATION
- 6 AH AVIATION HANGAR
- 7 AA AVIATION-ART
- 8 L LIBRARY
- 9 DATA PROCESSING-MEDIA CENTER
- 10 CM COMMUNITY CENTER
- 11 BK BOOKSTORE
- 12 NG NORTH GYM
- 13 SG SOUTH GYM
- 14 AU AUDITORIUM
- 15 OT#2 FACULTY OFFICES
- 16 OT#3 COOP-EDUCATION
- 17 OT#4 CLASSROOM
- 18 NS NORTH SCIENCE PARKING
- 19 C CORRAL
- 20 SP SOUTH PARKING-VISITORS
- 21 FINANCIAL AIDS, PLACEMENT SERVICES
- 22 HEALTH SERVICES
- 23 CAREER CENTER
- 24 OT#1 FACULTY OFFICES
- 25 FB FOOTBRIDGE
- 26 B-1 BUNGALOW
- 27 RN & LVN PROGRAMS
- 28 LOCATED AT MONTROSE CUMMIS
- 2861 FLORENCITA DR
- 29 OT#10



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