



CATALOG

1991-92

GLENDALE COMMUNITY COLLEGE



CATALOG

1991 - 92



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

TABLE OF CONTENTS

Administration	7
Division Chairpersons	7
College Calendar	8
General Information	11
Mission Statement	11
Accreditation	14
Advisory Committees	14
Transfer to Four-year Colleges and Universities	22
Veteran Education	22
Student Services	23
Student Government and Activities	41
Admission and Registration	43
Eligibility for Courses	45
Scholastic Information and Regulations	49
Graduation Requirements	63
Certificate Programs	72
Transfer Programs	89
Course Descriptions	101
General Education Requirements	229
Faculty	239
Classified Staff	258
Index	261
Maps	266

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



We're Growing With You . . .

For 64 years, Glendale Community College has served Glendale and the surrounding areas, providing quality academic and career education for local citizens.

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

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

Construction began with six tennis courts including one tournament court with bleachers, and new parking lots that include the first-ever on-campus student parking.

The San Rafael Building has been built on the site of the old tennis courts. It centralizes student services such as counseling, financial aid, placement, transfer center and student health center.

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

The new Adult Education Training Center facility in the south Glendale area serves residents of the south-central area interested in English as a second language, office skills instruction, and other non-credit programs previously offered in temporary buildings and rented spaces throughout the area.

A Child Development Center has been completed on the upper eastern part of the campus off Mountain St. It houses programs for instruction in early childhood training and parenting, and a day care facility.

Renovation of several of the 40- to 50-year old buildings is slated in phased stages.

Remodeling of the Administration Building was completed in the fall of 1990. Renovation of the Auditorium will follow, and then expansion and modernization of the Technical Education Building to centralize technical and high-tech programs.

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



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, and Tujunga. 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 Trustees solely responsible for the governance of the Glendale Community College District.

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

Glendale Community College has a college-credit enrollment of about 15,000 day and evening students, and approximately 8,000 others are reached through the adult education program, amnesty education, and specialized job training programs such as the Employment Training Panel (ETP), Job Training Partnership Act (JTPA), etc.

Board of Trustees

Rae M. Berry
 Robert K. Holmes
 Phillip C. Kazanjian
 Dr. Kenneth N. Sweetnam
 Ted W. Tiffany

Superintendent-President

John A. Davitt

Administration

N. Arthur Rasmuson: Executive Vice President, Instructional Services
 Thomas M. Fallo: Vice President, Administrative Services
 Patricia Lienhard: Vice President, College Services
 Donald F. Averill: Administrative Dean of Human Resources
 Lani Edie DeVincentis: Dean, Non-Credit Education
 Allan Grimsby: Dean, Student Services
 Jo Ray McCuen: Dean, Evening College
 Gary Parker: Dean, Admissions and Records
 Kenneth W. Patton: Dean, Career Education/Economic Development
 J. Walter Smith: Dean, Student Activities
 W. James Baugh: Associate Dean, Special Projects
 Nancy Knight, Associate Dean, Disabled Student Services and Programs
 Tita Reyes: Associate Dean, Allied Health Services
 Raymond A. Steiner: Associate Dean, Financial Aid
 Denis C. Van Dam: Associate Dean, Learning, Tutorial and Assessment Services
 Vicki Washington: Associate Dean, Extended Opportunity Program and Services (E.O.P.S.)
 Harold B. Cochrane: Emeritus Dean
 Jean Antanaitis: Supervisor, Payroll
 Samuel G. Black, Director, Accounting

Margaret J. Brown: Supervisor, Admissions and Records
 Richard Contreras: Director, Data Processing
 Mirta Lorenzo: Supervisor, Placement Center
 Marion Murray: District Accountant
 Edward J. Pottichen: Supervisor, Maintenance and Operations
 Ann H. Ransford, Executive Director, Glendale College Foundation
 David Roswell: Senior Programmer Analyst
 Merry Shelburne: Public Information Officer
 Michael Southerland: Manager, Campus Safety
 William Taylor: Coordinator, Business Services
 Steven Wagg: Supervisor, Security Services
 Candyce Walker: Manager, Cafeteria

Division Chairpersons

Allied HealthTita Reyes
 Aviation &
 TransportationWilliam L. Mallory
 BiologyThomas J. Rike
 BusinessEvelyn Speiser
 Fine ArtsThomas Anderson
 Health & Physical Education
 MenJames M. Sartoris
 WomenTerry Coblentz
 Language ArtsVeloris Lang
 MathematicsGeorge J. Witt
 Non-Credit Adult Education,
 English as a Second
 LanguageHelen Merriman
 Non-Credit Adult Education,
 Office SkillsVirginia C. Nelson
 Physical ScienceRaymond Glienna
 Social ScienceDrake C. Hawkins
 Technical EducationFrances Shaw

GLENDALE COMMUNITY COLLEGE CALENDAR 1991-92

JULY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

DECEMBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

1991

- June 23 Residence Determination Date — Summer Intersession
- June 24 Class instruction begins for Summer Intersession
- June 24-27 Summer Intersession Late Registration
- June 27 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 3 Last day to apply for Credit/No Credit
- July 4 Legal Holiday (Independence Day)
- July 18 Last day to drop a Summer Intersession class
- Aug. 1 Petitions for Graduation and/or Certificate for Summer Intersession due in Office of Admissions and Records
- Aug. 3 Summer Intersession ends
- September 2 Legal Holiday (Labor Day)
- September 8 Residence Determination Date for Fall Semester
- September 9 Class instruction begins for Fall Semester
- September 9-12 .. Late Registration — Fall Semester
- September 12 Last day to add classes without permission of instructor
- September 18 Last day to apply for Credit/No Credit in an 8- or 9-week class
- September 20 Last day to drop a semester class or withdraw from College with no notation made on the permanent academic record of the student
- September 27 Registration deadline — Last day for students to register in semester-length classes
- October 4 Last day to apply for Credit/No Credit in a semester-length class
- October 18 Last day to drop first 8-week classes
Last day to drop first 9-week classes
- October 28 Registration starts for 2nd 8- and 9-week classes
- November 2 First 8-week classes end
- November 9 First 9-week classes end
- November 11 Legal Holiday (Veterans' Day)
- November 12 Second 8-week classes begin
Second 9-week classes begin
- November 20 Last day to apply for Credit/No Credit in a second 8- or 9-week class
- Nov. 28, 29, 30... Thanksgiving Holidays
- December 2-13 .. Registration for continuing students
- December 13 Last day to drop a semester class (See Catalog statement on Withdrawal from Class or College)
- December 20 Last day to drop second 8-week classes
Last day to drop second 9-week classes
- Dec. 23-Jan. 4 Winter Vacation (Campus Closed)

JANUARY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

MARCH						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JUNE						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1992

- January 18 Second 8-week classes end
- January 20 Legal Holiday (Martin Luther King Day)
- January 21-28 Final Examinations for Fall Semester
- Jan. 21-28 Registration for new and returning students
- January 25 Second 9-week classes end
- January 28 End of Fall Semester
- Petitions for Graduation and/or Certificate for Fall Semester due in Office of Admissions and Records
- February 2 Residence Determination Date for Spring Semester
- February 3 Class instruction begins for Spring Semester
- February 3-6 Late Registration for Spring Semester
- February 6 Last day to add classes without permission of instructor
- February 13 Last day to apply for Credit/No Credit in an 8- or 9-week class
- February 13 Last day to drop a semester class or withdraw from College with no notation made on the permanent academic record of the student
- February 14 Legal Holiday (Lincoln Day)
- February 17 Legal Holiday (Washington Day)
- February 21 Last day to add classes
- Registration deadline — Last day for students to register in semester-length classes
- February 28 Last day to apply for Credit/No Credit in a semester-length class
- March 13 Last day to drop first 8-week classes
- Last day to drop first 9-week classes
- March 28 First 8-week classes end
- March 30 Registration starts for second 8- and 9-week classes
- April 4 First 9-week classes end
- April 6-10 Spring Vacation
- April 13 Second 8-week classes begin
- Second 9-week classes begin
- April 15 Petitions for Graduation and/or Certificate due in Office of Admissions and Records
- April 24 Last day to apply for Credit/No Credit in a second 8- or 9-week class
- May 15 Last day to drop a semester class (See Catalog statement on Withdrawal from Class or College)
- May 22 Last day to drop second 8-week classes
- Last day to drop second 9-week classes
- May 25 Legal Holiday (Memorial Day)
- June 5-12 Final Examinations for Spring Semester
- June 6 Second 8-week classes end
- June 6 Commencement Exercises
- June 12 Second 9-week classes end
- End of Spring Semester



COLLEGE INFORMATION

GENERAL INFORMATION

MISSION STATEMENT

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

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

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

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

OBJECTIVES AND FUNCTIONS

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

Six primary functions support this objective.

- a. *Associate in Arts/Associate in Science*: Education toward the granting of AA/AS degree(s) is provided in accordance with approved graduation requirements. General education and major coursework form the core of the required curriculum, the balance being electives.
- b. *Education for meeting the lower division requirements of a university or a four-year college*: The college offers many courses which are equivalent to those available in the freshman and sophomore years at the University of California, The California

State University and other colleges and universities in the United States. A student with a satisfactory high school and community college record will receive full credit for all college and university level work done at Glendale Community College provided that the work meets the specific requirements of the college or university to which the student transfers.

- c. *Education beyond the high school level for vocational competence and/or occupational certification:* Training programs are offered for many occupations in business and industry. Certificates are awarded upon completion of the requirements for the occupation-centered curriculums. Courses offered in these programs serve three groups of students: those training for entry-level positions; those preparing for advancement on the job; and those seeking to improve skills to meet new job requirements. Thus, students are offered a balance of technical and general education.
- d. *Pre-Collegiate Basic Skills:* Educational programs prepare students for collegiate level work. Courses are designed to provide the student with basic skills instruction with emphasis on speaking, listening, reading, writing and computation.
- e. *Education beyond the secondary level for personal improvement:* Recognizing the needs of post-secondary students for education which may lead neither to education in a higher institution nor to vocational preparation, Glendale Community College offers a diversity of courses which satisfy intellectual curiosity and provide knowledge about and appreciation of our diverse cultural heritage.
- f. *Non-Credit/Adult Education level:* A comprehensive program includes basic education, courses leading to the high school diploma, citizenship, English as a second language, career and vocational classes, and courses that satisfy the many special interest needs of the community.

PROGRAMS AND SERVICES

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

- a. *Guidance and Counseling:* Guidance and counseling services assist students in becoming personally integrated and self-reliant. To this end, counselors encourage students to explore their own needs and the satisfactions of those needs which may accrue from their educational experiences and their choices of life style. They provide a climate in which students make thoughtful, independent, decisions for educational and vocational goals. Working through individual interviews with students, small and large groups, and college orientation classes, they help students to become aware of their capabilities and to plan appropriately. They are involved, also, in such other support services as administration of the Extended Opportunity Programs and Services, financial aids, job placement, a broad testing program, tutoring, and correction of learning deficiencies. Glendale Community College offers seminars for the mature and older adults on their role in society.
- b. *Health Services:* The Health Center provides first aid, primary health care, crisis counseling, health counseling, information and referral services.
- c. *Basic education:* Students with specific learning problems or with grade or subject deficiencies in their high school record may make up such deficiencies and enter into a program leading to an A.A. degree and, if desired, to upper division standing at a four-year institution.

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

ACCREDITATION

Glendale Community College is fully accredited by the Western Association of Schools and Colleges, and approved under the regulations of the California State Department of Education and the California Community Colleges.

ADVISORY COMMITTEES

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.

ALCOHOL/DRUG ABUSE NOTIFICATION

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

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

Prohibitions, Sanctions and Penalties

Section 5420.1 of the Glendale Community College District Board Policy prohibits the:

"Use, possession, offer to sell or distribute, arrange for sale or distribution, negotiate for sale or distribution, sell or distribute, or presence on campus while under the influence of alcoholic beverages, narcotics, or other legally controlled drugs, except expressly permitted by law."

A violation of the provisions of this policy, and/or relevant local, state, or federal law which prohibits the use, possession or sale of alcohol or other controlled substances may result in the imposition of specific sanctions as identified within the "Code of Student Conduct (Board Policy, Section 5420.1)." These sanctions or penalties include a verbal warning, a written reprimand, disciplinary probation, summary suspension, disciplinary suspension or expulsion.

Legal Sanctions

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

Drug-related penalties include the following:

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

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

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

Health Risks Associated with Alcohol and Drug Abuse

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

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

Educational Program and Assistance — Where to Get Help

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

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 which results 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, the appropriate instructors, or the program coordinator in OT3 "2", (818) 240-1000 Ext. 327, for application forms.

COOPERATIVE EDUCATION

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

EVENING COLLEGE

A full offering of late afternoon and evening college credit classes is provided by the Evening College. These courses parallel day courses in prerequisites, content, time devoted to preparation of assignments, and examinations. Attendance, registration and withdrawal rules, probation and dismissal regulations, scholarship standards, and requirements for graduation with the Associate in Arts degree and the Associate in Science degree are the same as for the day program. The regular facilities of the College, including the library, bookstore, auditorium, laboratories, counseling center, career center, and snack shop are available to Evening College students.

The teaching staff is made up of persons highly qualified to instruct these classes. Many members of the Evening College faculty teach on the regular day staff of Glendale Community College and of other colleges. Business and professional persons 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 the instructional staff, are available through the Guidance and Counseling Center in the evening. Counseling appointments may be arranged by telephoning (818) 240-1000 Ext. 304.

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

G.E.D. TESTING

Adults, 18 years of age or older, may register for the General Educational Development Test in the Adult Education Office. 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, 1122 E. Garfield (at Adams), Glendale, from 9 a.m. to 9 p.m. Monday through Thursday. Further information may be obtained by calling (818) 243-3184 or (818) 240-1000 Ext. 296.

GLENDALE COLLEGE FOUNDATION, INC.

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

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

Current activities include: (1) the distribution of funds to faculty for special projects; (2) sponsorship of the Glendale College Foundation Golf Classic; (3) Solicitation of donation for personalized tile and tennis club memberships; and (4) the sponsorship of various fund raising and public relations activities.

Individuals who would like to make contributions to the Foundation or who would like further information are invited to contact Glendale College Foundation office in TC 102 or call (818) 240-1000 Ext. 440.

GRIEVANCE PROCEDURES

Preliminary Action—As a student enrolled at Glendale Community College, if you feel that you are being treated unfairly by a college staff member you should first attempt to resolve the matter through informal discussion with the person involved. If this does not produce a satisfactory solution, you may take your complaint to an informal hearing.

If you have a complaint against another student, you may take the complaint to the: Vice President, College Services; Dean, Student Services; Dean, Student Activities; or the Dean, Admissions and Records. You may determine who is the most appropriate administrator to see.

If you have a complaint against a faculty member, you may take the complaint to the Executive Vice President, Instructional Services. If your complaint is against a counselor, you may take the complaint to the Dean, Student Services.

If you have a complaint against a College administrator, you may take the complaint to the College Superintendent/President.

The administrator holding the informal hearing will: arrange a joint meeting with the persons involved to hear both sides of the complaint; insure that each side has ample opportunity to state its case; and attempt to resolve the matter through a compromise, negotiated settlement, or recommend that the person at fault make the necessary correction.

If you make a complaint and you are not satisfied with the solution obtained by the informal hearing, you may submit your signed complaint in writing to the chairman of the Glendale Community College Judicial Board.

Formal Hearing—The chairman of the Glendale Community College Judicial Board will convene a formal hearing within one week of the receipt of a written complaint. He or she will also determine the members from a list of persons who previously had been approved for membership in each case according to the type of grievance:

1. When a student is named as a defendant in a complaint, the Judicial Board will consist of two students, two faculty members, including the chairman, and one administrator.
2. When a faculty member or an administrator is named as the defendant in a complaint, the Judicial Board will consist of three faculty members, including the chairman, and two administrators.

At the formal hearing both sides will be permitted to submit evidence, present witnesses, testify, and cross examine. Each side may be represented by counsel of its own choosing. The person making the charge shall assume the burden of proof.

The hearing shall be closed to the public unless the defendant requests an open hearing.

After both sides have presented their cases and been excused, the Judicial Board will discuss the extent to which the complaint is proved. The Judicial Board will reach its decision and recommendation by majority vote on a motion made by a member.

Disposition of the Case—The Judicial Board may find that a grievance is: not proved; proved only in part but not completely; or proved, which is a confirmation that a grievance has occurred.

The Judicial Board recommendations will be referred to the Superintendent/President who will act upon them according to his or her best judgment within the responsibilities of his or her office.

Appeals—A student who received an unfavorable judgment may appeal the recommendation of the Judicial Board to the College Superintendent/President. The College Superintendent/President may reduce but not increase the recommendation of the Judicial Board.

What Can You Grieve?—The student grievance process is intended to evaluate the fairness of specific actions that are thought to be unfair, thereby causing a grievance. It does not replace the actions which may be taken by the faculty members and administrators in the normal performance of their duties.

The Glendale Community College Judicial Board will not have jurisdiction in cases which would involve an over-all evaluation of the professional competence of a faculty member or an administrator.

Additional details of the grievance policy can be obtained from your counselor, a division chair, the Vice President, College Services, or the Executive Vice President, Instructional Services.

INTERNATIONAL STUDENTS

Glendale Community College welcomes students from countries all over the world who desire to study in the United States. At any one time there are approximately 300 international students in attendance at Glendale Community College representing approximately 50 foreign countries. International students who desire to enter Glendale Community College may receive application materials from the International Students Center, San Rafael Bldg. In order to be admitted to Glendale Community College, international students must submit copies of all records of previous schools translated officially into English, submit results of the TOEFL, and complete certain health requirements. A \$25 processing fee and a \$102 deposit, which will be applied toward the first semester's tuition, are required. These fees are non-refundable. It should be noted that all requirements must be completed before a decision is made as to acceptance. Selection of international students is based upon previous school records, TOEFL scores, and the desire to have as many nationalities represented in the student body as possible. Special academic programs for international students are available. All international students are assigned to a foreign student advisor who offers a wide range of assistance services.

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

LIBRARY

The Glendale Community College Library is located in an air conditioned building near the center of the Campus. It is planned to meet the curricular needs of students and to provide attractive and functional facilities.

Its collection includes about 62,000 volumes as well as journals on microfilm, more than 700 current periodical titles and 495 audio cassettes.

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 online catalog terminals, a reference desk, atlas collection, children's collection, media services, photocopiers, and typewriters for student use.

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

The online catalog is part of an integrated automated system installed to maximize efficiency, accuracy and flexibility in all areas of library service.

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

Library hours are 7:30 a.m. to 9 p.m. Monday through Thursday, 7:30 a.m. to 5 p.m. on Friday, and 12 noon to 4 p.m. on Saturday when college is in session.

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

NON-CREDIT ADULT EDUCATION

Adult Community Training Center

In the Fall of 1989, Glendale Community College was proud to open the new Adult Community Training Center. The Center, located at 1122 E. Garfield Ave., houses the Adult Education Office, Community Services Office, Employment Training Panel, JTPA/GAIN, and the Office Skills Center classes, a Developmental Skills laboratory, and English as a Second Language classes.

Office hours are 8 a.m. to 9 p.m. Monday through Thursday, and 8 a.m. to 4:30 p.m. Friday. Staff may also be reached by calling (818) 243-3184.

Non-Credit Adult Education Courses

A separate program of non-credit adult education courses also provides educational opportunities for those seeking personal and occupational improvements. Adult non-credit courses include business and cashiering education, clothing, preschool parent education, English, citizenship, basic education, history, government, mathematics, physical science, a wide range of classes for retired adults, and home arts. Other courses may be developed to meet the special needs of those desiring general interest studies. Classes are scheduled at various locations throughout the the school district.

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

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

Further Sources of High School Credits

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

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

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

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

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

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

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

NON-DISCRIMINATION POLICY

In compliance with Title IX of the Education Amendments of 1972, the Equal Opportunity Act of 1972, Title VII of the Civil Rights Act of 1964, as amended, and Section 504 of the Rehabilitation Act of 1973, it is the policy of the Glendale Community College District not to discriminate against any person on the basis of race, color, religion, creed, national origin, sex, age, marital or parental status or physical handicap in any of its educational and employment programs and activities, its policies, practices and procedures. It is, further, the policy of the district to take affirmative action in all of its programs, and in all aspects of employment and student recruitment.

To assure compliance with these regulations, grievance procedures have been established to adjudicate alleged violations of federal or state law and/or District policy. An individual who feels that his or her rights have been abridged or infringed upon may seek appropriate redress through established grievance procedures. These procedures are available in the following offices:

Title IX Officer, Patricia Lienhard, Administration Building, (818) 240-1000 Ext. 250, 251;
Section 504 Coordinator, Allan Grimsby, San Rafael Building, Ext. 504;
Affirmative Action Officer, Donald F. Averill, Administrative Annex, Ext. 475;
Academic Grievances, N. Arthur Rasmuson, Administration Building, Ext. 236.

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

STUDY ABROAD PROGRAMS

Glendale Community College believes it is essential for students today to cultivate an informed and sensitive awareness of all parts of the world in order to better co-exist with other nations. In harmony with this belief, the College is striving to implement certain guidelines developed by the Council on International Educational Exchange for the U.S. Department of State, which has cautioned that if we fail to internationalize our educational institutions sufficiently, including expansion of student opportunities for study and work abroad, we will irreversibly diminish the world status of the United States.

Building on successful summer programs offered in Baja California, Mexico, and Australia, the College is now expanding its curricular offerings to full semesters abroad programs in England and France. Other programs are planned for different areas of the world.

All students are encouraged to apply for these programs. Financial aid is available for those who qualify. Interested students should contact Dr. José A. Mercadé at (818) 240-1000 Ext. 661, OT 3 "4".

TRANSFERS TO FOUR-YEAR COLLEGES AND UNIVERSITIES

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

Students should consult their counselor as to the availability of a written agreement. If an agreement is not available, students should consult the catalog of the college or university to which they intend to transfer. With the help of their counselor, they should choose their courses at Glendale Community College in accordance with the lower division (freshman and sophomore) requirements of the college or university of their choice as outlined in its catalog.

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

VETERAN EDUCATION

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

The educational assistance allowance payable to Veterans is:

- Full time — 12 units or more
- $\frac{3}{4}$ time — 9-11½ units
- $\frac{1}{2}$ time — 6-8½ units
- $\frac{1}{4}$ time — 3-5½ units

Continuing and returning students who were previously enrolled for V.A. assistance must submit to the College Veterans Unit, in the Office of Admissions and Records, 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 Unit of any change of program which would affect his or her V.A. assistance.

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

STUDENT SERVICES

ADULT RE-ENTRY CENTER

The Adult Re-entry Center is open to all students at Glendale Community College as well as all interested persons in the community. It is staffed by specially-trained counselors to serve the counseling needs of returning students. It is a center for students to get together for counseling information. The Center is located in the San Rafael Building.

The Adult Re-entry Program has a major goal of providing students with the opportunity to expand views and increase their personal, academic, and vocational self-fulfillment in an educational environment which is both flexible and accessible. Special services offered in the Re-entry Program are focused on the single parents and displaced homemakers. The Adult Re-entry Program also offers 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.

BOOKSTORE

The College Bookstore is located in the center of the campus. College textbooks, recommended books, school supplies and notions are available. The bookstore is open 8 a.m. to 7:15 p.m. Monday through Thursday and 8 a.m. to 4 p.m. Friday during the Fall and Spring semesters, with extended hours the first two weeks of each semester. During the Summer Session, it is open 8 a.m. to 1 p.m. Monday through Thursday with extended hours the first two weeks and the final week of the session (except Tuesday evenings). For students' purchases the bookstore will accept the following:

1. Personal checks with a Glendale Community College I.D. and California driver's license or other picture I.D.
2. ATM/Debit card
3. MasterCard
4. Visa card

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 Student Activities Office, Room CC 108 and cleared with the Master Calendar.

CAREER CENTER

It is important that students choose a major or course of study early in their educational experience. Glendale Community College students are facilitated in the career exploration process by the administration of appropriate standardized inventories, surveys, computerized systems and tests. Students are assisted in exploring their values, interests, and abilities for application to the world of work.

The staff provides individualized career counseling, as well as mini-workshops and classroom interaction.

The Career Center can help the student in the following areas:

1. Finding a college major.
2. How to do research and use career resources.
3. Career changes and career planning through the lifespan.
4. The decision making process in careers.

5. Choices for further academic training.
6. Balance of work/leisure and school/social.
7. Resume writing and job interviewing.
8. Information interviews to test reality.
9. Certificate or transfer choices.
10. Women in non-traditional jobs; minority concerns.
11. Referral to community and college resources.
12. Provide a format for questioning in a positive, supportive environment.

The Career Center is located in the San Rafael Building, second floor. Hours: Monday through Thursday, 8 a.m. to 8 p.m.; Friday, 8 a.m. to 4 p.m.

DISABLED STUDENTS

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

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

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

Counseling	Note Takers
Priority Registration	Lip Reading Instruction
Registration Assistance	Tutoring
Mobility Assistance	Examination Proctoring
Special Parking	Specialized Assessment
Mobility Orientation	Learning Disabilities Program
Books on Tape	Communication Disabilities Program
Readers for the Blind	Homebound Program
Visual Aids	Head Injury Program
Braille Materials	High Tech Center
Interpreters for the Deaf	Equipment Loan

For information regarding any of these programs and services please call (818) 240-1000 Ext. 241 or come to the Disabled Students Center Office in the San Rafael Building, 8 a.m. to 4:30 p.m. Tues./Wed./Fri., 8 a.m. to 7 p.m. Monday and Thursday.

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 educationally and 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, Farsi, Spanish, Vietnamese).

In order to assist Glendale Community College achieve the goals of the Student Affirmative Action Plan, EOPS conducts an active student recruitment program in the multi-ethnic communities of the College service area.

FINANCIAL AID

The Financial Aid Office assists students seeking financial help to pay for the costs of attending Glendale Community College. Money is provided to cover the cost of tuition and/or enrollment fees, books, transportation, and partial living expenses. Students may be working and still qualify to receive financial aid. The Student Aid Application for California (either the ACT or CSS version) or the Singlefile Form (USAF) are the preferred forms used in applying for financial aid. Applying on time is critical. The completed form should be mailed to the processor after January 1, 1991, but no later than July 1, 1991 in order to ensure funds will be available for the beginning of Fall semester in September 1991. In addition, students must complete a Glendale Community College Supplemental Financial Aid Application and return it to the Financial Aid Office along with the photocopies requested in the forms instructions.

Applications submitted after July 1, 1991 may still receive funds if eligible, but later in the semester. The federal Pell Grant Program has no application deadline. Students may apply for Pell Grant at anytime after January 1, 1991 through the end of April 1992. If eligible, students normally begin receiving Pell funds 10 to 12 weeks after they initially apply.

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

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

The Financial Aid Office is available to help. Students may find applying for aid to be difficult and confusing. Those needing help or advice are encouraged to contact the Financial Aid Office located in the San Rafael Building, 2nd floor, or call (818) 240-1000 Ext. 325.

TYPES OF FINANCIAL AID

Board of Governors Grants

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

Cal Grants

The California Student Aid Commission offers three grants for which Glendale Community College students may apply.

Pell Grant Program (Formerly BEOG)

Glendale Community College participates in the PELL Grant Program which provides grants of up to \$1470 per year for resident students, and \$2300 for non-resident students, depending upon the financial ability of the family or individual to contribute to the cost of higher education. To receive the grant, students must enroll in a minimum of six units.

Supplemental Educational Opportunity Grant (SEOG)

Glendale Community College participates in the Supplemental Educational Opportunity Grant Program funded by the Federal Government under the Higher Education Act. Grants are available up to \$2000 per year for students who qualify under the provisions of the act. The average grant at Glendale Community College is \$600 per academic year.

Guaranteed Student Loans

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

Procedures for applying: complete California Guaranteed Student Loan Application, Student Aid Application (SAAC) for California or singlefile form (USAF), and arrange for an interview in the Financial Aid Office.

Short Term Emergency Loans

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

Campus Employment/Work Study (CWS)

See Job Placement Center

HEALTH CENTER

The Health Center is open Monday through Thursday, 7 a.m. to 10 p.m. and Friday, 7 a.m. to 4 p.m. Service areas include first aid, primary health care, health counseling, crisis counseling referrals, health assessment, information and referral.

A Registered Nurse is usually available without appointment. Physicians and a women's health nurse practitioner can be seen by appointment. Specific services include blood pressure screening, TB skin tests, strep throat screening, vision and hearing tests, pregnancy tests, immunizations, over-the-counter medications for minor problems, family planning, acne clinic, and health and accident insurance assistance. There is no charge except for selected lab tests. All services are confidential with specific legal exceptions.

The Health Center has extensive article files on health-related topics as well as a large pamphlet collection and audio and video tapes.

The Health Center is located on the first floor of the San Rafael Building.

JOB PLACEMENT CENTER

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

Referrals for employment are given to students on the basis of their experience, training and ability to fulfill the requirements of the positions.

On-campus positions are also available for currently enrolled students. Glendale Community College participates in the Federal College Work Study Program, and also has a program totally funded by the College. Positions are available in most areas of the College. Students interested in the Federal College Work Study Program are required to complete a Student Aid Application.

LEARNING CENTER

The Learning Center is a well-equipped professionally-staffed facility located in AD 232. Two types of materials are available for students:

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

The Learning Center provides:

1. Individualized Diagnostic Testing — Any instructor or counselor may request diagnostic testing for any student in mathematics, reading level, rate or comprehension, English, spelling, and vocabulary.
2. Classes in the Center — The Learning Center offers individualized instruction through English and guidance classes that meet in the Center. These credit classes use programmed materials and multi-media to enable students to strengthen their skills in: English, writing, reading comprehension, word analysis, vocabulary development, and listening skills.
3. Individualized Module Package Programs — Any student may use the tremendous variety of individualized programs either because (1) a module was assigned by an instructor or (2) the student requested help at the Center in certain skills and the Center staff made a prescription for the student after diagnostic screening. Packages are self-paced, complete programs with cassette-taped instruction, filmstrips and workbooks for English, reading, vocabulary development, speeding reading, reading comprehension, vocational and business courses, spelling, basic mathematics, metrics, writing, phonics and literature. New programs are added all the time as this is a popular service.
4. The Writing Laboratory — 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 Center is open daily; the current schedule is posted in AD 232.
5. Computer assisted instruction in English, mathematics, and reading.

MATH/SCIENCE CENTER

The Math/Science Center offers drop-in tutoring, computer assisted instruction, and audiovisual assisted instruction for students of mathematics, chemistry, biology, physics, and astronomy courses. The center, located in PB 105, is open daily 8 a.m. to 6:30 p.m. (8 a.m. to 2 p.m. on Fridays); it is staffed by faculty members and student tutors and is equipped with Apple II microcomputer systems, microscopes, and slide projectors.

Mathematics, physical science, and biology students are welcome; no appointment or previous computer knowledge is necessary. For additional information call Ext. 246.

MATRICULATION SERVICES

Matriculation is a process that assists you in making decisions regarding your educational programs at Glendale Community College. It is not a one-step process, but involves you in a number of specific activities to assist you in achieving your goals. The College is committed to your success, just as you are, and with this in mind, we provide the following services to you.

Admissions

For new students, the first step is applying for admission to Glendale Community College. You will be asked to provide us with information about yourself so that we can provide you with the types of services needed to help you achieve your goals and objectives. Some of this information is required by federal or state law, or College policies. Other information will assist the College in determining whether you need to be referred to our orientation and assessment programs.

Orientation

The orientation session, combining a short videotape with a presentation by a member of the College staff, will give you important information regarding the services, programs and courses available through the College. At this time, a counselor will explain the assessment program and will answer your questions regarding assessment. Orientation sessions are scheduled periodically throughout each week of the year. A schedule of the orientation sessions is available in the Admissions and Records Office.

You are expected to participate in the orientation program offered by the College.

Assessment

To help you determine your skill levels in many academic skill areas including written English expression, reading, and mathematics, the College provides a comprehensive assessment program. Your assessment scores will assist you and your counselor to determine the appropriate courses for you to enroll in your first semester. In addition, you will be asked to complete a brief Career Decision Making inventory. This is not a test, but a survey of your interests to help you choose a major.

Counseling and Educational Planning

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

1. Deciding upon an educational objective;
2. Determining the courses required to achieve this objective;
3. Determining the services you may need to assist you in achieving your objective; and
4. Assisting you in course selection appropriate to your goals.

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

The heart of counseling and educational planning is the Student Educational Plan (S.E.P.). This document, included in your folder, serves as an outline of the preliminary educational program you will undertake. In addition, the S.E.P. will identify your goal (i.e. transfer, A.A./A.S. degree, certificate, etc.) and will also specify the support services you will be referred to (if needed).

You are responsible for completing the S.E.P. before finishing your first year at Glendale Community College. After completing your S.E.P., you will be provided with a copy and your counselor will keep a copy. Periodically, you will want to review the plan with a counselor, particularly if you have decided to change your educational objective, college major, or if other factors concerning your education should change.

Remember, completion of the S.E.P. is required within your first year at the College. Make an appointment with a counselor to begin this process as soon as possible.

Other Counseling Services

In addition to educational planning services, the counseling staff of the College provide a variety of other counseling services to assist you.

1. Career Counseling

Many students are undecided about their educational goals or objectives, as well as what they should "major" in. All of the counselors at the College are prepared to assist you in making these decisions. But you may also want to use the services of the Career Center to assist you in making these decisions.

2. University Transfer Counseling

Many students at the college aspire to transfer to a four-year college or university. All counselors at the College are prepared to assist you in preparing for your eventual transfer. It is particularly important for you to see a counselor periodically to review the requirements for transfer to the institution of your choice. In addition, the College's Transfer Center can assist you in meeting with representatives of many of the local four-year institutions and can provide you with other important information.

3. Disabled Student Programs and Services

Specialized support services and counseling are available in a number of offices on campus. The Disabled Student Services Program offers individual counseling services to students with disabilities. These services are provided to help with educational planning and to identify specific support services required to assist the student in achieving his/her educational goal.

4. Extended Opportunity Programs and Services

The Extended Opportunity Program and Service office also provides specialized counseling services related to enrollment procedures, financial aid, tutorial services and university transition. The EOPS staff is prepared to serve students whose primary language is not English (Arabic, Armenian, Farsi, Spanish and Vietnamese).

5. Financial Aid

The Financial Aid Office provides the student with counseling regarding his or her financial circumstances, and will assist the student in obtaining financial support needed to attend the college. Financial aid is available in a number of forms, including grants, loans and work-study programs.

6. Adult Re-entry Services

The Adult Re-entry Program provides academic, career and personal counseling services to adult students who are returning to formal education after a lapse of time. In addition, the program offers many classes and workshops designed to meet the interests and needs of the adult student.

Course Selection and Enrollment

At the time of registration you will be asked to select classes in which to enroll. However, prior to enrollment, it will be necessary for you to see a counselor and complete a Study List, that is, a list of courses you are eligible to take which will lead towards the completion of your educational objective. It is to your advantage to see a counselor as soon as possible prior to the next semester, to work out the class schedule you would like to take for the next semester.

The process of enrolling in classes is explained in the orientation session. You will also be provided with information from the Admissions and Records office regarding your date and time for registration, as well as the other requirements for completing this process.

Instruction and Progress Toward Your Goals

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

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

Completion of Your Goals

Our goal is to assist you in achieving the objectives you have for yourself. However, you are the one who must determine when this is accomplished. You are responsible for notifying the college of any change in your goals or your status as it relates to the college. As you keep us informed of your changing needs, whether they be a change in major or a decision to leave the college for work or some other activity, we can provide you with assistance to make these changes as easy as possible. Please feel free to contact any staff member to assist you during a period of transition when you are leaving the college for some other activity or environment.

NEW STUDENT ORIENTATION

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

SCHOLARSHIPS

Any student who has completed 12 units of college work may file an application for a scholarship in the Scholarship Office, TC 102. 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.

Jozseph Agoston Soccer Scholarship

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

Mel and Jane Aitken Scholarship

Each year a \$500 scholarship will be awarded by Mel & Jane Aitken to a Glendale College graduate who has enrolled full time in a four-year California State College or University. This scholarship may be extended if the recipient maintains an outstanding grade-point average each semester or quarter.

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 3.0 and must have been active in the honor society.

American Association of University Women Scholarship

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

American Business Women's Association, Verdugo-Glen Chapter

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

American College Theatre Festival Scholarship

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

American Savings and Loan Scholarship

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

Angeles Antiquers Scholarship

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

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.

Assistance League of Glendale Scholarship

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

Associated Student Body Scholarship

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

Glendale Community College Aviation Alumni Scholarship

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

Days of Verdugo Association-Baja California Field Studies Program Scholarship

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

Glendale Bar Association Scholarships (Legal Secretary)

Two \$250 scholarships are awarded to students majoring in the legal secretarial program. One scholarship is to be awarded to the outstanding first-year student continuing at Glendale Community College. The second scholarship is awarded to the outstanding graduating student in the program. Awardees are selected by the Business Division faculty.

Harry L. Beck Memorial Scholarship

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

Elsie Bishop Memorial Scholarship (Outstanding Woman)

The Glendale Community College Patrons Club awards a scholarship of \$250 to an outstanding student selected by the student body. This scholarship is in honor of Mrs. Elsie Bishop, former Dean of Students at Glendale Community College.

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.

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.

George A. Carroll Memorial Scholarship

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

Chemistry Scholarship

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

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.

Ted Connett Memorial Scholarship

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

H. Rex Craig Memorial Scholarship

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

ASIS Criminal Justice (American Society of Industrial Security)

Two scholarships are to be awarded in the spring to criminal justice major students. Preference is given to students seeking academic study/major in security administration at a four-year institution.

John A. Davitt Scholarship

The Glendale Community College Patrons Club awards a \$300 scholarship to a transferring student with definite career goals. The scholarship is in honor of Dr. John A. Davitt, Superintendent/President who formerly held positions of Vice President/Instructional Services and Administrative Dean of Student Personnel Services at Glendale Community College.

John A. DeAngelis Memorial Flight Training Scholarship

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

John and Janet Delmonte Scholarship

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

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.

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.

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.

Raymond and Editha Edwards Scholarship

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

Electronics & Computer Technology (ECT) Scholarship

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

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.

William H. Fell Memorial Scholarship

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

Fidelity Federal Academic Award For Excellence

A \$1000 scholarship donated by Fidelity Federal is awarded to an outstanding business major transferring to an ABA accredited business school at a four-year college or university. The recipient must have earned a 3.0 grade-point average or better for all courses completed at Glendale Community College and be highly involved with community and school activities.

Food Services Special Scholarship

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

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.

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.

Gerry George Memorial Scholarship

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

German Club of Glendale Community College

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

Charles Gibson Scholarship

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

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.

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.

John A. Grande Scholarship

The Glendale Community College Patrons Club and friends of Dr. Grande award a scholarship of \$300 to a transferring student who exhibits leadership skills and community service to others. This scholarship is in honor of Dr. John A. Grande, former President and former Executive Director of the Glendale College Foundation.

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.

Edvard Grieg Norwegian Scholarship

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

Lou Gross Art Scholarship

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

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.

Drake C. Hawkins Scholarship

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

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.

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.

Walter R. Huber Art Scholarship

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

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.

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.

Ernest Jaramillo Memorial—Patrons Club Scholarship

The Jaramillo family and the Glendale Community College Patrons Club award a scholarship of \$125 to a returning outstanding football player as selected by the Athletic Department.

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.

David E. Kern Memorial

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

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 of \$350 is awarded in memory of Kenneth Kobellas, a former student at Glendale Community College. This scholarship is donated by the Patrons Club, family, and friends of Mr. Kobellas.

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.

L'Experience Restaurant Scholarship

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

Patricia A. Lienhard Scholarship

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

Special Education Award/In Honor of Patricia Lienhard

The Glendale Community College Patrons Club awards a \$300 scholarship to returning students in the field of education. The scholarship is in honor of Dr. Patricia Lienhard, Vice President, College Services, of Glendale Community College.

Little Theatre of the Verdugos Award

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

Lockheed Finance Corporation Business Education Award

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

Griffin R. McKay Memorial Scholarship

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

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.

Mikey Montante Memorial Scholarship

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

Sara Evelyn Mulvehill Clover Memorial Scholarship

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

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.

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.

National Charity Leagues, Inc.

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

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.

Oakmont League Fine Arts Scholarship

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

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.

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.

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.

Glendale Community College Patrons Club 50th Anniversary Scholarship

A scholarship of \$600 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 Bicentennial

A scholarship of \$300 is awarded yearly to a graduating student by the Glendale Community College Patrons Club in celebration of the Bicentennial of our constitution in honor of all men/women who served in the U.S. Armed forces.

Glendale Community College Patrons Club Fine Arts

A \$300 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 Patrons Club Grants-in-Aid

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

Glendale Community College Patrons Club Presidents' Award

One \$300 scholarship is donated by the Patrons Club and awarded yearly in honor of all their past presidents. The award is given to a student transferring to upper division.

Robert Pike Whitten Scholarship

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

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 Professor Derrill Place, former instructor in journalism at Glendale Community College.

Presidents' Advisory Council of Glendale Scholarship

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

Pearl Proctor Memorial Scholarship

A perpetual scholarship in memory of Pearl Proctor has been donated by the family and friends of Mrs. Proctor. The scholarship will be awarded annually to a woman studying music (vocal).

N. Arthur Rasmuson Scholarship

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

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 Community College Retired Deans Scholarship

A \$300 scholarship is donated by the Glendale Community College Patrons Club in honor of retired deans, John Kreider and David Leek.

California Retired Teachers Association Scholarships

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

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.

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.

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.

Aulden O. Schlatter Scholarship

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

Louise Schultz Dental Assistant Scholarship

A scholarship is awarded to an outstanding student in the Dental Assistant Program and preparing for a career in Dental Hygiene. The scholarship is awarded annually by Louise Schultz, a former dental assistant.

Lorena Elise Seelos Memorial Scholarship

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

J. W. Smith Scholarship (Outstanding Man)

The Glendale Community College Patrons Club awards a \$250 scholarship to the outstanding student selected by the student body. This scholarship is in honor of Mr. J. Walter Smith, Dean of Student Activities at Glendale Community College.

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.

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.

Richard W. Tang Memorial

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

Robert J. Taylor Scholarship

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

Robert Thomsen Memorial Scholarship

A scholarship in memory of Robert Thomsen, a former instructor of photography at Glendale Community College, has been established by funds donated by the family and friends of Mr. Thomsen.

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.

Johnneta Van Avery Memorial Scholarship

A scholarship in memory of Johnneta Van Avery, a former classified staff member at Glendale Community College, has been donated by her family and friends. The scholarship will be awarded yearly to a woman over the age of 30 pursuing a career in the RN program.

Verdugo Hills Hospital Scholarship

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

Margaret E. Voegele Scholarship

A General Education Scholarship has been donated by the friends of Margaret E. Voegele to honor her long and distinguished service as executive secretary to the college Superintendent/President.

William Wessly Memorial Scholarships

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

Women's Athletic Club Study Grant

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

Glendale Women's Classified Service Clubs

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

Women's Committee of the Glendale Symphony Association

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

TRANSFER CENTER

The Transfer Center is the College's clearing house for transfer activities and programs, and serves as a liaison to California's four-year colleges and universities.

Most evident is the year-round University Representatives program, whereby visiting school relations and admissions staff counsel students at the Transfer Center. The Center's staff also provides transfer counseling services.

Other related activities are the transfer day programs and workshops, covering university admissions and financial aid.

The Transfer Library includes a supply of admissions applications (CSU, UC & independent schools), application fee waivers, catalogs, and general literature. Additionally, the Transfer Center has developed numerous handouts that explain and simplify the admissions process. These include application and admissions tips, and financial aid information.

Lastly, the Transfer Center is very active in ongoing intersegmental efforts with local universities and has been involved in the articulation of services for Glendale Community College students and staff.

TUTORING CENTER

The Tutoring Center is a specialized service of the Learning Center. It is located in AD 232. The tutoring coordinator assigns tutors to any student who feels the need for tutoring in any college subject. This is a free service for any Glendale Community College student.

The Tutoring Center provides:

1. In-Center Tutoring — Through the assistance of various funding programs, tutors are provided and appointments are made for tutoring in the Tutoring Center. Services include individual tutoring, study groups, group tutoring, and labs. Programs are available for Glendale Community College/English as a Second Language student workers who choose to improve their communication skills. The tutoring service covers all subjects offered in the current schedule of classes. Appointments are recommended. The atmosphere is congenial and the tutoring coordinator or an aide is always there to greet you and offer assistance.
2. In-Class Tutoring — Funds from vocational education make it possible to provide tutoring in classrooms for vocational courses. The instructors request tutors for their class and the tutors work closely with the instructors to meet the specific needs of the subject.
3. Glendale Community College students who receive a recommendation from their instructors are eligible for paid tutoring positions. F-1 students and members of the community are eligible for the volunteer tutoring program.
4. Tutor Training — Tutors are trained in a specially designed paraprofessional course, Guidance 190 — Tutor Training. Glendale College is presently offering a class for 1 unit of credit. This provides the tutors with more understanding of the learning and teaching process. An International Tutoring Certificate is available to students who meet the requirements of the Glendale Community College Tutor Training Program. Certificates are earned in regular, master, and advanced levels.



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 a.m. in the Campus Center, Room 112 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 programs of the Associated Students.

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 evening students. This fee provides membership in the Associated Student Body and funds various college activities such as: a scholarship program, the emergency loan fund, the ASB Business Office, the newspaper, intercollegiate athletics, and assemblies.

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

ACTIVITY PERIOD

Activity periods are scheduled on Tuesday and Thursday from 11 a.m. to 12 noon. These hours are reserved for club meetings, student committee meetings, student assemblies, 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 one week in advance of the event.

ATHLETIC PROGRAM

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

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 Student Activities Office in CC 108 and cleared with the master calendar in Administrative Services.

CLUBS

Opportunity to render service to Glendale Community College or to pursue a special interest is provided through participation in the club program offered on the Campus. (An updated list of clubs is kept in the Student Activities Office in CC 108.) All students are urged to affiliate with at least one organization.

HAZING

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

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

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

HONOR AWARDS

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



GCC observes International Day.

ADMISSION AND REGISTRATION

ADMISSION REQUIREMENTS

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

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

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

APPLICATION

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

ASSESSMENT

If a student is enrolling in any course that has a math or English prerequisite, the student must take assessment tests. Failure to take these tests will delay or prevent registration. Applicants are advised to take them at the earliest possible date. Register for exams in the Assessment Center (AD 232) at least one day prior to exam. No student will be admitted to the testing area without a picture I.D. or after a test begins.

English Placement

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

Mathematics Placement

The Mathematics Placement Examination is designed for initial placement only. All students who have not taken a math course at Glendale Community College or other accredited institution are required to take the test prior to enrolling in the following math courses: Math 100, 101, 102, 103, 110, 111, 112, 115, 128, 135, 140.

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

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

English as a Second Language (ESL)

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

CLASS AUDIT POLICY

A student may audit a class at Glendale Community College providing that the following conditions are met:

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

CONTINUOUS ENROLLMENT

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

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

COSTS

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

A non-resident tuition will be charged to students who are foreign nationals, residents of other states, or who have taken legal residence in California for less than one year. The tuition is \$102 per semester unit.

A Health Services Fee is required of all students. This fee provides various health services on the College campus, as well as an on-campus insurance policy. The fee is \$7.50 per semester and \$5 for the Summer Intersession.

The Student Services Fee is \$5 per semester for both day and Evening College students. This fee provides membership in the Associated Student Body and funds various College activities such as: a scholarship program, the emergency loan fund, the College Bookstore, the Business Office, the newspaper, inter-collegiate athletics, and assemblies.

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

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

First Semester: September 23, 1991 through October 11, 1991

Second Semester: February 17, 1992 through March 6, 1992

Refund request forms will be available at the Student Business Services window in the lobby of the Administration Building. 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.

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 Student Educational Plan (SEP) 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 Student Educational Plan. These classes constitute the official program of the student. Changes to this program may be made by completion of an optical scanning Program Change Form.

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

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

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

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

RESIDENCE REQUIREMENTS

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

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 classified as a tuition-paying student in accordance with the residence requirements.

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

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

The residence requirements are applied as follows:

1. A "resident student" whose residence is in the Glendale Community College District which is composed of Glendale, Montrose, La Crescenta, Verdugo City and a small portion in the western part of La Canada Flintridge may attend Glendale Community College.
2. A "resident student" whose residence is in California but outside the Glendale Community College District and not in another community college district in California may attend Glendale Community College.
3. A "resident student" whose residence is in California and in a community college district other than the Glendale Community College District may attend Glendale Community College.
—Residents of the Pasadena Area Community College District and the Los Angeles Community College District may attend classes at Glendale Community College without special permission.
4. A "non-resident student" may be admitted to Glendale Community College, but will be required to pay either an out-of-state or an international student tuition charge as appropriate to their circumstances. The tuition rates are established on a yearly basis. For information concerning the current rates please contact the Office of Admissions and Records.

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

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

* California Education Code Section 68062

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.

STUDENT RESPONSIBILITY

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

The College establishes certain academic policies and requirements which must be completed before a degree or certificate can be granted. These include major and unit requirements, as well as verification of satisfying course prerequisites. Students also are

responsible to see that they meet the admission requirements to the college or university of their choice if they elect to pursue an educational goal beyond their sophomore year. While counselors, faculty, administrators and staff will provide students with information and assistance, responsibility for meeting these requirements remains with the students.

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

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

TRANSCRIPTS

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

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



SCHOLASTIC INFORMATION AND REGULATIONS

ACADEMIC RENEWAL WITHOUT COURSE REPETITION

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

1. A student may request academic renewal (for not more than two consecutive semesters of work accomplished at Glendale Community College) through a petition to the Executive Committee.
2. If and when the petition is granted, the student's permanent record will be annotated so that it is readily evident to all users of the record that no units for work taken during the disregarded term(s) even if satisfactory, will apply toward units for graduation or other unit commitment. However, all work will remain legible on the permanent record to insure a true and complete academic history.
3. Although none of the units completed during such semesters could count toward a degree, passing work could satisfy a major or general education requirement.
4. The student seeking academic renewal is responsible for presenting evidence to the effect that the previously recorded work was substandard academic performance (semester grade-point average 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 grade-point average toward honors at graduation.

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

ATTENDANCE AND DROP POLICY

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

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

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

It is the responsibility of each student to know the attendance and absence policy of each class in which he or she is enrolled. It is the responsibility of each instructor to inform his or her class of the attendance and absence policies at the beginning of each semester.

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

CHANGE OF GRADES

The College recognizes the long-standing prerogative of faculty to set standards of performance and to apply them to individual students. Therefore, the instructor is considered to be the final authority in determining grades that are assigned to students and that appear on their permanent academic records. The following policies apply to changes of grades except for changes of Incomplete (I) and Withdrawal (W) grades.

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

Students have the right to formally appeal the final grade in a course. Appeals are limited to situations in which the student believes the grade was prejudicially, capriciously, or arbitrarily assigned. Appeals must first be directed to the instructor of the course, orally or in writing. If further action is necessary, the student should appeal in writing to the division chair and then to the executive vice president, instructional services. If the issue continues to remain unresolved, a written appeal can be directed to the College Judicial Board. (Students are referred to the College's Grievance Policy and Procedures as stated in the catalog and available at all counselors' offices and the Office of Admissions and Records.)

CLEARANCE OF OBLIGATIONS

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

COURSE REPETITION

Repetition of courses is subject to the following conditions:

1. One repetition of a course is allowed for the specific purpose of alleviating substandard work which has been recorded on the student's record. Substandard work is defined as work for which the grading symbol "D", "F", or "NC" has been recorded.
2. In computing the grade-point average of a student who repeats with a "D" grade or better a course in which a "D" or "F" grade was received, only the most recently earned grade and grade points shall be used. After completion of a course, students should petition to have the Course Repetition policy applied to their academic records. Nevertheless, the original grade on the academic record shall not be changed or eradicated.
3. Students may repeat courses in which they received grades of "A", "B", "C" or "CR" if it has been determined by the College Petitions Committee that a significant lapse of time has occurred since the student previously took the course. No additional units attempted or grade points are allowed for the repeated course.
4. Repetitions are permitted in specific classes in which skills or proficiencies are enhanced through supervised repetitions and practices, or where active participating experience in individual study or group assignments is the basic means by which learning objectives are achieved. Catalog descriptions of courses in which repetitions are permitted will indicate the number of repetitions permitted and/or the maximum number of units that may be earned through repetition. In no case may a course be repeated more than three times.

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 will be granted for a grade of 3, 4, or 5 (from a scale of 1 to 5). This credit is granted for degrees and certificates at Glendale Community College *only*. Students transferring to other colleges and universities should check with the receiving institution as to the awarding of credit.

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.

<u>TEST</u>	<u>CREDIT</u>
History of Art	3 units — Humanities graduation credit
Studio Art	3 units — elective credit toward graduation
Biology	3 units — Natural Science graduation credit
Chemistry	3 units — Natural Science graduation credit
Computer Science	3 units — Communication & Analytic Thinking graduation credit
English (Lang. & Comp.) Lit. & Comp.)	3 units — English Composition graduation credit
French Literature	3 units — Humanities graduation credit
German	3 units — Humanities graduation credit

<u>TEST</u>	<u>CREDIT</u>
Latin	3 units — Humanities graduation credit
Spanish	3 units — Humanities graduation credit
Spanish Literature	3 units — Humanities graduation credit
Mathematics (Calc. AB) (Calc. BC)	3 units — Mathematics graduation credit
Music (Theory) (List. & Lit.)	3 units — Humanities graduation credit
Physics	3 units — Natural Science graduation credit
American Government	3 units — satisfies American Institutions for AA/AS
Comparative Government	3 units — Social Science graduation credit
American History	3 units — satisfies American History for AA/AS
European History	3 units — Social Science graduation credit

CREDIT BY EXAMINATION

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

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

Students may attempt Credit by Examination only once in a particular course.

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

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

Courses open to Credit by Examination include the following:

Accounting 105

Administration of Justice 101, 108

Allied Health (all except 246, 250)

Armenian 101, 102

Art 101, 102, 112, 113, 118, 120, 121, 130, 150

Aviation and Transportation 114 (Student must hold a Commercial Pilot Certificate)

Aviation and Transportation 117 (Student must hold a Flight Instructor Certificate)

Aviation and Transportation 119 (Student must hold a Private Pilot Certificate)

Aviation and Transportation 120 (Student must hold a Private Pilot Certificate)

Aviation and Transportation 122 (Student must have an Instrument Rating)

Aviation and Transportation 125 (Student must have an Instrument Rating)

Biology 127, 128, 132, 135, 146

Chemistry 101, 102, 110

Clothing and Textiles 105

Computer Science/Information Systems 101, 105, 110

Cosmetology 111, 112

Economics 101*, 102*

Egyptian Hieroglyphs 101, 102

English 101*+

Fashion 103, 104, 105, 106, 107, 108, 109

French 101*, 102*, 103*

Geology 101, 105, 110

German 101*, 102*

Health 101, 102, 104, 107, 109, 110

History 107*, 108*, 117*, 118*

Italian 101, 102, 103, 104

Latin 101, 102, 103, 104

Music 101, 104, 105, 106, 107, 120, 125, 126

Office Administration 110, 215

Political Science 101*, 105

Psychology 101*

Sociology 101*

Spanish 101*, 102*

Tech. Ed. 140

Technical Graphics 165, 166

Television 101

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

*Available through CLEP.

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

College Level Examination Program Policy (CLEP)

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 and history.

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

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

CREDIT FOR MILITARY TRAINING

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

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

CREDIT/NO CREDIT COURSES

There are two categories of Credit/No Credit courses.

The first category consists of those courses which must be taken on a Credit/No Credit basis only. Courses which fall into this category include:

- | | |
|---|--|
| Accounting 121 | Internship 150 |
| Armenian 110, 111 | Italian 110, 111 |
| Chinese 110, 111, 112 | Japanese 110, 111 |
| Computer Science/Information Systems
99, 108, 201, 202, 220 | Korean 110, 111 |
| English 150, 151, 155, 156, 157,
181, 182, 183, 184, 185, 188,
189 A-B, 190, 191 A-B, 192 | Mathematics 151, 190, 200, 201, 203, 204,
205, 207 |
| ESL 162, 172, 173, 177 | Music 139, 140 |
| French 110, 111, 113 | Office Administration 135, 140, 201 |
| German 110, 111 | Russian 110, 111 |
| Guidance (all except 189, 191) | Spanish 110, 111, 117, 118 |
| | Speech 150, 151, 152, 153 |
| | Student Development 100, 102, 120, 125,
126, 141, 142, 143, 165 |

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

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

- Accounting 105, 106, 110, 111, 120, 130, 150, 155, 160
- Administration of Justice (all)
- Alcohol/Drug Studies 101, 110, 115
- Allied Health (all)
- Anthropology 101, 102, 103
- Architecture (all)
- Art (all)
- Biology 127, 128, 131, 132, 135, 139, 140, 145, 146, 149
- Business Administration (all)
- Business General (all)
- Chemistry 110, 114, 143
- Child Development (all)
- Clothing and Textiles (all)
- Computer Science/Information Systems (all except 99, 108, 201, 220)
- Dance (all except 196, 198)
- Economics 101, 102, 107
- Egyptian Hieroglyphs 101, 102
- Electronics and Computer Technology 111, 112
- English 103, 105, 106, 107, 108, 109, 110, 111, 112, 113, 122, 123, 124, 125, 126, 128, 140, 192
- English as a Second Language 163, 164, 165, 166, 167, 168
- Ethnic Studies 101, 102, 110, 111, 122, 124, 132, 164
- Family and Consumer Studies (all)
- Fashion (all)
- Finance (all)
- Fire Science (all)
- Food and Nutrition (all)
- Geography 110
- Geology 101, 105, 110
- German 125, 126
- Guidance 189, 191
- Health 101, 102, 104, 107, 109, 110
- History 101, 102, 106, 107, 108, 109, 111, 112, 113, 114, 115, 119, 120, 121, 131, 132, 133, 135, 136, 151
- Humanities 101, 102, 105, 110, 111, 117, 120, 125, 135
- Independent Studies 149
- Linguistics 101
- Management (all)
- Marketing (all)
- Mathematics 140, 141, 145, 146
- Music (all except 139, 163)
- Office Administration (all except 135, 140, 201, 246, 250, 255)
- Paleontology 101
- Philosophy (all)
- Photography (all)
- Physical Education 120-286, 288-295
- Physical Science 131
- Physics 110
- Political Science 102, 106, 110, 111, 151
- Psychology (all)
- Real Estate (all)
- Sign Language 101, 102, 103
- Social Science 102, 103, 122, 124, 125, 126, 134, 136
- Sociology (all)
- Spanish 115, 116, 125, 126, 127, 128
- Special Projects 150
- Speech 104, 105
- Technical Education 147
- Technical Graphics (all except 164, 177)
- Television 101, 102, 104
- Theatre Arts 101, 102, 103, 104, 107, 109, 110, 121, 122, 123, 131, 134, 140, 151

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.

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.

GENERAL CONDUCT

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

These *Standards of Student Conduct* are stated below:

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

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

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

1. Failure to comply with directions of college officials acting in the performance of their duties
2. Dishonesty including, but not limited to, cheating, plagiarism, or knowingly furnishing false information to the college
3. Forgery, alteration, or misuse of college documents, records, or identification
4. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other college activities, including (but not limited to) its community service functions, or of other authorized activities on college premises
5. Physical abuse of any person on college-owned or controlled property or at college-sponsored or supervised functions or conduct which threatens or endangers the health or safety of any such person
6. Theft of or damage to property of the college or a member of the college community or campus visitor
7. Unauthorized entry to facilities or use of college supplies or equipment
8. Violations of college policies or regulations including campus regulations concerning student organizations, the use of college facilities or the time, place and manner of public expression
9. Violation of judicial and statutory standards of obscenity

10. Use, possession, distribution, or presence on a campus while under the influence of alcoholic beverages, narcotics, or other dangerous drugs, such as marijuana and lysergic acid diethylamide (LSD)
11. Possession while on the college campus, or at a college-sponsored function, of any item ordinarily considered to be a weapon, which might inflict bodily harm, or be used to threaten the health and safety of members of the college community, is prohibited. This does not apply to members of law enforcement agencies, such as police officers or other security personnel

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

Title IX Coordinator, Patricia Lienhard, Administration Bldg., Ext. 250, 251;
Section 504 Coordinator, Allan Grimsby, San Rafael Bldg., Ext. 504;
Affirmative Action Officer, Donald F. Averill, Administrative Annex, Ext. 475;
Academic Grievance, N. Arthur Rasmuson, Administration Bldg., Ext. 236.

GRADES, GRADE POINTS, AND GRADE-POINT AVERAGE

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

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

Grade-Point Average

The grade-point average is computed by dividing the total number of grade points earned by the numbers of units attempted. A "W" grade does not enter into computation of the grade-point average. Also, such computations do not include the unit value of courses for which "CR" or "NC" are recorded or for courses completed under the regulations established for credit by examination. If a course is repeated for the purpose of improving previous substandard work, the units attempted and grade points earned are counted only once and according to the higher grade earned in the course. If the grade is the same in both cases, the units attempted and grade points will be counted only once. An "Inc" made up carries the grade points per unit appropriate to the grade given on makeup.

Non-Evaluative Symbols

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

- I — Incomplete (Included in the computation of progress probation)
- W — Withdrawn (Included in computation of progress probation)
- IP — In Progress — To be used when class extends beyond the normal end of an academic term
- RD — Report Delayed
- MW — Military Withdrawal — The "MW" shall be assigned only for students who are members of an active or reserve military service, and who receive orders compelling a withdrawal from courses. Upon verification of such orders, this symbol may be assigned. (The "MW" shall not be counted in progress probation and dismissal calculations.)

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

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

HONORS

Dean's Honors

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

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

Honors at Entrance

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

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.

SATISFACTORY ACADEMIC PROGRESS POLICY

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

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

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

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

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

For further details contact the Financial Aid Office.

SCHOLARS PROGRAM

The Glendale Community College Scholars Program has been created to serve the needs of academically accomplished students, offering them the opportunity for more intensive study on a higher intellectual plane than is normally possible in most undergraduate programs. The Scholars option is based on an eight-course core curriculum that twenty-five students, selected from among the Scholars candidates, take together, thus developing a fraternity/sorority of intellectual inquiry and exploration. The curriculum stresses critical thinking, in-depth analysis of issues, and serious evaluation of problems. The Scholars are expected to get away from rote memorization and to remove the classical obstacles to critical thinking: prejudice, egocentricity, ethnocentricity, and vested interest.

Advantages of being a Scholar:

- Priority admission to the UCLA College of Letters and Science to those students who successfully complete the Scholars Program
- Priority registration for all classes
- Special academic counseling
- The designation of "President's Scholar" on transcripts
- A \$250.00 stipend

Eligibility for the Program:

- Minimum cumulative GPA of 3.0
- CGP of 60; ACT of 15; SAT score (combined) of 1000 with 450 minimum on either the verbal or math section
- A 500-word essay offering proof of superior writing ability
- Evidence of special competency or creativity
- Written recommendations

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

STANDARDS OF SCHOLARSHIP

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.

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 cumulative 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. A student on probation (academic, progress or a combination of both) who earns any form of probationary status during enrollment in two consecutive semesters shall be dismissed and shall not be reinstated until at least one semester has elapsed after the dismissal. An exception is made for students whose first dismissal occurs at the end of the fall semester. Students who re-enroll in the subsequent spring semester are allowed to continue pending the determination of their academic status at the end of the spring semester. 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.

b. A student having been readmitted on probation after academic dismissal must maintain a semester grade-point average of at least 2.0 and must not be placed on 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.

UNIT OF WORK

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

UNIT LIMITATIONS

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

A first semester student, one who has not completed at any college one semester of resident study of 12 semester units of credit or a quarter of resident study of 8 semester units of credit, should not register for more than 16 units plus one unit of music performance and a physical education activity. Students may not register in more than 19 semester units without special permission. These unit limitations apply to the total of day and evening college courses.

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 weeks of a semester-length class.

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

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

Students who withdraw or are withdrawn from semester-length classes after the second week and by the end of the fourteenth 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 week and by the end of the sixth week.

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



Students investigate marine biology in GCC's Baja California Field Studies Program.

GRADUATION REQUIREMENTS[†]

The Associate 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 semester units of the required college curriculum of 60 degree applicable semester units at Glendale Community College. The satisfactory completion of the required **60 semester units** must include all of the following:

MAJOR

1. A major leading to a well-defined objective. The requirement for the **Associate in Arts** degree may be met by completing an **18 semester unit** major in:

Biological Sciences	Media/Communications
Business Administration	Music
Choreographic Studies and Dance Technique	Physical Education
English	Physical Science
Foreign Language	Social Science
Interdisciplinary Humanities	Speech/Communications
Liberal Arts	Theatre Arts
Mathematics	Visual Arts

Courses meeting the specific major requirements are listed in the Catalog beginning on page 67.

The requirement for the **Associate in Science** degree may be met by completing a Glendale Community College certificate program of **24 semester 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 that satisfy the major requirement for the Associate in Science degree may be found in the Catalog beginning on page 72.

AMERICAN INSTITUTIONS

2. **Two semester units** in American Institutions are required. Courses which satisfy this requirement include Political Science 101, 105, 151***; Social Science 125-126**, 132***.

STATE & LOCAL GOVERNMENT

3. **One semester unit** in State and Local Government is required. Courses which satisfy this requirement include Political Science 106, 151***; Social Science 125-126**, 132***.

U.S. HISTORY

4. **Two semester units** in American History are required. Courses which satisfy this requirement include Economics 111; History 110, 111, 117-118, 150, 151; Social Science 125-126**, 131.

MATHEMATICS

5. Satisfactory evidence of proficiency in mathematics must be given. Proficiency may be demonstrated by completion with a "C" or better grade Mathematics 101, 115, 140 or Technical Education 143 or a "C" or better grade in an equivalent course taken at any accredited college.

HEALTH

6. **Three semester units** of community and personal hygiene must be completed. Health 104 or equivalent will satisfy this requirement.

PHYSICAL EDUCATION

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

FIRST AID

8. First-aid instruction. Health 101, 102 or 109 satisfy this requirement.

MULTI-CULTURAL AWARENESS

9. **Three semester units** in Multi-Cultural Awareness are required. Courses which satisfy this requirement include Ethnic Studies 101, 102, 110, 111, 122, 124, 132, 164; Humanities 101, 102, 125; Philosophy 113, 114; Social Science 121, 122, 123. The courses in general education which satisfy this requirement are marked with an asterisk (*) and the three units earned in these courses may apply to the twenty-one (21) units required in general education. Students must complete a second course, necessary to reach the 21 unit total, from the area of general education that contains the completed Multi-Cultural Awareness course.

GENERAL EDUCATION

10. **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 semester units**) from physical science or from biological science must be selected: Anthropology 101; Astronomy 101, 102, 103; Aviation and Transportation 122; Biology 101, 102, 112, 115, 118, 120, 121, 122, 123, 125, 126, 127, 128, 129, 130, 131, 132, 135, 137, 138, 139, 140, 145, 146, 149; Chemistry 101, 102, 103, 105, 106, 107, 110, 114, 115, 120, 121, 143; Geography 101; Geology 101, 102, 103, 104, 105, 110; Oceanography 115; Paleontology 101; Physics 101, 102, 103, 105, 106, 110; Physical Science 131; Technical Education 145.

b. **Social Science.** Courses completed to satisfy requirements 2, 3, and 4 may not be used to fulfill the requirement in Social Science. At least one course (**3 semester 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, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 117, 118, 119, 120, 121, 131, 132, 133, 135, 136, 150, 151; Political Science 101, 102, 103, 105, 106, 109, 110, 111, 151; Psychology 101, 103, 104, 105, 106, 108, 109, 110, 113, 114, 115, 131; Social Science 121*, 122*, 123*, 124, 125-126, 131, 132, 134, 136; Sociology 101, 102, 105, 131.

- c. **Humanities.** At least two courses (**6 semester units**)—one from each of the two areas below must be selected.
1. **Interdisciplinary Humanities—three (3) semester units** required: Humanities 101*, 102*, 105, 106, 110, 111, 115, 117, 120, 125*, 135.
 2. **Arts, Foreign Language, Literature and Philosophy—three (3) semester units** required. Armenian 101, 102; Art 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 112, 113, 116, 118, 120, 121, 125; Egyptian Hieroglyphs 101, 102; English 102, 103, 105, 106, 107, 108, 109, 110, 111, 121, 122, 123, 124, 125, 126, 127, 128, 130; French 101, 102, 103, 104, 105, 106, 121, 124, 125, 126; German 101, 102, 103, 104, 105, 106, 125, 126; Italian 101, 102, 103, 104; Latin 101, 102, 103, 104; Linguistics 101; Music 101, 102, 110, 120, 122, 125, 126, 128; Philosophy 101, 112, 113*, 114*, 116, 119, 120, 121, 122; Spanish 101, 102, 103, 104, 105, 106, 115, 116, 124, 125, 126, 127, 128; Speech 106, Theatre Arts 101, 102, 107.
- d. **Language and Rationality.** At least two courses (**6 semester units**) from Language and Rationality must be selected.
1. **English Composition—three (3) semester units** required. Evidence of proficiency in written English is required. This requirement may be fulfilled by the completion, with a grade of "C" or better, of English 101 or 120 or 131 or English as a Second Language 165 or Business—General 110.
 2. **Communication and Analytical Thinking—three (3) semester units** required. Accounting 101, 102, 105, 106; Business Administration 120, 125; Business—General 101, 115; Computer Science/Information Systems 101, 110, 120, 125, 130, 135, 137, 140, 145, 155, 156, 160, 165, 172, 180; Economics 107; English 118; English as a Second Language 164, 166; Journalism 101, 102, 107; Mathematics 100, 101, 102, 103, 104, 105, 107, 108, 110, 111, 112, 115, 128, 130, 135, 138, 140, 141, 145, 146; Philosophy 117; Political Science 107; Psychology 107; Sociology 107; Speech 100, 101, 103, 104, 105, 107; Technical Education 143.

* This course satisfies requirement 9, Multi-Cultural Awareness.

** 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.

† Students entering September, 1991 will be held for the above requirements. Continuing students entering prior to Fall, 1991 may satisfy either the old or new requirements.



Students rehearse for the Fine Arts Festival Dance Performance.

MAJOR REQUIREMENTS FOR THE ASSOCIATE IN ARTS DEGREE

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

Please note that all courses used to satisfy the major for the Associate in Arts degree must be completed with a grade of "C" or better.

BIOLOGICAL SCIENCE

Required: Biology 101, 102; Chemistry 101, 102; Mathematics 101.

BUSINESS ADMINISTRATION

Required: Accounting 101, 102; Business Administration 101, 110, 120;
Computer Science/Information Systems 101, 231, 233; Economics 102;
Mathematics 112; Marketing 105 or Management 101.

CHOREOGRAPHIC STUDIES AND DANCE TECHNIQUES

Required: Biology 120, 121; Dance 176, 177, 179, 180, 181, 182, 187, 188, 193.

ENGLISH

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

Select an additional 12 units from English 101, 102, 103*, 105, 106, 107,
108, 109, 110, 112*, 122, 123, 124, 125, 126, 127, 128, 130.

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

FOREIGN LANGUAGE

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

Option 1: Spanish 101, 102, 103, 104, 105, 106, 115, 116, 125, 126,
127, 128.

Option 2: French 101, 102, 103, 104, 105, 106, 124, 125, 126.

Option 3: German 101, 102, 103, 104, 105, 106, 125, 126.

INTERDISCIPLINARY HUMANITIES

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

Option 1 — East-West Culture and Civilization

Required: Humanities 101, 102, and either Humanities 105 or 110.

Select 9 units from at least 3 of the following disciplines:
Anthropology 101; Art 108, 109; Ethnic Studies 124, 164;
History 107, 119, 120, 132, 135; Humanities 115; Philosophy
113, 114, 116, 119, 120, 121; Political Science 101, 111.

Option 2 — Creativity

Required: Select 6 units from:
Humanities 106, 117, 120.

Select 3 units from:
Humanities 105, 110.

Select 9 units from at least 3 of the following disciplines:
Anthropology 101; Art 150, 160, 186; Biology 123; Dance 176,
179, 187, 193, 198; English 103, 111, 130; Ethnic Studies 101;
French 105, 106; Philosophy 116, 117; Spanish 105, 106;
Theatre Arts 103, 104, 109, 121, 123, 134.

Option 3 — American Responses to Other Cultures

Select 9 units from:
Humanities 105, 110, 111, 125.

Select 9 units from at least 3 of the following disciplines:
English 111, 124, 126, 127, 128; Ethnic Studies 101, 102, 110,
132, 164; French 124, 125, 126; Geography 102; German 125,
126; History 103, 104, 111, 113, 114, 119, 120, 121, 131, 132,
135; Philosophy 121, 122; Social Science 121, 122, 123, 134;
Sociology 102, 105; Spanish 124, 126, 127, 128.

LIBERAL ARTS

Required: English 101 and 102.

—Select 3 units from: Mathematics 100, 102, 103, 110, 111, 112, 135.

—Select 9 units from the Arts and Humanities with at least one course in the Arts and one course in the Humanities:

ARTS

Art 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 112, 113, 116, 118,
120, 121, 125; Music 101, 102, 110, 120, 122, 125, 126, 128; Theatre Arts
101, 102, 107.

HUMANITIES

English 105, 106, 107, 108, 109, 110, 111, 122, 123, 124, 125, 126, 127,
128, 130; French 124, 125, 126; German 125, 126; History 101, 102, 103,
104, 106, 107, 108, 109, 110, 111, 112, 113, 114, 117, 118, 119, 120, 121,
131, 133, 135; Humanities 101, 102, 105, 106, 110, 111, 115, 117, 120;
Philosophy 101, 113, 114, 116, 117, 119, 120, 121, 122; Spanish 124, 125,
126, 127.

—Select 9 units from at least 2 different disciplines from the Social and Behavioral Sciences:

Anthropology 102, 103; Economics 101, 102, 105, 111; Geography 102,
105, 110; Ethnic Studies 101, 102, 110, 111, 122, 124, 132, 164; Political
Science 101, 102, 103, 110, 111; Psychology 101, 103, 104, 106, 113, 115;
Sociology 101, 102; Social Science 121, 122, 123, 124, 131, 132.

—Select 7 units in the Biological and Physical Sciences with at least one course in the Biological Sciences and at least one course in the Physical Sciences. At least one course must include a laboratory (indicated with a *):

BIOLOGICAL SCIENCES

Anthropology 101; Biology 101*, 102*, 112*, 115*, 120*, 121*, 122*, 123, 125, 126*, 127, 128*, 132, 135*.

PHYSICAL SCIENCES

Astronomy 101, 102*; Chemistry 101*, 102*, 103*, 105*, 106*, 110*, 120*, 121*; Geography 101; Geology 101, 102, 103, 105, 110*; Oceanography 115; Paleontology 101; Physical Science 131*; Physics 101*, 102*, 103*, 105*, 106*, 110.

NOTE: With careful planning the completion of the Liberal Arts major will satisfy most of the Associate in Arts degree requirements. See a counselor for details and assistance.

MATHEMATICS

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

MEDIA/COMMUNICATIONS

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

Option 1 — Journalism

Required: English 101; Journalism 101, 102, 103*, 104*, 106, 107, 120; Independent Study 149**.

* A maximum of 9 units of Journalism 103 and 104 combined may be counted toward the 18 units required.

** A maximum of 6 units in Independent Study 149 may be counted toward the 18 units required.

Option 2 — Television

Required: English 101, 112; Journalism 101, 106; Television 101, 102, 104, 107.

MUSIC

Required: Music 104, 105, 107, 108, 125, 126.

Complete 2 of the following courses: Music 160, 161, 162, 163.

Complete 2 units from the one of the following: Music 138 **or** 140.

Four semesters of continuous enrollment in a performing ensemble.

PHYSICAL EDUCATION

Required: Biology 115 **or** 120-121; Health 101, 104; Physical Education 120, 125, 128.

Complete 1.5 units in each of the following:

- a. a racket sport
- b. a team sport
- c. an individual sport
- d. dance.

PHYSICAL SCIENCE

Required: A minimum of 18 units from courses chosen from at least 2 of the following 3 categories:

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

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

Category 3: Astronomy 101, 102, 103; Geology 101, 102, 103, 104, 105, 110; Oceanography 115; Paleontology 101.

SOCIAL SCIENCE

Required: A minimum of 18 units from the following:

1. Select courses to satisfy each of the following 3 areas:

American Institutions — Political Science 101, 105, 151; Social Science 125-126, 132.

State and Local Government — Political Science 106, 151; Social Science 125-126, 132.

American History — Economics 111; History 110, 111, 117-118, 150, 151; Social Science 125-126, 131.

2. Select 12 units from the following:

Anthropology 102; Economics 102; Geography 102; Philosophy 101; Psychology 101, Sociology 101; Social Science 121.

SPEECH/COMMUNICATION

Required: English 101, Speech 101, 105.

Select 1 course in each of the following 3 areas:

1. Speech 100, 103
2. Speech 104, 106, 107
3. Psychology 101; Theatre Arts 103

THEATRE ARTS

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

Option 1 — Theatre Arts

Required: Dance 183; English 101; Speech 101; Theatre Arts 102, 103, 105, 109, 121, 123, 131.

Electives: Art 101, 102; English 102, 125, 126; Humanities 117; Dance 181, 182, Speech 105; Theatre Arts 101, 104, 110, 122, 134.

Option 2 — Acting

Required: Dance 183, 191; English 101 or 120; Speech 101, 105, 106; Theatre Arts 102, 103, 104, 105, 107, 109, 131.

Electives: Art 101, 102; English 102, 125, 126; Humanities 117; Dance 181, 182, 186; Theatre Arts 110, 122, 134.

VISUAL ARTS

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

Option 1 — Two Dimensional

Required: Art 101 **or** 102, 130, 150.

Select 3 courses from: Art 131, 152, 160, 164, 170, 172, 174.

Option 2 — Three Dimensional

Required: Art 101 **or** 102, 130, 150.

Select 3 courses from: Art 138, 152, 180, 181, 186, 187, 190.

Option 3 — Art History

Required: Art 101, 102.

Select 4 courses from: Art 103, 104, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121.



ASSOCIATE IN SCIENCE MAJORS AND 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.

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.

ACCOUNTING

The accounting curriculum provides comprehensive training for career employment as an accountant.

These courses are required: Accounting 101 (or 105 and 106), 102; Business Administration 101, 120; Business—General 140 (2 units); Business—General 101 or 120 or English 101 or English 120; Computer Science/Information Systems 101 and either 110 or 115; Economics 101, 102; Finance 150; Mathematics 101.

Elective units from the following list are recommended: Accounting 120, 130, 150, 160; Business Administration 125, 160; Business—General 110, 150; Computer Science/Information Systems 115, 140, 170, 180, 185, 190, 210; Cooperative Education 102 or Internship 150; Economics 105, 107; Mathematics 111.

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 102, 130, 131, 134, 135, 138, 140, 150, 151 and 3 units from either Art 101 or Art 107.

A minimum of four units must be selected from the following: Art 101, 107, 136, 137, 152, 156, 157, 160, 164, 170, 174, 180; Photography 101.

SPECIALIST IN ALCOHOL/DRUG ABUSE

These courses are required:

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

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

Skill Courses (Select nine units): Alcohol/Drug Studies 110, 111, 112, 113, 114, 115.

Field Experience: Alcohol/Drug Studies 150, 151.

Field Placement: Alcohol/Drug Studies 152, 153.

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

ARCHITECTURAL DRAFTING AND DESIGN

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

These courses are required: Architecture 101, 102, 103, 105, 109, 110; Art 120, 121, 130, 150; Technical Education 140, 142*, 146.

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

*The units earned for this course may not be applied toward the 60 units for graduation.

ART

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

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

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

ART HISTORY

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

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

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

AVIATION AND TRANSPORTATION — AVIATION ADMINISTRATION

Aviation Administration is for those who wish to enter civil aviation work as clerks, agents, station and traffic managers, or fixed base operators.

These courses are required: Aviation and Transportation 120, 128; Business Administration 101; English 101; Psychology 101; Speech 101.

A minimum of 4 units must be selected from the following: Aviation and Transportation 121, 122, 123, 124, 125, 126, 127, 129, 131, 132, 134, 136; Accounting 101, 102, 110; Computer Science/Information Systems 101, 105; Economics 101, 102.

AVIATION AND TRANSPORTATION — FLIGHT ATTENDANT

These courses are required: Aviation and Transportation 120, 129*, 132; Fashion 133; Psychology 110; Speech 101.

A minimum of 5 units must be selected from the following: Aviation and Transportation 121, 122, 123, 124, 125, 126, 127, 128, 131, 134, 136; Cooperative Education 102; Geography 105.

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

*Students following the Flight Attendant Program should take Aviation and Transportation 129 prior to Aviation and Transportation 120.

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

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

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

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

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

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

AVIATION AND TRANSPORTATION PILOT — TRAINING

Training offered in this field:

1. **Instruction:** For those who wish to complete two years of college to become eligible to enter civil aviation as professional pilots
2. **Basic Pilot Training:** Prepares the student for the FAA Private Pilot Airplane written examination for the Private Pilots License. Required course is Aviation and Transportation 120.
3. **Advanced Pilot Training:** A program designed to give private pilots adequate aeronautical knowledge and experience necessary to enter the 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, 120, 121, 122, 123, 124, 125, 126, 127.

These courses are recommended: Aviation and Transportation 134, 136.

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

BANKING

Not Offered.

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 105 and 106) or 110, 120, 130; Business Administration 101, 120; Business—General 101 or 120 or English 101 or English 120; Business—General 135 or Mathematics 101; Business—General 140 (2 units); Computer Science/Information Systems 101 or 105.

Elective units from the following list are recommended: Accounting 150, 160; Business Administration 110; Business—General 105, 110, 150; Computer Science/Information Systems 110, 140, 150, 202, 210; Finance 140, 150; Internship 150; Marketing 105; Office Administration 205, 210.

BUSINESS ADMINISTRATION

This certificate prepares students to participate in the world of business by presenting material representative of many different business disciplines. Various options are available to match the interest of the student.

CORE CURRICULUM

Required courses for the core curriculum: Accounting 101 or 110; Business Administration 101, 120; Business—General 110; Computer Science/Information Systems 230*.

OPTIONS

General Business Option

This option is intended for students interested in the medium or large business environment.

The student will complete the following required courses in addition to the CORE courses. Additional courses will be selected from the elective list to complete a program of at least 32 units.

Required courses for the option in General Business: Business Administration 110; Management 101, 120 or 160; Marketing 105.

Small Business Option

This option is intended for the student with an interest in owning or operating a small business.

The student will complete the following required courses in addition to the CORE courses. Additional courses will be selected from the elective list to complete a program of at least 32 units.

Required courses for the option in Small Business: Business Administration 110; Management 165; Marketing 105; Real Estate 200 or Finance 200.

Financial Planning and Investment Option

This option is intended for the student interested in the business aspects of financial planning.

The student will complete the following required courses in addition to the CORE courses. Additional courses will be selected from the elective list to complete a program of at least 32 units.

Required courses for the option in Financial Planning and Investments: Accounting 150; Finance 101 or 110, 140, 161.

International Business Option

This option is intended for the student who wants to be involved with international operations — importing, exporting, or establishing a business overseas.

The student will complete the following required courses in addition to the CORE courses and one additional course from the elective list to complete a program of at least 30 units.

Required courses for the option in International Business: Business Administration 170, 175, 180; Marketing 105.

ELECTIVE COURSES IN BUSINESS ADMINISTRATION

Accounting 102, 120, 150; Business Administration 110, 125, 130, 170; Computer Science/Information Systems 101; Finance 101, 110, 140, 150, 161, 200; Management 101, 110, 120, 130, 135, 160, 165; Marketing 110, 115, 120; Real Estate 101, 200.

Note: Other than the core courses, a course may not be used for more than one option on a single certificate.

* or Computer Science/Information Systems 101.

CERAMICS

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

These courses are required: Art 130, 138, 150, 186, 187, 188, 190, 191, 192; Accounting 110; Chemistry 110 or 143; Photography 101.

These courses are recommended: Art 101, 102, 180, 189, 193, 195.

CHILD DEVELOPMENT/TEACHING

The Child Development/Teaching curriculum is designed to prepare students to teach in nursery school, Head Start child development centers, preschool classes and day care centers. Three options are presented — Infant/Toddler, Nursery School and School Age Extended Care based on the same core classes: Child Development 135, 140, 141, 142, 155; Cooperative Education 102 (1 unit).

Child Development/Teaching — Nursery School

These courses are required: Child Development 135, 138, 140, 141, 142, 151, 152 (or Dance 196), 155; English 127.

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

Child Development/Teaching — Infant Toddler

These courses are required: Child Development 135, 138, 140, 141, 142, 147, 155.

A minimum of 6 units must be selected from the following: Child Development 136, 137, 143, 151, and either 152 or 196; English 127; Health 109.

Child Development/Teaching — School Age Extended Care

These courses are required: Child Development 135, 136, 137, 140, 141, 142, 155; English 127.

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

CHOREOGRAPHIC STUDIES AND DANCE TECHNIQUE

The curriculum is designed for those students who plan careers in commercial and concert dance.

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

Select a minimum of 6 units from the following elective courses: Art 102, 125, 130; Dance 178, 183, 186, 189, 191, 194, 198; Health 110; Humanities 117, 120; Music 101, 130, 132, 135, 170; Physical Education 294; Theatre Arts 101, 103, 104, 109, 123, 134.

COMPUTER NUMERICAL CONTROL TECHNICIAN

This certificate is designed to prepare the student as an industrial Computer Numerical Control Technician, which is an occupation listed under the manufacturing technology curriculum established by the Southern California Aerospace Industry Education Council.

The following courses are required: Computer Science/Information Systems 101, 110; Drafting 129, 130, 141; Electronics and Computer Technology 103, 104, 110*, 113, 205; Guidance 195; Machine Technology 101, 110; Technical Education 146.

Additionally, students are recommended to have completed basic English communications skills, general mathematics through trigonometry (e.g. Technical Education 142** & 143 or equivalent), general science (e.g. Technical Education 145 or equivalent), and Metallurgy 150 or Metals 150.

* or higher level

**The units earned for this course may not be applied toward the 60 units for graduation.

COMPUTER SCIENCE

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

CORE CURRICULUM

These courses are required: Business Administration 110; Business—General 110; Computer Science/Information Systems 101, 130; Electronics and Computer Technology 103, 110; Mathematics 111 or Computer Science/Information Systems 125.

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

Computer Science/Information Systems 120, 135, 137, 150 (or Mathematics 130), 156, 160, 165, 170, 172, 185, 190, 210; Electronics and Computer Technology 101, 102, 104, 201, 202; Internship 150.

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

COMPUTER SOFTWARE TECHNICIAN

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

These courses are required: Computer Science/Information Systems 101, 110, 135 or 160, 190; Electronics and Computer Technology 103, 104, 110*, 203.

* or Electronics and Computer Technology 101 and 102.

These courses are recommended: Business Administration 110; Business—General 110, Computer Science/Information Systems 120, 130, 150, 201; English 131; Electronics and Computer Technology 201, 204; Mathematics 130; Office Administration 201; Speech 100.

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

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.

DATA PROCESSING

LARGE SYSTEM COMPUTING OPTION

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

Core Curriculum

These courses are required: Business Administration 110; Business—General 110; Computer Science/Information Systems 101, 110, 130 or 140, 180, 190; Mathematics 101. The student must choose courses from the following list to complete a total of at least 32 units, including the core courses.

Computer Science/Information Systems 117, 135, 137, 145, 150, 155, 156, 165, 170, 172, 185, 195, 210; Internship 150

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

PROGRAMMING OPTION

This curriculum is designed for those students interested in programming in typical languages as an occupational area.

Core Curriculum

These courses are required: Business—General 110; Computer Science/Information Systems 101, 110, 130 or 140, 180; Mathematics 101.

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

Business Administration 110; Computer Science/Information Systems 115, 120, 135, 137, 145, 150, 155, 156, 160, 165, 170, 172, 185, 190, 195; Internship 150

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

SMALL BUSINESS COMPUTING OPTION

This curriculum is designed for those students interested in computerizing a small business.

Core Curriculum

These courses are required: Business—General 110; Computer Science/Information Systems 101, 110, 130, 180, 190; Mathematics 101.

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

Accounting 120, 130; Business Administration 110; Computer Science/Information Systems 115, 117, 120, 135, 137, 156, 160, 165, 172, 185, 201, 210; Internship 150

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

DIETARY SERVICE SUPERVISOR

These courses are required: Food and Nutrition Studies 111, 112, 113, 116, 125; Cooperative Education 102; Management 110.

A minimum of four units must be chosen from the following recommended courses: ESL 164; English 191; Business—General 135; Food and Nutrition Studies 117, 118, 119, 203, 207; Management 115; Special Projects 150.

DRAFTING/ELECTRO-MECHANICAL DESIGN

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

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

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

* The units earned for this course may not be applied toward the 60 units for graduation.

ELECTRONICS AND COMPUTER TECHNOLOGY**CORE CURRICULUM**

These courses are required: Computer Science/Information Systems 110, 201; Electronics and Computer Technology 100, 101, 102, 103, 104, 201, 210; Student Development 126; Technical Education 140.

REQUIRED SPECIALTY COURSES FOR INDIVIDUAL CERTIFICATE OF COMPLETION**Electronics Engineering Technician**

These courses are required: Core Courses; Drafting 130, 141; Electronics and Computer Technology 202.

Computer Systems Specialist

These courses are required: Core Courses; Computer Science/Information Systems 115; Electronics and Computer Technology 203, 204; Independent Study.

Automation Technologist

These courses are required: Core Courses; Computer Integrated Manufacturing 101, 102; Computer Science/Information Systems 156.

RECOMMENDED ELECTIVES

Recommended electives for E.E.T. are: Computer Integrated Manufacturing 101, 102; Electronics and Computer Technology 112, 113, 203, 204; Technical Education 145, 146.

Recommended electives for C.S.S. are: Computer Integrated Manufacturing 101; Computer Science/Information Systems 180; Drafting 130, 141; Electronics and Computer Technology 112, 113, 202.

Recommended electives for A.T. are: Drafting 130, 141; Electronics and Computer Technology 113, 202, 203; Machine Technology 101, 110; Management 130; Technical Education 145, 146.

Note: In addition to other general education course requirements, all students that are planning to transfer to a 4 year university as an electronic or computer engineering major are specifically required to complete courses in physics and calculus. FORTRAN programming is also highly recommended.

ENGINEERING (SEE DRAFTING /ELECTRO-MECHANICAL DESIGN)

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 101, 140, 150, 250, 251; Computer Science/Information Systems 105 or 115.

Two elective courses must be chosen from: Accounting 101 or 110; Business Administration 101, 120, 125, 160; Business—General 110, 130; Real Estate 120, 130, 160, 161, 190, 252, 253, 275.

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 or 109, 123, 125; Clothing and Textiles 105.

Elective units from the following list are recommended: Art 130; Business—General 101; Cooperative Education 102; English 131; Clothing and Textiles 101; Fashion 133; Theatre Arts 123.

FIRE TECHNOLOGY

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

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, 107; Speech 101.

FOOD SERVICE MANAGEMENT

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

These courses are required: Food and Nutrition Studies 111, 112, 113, 116, 117, either 120 or 122, 124, 125, 201, 203, 207, 214.

Elective Units from the following are recommended: Cooperative Education 102; English 131; Food and Nutrition Studies 110, 112, 118, 120, 141; Management 101; Psychology 101.

INSURANCE

Not Offered.

JOURNALISM

These courses are required: English 101, 102, 105, 106; Journalism 101, 102 and either 103 or 104.

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

Recommended electives: Cooperative Education 102, Journalism 106, 107.

MACHINE TECHNOLOGY (MACHINIST)

These courses are required: Machine Technology 101, 102, 103, 104, 111; Technical Education 146, 147; Metallurgy 150 or Metals 150.

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

* The units earned for this course may not be applied toward the 60 units for graduation.

MANAGEMENT

These courses are required: Accounting 101; Business Administration 101, 120; Computer Science/Information Systems 101 or 105; Management 101; Management 145 or Speech 100 or 101; Management 150 or Business—General 110 or English 101; Management 110 or Business Administration 110.

At least one additional course from the following list is required: Management 115, 130, 165.

MANUFACTURING TECHNOLOGY

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

CORE CURRICULUM

These courses are required: Computer Science/Information Systems 105, 115; Drafting 129, 130; Electronics and Computer Technology 110; Machine Technology 101; Student Development 125; Technical Education 146.

Numerical Control Technician Option

Required courses: Core curriculum; Electronics and Computer Technology 103, 104; Machine Technology 110

Machine Operator Option

Required course: Core curriculum; Machine Technology 101, 110

MARKETING

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

These courses are required: Accounting 101 or 110; Business Administration 101, 120; Business—General 135; Computer Science/Information Systems 101 or 105; Marketing 105, 110, 115, 120; Speech 100.

Elective units from the following list are recommended: Accounting 102 or 111; Business—General 101 or 120, 110; Computer Science/Information Systems 110; Cooperative Education 102 or Internship 150; Mathematics 101.

MEDICAL ADMINISTRATIVE SERVICES

This curriculum is designed for those students who are preparing for a position in offices of physicians, medical clinics, hospitals, and allied facilities. The student will complete the required courses in addition to the CORE courses. Additional courses will be selected from the elective list to complete the program.

CORE CURRICULUM

These courses are required: Business Administration 110; Business—General 101*, 105, 110; Computer Science/Information Systems 115, or 105 and 201; Office Administration 182, 185, 190, 250.

OPTIONS

Medical Front Office Option

Required courses: Core Curriculum; Business—General 135, 140 (2 units), Office Administration 205.

Medical Transcription Option

Required courses: Core Curriculum; Business—General 135; Office Administration 195, 215

Medical Secretary Option

Required courses: Core Curriculum; Office Administration 110, 140** (1 unit), 210 and Office Administration 125 (3 units) or Business—General 150 (3 units)

Elective courses in Medical Administrative Services

Elective units from the following list are recommended:

Accounting 101 or 110; Biology 112, 120 or 121; Business Administration 120 or 130; Business—General 135, 140; Computer Science/Information Systems 101, 105, 115; Cooperative Education 102 or Internship 150; Fashion 133; Finance 161; Office Administration 130, 195, 230, 255, 260; Psychology 101; Sociology 101, 102; Spanish 117.

* or a satisfactory score on the English Placement Examination.

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

MUSIC

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

Core Classes (9 units are required): Music 101, 102, 104, 105, 106, 107, 108, 109, 120 or 125, 126, 128

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

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

Performing Ensembles (6 units are required): Music 131, 132, 133, 134, 141, 151, 165 (2 units maximum of 165)

Electives (3 units are required): Music 110, 128, 129, 139, 140, 143, 165, 168, 169, 170, 171, 175, 178, 210, 211, 212, 213

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

NURSING

REGISTERED NURSING 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 a Glendale Community College R.N. graduate
- Qualified for licensure by endorsement in every state

II. ADN GENERIC PROGRAM

Qualifies the student for:

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

A. ADMISSION REQUIREMENTS

PLAN A

Completion of an accredited VN program or equivalent

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

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

Take NLN standardized tests in nursing

Take the Comparative Guidance and Placement Examination

PLAN B — 30 Unit Option

Completion of an accredited VN program or equivalent and VN license required

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 (Recommended: English 102); *Psychology 101;

*Speech 103.

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

B. COURSE REQUIREMENTS

1. ASSOCIATE DEGREE

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

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

2. CERTIFICATE

a. PLAN A

Allied Health 233, 234, 240, 245

b. PLAN B — (30 unit option)

Allied Health 233, 234, 240, 245

c. ADN GENERIC PROGRAM

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

C. TRANSFER AND CHALLENGE POLICY/PROCEDURE

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

1. TRANSFER:

a. Transfer credit is given for equivalent courses required by this program taken at any accredited college, university or nursing school in which a grade of "C" or better has been received.

2. CREDIT BY EXAMINATION:

a. Students wishing to challenge courses approved for credit by examination must follow the procedure as outlined in the college catalog under Credit by Examination.

b. The maximum allowable number of credit by examination units with a grade of "CR" that may be applied toward graduation requirements shall be limited to 12 units.

c. Challenge examinations for the following nursing courses have a theory test (written): Allied Health 101, 103, 105, 107, 112, 113, 114, 116, 118 and 231. A theory test must be passed with a grade of "C" or better in order to receive credit.

d. Challenge examinations for the following nursing clinical courses have a performance test (practicum): Allied Health 108, 122, and 123. Clinical practicum must be passed with 100% accuracy according to provided performance checklist.

- e. Challenge examinations for the following nursing courses have a theory test (written) and a performance test (practicum): Allied Health 233, 234, 240 and 245.
 - f. Students may challenge a course only once.
 - g. Only those students currently enrolled in the program may request credit by examination.
3. **CREDIT FOR GRADUATES OF DIPLOMA SCHOOLS**
 - a. Thirty (30) semester units of credit will be granted to graduates of Diploma Schools of Nursing under the following conditions:
 1. The student has a valid current California Certificate as a licensed registered nurse obtained by examination or on the basis of reciprocity with another state.
 2. The student has completed at least 12 units of credit with "C" or better average at Glendale Community College.
 - b. Candidates for the Associate of Arts or Science degree are exempt from Health Education and Physical Education as general education requirements.
 - c. Candidates may take additional nursing courses for credit only upon approval of the Allied Health Department.
 4. **CREDIT FOR COURSES COMPLETED AT HOSPITAL BASED INSTITUTIONS**

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

VOCATIONAL NURSING

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

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

TRANSFER AND CHALLENGE POLICY

See RN Transfer Challenge Policy above.

OFFICE ADMINISTRATION

This certificate prepares students with the skills and abilities for a career at both the operational and managerial levels required in today's office.

CORE CURRICULUM

Required courses for the core curriculum: Business Administration 110; Business—General 101**, 105, 110, 135; Office Administration 101, 250.

**or a satisfactory score on the English Placement Examination.

OPTIONS

***Administrative Assistant**

This option is intended for students who desire to become part of an administrative support staff, and work in any number of office environments, large or small.

The student will complete the following required courses in addition to the CORE courses. Additional courses will be selected from the elective list to complete a program of at least 35 units.

Required courses for the option in Administrative Assistant: Accounting 101 or 110; Business Administration 101 or Office Administration 162; Business—General 150; Computer Science/Information Systems 105 or 115; Office Administration 210, 252, 255

***Executive Secretary**

This option is intended for students who wish to become top-level secretaries and perform a full-range of secretarial duties for middle management to high-level members of executive staff.

The student will complete the following required courses in addition to the CORE courses. Additional courses will be selected from the elective list to complete a program of at least 33 units.

Required courses for the option in Executive Secretary: Accounting 110; Computer Science/Information Systems 115; Office Administration 110, 125, 140**, 215, 255

**minimum speed requirement of 80 wpm.

* According to the Administrative Management Society, secretaries can be classified into three categories: Secretary—Level B, Secretary—Level A, Executive Secretary/Administrative Assistant.

General Secretary

This option is intended for students who wish to become multifunctional secretaries and work in any number of office environments, large or small.

The student will complete the following required courses in addition to the CORE courses. Additional courses will be selected from the elective list to complete a program of at least 32 units.

Required courses for the option in General Secretary: Business—General 140; Computer Science/Information Systems 115, or 105 and 201; Office Administration 120 or Business—General 150**; Office Administration 105, 110, 210, 255

**minimum speed of 70 wpm.

General Office

This option is intended for students who wish to prepare for employment in a variety of office environments as clerk typists, department assistants, junior secretaries, accounting clerks, or receptionists.

The student will complete the following required courses in addition to the CORE courses. Additional courses will be selected from the elective list to complete a program of at least 28.5 units.

Required courses for the option in General Office: Accounting 110; Business—General 140; Computer Science/Information Systems 201; Office Administration 105, 110, 205

Legal Secretary

This option is intended for students who wish to become legal secretaries and work in a law firm, in a legal department of a corporation, or in a government organization.

The student will complete the following required courses in addition to the CORE courses. Additional courses will be selected from the elective list to complete a program of at least 30 units.

Required courses for the option in Legal Secretary: Computer Science/Information Systems 105 or 115; Office Administration 110, 162, 215**, 255

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

ELECTIVE COURSES IN OFFICE ADMINISTRATION

Accounting 101, 110; Business Administration 101, 120, 125, 130, 170; Business—General 135, 140, 150; Computer Science/Information Systems 101, 105, 110, 115, 202,

230, 232; Cooperative Education 102 or Internship 150; Economics 105; Fashion 133; Finance 140; Marketing 115; Office Administration 105, 110, 120, 125, 130, 135, 140, 162, 165, 201, 215, 225, 230, 252, 255, 285.

OFFICE ASSISTANT (BILINGUAL)

Not Offered.

PHOTOGRAPHY

These courses are required: Art 130, 134, 150; Journalism 101; Accounting 110; Photography 101, 103, 105, 108, 109, 110.

Elective units from the following list are recommended: Art 101, 102, 135, 136; Business Administration 120; Chemistry 143; Photography 107.

REAL ESTATE

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

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

Recommended courses include the following: Accounting 101 or 110; Business Administration 101, 120, 125, 160; Business—General 135, 160; Business—General 101 or 110 or English 101 or English 102; Cooperative Education 102 or Internship 150; Economics 101, 102; Finance 140, 150; Marketing 110, 115; Office Administration 205, 210; Real Estate 110, 161, 251, 252, 253, 275.

RECREATION LEADERSHIP

These courses are required: Health 102, 104, 107, 110; Physical Education 120; Recreation Leadership 109.

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

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

TECHNICAL GRAPHICS

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

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

A minimum of 10 units must be selected from the following: Architecture 103, 105; Art 130, 132, 134, 138, 150, 156; Computer Science/Information Systems 123; Drafting 141; Electronics and Computer Technology 110; Engineering 103; Machine Technology 107; Photography 101, 103; Technical Education 142*, 145, 147; Technical Graphics 169, 170, 171, 172, 175, 176, 177, 178.

Recommended electives: Art 144, 152, 160, 164, 172; Computer Science/Information Systems 101, 115, 210; Cooperative Education 102; Office Administration 201, 205; Student Development 125; Technical Education 143, 146; Technical Graphics 173; Welding 117

* The units earned for this course may not be applied toward the 60 units for graduation.

TELEVISION PRODUCTION

The Television Production curriculum is designed to prepare students for a career in the television industry. Typical entry level positions would be Production Assistant or Assistant Editor. The program is also suited for those desiring employment as independent video producers/directors. Three options are presented — Mass Media, Videography, and Corporate Television based on the same core classes: Television 101, 102, 104, 107; English 112; Cooperative Education 102 (2 units).

Television Production — Mass Media

These courses are required: Television 101, 102, 104, 107; English 112; Cooperative Education 102 (2 units); Journalism 101, 106; Theater Arts 101.

A minimum of 3 units must be selected from the following: Speech 100; Journalism 102; Marketing 122; Theater Arts 140.

Television Production — Videography

These courses are required: Television 101, 102, 104, 107; English 112; Cooperative Education 102 (2 units); Art 125, 130; Photography 101.

A minimum of 3 units must be selected from the following: Art 131; Photography 103; Theater Arts 134.

Television Production — Corporate Television

These courses are required: Television 101, 102, 104, 107; English 112; Cooperative Education 102 (2 units); Business Administration 101; English 131; Marketing 120.

A minimum of 3 units must be selected from the following: Art 130; Office Administration 201; Psychology 114.

THEATRE ARTS — GENERAL CERTIFICATE

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

Elective units from the following list are recommended: Art 101, 102, 130, 131, 152; English 102, 115, 120, 121, 125, 126; Humanities 117; Dance 181, 182, 183, 186, 191; Speech 105; Theatre Arts 101, 104, 106, 110, 122, 134.

WELDING, OCCUPATIONAL (COMBINATION WELDER)

Occupational welding is a two-year program designed to prepare the student for entry into the welding field as a combination welder, skilled in metallic arc, tungsten inert gas, flux cored wire, metal inert gas welding, plasma arc cutting, oxy-fuel welding, cutting and brasing 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; Welding 121, 122, 123, 124, 125 (1 unit); Metallurgy 150 or Metals 150.

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

* The units earned for this course may not be applied toward the 60 units for graduation.

TRANSFER PROGRAMS

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

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

Agreements concerning transferability are constantly being updated, therefore the student is cautioned to check with a counselor or the Transfer Center for exact transfer information. Some University of California (UC) transfer credit may be limited; consult a counselor or the Transfer Center for additional information.

*See Graduation Requirements.

ANTHROPOLOGY

CSU, LOS ANGELES

B.A. Anthropology

Anthro 101	Physical	3
Anthro 102	Cultural	3

CSU, NORTHRIDGE

B.A. Anthropology

Anthro 101	Physical	3
Anthro 102	Cultural	3

ART

CSU, LOS ANGELES

B.A. Art

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

Art History Option:

Art 101	Surv Art Hist	3
Art 102	Surv Art Hist	3
Art 130	Design I	3
Art 150	Drawing I	3
Art 152	Life Drawing I	3
Choose 2 from:		
Art 131	Design II	3
Art 160	Painting	3

Art 190	Ceram Handbldg	3
CS/IS 101	Intro	5
CS/IS 105	Comp Concepts	3

CSU, NORTHRIDGE

B.A. Art

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

BIOCHEMISTRY

CSU, LOS ANGELES

B.S. Biochemistry

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

CSU, NORTHRIDGE

B.S. Biochemistry

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

BIOLOGY

CSU, LOS ANGELES

B.S. Biology

Biol 101-102	General	4-5
Chem 101-102	General	5-5
Chem 103	Quant Analysis	4
Math 103	Calc I	5
Phys 105-106	General	4-4
Recommended: 1 year of Foreign Language		

CSU, NORTHRIDGE

B.A. Biology

CORE: (Required for all students)

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

General Biology Option: Add:

Biol 121	Physiology	4
Math 103-104	Calc I-II	5-5

Environmental Biology Option: Add:

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

Cell & Molecular Biology Option: Add:

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

Microbiology Option: Add:

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

* Not required in the Environmental option

BUSINESS ADMINISTRATION

CSU, CHICO

B.S. Business Administration

Acctg 101	Prin Acctg I	5
Acctg 102	Prin Acctg II	5
Bus Ad 120	Bus Law I	3
Econ 101	Microeconomics	3
Econ 102	Macroeconomics	3
Math 111	Finite Math	5
Math 112	Bus Calc	5

CSU, LONG BEACH

B.S. Business Administration

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

CSU, LOS ANGELES

B.S. Business Administration

Acctg 101	Prin Acctg I	5
Acctg 102	Prin Acctg II	5
BusAd 120	Bus Law I	3
CS/IS 101	Intro	5
Econ 101	Microeconomics	3
Econ 102	Macroeconomics	3
Econ 107	Prob & Stats	3
Math 112	Bus Calc	5
OR		
Math 103	Calc I	5

CSU, NORTHRIDGE

B.S. Business Administration

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

USC

B.S. Business Administration

BusAd 120	Bus Law I	3
BusAd 125	Bus Law II	3
CS/IS 101	Intro	5
Econ 101	Microeconomics	3
Econ 102	Macroeconomics	3
Engl 101-102	Freshman Engl	3-3
Math 112	Bus Calc	5

I. one course from two categories

- Earth Sciences*
- Life Sciences*
- Physical Sciences*

II. one course from each of the next three categories

- Literature*
- Empirical Approaches*
- Non-Western Cultures*

III. one course from two of the next five categories

- American Public Life*
- Western Culture I*
- Western Culture II*
- The Arts*
- Ethical Approaches*

* See USC's GE agreement for courses

BUSINESS EDUCATION

CSU, LOS ANGELES

B.S. Business Education

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

CHEMISTRY

CSU, LOS ANGELES

B.A. Chemistry

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

B.S. Chemistry

Chem 101-102	General	5-5
Chem 103	Quant Analysis	4
Germ 101-102	Beg German I & II	5-5
Math 103-105	Calc I-II-III	5-5-4
Math 107	Linear Algebra	3
OR		
CS/IS 150	Fortran	2
OR		
Math 130	Fortran	2
Math 108	Diff Equat	3
Phys 101-103	Engr Physics	5-4-5

CSU, NORTHRIDGE

B.A. Chemistry

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

B.S. Chemistry

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

CHICANO STUDIES

CSU, LOS ANGELES

B.A. Mexican-American Studies

General Option:

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

Multiple Subject Credential Option:

Program under revision

CSU, NORTHRIDGE

B.A. Chicano Studies

Hist 113	Hist Mex People	3
Span 127	Mexican Lit	3

CHILD DEVELOPMENT

CSU, LOS ANGELES

B.A. Child Development

Program under revision

CSU, NORTHRIDGE

B.A. Child Development

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

*For Child Mental Health Specialist Option, Psych 103 is required.

COMMUNICATIVE DISORDERS

CSU, LOS ANGELES

B.A. Communicative Disorders

Speech 105	Voice & Diction	3
------------	-----------------	---

CSU, NORTHRIDGE

B.A. Communicative Disorders

Bio 122	Intro	4
Econ/Psych/ Soc 107	Statistics	3
Spanish 101	Beg. Span I	5

COMPUTER INFORMATION SYSTEMS

CSU, LOS ANGELES

B.S. Computer Information Systems

Acctg 101	Prin Acctg I	5
Acctg 102	Prin Acctg II	5
BusAd 120	Bus Law I	3
CS/IS 101	Intro	5
CS/IS 140	Cobol	4
Econ 101	Microeconomics	3
Econ 102	Macroeconomics	3
Econ 107	Prob & Stats	3
Math 112 OR	Bus Calc	5
Math 103	Calc I	5

COMPUTER SCIENCE

CSU, LOS ANGELES

B.S. Computer Science

CS/IS 130	Pascal	4
CS/IS 135	"C"	4
OR		
CS/IS 155	Ada	4
CS/IS 160	Assembly	4
Math 103-105	Calc I-II-III	5-5-4
Math 107	Linear Algebra	3
Phys 101-103	Engr Physics	5-4-5

CSU, NORTHRIDGE

B.S. Computer Science

CS/IS 130	Pascal	4
Math 103-104	Calc I-II	5-5
Math 107	Linear Algebra	3
Select one sequence from:		
Biol 101-102	General	4-5
OR		
Chem 101-102	General	5-5
OR		
Phys 101-102	Engr. Phys	5-4

CRIMINAL JUSTICE

CSU, LOS ANGELES

B.S. Criminal Justice

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

DEAF STUDIES

CSU, NORTHRIDGE

B.A. Deaf Studies

Take after transfer.

EARTH SCIENCE

CSU, NORTHRIDGE

B.A. Earth Science

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

ECONOMICS

CSU, LOS ANGELES

B.A. Economics

CORE:

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

Applied and Analytical Option: Add:

Acctg 101-102	Acctg I-II	5-5
CS/IS 101	Intro	5
Math 112	OR Bus Calc	5
Math 103-104*	Calc I-II	5-5

*Required for students intending to enter graduate programs.

Social and Behavioral Option: Add:

Acctg 101-102	Acctg I-II	5-5
Math 112	Bus Calc	5

OR

Math 103	Calc I	5
----------	--------	---

CSU, NORTHRIDGE

B.A. Economics

Acctg 101-102	Acctg I-II	5-5
Econ 101	Microeconomics	3
Econ 102	Macroeconomics	3
Math 112*	Bus Calc	5

OR

Math 103*	Calc I	5
-----------	--------	---

*Students intending to enter graduate school are encouraged to take:

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

ENGINEERING

CSU, LOS ANGELES

B.S. Engineering

Program under revision

CSU, NORTHRIDGE

B.S. Engineering

Chem 101	General	5
Engr 103	Desc Geom	3
Math 103-105	Calc I-II-III	5-5-4
Math 108	Diff Equations	3
Phys 101-102	Engr Phys	5-4
Phys 103	OR Engr Phys	5
Chem 102	General	5

ENGLISH

CSU, LOS ANGELES

B.A. English

Must be completed at CSULA.

CSU, NORTHRIDGE

B.A. English

Literature Option:

Engl 126 Modern Drama 3

Choose 2 from:

Engl 105 Engl Lit to 1780 3

Engl 106 Engl Lit from 1780 3

Engl 122 Amer Lit to 1865 3

Engl 123 Amer Lit from 1865 3

Writing Option:

Engl 103 Creative Writ 3

Engl 126 Modern Drama 3

Choose 1 from:

Engl 105 Engl Lit to 1780 3

Engl 106 Engl Lit from 1780 3

Engl 122 Amer Lit to 1865 3

Engl 123 Amer Lit from 1865 3

Credential Option:

Consult faculty advisor at CSUN

Contract Option:

Consult faculty advisor at CSUN

**FIRE PROTECTION
ADMINISTRATION
AND TECHNOLOGY**

CSU, LOS ANGELES

B.S. Degree

Pol S/Soc 107 Statistics 3

Soc 101 Intro 3

Fire 103 Fund of Fire 3

Fire 104 Fire Fighting 3

Fire 105 Fire Protection 3

Fire 110 Fire Company 3

Choose 6 units from:

Fire 107 Fire Hydraulics 3

Fire 108 Fire Equip 3

Fire 109 Rescue Pract 3

Fire 111 Fire Investig 3

Fire 112 Wildland Ctrol 3

Fire 114 Hazardous Mat. 3

FRENCH

CSU, LOS ANGELES

B.A. French

Fren 103-104 Int Fren I-II 4-4

Fren 105 Conv 4

CSU, NORTHRIDGE

B.A. French

Fren 104 Int Fren II 4

Engl 109-110 World Lit 3-3

GEOGRAPHY

CSU, LOS ANGELES

B.A. Geography

Geog 101 Physical 3

Geog 102 Cultural 3

Choose 1 from:

CS/IS 101 Intro 5

CS/IS 105 Comp Concepts 3

CS/IS 120 Basic II 3

Econ/Soc 107 Statistics

CSU, NORTHRIDGE

B.A. Geography

Geog 101 Physical 3

Geog 102 **OR** Cultural 3

Geog 105 Economic 3

GEOLOGY/GEOPHYSICS

CSU, LOS ANGELES

B.A. Geology

Astro 101-102 Elements-Lab 3-2

Chem 101-102 General 5-5

Geol 104 Field 2

Geol 105 Historical 4

Geol 110 Phys Earth Sci 4

Math 100&102 Col Alg & Trig 3-3

OR

Math 110 PreCalculus 5

Math 103 Calc I 5

Phys 105-106 General 4-4

OR

Phys 101-102 Engr Phys 5-4

Electives

See GCC counselor.

B.S. Geology

Chem 101-102 General 5-5

Geol 105 Hist Earth Sci 4

Geol 110 Phys Earth Sci 4

Math 103-104 Calc I-II 5-5

Phys 105-106 General 4-4

CSU, NORTHRIDGE

B.S. Geology

Geology Option:

Geol 101	Physical	3
Chem 101-102	General	5-5
CS/IS 110	OR Basic I	3
CS/IS 130	OR Pascal	4
CS/IS 150	OR Fortran	2
Math 130	Fortran	2
Math 103	Calc I	5
Phys 105-106	General	4-4
OR		
Phys 101-102	Engr Phys	5-4
Electives include:		
Math 104	Calc II	5
Phys 103	Engr Phys	5

Geophysics Option:

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

GERMAN

CSU, NORTHRIDGE

B.A. German

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

HEALTH AND SAFETY STUDIES

CSU, LOS ANGELES

B.A. Health and Safety Studies

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

HEALTH SCIENCE

CSU, NORTHRIDGE

B.S. Health Science

All Options:

Psych 101	General	3
Soc 101	Intro	3

Environmental & Occupational Health

Option: Add:

Biol 112	Microbiology	4
Biol 121	Physiology	4
Biol 122	Intro Biol	4
Chem 101-102	General	5-5
OR		
Chem 120-121	Fundamentals	5-5
Chem 105-106	Organic	5-5
Math 110	PreCalculus	5
Phys 105-106	General	4-4

Health Administration Option: Add:

Acct 101-102	Acctg I-II	5-5
Biol 121	Physiology	4
Biol 122	Intro Biol	4
Chem 110	OR Elements	5
Chem 120	Fundamentals	5
Math 112	Bus Calc	5

Health Education Option: Add:

Biol 121	Physiology	4
Biol 122	Intro Biol	4
Chem 110	OR Elements	5
Chem 120	Fundamentals	5
Health 104	Health Ed	3
Math 110	PreCalculus	5

Physical Therapy Option: Add:

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

OR

Chem 120-121	Fundamentals	5-5
Math 110	PreCalculus	5
Phys 105-106	General	4-4

Nursing Services Option: Add:

Biol 122	Introl Biol	4
Chem 110	OR Elements	5
Chem 120	Fundamentals	5

Radiologic Technology Option: Add:

Biol 120	Human Anatomy	5
Biol 121	Physiology	4
Biol 122	Intro Biol	4
Chem 110	OR Elements	5
Chem 120	Fundamentals	5
Math 110	PreCalculus	5
Phys 105-106	General	4-4

HISTORY

CSU, LOS ANGELES

B.A. History

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

CSU, NORTHRIDGE

B.A. History

Choose 1 from:

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

Choose 1 from:

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

Choose 1 from:

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

Choose 1 from:

Any course listed above or any GCC history course articulated with a CSUN history course.

HOME ECONOMICS

CSU, LOS ANGELES

B.A. Home Economics

Program under revision

CSU, NORTHRIDGE

B.S. Home Economics

Business Option:

Concentration: Consumer Sci/Equip

BusAd 120	Bus Law	3
CS/IS 101	Intro	5

OR

CS/IS 115	Micro for Bus	4
CLO 105	Textiles	3
FoodN 125	Nutrition	3

Concentration:

Apparel & Fashion Merchandising

BusAd 120	Bus Law	3
Chem 110	OR Elements	5
Chem 120	Fundamentals	5
CS/IS 101	Intro	5

OR

CS/IS 115	Micro for Bus	4
CLO 101	Clothing	3
CLO 105	Textiles	3
FoodN 125	Nutrition	3

Concentration: Food Science/Service

Biol 112	Microbiology	4
Biol 121	Physiology	4
Biol 122	Intro Biol	4
Chem 120-121	Fundamentals	5-5
Chem 105-106	Organic Chem	5-5
CLO 101	OR Clothing	3
CLO 105	Textiles	3
FoodN 125	Nutrition	3

Choose 2 from:

BusAd 120	Bus Law	3
CS/IS 110	Basic I	3
CS/IS 101	Intro	5

OR

CS/IS 115	Micro for Bus	4
Journ 101	Mass Comm	3
Journ 102	Reporting News	3

Concentration: Interior Design

Art 138	3-D Design	3
Art 150	Drawing I	3
CLO 105	Textiles	3

Dietetics Option:

Biol 112	Microbiology	4
Biol 121	Physiology	4
Biol 122	Intro Biol	4
Chem 120-121	Fundamentals	5-5
Chem 105-106	Organic Chem	5-5
CLO 101	OR Clothing	3
CLO 105	Textiles	3
Engl 101	Freshman Engl	3
FoodN 125	Nutrition	3
Math 101*	Inter Algebra	5
Psych 101	General	3

* Units earned in Math 101 are not transferable

HUMANITIES

CSU, NORTHRIDGE

B.A. Humanities

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

INDUSTRIAL ARTS

CSU, LOS ANGELES

B.A. Industrial Arts

Draft 131	Tech Drafting	5
-----------	---------------	---

OR

Engr 101	Engr Drawing	3
ECT 101	Elect CIR I (DC)	3
TechGra 169	Industrial Design	5
Mgmt 155	Indust Safety	3
Photo 101 or 102	Intro or Drkrn	3-3

INDUSTRIAL TECHNOLOGY

CSU, LOS ANGELES
B.S. Industrial Technology
 Program under revision

JAPANESE

CSU, LOS ANGELES
B.A. Japanese
 Complete at CSULA

JOURNALISM

CSU, LOS ANGELES
B.A. Journalism

Journ 101	Mass Comm	3
Journ 102	Reporting News	3
Journ 103 OR 104	Newspaper Prod	3

Additional Electives:
 See GCC counselor.

CSU, NORTHRIDGE
B.A. Journalism

Journ 101	Mass Comm	3
Journ 102	Reporting News	3

LIBERAL STUDIES

CSU, LOS ANGELES
B.A. Liberal Arts

Program under revision

CSU, NORTHRIDGE
B.A. Liberal Studies

Program under revision

LINGUISTICS

CSU, NORTHRIDGE
B.A. Linguistics

Take after transfer.

MATHEMATICS

CSU, LOS ANGELES
B.A. Mathematics

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

Math 107	Linear Alg	3
Phys 101-102	Engr Physics	5-4

B.S. Mathematics

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

CSU, NORTHRIDGE

B.A. & B.S. Mathematics

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

MEDICAL TECHNOLOGY

CSU, LOS ANGELES

B.S. Medical Technology

Biol 101-102	General Biol	4-5
Biol 112	Microbiology	4
Chem 101-102	General Chem	5-5
Chem 103	Quant Analysis	44
Math 100&102	Col Alg & Trig	3-3
OR		
Math 110	PreCalc	5
Phys 105-106	General Phys	4-4

MICROBIOLOGY

CSU, LOS ANGELES

B.S. Microbiology

Program under revision

MUSIC

CSU, LOS ANGELES

B.A. Music

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

Bachelor of Music

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

CSU, NORTHRIDGE

B.A. Music & Bachelor of Music

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

NURSING

CSU, LOS ANGELES

B.S. Nursing

Program under revision

PAN-AFRICAN STUDIES

CSU, LOS ANGELES

B.A. Afro-American Studies

Program under revision

CSU, NORTHRIDGE

B.A. Afro-American Studies

Take after transfer.

PHILOSOPHY

CSU, LOS ANGELES

B.A. Philosophy

Phil 101	Intro	3
----------	-------	---

CSU, NORTHRIDGE

B.A. Philosophy

Phil 119	Ancient Philos	3
Phil 120	Modern Philos	3

PHYSICAL EDUCATION

CSU, LOS ANGELES

B.A. Physical Education

Program under revision

CSU, NORTHRIDGE

B.A. Physical Education

Biol 120-121	Anatomy/Physical	5-4
Biol 122	Intro Biol	4

Selected activities courses.

Exercise Science Option

Phys Sci 131	General	4
--------------	---------	---

Athletic Training Option

See GCC counselor.

PHYSICS

CSU, LOS ANGELES

B.A. Physics

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

B.S. Physics

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

Option in Biophysics: Add:

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

CSU, NORTHRIDGE

B.S. Physics

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

Physics Option: Add:

Chem 102	General Chem	5
Math 108	Diff Equations	3

Applied Physics Option: Add:

Math 108	Diff Equations	3
----------	----------------	---

Mathematical Physics Option: Add:

Math 108	Diff Equations	3
----------	----------------	---

Astrophysics Option: Add:

Math 108	Diff Equations	3
----------	----------------	---

POLITICAL SCIENCE

CSU, LOS ANGELES

B.A. Political Science

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

OPTIONS: See GCC counselor.

CSU, NORTHRIDGE

B.A. Political Science

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

PSYCHOLOGY

CSU, LOS ANGELES

B.A. Psychology

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

CSU, NORTHRIDGE

B.A. Psychology

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

RADIO-TV-FILM

CSU, LOS ANGELES

B.A. Radio & TV Broadcasting

Art 125	Hist of Film	3
Telev 102	TV Prod Sys	3

OPTIONS: See GCC counselor.

CSU, NORTHRIDGE

Radio-TV Broadcasting

Art 125	Hist of Film	3
Journ 101	Mass Comm	3

RECREATION & LEISURE STUDIES

CSU, NORTHRIDGE

B.A. Recreation

See GCC counselor.

REHABILITATION COUNSELING

CSU, LOS ANGELES

B.S. Rehabilitation Counseling

Econ 105	American Econ	3
Psych 101	General Psych	3
Soc 101	Intro Sociology	3

RELIGIOUS STUDIES

CSU, NORTHRIDGE

B.A. Religious Studies

Philo 113	Near East Rlgns	3
-----------	-----------------	---

SOCIAL SCIENCE

CSU, LOS ANGELES

B.A. Social Science

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

SOCIAL WORK

CSU, LOS ANGELES

B.A. Social Work

Program under revision

SOCIOLOGY

CSU, LOS ANGELES

B.A. Sociology

Soc 101	Intro Sociology	3
Soc 107	Statistics	3

CSU, NORTHRIDGE

B.A. Sociology

Soc 101	Intro Sociology	3
Soc 107	Statistics	3

SPANISH

CSU, LOS ANGELES

B.A. Spanish

Span 103-104	Int Span I-II	4-4
Span 105	Conver. Span	4

CSU, NORTHRIDGE

B.A. Spanish

Span 103-104	Int Span I-II	4-4
Span 105	Conv Span	3

OR

Span 106	Conv Span	3
Engl 109-110	World Lit	3-3

SPEECH COMMUNICATION

CSU, LOS ANGELES

B.A. Speech Communication

General Option:

Speech 103	Grp Discussion	3
Speech 104	Arg/Debate	3

Professional Communication Option:

Speech 103	Grp Discussion	3
Speech 104	Arg/Debate	3

Single Subject Credential Option:

See GCC counselor.

CSU, NORTHRIDGE

B.A. Speech Communication

General Option:

Speech 106	Oral Interp. of Lit.	3
------------	----------------------	---

Communications Studies Option:

Journ 101	Mass Comm	3
-----------	-----------	---

THEATRE ARTS

CSU, LOS ANGELES

B.A. Theatre Arts

All Options Except Dance:

T Art 103-104	Acting Fund	3-3
T Art 107	Drama Heritage	3
T Art 123	Costume Wrksp	1-4

Dance Option:

Biol 120-121	Anatomy/Physiol	5-4
Dance 179	Modern Dance I	1-2
Dance 187	Basic Ballet	1-2
T Art 103	Acting Fund	3
T Art 107	Drama Heritage	3

Electives:

Dance 176	Jazz I	1-2
-----------	--------	-----

CSU, NORTHRIDGE

B.A. Theatre Arts

T Art 103-104	Acting Fund	3-3
---------------	-------------	-----

URBAN STUDIES

CSU, NORTHRIDGE

B.A. Urban Studies

Econ 101-102	Micro/Macro	3-3
--------------	-------------	-----

Techniques Option: Add:

CS/IS 110	Basic I	3
-----------	---------	---

OR

CS/IS 140	Cobol I	4
-----------	---------	---

OR

CS/IS 160	Assembly	4
-----------	----------	---

VOCATIONAL ARTS

CSU, LOS ANGELES

B.V.E.

Contact CSULA for information.



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.

Course Prerequisites

A prerequisite is a requirement which must be met before enrollment in a course. Courses which list such prerequisites are clearly identified. Successful completion of a prerequisite means that a grade of "CR", or "C", or better was earned; "D", "F", or "NC" grades are not acceptable.

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.

Degree and Transfer Credit

Not all courses offered at Glendale Community College award Associate in Arts and/or Associate in Science degree credit. Courses that do not award credit toward the AA/AS degrees contain the statement "non-degree applicable" in their course description and may not be counted toward the 60 unit requirement for graduation. All students completing non-degree applicable courses prior to Fall 1990 will continue to receive graduation credit for these courses. Transfer credit is noted at the end of each course description. The note "UC" means the course is transferable to the University of California, all campuses. The note "CSU" means the course is transferable to the California State University, all campuses. The note "USC" means the course is transferable to the University of Southern California. Agreements concerning transferability are constantly being updated, therefore the student is cautioned to check with a counselor or the Transfer Center for exact transfer information. Some University of California (UC) transfer credit may be limited; consult a counselor or the Transfer Center for additional information.

California Articulation Number (CAN)

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

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

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

Variable Units

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

Open Enrollment

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

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 102) satisfies lower division accounting requirements for most four-year colleges. This course may not be taken for credit by students who have completed Accounting 106. **Transfer Credit:** CSU, UC, USC (CAN BUS 2)

●102—Principles of Accounting II 5 Units
Accounting 102 is a continuation of Accounting 101. Deals with partnership and corporation accounts; manufacturing and cost accounting (including job order, process, and standard); absorption costing and variable costing; cost-volume-profit analysis; tax accounting; construction and use of accounting statements and reports for management control and decision-making purpose; financial statement analysis. Lecture 5 hours. **Prerequisite:** Accounting 101 or 106 or

equivalent. **Note:** Required of business administration majors; this sequence (Accounting 101 and Accounting 102) satisfies lower division accounting requirements for most four-year colleges. **Transfer Credit:** CSU, UC, USC (CAN BUS 4)

●105—Introductory Accounting I 2½ Units
Accounting 105 covers the accounting equation, the theory of debit and credit, the accounting cycle for service and merchandising businesses, the use of special journals and the preparation of trial balances and simple financial statements. Lecture 3 hours. **Prerequisite:** None. **Note:** Accounting 105 and 106 together cover the same material as Accounting 101. This course may not be taken for credit by students who have completed Accounting 101. **Transfer credit:** CSU

●106—Introductory Accounting II 2½ Units
Accounting 106 is a continuation of Accounting 105. The topics covered include deferrals and accruals, receivables and payables, cash control and the voucher system, inventory systems, fixed assets, payroll, systems analysis and accounting concepts and principles. Lecture 3 hours. **Prerequisite:** Accounting 105. **Note:** Accounting 105 and 106 together cover the same material as Accounting 101. This course may not be taken for credit by students who have completed Accounting 101. **Transfer credit:** CSU

●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. Recommended: Business-General 135 (Business-General 135 may be taken concurrently.) **Note:** Recommended for students who do not intend to transfer to a four-year college. No credit will be allowed for Accounting 110 if taken concurrently with Accounting 101 or after completion of Accounting 101 or Accounting 102 with "C" grade or better.

●120—Computerized Accounting Systems 4 Units

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

●121—Advanced Computerized Accounting 1 Unit

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

●130—Payroll Accounting 3 Units

Accounting 130 is in-depth and practical instruction in payroll accounts. It offers an opportunity for the student to learn essential concepts of payroll and to master these concepts thoroughly by completing a wide variety of realistic activities. It covers payroll laws, payroll calculations, paying and recording payroll, federal and state payroll taxes and returns and payroll systems, manual and computerized. Lecture 3 hours, laboratory 1 hour. **Prerequisite:** Eligibility for Business—General 101. Recommended: Accounting 101, 110 or experience in accounting.

●150—Principles of Income Taxation 3 Units

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

●155—Volunteer Income Tax Assistance 2 Units

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

●160—Advanced Income Taxation 3 Units

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

ADMINISTRATION OF JUSTICE

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

●101—Introduction to the Administration of Justice 3 Units

Administration of Justice 101 covers the history and philosophy of administration of justice in America; recapitulation of the system; identification of the various sub-systems, role expectations, and their interrelationships; theories of crime, punishment, and rehabilitation; ethics, education, and training for professionalism in the system. Lecture 3 hours. **Prerequisite:** Eligibility for English 120 or ESL 165. **Transfer credit:** CSU, UC, USC (CAN A J 2)

•103—Concepts of Criminal Law 1-3 Units

Administration of Justice 103 is a study of the legal definition of crime and defenses; purposes and functions of the substantive criminal law; historical foundations; the limits of the criminal law; focus upon the case study approach. Lecture 3 hours.

Prerequisite: Administration of Justice 101 or equivalent. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned. **Transfer credit:** CSU, UC, USC

•107—Community Relations 1-3 Units

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

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

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

•110—Principles and Procedures of the Justice System 1-3 Units

Administration of Justice 110 presents an in-depth study of the role and responsibilities of each segment within the administration of justice system: Law enforcement, judicial, corrections. A past, present, and future exposure to each sub-system procedure from initial entry to final disposition and the relationship each segment maintains with its system members. Special emphasis is on the judicial processes. Lecture 3 hours. **Prerequisite:** Administration of Justice 101. (Administration of Justice 101 may be taken

concurrently.) **Note:** This course may be taken 2 times; a maximum of 6 units may be earned. **Transfer credit:** CSU, UC, USC

•111—Crime and Delinquency in American Society 3 Units

Administration of Justice 111 consists of the study of deviant behavior as it relates to the definition of crime; crime statistics, theories of crime causation; offenses, typologies. Lecture 3 hours. **Prerequisite:** Administration of Justice 101.

•113—Introduction to American Correctional Systems 3 Units

Administration of Justice 113 presents an overview of the American Correctional Systems. The course surveys the nature and function of corrections in America and its relationship to the justice system. The offender is traced from judicial sentencing through release. Some of the current issues covered are prison unrest, punishment, jail reform, juvenile corrections, probation, parole, recidivism and correctional training. Lecture 3 hours. **Prerequisite:** Eligibility for English 120 or ESL 165.

•114—Traffic Control 1-3 Units

Administration of Justice 114 comprehensively covers the study of the principles and practices of accident investigation including the purposes of investigation, selective enforcement procedure and data use, hit-and-run accidents, determination of speed from skid marks, the nature and use of the intoxication testing devices, and field practice in actual cases. Lecture 3 hours. **Prerequisite:** Eligibility for English 120 or ESL 165. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned. **Transfer credit:** CSU

•116—Criminal Investigation 1-3 Units

Administration of Justice 116 focuses on the fundamentals of investigation; crime scene search and recording; collection and preservation of physical evidence; scientific aids; modus operandi; sources of information; interviews and interrogation; follow-up and case preparation; mechanical truth devices; truth serums; crime laboratory. Lecture 3 hours. **Prerequisite:** Administration of Justice 101 or equivalent. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned. **Transfer credit:** CSU

•117—Crisis Intervention 1-3 Units

Administration of Justice 117 is designed to provide those skills necessary to deal with interpersonal conflict. The course addresses some of the interpersonal problems creating stress, conflict and anger and reviews some of the basic psychological techniques used in dealing with interpersonal problems. Specifically, the course familiarizes the student with intervention tech-

niques in attempt suicides, death/injury notifications, domestic situations, disputes between landlord and tenants and intervention techniques with crime victims. The course covers recommended techniques in dealing with job related stress. A review of theoretical concepts and practical role playing situations provides the framework for the course. Lecture 3 hours. **Prerequisite:** Eligibility for English 120 or ESL 165. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned.

●118—Youthful Offenders 1-3 Units
Administration of Justice 118 reviews the organization, functions, and jurisdiction of juvenile agencies; the processing and detention of juveniles; juvenile case disposition; juvenile statutes and court procedures. There are discussions on selected delinquency theories and a review of current correctional methods utilized in the treatment and control of juvenile delinquency in America. Lecture 3 hours. **Prerequisite:** Administration of Justice 101. (Administration of Justice 101 may be taken concurrently.) **Note:** This course may be taken 2 times; a maximum of 6 units may be earned. **Transfer credit:** CSU

●120—Legal Aspects of Evidence 1-3 Units
Administration of Justice 120 is concerning the origin, development, philosophy, and constitutional and procedural considerations affecting arrest, search, and seizure; kinds and degrees of evidence and rules governing admissibility; judicial decisions interpreting individual rights and case studies. Lecture 3 hours. **Prerequisite:** Administration of Justice 101 or equivalent. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned. **Transfer credit:** CSU

●129—Special Crimes and Dangerous Drugs 1-3 Units
Administration of Justice 129 is designed to give all levels of law enforcement officers a fundamental understanding of narcotic addiction and the effects of hypnotic drugs as these factors are involved in the daily routine of police work review of the principles of detecting and investigating special crime offenses. The course also focuses on gambling, confidence games, loansharking, prostitution and other crimes associated with organized crime activity. Lecture 3 hours. **Prerequisite:** Eligibility for English 120 or ESL 165. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned.

●130—Law Enforcement Supervision and Management 1-3 Units
Administration of Justice 130 provides an overview of the basic concepts, problems, issues, and concerns of a contemporary police organization. The

four major areas the course examines and evaluates are: the preparation of the individual officer for future promotional examinations, the current major police supervisory principles and ideologies, the proven techniques and skills required in the practice of sound supervision in police service, and a survey of management theory. Lecture 3 hours. **Prerequisite:** Administration of Justice 101 or equivalent. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned.

●134—Report Writing 1-3 Units
Administration of Justice 134 encompasses a survey of report writing and Records and Identification Bureaus. A study to aid police officers to analyze what they see, and to make a permanent and coherent record of facts to be used in criminal prosecution and administration procedures. Lecture 3 hours. **Prerequisite:** Eligibility for English 120 or ESL 165. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned.

●151—Decisional Law 1½ Units
Not offered.

●152—Advanced Report Writing 1½ Units
Not offered.

●153—Arrest and Firearms 1½-2 Units
Not offered.

●155—Firearms Training ½-1 Unit
Administration of Justice 155 fulfills the requirements of the P.C. 832 Module II training specifications. Lecture 15 hours, laboratory 4 hours. **Prerequisite:** Eligibility for English 120 or ESL 165 and completion of Administration of Justice 204 or 205 and a passing score on Module I or III of the P.O.S.T. Examination. **Note:** This course may be taken 3 times; a maximum of 3 units may be earned.

●201—Supervisory Training ½-2 Units
Administration of Justice 201 is designed primarily but not exclusively for students employed as peace officers or private security officers. The content benefits those persons who need retraining or wish to develop specific job skills. The schedule incorporates topics encompassing leadership theory and legal issues pertinent to the supervisory process; special focus on personnel evaluation and training; personnel assessment exercises are provided. In order to meet state certification, all seminars must meet for a minimum of 24 hours or 1½ units. Lecture 8 to 32 hours. **Prerequisite:** Administration of Justice 101 or equivalent. **Note:** This course may be taken 3 times; a maximum of 6 units may be earned.

●202—Oral and Written Communication**½-2 Units**

Administration of Justice 202 is designed primarily but not exclusively for students employed as peace officers or private security officers. The content benefits those persons who need retraining or wish to develop specific job skills. This program covers the advanced techniques of narrative report writing, court testimony, and the principles of interviewing and interrogation. In order to meet state certification, the class must meet for a minimum of 24 hours or 1½ units. Lecture 8-32 hours. **Prerequisite:** Administration of Justice 101 or equivalent. **Note:** This course may be taken 3 times; a maximum of 6 units may be earned.

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

Administration of Justice 203 is designed primarily but not exclusively for students employed as peace officers or private security officers. The course benefits those persons who need retraining or wish to develop specific job skills. The content examines advanced investigative techniques in child abuse and sex crimes. This program focuses on offender profiles and causative factors, analyzes pertinent legal issues and domestic violence investigation. In order to meet state certification, all seminars must meet for a minimum of 24 hours or 1½ units. Lecture 8-32 hours. **Prerequisite:** Administration of Justice 101 or equivalent. **Note:** This course may be taken 3 times; a maximum of 6 units may be earned.

●204—Search and Firearms**½-2 Units**

Administration of Justice 204 is designed primarily but not exclusively for students employed as peace officers or private security officers. The course benefits 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:** Administration of Justice 101 or equivalent. **Note:** This course may be taken 3 times; a maximum of 6 units may be earned.

●205—Advanced Field Officer Course**½-2 Units**

Administration of Justice 205 is designed primarily but not exclusively for students employed as peace officers or private security officers. The course benefits those persons who need retraining or wish to develop specific job skills. This program updates the field officer on selected police skills and procedures, and also examines the problem of stress as it relates to the practice of law enforce-

ment. The course must be taken for a minimum of 24 hours. Lecture 8-32 hours. **Prerequisite:** Administration of Justice 101 or equivalent. **Note:** This course may be taken 3 times; a maximum of 6 units may be earned.

●206—Decisional Law**½-2 Units**

Administration of Justice 206 is designed primarily but not exclusively for students employed as peace officers or private security officers. The course benefits those persons who need retraining or develop specific job skills. This is an advanced program updating the officer on search and seizure issues, and examines police civil liability and other legal topics pertinent to the law enforcement process. In order to meet state certification, all seminars must meet for a minimum of 24 hours or 1½ units. Lecture 8-32 hours. **Prerequisite:** Administration of Justice 101 or equivalent. **Note:** This course may be taken 3 times; a maximum of 6 units may be earned.

●207—Narcotics and Drugs**½-2 Units**

Administration of Justice 207 is designed primarily but not exclusively for students employed as peace officers or private security officers. The program benefits those persons who need retraining or wish to develop specific job skills. This course updates the field officer on the classification and investigation of illegal narcotics. Special focus on PCP, and current review of treatment programs. In order to meet state certification, all seminars must meet for a minimum of 24 hours or 1½ units. Lecture 8-32 hours. **Prerequisite:** Administration of Justice 101 or equivalent. **Note:** This course may be taken 3 times; a maximum of 6 units may be earned.

●208—Robbery and Homicide**½-2 Units**

Administration of Justice 208 is designed primarily but not exclusively for students employed as peace officers or private security officers. The course benefits 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:** Administration of Justice 101 or equivalent. **Note:** This course may be taken 3 times; a maximum of 6 units may be earned.

●209—Major Thefts**½-2 Units**

Administration of Justice 209 is designed primarily but not exclusively for students employed as peace officers or private security officers. The program content benefits those persons who need retraining or wish to develop specific job skills. This course updates the officer on investigation procedures in fraud, burglary, forgery, and special focus on confidence games. In order to meet state certification, all seminars must meet for a minimum

of 24 hours or 1½ units. Lecture: 8-32 hours.
Prerequisite: Administration of Justice 101 or equivalent. **Note:** This course may be taken 3 times; a maximum of 6 units may be earned.

●210—Gang Relations ½-2 Units

Administration of Justice 210 is designed primarily but not exclusively for students employed as peace officers or private security officers. The content benefits 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: Administration of Justice 101 or equivalent. **Note:** This course may be taken 3 times; a maximum of 6 units may be earned.

●211—Private Security Basic Training 3½ Units
 Not offered.

●212—Business Security and
 Loss Prevention Management 3 Units
 (Also listed as Management 212)

Administration of Justice 212 presents an overview of security management issues confronting business. The content of the course is divided into the following areas: the role of private security in the business environment, the relationship between security and business management, law and security, crime in the workplace, crime prevention theory and practice, risk management issues, and information security issues. Lecture 3 hours. **Prerequisite:** Eligibility for English 120 or ESL 165. **Note:** This course may not be taken for credit by students who have completed Management 212. **Transfer credit:** CSU

ALCOHOL/DRUG STUDIES

●101—Overview of Alcoholism 3 Units

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

●102—Pharmacology of
 Alcohol/Drugs 3 Units

Alcohol/Drug Studies 102 is the study of the fundamental principles of the action of alcohol and other drugs. Pharmacological and physiological implications of tolerance, habituation, and

excessive consumption is emphasized. Physical, psychological, social, and cultural implications of chemical abuse are presented. Lecture 3 hours.
Prerequisite: Alcohol/Drug Studies 101. **Transfer credit:** CSU

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

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

●110—Alcoholism Counseling
 Techniques 3 Units

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

●111—Counseling the Chemical
 Dependent Family 3 Units

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

●112—Group Leadership and
 the Group Process 3 Units

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

●113—Alcoholism and Human Sexuality 3 Units

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

●114—**Special Populations** 3 Units
Alcohol/Drug Studies 114 emphasizes the social and psychological consequences of ethnic backgrounds and cultures 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

●115—**Adult Children of Alcoholic/
Dysfunctional Families** 3 Units
Alcohol/Drug Studies 115 explores the effects of alcoholism and other severe dysfunctions within the dynamics of the family system. The effects of emotional deprivation, violence, and sexual abuse are also examined. Affective behavior patterns and core recovery issues are discussed, along with various treatment modalities. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSU

●150—**Understanding Self-Help Groups** 3 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 3 hours. **Prerequisite:** Alcohol/Drug Studies 101. **Transfer credit:** CSU

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

●152—**Field Placement/Seminar I** 4 Units
Alcohol/Drug Studies 152 is the first of a two-semester sequence with the student placed in an alcohol/drug related agency or program, under supervised training, gaining experience working in the community continuum of care. The semester focuses 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:** Alcohol/Drug Studies 110 (Alcohol/Drug Studies 110 may be taken concurrently). **Transfer credit:** CSU

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

ALLIED HEALTH

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

Vocational Nursing Students must take Allied Health 101, 103, 105, 107, 108, 112, 113, 114, 116, 118, 122, 123; Psychology 101, 106.

Registered Nursing Students must take Allied Health 101, 103, 108, 112, 114, 116, 122, 233, 234, 240, 245. Allied Health 231 is required for Career Ladder students.

●101—**Fundamentals of Nursing** 4 Units
Allied Health 101 is the study of basic concepts and principles common to all areas of nursing. It is designed to assist the beginning student in the ability to render quality care and be able to carry out the nursing care involved in meeting the many needs of patients regardless of their condition and diagnosis. Lecture 4 hours. **Prerequisite:** Admission to the Nursing Program. **Note:** V.N. students must concurrently take Allied Health 103, 105, 107, 108. R.N. students must concurrently take Allied Health 103 and 108. **Transfer Credit:** USC

●103—**Basic Pharmacology
for Nurses** 2 Units
Allied Health 103 provides the vocational and registered nursing student with an introduction to the principles of pharmacology. Emphasis is placed on the computational skills required for the safe administration of commonly ordered medications, the knowledge of federal and state regulations which pertain to the administration of medications, and the responsibilities of the nurse. Drugs are discussed in relation to classification, indication for use, desired outcomes and adverse reaction on all age groups, contraindications and nursing

implications. The nursing process is used to assist the student integrate the knowledge and skills necessary to understand the relationship between the patient, drug therapy and the nurse. Lecture 2 hours. **Prerequisite:** Admission to the Nursing Program. **Transfer Credit:** USC

●105—Life Science 3 Units

Allied Health 105 is a study leading to understanding of the basic concepts in the physical sciences and the normal anatomical and physiological functioning of the human body. This application of broad general principles in caring for medical and surgical patients of all ages is stressed. Lecture 3 hours. **Prerequisite:** Eligibility for English 120 or ESL 165. **Transfer credit:** USC

●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, 108.

●108—Clinical Nursing 5-6 Units

Allied Health 108 focuses on the application of theoretical principles and concepts of holistic patient care learned in the didactic setting for Nursing Fundamentals and Medical-Surgical Nursing. Clinical laboratory 15-18 hours. **Prerequisite:** Admission to the Nursing Program. **Note:** V.N. students must concurrently take Allied Health 101, 103, 105, 107. R.N. students must concurrently take Allied Health 101 and 103. **Transfer Credit:** USC

●112—Medical-Surgical Nursing 3-4 Units

Allied Health 112 is a study of the anatomical and physiological functions of the body focusing on Roy's Adaptation model incorporating Maslow and Selye. All content is present utilizing Selye and Maslow in relation to the adult patient and various stages of Erikson's psycho/social development. Emphasis is placed on the study of basic concepts and basic principles applicable in caring for adult 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. R.N. students must concurrently take Allied Health 114, 116, 122 or 101, 103, 108. **Transfer Credit:** USC

●113—Medical-Surgical Nursing 4 Units

Allied Health 113 is a study of the normal anatomical and physiological functioning of the human body utilizing a systems approach. Included are broad general principles in caring for medical and surgical patients. A methodological approach is utilized in studying pathological conditions amenable to medical-surgical correction incorporating nursing principles and procedures unique to specific body systems. Lecture 4 hours. **Prerequisite:** Satisfactory completion of Allied Health 101, 103, 105, 107, 108. **Note:** Must be taken concurrently with Allied Health 123. **Transfer Credit:** USC

●114—Obstetrics and Care of the Newborn 2 Units

Allied Health 114 is designated to prepare the student nurse to undertake his/her role in providing safe and effective care for the woman during pregnancy, parturition and puerperium, as well as care of the newborn in health and disease. To emphasize family-center care, the student is provided opportunities to teach, support and to help prepare the mother and father to assume their new roles as parents. Lecture 2 hours. **Prerequisite:** V.N. students: Satisfactory completion of Allied Health 101, 103, 105, 107, 108. R.N. students: Satisfactory completion of Allied Health 101, 103, 108. **Note:** V.N. students must concurrently take Allied Health 112, 116, 118, 122. R.N. students must concurrently take Allied Health 116 and 122. **Transfer Credit:** USC

●116—Introductory Pediatrics 2 Units

Allied Health 116 utilizes the nursing process and Roy's Adaptation model to focus on the study of normal development from infancy to adolescence; basic needs of children using Maslow's Hierarchy; implications of stress of children and their families; common pathological conditions with emphasis on contagious diseases and their control; as well as common traumatic injuries of childhood. Stressors that influence adaptive and maladaptive behaviors are also discussed. 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. and R.N. students must concurrently take Allied Health 122. **Transfer Credit:** USC

●118—Basic Nutrition 2 Unit

Allied Health 118 focuses 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. **Transfer credit:** USC

●122—Clinical Nursing 4-7 Units

Allied Health 122 focuses 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. All content is presented utilizing Selye, Maslow, and various stages of Erickson's psycho-social development and Roy's Adaptation model.

Basic principles and content introduced in Allied Health 101, 103 and 108 are reinforced and further developed. Application of broad general principles in caring for patients of all ages is incorporated. 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. and R.N. students must concurrently enroll in Allied Health 112, 114, 116. **Transfer Credit:** USC

●123—Clinical Nursing 5 Units

Allied Health 123 is a continuation of Allied Health 122. It focuses 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. **Note:** Must be taken concurrently with Allied Health 113. **Transfer credit:** USC

●134—Mental Health and Emotional Illness 3 Units

Allied Health 134 deals with some of the basic concepts of the mental health-mental illness continuum. The purpose of the course is to help nursing students deal with adaptive and maladaptive behavior in interpersonal relations and acquire the necessary knowledge to care for emotional components of behavior in patients of all ages. Communication skills, both verbal and non-verbal, are stressed. Lecture 3 hours. **Prerequisite:** Satisfactory completion of Semester I.

●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.

●231—Human Development and Nursing Process I - General Concepts 2 Units

Allied Health 231 is the study of general concepts relevant to the registered nursing practice. These concepts are necessary for the integration of nursing process in clinical nursing. Lecture, seminars 2 hours; independent studies and field trips. **Prerequisite:** Admission to the Nursing Program.

●233—Mental Health Nursing 6 Units

Allied Health 233 focuses on the dynamics of patients undergoing acute and chronic 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 examined along with a variety of treatment modalities. The causes of stress are explored from a variety of theoretical perspectives. The student is encouraged to undertake self exploration and develop a concept of man which includes adaptation and human need fulfillment. The course provides the student with knowledge and understanding of the interrelatedness of environmental factors which affect the health-illness continuum. Major mental health problems are explored along with appropriate nursing interventions. 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. **Transfer Credit:** USC

●234—Maternal-Child Health Nursing 6 Units

Allied Health 234 is the second rotation of maternity and pediatric nursing. The emphasis of this course is on deviations and nursing care during pregnancy, labor, delivery, post partum and new born period. Acute childhood illnesses and nursing care are also part of this course. Utilizing the nursing process Maslow's Hierarchy of Human Needs, Erikson's Psychosocial Stages of Man and Roy's Adaptation Model as the guides, students are prepared to provide safe and effective care for the patient and supportive care to the family. Emphasis is on physiological care when integrating emotional, cultural, and social aspects of patient care. Opportunities are provided to students to visit local community health care facilities providing services to pregnant clients and children as well as families. 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. **Transfer Credit:** USC

●240—Nursing Process and Nursing Management 6 Units

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

●245—Nursing Process and Nursing Leadership 6 Units

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

●246—Professional Adjustments and Nursing Leadership 1 Unit

Allied Health 246 studies the individual nurse and professional components related to role development. It includes legal aspects of nursing and contemporary issues and trends in health care and delivery of professional nursing care. There will be panel discussions and seminars where speakers in their specific areas of specialization will be invited to share their expertise. The (audio tutorial) laboratory will be an independent study. Lecture-seminar 1 hour. **Prerequisite:** Allied Health 233, 234. **Note:** Must be taken concurrently with Allied Health 240 and Allied Health 245.

●250—Children's Attendant 3 Units
Not offered. **Transfer credit:** CSU

ANATOMY, See Biology 120

ANTHROPOLOGY

●101—Physical Anthropology 3 Units

Anthropology 101 is a study of human genetics; the relationship of humans to the animal world; evolutionary theory; fossil humans; racial differentiation, classification, and distribution; and current and on-going evolution. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 120 or ESL 165. **Transfer credit:** CSU, UC, USC (CAN ANTH 2)

●102—Cultural Anthropology 3 Units

Anthropology 102 is a study of the origin and development of human cultures and includes description of the material culture as well as social organization. It includes description of the material kinship patterns, political systems, religious beliefs and insights gained through linguistic study. The emphasis is placed on recent and contemporary tribal societies. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 120 or ESL 165. **Transfer credit:** CSU, UC, USC (CAN ANTH 4)

●103—Archaeology 3 Units

Anthropology 103 is a general course in archaeology for beginning students. The material covered includes professional opportunities, methods of locating and digging sites, preserving and restoring artifacts, and methods of dating artifacts. Pre-history is traced through the various Stone Ages in the Old World into recorded historical times, emphasizing famous classical sites. Attention is similarly given to pre-history in the Americas. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 120 or ESL 165. **Transfer credit:** CSU, UC, USC (CAN ANTH 6)

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 studies residential building codes, drafting of working drawings, scale drawing of construction details, framing concepts, and proper dimensioning techniques. Lecture 2 hours, laboratory 4 hours. **Prerequisite:** Eligibility for English 120 or ESL 165. Co-requisite: Art 130. **Note:** Required for architecture majors. Recommended for art majors. **Transfer credit:** CSU



●102—Architectural Drafting and Design 3 Units

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

●103—Descriptive Geometry 3 Units

Architecture 103 is an applied science treating of graphic representation of lines, planes, surfaces, and solids. Architectural applications are used for subject matter. Simple shades and shadows. Lecture 2 hours, laboratory 4 hours. **Prerequisite:** Eligibility for English 120 or ESL 165 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 are 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:** Eligibility for English 120 or ESL 165; Art 130, 150, and 151. (Art 151 may be taken concurrently.) **Note:** Required for architecture majors. This course may be taken 2 times; a maximum of 6 units may be earned. **Transfer credit:** CSU, UC, USC

●109—Architectural Design 5 Units

Architecture 109 presents a study of the numerous considerations required to build a typical apartment complex. Discussions 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 105. **Transfer credit:** CSU

●110—Architectural Design 5 Units

Architecture 110 is a study of the concepts of basic commercial building construction. Emphasis is placed on the planning and design of a small commercial building of concrete block construction. Current construction techniques, building codes, building materials, insulation requirements, etc. are investigated. Design analysis through the use of small scale models assists in the planning process. Lecture 3 hours, laboratory 6 hours. **Prerequisite:** Art 130 and Architecture 109. **Transfer credit:** CSU

●191—Architectural Engineering
Drafting and Design 5 Units

Architecture 191 is discussion and preparation of working drawings for major structures. The course is 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:** Eligibility for English 120 or ESL 165 and Art 130. (Art 130 may be taken concurrently.) **Transfer credit:** CSU

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

Architecture 192 is discussion and preparation of working drawings for brick and concrete block structures. The course is 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. Recommended: Art 130, 150, 151. **Transfer credit:** CSU

●194—Architectural Engineering
Design (Commercial) 5 Units

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

NON-DEGREE APPLICABLE

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

NON-DEGREE APPLICABLE

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

Art History**●101—Survey of Art History I 3 Units**

Art 101 is a survey of architecture, painting, and sculpture from their origins in prehistoric times to early Gothic periods of western culture. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

●102—Survey of Art History II 3 Units

Art 102 is a survey of architecture, painting, and sculpture from the Renaissance to modern times. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

●103—Ancient Art 3 Units

Art 103 is a survey of the architecture, painting and sculpture from their origins in prehistoric time through their development in ancient Egypt and Mesopotamia. The impact of these works on today's art is also considered. Lecture 3 hours. **Prerequisite:** None. Recommended: Art 101. **Transfer credit:** CSU, UC, USC

●104—Greek and Roman Art 3 Units

Art 104 provides an in-depth study of the architecture, painting, and sculpture of ancient Greece and Rome. The influence of the philosophy and politics of the period is considered. The student will examine the impact of the culture, styles, and art forms of the Classical World upon the Twentieth Century. Lecture 3 hours. **Prerequisite:** None. Recommended: Art 101. **Transfer credit:** CSU, UC, USC

●105—Medieval Art 3 Units

Art 105 is a survey of the architecture, painting, and sculpture of the period between ancient Rome and the Renaissance. It introduces the student to the philosophical ideas, economic trends, and political events that produced the art of the period. Lecture 3 hours. **Prerequisite:** None. Recommended: Art 101. **Transfer credit:** CSU, UC, USC

●106—Renaissance/Baroque Art 3 Units

Art 106 is a survey of the art, sculpture, architecture, religious ideas, economic trends, and politics that reflect the life of the fourteenth through eighteenth century Europe and their effect on our time. Lecture 3 hours. **Prerequisite:** None. Recommended: Art 102. **Transfer credit:** CSU, UC, USC

●107—Modern Art 3 Units

Art 107 is a survey of the growth of Nineteenth and Twentieth Century trends in painting, sculpture, and architecture in Europe and the United States. It

explores the relationship between contemporary art and our historical and social values. Lecture 3 hours. **Prerequisite:** None. Recommended: Art 102. **Transfer credit:** CSU, UC, USC

●108—Art of the Eastern World I 3 Units

Art 108 is a survey of the sculpture, painting, and architecture of India, China, Japan, Korea, and Persia from prehistoric times to 1200 A.D. It includes an introduction to the religious, philosophical, social and political ideas which influenced the art of these regions and times. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

●109—Art of the Eastern World II 3 Units

Art 109 is a survey of the sculpture, painting, and architecture of India, China, Southeast Asia, Japan, and the Islamic expansion in the Near East and Spain. The philosophical, social, and political ideas that produced Oriental Art from 1200-1850 will also be considered. Lecture 3 hours. **Prerequisite:** None. **Transfer Credit:** CSU, UC, USC

**●110—Art/Music Appreciation 3 Units
(Also listed as Music 110)**

Art 110 is a team-taught course which provides a comparative historical overview of western art and music from the prehistoric era to the present. This introductory course presents influential figures in each period and analyzes important influences on their work. The relationship between music and art is explored, along with changing trends in thought and techniques. Lecture 3 hours. **Prerequisite:** None. **Note:** This course may not be taken for credit by students who have completed Music 110. **Transfer credit:** CSU, UC, USC

**●112—Art of the Americas I
(Before 1600) 3 Units**

Art 112 is a study of the 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

**●113—Art of the Americas II
(1600 to the Present) 3 Units**

Art 113 is the study of the art of the United States, Canadian, Mexican, South American cultures and their European origins. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

●116—Primitive Art 3 Units

Art 116 is an introduction to the art of primitive Africa, Australia, New Guinea and North America. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

●118—Women in Visual Arts 3 Units

Art 118 is an introduction to the history of women as artists in European and American traditions. Women's roles in non-Western cultures will also be discussed as well as images of women in art. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

●120—History of Architecture I 3 Units

Art 120 is a survey course of architectural styles from their origin in prehistoric times to the Gothic period. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

●121—History of Architecture II 3 Units

Art 121 is a survey course of architectural styles from the Renaissance to the present. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

●124—Southern California Art Museums 1 Unit

Not offered. **Transfer credit:** CSU

●125—History of Motion Pictures 3 Units

Art 125 is the historical and aesthetic introduction to the appreciation of motion pictures through the analysis of audio and visual techniques which can make the film an expressive means of communication. Selected motion pictures will be screened. Lecture 3 hours. **Prerequisite:** None. **Note:** Each week students will be required to see one film chosen from the instructor's list of pertinent films available on television and in local theaters. **Transfer credit:** CSU, UC, USC

Design**●130—Design I 3 Units**

Art 130 is an introduction to the structure of two-dimensional art. This 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, studio 2 hours. **Prerequisite:** None. **Note:** Students receiving a score of 4 or 5 on the Advanced Placement Examination (CEEB) in Studio Art may be given credit for Art 130 and Art 150 at Glendale Community College contingent upon approval of their portfolio by the art faculty. **Transfer credit:** CSU, UC, USC

●131—Design II 3 Units

Art 131 is advanced study in two-dimensional art structure. The study is developed in a series of problems. Some 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

art fields. Whenever possible problems will reflect directions dominating the current art scene. Lecture 2 hours, studio 2 hours. **Prerequisite:** Art 130. **Transfer credit:** CSU, UC, USC

●132—Lettering 1 Unit

Art 132 is the fundamental study of letter forms, including the Roman, Gothic, and calligraphic styles. Students learn a short history of lettering and typography and solve problems in the forming and spacing of letters with the use of Speed Ball lettering tools. Lecture 1 hour, laboratory 1 hour. **Prerequisite:** None. Recommended: Art 130. **Note:** Recommended for architecture and graphic design majors and all art majors as a foundation for more advanced work in the art department. **Transfer credit:** CSU

●134—Advertising Design I 3 Units

Art 134 is an applied design course, oriented primarily towards design in advertising. Special emphasis is placed on 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, studio 2 hours. **Prerequisite:** Art 130. (Art 130 may be taken concurrently.) Recommended: Art 150.

●135—Advertising Design II 3 Units

Art 135 is a continuation of Art 134. Typography, printing methods, advanced one-page layout, and illustration are stressed. Lecture 2 hours, studio 2 hours. **Prerequisite:** Art 134. Recommended: Art 131, 138, 151, 152, 160, 164.

●136—Advanced Advertising Design I 3 Units

Art 136 is an advanced advertising design course which includes the theory and practice in various phases of advertising. Design for television, packaging, brochure design and layout, magazine design, and multiple page layout are emphasized, as are problems in production for off-set printing. Lecture 2 hours, studio 2 hours. **Prerequisite:** Art 135.

●137—Advanced Advertising Design II 3 Units

Art 137 is the study of advanced practices in advertising design. Emphasis is on independent work and problem solving. The course includes the art of advertising display and problems in preparing camera-ready art work with two-, three-, and four-plate prints. Lecture 2 hours, studio 2 hours. **Prerequisite:** Art 136.

●138—Three-Dimensional Design 3 Units

Art 138 offers the study of space and form relationships expressed three dimensionally in line, plane, volume, texture and color, and the interaction of these basic design elements. Experiences are provided in various materials appropriate to three

dimensional considerations with emphasis on design concepts and mastery of technical skills. This course is required for art majors and recommended for students of graphic and industrial design, architecture, interior and environmental design, stage design, and related fields. Lecture 2 hours, studio 2 hours. **Prerequisite:** None. Recommended: Art 130. **Transfer credit:** CSU, UC, USC

•140—Paste-Up and Layout 1 Unit
(Also listed as Technical Graphics 178)

Art 140 presents the methods and techniques of paste-up and layout. The course develops the ability to layout various media for the graphics and desk top publishing industry. This will include flyers, brochures, newsprint and technical illustrations. The student will design and use photo layouts, discover the principles of color separations, and learn the techniques that develop professional paste-up skills for employment in business or industry. Lecture 2 hours, laboratory 2 hours. (9 week class) **Prerequisite:** None. Recommended: Art 130 or 134. **Note:** This course may be taken 3 times; a maximum of 3 units may be earned. This course may not be taken for credit by students who have completed Technical Graphics 178. **Transfer credit:** USC

•141—Interior Design 3 Units

Art 141 begins with the study of the floor plan and architectural background and moves through the selection and arrangement of furniture, floor, and window treatments, lighting, and accessory planning. Emphasis is placed on the use of design elements such as color, line, shape, texture, pattern, space, and their interaction with one another in the interior environment. Lecture 3 hours. **Prerequisite:** None. Recommended: Art 130. **Transfer credit:** CSU (CAN H EC 18)

•144—Color Theory and Application 3 Units
Not offered. **Transfer credit:** CSU, UC, USC

•148—Calligraphy I 3 Units
Not offered.

•149—Calligraphy II 3 Units
Not offered. **Transfer credit:** CSU

Drawing

•150—Drawing I 3 Units

Art 150 is a basic drawing course dealing with the fundamentals of pictorial organization. The various means of representing the three-dimensional aspects of forms on a flat surface are emphasized. Drawings for this course are normally size 18" x 24" unless otherwise specified for special projects. Lecture 2 hours, studio 2 hours. **Prerequisite:** None. Recommended: Art 130. **Note:** Students

receiving a score of 4 or 5 on the Advanced Placement Examination (CEEB) in Studio Art may be given credit for Art 130 or 150 at Glendale Community College contingent upon approval of their portfolio by the art faculty. **Transfer credit:** CSU, UC, USC

•151—Drawing II 3 Units

Art 151 is a second semester drawing course designed to enable students to further their abilities in drawing forms in depth, composition, and various drawing techniques. Lecture 2 hours, studio 2 hours. **Prerequisite:** Art 150. **Transfer credit:** CSU, UC, USC

•152—Life Drawing I 3 Units

Art 152 is a beginning course in drawing the figure from life. Quick drawings, as well as progressively longer drawings are done to explore the relationship of movement to form. Emphasis is placed on personal expression and interpretation as well as on proportion and structure. Special studies in artistic anatomy are also developed. This course is recommended for all art majors. Lecture 2 hours, studio 2 hours. **Prerequisite:** Art 150. (Art 150 may be taken concurrently.) Recommended: Art 130. **Transfer credit:** CSU, UC, USC

•153—Life Drawing II 3 Units

Art 153 is the continuation of basic studies in drawing the figure from life. Further emphasis and attention is given to arrangement and compositional studies incorporating the figure. Expressive use of media for drawing the figure is explored. Lecture 2 hours, studio 2 hours. **Prerequisite:** Art 152. **Transfer credit:** CSU, UC, USC

•154—Advanced Life Drawing I 3 Units

Art 154 is the continuation of basic studies in drawing the figure from life. Emphasis on using the figure in compositions. Stress on the creative use of the figure. Drawings should extend beyond "studies" and become personal statements. Increases emotional expression in drawings. May do one or more problems in three dimensions. Lecture 2 hours, studio 2 hours. **Prerequisite:** Art 153. **Transfer credit:** CSU, UC, USC

•155—Advanced Life Drawing II 3 Units

Art 155 is the continuation of basic studies in drawing the figure from life. Figure compositions are stressed. Students are encouraged to use the figure in creative and expressive drawings. A major project will be required — this may follow an avenue of individual interest. Lecture 2 hours, studio 2 hours. **Prerequisite:** Art 154. **Transfer credit:** CSU, UC, USC

●156—Illustration I 3 Units

Art 156 is designed to acquaint the student with various types of illustration such as book, movie poster, editorial, spot, and magazine story. Emphasis is placed on learning a number of specific techniques which will enable the student to work quickly while achieving a professional look. A variety of media will be explored. The focus of this course is fine arts rather than technical or product illustration. Lecture 2 hours, studio 2 hours. **Prerequisite:** Art 130, 150, 151 (Art 151 may be taken concurrently). **Note:** This course may be taken 2 times; a maximum of 6 units may be earned. **Transfer credit:** CSU

●157—Portfolio Preparation 3 Units

Art 157 is designed to help art majors with preparation of a professional level portfolio or "book" to be used for application to an upper division art school or for employment interviews. Students will develop and sharpen their interview skills and learn how to produce an effective resume. Lecture 2 hours, studio 2 hours. **Prerequisite:** None. **Transfer credit:** CSU

Painting**●160—Painting I 3 Units**

Art 160 develops skill, technique, and composition in drawing and painting, using media such as oils and acrylics. Problems include representation and abstraction. Lecture 2 hours, studio 2 hours. **Prerequisite:** Art 150. (Art 150 may be taken concurrently.) Recommended: Art 130. **Transfer credit:** CSU, UC, USC

●161—Painting II 3 Units

Art 161 is the application of principles, theories and techniques of drawing and painting to problems of still life, figure, landscape, and non-objective painting. Lecture 2 hours, studio 2 hours. **Prerequisite:** Art 160. **Transfer credit:** CSU, UC, USC

●162—Advanced Painting I 3 Units

Art 162 applies the principles of art in drawing and painting for the more advanced student. Contemporary concepts in painting are explored. Individual assignments are given which emphasize personal interpretation and expression. Lecture 2 hours, studio 2 hours. **Prerequisite:** Art 161. Recommended: Art 151. **Transfer credit:** CSU, UC, USC

●163—Advanced Painting II 3 Units

Art 163 is a continuation of Art 162. Special problems are assigned to the student on an individual basis. Painting problems may include figure painting and the figure in relation to architectural forms. The student is encouraged to

work from imagination as well as from direct visual experience. Field trips to museums and galleries are included in the course of instruction. Lecture 2 hours, studio 2 hours. **Prerequisite:** Art 162. **Transfer credit:** CSU, UC, USC

●164—Water Color I 3 Units

Art 164 is a study of the water color medium and techniques. The problems of painting are directed with a regard for the special qualities of water color. Class problems include various approaches to landscape painting, still life, and figure painting. Other problems emphasizing abstraction and non-objective painting are explored. Outdoor painting trips are used to help gain experience and skill in landscape painting. Lecture 2 hours, studio 2 hours. **Prerequisite:** Art 150. (Art 150 may be taken concurrently.) Recommended: Art 130. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned. **Transfer credit:** CSU, UC, USC

●165—Water Color II 3 Units

Art 165 is a continuation of the study of water color painting for the more advanced student. The application of general principles and theories of painting in reference to the special qualities of the water color medium is expanded. Class problems include experimentation of a variety of techniques and stylistic approaches. Individual interpretation and expression are encouraged. Lecture 2 hours, studio 2 hours. **Prerequisite:** Art 164. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned. **Transfer credit:** CSU, UC, USC

Printmaking**●170—Printmaking I 3 Units**

Art 170 is an introduction to various printing processes including linoleum cuts, woodcuts, engraving, drypoint, etching, and aquatint. Creative personal approaches to printmaking are encouraged. Technical and expressive qualities of the various media are explored. Lecture 2 hours, studio 2 hours. **Prerequisite:** Art 130 or 150. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned. **Transfer credit:** CSU, UC, USC

●171—Printmaking II 3 Units

Art 171 is a more advanced course than Art 170; this course explores various approaches and techniques of intaglio printing with special emphasis on color printing. Lecture 2 hours, studio 2 hours. **Prerequisite:** Art 170. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned. **Transfer credit:** CSU, UC, USC

●172—Lithography I **3 Units**

Art 172 is an introduction to the techniques and methods of lithography using metal plates as well as stone. This first semester course in lithography deals primarily with black and white as the graphic foundation for lithography. The student is encouraged to explore the creative possibilities of the medium and its wide variety of expressive qualities. Lecture 2 hours, studio 2 hours. **Prerequisite:** Art 171 or equivalent. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned. **Transfer credit:** CSU, UC, USC

●173—Lithography II **3 Units**

Art 173 is a continuation of Art 172. This course explores various approaches to color printing involving multiple plates as well as stones. Lecture 2 hours, studio 2 hours. **Prerequisite:** Art 172 or equivalent. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned. **Transfer credit:** CSU, UC, USC

●174—Silk Screen Printing **3 Units**

Art 174 is an introduction to silk screen printing. The course includes preparation of equipment, various methods of stencil preparation, printing on paper and cloth and printing with a variety of paints and dyes. The first two or three problems are designed for all beginning students. The following projects provide options for choice. Students may choose an option that relates to their personal interests and career plans. The range of these optional project choices will include fine arts, graphic arts, decorative arts, and artist craftsman type projects. In the second semester, students are encouraged to do more challenging projects. Each new project provides a gain in the student's command of screen printing techniques. Individual interests are used to personalize the instruction to the maximum. Lecture 2 hours, studio 2 hours. **Prerequisite:** None. Recommended: Art 130. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned. **Transfer credit:** CSU, UC, USC

●175—Silk Screen Printing **3 Units**

Art 175 is an advanced study of silk screen printing. The course includes the preparation of specialized equipment and research and experimentation to encourage creative use of the medium. Challenging problems are selected which relate to the personal interests of each student. Lecture 2 hours, studio 2 hours. **Prerequisite:** Art 174. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned. **Transfer credit:** CSU, UC, USC

●176—Silk Screen Textile Printing **1 Unit**

Not offered. **Transfer credit:** CSU, USC

Sculpture**●180—Sculpture I** **3 Units**

Art 180 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, and stone carving, construction and assemblage. 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, studio 2 hours. **Prerequisite:** None. Recommended: Art 130 and 138. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned. **Transfer credit:** CSU, UC, USC (CAN ART 12)

●181—Sculpture II **3 Units**

Art 181 allows the student to continue explorations into the sculptural discipline. The learner will study in depth a series of sculptural problems, including modeling the complete figure in clay, building three-dimensional forms with plaster and wire armature, carving in hard stone such as alabaster, carving in wood, construction and assemblage, and mixed media. Emphasis is on mastery of technique, further development of aesthetic and conceptual consideration, and self-motivation. The instructor works with each student on an individual basis to provide technical and conceptual assistance. Lecture 2 hours, studio 2 hours. **Prerequisite:** Art 180 **Note:** This course may be taken 2 times; a maximum of 6 units may be earned. **Transfer credit:** CSU, UC, USC

Ceramics**●186—Ceramics** **3 Units**

Art 186 is an introductory study in the field of ceramics. Students 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 are explored. Lecture 2 hours, studio 2 hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

●187—Ceramics **3 Units**

Art 187 is a continued study of the fundamentals of the ceramic process that explores various slab construction and wheel-throwing techniques. 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, studio 2 hours. **Prerequisite:** Art 186. **Transfer credit:** CSU, UC, USC

●188—Advanced Ceramics I 3 Units

Art 188 emphasizes advanced work on the potter's wheel with consistency and accuracy of results. The awareness of three-dimensional forms 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, and firing techniques. They design and execute multiples and sets. Under supervision the students assist in loading and firing of kilns. Lecture 2 hours, studio 2 hours. **Prerequisite:** Art 187. **Transfer credit:** CSU, UC, USC

●189—Advanced Ceramics II 3 Units

Art 189 is a course designed for the advanced student who wishes to pursue an individual direction in depth. Students propose a semester outline, concentrating on specific techniques, materials, and firing procedures. Upon instructor approval of the proposal, students are expected to work independently, formulating personal clay bodies, glazes and working techniques. Reading and research assignments will be made where applicable. Lecture 2 hours, studio 2 hours. **Prerequisite:** Art 188. **Note:** This course may be taken 3 times; a maximum of 9 units may be earned. **Transfer credit:** CSU, UC, USC

●190—Ceramic Handbuilding 3 Units

Art 190 is an introduction to basic ceramic handbuilding techniques and processes. Traditional methods of forming, joinery and construction are introduced. Students will learn to design and analyze functional and non-functional objects. The class explores traditional hand-built pottery, as well as contemporary, expressive hand-built forms. Lecture 2 hours, studio 2 hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

●191—Advanced Ceramic Handbuilding 3 Units

Art 191 allows students to explore complex problems of design and construction. They work with the ceramic medium in conjunction with other materials while exploring possibilities of designing for architecture. In-depth studies of surface design and decorative techniques are included. Lecture 1 hour, studio 3 hours. **Prerequisite:** Art 190. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned. **Transfer credit:** CSU, UC, USC

●192—Earthenware 3 Units

Art 192 is an intermediate course in ceramics dealing specifically with earthenware, or low-fired ceramics. A variety of forming techniques are studied, including slab, coil, and wheel. Students experiment with earthenware, clay bodies, glazes, underglazes, and slips. Specific projects will include nerikomi (colored clay inlay), majolica (on-glaze painting), and overglaze (lustres, china paints, and decals). Students learn how to load and fire an electric kiln. Lecture 2 hours, studio 2 hours. **Prerequisite:** Art 186 or 190. Recommended: Art 130. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned. **Transfer credit:** CSU, UC, USC

●193—Raku 3 Units

Art 193 is an introductory course in ceramics dealing exclusively with the raku firing process. Projects are drawn from a variety of forming methods including coil, slab, pinch, and wheel, which will be fired by the Japanese raku process. Students will also prepare raku clays and glazes to use in the execution of their projects. Lecture 2 hours, studio 2 hours. **Prerequisite:** Art 186 or 190. Recommended: Art 130. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned. **Transfer credit:** UC, USC

●195—Glaze Calculation 3 Units

Art 195 is an introduction to basic glaze and clay calculation. The students learn to calculate molecular weights, empirical formula, unity formula, and batch formula. Students use general glaze theory with calculating procedures to analyze and substitute (or create from beginning) glazes and clay bodies. The course involves simple arithmetical computations and includes certain ceramic laboratory skills and safety precautions for handling chemicals. This course prepares the vocational student for employment in the ceramic industry. Lecture 2 hours, studio 2 hours. **Prerequisite:** Art 187 or 191. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned.

INTERIOR DESIGN, See Art 141

**FASHION SKETCHING,
See Fashion 123**



ASTRONOMY

●101—Elements of Astronomy 3 Units
 Astronomy 101 is a survey of current knowledge regarding the physical universe, presented in non-technical language. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

●102—Observational Astronomy 2 Units
 Astronomy 102 maps the sky by means of bright stars and constellations. 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 exploration of the solar system with spacecraft, general relativity and 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 chair.

●101—Introduction to Automotive Technology 1 Unit
NON-DEGREE APPLICABLE
 Aviation and Transportation 101 is an overview course to familiarize the student with the history, nomenclature, operation, and construction of the modern automobile. Emphasis will be placed on general mechanical concepts and related physical principles such as maintenance procedures, purchasing of parts and service. Lecture and laboratory 3 hours. (8 weeks) **Prerequisite:** None. **Note:** This course may be taken 3 times; a maximum of 3 units may be earned.

●102—Automotive Tune-up 1 Unit
NON-DEGREE APPLICABLE

Aviation and Transportation 102 is designed to cover theories of design and operation of ignition and fuel system and components; techniques of engine trouble-shooting and tune-up procedures using both simple and specialized equipment. Vehicle emission control devices will be included in this class. Lecture and laboratory 3 hours. (8 weeks) **Prerequisite:** Aviation and Transportation 101 or equivalent. **Note:** This course may be taken 4 times; a maximum of 4 units may be earned.

●103—Automotive Electrical Systems 1 Unit
NON-DEGREE APPLICABLE

Aviation and Transportation 103 is designed to introduce the trainee to the automotive electrical systems. Each of the four principle circuits will be studied with reference to the general purpose of the circuit, the identification of component parts that make up the circuit, and relationship of one circuit to another as they function together in the automobile. Lecture and laboratory 3 hours. (8 weeks) **Prerequisite:** Aviation and Transportation 101 or equivalent. **Note:** This course may be taken 4 times; a maximum of 4 units may be earned.

●104—Automotive Chassis and Suspension Systems 1 Unit
NON-DEGREE APPLICABLE

Aviation and Transportation 104 is designed to acquaint the trainee with the various automotive suspension systems. Emphasis will be placed on the types of systems the trainee will encounter most frequently and the names and functions of the components of each system. Lecture and laboratory 3 hours. (8 weeks) **Prerequisite:** Aviation and Transportation 101 or equivalent. **Note:** This course may be taken 4 times; a maximum of 4 units may be earned.

●114—Commercial and Air Taxi Pilot Operations 3 Units

Aviation and Transportation 114 is a course of ground instruction which will prepare the student for a career as a Commercial Pilot or Air Taxi Pilot. The course covers 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 Commercial and Air Taxi Operators of small aircraft. Lecture 3 hours. **Prerequisite:** Completion of Aviation and Transportation 119 and 120, or having passed the Private Pilot Written Examination, or having a 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 flight instructor.

Teaching theory, and types and methods of instruction an effective instructor will use are discussed. Analysis and performance of flight maneuvers will be stressed. Lecture 3 hours.

Prerequisite: Completion of Aviation and Transportation 119 and 120, or having passed the Private Pilot Written Examination, or having a 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 experience necessary to meet the qualifications of a Private Pilot with an Airplane rating. The course covers the practical flight concepts a pilot may encounter in most flight situations. Lecture 3 hours. **Prerequisite:** Completion of Aviation and Transportation 120, or having passed the Private Pilot Written Examination, or having a Private Pilot Certificate.

●120—Basic Aeronautics 5 Units

Aviation and Transportation 120 prepares the student for the Private Pilot Written Examination, and is taught under Federal Aviation Administration approved Private Pilot Ground School Certificate HH85190Q. The course covers powerplant operations, radio procedures and radio navigation, meteorology, and enroute navigation procedures common to the private pilot. Lecture 5 hours. **Prerequisite:** None. **Transfer credit:** CSU

●121—Navigation 3 Units

Aviation and Transportation 121 introduces the student to the aspect of dead-reckoning and pilotage navigation using the aeronautical chart. Composite navigation and vector analysis using the flight computer will familiarize the student with the practical features of navigation. Lecture 3 hours. **Prerequisite:** Completion of Aviation and Transportation 120, or having passed the Private Pilot Written Examination, or having a Private Pilot Certificate. **Transfer credit:** CSU

●122—Meteorology 3 Units

Aviation and Transportation 122 presents the basic principles of meteorology with emphasis placed on physical laws that operate in the atmosphere, particularly as they affect aircraft flight. Weather maps, reports, and forecasts and their interpretation are stressed. Lecture 3 hours. **Prerequisite:** None. Recommended: Aviation and Transportation 120. **Transfer credit:** CSU

●123—Aircraft Structure and Aerodynamics 3 Units

Aviation and Transportation 123 provides the pilot with the necessary understanding of the aerodynamics of the aircraft and of the construction techniques and processes involved in the building

of aircraft. This course meets the requirements for Commercial Pilots in the study of aircraft. Lecture 3 hours. **Prerequisite:** Completion of Aviation and Transportation 120, or having passed the Private Pilot Written Examination, or having a Private Pilot Certificate. **Transfer Credit:** CSU

●124—Radio Procedures and Flight Regulations 3 Units

Aviation and Transportation 124 is designed to provide the commercial pilot student with the necessary knowledge of radio navigation, radio-telephone communication procedures, and Federal Aviation Regulations required to pass the Federal Aviation Administration Commercial Pilot Written Examination. Lecture 3 hours. **Prerequisite:** Completion of Aviation and Transportation 120, or having passed the Private Pilot Written Examination, or having a Private Pilot Certificate. **Transfer Credit:** CSU

●125—Instrument Procedures and Radio Navigation 3 Units

Aviation and Transportation 125 introduces the student to the use of radio navigation, weather briefing, advanced navigation, standard instrument approaches, procedures and Federal Aviation Regulations pertaining to instrument flight. Students are prepared for the Federal Aviation Administration Instrument Pilot Written Examination. Lecture 3 hours. **Prerequisite:** Completion of Aviation and Transportation 120, or having passed the Private Pilot Written Examination, or having a Private Pilot Certificate. Recommended: Concurrent enrollment in Aviation and Transportation 131. **Transfer credit:** CSU

●126—Aircraft Power Plants 3 Units

Aviation and Transportation 126 introduces the student to aircraft powerplants, their construction, operation, maintenance, and servicing as they apply to the pilot. This course meets the requirements of the Federal Aviation Administration for Commercial Pilots in the study of aircraft engines. Lecture 3 hours. **Prerequisite:** Completion of Aviation and Transportation 120, or having passed the Private Pilot Written Examination, or having a Private Pilot Certificate. **Transfer credit:** CSU

●127—Flight Training Maneuvers 3 Units

Aviation and Transportation 127 presents in detail the procedures and methods for conducting the maneuvers required for the safe, skillful operation of the airplane. The performance and application of the various maneuvers required by the Federal Aviation Administration for the Private and Commercial Pilot Flight Tests will be examined. Lecture 3 hours. **Prerequisite:** Completion of Aviation and Transportation 120, or having passed the Private Pilot Written Examination, or having a Private Pilot Certificate. **Transfer credit:** CSU

●128—Airport Operations 3 Units

Aviation and Transportation 128 is an analytical lecture course of study which acquaints the student with practical airport administration problems that exist today. Completion of this course will enable the student to perform and function effectively in any of the many diversified airport operations.

Course coverage includes airport development, site selection, local advertising, financial considerations and benefits to the community. Aviation safety within the confines of the airport, airport maintenance, familiarization with the Federal Aviation Administration and Federal Air Regulations governing airports as well as the National Transportation Safety Board. Lecture 3 hours. **Prerequisite:** None. Recommended: Aviation and Transportation 120 and 130. **Transfer credit:** CSU

●129—Flight Attendant 3 Units

Aviation and Transportation 129 prepares men and women for the highly competitive flight attendant positions and travel careers in the airlines and travel industry. Lecture 3 hours. **Prerequisite:** None. Recommended: Prior completion of, or concurrent enrollment in Aviation and Transportation 120.

●130—Air Transportation 3 Units

Aviation and Transportation 130 introduces the student to the development of air transportation, problems in commercial air transportation, commercial aircraft, organization and functions of the airlines, regulations, airline routes in the United States and the pilot qualifications, schedules and services, revenue sources and potential operating overhead. The importance of airports, airways, advertising, and public relations is stressed. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSU

●131—Air Traffic Controller 5 Units

Aviation and Transportation 131 prepares students for the Federal Aviation Administration 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 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. Lecture 4 hours, laboratory 2 hours. **Prerequisite:** Completion of Aviation and Transportation 120 with a grade of "C" or better, or having passed the Private Pilot Written Examination, or having a Private Pilot Certificate.

●132—Flight Attendant II 3 Units

Aviation and Transportation 132 prepares men and women for the highly competitive flight attendant positions and travel careers in the airline and travel industry. Lecture 3 hours. **Prerequisite:** Aviation and Transportation 129. Recommended: Prior completion of, or concurrent enrollment in Aviation and Transportation 120.

●134—History of American Aviation to 1940 3 Units

Aviation and Transportation 134 introduces the student to American aviation history and how it has affected the nation politically, socially, economically and culturally. Of special interest is the study of aviation in California and the Los Angeles/Glendale area. Coverage of early aviation will also focus on women and minorities. Lecture 3 hours. **Prerequisite:** None.

●136—Aviation Psychology 3 Units

Aviation and Transportation 136 acquaints the professional pilot and flight attendant with an overview of aviation psychology. The influence of psychological factors on aviation safety, and the aviation professional's personal and occupational life is examined. Topics include human factors, human error, motivation and leadership, aviation stress management, group dynamics, attitudes and persuasion, assertiveness training, aircraft accident analysis, passenger psychology, career development, training, flight physiology, self-assessment, family and relationship issues, communications, ethics in professional aviation, and applications in space technology. Lecture 3 hours. **Prerequisite:** None.

●141—Aircraft Powerplant Maintenance and Overhaul 8 Units

Aviation and Transportation 141 consists of theoretical study and practical application of powerplant overhaul procedures, non-destructive testing, precision inspection, cooling systems, exhaust systems, lubrication systems, and Federal Aviation Administration regulations. The course content is based on standards required for Federal Aviation Administration certificated schools. Approved Federal Aviation Administration Maintenance Technician School No. CL9T064R. Lecture 15 hours, laboratory 15 hours. **Prerequisite:** English 177 or a satisfactory score on the Glendale Community College ESL Placement Test. **Note:** This class meets 6 hours per day, 5 days per week. 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. **Transfer credit: CSU**

●142—Aircraft Powerplant Maintenance and Overhaul 8 Units

Aviation and Transportation 142 consists of practical application and theoretical study of electrical systems, magnetos, generators and starting systems. In addition, physical science and mathematics are studied as part of the Federal Aviation Administration General Test requirements. The course content is based on standards required for Federal Aviation Administration certificated schools. Approved Federal Aviation Administration Maintenance Technician School No. CL 9T064R. Lecture 15 hours, laboratory 15 hours. **Prerequisite:** English 177 or a satisfactory score on the Glendale Community College ESL Placement Test. **Note:** This class meets 6 hours per day, 5 days per week. 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. **Transfer credit: CSU**

●143—Aircraft Powerplant Maintenance and Overhaul 16 Units

Aviation and Transportation 143 consists of theoretical study and practical application of fuel metering, fuel systems, induction systems, ground operations, materials and processes (corrosion control), fluid lines and fittings, engine indicating systems, batteries, engine inspection, and propellers. The course content is based on standards required for Federal Aviation Administration certificated schools. Approved Federal Aviation Administration Maintenance Technician School No. CL 9T064R. Lecture 15 hours, laboratory 15 hours. **Prerequisite:** Aviation and Transportation 141 and 142. **Note:** This class meets 6 hours per day, 5 days per week. 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. **Transfer credit: CSU**

●144—Airframe Maintenance and Overhaul 7 Units

Aviation and Transportation 144 consists of theoretical study and practical application of aircraft drawings, fabrication and installation of fluid lines and fittings, materials and processes, engine indicating systems, engine and airframe fire detection systems, aircraft weight and balance, and aircraft welding. The course content is based on standards required for Federal Aviation Administration certificated schools. Approved Federal Aviation Administration Maintenance Technician School No. CL 9T064R. Lecture 25 hours, labora-

tory 5 hours. **Prerequisite:** Aviation and Transportation 143. **Note:** This class meets 6 hours per day, 5 days per week for 8 weeks. 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. **Transfer credit:** CSU

●145—Airframe Maintenance and Overhaul 9 Units

Aviation and Transportation 145 consists of theoretical study and practical application of structural repairs to aircraft including woodwork, riveting, layout practices and repairs to metal structures, hydraulic and pneumatic systems, landing gear systems and airframe anti-icing and de-icing systems. The course content is based on standards required for Federal Aviation Administration certificated schools. Approved Federal Aviation Administration Maintenance Technician School No. CL 9T064R. Lecture 10 hours, laboratory 20 hours. **Prerequisite:** Aviation and Transportation 144, or having a Federal Aviation Administration Powerplant Mechanics Certificate. **Note:** This class meets 6 hours per day, 5 days per week. The completion of Aviation and Transportation 145 and 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. **Transfer credit:** CSU

●146—Airframe Maintenance and Overhaul 16 Units

Aviation and Transportation 146 consists of practical applications and theoretical study of structural repairs to aircraft, including dope and fabric, composites and plastics, fuel systems, control systems, rigging, cabin atmosphere control systems, Federal Aviation Administration forms, inspections and flight line maintenance. The course content is based on standards required for Federal Aviation Administration certificated schools. Approved Federal Aviation Administration Maintenance Technician School No. CL 9T064R. Lecture 10 hours, laboratory 20 hours. **Prerequisite:** Aviation and Transportation 145, or having a Federal Aviation Administration Powerplant License. **Note:** This class meets 6 hours per day, 5 days per week. The completion of 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. **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 powerplant or airframe license.

●150—Aircraft Structures 4-8 Units

Aviation and Transportation 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:** Aviation and Transportation 143, or one year aircraft maintenance experience, or equivalent.

BIOLOGY

●101—General Biology 4 Units

Biology 101 is the first half of a one-year course designed for biological science majors. It covers fundamental biological principles and processes from the philosophy of the scientific method through molecular biology, cell structure and function, to basic anatomy and physiology of vascular plants and mammalian vertebrates. Lecture 3 hours, discussion 1 hour, laboratory 2 hours. **Prerequisite:** Chemistry 101. **Transfer credit:** CSU, UC, USC

●102—General Biology 5 Units

Biology 102 is a continuation of the study of fundamental biological processes. The course includes genetics from Mendelian through molecular, gene regulation and developmental processes, evolutionary biology, systematics, chemosynthetic theories of the origin of life, population, and ecological principles. Lab is essentially a separate course involving a student research project on *Drosophila* genetics and an extensive 5 kingdom survey. Lecture 3 hours, discussion 2 hours, laboratory 4 hours. **Prerequisite:** Biology 101 and Chemistry 101. **Transfer credit:** CSU, UC, USC

●112—Microbiology 4 Units

Biology 112 is a study of life using microorganisms (algae, bacteria, molds, protozoa, viruses, and yeasts) as prototypes. The course 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

Biology 115 is an introductory course covering biological principles as they apply to the human body. The central theme is the structure and function of the human organism. Topics covered will include: human evolution, the human species in the environment, cells, tissues, the major body systems, heredity, and the major human conditions and diseases.

A weekly laboratory will allow students the opportunity to gain practical experience in the techniques necessary to study the health sciences. Lecture 3 hours, discussion 1 hour, laboratory 2 hours. **Prerequisite:** None. Recommended: High school biology. **Note:** This course may not be taken for credit by students who have completed Biology 120 or 121. **Transfer credit:** CSU, UC, USC

●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, as well as the human cadaver, are included to illustrate comparative parts of human anatomy. Lecture 3 hours, discussion 2 hours, laboratory 4 hours. **Prerequisite:** Biology 115 or a satisfactory score on the English Placement Examination. **Note:** Primarily for nursing, physical education, and health science majors. **Transfer credit:** CSU, UC, USC (CAN BIOL 10)

●121—Introduction to Physiology 4 Units

Biology 121 studies the functions of the systems of the human body. Course format includes lecture and extensive lab activity including EEG, EKG, spirometry, urinalysis, blood analysis, etc. Physiology is required for nursing students and is elective for others. Lecture 3 hours, discussion 1 hour, laboratory 2 hours. **Prerequisite:** Biology 120 and Chemistry 101, 110, or 120. **Transfer credit:** CSU, UC, USC

●122—Introduction to Biology 4 Units

Biology 122 is designed to give an overview of the biological sphere of life and an elementary working

knowledge of the fields studied. It takes a liberalized approach to the study of five kingdoms of living organisms. The emphasis is on the dynamic processes and functional inter-relationships between which shape and influence the world. The problems facing the planet today will be emphasized. Primarily for students majoring in fields other than the biological sciences. Lecture 3 hours, discussion 1 hour, laboratory 2 hours. **Prerequisite:** None. Recommended: College reading level. **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 the theory of evolution are discussed with topics including mechanisms and theories of evolution, biogeography, origins of life (including extra terrestrial possibilities), genetics, the emergence of primates and humans, cooperation, competition, racism, and war. The future of evolution, humans, 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 biology based on the study of 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 environment. The course 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. **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, wharf pilings and floats, the sand dune areas, and offshore deepwater 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 (Biology 125 may be taken concurrently). **Note:** Weekend field trips required, which will require student contribution for meals. **Transfer credit:** CSU, UC, USC

●127—Ecology and Conservation 3 Units

Biology 127 is an introduction to organismic, population, and community ecology with emphasis on the interaction between organisms and their environment with respect to energy flow and ecosystems dynamics. The course will also introduce the student to the various aspects of natural resource management including forestry practices, wildlife management, hydrology, soils, and energy resources. Lecture 3 hours. **Prerequisite:** None. **Note:** This course may not be taken for credit by students who have completed Biology 124. **Transfer credit:** CSU, UC, USC

●128—Ecology and Conservation Laboratory 1 Unit

Biology 128 is offered as a practical supplement to Biology 127. Ecology and conservation allows the student to apply concepts and theory presented in Biology 127 to practical field situations. Students will learn environmental monitoring and analysis techniques along with research data analysis and interpretation. Laboratory 3 hours. **Prerequisite:** Biology 127 (Biology 127 may be taken concurrently). **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)

Biology 129 is a course emphasizing individual investigation of the natural marine environment through field and laboratory studies. Students examine the inter-relationship between marine organisms and their habitats by special projects dealing with a particular problem. Library research, a scientific paper, and an oral presentation of the directed studies are an integral part of the course. Field studies 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 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 6 units. Field trips will require student contribution for meals and transportation. **Transfer credit:** CSU, UC

●130—Natural History of Southern California 4 Units

Biology 130 is the ecological studies of alpine to lower desert and aquatic communities. Emphasis is placed on laboratory 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. Lab studies are reinforced through two overnight field trips to desert or mountain areas. (See current class schedule.) Lecture 3 hours, laboratory 3 hours. **Prerequisite:** None. Recommended: A course in either high school or college biology or equivalent. **Note:** Overnight 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 as field studies. Students examine the inter-relationship between biological organisms and their habitats by special projects dealing with a particular problem. Library research, a scientific paper, and/or an oral presentation of the directed studies may be a part of the course. Field studies will investigate a variety of world localities. 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 taken 4 times; a maximum of 6 units may be earned. **Transfer credit:** CSU

●132—Introduction to Marine Science 3 Units

Biology 132 serves as an introduction to oceanography, marine biology, and the related marine technologies. Topics covered include sea floor topography and geologic processes, water circulation, and the diversity of marine organisms and their physiological and ecological adaptations to the marine technologies dealing with the development and utilization of marine biological and geological resources. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

●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. Recommended: high school biology. **Transfer credit:** CSU, UC, USC

●137—**Field Botany** 5 Units
 Biology 137 is a study of the plant materials and the ecology of the plant communities of Southern California. Two weekend Field Trips are included. Lecture 3 hours, discussion 2 hours, laboratory 4 hours. *Prerequisite:* None. *Transfer credit:* CSU

●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 as well as extensive laboratory work with living specimens in the greenhouse will be elements included in this course. Field trips to local nurseries and parks are planned. 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 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:* Several laboratory sessions are required with each session lasting five hours. (See current schedule of classes.) *Transfer credit:* CSU

●146—**Marine Mammals** 2 Units
 Biology 146 is an eight-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. *Prerequisite:* None. *Note:* One field session lasting three days and two field sessions lasting one day each are required. (See current schedule of classes for location and dates of field session.) *Transfer credit:* CSU

●149—**Topics in Life Science** 4 Units
 Not offered.

BOTANY, See Biology 135, 137

BUSINESS DIVISION

Accounting, See p. 102
 Business Administration, See p. 127
 Business—General, See p. 129
 Computer Science/Information Systems, See p. 135
 Data Processing, See Computer Science/Information Systems
 Distributive Education, See Marketing
 Finance, see p. 158
 Internship, see p. 175
 Management, See p. 180
 Marketing & Distribution, See p. 182
 Mathematics, See Mathematics 111 and 112, Business—General 130, 135
 Office Administration, See p. 194
 Real Estate, See p. 211
 Secretarial Studies, See Office Administration
 Statistics, See Economics 107
 Word Processing, See Office Administration
 Work Experience, See Cooperative Education p. 140

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. The course serves as a foundation for later specialized study, and directs the thinking of students to possible careers. Lecture 3 hours. *Prerequisite:* None. *Transfer credit:* CSU

●110—**Human Resources in Business** 3 Units
 Business Administration 110 aids 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, leadership, and other areas related to the personnel component of organizations.

Lecture 3 hours. **Prerequisite** Eligibility for English 120 or ESL 165. **Note:** Students with no prior business experience should complete BusAd 101 or OA 101 before taking this course. This course counts toward Social Science units required for graduation. **Transfer Credit:** CSU

●**120—Business Law I** 3 Units
Business Administration 120 is a study of law as it influences business conduct, including growth of law and recent changes, especially the new Uniform Commercial Code, and principles of contracts, bailments, and agency. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC (CAN BUS 8)

●**125—Business Law II** 3 Units
Business Administration 125 deals with the law of sales, negotiable instruments, partnerships, corporations, and trade regulation. Lecture 3 hours. **Prerequisite:** Business Administration 120 or equivalent. **Transfer credit:** CSU, UC, USC

●**130—Entrepreneurship** 3 Units
Business Administration 130 covers all aspects of venture creation, from product/service creation and evaluation to the start-up strategies, legal and financial aspects of a new business. Actual business plans will be developed around new products and services conceived by aspiring entrepreneurs. Students will create and provide an implementation plan for a feasible new venture. Lecture 3 hours. **Prerequisite:** Business Administration 101 or Management 101. Recommended: Accounting or bookkeeping courses, or experience. **Transfer credit:** CSU

●**151—Theatre Management** 3 Units
(Also listed as Theatre Arts 151)
Business Administration 151 is designed to provide an introduction to economic and managerial aspects of American theatre, especially as they apply to professional resident theatre and non-professional community and educational theatre organizations. It is assumed that students have a background in theatre history and production but that they are comparatively untutored in economics and business administration. Lecture 3 hours. **Prerequisite:** None. Recommended: Concurrent enrollment in Theatre Arts 131. **Note:** This course may not be taken for credit by students who have completed Theatre Arts 151. **Transfer credit:** CSU

●**160—Insurance Principles** 3 Units
Not offered.

●**170—Introduction to International Business** 3 Units
Business Administration 170 gives an overview of basic issues with which someone involved in international business must deal. These include deciding on a business organization for foreign operations, establishing banking relationships, raising capital, currency exchange, marketing in a foreign environment, with particular emphasis on Pacific Rim, Western European and South American markets, import-export regulations, and problems with locating manufacturing abroad. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSU

●**175—International Business in the Pacific Rim** 3 Units
Business Administration 175 prepares students to do business in the Pacific Rim and other Asian countries. Each of these countries is analyzed from the perspective of a potential international business trader. The business considerations of governmental, social, economic, and geographic systems are discussed. This approach will allow the student to better target specific business opportunities for importing, exporting, and/or establishing an overseas presence. A major part of this course will be a discussion of the business aspect of the cultural views and practices necessary to do business in these countries. The prevailing international negotiation techniques will be analyzed. Lecture 3 hours. **Prerequisite:** None. **Note:** Students are expected to have a strong background in business and an interest in participating in the global economy. It is recommended that those students without practical business experience first complete Business Administration 101 and 170. **Transfer credit:** CSU

●**180—Principles of Importing and Exporting** 3 Units
Business Administration 180 prepares students to participate in the global economy through importing and/or exporting activities. Topics presented include ways to locate products to import or export, import/export marketing strategies, import/export pricing and distribution channels, international payment transfers, import/export financing, procedures used in shipping and receiving international goods, and strategies for successful importing and exporting. Lecture 3 hours. **Prerequisite:** None. **Note:** Students are expected to have a strong background in business and an interest in participating in the global economy. It is recommended that those students without practical business experience first complete Business Administration 101 and 170. **Transfer credit:** CSU

BUSINESS—GENERAL

●101—English for Business 3 Units

Business—General 101 is a course designed to help secretarial and business students achieve proficiency in grammar, punctuation, vocabulary, syllabication, and sentence structure. Lecture 3 hours. **Prerequisite:** A satisfactory score on the English Placement Examination, or English 191 or ESL 166. **Note:** This course allows one unit of credit for students who have completed English 101 and two units of credit for students who have completed English 120 or 131.

●105—Business Vocabulary and Spelling 2 Units

Business—General 105 is designed to develop spelling ability and effective usage of general and specialized vocabulary used in modern business communications and to develop competency and understanding when using the dictionary. Lecture 2 hours. **Prerequisite:** Eligibility for one of the following: Business—General 101 or English 120 or English 131. **Note:** Required for all entering shorthand students and for all office occupations certificate programs. Concurrent enrollment in Business—General 101 or Business—General 120 is recommended for secretarial students.

●110—Written Business Communications 3 Units

Business—General 110 is a course designed to help students develop proficiency in writing modern business letters and reports. A vigorous up-to-date approach is given to managerial problems in correspondence including dictation, and letters of adjustment, credit, collection, and sales. Special emphasis is given to application letters. Particular attention is given to the human relation aspects of communications as well as the role played by language. Lecture 3 hours. **Prerequisite:** Business—General 101 or eligibility for English 101. **Note:** Students who complete this course with a grade of "C" or better are eligible to enter English 101. **Transfer credit:** CSU

●115—Language for Business — Cross Cultural 4 Units
Not offered.

●120—Language for Business — Bilingual 5 Units
Not offered.

●130—Business Mathematics 1-2 Units
Not offered.

●135—Collegiate Business Mathematics 3 Units

Business—General 135 is a complete course in mathematical topics needed for success in modern business. These topics include algebraic manipulation, payroll, cash and trade discounts, simple and compound interest, installment buying, interpretation of financial reports, taxes, insurance, annuities, and stocks and bonds. This course offers students a solid preparation for entering courses in accounting, management, retailing, marketing, or office administration; and is a requirement of the core courses for certificate programs. Also, the need for skills in business mathematics becomes apparent for most students when they apply for their first permanent job. The pre-employment mathematics test often eliminates a large number of applicants from further consideration for employment. This course will help students to increase their chances of success on pre-employment tests. Lecture 3 hours. **Prerequisite:** None. **Note:** Maximum of 3 units of credit awarded to students for Business—General 130 and 135.

●140—Electronic Calculators 1-2 Units

Business—General 140 develops skill in the operation of the ten-key electronic display/printing calculator. Students will apply calculating machine skills to actual business problems. The course also prepares transferring accounting students to take any machines proficiency tests required at four-year institutions. Lecture 1½ hours, laboratory 1½ hours. **Prerequisite:** None. **Note:** Recommended for all business majors. **Transfer credit:** CSU

●150—ABC Shorthand 1-3 Units

Business—General 150 integrates the principles of notemaking with a phonetic system of briefhand for classroom and vocational use. Adaptable for notemaking in college classes, offices, business conferences, seminars, interviews, and for research report writing. Notemaking should be of interest to (a) all business majors who do not enroll in the secretarial programs, (b) majors in other subject areas where a great deal of notemaking is essential, and (c) business and professional people who must attend conferences and meetings and who prepare reports, speeches, articles, and research papers. Lecture 3 hours. **Prerequisite:** Eligibility for one of the following: Business—General 101 or English 120 or English 131.

●165—Consumer Education 3 Units
Not offered.

●170—Insurance Specialist Training 3 Units
Not offered. **Transfer credit:** CSU

●175—Commercial Insurance 3 Units
Not offered.

CHEMISTRY

●101—General Chemistry 5 Units

Chemistry 101 is 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 or ESL 165.
2. One of the following:
 - a) Mathematics 101 with a grade of "C" or better, or
 - b) One and one-half years of algebra in high school with a grade of "C" or better.
3. One of the following:
 - a) Chemistry 110 with a grade of "C" or better, or
 - b) One year of high school chemistry (which included regularly scheduled laboratory work) with a grade of "C" or better and a satisfactory score on the Chemistry Placement Exam.

Transfer credit: CSU, UC, USC (CAN CHEM 2)

●102—General Chemistry 5 Units

Chemistry 102 is a continuation of the study of the basic concepts of general chemistry introduced in Chemistry 101, with an emphasis on the theory and technique of qualitative analysis. Lecture 3 hours, discussion 2 hours, laboratory 4 hours. **Prerequisite:** Chemistry 101. **Transfer credit:** CSU, UC, USC (CAN CHEM 4)

●103—Quantitative Analysis 4 Units

Chemistry 103 emphasizes the principles and techniques of quantitative analysis, including calibration, volumetric, gravimetric and spectrometric procedures. A large number of illustrative examples is solved. Lecture 2 hours, discussion 2 hours, laboratory 4 hours. **Prerequisite:** Chemistry 102. **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

Chemistry 105 is an introductory study of the compounds of carbon, including the preparation, properties, and reactions of both aliphatic and aromatic hydrocarbons, halogen derivatives, alcohols, and ethers. Methods of synthesis are stressed, and reaction mechanisms and modern

structural principles are introduced. Lecture 3 hours, discussion 2 hours, laboratory 4 hours.

Prerequisite: Chemistry 102. **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

Chemistry 106 is a study of the preparation, properties, and reactions of aliphatic, and aromatic acids, amines, aldehydes, ketones, carbohydrates, heterocyclic compounds, amino acids and proteins. Analysis as well as synthesis of compounds is stressed. Lecture 3 hours, discussion 2 hours, laboratory 4 hours. **Prerequisite:** Chemistry 105 or an equivalent course with 6 weekly hours of laboratory discussion. **Transfer credit:** CSU, UC, USC

●107—Introductory Biochemistry 3 Units

Not offered. **Transfer credit:** CSU, UC, USC

●110—Elements of General Chemistry 5 Units

Chemistry 110 is a basic course in the fundamental principles, laws, and computations of chemistry emphasizing the descriptive phases and including a brief introduction to the chemistry of the carbon compounds. Lecture 4 hours, discussion 1 hour, laboratory 2 hours. **Prerequisite:** Mathematics 141 or one year of algebra in high school. **Transfer credit:** CSU, UC, USC

●114—Chemistry for the Consumer 4 Units

Chemistry 114 offers a non-quantitative introduction to areas of chemistry which average citizens can apply to everyday living by increasing their understanding of the world they live in, their bodies, and the products they use. Current topics of interest will be presented, including kitchen chemistry, laundry chemistry, drug chemistry, environmental chemistry, etc. No background in chemistry is required, and mathematics is not emphasized. Lecture 3 hours, discussion 1 hour, laboratory 2 hours. **Prerequisite:** None. **Note:** Chemistry 114 includes the material covered in Chemistry 112 with the exception of the laboratory. Students who have completed Chemistry 112 may receive one unit of credit only for Chemistry 114. **Transfer credit:** CSU

●115—Chemistry Fundamentals for Nurses 3 Units

Chemistry 115 is a course in fundamental chemistry for nurses (lecture only) designed to give the basic concepts of chemistry necessary for the nursing profession. Lecture 3 hours. **Prerequisite:** Concurrent enrollment in Allied Health 101, 103, 107, 108 and 118 if not completed previously, or anticipated acceptance into the Vocational Nursing Program.

●120—Fundamentals of College**Chemistry (Inorganic) 5 Units**

Chemistry 120 is a course in the fundamentals of chemistry with the emphasis on health science related examples. This course and Chemistry 121 are designed for health science (e.g. nursing), home economics, physical therapy, and other majors that need a year of college chemistry that includes inorganic, organic and biochemistry. Chemistry 120 will cover inorganic chemistry. Chemistry 120 does not involve the level of mathematical applications that are found in Chemistry 101. Lecture 4 hours, discussion-laboratory 3 hours. **Prerequisite:** Mathematics 141 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 (CAN CHEM 6)

●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. **Note:** This course is not for science majors. **Transfer credit:** CSU, UC, USC

●143—Introduction to Chemistry 4 Units

An introductory course emphasizing the essential principles of chemistry with a descriptive survey of chemical facts. Reference is made to industrial and practical home chemistry. Lecture 3 hours, discussion 1 hour, laboratory 2 hours. **Prerequisite:** None. **Note:** Recommended as a foundation course for either Chemistry 110 or Chemistry 101. This course will satisfy the chemistry requirement for many schools of nursing.

CHILD DEVELOPMENT

●135—Preschool Child 3 Units

Child Development 135 covers the nature of the growth and development of the child from conception through age five. Other topics include the meaning and value of play, the significance of creative activities, the interpretation of child-adult relationships, standards for wholesome routines, guidance and discipline. Students make observations of infants and preschool age children in the classroom and in nearby child development centers. This course meets the requirements of the California Commission of Teacher Preparation and Licensing for teachers in child development centers, extended day care centers, and other publicly funded children's centers; and, also meets

the requirements of the California Administrative Code, Title 22 for teachers and directors of state licensed preschools, day nurseries and infant centers. Lecture 3 hours. **Prerequisite:** Eligibility for English 120 or ESL 165. **Transfer credit:** CSU, UC, USC (Ch. Dev. 135 & 136, CAN H EC 14)

●136—The Child from Five to Twelve 3 Units

Child Development 136 considers the growth and development of the school-age child emphasizing the interrelationships of mental, physical, and social abilities with the accompanying changes in attitudes and behaviors. Observations of the school age child are included. This course meets the requirements of the California Commission of Teacher Preparation and Licensing for teachers of child development centers, extended day care centers, and other publicly funded children's centers and applies to the California Administrative Code, Title 22 for teachers and directors of state licensed preschools, day nurseries and infant centers. Lecture 3 hours. **Prerequisite:** Child Development 135 and eligibility for English 120 or ESL 165. **Transfer credit:** CSU, UC, USC (Ch. Dev. 135 & 136, CAN H EC 14)

●137—School Age Children in**Child Care 3 Units**

Child Development 137 examines needs and concerns relating to school-age child care. It provides background in the guidance of children ages 5-12, through knowledge of developmental ages and stages. Students discover the kinds of group programs which exist in the community, and analyze the quality environments and activities which safeguard the growth of children. Lecture 3 hours. **Prerequisite:** Child Development 136. **Transfer credit:** CSU

●138—Child Health 3 Units

Child Development 138 seeks to analyze the responsibilities of the home, the school, and the community for health protection. The characteristics of good health and the recognition of the symptoms of communicable diseases are examined. The habits and attitudes essential for physical and mental health of teachers, parents and children are studied. The course meets the requirements of the California Commission of Teacher Preparation and Licensing for teachers of child development centers, extended day care centers, and other publicly funded children's centers and applies to the California Administrative Code, Title 22 for teachers and directors of state licensed preschools, day nurseries, and infant centers. Lecture 3 hours. **Prerequisite:** Eligibility for English 120 or ESL 165. **Transfer credit:** CSU

●140—Principles and Practices
in Preschool Education

3 Units

Child Development 140 includes studies of the selection and arrangement of equipment and materials for groups of young children; appropriate curriculum in the areas of art, music/movement, science, and stories. Special emphasis is made in the importance of relevant play activities. Behavior of the preschool child in a group situation is studied through weekly observations at nursery schools, and the role of the preschool teacher is examined. This course meets the requirements of the California Commission of Teacher Preparation and Licensing for teachers of child development centers, extended day care centers, and other publicly funded children's centers; and, also meets the requirements of the California Administrative Code, Title 22 for teachers and directors of state licensed preschools, day nurseries and infant centers. Lecture 3 hours. **Prerequisite:** Child Development 135 and eligibility for English 120 or ESL 165. **Transfer credit:** CSU

●141—Field Practice in a
Preschool Program

3 Units

Child Development 141 enables the student to participate in the entire routine of a child development center — first as an observer and then as a teacher's aide. Questions arising from field practice experiences are discussed and research is done. This course satisfies the particular requirement of a field work course of the California Commission of Teacher Preparation and Licensing for teachers of child development centers, extended day care centers, and other publicly funded children's centers; and, also meets the requirements of the California Administrative Code, Title 22 for teachers and directors of state licensed preschools, day nurseries, and infant centers. Lecture 2 hours, laboratory 3 hours. **Prerequisite:** Child Development 135, 140, and verification of TB clearance. **Note:** This course may be taken 3 times; a maximum of 9 units may be earned. **Transfer credit:** CSU

●142—Home, School, and
Community Relations

3 Units

Child Development 142 explores the responsibilities of the home, the school, and the community to each other. The students develop a resource file which includes the locations and services of various community agencies — voluntary, private, and public. This course meets the requirements of the California Commission of Teacher Preparation and Licensing for teachers of child development centers, extended day care centers, and other publicly funded children's centers; and, also meets the requirements of the California Administrative Code, Title 22 for teachers and directors of state licensed preschools, day nurseries, and infant

centers. Lecture 3 hours. **Prerequisite:** Eligibility for English 120 or ESL 165. **Transfer credit:** CSU

●143—Supervision and Administration
of Child Care Centers

3 Units

Child Development 143 explores the role of a child development center meeting the needs of children and their families. Particular emphasis is given to the establishing, licensing, staffing, and equipping of a children's center with curricula appropriate to children of different ages, capacities, and interests. This course meets the requirements of the California Commission of Teacher Preparation and Licensing for teachers of child development centers, extended day care centers, and other publicly funded children's centers; and applies to the California Administrative Code, Title 22 for teachers and directors of state licensed preschools, day nurseries, and infant centers. Lecture 3 hours. **Prerequisite:** Child Development 135 and 141 or equivalent including teaching experience. **Transfer credit:** CSU

●147—Working with Infants
and Toddlers

3 Units

Child Development 147 is designed to provide specialization in the milestones of infant and toddler development, and the various programs currently available. Students consider principles of care-giving, and learn appropriate play activities and materials necessary to enhance early childhood education. Observation of infants and toddlers is required, both in the classroom and outside in the community. Lecture 3 hours. **Prerequisite:** Child Development 135. **Transfer credit:** CSU

●151—Creative Activities
for Preschool Children

3 Units

Child Development 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 children to explore and enjoy learning from their environment. Creative areas will include: arts and crafts, carpentry, blocks, dramatic play, science, and cooking. Lecture 3 hours. **Prerequisite:** Child Development 140. (Child Development 140 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

Child Development 152 explores musical experiences appropriate to the development of the infant, the preschool child, the elementary school child, and the exceptional child. It meets the requirements of the California Commission of Teacher Preparation and Licensing for teachers of child development centers, extended day care centers, and other publicly funded children's centers and applies to the California Administrative Code, Title 22 for teachers and directors of state licensed preschools, day nurseries, and infant centers. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSU

●155—Children with Special Needs 3 Units

Child Development 155 provides skill in identifying normal and special development of children, and includes methods of management and teaching techniques which will prove helpful in working with children with special needs. The emphasis will be a humanistic view of the whole child and the valuing and supporting of his/her rights. Parents of exceptional or special children will be considered, along with educational services and community agencies. Lecture 3 hours. **Prerequisite:** Child Development 135. (Child Development 135 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 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

●196—Movement Development—
Infant/Preschool 1-2½ Units
(Also listed as Dance 196)

Child Development 196 provides an opportunity for the student interested in teaching the movement aspect of child development to gain the knowledge and techniques necessary through practical application and discussion. The students will learn how to present aspects of creative movement experiences through dance and movement exploration based techniques. Lecture ½-1½ hours, laboratory 1½-3 hours. **Prerequisite:** None. **Note:** This course may not be taken for credit by students who have completed Dance 196. **Transfer credit:** CSU

●197—Movement Development—
5-7 years/7-12 years 1-2½ Units
(Also listed as Dance 197)

Child Development 197 provides an opportunity for the student interested in teaching the movement aspect of child development to gain the knowledge and techniques necessary through practical application and discussion. The students will learn how to present aspects of creative movement experiences through dance and movement exploration based techniques. Lecture ½-1½ hours, laboratory 1½-3 hours. **Prerequisite:** None. **Note:** This course may not be taken for credit by students who have completed Dance 197. **Transfer credit:** CSU

CHINESE

●110—Basic Conversational Chinese I 2 Units
NON-DEGREE APPLICABLE

Chinese 110 is an introduction to the Chinese language (Mandarin) with emphasis on developing essential skills in communication. The verbal active method used stresses oral expression. This course develops a working knowledge of reading and writing as well, and includes the use of tapes, cassettes, and films. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** None. **Note:** This course may be taken 2 times; a maximum of 4 units may be earned.

●111—Basic Conversational Chinese II 2 Units
NON-DEGREE APPLICABLE

Chinese 111 is a continuation of basic conversational Mandarin Chinese. It teaches the students to communicate on an advanced level and provides them with the ability to read and write for further study. The classroom activities emphasize conversational repetition and oral expression. Reading and writing will be introduced on a limited basis. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** Chinese 110 or equivalent. **Note:** This course may be taken 2 times; a maximum of 4 units may be earned.

●112—Basic Conversational Chinese III 2 Units
NON-DEGREE APPLICABLE

Chinese 112 is a continuation of Chinese 111. The student learns more advanced skills of reading and writing Chinese characters. The classroom activities consist of two parts: first, recognizing characters and using them in sentences; second, writing characters in correct stroke order. Chinese calligraphy and advanced conversational Mandarin are included. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** Chinese 111 or equivalent. **Note:** This course may be taken 2 times; a maximum of 4 units may be earned.

CLOTHING & TEXTILES

●101—Clothing 3 Units

Clothing and Textiles 101 introduces the study and application of the basic pattern and its uses, applications to pattern making, and alteration of commercial patterns. A study is made of the care and selection of clothing for personality as well as appearance. Two machine projects are made in class from either a commercial pattern or a pattern of the student's own design and a hand project using four different stitches. Lecture 2 hours, laboratory 4 hours. **Prerequisite:** None. **Note:** This course may be taken 3 times; a maximum of 9 units may be earned. **Transfer credit:** CSU (CAN H EC 10)

●102—Intermediate Clothing 3 Units

Clothing and Textiles 102 explores the making of crotch items from a basic commercial pattern, stressing the need for a proper fit. The course emphasizes alterations, repair or reconstruction, and more intricate procedures. Two machine crotch items and one traditional style garment are made in class from an adult size commercial pattern of the student's own selection. An alteration project is required. Lecture 2 hours, laboratory 4 hours. **Prerequisite:** Clothing and Textiles 101 or Family and Consumer Studies 101. **Note:** This course may be taken 3 times; a maximum of 9 units may be earned. **Transfer credit:** CSU

●103—Advanced Clothing 3 Units

Clothing and Textiles 103 introduces the techniques of tailoring in hand and machine work necessary to turn out fine, well-tailored garments. A coat, suit, and hand project are required. Lecture 2 hours, laboratory 4 hours. **Prerequisite:** Clothing and Textiles 101 or Family and Consumer Studies 101 or Fashion 103. **Note:** This course may be taken 3 times; a maximum of 9 units may be earned. **Transfer credit:** CSU

●105—Introduction to Textiles 3 Units

Clothing and Textiles 105 includes a study of sources and characteristics of synthetic and natural fibers and the processes used in manufacturing and finishing textile materials as a background for those seeking employment in the textile industry, as well as meeting the needs of home arts, business, and art majors, and fashion designers, and consumers desiring acquisition of current information regarding trends in the textile field. Lecture 3 hours. **Prerequisite:** Eligibility for English 120 or ESL 165. **Transfer credit:** CSU, UC (CAN H EC 6)

●107—Sewing with Sergers ½ Unit

Clothing and Textiles 107 includes the development of various overlock seams and decorative edgings using domestic overlock machines with two needles and two, three or four threads. An overview of the various types of machines available and the comparative features involved will be presented. Students will develop techniques necessary to recognize fabric and thread compatibility, as well as to plan special effects. Lecture ½ hour, laboratory 1½ hours. (9 week class) **Prerequisite:** None. **Note:** This course may be taken 3 times; a maximum of 1½ units may be earned.

COLLOQUIA

●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

COMPUTER INTEGRATED MANUFACTURING

●101—Robotics Technology 3 Units

Computer Integrated Manufacturing 101 provides a comprehensive study in the fundamentals of robotics and related technology. Specific areas of concentration include power and positioning, robot actuators and motors, motion control, microcontroller and microprocessor technology and programming concepts, communication interfacing, data acquisition, sensors, voice synthesis, and industrial applications. Laboratory work comprises experimental work with CIM Lab robots. Lecture 2 hours, laboratory 4 hours. **Prerequisite:** Satisfactory completion of, or concurrent enrollment in Technical Education 142 or equivalent. Recommended: Electronics & Computer Technology 103 and 110. **Transfer credit:** CSU

●102—Automation and Production Controls

3 Units

Computer Integrated Manufacturing 102 introduces the student to electronic control of automation systems, emphasizing the terms, principles and techniques used in automated manufacturing processes. Digital and analog control applications are analyzed in central system industrial design and instrumentation. Lecture 2 hours, laboratory 4 hours. **Prerequisite:** Computer Integrated Manufacturing 101 or equivalent industrial experience. **Transfer credit:** CSU

designed software to enhance basic skill acquisition. Lecture 2 hours, laboratory 3 hours. **Prerequisite:** Student must meet Title V eligibility requirements for Disabled Student Programs and Services. **Note:** This course may be taken 4 times; a maximum of 12 units may be earned. **Transfer credit:** CSU

●108—Adapted Computer Laboratory 1-2 Units

Computer Science/Information Systems 108 is designed for the disabled student who has completed the regular Adapted Computer Technology but who must use adapted technologies to efficiently access the computer. Individualized projects will be developed and implemented. Laboratory 3-6 hours. **Prerequisite:** Computer Science/Information Systems 107 or demonstration of comparable knowledge and skills. Students must meet Title V eligibility requirements for Disabled Student Programs and Services. **Note:** This course may be taken 4 times; a maximum of 8 units may be earned.

COMPUTER SCIENCE/ INFORMATION SYSTEMS

●99—Orientation to Computer Skills ½ Unit

Computer Science/Information Systems 99 is designed to provide orientation in laboratory procedures to students wishing to have access to the computer laboratories. Lecture 1 hour. **Prerequisite:** None. **Corequisite:** Concurrent enrollment in any class at Glendale Community College.

●101—Introduction to Computer and Information Systems 5 Units

Computer Science/Information Systems 101 is an in-depth study course designed to present the concepts and technology of processing information to students who plan to continue their studies in business information systems or computer science or who plan to work in the field. Lecture 5 hours. **Prerequisite:** English 191 or ESL 166 or equivalent. **Note:** Students may receive only 2 units of credit after completing Computer Science/Information Systems 105 with a grade of "C" or better. This course may be satisfied by Credit-by-Examination. **Transfer credit:** CSU, UC, USC

●110—BASIC Programming I 3 Units

Computer Science/Information Systems 110 is a course in programming computers using the BASIC programming language. The course will teach the student to define the problem, outline the solution (via flowcharting or equivalent technique), code and debug the program and develop documentation. Lecture 2 hours, laboratory 3 hours. **Prerequisite:** Eligibility for Computer Science/Information Systems 101 and Mathematics 101. **Note:** Students with no prior computer experience are advised to take Computer Science/Information Systems 101 before attempting Computer Science/Information Systems 110. This course may be satisfied by Credit-by-Examination. **Transfer credit:** CSU, UC, USC

●105—Computer Concepts 3 Units

Computer Science/Information Systems 105 is a survey course designed to introduce concepts and applications to students with no previous exposure to computing. It is directed toward students who want a single survey course in computer concepts, and who may be using a computer in a work situation. Lecture 3 hours, laboratory 1 hour. **Prerequisite:** Eligibility for English 120 or ESL 165. **Note:** This course is not intended for MIS or CS majors and may not be taken for credit by students who have completed Computer Science/Information Systems 101. **Transfer credit:** CSU, USC

●115—Microcomputer Applications 1-4 Units

Computer Science/Information Systems 115 is intended to acquaint students with the capabilities of microcomputer systems and their software. Emphasis is placed on familiarization with the commonly used aspects of general applications packages. Students are taught the skills necessary to solve realistic problems using readily available existing software. Lecture 3 hours, laboratory 3 hours. **Prerequisite:** Eligibility for English 120 or ESL 165 or equivalent. **Transfer credit:** CSU

●107—Adapted Computer Technology 3 Units

Computer Science/Information Systems 107 is designed to instruct disabled students in the use of adapted computer technology and use of specially

●117—Planning for Computers in Business 3 Units

Computer Science/Information Systems 117 provides the information necessary to plan, organize, and adapt a computer within the business environment. Issues on the planning and use of both hardware and software are discussed. Topics such as computer hardware selection, whether to buy canned software or write it yourself, and how to

analyze business information needs are presented. Perspectives related to both small business and the corporate business and the corporate environment are featured. Lecture 3 hours. **Prerequisite:** Computer Science/Information Systems 101 or 105 or equivalent, and one of the following: Either Accounting 101, 110, or Business Administration 101; or equivalent business experience. **Transfer credit:** CSU

●120—BASIC Programming II 3 Units

Computer Science/Information Systems 120 is an extended study of the capabilities of the BASIC programming language. The course includes file processing techniques, the development of formatted output, validity checking, sort and search techniques, advanced table-handling methods and processing techniques. Lecture 2 hours, laboratory 3 hours. **Prerequisite:** Computer Science/Information Systems 101 or equivalent; and, Computer Science/Information Systems 110 or a satisfactory score on the Computer Science/Information Systems 110 Credit-by-Examination. **Transfer credit:** CSU, UC, USC

●123—Desktop Publishing 2 Units
(Also listed as Marketing 123)

Computer Science/Information Systems 123 is intended to acquaint the student with currently available desktop publishing technology. Students will compose and create flyers, brochures and newsletters as well as explore the use of graphics programs. Students will develop the skills necessary to plan, install and maintain a desktop publishing system. This course does not teach basic design concepts, but rather provides the student with new production tools. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** Eligibility for English 120. **Note:** This course may not be taken for credit by students who have completed Marketing 123. **Transfer credit:** CSU

●125—Discrete Structures for Computing 5 Units

Computer Science/Information Systems 125 is a course in discrete mathematics which furnishes a strong foundation of mathematical tools for modeling problems in computer science for the computer science major. Topics include logic operations, combinatorics, undirected and directed graphs, Boolean algebra, algebraic systems, and finite state automata and Turing machines. Lecture 5 hours. **Prerequisite:** Mathematics 101 or a satisfactory score on the Mathematics Placement Examination. **Transfer credit:** CSU, UC, USC

●130—Introduction to Computer Science with Pascal 4 Units

Computer Science/Information Systems 130 is a course in programming, algorithm development

and problem-solving using the Pascal language with a structured approach. It includes a study of the syntax and data structures of the language with applications in science, engineering, and 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:** Computer Science/Information Systems 101 and 110 or equivalent or Mathematics 128; or one year of full-time, professional experience. **Transfer credit:** CSU, UC, USC

●135—Programming in 'C' 4 Units

Computer Science/Information Systems 135 is a course in programming using the 'C' language. The 'C' language is an easily transportable language with uses in applications programming for realtime, business, and image processing systems, as well as systems programming. Types, operators, control flow functions and program structure pointers and arrays will be covered in the programming assignments. Lecture 3 hours, laboratory 3 hours. **Prerequisite:** Computer Science/Information Systems 101 or equivalent and Computer Science/Information Systems 130 or two years of full-time, professional experience using a block structured language. **Transfer credit:** CSU, UC, USC

●137—Advanced 'C' Programming 4 Units

Computer Science/Information Systems 137 applies the full range of 'C' programming tools to problems in data base design, interactive and non-interactive graphics, and the interface between the 'C' language and both the UNIX and Apple finder/multifinder operating systems. It also provides the opportunity for students working with other types of computing problems or programming environments to specify work of their own choosing within the scope of the course. Lecture 3 hours, laboratory 3 hours. **Prerequisite:** Computer Science/Information Systems 135 or 1 year of 'C' programming in the workplace. **Transfer credit:** CSU

●140—COBOL Programming I 4 Units

Computer Science/Information Systems 140 presents the elements and capabilities of COBOL (common business oriented language), using a structured approach. COBOL programming applies to most common computer system configurations and business problem-solving applications. The course includes rules for COBOL words, statements, divisions, literal, editing, and other features. Lecture 3 hours, laboratory 3 hours. **Prerequisite:** Computer Science/Information Systems 101 or equivalent. Computer Science/Information Systems 110 or Mathematics 130; or two years of full-time, professional programming experience. Recommended: Accounting 101 or Accounting 110. **Transfer credit:** CSU, UC, USC (CAN CSCI 8)

●145—**COBOL Programming II** 4 Units
 Computer Science/Information Systems 145 is a further study of elements in COBOL, a computer language for business, stressing a structured approach. It includes such advanced techniques as file structures, report writing, table creation, sorts, data structures, data checking, and common programming problems. Lecture 3 hours, laboratory 3 hours. **Prerequisite:** Computer Science/Information Systems 101 or equivalent and Computer Science/Information Systems 140 or two years of full-time, professional programming experience in COBOL. **Transfer credit:** CSU, UC, USC

●150—**FORTRAN Programming** 2 Units
 Computer Science/Information Systems 150 is a course in programming computers in the FORTRAN language for those who plan to be programmers or for those whose work may be related to computer applications in science, engineering, business, education, or industry. Lecture 3 hours, laboratory 3 hours. (8 weeks) **Prerequisite:** Computer Science/Information Systems 101 or equivalent. And Computer Science/Information Systems 110 or one year of full-time, professional programming experience. **Note:** This course may not be taken for credit by students who have completed Mathematics 130. **Transfer credit:** CSU, UC, USC

●155—**Programming in ADA** 4 Units
 Computer Science/Information Systems 155 is a course in programming in the ADA language. ADA is a modern, block structured language which is required by the U.S. Department of Defense (DOD). This course provides the necessary skills for the student to be a productive ADA programmer. Lecture 3 hours, laboratory 3 hours. **Prerequisite:** Computer Science/Information Systems 110 or equivalent, and Computer Science/Information Systems 130 or two years of full-time, professional programming experience using a block structured language. **Transfer credit:** CSU, UC

●156—**Introduction to Expert Systems** 3 Units
 Computer Science/Information Systems 156 presents the integration of current concepts of knowledge representation, deduction, and inference making in expert systems. This field is the most visible application of artificial intelligence. It includes a survey of current available application packages with references to programming in LISP and PROLOG. Lecture 3 hours, laboratory 1 hour. **Prerequisite:** Computer Science/Information Systems 101. **Transfer credit:** CSU

●160—**Microcomputer Assembly Language** 4 Units
 Computer Science/Information Systems 160 offers students an introduction to programming and the basic design of software for microcomputers. It is intended to develop an understanding of the

underlying principles of computer logic. Students will learn to write and to modify programs to suit their needs by examining general principles that may be applied to the processor for a specific microcomputer. Lecture 3 hours, laboratory 3 hours. **Prerequisite:** Computer Science/Information Systems 101 or equivalent, and two semesters of programming beyond Computer Science/Information Systems 110; or two years of full-time professional programming experience. **Note:** This course may be taken 3 times, using different software or hardware; a maximum of 12 units may be earned. **Transfer credit:** CSU, UC, USC

●165—**VAX Assembly Language** 4 Units
 Computer Science/Information Systems 165 introduces the student to the world of assembly language programming using the DEC VAX computer, the most popular minicomputer in current industrial use. A detailed discussion of the language and the VAX architecture is presented. This course is intended for the computing professional and/or the serious computer student. Lecture 3 hours, laboratory 3 hours. **Prerequisite:** Computer Science/Information Systems 101 or equivalent, and two semesters of programming beyond Computer Science/Information Systems 110; or two years of full-time professional programming experience. **Transfer credit:** CSU, UC, USC

●170—**Large Computer Operating Systems** 4 Units
 Computer Science/Information Systems 170 is designed to acquaint the student with the standard large scale operating system. Topics include control language, file structures, input/output techniques, virtual memory, multi-programming/processing concepts, memory allocation, security and inter-program transfer and communication. Lecture 3 hours, laboratory 3 hours. **Prerequisite:** Computer Science/Information Systems 101 or equivalent, and two semesters of programming beyond Computer Science/Information Systems 110; or two years of full-time professional programming experience. **Transfer credit:** CSU, UC, USC

●172—**The UNIX Operating System** 4 Units
 Computer Science/Information Systems 172 discusses the various features of the UNIX operating system. This operating system was developed by Bell Labs and is becoming an industry standard in modern computer systems. This course will be taught by using the UNIX O/S within the Digital Equipment Corporation VAX computer environment. Lecture 3 hours, laboratory 3 hours. **Prerequisite:** Computer Science/Information Systems 101 or equivalent, and two semesters of programming beyond Computer Science/Information Systems 110; or two years of full-time professional programming experience. **Transfer credit:** CSU, UC

●231—Applications Software/
Advanced Spreadsheets 1 Unit

Computer Science/Information Systems 231 is a continuation of Computer Science/Information Systems 230 and is intended to teach the student the use of advanced microcomputer spreadsheet software for business applications. Advanced functions and the use of macros will be covered. The content of this course differs each time it is offered. Students who repeat the course will therefore gain additional skills and knowledge. Lecture 2 hours, laboratory 1 hour. (9 weeks)

Prerequisite: Computer Science/Information Systems 230 or equivalent. **Note:** This course may be taken 4 times using different software or hardware; a maximum of 4 units may be earned.

●232—Applications Software/
Database Systems 1 Unit

Computer Science/Information Systems 232 is intended to teach the student the use of microcomputer database system software for business applications. Files will be created, data manipulated, output formatted, and reports produced for a variety of applications. The content of this course differs each time it is offered with a different software package and students who repeat the course will therefore gain additional skills and knowledge. Lecture 2 hours, laboratory 1 hour. (9 weeks)

Prerequisite: Eligibility for English 120. **Note:** Students with no previous microcomputer experience are advised to take Computer Science/Information Systems 101 or 105 before taking this course. This course may be taken 4 times using different software or hardware; a maximum of 4 units may be earned.

●233—Applications Software/
Advanced Database Systems 1 Unit

Computer Science/Information Systems 233 is a

continuation of Computer Science/Information Systems 232 and is intended to enable the student to use the structured programming language capability of database system software for the solution of complex problems. Files and menus will be created, data manipulated, output formatted, complex Boolean logic employed and reports produced for a variety of applications. The content of this course differs each time it is offered with a different software package and students who repeat the course will therefore gain additional skills and knowledge. Lecture 2 hours, laboratory 1 hour. (9 weeks)

Prerequisite: Computer Science/Information Systems 232 or equivalent experience. **Note:** This course may be taken 4 times using different software or hardware; a maximum of 4 units may be earned.

●250—Word Processing Systems 1½ Units
(Also listed as Office Administration 250)

Computer Science/Information Systems 250 will enable students to develop competency in operating a microcomputer using word processing software. Hardware used in this course will be either IBM compatible or Macintosh. Word processing software offered will be WordPerfect, Microsoft Word, WordStar, etc. Skills learned in this course include basic operating system commands and the creating, editing, printing, and storing of simple documents. Lecture/Discussion 5 hours. (9 weeks.)

Prerequisite: Eligibility for Business—General 110 and concurrent enrollment in or completion of Office Administration 205 or 201 or equivalent. **Note:** This course may be taken 4 times, using different software or hardware; a maximum of 6 units may be earned in Office Administration 250 and Computer Science/Information Systems 250. Check class schedule for a listing of software classes. **Transfer credit:** CSU



COOPERATIVE EDUCATION

●101—General Work Experience

Not offered.

●102—Occupational Work Experience

(See Note)

Cooperative Education 102 presents the extension of occupational learning opportunities and career awareness programs for students through employment in occupational fields for which their college majors are designed. It is applicable for benefits from the Veterans Administration. Units of credit for each class are determined on the basis of the number of hours the student works each week and the satisfactory completion of the coordinating class, which meets one hour a week as indicated in the semester schedule of classes. The worker may be a handicapped student, an unpaid supervised volunteer, or a regularly paid employee. The number of hours worked weekly are prorated as follows: five to nine hours receive one unit of credit; ten to fourteen hours receive two units of credit; fifteen to nineteen hours receive three units of credit; twenty or more hours receive four units of credit. Students may enroll for one to four units in Cooperative Education 102. A student must maintain a minimum unit load of seven or more units including Cooperative Education. No more than sixteen units may be earned during the student's life-long enrollment in a community college. In the event the worker's job is irregular or is terminated before the end of a semester, each seventy-five hours of paid work equate to one semester unit of credit if the requirements of the coordinating class are completed with a passing grade. For volunteer workers the one unit ratio is reduced to sixty hours a semester, and for handicapped workers the one unit ratio requirement is reduced to fifty hours a semester. Meeting by arrangement*, with appropriate written assignments and concurrent employment of five or more hours in a job related to stated major or career goal. Weekly or monthly time sheets shall be turned in to the instructor as announced. **Note*:** Veterans receiving Veterans Educational Assistance required to meet weekly. **Prerequisite:** Be enrolled in a college program of no less than seven (7) units including Cooperative Education and concurrent employment for a minimum of five (5) hours per week. Summer Session requires at least one other class in addition to Cooperative Education. The employment must be directly related to the student's two year career college program. **Note:** The college is responsible for complete control of the planned program of activities and does not

delegate this authority to officials of the job establishment. Units are based on the number of hours worked per week. (a) 5-9 hours = 1 unit; (b) 10-14 hours = 2 units; (c) 15-19 hours = 3 units; (d) 20 or more hours = 4 units. Credit for Summer Session is granted upon successful completion of one (1) unit for 75 hours of Cooperative Education, being enrolled in at least one other class, and meeting all other program requirements. This course may be taken 4 times. A maximum of 16 units may be earned.

COSMETOLOGY

Students are granted one unit of credit for each 40 hours of lecture and laboratory attendance each semester for a maximum of 16 units and a total of 48 units for the entire 1,600 hours as required by the Board of Cosmetology for licensing as a Cosmetologist. The completion of Cosmetology 111, 112, 113, and 114 qualifies students to take the Cosmetology State Board Examination. The student must attend a minimum of 25 hours per week for 10 units and a maximum of 40 hours per week for 16 units.

●111—Elements of Cosmetology (See Note)

Cosmetology 111 is the introduction to study of basic sciences of the hair, skin, scalp, sanitation, sterilization and hygiene recognition of conditions of the skin, scalp and hair. Preparation training in theory and practical operation. Practical application of skills in shampooing, curl construction, basic hair cutting, comb-out procedures, responsibilities as a receptionist, ethics of the profession, as well as personal hygiene. Lecture and laboratory 25/40 hours. **Prerequisite:** High school graduation or possession of G.E.D. (Graduate Equivalent Diploma), and a satisfactory score on the Cosmetology Placement Examination. **Note:** This course may be taken 3 times; a maximum of 16 units may be earned.

●112—Basic Cosmetology (See Note)

Cosmetology 112 studies the theory and application of permanent waving, all phases of hair coloring. Modern methods of hair shaping and hair styling shall be practiced on models. This course also offers practice on fellow students. Lecture and laboratory 25/40 hours. **Prerequisite:** Cosmetology 111. Students transferring from another state-approved school may enter Cosmetology 112 providing 400 hours have been completed. **Note:** This course may be taken 3 times; a maximum of 16 units may be earned.

●113—Intermediate Cosmetology (See Note)

Cosmetology 113 is an in-depth study course designed to present a review of all requirements as set forth by the State Board of Cosmetology. Instruction in the science of permanent waving, hair coloring, and creating a hair style with further course of study in electrical facial, and electrical scalp treatments. Lecture and laboratory 25/40 hours. **Prerequisite:** Cosmetology 112. Students transferring from another state-approved school may enter Cosmetology 113 providing 800 hours have been completed. **Note:** This course may be taken 3 times; a maximum of 16 units may be earned.

●114—Advanced Cosmetology (See Note)

Cosmetology 114 is the study and application of advanced methods of all phases of cosmetology as performed in a salon, corrective hair coloring, salon management, and preparation for the State Board Examination. Lecture and laboratory 25/40 hours. **Prerequisite:** Cosmetology 113. Students transferring from another state-approved school may enter Cosmetology 114 providing 1,200 hours have been completed. **Note:** This course may be taken 3 times; a maximum of 16 units may be earned.

DANCE

The Physical Education departments offer a wide variety of activities to meet the varied interests of the Glendale College student. Two units of physical education are required in order to be eligible for the Associate in Arts and/or Associate in Science degree. Individuals may be exempt from the physical education requirement upon presentation of evidence that they 1) have attained the age of 21 years prior to the start of their last semester toward the degree, or 2) have a medical excuse on file, or 3) are enrolled in one of the following block unit occupational programs: Aviation and Transportation — Aircraft and Powerplant Maintenance and Overhaul (FAA Powerplant and Airframe License); Registered Nursing; or Vocational Nursing.

It is recommended that a variety of activities be taken during a student's attendance at Glendale Community College. Courses in dance satisfy the physical education requirement. Dance classes may be taken four (4) times unless otherwise noted. All classes are coeducational unless otherwise noted.

●164—Rhythmic Aerobics $\frac{1}{2}$ -2½ Units
(Also listed as Physical Education 164)

Dance 164 offers vigorous exercise set to contemporary music. The course is designed for students wishing to develop or maintain aerobic fitness while also learning about the physiology of fitness. Routines of rhythmic exercise are designed to develop or maintain cardio-respiratory endurance and body flexibility. The course is designed for students at all levels of fitness. Lecture $\frac{1}{2}$ -1½ hours, laboratory 1½-3½ hours. **Prerequisite:** None. **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 theatre today. Lecture $\frac{1}{2}$ -1½ hours, laboratory 1½-3½ hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

●177—Jazz Technique II $\frac{1}{2}$ -2½ 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 theatre today. Lecture $\frac{1}{2}$ -1½ hours, laboratory 1½-3½ hours. **Prerequisite:** Dance 176 or equivalent. **Transfer credit:** CSU, UC, USC

●178—Jazz Workshop $\frac{1}{2}$ -2½ Units

Dance 178 provides an opportunity to: further the student's knowledge of jazz dance, study more technical detail in the development and conditioning of the body for jazz, develop performance values, and to further meet the demands of current professional dance and theatre, film, and television. Lecture $\frac{1}{2}$ -1½ hours, laboratory 1½-3½ hours. **Prerequisite:** Dance 177 or equivalent. (Dance 177 may be taken concurrently). **Transfer credit:** CSU, UC, USC

●179—Modern Dance Technique I $\frac{1}{2}$ -2½ Units

Dance 179 provides an opportunity for personal development in modern dance technique. Lecture $\frac{1}{2}$ -1½ hours, laboratory 1½-3½ hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

●180—Modern Dance Technique II $\frac{1}{2}$ -2½ Units

Dance 180 provides an opportunity to extend the student's knowledge of modern dance technique. It provides greater technical detail for the personal development and control of the body needed in advanced modern dance production. Lecture: $\frac{1}{2}$ -1½ hours, laboratory 1½-3½ hours. **Prerequisites:** Dance 179 or equivalent. **Transfer credit:** CSU, UC, USC

- 181—Introduction to Dance** $\frac{1}{2}$ -2½ Units
 Dance 181 presents a wide variety of concrete experiences in movement relative to the acquisition of concepts for a structure of understanding of dance as an art form. Lecture $\frac{1}{2}$ hours, laboratory 1½-3½ hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC
- 182—Dance Production Workshop** $\frac{1}{2}$ -2½ Units
 Dance 182 offers experience in understanding the principles that govern movement, ability to control the body as an instrument of expression, and understanding of the use of space, time, and force factors related to the basic principles that govern art forms. Lecture $\frac{1}{2}$ -1½ hours, laboratory 1½-3½ hours. **Prerequisite:** Dance 193 or equivalent. **Transfer credit:** CSU, UC, USC
- 183—Movement for Theatre I** 1 Unit
 Dance 183 provides for the student the opportunity to study stage movement, physical characterization and mime as related to theatre. The students will increase their knowledge through practical application of the movement aspects of theatre. Lecture $\frac{1}{2}$ hour, laboratory 1½ hours. **Prerequisite:** None. **Corequisite:** Concurrent enrollment in Theatre Arts 103 is required. **Transfer credit:** CSU, UC, USC
- 184—Dance Production** $\frac{1}{2}$ -2½ Units
 Dance 184 provides practical experience in utilization of knowledge and understanding in modern dance as an art form. Opportunity is provided for student choreography and participation in modern dance productions. Lecture $\frac{1}{2}$ -1½ hours, laboratory 1½-3½ hours. **Prerequisite:** Dance 182 or equivalent. **Transfer credit:** CSU, UC, USC
- 185—Master Class Series** 2-2½ Units
 Dance 185 is a course designed to give the serious student a working knowledge of the dance in the entertainment industry. It provides opportunity for the further development of technical excellence and style in various commercial dance forms. It provides an inside look at film, television and stage work. The student will be prepared for entrance into the commercial dance field with information in the areas of agents, auditions, unions, wardrobe, classes, and other general details needed for participating in professional dance in Los Angeles. Lecture 2½-3 hours, laboratory 1½-2 hours. **Prerequisite:** Dance 176 or 179 or 187 or equivalent. **Transfer credit:** CSU
- 186—Movement for Musical Theatre** $\frac{1}{2}$ -2½ Units
 Dance 186 provides an opportunity for studying the problems of stage movement, character movement, and dance movement as related to theatre. Attention is also given to the demands placed upon the student who wishes to participate in stage performance. Lecture $\frac{1}{2}$ -1½ hours, laboratory 1½-3½ hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC
- 187—Basic Ballet Technique** $\frac{1}{2}$ -2½ Units
 Dance 187 provides practical experience, through exercise and discussion, to enable the student to develop a basic knowledge of the necessary physical and mental discipline in ballet technique. Lecture $\frac{1}{2}$ -1½ hours, laboratory 1½-3½ hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC
- 188—Ballet Technique II** $\frac{1}{2}$ -2½ Units
 Dance 188 provides practical experience, through exercise and discussion, to develop further a knowledge of the physical and mental discipline in ballet technique at the intermediate level. Lecture $\frac{1}{2}$ -1½ hours, laboratory 1½-3½ hours. **Prerequisite:** Dance 187 or equivalent. **Transfer credit:** CSU, UC, USC
- 189—Ballet Workshop I** 2 Units
 Dance 189 provides an opportunity for technical development with emphasis given to varied styles and training methods that develop performance abilities to meet the current professional demands of ballet. Lecture $\frac{1}{2}$ -1½ hours, laboratory 1½-2½ hours. **Prerequisite:** Dance 188 or equivalent. (Dance 188 may be taken concurrently.) **Transfer credit:** CSU
- 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 1½ hours. **Prerequisite:** Dance 183 or equivalent. **Corequisite:** Concurrent enrollment in Theatre Arts 104 is required. **Transfer credit:** CSU, UC, USC
- 193—Choreography** $\frac{1}{2}$ -2½ Units
 Dance 193 provides the student the opportunity for further advancement in knowledge and practical movement experience in the choreographic aspect of the dance as an art form. Lecture $\frac{1}{2}$ -1½ hours, laboratory 1½-3½ hours. **Prerequisite:** Dance 181 or equivalent. **Transfer credit:** CSU, UC, USC

●194—Structural Dynamics and Stretch $\frac{1}{2}$ -2 $\frac{1}{2}$ Units
(Also listed as Physical Education 194)

Dance 194 provides practical experience through exercise in conjunction with discussion periods to enable the student to develop a knowledge of body-mind interaction in the area of athletics. The student learns how to influence and control this interaction, with regard to pain and energy flow, suppleness, relaxation, stretch and strength factors. Lecture $\frac{1}{2}$ -1 $\frac{1}{2}$ hours, laboratory 1 $\frac{1}{2}$ -3 $\frac{1}{2}$ hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

●195—Physical Reintegration 1-2 $\frac{1}{2}$ Units

Dance 195 is an experimental movement class for students with learning disabilities and/or minor physical limitations. Areas covered include exploration of body image awareness and integration of sensory modalities with motor processes. Also included is orientation and relaxation with the integration of both into the student's daily life through dance movement. Lecture $\frac{1}{2}$ -1 $\frac{1}{2}$ hours, laboratory 1 $\frac{1}{2}$ -3 $\frac{1}{2}$ hours. **Prerequisite:** This course is only for students who have a professionally verified neurological and/or physiological disability. **Note:** Verification of disability must be on file in the Disabled Student Center. **Transfer credit:** CSU, UC, USC

●196—Movement Development—
Infant/Preschool 1-2 $\frac{1}{2}$ Units
(Also listed as Child Development 196)

Dance 196 provides an opportunity for the student interested in teaching the movement aspect of child development to gain the knowledge and techniques necessary through practical application and discussion. The students will learn how to present aspects of creative movement experiences through dance and movement exploration based techniques. Lecture $\frac{1}{2}$ -1 $\frac{1}{2}$ hours, laboratory 1 $\frac{1}{2}$ -3 hours. **Prerequisite:** None. **Note:** This course may not be taken for credit by students who have completed Child Development 196. **Transfer credit:** CSU

●197—Movement Development—
5-7 years/7-12 years 1-2 $\frac{1}{2}$ Units
(Also listed as Child Development 197)

Dance 197 provides an opportunity for the student interested in teaching the movement aspect of child development to gain the knowledge and techniques necessary through practical application and discussion. The students will learn how to present aspects of creative movement experiences through dance and movement exploration based techniques. Lecture $\frac{1}{2}$ -1 $\frac{1}{2}$ hours, laboratory 1 $\frac{1}{2}$ -3 hours. **Prerequisite:** None. **Note:** This course may not be taken for credit by students who have completed Child Development 197. **Transfer credit:** CSU

●198—International Workshop $\frac{1}{2}$ -2 $\frac{1}{2}$ Units

Dance 198 gives dance students an opportunity to learn the techniques of internationally-known dance masters. The seminar also gives students the chance to experience other cultures and interact with dance students from many nations. Tours through the host country are an integral part of this course. Opportunity is also provided for student participation in a dance performance. Lecture $\frac{1}{2}$ -1 $\frac{1}{2}$ hours, laboratory 1 $\frac{1}{2}$ -3 $\frac{1}{2}$ hours. **Prerequisite:** None. **Transfer credit:** CSU

DATA PROCESSING, See Computer
Science/Information Systems

DRAFTING

●129—Machine Trades Blueprint Reading 2 Units

Drafting 129 is a study of the fundamentals of orthographic drawing to develop the student's ability to understand and utilize the information presented on a blueprint. Such areas as size dimensional systems, tolerancing, S1 metrics, value engineering and related industrial terminology are presented to strengthen the student's ability to interpret an engineering drawing. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** Eligibility for English 120 or ESL 165. **Note:** A recommended course for basic drafting review and non-drafting majors. No credit is allowed for this course to students having credit in Engineering 104; Drafting 132, 133, 134; Technical Graphics 166, 167, 168. **Transfer credit:** CSU

●130—Electrical/Electronics Drawing 2 Units

Drafting 130 is primarily intended for the student majoring in Electronics Computer Technology (ECT). It provides an introduction to the fundamentals of drafting and technical drawing with specific applications to ECT standards and devices. Students who satisfactorily complete this course are considered to have acquired the minimum drafting skills necessary for entry-level ECT technicians. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** Technical Education 142 or equivalent. Recommended: Satisfactory completion of or concurrent enrollment in Drafting 129 or equivalent. **Note:** This course is not intended for engineering or drafting majors. No credit is allowed to students having credit in Engineering 101, Drafting 131 or Technical Graphics 165, or equivalent.

●131—Technical Drafting 5 Units

Drafting 131 is a basic course in drafting consisting of the techniques used in the use of instruments for technical drawing, orthographic projection and visualizing in three dimensions, revolutions, sections, primary and secondary auxiliary views, isometric drawing, types of fasteners, springs, oblique drawing, freehand drawing and sketching. Lecture 3 hours, laboratory 6 hours. **Prerequisite:** Eligibility for English 120 or ESL 165. **Note:** Students must register for the full number of hours for which the course is scheduled. **Transfer credit:** CSU

●132—Technical Drafting and Dimensional Tolerancing 5 Units

Drafting 132 is a course in advanced drafting specializing in tolerancing, dimensional systems, SI metrics, military standards, and true positional tolerancing. Emphasis is placed upon individual and group design efforts in piping, structural and mechanical design projects. Lecture 3 hours, laboratory 6 hours. **Prerequisite:** Eligibility for English 120 or ESL 165. **Note:** Students must register for the full number of hours for which the course is scheduled. **Transfer credit:** CSU

●133—Electro-Mechanical Packaging and Design 5 Units

Drafting 133 is a course in electro-mechanical packaging. Specializing in electronic drafting, printed circuit design, basic packaging, cabling and military standards. Emphasis is placed on the actual design and construction of various electronic packages in both individual and group design projects. Lecture 3 hours, laboratory 6 hours. **Prerequisite:** Drafting 132. **Note:** Students must register for the full number of hours for which the course is scheduled. **Transfer credit:** CSU

●134—Advanced Mechanical Package Design 5 Units

Drafting 134 is a course in tool design and strength of materials and advanced electro-mechanical packaging. Emphasis is placed on various individual and group design projects, covering piping, fixture design, package design, and mechanical design. Students are responsible for the complete design, drawings and all related paper work for each project. Lecture 3 hours, laboratory 6 hours. **Prerequisite:** Drafting 133. **Note:** Students must register for the full number of hours for which the course is scheduled. **Transfer credit:** CSU

●140—Advanced Computer-Aided Drafting and Design 3 Units

Drafting 140 is an advanced course in computer-aided drafting and design. Advanced operational applications will be presented which will enable the student to create standard electronic and

mechanical component files. Tooling design, flat pattern development, exploded assembly drawings and isometric drawing will be presented in the course. Lecture 2 hours, laboratory 4 hours. **Prerequisite:** Drafting 132 or Engineering 104, and Engineering 103, and Drafting 141, or equivalent college level courses or equivalent industrial experience. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned. **Transfer credit:** CSU

●141—Fundamentals of Computer-Aided Drafting and Design 3 units

Drafting 141 is an introductory course in Computer-Aided Drafting and Design systems. Fundamental operational applications will be presented which will enable the students to expand their knowledge of Computer Graphics into other course structures which will require further knowledge as part of their course of instruction. Lecture 2 hours, laboratory 4 hours. **Prerequisite:** Drafting 131 or Engineering 101 or Architecture 101 or 191 or Technical Graphics 165. **Transfer credit:** CSU

ECONOMICS

●101—Principles of Microeconomics 3 Units

Economics 101 is a fundamental course in micro-economic analysis. It covers price theory, economic scarcity, consumer behavior, market equilibrium and disequilibrium, production costs, theory of the firm, market structures and income distribution. Other optional topics include the history of economic thought, externalities, market failure, international economics. The course will emphasize analytical problem solving and mathematic methods wherever possible. Lecture 3 hours. **Prerequisite:** Economics 102. **Transfer credit:** CSU, UC, USC (CAN ECON 4)

●102—Principles of Macroeconomics 3 Units

Economics 102 is a fundamental course in economic analysis. Emphasis is placed on theories of output determination, consumption, investment, inflation, unemployment, and fiscal and monetary policy. Other selected topics may include international balance of payments, growth and development, and urban problems. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 120 or ESL 165. **Transfer credit:** CSU, UC, USC (CAN ECON 2)

●105—The American Economy 3 Units

Economics 105 provides an introduction to the American economy, a foundation for understanding it and the problems that it faces. The course provides a description of the important institutions of our system and an analytical approach to the

understanding of the basic economic problems generally suited for non-business majors. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 120 or ESL 165. **Note:** No credit will be granted for Economics 105 if Economics 101 and 102 have been taken previously. **Transfer credit:** CSU, UC, USC

●107—Introduction to Statistics 3 Units
(Also listed as Political Science 107,
Psychology 107, Sociology 107)

Economics 107 is an introduction to the theory of probability and the methodology of statistical analysis. Methods of classifying and describing natural events in quantitative terms will be considered. The course will emphasize both descriptive and inferential techniques of analyzing scientific data. Lecture 3 hours. **Prerequisite:** None. Recommended: Mathematics 141 and eligibility for English 101. **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 economic institutions, slavery, reconstruction, work, the industrial revolution, workers' movement and U.S. imperialism. This course meets the California State requirement in American History. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 120 or ESL 165. **Transfer credit:** CSU, UC, USC

EDUCATIONAL MEDIA TECHNOLOGY

●103—Media Equipment Operation
and Techniques 3 Units

Educational Media Technology 103 is an introduction to the operating principles and utilization of media equipment, materials, and facilities. Students will gain hands-on experience as technician trainees by participating in laboratory experience in the Media Services Department where they will learn to operate and maintain such media equipment as public address systems, record players, tape recorders, projectors, cameras and other instructional materials. Lecture 2, laboratory 4 hours. **Prerequisite:** None.

EGYPTIAN HIEROGLYPHS

●101—Beginning Hieroglyphs 3 Units

Egyptian Hieroglyphs 101 presents the fundamentals of hieroglyphic writing and Egyptian grammar. The aim of the course is to train students in the reading and writing of simple hieroglyphs. The course includes reading, translation of simple ancient Egyptian prose as well as exercises to illustrate each new point of grammar. Lecture 3 hours. **Prerequisite:** Eligibility for English 101. **Transfer credit:** CSU

●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:** Egyptian Hieroglyphs 101. **Transfer credit:** CSU

ELECTRONICS AND COMPUTER TECHNOLOGY

●100—Technical Mathematics for
Electronics 3 Units

Electronics and Computer Technology 100 is designed to offer the student a comprehensive study in the mathematics specifically used in the electronics and computer technology field. Phases covered include application of algebra, DC circuit analysis, AC fundamentals, simultaneous equations, AC circuit analysis, complex numbers, logarithms, and computer number systems. Lecture 3 hours. **Prerequisite:** None.

●101—Electronics Circuits I (DC) 3 Units

Electronics and Computer Technology 101 offers a modern approach to electronics theory that is more compatible with the needs of industry. The study of DC theory and principles are integrated with computer — assisted problems using BASIC programming language. The use of matrices to solve elementary problems is introduced. Fundamental theorems are developed in lecture and put into practice in the laboratory. The laboratory develops the basic skills needed in using meters, power supplies, along with wiring and assembling DC circuits. Lecture 2 hours, laboratory 4 hours.

Prerequisite: Eligibility for English 120 or ESL 165, and:

1. Satisfactory completion or concurrent enrollment in Electronics and Computer Technology 100, or Mathematics 101, or equivalent.
2. Satisfactory completion, or concurrent enrollment in Computer Science/Information Systems 110 (ECT majors only).

Note: Computer Science majors, students pursuing the "Software Technician" certificate, and other Electronics and Computer Technology students anticipating enrollment in other Computer and Information courses, must satisfactorily complete Computer Science/Information Systems 101 prior to enrollment in Computer Science/Information Systems 110. **Transfer credit:** CSU

•102—Electronics Circuits II (AC) 3 Units
Electronics and Computer Technology 102 is an extension of the principles of DC electronics applied to AC circuit problems. The extension of BASIC programming is used to solve complex AC circuits. The laboratory further develops equipment skills, introducing the use of oscilloscopes and signal generators. Lecture 2 hours, laboratory 4 hours. **Prerequisite:** Electronics and Computer Technology 101 and Computer Science/Information Systems 110 or equivalent. **Transfer credit:** CSU

•103—Introduction to Digital Logic 3 Units
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 2 hours, laboratory 4 hours. **Prerequisite:** Eligibility for English 120 or ESL 165 and satisfactory completion of Mathematics 141 or equivalent.

Transfer credit: CSU

•104—Digital Technology II 3 Units
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 2 hours, laboratory 4 hours. **Prerequisite:** Electronics and Computer Technology 103 or equivalent. **Transfer credit:** CSU

•105—Basic Integrated Circuit Theory 3 Units
Not offered.

•110—Introductory Electricity-Electronics 3 Units
Electronics and Computer Technology 110 presents a survey of the basic principles of electronics (for non-electronics majors). It is designed to provide the students with an understanding of the basic principles of electronic circuits and their applications. Lecture 3 hours. **Prerequisite:** Eligibility for English 120 or ESL 165, and Mathematics 141 or one (1) year of high school algebra or equivalent. **Note:** This course may not be taken for credit by students who have completed Electronics and Computer Technology 101 and/or 102.



●112—Microcomputer Troubleshooting and Repair 3 Units

Electronics and Computer Technology 112 is a course designed to give the student a comprehensive foundation in the methods of microcomputer repair at the board as well as the component level. Also included in this course will be the methods and operation of related test equipment, computer diagnostics and component failure analysis. This course will emphasize hands-on experience with practical applications. Lecture 2 hours, laboratory 4 hours. **Prerequisite:** Electronics and Computer Technology 101 and 103. Recommended: Electronics and Computer Technology 102 and 104.

●113—High-Reliability Solder, Wire Wrap, and Printed Circuit Board Rework and Repair Technology 3 Units

Electronics and Computer Technology 113 is a comprehensive course providing functional training in the concepts of high-reliability soldering, solder extraction, and electronics component removal/replacement, including terminal interconnections using wire-wrap techniques, and specialized high-technology industrial equipment. This course also encompasses rework, repair, and modification of electronic printed circuit boards. Additionally, automated industrial wave solder processes are studied. Laboratory work emphasizes hands-on experience in detailed applications using specialized industrial work stations, and automated industrial wave solder processes equipment. Lecture 2 hours, laboratory 4 hours. **Prerequisite:** None. **Note:** This course may be taken 2 times; a maximum of 8 units may be earned. Students who have taken Electronics and Computer Technology 111 will receive only 2 units of credit for Electronics and Computer Technology 113.

●201—Solid State Devices 3 Units

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 2 hours, laboratory 4 hours. **Prerequisite:** Electronics and Computer Technology 102 or equivalent. **Transfer credit:** CSU

●202—Integrated Circuit Communications Electronics 3 Units

Electronics and Computer Technology 202 is a comprehensive study and applied analysis of the entire spectrum of electronic telecommunications

technology and related systems, including AM, FM, Pulse and Phase Modulation concepts of receiver and transmitter configurations, microwave, antennas, and RF wave propagation. Laboratory experiments are conducted in the construction of telecommunications circuitry, including Active Filters, Phase-Locked Loops, Operational Amplifiers, and Opto-Electronics. Lab diagnostics are performed using state-of-the-art IC linear modules and modern digital electronic test equipment. Lecture 2 hours, laboratory 4 hours. **Prerequisite:** Electronics and Computer Technology 201 or equivalent. **Transfer credit:** CSU

●203—Microcomputer Technology I 3 Units

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 2 hours, laboratory 4 hours. **Prerequisite:** Electronics and Computer Technology 104 or equivalent. **Transfer credit:** CSU

●204—Microcomputer Technology II 3 Units

Electronics and Computer Technology 204 is a continuation of Electronics 203. Principles of integrated circuits, microcomputers, mnemonics, interfacing, and application will be covered. Lecture 2 hours, laboratory 4 hours. **Prerequisite:** Electronics and Computer Technology 203 or equivalent. **Transfer credit:** CSU

●206—Basic Electronics I 3 Units
Not offered.

●207—Basic Electronics II 3 Units
Not offered.

●210—Electronics Instruments and Measurements 1½ Units

Electronics and Computer Technology 210 is a comprehensive study of the theory of operation, characteristics, and applications of electronics specialized test and measurement instruments, including analog and digital meters, oscilloscopes, oscillators, generators, electronic counters, and impedance bridge networks. Precision measurements and relevant mathematical procedures are emphasized in the test, measurement and analysis of the operational parameters and performance of electronic printed circuits. Lecture 2 hours, laboratory 4 hours. **Prerequisite:** Electronics and Computer Technology 102 or 104 or 110 or equivalent. **Note:** This course may be taken 2 times; a maximum of 3 units may be earned. **Transfer credit:** CSU

EMERGENCY MEDICAL TECHNOLOGY

●101—Emergency Medical Technician 6 Units

Acquisition of basic knowledge, skills and attitudes necessary to effectively respond to emergency situations that threaten the lives of individuals. Lecture-laboratory 6 hours per week, plus 44 clinical hours and 16 hours of ambulance training to be arranged during the course. **Prerequisite:** Eligibility for English 120. **Note:** Upon completion of Emergency Medical Technology 101 with a grade of "C" or better the student will meet the California State Department of Health Criteria for EMT-1 (Ambulance) Training and will be eligible to sit for the National Registry Examination.

●102—Refresher Course 1 Unit

This program is required every two years by the State Department of Health, Emergency Services, to update the original course. New equipment and medical techniques will be introduced. Lecture/laboratory, total of 20 hours. **Prerequisite:** Emergency Medical Technology 101.

ENGINEERING

●101—Engineering Drawing 3 Units

Engineering 101 is an in-depth study course designed to present training in the manipulation of instruments, lettering, orthographic projection, sketching, drawing auxiliary and pictorial views, sectioning and dimensioning. Lecture 2 hours, laboratory 4 hours. **Prerequisite:** Eligibility for English 120 or ESL 165. **Transfer credit:** CSU

●103—Descriptive Geometry 3 Units

Engineering 103 presents a study of a valuable engineering tool which facilitates the solution of engineering problems graphically. A study of lines and planes in space. The representation of surfaces, solids, interferences, and intersections. Excellent training in visualization and interpretation of engineering drawings. Lecture 2 hours, laboratory 4 hours. **Prerequisite:** Engineering 101 or Drafting 131 or Technical Graphics 165 or Architecture 101, or one year of mechanical drawing in high school. **Note:** This course may not be taken for credit by students who have completed Architecture 103. **Transfer credit:** CSU, UC, USC

●104—Advanced Engineering Drawing 3 Units

Engineering 104 is designed to acquaint the trainee with delineation of simple machine parts including problems in visualization, dimensioning and

tolerances, screw threads and fasteners, freehand sketching, pictorial drawing, piping, welding, gears and cams, assembly and working drawings. Special emphasis is laid upon the interpretation and production of drawings which conform to standard practice. Lecture 2 hours, laboratory 4 hours. **Prerequisite:** Engineering 101 or Drafting 131 or one year of mechanical drawing in high school. **Transfer credit:** CSU, UC, USC

●110—Statics 3 Units

Not offered. **Transfer credit:** CSU, UC, USC

ENGLISH

●101—Freshman English 3 Units

English 101 is a foundation course in critical reading and writing skills required of those students intending to transfer to a university. Through their reading and discussion of selected prose works, students learn to identify problems, examine possible solutions, recognize unstated assumptions and values, appraise evidence, evaluate arguments, draw inferences, and test conclusions. Through their writing, students learn to analyze, synthesize, organize information logically, and propose original ideas. Lecture 3 hours. **Prerequisite:** One of the following:

1. A composite of the CGP reading score, the CGP writing score, and a weighted high school GPA.
2. A SAT qualifying score of 450 or more.
3. International students must have TOEFL scores of 600 or more.
4. A grade of "C" or better in English 165 (taken within the preceding 12 months).
5. A grade of "C" or better in English 120 (taken within the preceding 12 months).
6. A grade of "C" or better in English 131 (taken within the preceding 12 months).

Transfer credit: CSU, UC, USC (CAN ENGL 2)

●102—Freshman English 3 Units

English 102 is an introduction to literature which continues instruction and practice in composition related to the study and evaluation of types of imaginative literature, including the short story, novel, drama, and poetry. Lecture 3 hours. **Prerequisite:** English 101. **Transfer credit:** CSU, UC, USC (CAN ENGL 4)

●103—Creative Writing Workshop 3 Units

English 103 consists of an introduction to the theory and practice of creative verbal expression in the major imaginative literary forms: (1) non-fiction and fiction prose, (2) poetry, and (3) drama.

Emphasis is placed on step by step instruction in creating the finished piece of writing, with much group discussion of student writing. Lecture 3 hours. **Prerequisite:** Eligibility for English 101 or equivalent. **Note:** This course may be taken 3 times; a maximum of 9 units may be earned. **Transfer credit:** CSU, UC, USC

**●105—Survey of English Literature
From the Anglo-Saxon Period
to 1780 3 Units**

English 105 is a survey course covering the development of English literature from the beginning to 1780 and emphasizing the development of thought in relation to historical and social backgrounds. Lecture 3 hours. **Prerequisite:** Eligibility for English 101. **Transfer credit:** CSU, UC, USC (CAN ENGL 8)

**●106—Survey of English Literature
From 1780 to the Present Time 3 Units**

English 106 is a survey course covering the development of English literature from 1780 to the present time. English 106 continues to study the development of thought as an expression of our cultural heritage. Lecture 3 hours. **Prerequisite:** Eligibility for English 101. **Transfer credit:** CSU, UC, USC (CAN ENGL 10)

●107—Twentieth Century Poetry I 3 Units

English 107 consists of an historical orientation to twentieth century poetry a discussion of the significant poets to approximately mid-century, and an intensive study of the most important modernist and contemporary poets of this period. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

●108—Twentieth Century Poetry II 3 Units

English 108 consists of a historical orientation to twentieth century poetry from about mid-century to the present. The course examines the influences of modernist poets on contemporary English and American poetry, including the innovations of Russian, European, and Latin-American poets. An in-depth study of the major poets of this period emphasizes the development of new trends in response to aesthetic and cultural changes in society. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

**●109—Introduction to Literature
of the Western World 3 Units**

English 109 is a survey of the literature of the Western World from ancient times to the Renaissance. It includes selections from the Old and New Testaments; Celtic, Germanic, Norse, and French mythologies; and representative works from the

Middle Ages and the Renaissance. Emphasis is placed on the Greek and Roman classics. 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 Enlightenment to the present time. Emphasis is placed on the cultural history and history of important ideas reflected in the literary works, as well as the development of literary techniques and style. Lecture 3 hours. **Prerequisite:** Eligibility for 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 critically examines the literary and cultural stereotypes of women in the short story, novel, poetry, and drama. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 101. **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. Recommended: Eligibility for English 101. **Note:** This course may be taken 3 times; a maximum of 9 units may be earned. **Transfer credit:** CSU

**●113—An Introduction to
Library Research 1 Unit**

English 113 offers an introduction to using libraries and doing research. It provides practical experience, in tutorial style, for using typical library classification systems, gathering data from reference works, and evaluating sources. The student will also be introduced to online computer searches. Laboratory 3 hours. **Prerequisite:** None. **Transfer credit:** CSU, UC

●118—Analytical Reading 3 Units

English 118 provides students with the techniques to analyze and critically evaluate written and oral communication, to make logical judgments about that material, and to reach independent conclusions on the views and ideas that have been presented. Lecture 3 hours. **Prerequisite:** Eligibility for English 101. **Transfer credit:** CSU

●120—Composition and Reading 3 Units

English 120 is designed for the student whose academic goal is the Associate in Arts degree or who needs additional instruction in the techniques of writing before attempting English 101. English 120 provides 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:** English 191 or a satisfactory score on the English Placement Examination. Recommended: Concurrent enrollment in or satisfactory completion of English 192. **Note:** This course may not be taken for credit by students who have completed English 101 or ESL 165 or Business—General 110 and allows 2 units of credit to those who have completed English 131 or Business—General 101.

●121—Reading Literature 3 Units

English 121 is designed to introduce students to the major forms of creative literature — short story, novel, drama, and poetry written by the best modern authors and poets. The course is planned to develop a greater appreciation and understanding of the literature of our time, with special emphasis on the literary expression of contemporary issues. It is designed for the non-English major and for the student planning to earn an Associate in Arts degree. Lecture 3 hours. **Prerequisite:** Eligibility for English 120 or ESL 165.

●122—American Literature to 1865 3 Units

English 122 is designed to give the student a generous sample of the works of major American writers from Colonial days to the Civil War, and to relate these works to the history of ideas. Important historical movements are traced so that students may gain increased understanding of America's heritage. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

●123—American Literature From 1865 to the Present 3 Units

English 123 is designed to give a generous sample of the works of major American writers from the Civil War to the present day. The course is intended to enrich the student's understanding of selected major American works. The important literary movements, with their sociological implications, are traced so that the student can acquire a background for critical judgment of contemporary American writing. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

●124—Contemporary Literature 3 Units

English 124 is a study of representative literature after World War II focusing on fiction and drama with some consideration given to poetry. The course deals with contemporary philosophical, political and psychological issues and problems addressed in the works of contemporary authors selected internationally, and considers the artistic techniques employed in those works. Lecture 3 hours. **Prerequisite:** None. Recommended: English 101. **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 3 Units

English 126 is a survey 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. Also considered are important developments in stagecraft and theatre construction which have had an influence on the playwrights. The aim of the course is to enable students to recognize differing views of human problems as dramatized by a wide variety of playwrights in the last one hundred years and to encourage objective, analytical judgments of literary excellence. Lecture 3 hours. **Prerequisite:** Eligibility for English 101. **Transfer credit:** CSU, UC, USC

●127—Children's Literature 3 Units

English 127 is designed to develop the ability of students to select and use literature with children. As students read and discuss a broad range of children's literature, including both prose and poetry, they develop standards for judging children's literature and determining the appropriateness of a given literary work for an individual child. Students practice story-telling techniques and prepare activities to help children appreciate literature and grow through exposure to it. Lecture 3 hours. **Prerequisite:** Eligibility for English 101. **Transfer credit:** CSU, UC, USC

●128—The Bible as Literature 3 Units

English 128 is a general introduction to the Bible: its characters, recurrent themes, images and symbols. The course presents information regarding the literary divisions, the language, and text of each book as well as its composition, authorship, date, and contents. Attention is given to literary, historical, geographical, archaeological, and theological matters, including the formation of the canon, modern approaches to biblical study, and principal English versions of the Scriptures. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

●130—Science Fiction Literature 3 Units

English 130 is a survey of science fiction from the late 19th Century to the present, concentrating on 20th Century writers. The student will read, analyze, and discuss 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 that reflects human concern with solving or escaping problems in an increasingly scientific and technological age. Lecture 3 hours. **Prerequisite:** None. Recommended: English 101. **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 spelling. A major emphasis in writing is placed on practical types of communication, such as brief memos and summaries, and detailed formal reports and proposals. It also includes other forms of expository writing, such as refining paragraph structure, sentence style, and diction. Lecture 3 hours. **Prerequisite:** Eligibility for English 120 or ESL 165. **Note:** This course may not be taken for credit by students who have completed English 101 or English 120, or Business—General 110.

**●132—Industrial English 3 Units
NON-DEGREE APPLICABLE**

English 132 is a course designed for students taking technical education courses. It includes training in oral communications with emphasis placed on evaluation of various forms of public utterances, such as political speeches and radio and television editorial comment or other non-fiction presentations. It also includes reading and analysis of newspaper materials, short fictional works and poetry. To accomplish this, the student will study briefly the nature, history, and function of language as well as the basic problems of semantics and word usage. Lecture 3 hours. **Prerequisite:** None.

**●150—Reading Skill Building for Adults with Learning Disabilities 2 Units
NON-DEGREE APPLICABLE**

English 150 is designed for the learning disabled adult with disorders in processing written information or with dyslexia. The course provides exposure to and practice in reading skills appropriate to the student's demonstrated strengths and weakness. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** Student must have a professionally verified learning disability. **Note:** This course may be taken 4 times; a maximum of 8 units may be earned.

**●151—Developing Fundamental Writing Skills for Adults with Learning Disabilities 2 Units
NON-DEGREE APPLICABLE**

English 151 is designed to provide the learning disabled student with skills in the areas of sentence construction, syntax, language development, and an understanding of the relationship between correct oral and written English communication. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** Student must have an identified learning disability. **Note:** This course may be taken 4 times; a maximum of 8 units may be earned.

**●155—Vocabulary Building I 1 Unit
NON-DEGREE APPLICABLE**

English 155 is a course designed to help Title V eligible students increase their basic vocabulary comprehension and usage. Through class discussion, written assignments, and computer aided laboratory assignments, students will enhance their basic vocabulary. Lecture 2 hours, laboratory 1 hour. (9 weeks) **Prerequisite:** Eligibility is contingent upon meeting Title V section #56028 guidelines for learning disabled students and recommendation of the Learning Disabilities Specialist. **Note:** This course may be taken 4 times; a maximum of 4 units may be earned.

**●156—Vocabulary Building II 1 Unit
NON-DEGREE APPLICABLE**

English 156 is a continuation of English 155 and is designed to help Title V eligible students increase their course related vocabulary comprehension and usage. Through class discussion, written assignments, and computer aided laboratory assignments, students will enhance their technical vocabulary. Lecture 2 hours, laboratory 1 hour. (9 weeks) **Prerequisite:** Eligibility is contingent upon meeting Title V section #56028 guidelines for learning disabled students and recommendation of the Learning Disabilities Specialist. **Note:** This course may be taken 4 times; a maximum of 4 units may be earned.

**●157—Essential Spelling Skills 1 Unit
NON-DEGREE APPLICABLE**

English 157 is a course designed to improve spelling proficiency with special emphasis on developing practical spelling techniques. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** Eligibility is contingent upon meeting Title V section #56028 guidelines for learning disabled students and recommendation of the Learning Disabilities Specialist. **Note:** This course may be taken 4 times; a maximum of 4 units may be earned.

**●180—English for the Para-Professional 3 Units
Not offered. Transfer credit: CSU**

**●181—Basic Communication-Spelling 1 Unit
NON-DEGREE APPLICABLE**

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 and 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
NON-DEGREE APPLICABLE**

English 182 is 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
NON-DEGREE APPLICABLE**

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.

**●184—Basic Spelling 1 Unit
NON-DEGREE APPLICABLE**

English 184 is designed for students who need to practice spelling English words the way they sound.

Students practice spelling both short and longer words in English. The course focuses on sound-letter relationships, taking into account the factors of position, environment, and stress. In other words, students learn to predict the letter or combination of letters that will most likely be used to spell each English sound at the beginning, middle, and end of English syllables or words. Lecture 1 hour. **Prerequisite:** None.

**●185—Advanced Spelling 1 Unit
NON-DEGREE APPLICABLE**

English 185 is designed for students who spell words the way they sound, but who need practice in applying more complex spelling generalizations, and in spelling longer words or words that do not follow these generalizations. The course reviews sound-letter relationships, but focuses on the changes that take place in words as they change form or part of speech. Context, history, and meaning are emphasized as ways to predict the correct spelling of English words. Lecture 1 hour. **Prerequisite:** None.

**●188—Introduction to
Academic Reading 1-3 Units
NON-DEGREE APPLICABLE**

English 188 is a reading course designed for students who lack basic skills. Various word attack skills are covered, including phonics, word analysis through the study of prefixes and word roots, and the use of context clues. Methods to improve comprehension are covered. Students are grouped into ability levels and organized into study sessions. There is extensive use of computer assisted instruction to drill vocabulary and to practice skills covered in class. Lecture 3 hours, laboratory 1 hour. **Prerequisite:** Appropriate score on the Reading Placement Test, or eligibility for ESL 163, or satisfactory completion of ESL 173. Recommended: Concurrent enrollment in English 189, ESL 163, or ESL 164. **Note:** This course may be taken 3 times; a maximum of 3 units may be earned.

**●189 A-B—Writing Workshop I 1½ Units
NON-DEGREE APPLICABLE**

English 189 A-B is designed for students who need to practice writing clear sentences and paragraphs in standard English. Students write and edit sentences, paragraphs, letters, and short articles. This course focuses on grammar and composition. The instruction in grammar stresses correct use of simple sentences within compositions. Special emphasis is placed on using vocabulary and structures appropriate for writing. Lecture 1½ hours, laboratory 1 hour. **Prerequisite:** Appropriate score on the Glendale Community College Reading Test. Concurrent enrollment in or satisfactory completion of English 188 or 190 is required.

●190—Intermediate Academic Reading 1-3 Units
NON-DEGREE APPLICABLE

English 190 is a reading course designed for students who wish to improve their college reading skills. Various textbook study methods are covered, as are memory improvement, vocabulary building through the study of prefixes and roots, and the use of context clues. Some basic word attack skills are reviewed, but the emphasis of the course is on strengthening higher level reading comprehension as well as improving critical reading. Methods to improve literal and inferential comprehension are covered. Lecture 3 hours, laboratory 1 hour. **Prerequisite:** Appropriate score on the Reading Placement Test, or satisfactory completion of English 188. Recommended: Concurrent enrollment in English 191, ESL 164, or ESL 165. **Note:** This course may be taken 3 times; a maximum of 3 units may be earned.

●191 A-B—Writing Workshop II 1½ Units
NON-DEGREE APPLICABLE

English 191 A-B is designed for students who need to practice writing more sophisticated sentences and paragraphs in standard English. This course focuses on grammar and composition. The instruction in grammar stresses correct use of simple, compound and complex sentences within tightly organized and fully developed paragraphs. Special emphasis is placed on using vocabulary and structures appropriate for writing. Students write and edit sentences, paragraphs, letters and short articles. They combine short sentences to form more sophisticated sentences, and re-write paragraphs to improve focus and clarity. Lecture 1½ hours, laboratory 1 hour. **Prerequisite:** Appropriate score on the Glendale Community College Reading Test or English Department examination. Concurrent enrollment or satisfactory completion of English 190 or 192 is required.

●192—Advanced College Reading 1-3 Units

English 192 is a reading course designed for students who are generally good readers, but who wish to improve their reading speed and comprehension. Various speed reading techniques are covered, as well as vocabulary building through the study of prefixes and roots, and the use of context clues. Comprehension skills are reviewed as are the use of analogies and critical reading methods. Written book reviews and summaries are assigned. Lecture 3 hours, laboratory 1 hour. **Prerequisite:** Appropriate score on the Reading Placement Test, or satisfactory completion of English 190. Recommended: Concurrent enrollment in English 120 or ESL 165. **Note:** This course may be taken 3 times; a maximum of 3 units may be earned.

●200—Speed Reading 1 Unit

English 200 is a college-level speed reading course designed for advanced students who read well yet who need to increase their reading rate. There is heavy emphasis on matching improvements in reading rates with consistent or increased comprehension. A variety of self-pacing techniques are taught. Also covered are ways to increase eyespan and to cut down on vocalization and regression. Lecture 2 hours. **Prerequisite:** Eligibility for English 101. **Note:** The instructor may require up to 2 hours of laboratory work each week in the Learning Center. This course may be taken 2 times; a maximum of 2 units may be earned.

ENGLISH AS A SECOND LANGUAGE

ENGLISH AS A SECOND LANGUAGE (ESL) SERIES

Note: Course number does not correspond to level of difficulty.

Level One courses are ESL 171, 172, 173

Level Two courses are ESL 163, 162, 188

Level Three courses are ESL 164, 167

Level Four courses are ESL 166, 167

Level Five courses are ESL 165, 168

●162—Listening and Speaking II 2 Units
NON-DEGREE APPLICABLE

English as a Second Language 162 presents listening comprehension strategies as well as practice in the pronunciation of individual sounds, word and sentence stress, and intonation patterns. Oral communication skills are strengthened through such activities as dialogues and role playing, as well as pair, group, and class discussion. Both formal and informal vocabulary and idioms are taught and tested. Laboratory assignments may be made by the instructor based on individual student needs. Lecture 4 hours. **Prerequisite:** Satisfactory score on the Glendale Community College ESL Placement Test or "Credit" in ESL 172. Recommended: Concurrent enrollment in an appropriate ESL grammar and writing course and a reading course.

●163—Grammar and Writing II 4 Units

English as a Second Language 163 is designed for students at the low intermediate level of English. This course focuses on grammar, reading, and composition. Students write one- to two-page paragraph compositions. Special emphasis is placed on the acquisition of vocabulary, idioms, and structures appropriate for writing. The course stresses the correct use of a variety of grammatical

structures and verb tenses within compositions. Lecture 5 hours. **Prerequisite:** Satisfactory score on the Glendale Community College ESL Placement Test or a grade of "C" or better in ESL 171. Recommended: Concurrent enrollment in an appropriate ESL listening and speaking course and a reading course. **Transfer credit:** UC, USC

●164—Grammar and Writing III 4 Units
English as a Second Language 164 is designed for students at the high intermediate level of English. The course focuses on grammar, controlled composition, and reading. Students study complex grammatical structures and write three-paragraph compositions using them. Lecture 5 hours. **Prerequisite:** Satisfactory score on the Glendale Community College ESL Placement Test or a grade of "C" or better in ESL 163. Recommended: Concurrent enrollment in an appropriate ESL listening and speaking course and a reading course. **Transfer credit:** CSU, UC, USC

●165—Reading and Composition V 4 Units
English as a Second Language 165 is designed for non-native students who are proficient in English and are able to compete with native students in most college courses except those that may require essay exams. The course gives students extensive practice in rhetorical modes of exposition and argument. It emphasizes analytical and expository writing at the essay level, as well as critical reading, and gives students practice in writing essay examinations. The course stresses both organization and in-depth essay development. Students work to eliminate weaknesses in syntax, idiomatic usage, and grammar. Library research techniques are introduced and a short research project is completed. Lecture 4 hours. **Prerequisite:** Satisfactory score on the Glendale Community College ESL Placement Test or a grade of "C" or better in ESL 166. Recommended: Concurrent enrollment in an appropriate ESL listening and speaking course. **Transfer credit:** CSU, UC, USC

●166—Grammar and Writing IV 4 Units
English as a Second Language 166 is designed for students at the advanced level of grammar in English. The course provides practice in applying advanced grammatical structures through writing exercises and original compositions. Critical analysis of academic reading passages encourages independent thinking and the expression of informed opinion. Topic selection and paragraph and essay development are also stressed. Lecture 4 hours. **Prerequisite:** Satisfactory score on the Glendale Community College ESL Placement Test or a grade of "C" or better in ESL 164. Recommended: Concurrent enrollment in an appropriate ESL listening and speaking course and a reading course. **Transfer credit:** CSU, UC, USC

●167—Listening and Speaking III 2 Units
English as a Second Language 167 stresses listening comprehension as well as oral communication by means of reports, short speeches, and small group and class discussion of high-interest topics. The standard pronunciation of individual sounds, as well as stress and intonation patterns are presented, drilled and tested. The students will study formal and informal idioms and vocabulary to improve their ability to communicate orally. Some work is done to correct the problems of individual students. In addition, laboratory assignments may be made based on individual student needs. Lecture 4 hours. **Prerequisite:** Satisfactory score on the Glendale Community College ESL Placement Test or a grade of "Credit" in ESL 162. Recommended: Concurrent enrollment in an appropriate ESL grammar and writing course and a reading course. **Note:** This course may be taken 2 times; a maximum of 4 units may be earned. **Transfer credit:** CSU

●168—Listening and Speaking V 2 Units
English as a Second Language 168 concentrates on reducing foreign accents in the speech of otherwise articulate non-native students. Intensive practice in the production of individual sounds, rhythm, stress, intonation, phraseology helps students communicate more effectively and helps prepare them for upper division ESL phonetics courses. Students learn to use formal diction by making oral presentations and participating in class debates. They practice expressive speaking, appropriate facial expressions, and hand and body gestures. Laboratory assignments may be made at the discretion of the instructor. Lecture 3 hours. **Prerequisite:** Satisfactory score on the Glendale Community College ESL Placement Test or a grade of "C" or better in ESL 167. Recommended: Concurrent enrollment in an appropriate ESL grammar and writing course and a reading course. **Transfer credit:** CSU

●171—Grammar and Writing I 3 Units
NON-DEGREE APPLICABLE
English as a Second Language 171 is designed for students at the beginning level of English. This course provides instruction in vocabulary, basic sentence structure, and simple reading and writing. Students write short paragraphs with correct punctuation and spelling. They practice idiomatic expressions used in writing and discuss cultural differences to help them adapt more quickly to college life in the United States. Lecture 5 hours. **Prerequisite:** Satisfactory score on the Glendale Community College ESL Placement Test. Recommended: Concurrent enrollment in an appropriate ESL listening and speaking course and a reading course.

●172—Listening and Speaking I 3 Units
NON-DEGREE APPLICABLE

English as a Second Language 172 is designed for students who cannot communicate effectively even in the most basic situations on the community college campus. Dialogues are presented, and students participate in role plays of campus-related situations in class and on the campus at large. Clear speaking, listening, and pronouncing are stressed in classroom drills and activities. Laboratory assignments may be made by the instructor based on individual student needs. Lecture 5 hours. **Prerequisite:** Satisfactory score on the Glendale Community College ESL Placement Test. Recommended: Concurrent enrollment in an ESL grammar and writing course and a reading course.

●173—Reading and Vocabulary for ESL I Students 3 Units
NON-DEGREE APPLICABLE

English as a Second Language 173 is designed to help beginning ESL students read simple passages. The course places heavy emphasis on basic vocabulary development and dictionary skills. Students study the relationships between sounds and spelling and practice, using various reading strategies to increase their reading comprehension. Lecture 3 hours. **Prerequisite:** Satisfactory score on the Glendale Community College ESL Placement Test. Recommended: Concurrent enrollment in an appropriate ESL listening and speaking course and an ESL grammar and writing course.

●177—English for Special Purposes 2 Units
NON-DEGREE APPLICABLE

English as a Second Language 177 is designed to familiarize vocational education students with the terminology used in individual vocational training programs. Students learn effective notetaking techniques and study the idiomatic expressions and basic introductory material needed for them to understand and complete entry level course work. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** Satisfactory score on the Glendale Community College ESL Placement Test or a grade of "C" or better in ESL 163, or equivalent. Recommended: Concurrent enrollment in an appropriate ESL listening and speaking course, ESL grammar and writing course, and a reading course.

ETHNIC STUDIES

●101—Latin American Cultural Expression 3 Units

Ethnic Studies 101 surveys the cultural background that has shaped the present Latin American societies. The course will analyze such areas as: society culture, the psychology of the Latin

American, city and rural life styles, religion, women, education and the role of the university, the artists and their role in politics, cultural imperialism, music and artistic expression, Latin American cinema, art in revolutionary societies, new song movement. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 120 or ESL 165. **Transfer credit:** CSU, UC, USC

●102—Latinos in the United States 3 Units

Ethnic Studies 102 surveys the social, political, economic and cultural development and experience of the various Latin Americans in the United States. The survey will include the following groups: Mexicans, Puerto Ricans, Cubans and other Caribbeans, Central and South Americans. The course will also analyze the contributions made by the Latin Americans to the economic development of the North American society. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 120 or ESL 165. **Transfer credit:** CSU, UC, USC

●110—Contemporary Ethnic Women 3 Units

Ethnic Studies 110 is a survey of the contemporary status of ethnic women in North American society. This course will make relevant cross-cultural comparisons using contemporary issues and their relation to the ethnic women of today. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 120 or ESL 165. **Transfer credit:** CSU, UC, USC

●111—European Immigrants in America, 1776 to Present 3 Units

Ethnic Studies 111 is a survey course which examines the history and experiences of European immigrants in America from the late eighteenth century to the present. The course will examine the immigration process itself, consider specific groups (British, Irish, German, Italian, Polish, Jewish, Greek, etc.) assess the reaction to immigration by white Americans, and evaluate the contribution made by European immigrants to American society. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 120 or ESL 165. **Transfer credit:** CSU, UC, USC

●122—Introduction to Asian American Culture 3 Units

Ethnic Studies 122 is a survey course which will introduce students to the special elements unique to Asian culture. This course will also focus on the various dilemmas faced by Asian Americans as their respective cultural "roots" come into contact with the cultural values of the dominant society. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 120 or ESL 165. **Transfer credit:** CSU, UC, USC

•124—Japanese Experience
in America

3 Units

Ethnic Studies 124 is an in-depth survey of the history of Japanese immigrants and their descendants in America from the 19th century to the present. The course is designed to meet the needs of students who wish to more fully understand the experience of the Japanese immigrants and their descendants in America. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 120 or ESL 165. **Transfer credit:** CSU, UC, USC

•132—The Black Experience
in America

3 Units

Ethnic Studies 132 surveys the Black experience in the United States. It will trace the role and contributions of Black people in the development of the United States. The course will include such major topics as: the slave trade, the Revolutionary War and Civil War, the development of Black communities and culture, as well as contemporary Black issues. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 120 or ESL 165. **Transfer credit:** CSU, UC, USC

•164—The Armenian Diaspora

3 Units

Ethnic Studies 164 examines the development of the Armenian Diaspora from the abandonment of the Armenian Question by the United States and the European Powers in 1923, to the unfolding of current events that are critically affecting the Armenian case today. The course focuses on: the

growing Armenian-American community; Armenian emigration from the Middle East and Soviet Armenia; pressures of assimilation in the U.S.; activities of community organizations toward preserving Armenian culture; current Armenian affairs and U.S. foreign policy. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 120 or ESL 165. **Transfer credit:** CSU, UC, USC

FAMILY AND CONSUMER STUDIES

•139—Consumer Management

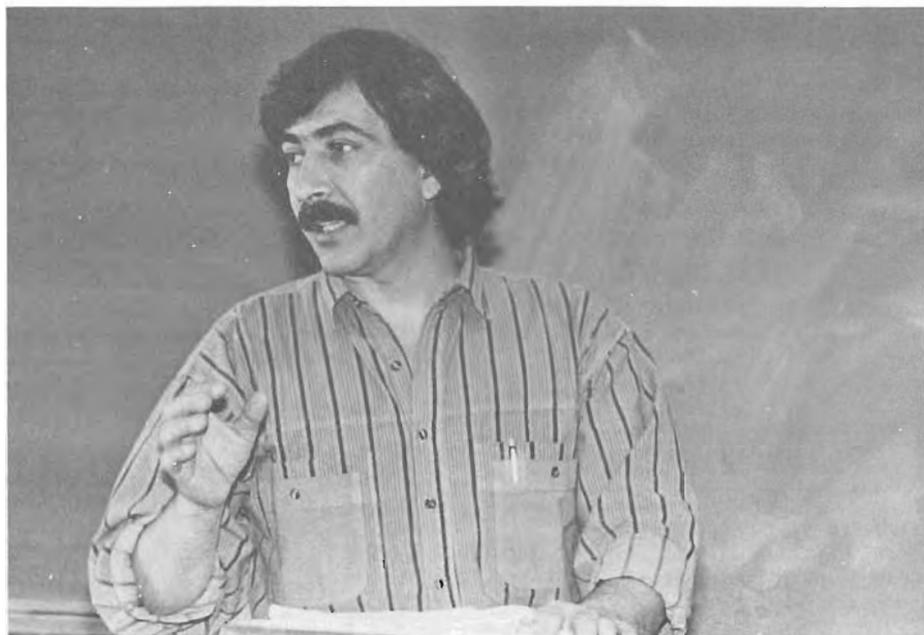
3 Units

Family and Consumer Studies 139 considers the essentials necessary to improve the quality of people's lives through productive decisionmaking and management of personal and family finances, home and family living in today's economic environment, the use of energy resources, and the roles of consumers in directing protective legislation. Lecture 3 hours. **Prerequisite:** Eligibility for English 120 or ESL 165. **Transfer credit:** CSU

•161—The Dynamics of
Foster Placement

½-1 Unit

Family and Consumer Studies 161 is designed to acquaint students with legal and emotional aspects of foster child placement, with the responsibilities



of the placing agency, the requirements of the foster family, and the impact of placement on the foster child and foster family. This course is planned for acting and prospective foster parents. Lecture 2 hours. (8 weeks) **Prerequisite:** None. **Note:** This course may be taken 4 times on current topics regarding practical and legal requirements affecting placement of the foster child; a maximum of 4 units may be earned.

●162—The Abused Child in Foster Placement ½-1 Unit

Family and Consumer Studies 162 is designed to acquaint students with the incidence, and the effects, of child abuse and to examine those effects on the child who is placed in foster parent care. Planned for acting and prospective foster parents, this course will increase their knowledge of the special problems of the abused child and of techniques for responding to those problems. Lecture 2 hours. (8 weeks) **Prerequisite:** None. **Note:** This course may be taken 4 times on different topics on the subject of child abuse; a maximum of 4 units may be earned.

●163—Discipline and Foster Parenting ½-1 Unit

Family and Consumer Studies 163 is designed to provide students with an awareness of the goals and techniques of discipline and to relate these to the special needs of foster parents and foster children. This course is planned for acting and prospective foster parents. Lecture 2 hours. (8 weeks) **Prerequisite:** None. **Note:** This course may be taken 4 times on the subject of current and changing policies and procedures in the area of discipline of the foster child; a maximum of 4 units may be earned.

●164—Conflict Resolution in Foster Homes ½-1 Units

Family and Consumer Studies 164 is designed to acquaint students with the dynamics of conflict and with effective methods for resolving conflicts. This course is planned for acting and prospective foster parents. Lecture 2 hours. (8 weeks) **Prerequisite:** None. **Note:** This course may be taken 4 times on various topics covering crisis intervention and conflict resolution; a maximum of 4 units may be earned.

the elements and principles of design with an emphasis on the fashion figure, costume design, and fashion identification. Lecture 1 hour. **Prerequisite:** None. **Transfer credit:** CSU (CAN H EC 20)

●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:** Eligibility for English 120 or ESL 165, and Clothing 101 or equivalent. **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:** Fashion 103 or equivalent and eligibility for English 120 or ESL 165. **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:** Fashion 103 or equivalent and eligibility for English 120 or ESL 165. **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:** Fashion 103 and 105. **Transfer credit:** CSU

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

●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:** Fashion 103 and eligibility for English 120 or ESL 165. **Note:** This course may be taken 3 times; a maximum of 6 units may be earned. **Transfer credit:** CSU

●108—Professional Draping Techniques I 2 Units

Fashion 108 presents the information and demonstrates the skills necessary to develop in the student the ability to work individually using a custom dress form to drape various types of blouses, skirts and dresses in sample fabrics using a full-scale standard dress form in junior, misses and adult misses sizes. Students 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:** Fashion 103, 104 and 105 or equivalent. **Note:** This course may be taken 2 times; a maximum of 4 units may be earned. **Transfer credit:** CSU

●109—Professional Draping Techniques II 2 Units

Fashion 109 presents information and develops further skills in the construction of flat patterns from advanced draping projects, an understanding of the draping qualities of various types of fabric is emphasized. More intricate draping problems in a wide variety of style ranges are presented. Lecture 1 hour, laboratory 3 hours. **Prerequisite:** Fashion 103, 108 or equivalent. **Note:** This course may be taken 2 times; a maximum of 4 units may be earned. **Transfer credit:** CSU

●123—Fashion Illustrating 2 Units

Fashion 123 includes the development of a fashion figure including design concepts. Use of various media includes, pencil, watercolor, chalk, as well as ink, in order to render the figure in costume detail. Students will develop skills necessary to render various fabrics, furs, feathers, as well as accessories, including jewelry. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** None. **Note:** This course may be taken 3 times; a maximum of 6 units may be earned. Four units will be applied to the certificate.

●124—Fashion Retailing 2 Units

Not offered. **Transfer credit:** CSU

●125—Fashion Merchandising 2 Units
(Also listed as Marketing 125)

Fashion 125 is a study of principles of fashion. Includes a study of fashion designers, apparel producers, and fashion retailers. Lecture 2 hours. **Prerequisite:** None. **Note:** No credit will be granted to students who have completed Marketing 125. **Transfer credit:** CSU

●133—Professional Appearance Development 3 Units

Fashion 133 includes the development of discriminating dress, poise and professional attributes. Good health, grooming habits, diet and exercise are stressed. Emphasis on individual wardrobe planning including color selection, make-up, and hair styling. Activities in the class will include lectures, consultations, and class discussions. Lecture 3 hours. **Prerequisite:** None. **Note:** This course may not be taken for credit by students who have completed FCS 133.

COSTUME CONSTRUCTION,
See Theatre Arts 123

TEXTILES, See Clothing and Textiles

FINANCE

●101—Introduction to Finance 3 Units

Finance 101 introduces the student to the many financial decisions faced by a modern business, along with the analytical tools and concepts necessary for an evaluation of these decisions. The material is applicable to large corporations, small businesses and nonprofit organizations. Lecture 3 hours. **Prerequisite:** None. **Note:** One year of accounting is recommended. **Transfer Credit:** CSU

●110—Financial Statement Analysis 3 Units

Finance 110 provides a complete understanding of the Income Statement and the Balance Sheet. These financial statements are further analyzed as to components, and ratios are developed to determine the firm's financial positions. Lecture 3 hours. **Prerequisite:** Accounting 101 or equivalent. **Transfer credit:** CSU

●115—Banking Operations 3 Units

Finance 115 provides an understanding of the basic functions of banking and a working knowledge of a bank. Lecture 3 hours. **Prerequisite:** None.

FIRE TECHNOLOGY

●120—Installment Credit **3 Units**

Finance 120 explains the evolution of installment credit and its current status. Credit risk evaluation is analyzed from the standpoint of loan information, interview, investigation, and credit decisions. Practical applications of cost analysis, rate structures, and collection procedures are presented. Lecture 3 hours. **Prerequisite:** None.

●140—Investments **3 Units**

Finance 140 is designed to develop the student's understanding of the various public investments available, their potential risks and rewards, and the situations in which they are best used. Topics include investment principles and objectives, the operation of securities markets, investment banking, and asset selection and allocation. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSU

●150—Money and Banking **3 Units**

Finance 150 is a course designed to help students secure employment with investment banking houses, commercial banks, finance companies, stock and commodity exchanges, and securities dealers. It is a study of the American monetary system and American financial institutions. The course allows students to obtain a critical understanding of the Federal Reserve structure, monetary and fiscal policy, and the commercial banking process. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSU

●161—Money Management **3 Units**

Finance 161 covers the basic principles of effective money management. The fundamentals of financial planning and the control of current financial actions to reach future financial goals will be studied, including such topics as providing for major investments, retirement and pension planning, the tax environment, and the effect of new laws and regulations. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSU

●200—Buying and Selling a Business **3 Units**
(Also listed as Real Estate 200)

Finance 200 presents all the information necessary to conduct the purchase or sale of a small business. This course focuses on what a real estate agent should know so that he or she could properly list, offer, negotiate and sell a business. The techniques of marketing, financing, financial reporting, taxation, merging and business management are covered in detail. Lecture 3 hours. **Prerequisite:** None. **Note:** This course may not be taken for credit by students who have completed Real Estate 200. **Transfer credit:** CSU

Classes in Fire Technology are offered for students interested in preparing for careers in fire prevention and fire fighting. The course also provides in-service and upgrading instruction for fire fighting personnel. A certificate of completion may be earned.

●101—Introduction to Fire Protection and Suppression **½-3 Units**

Fire Technology 101 is a study to understand the philosophy and history of fire protection; history of loss of life and property by fire; review of municipal fire defenses; study of the organization and function of Federal, State, and County, and private fire protection agencies; and survey of professional fire protection career opportunities. Lecture 3 hours. **Prerequisite:** Eligibility for English 120 or ESL 165. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned. **Transfer credit:** CSU

●103—Fundamentals of Fire Prevention **½-3 Units**

Fire Technology 103 continues to present organization and function of the fire prevention organizations; inspection; surveying and mapping procedures; recognition of fire hazards; engineering a solution to the hazard; enforcement of the solution; public relations as affected by fire prevention. Lecture 3 hours. **Prerequisite:** Fire Technology 101 or equivalent. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned. **Transfer credit:** CSU

●104—Fire Fighting Tactics and Strategy **½-3 Units**

Fire Technology 104 presents the review of fire chemistry, equipment, and personnel; basic fire fighting tactics and strategy; methods of attack; pre-planning fire problems. Review of related codes and ordinances. Lecture 3 hours. **Prerequisite:** Fire Technology 101 or equivalent. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned. **Transfer credit:** CSU

●105—Fire Protection Equipment and Systems **½-3 Units**

Fire Technology 105 presents the methods, techniques and practical application of portable fire extinguishing equipment; sprinkler systems; protection systems for special hazards; and fire alarm and detection systems. Lecture 3 hours. **Prerequisite:** Fire Technology 101 or equivalent. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned. **Transfer credit:** CSU

●107—Fire Hydraulics ½-3 Units

Fire Technology 107 is designed for review of basic mathematics; hydraulic laws and formulas as applied to the fire service; application of formulas and mental calculation to hydraulic problems; water supply problems; underwriters' requirements for pumps. Lecture 3 hours. **Prerequisite:** Fire Technology 101 or equivalent. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned. **Transfer credit:** CSU

●108—Fire Apparatus and Equipment ½-3 Units

Fire Technology 108 covers the general technical knowledge of driving laws, driving techniques, construction, and operation of pumping engines, ladder trucks, aerial platforms, specialized equipment, and apparatus maintenance. Lecture 3 hours. **Prerequisite:** Fire Technology 101 or equivalent. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned. **Transfer credit:** CSU

●109—Rescue Practices ½-3 Units

Fire Technology 109 offers instruction in rescue practices, the human body, emergency care of victims, childbirth, artificial respiration, toxic gases, chemicals and diseases, radioactive hazards, rescue problems and techniques. Lecture 3 hours. **Prerequisite:** Fire Technology 101 or equivalent. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned. **Transfer credit:** CSU

●110—Fire Company Organization and Procedure ½-3 Units

Fire Technology 110 consists of the review of fire department organization; fire company organization; the company officer; personnel administration; communications; fire equipment; maintenance; training; fire prevention; fire fighting, company fire fighting capability; records and reports; supervision and leadership techniques. Lecture 3 hours. **Prerequisite:** Fire Technology 101 and 103 or equivalent. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned. **Transfer credit:** CSU

●111—Fire Investigation ½-3 Units

Fire Technology 111 offers an introduction to arson and 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 taken 2 times; a maximum of 6 units may be earned. **Transfer credit:** CSU

●112—Wildland Fire Control ½-3 Units

Fire Technology 112 is designed to provide the employed firefighter or fire science major with a fundamental knowledge of the factors affecting wildland fire prevention, fire behavior, and control techniques. Lecture 3 hours. **Prerequisite:** Fire Technology 101 or equivalent. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned. **Transfer credit:** CSU

●114—Hazardous Materials ½-3 Units

Fire Technology 114 is an introduction to basic fire chemistry and physics. This course covers problems of flammability as encountered by fire-fighters when dealing with toxic substances, fuels, explosives, oxidizers and radioactive materials. It also covers fire fighting practices pertaining to hazardous materials in storage and transit. Lecture ½-3 hours. **Prerequisite:** Fire Technology 101 or equivalent. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned. **Transfer credit:** CSU

●115—Fire Academy 10 Units

Not offered.

●150—Fire Service Instructor Training I 2 Units

Fire Technology 150 offers students the basic methods and techniques employed by fire service personnel to select, develop, and organize material for in-service training programs, evaluation, and application of principles of learning through practice demonstration. Lecture 36 semester hours. **Prerequisite:** Fire Technology 110 and 115 or employment in a related occupation.

●151—Fire Service Instructor Training II 2 Units

Fire Technology 151 provides fire service personnel with a variety of methods and techniques for training others in accordance with the latest concepts in vocational education. Lecture 36 semester hours. **Prerequisite:** Fire Technology 150 or equivalent. **Note:** This course will be offered in various time segments depending upon scheduling needs.

FOOD AND NUTRITION STUDIES

- 110—Foods for Modern Living** 3 Units
 Food and Nutrition Studies 110 offers practical, scientific, and artistic approaches to foods. Emphasis is on basic information relating to food groups. Students gain experience in planning, purchasing, and procedures of food preparation to meet individual situations. Lecture 2 hours, laboratory 3 hours. **Prerequisite:** None. **Transfer credit:** CSU
- 111—Beginning Food Preparation** 5 Units
 Food and Nutrition Studies 111 provides an introduction and application of the principles of food preparation for the consumer by professionals. The course emphasizes high production standards, attractive service, use of proper equipment, and efficient use of time. The course also stresses food selection, food storage, food sanitation, and recipe and product evaluation. Lecture 3 hours, laboratory 6 hours. **Prerequisite:** None. (Food and Nutrition Studies 111 and 112 may be taken concurrently.) **Transfer credit:** CSU (CAN H EC 8)
- 112—Advanced Food Preparation** 5 Units
 Food and Nutrition Studies 112 is a continuation of Food and Nutrition Studies 111. It is the introduction and application of the principles of food preparation. The course emphasizes high production standards, attractive service, use of proper equipment, and efficient use of time. The course also stresses work simplification, nutrition requirements, and preparation of specialized food. Lecture 3 hours, laboratory 6 hours. **Prerequisite:** Food and Nutrition Studies 111 or equivalent. (Food and Nutrition Studies 111 may be taken concurrently.) **Corequisite:** Concurrent enrollment in Cooperative Education/Work Experience (2 units) is required. **Transfer credit:** CSU
- 113—Sanitation and Safety Control** 3 Units
 Food and Nutrition Studies 113 covers personal cleanliness, sanitary practices in food preparation, cause, control and investigation of illness caused by food contamination. Dishwashing procedures, sanitation of kitchen equipment, storage and refrigeration. Investigation of cleansing materials and use of proper disposal of garbage and refuse. Safety precautions and accident prevention. Lecture 3 hours. **Prerequisite:** None.
- 114—Nutrition and Menu Planning** 3 Units
 Food and Nutrition Studies 114 examines the principles of nutrition and their relation to quantity food preparation and menu planning. The course emphasizes menu planning in relation to food custom, various age groups, and deficiency disease applied to quantity food production. Lecture 3 hours. **Prerequisite:** None.
- 116—Quantity Food Purchasing** 3 Units
 Food and Nutrition Studies 116 examines purchasing of food for institutions with regard to season, convenience, price, kind, and principles of storage and use. Learn to prepare purchasing schedules, inventory forms, and graphs showing seasonal variations. Lecture 3 hours. **Prerequisite:** None.
- 117—Food Management and Cost Control** 3 Units
 Food and Nutrition Studies 117 is an analysis of menu planning procedures: inventories, costs, profit and loss sheets, menu work sheets, and weight and measures in quality recipes. The student will learn to prepare weekly, monthly, and annual reports and determine food cost per meal, labor cost per meal, operational and total cost per meal. Lecture 3 hours. **Prerequisite:** None.
- 118—Dietary Health Care** 3 Units
 Food and Nutrition Studies 118 is a study of the function of a health care facility dietary department, its policies, financial management and organization of the food service. Consideration is given to appropriate menus for all age groups, modified diets, terminology used, types of food service available, standards of tray and cafeteria service, uniform system of accounting, and general legal and operational problems. Lecture 3 hours. **Prerequisite:** Eligibility for English 120 or ESL 165.
- 119—Advanced Food Services Practice** 3 Units
 Not offered.
- 120—Oriental Cooking** 3 Units
 Food and Nutrition Studies 120 includes an introduction to and application of the principles of Oriental cooking in relation to the food industry. The course emphasizes the use of proper equipment, cutting methods, food preparation, utilization of time, and the blending of flavors and ingredients. Lecture 3 hours. **Prerequisite:** None.
- 121—Fundamentals of Microwave Cooking** 1 Unit
 Food and Nutrition Studies 121 is a survey and practice course on basic microwave cooking skills and the operation, safety factors, and current use of microwave ovens. Lecture 2 hours (8 weeks). **Prerequisite:** None. **Note:** This course may be taken 2 times; a maximum of 2 units may be earned.

●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.

●124—Basic Baking and Dessert Making 3 Units

Food and Nutrition Studies 124 is a professional approach to all aspects of the pastry kitchen as related to the food service industry. The course emphasizes various methods of cake preparation, as well as the basics of baking technology. The course is designed to give students enough knowledge to understand the works of the pastry kitchen and bake shop. Lecture 3 hours. **Prerequisite:** None. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned.

●125—Elements of Nutrition 3 Units

Food and Nutrition Studies presents an overview of the many aspects of nutrition including problems of today, the nutritive processes of the body and dietary planning. Functions, utilization, and recommended allowances of nutrients are emphasized. Consumer education is included. Lecture 3 hours. **Prerequisite:** Eligibility for English 120 or ESL 165. **Transfer credit:** CSU, UC, USC (CAN H EC 2)

●128—Nutrition and Physical Fitness 3 Units
(Also listed as PE 128 and Health 128)

Food and Nutrition Studies 128 is a course in nutrition and physical fitness. It provides the student with an overall study of the relationship between nutrition and physical fitness. The effects of nutrition on the anatomical and physiological aspects of the body are emphasized. The course also examines the production of energy from the intake of a variety of nutritional sources. The process of metabolism as a means toward energy production and physical activity will also be discussed. Meal planning, basic physiology, current nutritional practices, eating disorders, weight control and athletic training are examined as they relate to the nutritional aspects of physical fitness. Lecture 3 hours. **Prerequisite:** None. **Note:** This course may not be taken for credit by students who have completed Health 128 or Physical Education 128. **Transfer Credit:** CSU, UC

●141—Nutrition and Weight Control 2 Units

Food and Nutrition Studies 141 explores causes and control of various eating disorders: including overweight, underweight, and Bulimia (Anorexia Nervosa). The relationship of corrective dietary planning to these disorders will be studied. Lecture 2 hours. **Prerequisite:** None.

●142—Nutrition Controversies 2 Units

Food and Nutrition Studies 142 is a presentation of current nutrition and dietary controversies. Emphasis will be placed on dietary planning for optimum health and disease prevention as it relates to menu planning in the food service industry. Lecture 2 hours. **Prerequisite:** None.

●201—Restaurant Management 3 Units

Food and Nutrition Studies 201 covers the principles of operating a food service which are common to all types of commercial and industrial food service. Covers such areas as sales promotion, advertising, personnel, legal aspects, insurance, labor management relations. Lecture 3 hours. **Prerequisite:** Eligibility for English 120 or ESL 165.

●203—Catering I 3 Units

Food and Nutrition Studies 203 studies the theory and practice of operating a catering operation. Practice given in the managing of the total operation as well as some experience in specialty food preparation. Lecture 2 hours, laboratory 3 hours. **Prerequisite:** Eligibility for English 120 or ESL 165.

●207—Dining Room Services 3 Units

Food and Nutrition Studies 207 is an introduction and application of the principles of preparing food sales and presenting service at special events and functions within the scope of the hospitality industry such as teas, receptions, weddings and banquets. Management of a dining room including good housekeeping techniques, fine food, and efficient service. Type of dining service included: waited table service (French, Russian, American, English), limited service, counter, tray service, catering, and vending. Lecture 2 hours, laboratory 4 hours. **Prerequisite:** Eligibility for English 120 or ESL 165.

●214—Beverages and Wine Service 3 Units

Food and Nutrition Studies 214 is a study of the beverage costs, and uses in commercial restaurants and hotels. Analysis of the operation, sales, costs and profit functions are studied. Produce information and the study of the historical background of beverages are covered. The organization of operation of a bar, wine cellar, or catered services are studied. Lecture 3 hours. **Prerequisite:** Eligibility for English 120 or ESL 165.

●225—Advanced Nutrition 3 Units

Not offered. **Transfer credit:** CSU, UC, USC

**FORTRAN, See Mathematics 130;
Computer Sci./Info. Systems 150**

FRENCH

●101—Beginning French I 5 Units

French 101 presents the fundamentals of French grammar. The students are trained to pronounce correctly, to acquire a small working vocabulary which they use in conversation and writing, and to learn to read simple French. In addition to the regular class hours, the student must spend one hour a week in the laboratory. Lecture 5 hours. **Prerequisite:** Eligibility for English 120 or ESL 165. **Transfer credit:** CSU, UC, USC

●102—Beginning French II 5 Units

French 102 continues to present the fundamentals of French grammar. It trains further in correct pronunciation, and presents more difficult elementary prose. The discussions in French will stress the correct use of verbs and idioms and efficient methods of vocabulary building. In addition to the regular class hours, the student must spend one hour a week in the laboratory. Lecture 5 hours. **Prerequisite:** French 101, or two years of French in high school completed within the past two years, or equivalent. **Transfer credit:** CSU, UC, USC

●103—Intermediate French I 4 Units

French 103 completes the presentation of French grammar, stressing correct diction and efficient methods of vocabulary building. In addition to the regular class hours, the student must spend one hour a week in the language laboratory. Lecture 4 hours. **Prerequisite:** French 102, or three years of French in high school completed within the past two years, or equivalent. **Transfer credit:** CSU, UC, USC

●104—Intermediate French II 4 Units

French 104 reviews the fundamentals of French grammar. It continues to stress correct diction and efficient methods of vocabulary building. Students will read intermediate French prose of increasing difficulty and engage in conversation and composition with emphasis on critical thinking. They will evaluate aspects of their own and French culture in the new medium of the French language. 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 3 Units

French 105 is an intensive practice in oral expression and comprehension of spoken French. Lecture 3 hours. **Prerequisite:** French 102, or three years of high school French, 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
French

3 Units

French 106 is designed for those students who wish to sharpen their ability to articulate in French issues that go beyond concrete descriptions into the area of ideas. Lecture 3 hours. **Prerequisite:** French 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 French I
NON-DEGREE APPLICABLE

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
NON-DEGREE APPLICABLE

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
NON-DEGREE APPLICABLE

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. **Note:** This course may be taken 2 times; a maximum of 4 units may be earned.

●113—Basic Conversational French IV
NON-DEGREE APPLICABLE

2 Units

French 113 is a continuation of the development of skills essential to communication. The verbal active method is used and oral expression is stressed. The course provides a further working knowledge of reading and writing in French. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** French 112 or equivalent. **Note:** This course may be taken 2 times; a maximum of 4 units may be earned.

●121—Introduction to French Literature
in English Translation

3 Units

French 121 is an introduction to French literature for students with no knowledge of the French language. French 121 provides a study of representative French works in major genres in English translation. This course, conducted in English, acquaints students with French literature and gives them a solid basis on which to continue further reading. Lecture 3 hours. **Prerequisite:** Eligibility for English 101. **Note:** This course may not be taken for credit by students who have completed French 124. **Transfer credit:** CSU

●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

French 125 is an introduction to early French literature through a survey of its historical development and representative works. This course, conducted exclusively in French, naturally maintains and enriches the students' language skills, but its primary purpose is to acquaint them with French literature and give them a solid basis on which to continue future reading. Lecture 3 hours. **Prerequisite:** French 104 or 124 or equivalent. **Transfer credit:** CSU, UC, USC

●126—Introduction to French
Literature: 19th Century
to Present

3 Units

French 126 is an introduction to modern French literature through a survey of its historical development and representative works, covering the 19th Century to the present. This course, conducted exclusively in French, naturally maintains and enriches the students' language skills, but its primary purpose is to acquaint them with French literature and give them a solid basis on which to continue future reading. Lecture 3 hours. **Prerequisite:** French 104 or 124 or equivalent. **Transfer credit:** CSU, UC, USC

GEOGRAPHY

- 101—Physical Geography** 3 Units
 Geography 101 is a study of the basic physical elements of geography, their correlation and integrated patterns of world distribution. Special attention is given to the earth and its astronomical relationships, weather, climate, and landforms. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 120 or ESL 165. **Transfer credit:** CSU, UC, USC (CAN GEOG 2)
- 102—Cultural Geography** 3 Units
 Geography 102 is a systematic study of the cultural variables of humankind: population, religion, language, economic activities, settlements. Emphasis upon selected cultural problems of humankind's occupation. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 120 or ESL 165. **Transfer credit:** CSU, UC, USC (CAN GEOG 4)
- 105—Economic Geography** 3 Units
 Geography 105 is a study of the physical and cultural elements of environment and their relation to the economic activities of humankind. Special attention is given to the climatic regions, the soils, the products and the resultant economy. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 120 or ESL 165. **Transfer credit:** CSU, UC, USC
- 110—Geography of California** 3 Units
 Geography 110 is a systematic study of the spatial distributions of California's bio-physical and cultural phenomena. Special emphasis is placed on the impact of human occupancy. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 120 or ESL 165. **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 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 110 or equivalent. **Transfer credit:** CSU, UC, USC

GEOLOGY

- 101—Physical Geology** 3 Units
 Geology 101 is a study of the physical materials and processes of the earth. Lecture 3 hours. **Prerequisite:** None. **Note:** This course may not be taken for credit by students who have completed Geology 110. Second semester standing or a good high school record is recommended. **Transfer credit:** CSU, UC, USC
- 102—Environmental Geology** 3 Units
 Geology 102 is a study of human interaction with geologic processes and hazards, natural resource supplies and their utilization, soil depletion, water and atmospheric pollution. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC
- 103—Geology of California** 3 Units
 Geology 103 is a study of the characteristics and historical development of the geologic provinces of California. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC
- 104—Field Geology** 2-6 Units
 Geology 104 is a field study of geologic features within several geologic provinces. Emphasis is placed on the recognition, interpretation, recording, and reporting of geologic information observed in the field. Petrologic, paleontologic, structural, and stratigraphic information is compiled and integrated into an interpretation of the geologic history of the area investigated. An extended period in the field may be substituted for a number of shorter field trips. Field trips will normally be taken on weekends and/or during vacation periods. The itinerary, schedule, and field area will be determined at the first class meeting (see current class schedule). The student is responsible for the cost of food and transportation; the approximate cost is \$35 for each two units of work; this figure may vary considerably depending on the location of the study area. Travel is usually by chartered bus. Field Geology requires a great deal of rigorous activity and living conditions in the field are often primitive. Lecture and field study will be the semester equivalent of one hour of lecture and three hours of laboratory per week for each two units of credit; a typical semester of work would include 16 hours of lecture and six days in the field. **Prerequisite:** Completion of one of the following courses: Geology 101, 102, 103, 105, 110; Oceanography 115; Paleontology 101; or equivalent. **Note:** Two units of non-overlapping field study will often be offered for the fall and spring semesters; extended periods of study may be available during summer session. Weather conditions may require re-scheduling of some trips. This course may be taken 3 times; a maximum of 6 units may be earned. **Transfer credit:** CSU, UC, USC

●105—Historical Earth Science 4 Units
 Geology 105 is a study of the geologic and paleontologic history of the North American continent. Lecture 3 hours, laboratory 3 hours. **Prerequisite:** Completion of any one of the following courses: Geology 101, 102, 103, 110; Oceanography 115; Paleontology 101; or equivalent. **Transfer credit:** CSU, UC, USC (CAN GEOL 4)

●110—Physical Earth Science 4 Units
 Geology 110 is a study of various geologic processes, their products, ecologic implications, and related natural resources. Lecture 3 hours, laboratory 3 hours. **Prerequisite:** None. **Note:** Students who have taken Geology 101 will receive only 1 unit of credit for Geology 110. **Transfer credit:** CSU, UC, USC

GERMAN

●101—Beginning German I 5 Units
 German 101 presents the fundamentals of German grammar. The students learn accurate pronunciation and a working vocabulary which they will use in conversation and writing. Students will read and express themselves in simple prose. The student must spend one hour a week in the laboratory. Lecture 5 hours. **Prerequisite:** Eligibility for English 120 or ESL 165. **Transfer credit:** CSU, UC, USC

●102—Beginning German II 5 Units
 German 102 is a continuation of the elementary grammar essentials introduced in German 101. The student will read and interpret prose of increasing difficulty. The discussions in German will stress the correct use of verbs and idioms. Essential geographical and historical data concerning German people are introduced. In addition to the regular class hours, the student must spend one hour a week in the laboratory. Lecture 5 hours. **Prerequisite:** German 101 or two years of German in high school completed within the last two years. **Transfer credit:** CSU, UC, USC

●103—Intermediate German I 4 Units
 German 103 offers a review of German grammar stressing sentence structure, word analysis, vocabulary building and composition. The student is introduced to simple texts of German prose and poetry. Discussions in German of contemporary literature and topics of interest will enable the student to gain fluency in speaking the German language. In addition to the regular class hours, the student must spend one hour a week in the language laboratory. Lecture 4 hours. **Prerequisite:** German 102 or three years of German in high school completed within the last two years. **Transfer credit:** CSU, UC, USC

●104—Intermediate German II 4 Units
 German 104 reviews the fundamentals of German grammar. It continues to stress word analysis, vocabulary building and correct diction. Students read intermediate German of increasing difficulty and engage in conversation and composition with emphasis in critical thinking. They evaluate aspects of their own and German culture in the medium of the German language. 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 learn 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
NON-DEGREE APPLICABLE
 German 110 is an introduction to the German language with emphasis on developing essential skills in communication. The verbal active method used stresses oral expression. The course develops a working knowledge of reading and writing as well, and includes the use of tapes, cassettes, and films. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** None. **Note:** This course may be taken 2 times; a maximum of 4 units may be earned.

●111—Basic Conversational German II 2 Units
NON-DEGREE APPLICABLE
 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
NON-DEGREE APPLICABLE

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. **Note:** This course may be taken 2 times; a maximum of 4 units may be earned.

●113—Basic Conversational German IV 2 Units
NON-DEGREE APPLICABLE

German 113 is the academic progression of German 112 and the German language with emphasis on advanced communication skills and aural and written comprehension. Oral expression will be stressed. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** German 112 or equivalent.

●125—Introduction to German Literature 3 Units

German 125 is an introduction to German literature. It provides a survey of Germany's historical and cultural development as seen in representative works from 100 A.D. to the present. 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 provides a survey of its historical development as seen in representative works covering the period of the 18th Century to the present. Reading and lectures will be in German. To supplement the text, records, and tapes will be used. Lecture 3 hours. **Prerequisite:** German 102 or equivalent. **Transfer credit:** CSU, UC, USC

GUIDANCE

A maximum of 3 units of degree applicable Guidance and/or Student Development courses may be counted toward an Associate degree and/or certificate.

●189—College Orientation — International Students (See Note)

Guidance 189 places special emphasis on the time schedule, the discovery of the nature and extent of reading difficulties, outlining the lecture and reading assignments, the efficient use of the facilities for study, developing skill in note taking, and preparing for and taking of examinations. Ample opportunity is provided for the consideration of individual study problems and for practicing suggested procedures. **Prerequisite:** None. **Note:**

The student may earn one-half, one, two, or three units each semester. For students electing one-half, one, or two units, the course may be repeated; a maximum of three units may be earned. Students with a TOEFL score of 500 or higher will elect to take this course.

●190—College Orientation (See Note)

Guidance 190 places special emphasis on the time schedule, the discovery of the nature and extent of reading difficulties, outlining the lecture and reading assignments, the efficient use of the facilities for study, developing skill in note taking, and preparing for and taking of examinations. Ample opportunity is provided for the consideration of individual study problems and for practicing suggested procedures. **Prerequisite:** None. **Note:** The student may earn one-half, one, two, or three units each semester. For students electing one-half, one, or two units, the course may be repeated; a maximum of 3 units may be earned.

●191—College Orientation — International Students (See Note)

Guidance 191 places special emphasis on the time schedule, the discovery of the nature and extent of reading difficulties, outlining the lecture and reading assignments, the efficient use of the facilities for study, developing skill in note taking, and preparing for and taking of examinations. Ample opportunity is provided for the consideration of individual study problems and for practicing suggested procedures. **Prerequisite:** None. **Note:** The student may earn one-half, one, two, or three units each semester. For students electing one-half, one, or two units, the course may be repeated; a maximum of 3 units may be earned.

●192—College Orientation — Academic Probation (See Note)

Guidance 192 places special emphasis on the time schedule, the discovery of the nature and extent of reading difficulties, outlining the lecture and reading assignments, the efficient use of the facilities for study, developing skill in note taking, and preparing for and taking of examinations. Ample opportunity is provided for the consideration of individual study problems and for practicing suggested procedures. **Prerequisite:** None. **Note:** The student may earn one-half, one, two, or three units each semester. For students electing one-half, one, or two units, the course may be repeated; a maximum of 3 units may be earned.

●193—Psychology of Adjustment 3 Units

Guidance 193 is a course designed to increase the student's personal and social maturity; principles of psychology related to better self-understanding and self-actualization. Development of effective study skills through systematic methods of study, increased motivation and self-discipline. Lecture 3 hours. **Prerequisite:** None.

●194—College Orientation —

Study Skills (See Note)

Guidance 194 places special emphasis on the time schedule, the discovery of the nature and extent of reading difficulties, outlining the lecture and reading assignments, the efficient use of the facilities for study, developing skill in note taking, and preparing for and taking of examinations. Ample opportunity is provided for the consideration of individual study problems and for practicing suggested procedures. **Prerequisite:** None. **Note:** The student may earn one-half, one, two, or three units each semester. For students electing one-half, one, or two units, the course may be repeated; a maximum of 3 units may be earned.

●195—Occupational Planning 1 Unit

Guidance 195 provides students with an opportunity to investigate, analyze, and choose a vocational area that is appropriate in terms of their interests, abilities, and personal needs. Lectures, standardized tests, self-analysis, interviews. Lecture 1 hour. **Prerequisite:** None. **Note:** This course may be taken 3 times; a maximum of 3 units may be earned.

●196—Introduction to Para-Professional Training 3 Units

Guidance 196 is a survey course covering the development of the para-professional movement with emphasis on the areas of community social services agencies and educational institutions. Resources in community agencies, organization of social services, delivery systems, field visitations, current issues in the para-professional movement, training for work in educational agencies and career opportunities are emphasized. Lecture 3 hours. **Prerequisite:** None.

HEALTH

●101—First Aid 1 Unit

Health 101 covers prevention and cause of accidents or sudden illness. It meets the requirements of the American Red Cross for certification in standard First Aid. Lecture and skill practice 2 hours. (9 weeks) **Prerequisite:** None. **Note:** Required of all students for graduation. Recommended for physical education majors. **Transfer credit:** CSU, UC, USC

●102—Standard First Aid and CPR 2 Units

Health 102 covers the prevention and care of accidents or student illnesses. It meets the requirements of the American Red Cross for certification in Standard First Aid and CPR. Lecture and directed practice 2 hours, laboratory 1 hour. **Prerequisite:** None. **Note:** Health 102 allows only

1 unit of credit for students who have completed Health 101 or Health 107 and no credit for those who have completed both Health 101 and Health 107. **Transfer credit:** CSU

●103—Health Education 2 Units

Not offered. **Transfer credit:** CSU, UC

●104—Health Education 3 Units

Health 104 considers current issues in health and their effect upon the quality of human life. The bodily effects of exercise and fatigue, the prevention of specific diseases, the significance of nutrition in health and disease, the interrelatedness of mind and body, and substance use and abuse are 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 is a course covering 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

●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 a course of 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. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** Health 101. **Transfer credit:** UC, USC



●128—Nutrition and Physical Fitness 3 Units
(Also listed as Physical Education 128
and Food and Nutrition Studies 128)

Health 128 is a course in nutrition and physical fitness. It provides the student with an overall study of the relationship between nutrition and physical fitness. The effects of nutrition on the anatomical and physiological aspects of the body are emphasized. The course also examines the production of energy from the intake of a variety of nutritional sources. The process of metabolism as a means toward energy production and physical activity will also be discussed. Meal planning, basic physiology, current nutritional practices, eating disorders, weight control and athletic training are examined as they relate to the nutritional aspects of physical fitness. Lecture 3 hours. **Prerequisite:** None. **Note:** This course may not be taken for credit by students who have completed Food and Nutrition Studies 128 or Physical Education 128. **Transfer Credit:** CSU, UC

HEMODIALYSIS

Students successfully completing the class are issued a Certificate of Achievement and 16 college credits. This course is approved by the California Board of Registered Nursing for 30 continuing education units.

●101—Hemodialysis for Nurses
and Technicians 16 Units

Hemodialysis 101 covers the anatomy and physiology of the kidney, fluid and electrolyte balance, basic and advanced hemodialysis principles and procedures, dietary regulation, blood chemistries, complications of chronic renal failure, psychosocial aspects, peritoneal dialysis and transplantation. Lecture and clinical experience 30 hours. **Prerequisite:** All applicants are required to take the College Placement Examination (CGP test) and pass at a pre-set level. Hemodialysis Health Standard Policies to be completed and submitted on the first day of class. **Note:** Students are responsible for their own transportation to and from the clinical facilities.

HISTORY

●101—History of Western Europe 3 Units

History 101 studies the growth of western European civilization from the decline of the Roman Empire to the 17th Century. An introduction to the study of history, giving a general perspective of the development of those political, economic, and social institutions which explain our present-day civilization. An attempt is made to orient the student's thinking to present world problems. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 101. **Note:** Students who have taken History 108 will receive only one unit of credit for History 101. **Transfer credit:** CSU, UC, USC

●102—History of Western Europe 3 Units

History 102 studies the growth of western European civilization from the 17th Century to the present time. It is introduction to the study of history; giving a general perspective of the development of those political, economic, and social institutions which explain our present-day civilization. An attempt is made to orient the student's thinking to present world problems. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 101. **Note:** Students who have taken History 109 will receive only one unit of credit for History 102. **Transfer credit:** CSU, UC, USC

●103—History of Early Latin America 3 Units

History 103 is 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 different colonies, viceroyalties, supporting systems, the international contest for the continents, and the wars of independence in Latin America. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 101. **Transfer credit:** CSU, UC, USC

●104—History of Contemporary Latin America 3 Units

History 104 is a general survey of 19th and 20th century Latin American history. The course focuses on the political, economic and social development of Latin America. In addition, the course offers an historical review of U.S.-Latin America relations. The course is designed to acquaint the student with the area's basic history so as to better appreciate and understand contemporary social and political change in Latin American societies. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 101. **Transfer credit:** CSU, UC, USC

●105—20th Century Central America and the Caribbean 3 Units

History 105 is an introductory course focusing on the contemporary political, economic and social history in Central America and the Caribbean. The course stresses the 20th Century, with special attention given to the role and impact of United States policy in the region. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 101. **Transfer credit:** CSU

●106—History and Politics of the Russian People 3 Units

History 106 is a study of the political, social, economic and cultural development of the Russian people from earliest days to the contemporary period. Emphasis will be laid on the development of the modern Soviet ideology and power politics. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 101. **Transfer credit:** CSU, UC, USC

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

History 107 is a general political survey of the world from earliest times to the Carolingian Empire, c. 800, with emphasis on the development of human ideas, arts, and institutions. Emphasis is placed upon the contributions to civilization made in ancient times by Egypt, Greece, Rome, India, China, and other powers. An attempt is made to give the student a perspective on the past. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 101. **Transfer credit:** CSU, UC, USC

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

History 108 is a general political survey of the world from the Carolingian Empire, c. 800, to the French Revolution, c. 1789, with emphasis on the development of human ideas, arts, and institutions. The characteristics of the medieval and modern worlds are examined. The principles — cultural, social, economic, and political — which brought the modern world into being are analyzed. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 101. **Note:** Students who have taken History 101 will receive only one unit of credit for History 108. **Transfer credit:** CSU, UC, USC

●109—History of Civilization 3 Units
(French Revolution to the Present)

History 109 is a general political survey of the world from the French Revolution, c. 1789, to the present with emphasis on the development of human ideas, arts, and institutions. An attempt is made to give the student a perspective and a basis for interpreting current world events. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 101. **Note:** Students who have taken History 102 will receive only one unit of credit for History 109. **Transfer credit:** CSU, UC, USC

●110—United States History 3 Units

History 110 is an interpretation of the more meaningful and significant issues, events, and ideas which have played a major role in shaping present day America. Main attention is focused upon political and economic aspects with some treatment of social and cultural developments. This course meets the California State requirement in American History. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 120 or ESL 165. **Note:** This course allows only one unit of credit for students who have completed History 117, 118, or Social Science 131. **Transfer credit:** CSU, UC, USC

●111—The Woman in American History 3 Units

History 111 is a survey of the history of women in America from the colonial period to the present with emphasis on relevant political, economic, and social factors. Traditional roles of women in society are analyzed in terms of literary images, popular culture, and stereotypes. Attitudes and prejudices held by both sexes toward each other, reform movements, religious crusades, women's rights, and emancipation movements are examined in the context of American History. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 120 or ESL 165. **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

History 112 is a survey of the discovery, exploration, and settlement of Mexico, California, Oregon, Washington, British Columbia, and Alaska. Emphasis is placed upon the development of their particular political, economic, and cultural institutions, along with their relationships with each other and the rest of the world. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 101. **Transfer credit:** CSU, UC, USC

●113—History of Mexico 3 Units

History 113 is an in-depth study of the emergence of the Mexican institutions and traditions from Pre-Colombian societies to the present. The course is designed to meet the needs of the college student who wishes to understand the development of the modern Mexican nation. Modern Mexico and its development is the primary concern of this course. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 101. **Transfer credit:** CSU, UC, USC

●114—History of Baja California 3 Units

History 114 is a survey of the prehistory, discovery, exploration, settlement, and modern development of the Baja California states of Mexico. Emphasis is placed on the development of their political, economic and cultural institutions. Their relationship with the United States, and California in particular, is analyzed in terms of their historical and present day experience. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 101. **Note:** Optional field trips to places of historical interest in the states of Baja California may be offered. **Transfer credit:** CSU, UC, USC

●117—History of the United States 3 Units

History 117 is a survey course that looks in depth at United States history from the colonial period to Reconstruction. The English colonies, the Revolutionary War, the Constitution, the New Nation, Jeffersonian and Jacksonian democracy, slavery, Civil War, and Reconstruction will all be examined. This course (if both semesters are completed) meets the California State requirements in United States history. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 101. **Note:** History 117 allows only 1½ units of credit for students who have completed History 110. History 117-118 allows only three units of credit for students who have completed History 110. **Transfer credit:** CSU, UC, USC (CAN HIST 8)

●118—History of the United States 3 Units

History 118 is a survey course that looks in depth at United States History from the Post-Reconstruction period to the present. The Gilded Age, Populism and Progressivism, Imperialism, the Great Depression and New Deal, World War II, the Cold War, Vietnam, Watergate, and the Reagan years will all be examined. This course (if both semesters are completed) meets the California State requirements in United States history. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 101. **Note:** History 118 allows only 1½ units of credit for students who have completed History 110. History 117-118 allows only three units of credit for students who have completed History 110. **Transfer credit:** CSU, UC, USC (CAN HIST 10)

●119—History of the Far East 3 Units

History 119 is 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 some attention on Korea and Southeast Asia. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 101. **Transfer credit:** CSU, UC, USC

●120—History of the Far East 3 Units

History 120 is a general survey of China, Japan, Korea, and Southeast Asia in the international community from the nineteenth century to the present. Primary emphasis is centered upon the impact of Western culture and the major political and social movements of the twentieth century, Nationalism and Communism. Lecture 3 hours. **Prerequisite:** None. Recommended: History 119 and eligibility for English 101. **Transfer credit:** CSU, UC, USC

●121—Armenian History 3 Units

History 121 is a survey of the history of the Armenian people from 1,000 B.C. to the present. Topics include: The Artashesian, Arshaguni, Bagratuni, and Cilician kingdoms; Armenia under the domination of Persian, Roman, Byzantine, Arab, Mongol, Turkish, and Russian empires; the religious, artistic and architectural dimensions of the Armenians' cultural heritage; the literary renaissance and emergence of the Armenian Question in the 19th century; World War I and the Armenian Genocide; the Republic of Armenia and international treaties up to 1923; and developments in Soviet Armenia from 1920 to the present. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 120 or ESL 165. **Transfer credit:** CSU, UC, USC

●131—A History of Africa Since 1800 3 Units

History 131 surveys the development of Africa from 1800 to the present. Themes to be covered include: colonialization and underdevelopment, neo-colonialism, nationalism and African independence movements. Case studies of individual African countries will be used to analyze the various themes. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 120 or ESL 165. **Transfer credit:** CSU, UC, USC

●132—History of the Philippines 3 Units

History 132 examines the geographical, cultural, and historical realities of the Philippines, from the Spanish colonial period to the present. Particular emphasis is given to past and present U.S.-Philippine relations and to the contemporary social, economic, and political situation in the Philippines. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 120 or ESL 165. **Transfer credit:** CSU

●133—A History of Science 3 Units

(Formerly Social Science 133)

History 133 is a history of the notable scientific ideas and discoveries in Western civilization. It is a seminar, colloquial style discussion class that examines the forces in history that led to the development of the major scientific revolutions and thinkers that have shaped modern industrialized man and his culture. Some of the subjects and scientists studied include the philosophy of science, the scientific method, science and pseudoscience, how science interacts with other cultural elements, ancient science, magic and renaissance science, the Copernican Revolution, the Newtonian Revolution, the Darwinian Revolution, Pasteur and the medical revolution, and the Einsteinian Revolution. The course enhances the student's understanding of the present by a better understanding of the past. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 101. **Note:** This course may not be taken for credit by students who have completed Social Science 133. **Transfer credit:** CSU, UC

●135—History of the Vietnam War 3 Units

History 135 studies the background of U.S. involvement in Vietnam from the French occupation to the winding down of the war during the Nixon years. The course focuses on such matters as the historical and cultural realities of the situation, the gradual and growing U.S. commitment during the Eisenhower and Kennedy Administrations, and the height of the American buildup during the Johnson Presidency. An attempt is made to discuss the "lessons" of Vietnam and major unresolved issues deriving from the war. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 120 or ESL 165. **Transfer credit:** CSU, UC, USC

●136—War: History, Causes, Solutions 3 Units
(Also listed as Social Science 136)

History 136 explores the history, causes, and potential solutions to the problem of war. The history of individual wars is examined within a broader picture of war in general, including ancient warfare, the Middle Passage, the rise of modern war, and the development of total war. An interdisciplinary approach is taken in exploring the immediate causes of war, including historical, economic, political, anthropological, sociological, and psychological causes. The course probes moral and philosophical aspects for the ultimate causes of war. Finally, solutions are considered including diplomacy, treaties, the United Nations, a one-world government, and the dismantling of nation-states. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 101. **Note:** This course may not be taken for credit by students who have completed Social Science 136. **Transfer credit:** CSU, UC

●150—United States History and its
Artistic Expression 3 Units

History 150 examines the political, social, and cultural or artistic history of the United States from the Colonial Era through the present. Special emphasis will be given to those epochs in which the ideas and institutions of "We the people of the United States" were brought forth and matured and to the artistic expressions of the birth and growth of the nation. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 120 or ESL 165. **Transfer credit:** CSU, UC

●151—The United States in the
Twentieth Century 3 Units

History 151 analyzes the political, economic, and social history of the United States since 1900. Special emphasis is placed on the post-World War II period. Current issues are stressed with their historical background. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 120 or ESL 165. **Transfer credit:** CSU

ECONOMIC HISTORY OF
THE UNITED STATES,
See Economics 111

INTRODUCTION TO
SOCIAL SCIENCE,
See Social Science 125-126, 131-132

HUMANITIES

●101—East/West: Culture and
Civilization to 1700 3 Units

Humanities 101 is an interdisciplinary, multi-cultural, team-taught course that examines the historic push and pull of eastern and western civilizations from primitive times until 1700. Important themes, events, and discoveries linking east and west are shown through literature, folklore, art history, philosophy, and science. Students compare and contrast eastern and western views of time and eternity; standards of excellence; decadence and decline; motives, manners, and morals; and problems of extremes as they explore some of the most compelling problems, questions, and issues faced by humans of both hemispheres. The course centers on critical thinking; students are challenged to analyze, synthesize, and propose original ideas through the media of reading, discussion, and writing. Lecture 3 hours. **Prerequisite:** Eligibility for English 101. **Transfer credit:** CSU, UC, USC

●102—East/West: Culture and
Civilization from 1700 3 Units

Humanities 102 is an interdisciplinary, multi-cultural, team-taught course that examines the historic push and pull of eastern and western civilizations from 1700 until the present. Important themes, events, and discoveries linking east and west are shown through literature, folklore, art history, philosophy, and science. Students compare and contrast eastern and western views of science and reason; romanticism, skepticism, and pessimism; the gradual change of traditional morals, manners, means and measures; the concept of relativity; and the quantum leap into contemporary thought as they explore some of the most compelling problems, questions, and issues faced by humans of both hemispheres. The course centers on critical thinking; students are challenged to analyze, synthesize, and propose original ideas through the media of reading, discussion, and writing. Lecture 3 hours. **Prerequisite:** Eligibility for English 101. **Transfer credit:** CSU, UC, USC

●105—The Human Struggle 3 Units

Humanities 105 is an interdisciplinary, intercultural course designed to challenge students to develop critical thinking abilities through comparative study of readings and materials from literature and various disciplines. Students evaluate some of the most relevant issues faced by humans throughout their history, with emphasis on values and ethics. The course examines the creative impulses and destructive forces that have influenced the human struggle for order, acceptance, knowledge, understanding, self expression, power, freedom, individuality and survival. Students learn to analyze, synthesize, develop original ideas, distinguish fact from opinion or belief, and use logic and reason in language and thought to determine whether the solutions of the past are compatible with the problems of today and tomorrow. The course may be team-taught. Lecture 3 hours. **Prerequisite:** Eligibility for English 101. **Transfer credit:** CSU, UC, USC

●106—Modern Society in its Milieux 3 Units

Humanities 106 is an interdisciplinary, team-taught, cross-cultural course emphasizing foreign literatures in translation. Students are encouraged to read, think, discuss and write critically in dealing with some important concerns of modern times as interpreted by different societies. Students do comparative analyses of literature from various countries in their historical, political, and social contexts. The linguistic style of each foreign language is stressed. Lecture 3 hours. **Prerequisite:** Eligibility for English 101. **Transfer credit:** CSU, UC, USC

●110—Science, Literature,
and Human Insight 3 Units

Humanities 110 is an interdisciplinary, intercultural team-taught course in which students learn to apply the principles of comparative critical analysis in order to better understand the relationships among literature, science, and technology. Through directed reading, class discussion, and writing, students develop logical thought processes enabling them to reason, to distinguish fact from judgment, to propose new ideas, and to reach logical conclusions. Through their study of literature, students learn about human values, behavior and motivations; through their study of scientific and technological achievements, they learn about the methods and limitations of science. Major historical and contemporary themes linking science and literature are presented for evaluation. Lecture 3 hours. **Prerequisite:** Eligibility for English 101. **Transfer credit:** CSU, UC, USC

●111—Irish History, Literature, and
Culture from the Beginning
to the Present 3 Units

Humanities 111 is a broad-based, interdisciplinary team-taught course that covers the entire history of Ireland: its mythology, folklore, art, music, literature, and major political events. The course also focuses on the impact of Irish culture on England, Europe, Spain, Canada, and the United States through the centuries. Through assigned readings, discussions, and writing, the students gain critical insights into the causes and consequences of Ireland's turbulent history and struggle for independence as well as its literary and socio-political contributions to world culture and civilization. Lecture 3 hours. **Prerequisite:** Eligibility for English 101. **Transfer credit:** CSU, UC, USC

●115—World Mythology 3 Units

Humanities 115 is an introduction to the body of mythology that has had the greatest impact, from antiquity until the present, on the western world. Through reading, discussion, and writing, the students critically examine important themes of major Egyptian, Judeo-Christian, Greek, Roman, Norse and Oriental myths as they are represented in literature and art. Students learn to analyze, synthesize, draw inferences, propose new ideas, support theses, and reach logical conclusions concerning the cultures the mythologies represent. Lecture 3 hours. **Prerequisite:** Eligibility for English 101. **Transfer credit:** CSU, UC, USC

●117—Creativity, Culture, and Society:
Kaleidoscope 3 Units

Humanities 117 is an interdisciplinary, team-taught course focusing on literature, drama, dance, and film and examining their relationships with other areas of college study. The course recognizes that, like the pieces in a kaleidoscope, individual art works and art forms are only components of larger patterns. As students compare and contrast works from various cultures and times, they are encouraged to read, think, discuss, and write critically about the interaction among artist, society, and work of art. Students explore the creative process and ask what has led to, as well as what results from, works of art. Students learn to analyze, synthesize, draw inferences, propose new ideas, support theses, reach logical conclusions, and become active participants in the artistic process. Lecture 3 hours. **Prerequisite:** Eligibility for English 101. **Transfer Credit:** CSU, UC, USC

●120—Literature and the Cultural Arts 3 Units

Humanities 120 is an interdisciplinary course that focuses on the interrelationships of literature and the cultural arts (architecture, music, painting, and sculpture), with emphasis on the literature, to show not only their independence but also their synthesis. Through critical reading, discussion, and writing, students analyze the influences of each genre upon the creative impulses of the others. Humanities 120 examines literary and cultural achievements, developments, and values in the major periods of western history that served as a foundation for modern thought and letters. The course may be team taught. Lecture 3 hours. **Prerequisite:** Eligibility for English 101. **Transfer credit:** CSU, UC, USC

●125—Crosscurrents: American
Social Values 3 Units

Humanities 125 is an interdisciplinary course designed to enrich students' knowledge and understanding of the cultural influences of ethnic, racial and gender diversity in the shaping of American society — past and present — and to enable them to speculate critically on American society in the future. Students analyze materials from literature, history, and other disciplines. The course explores the development and current reality of commonly held American ideals, attitudes and institutions and their role in the unique balance between freedom and responsibility. Students are encouraged to develop their critical thinking skills through reading, writing, and discussion. This course may be interactively team-taught. Lecture 3 hours. **Prerequisite:** Eligibility for English 101. **Transfer credit:** CSU

●135—Humanities and the World of Work 3 Units

Humanities 135 is an interdisciplinary course that combines instruction in literature, the arts, ethics, problem solving, and decision making to help students develop values that may influence their personal and professional growth throughout their lives. Students analyze and discuss contemporary issues, problems and trends, including intercultural historical considerations. Students participate in group and individual activities designed to develop and reinforce analytical skills. Critical analysis of course materials helps students learn to deal with the variety of situations and tasks they may encounter in their career fields. Students also develop an awareness of the relationship between cultural resources and career satisfaction. Lecture 3 hours. **Prerequisite:** Eligibility for English 120 or ESL 165.

INDEPENDENT STUDIES

●149—Independent Study 1-3 Units

Glendale Community College may make available in the curriculum of each division lower division units of study known as Independent Study. The purpose of the Independent Study course is to provide gifted students with an opportunity to explore a subject in greater depth than usual; to familiarize students with some basic research techniques; to interest students in possible career areas; and to take advantage of special academic interests. Emphasis shall be on individual research projects, library research and preparation of research papers. There is no prescribed course outline. Students develop a research project, have it approved by the sponsoring instructor and appropriate division chairperson, then submit the finished project, which may be library research, or perhaps a supervised experimental program related to a specific course of instruction. Registration is open to any student at Glendale Community College who is currently registered for six (6) or more units and who is admitted to Independent Study by the instructor. A student is limited to one Independent Study per semester and to no more than 12 units for credit toward the AA Degree or Certificate and no more than six (6) units per division. The units received may be acceptable for college transfer subject to the approval of the individual college. The instructor shall make arrangements for students' Independent Study registration with the Admissions office. Attendance accounting procedures shall be cleared with the Admissions and Records Office by the instructor. **Prerequisite:** Concurrent registration in six or more units. **Transfer credit:** CSU, UC

INTERNATIONAL FIELD STUDY

●148—International Field Study 1-6 Units

International Field Study 148 provides units of credit for travel and study in foreign countries at the student's own expense in programs provided by agencies approved in advance by the College and under the direction of a Glendale Community College instructor. (The agency must be bonded or maintain a trust account.) One unit of elective credit to be offered for each six days of foreign travel and study, up to a maximum of six units. Lecture: Hours to be arranged. Laboratory: Hours to be arranged. **Prerequisite:** None. **Note:** Approval of program and units of credit attempted must be obtained from the Executive Vice President, Instructional Services prior to foreign travel. **Transfer Credit:** CSU

INTERNSHIP

●150—Internship 3 Units

Internship 150 is a cooperative effort between the college and the professional community to provide real-world experience in the student's major field. Interns participate in 54 hours of supervised activities that correlate formal instruction with on-the-job learning opportunities. Internship 54 hours. **Prerequisite:** Completion of 12 units with a 2.5 grade-point average or better and concurrent enrollment in three (3) additional units. (For the summer term, concurrent enrollment in three additional units is not required.) **Note:** Registration will be open to those students who have been accepted to intern in their major field at an Internship training site on a nonpaid basis. A student is limited to one Internship class per semester and may take the course two times for a maximum of six (6) units. **Transfer credit:** CSU

ITALIAN

●101—Beginning Italian I 5 Units

Italian 101 uses a modified audio-lingual approach to introduce the student to the fundamentals of pronunciation and grammar, practical vocabulary, useful phrases, and the ability to understand, read, write, and speak simple Italian. Basic information is included to cover the geography, customs, and culture of Italy. In addition to the regular class hours, the student must spend one hour a week in the laboratory. Lecture 5 hours. **Prerequisite:** Eligibility for English 120 or ESL 165. **Transfer credit:** CSU, UC, USC

●102—Beginning Italian II 5 Units

Italian 102 is a continuation of Italian 101 and completes the elementary grammar. It includes the reading and simplified texts with emphasis on oral expression, and further study of Italian history and culture. In addition to the regular class hours, students must spend one hour a week in the laboratory. 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—Basic Conversational Italian I 2 Units
NON-DEGREE APPLICABLE

Italian 110 teaches the fundamentals of Italian grammar and correct pronunciation. The purpose of the course is to enable students to employ a small working vocabulary in conversation and writing. The ability to read simple Italian is also developed. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** None. **Note:** This course may be taken 2 times; a maximum of 4 units may be earned. This course may not be taken for credit by

students who have completed Italian 102 prior to Italian 110, or who take Italian 102 concurrently with Italian 110.

●111—Basic Conversational Italian II 2 Units
NON-DEGREE APPLICABLE

Italian 111 is a continuation of the study of Italian as a conversational language with emphasis on lifelike situations. Attention is given to essential grammar principles and cultural information. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** Italian 110 or equivalent. **Note:** This course may be taken 2 times; a maximum of 4 units may be earned. This course may not be taken for credit by students who have taken Italian 102 prior to Italian 111, or who take Italian 102 concurrently with Italian 111.

●112—Basic Conversational Italian III 2 Units
NON-DEGREE APPLICABLE

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 2 hours, laboratory 1 hour. **Prerequisite:** Italian 111 or equivalent. **Note:** This course may not be taken for credit by students who have completed Italian 102. This course may be taken 2 times; a maximum of 4 units may be earned.

●113—Basic Conversational Italian IV 2 Units
NON-DEGREE APPLICABLE

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 2 hours, laboratory 1 hour. **Prerequisite:** Italian 112 or equivalent. **Note:** This course may not be taken for credit by students who have completed Italian 102. This course may be taken 2 times; a maximum of 4 units may be earned.

JAPANESE

●110—Basic Conversational Japanese I 2 Units
NON-DEGREE APPLICABLE

Japanese 110 is an introduction to the Japanese language with emphasis on developing essential skills in communication. The verbal active method used stresses oral expression. This course also develops a working knowledge of reading and writing and includes the use of cassettes and films. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** None. **Note:** This course may be taken 2 times; a maximum of 4 units may be earned.

●111—Basic Conversational Japanese II 2 Units
NON-DEGREE APPLICABLE

Japanese 111 is a continuation of basic conversational Japanese. It teaches the students to communicate on a more advanced level and provides them with the ability to read and write for further study. Classroom activities emphasize oral expression. Reading and writing are introduced on a limited basis. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** Japanese 110 or equivalent. **Note:** This course may be taken 2 times; a maximum of 4 units may be earned.

JOURNALISM

●101—Introduction to Mass Communications 3 Units

Journalism 101 looks at the role of movies, television, newspapers, magazines, radio, and other media in today's society. The history of the various mass media, their current structure, and how they leave their mark on everyday life will be studied. Advertising, public relations and legal issues confronting the media will also be examined. Lecture 3 hours. **Prerequisite:** Eligibility for English 101. **Transfer credit:** CSU, UC, USC (CAN JOUR 4)

●102—Reporting the News 3 Units

Journalism 102 is an introductory course in the gathering and writing of news, features, and editorials. Emphasis on clear and concise written expression with laboratory drill in English fundamentals. Study of news sources, acceptable forms for stories, style and methods of various media, elementary editing, and law and ethics of communication. Newspapers and other media at the local community level as well as the national metropolitan levels are utilized. Lecture 3 hours, laboratory 1 hour. **Prerequisite:** Eligibility for English 101. **Transfer credit:** CSU, UC, USC (CAN JOUR 2)

●103—News Writing and Newspaper Production 3 Units

Journalism 103 is a course in writing news, feature, and editorial copy, copy reading and editing, headline writing, newspaper layout and make-up and the mechanics of newspaper production. Study of law and ethics of the press and over-all emphasis on the function and responsibility of the newspaper. Second semester stress is on interpretative reporting. Class produces the campus newspaper *El Vaquero*. Lecture 2 hours, laboratory 4 hours. **Prerequisite:** Journalism 102, professional publication experience or newspaper experience on the college level. **Transfer credit:** CSU, UC, USC

●104—Advanced News Writing and Newspaper Production 3 Units

Journalism 104 is an advanced course in writing news, feature, and editorial copy, copy reading and editing, headline writing, newspaper layout and makeup, and the mechanics of newspaper production. Study of law and ethics of the press and 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 103. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned. **Transfer credit:** CSU, UC, USC

●106—Introduction to Broadcast Journalism 3 Units

Journalism 106 is an interdisciplinary course combining the practice of modern journalism with the techniques of small-crew, on-location video taping. Students will produce several one-hour news magazine programs to ultimately be cablecast via the educational cable channel. Students will learn to gather, write, edit and present news for broadcast; they will also learn to operate cameras and recorders, direct and produce complete programs. Lecture 2 hours, laboratory 3 hours. **Prerequisite:** None. **Note:** This course may be taken 3 times; a maximum of 9 units may be earned. **Transfer credit:** CSU

●107—Feature Writing 3 Units

Journalism 107 focuses on feature writing for magazines and newspapers. Students learn how to find feature ideas and develop them into articles for student or professional publications. The creative, story-telling side of journalism is stressed. The freelance market for feature writers is discussed. Lecture 3 hours. **Prerequisite:** Eligibility for English 101. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned. **Transfer credit:** CSU

●120—Introduction to Public Relations 3 Units

Journalism 120 is a practical guide to effective public relations, its history and its relationship with the media. The course is designed for persons who wish to make public relations a career, untrained persons who are currently or plan to be involved in publicity activities, and for journalism majors or minors who wish to enhance their studies. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSU

KOREAN

●110—Basic Conversational Korean I 2 Units
NON-DEGREE APPLICABLE

Korean 110 is an introduction to the Korean language with emphasis on developing essential skills in communication. The verbal active method used stresses oral expression. This course also develops a working knowledge of reading and writing. 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 Korean II 2 Units
NON-DEGREE APPLICABLE

Korean 111 is a continuation of Korean 110. It teaches the students to communicate on an advanced level and provides them with the ability to read and write for further study. Classroom activities emphasize conversational repetition and oral expression. Reading and writing will be introduced on a limited basis. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** Korean 110 or equivalent. **Note:** This course may be taken 2 times; a maximum of 4 units may be earned.

LATIN

●101—Beginning Latin I 5 Units

Latin 101 presents the fundamentals of Latin grammar. The aim of the course is to train students in accurate pronunciation of classical Latin and in comprehension, reading and writing of Latin. The course objectives include the reading of classical Latin, as close to the original as possible, early in the course. Lecture 5 hours. **Prerequisite:** Eligibility for English 101. **Transfer credit:** CSU, UC, USC

●102—Beginning Latin II 5 Units

Latin 102 completes the presentation of the fundamentals of Latin grammar. The aim of the course is to continue training in accurate pronunciation, reading, and writing skills of classical Latin. The course objectives also include an introduction to Latin literature (including medieval Latin) and practicing sight translations of unseen passages. Lecture 5 hours. **Prerequisite:** 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:** 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:** Latin 103 or four years of Latin in high school completed within the past two years or equivalent. **Transfer credit:** CSU, UC, USC

LAW, BUSINESS, See Business Administration 120, 125

LIBRARY TECHNOLOGY

●101—Introduction to Library
Services

Not offered.

3 Units

LINGUISTICS

●101—Introduction to Languages
and Linguistics

Not offered. **Transfer credit:** CSU, UC, USC

3 Units

MACHINE TECHNOLOGY

●101—Machine Technology I

Machine Technology 101 covers the fundamentals of the machinist trade. Instructions on the proper care and use of precision and hand tools. Basic training in tool grinding, machine set-up, and the operation of lathes, shapers, milling machines, drill presses, and grinders. Lecture 3 hours, laboratory 6 hours. **Prerequisite:** Concurrent enrollment in Mathematics 151, or Technical Education 142 or 143 or 144 and eligibility for English 120 or ESL 165. **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

5 Units

●102—Machine Technology II 5 Units

Machine Technology 102 is a continuation of the fundamentals of the machinist trade. More advanced training in set-up work, tool grinding, and machine operations. Related lectures cover types of threads and threading, calculating and cutting of tapers, gears and gear trains. Basic design and capacity of machine tools are investigated. Lecture 3 hours, laboratory 6 hours. **Prerequisite:** Machine Technology 101 or 105 and concurrent enrollment in Technical Education 144 or a more advanced mathematics course. **Note:** Students must register for the full number of hours for which the course is scheduled, but late registration is permitted provided a vacancy in the class exists. **Transfer credit:** CSU

●103—Machine Technology III 5 Units

Machine Technology 103 covers more advanced and complicated operations of machine tools and equipment. Precision inspection, production and assembly, are studied. Lectures and demonstrations on specialized machine tools and equipment give the student a better understanding of their use and capacities. Lecture 3 hours, laboratory 6 hours. **Prerequisite:** Machine Technology 102. **Note:** Students must register for the full number of hours for which the course is scheduled, but late registration is permitted provided a vacancy in the class exists. **Transfer credit:** CSU

●104—Machine Technology IV 5 Units

Machine Technology 104 is a continuation of advanced and complicated operations of machine tools and equipment. Lectures and demonstrations include a thorough investigation of heat-treatment of metals, special metals and their uses, abrasives, grinding wheels, and efficient use of surface, cylindrical, and tool cutter grinders. Basic tool and die work in which the student designs and builds jigs and fixtures is offered to students showing advanced abilities. Lecture 3 hours, laboratory 6 hours. **Prerequisite:** Machine Technology 103. **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
NON-DEGREE APPLICABLE

Machine Technology 107 provides practice on machine shop equipment. Students work on individual projects which they retain for their use. Training received in this course develops an ability to visualize and perform various functions necessary in the machine trade. Lecture 1 hour, laboratory 3 hours. **Prerequisite:** None. **Note:** Credit per semester will be indicated on the Schedule. This course may be taken 3 times; a maximum of 6 units may be earned. **Transfer credit:** CSU

●108—Machine Practice II 2 Units
NON-DEGREE APPLICABLE

Machine Technology 108 provides practice on machine shop equipment. Students work on individual projects which they retain for their use. Training received in this course develops an ability to visualize and perform various functions necessary in the machine trade. Lecture 1 hour, laboratory 3 hours. **Prerequisite:** Machine Technology 107. **Note:** Credit per semester will be indicated on the Schedule. This course may be taken 3 times; a maximum of 6 units may be earned. **Transfer credit:** CSU

●109—Principles of Tool Engineering 5 Units

Machine Technology 109 is an advanced course in machine shop training presenting systems of production, interchangeability, and dimensioning as they pertain to tool design and construction of drill jigs, milling, grinding, and lathe fixtures, locating and clamping of parts, tooling for horizontal turret lathes, and toolroom inspection and gauging. The tool engineer and designer's training, duties and place in a manufacturing organization are investigated. Lecture 3 hours, laboratory 6 hours. **Prerequisite:** Machine Technology 104. **Note:** Students must register for the full number of hours for which the course is scheduled, but late registration is permitted provided a vacancy in the class exists. **Transfer credit:** CSU

●110—Principles of Numerical Control 5 Units

Machine Technology 110 is an advanced course in machine technology presents principles of numerical control, preparation of machining programs and development of control tapes. Design and construction of tools and fixtures, selection and modification of tooling will be studied. Lecture 3 hours, laboratory 6 hours. **Prerequisite:** Machine Technology 102. **Transfer credit:** CSU

●111—Principles of Numerical Control 3 Units

Machine Technology 111 presents principles of numerical control, preparation of machining programs and development of control tapes. It is designed for the advanced machine technology student who wishes to explore the field of numerically controlled machining. Lecture 3 hours. **Prerequisite:** Machine Technology 102 or equivalent. **Note:** This course may not be taken for credit by students who have completed Machine Technology 110.

●112—Machine Practice III 1-4 Units

Machine Technology 112 is designed to allow students or industrial workers to improve and update their machining skills. Areas which are available are lathe, mill, drill, grinding, and inspection, for the purpose of job advancement. Laboratory 3-12 hours. **Prerequisite:** Machine Technology 101, or equivalent. **Note:** Hours to

vary according to students' needs; 48 hours laboratory equals one unit. This course may be taken 2 times; a maximum of 8 units may be earned.

●113—Intermediate Engine Lathe Processes 2 Units

NON-DEGREE APPLICABLE

Machine Technology 113 is a course that provides specialized training on the engine lathe processes. Building on the basic processes, this class will develop skills working on tapering, threading, grooving, contouring both inside and out. The use of the 3 and 4 jaw chucks, faceplate, rubber chuck and collets is studied. Lecture 1 hour, laboratory 3 hours. **Prerequisite:** None.

●114—Intermediate Vertical Mill Processes 2 Units

NON-DEGREE APPLICABLE

Machine Technology 114 is a course that provides specialized training on the vertical mill. Building on the basic processes, this class develops skills working on vises, fixturing, angular milling, end mills, shell mills, fly cutting, radius cutting, and undercutting. Lecture 1 hour, laboratory 3 hours. **Prerequisite:** None.

MANAGEMENT

Classes in Management are offered for students interested in preparing for positions requiring supervision and management skills. The classes are scheduled from semester to semester on a rotation basis according to student need. The courses are also of value to personnel already employed as supervisors

and other group leaders in business, public service, and industry. A Certificate of Completion may be earned.

●101—Basic Management Techniques 3 Units

Management 101 covers in general terms the management system organization as it affects the supervisor; direction of subordinates through leadership; appreciation for fiscal and property accounting; procedures for hiring, training, evaluation, discipline, grievances, and dismissal; effective communication; vertical and lateral forces affecting the supervisor; wage and salary administration; and collective bargaining. Lecture 3 hours. **Prerequisite:** None. Recommended: One year of occupational training or equivalent service, industrial, or business experience before taking this course. **Transfer credit:** CSU

●110—Management/Employee Relations 3 Units

Management 110 covers development of human relations climate; patterns, function, and types of leadership, simulation training; organizational levels; staff relationships; and organizational and group dynamics; informal organizations; working with unions; managing change; wage administration and incentives; procedures and work systems; attitudes; and development of participations. Lecture 3 hours. **Prerequisite:** None.

●115—Personnel Management 3 Units

Management 115 presents personnel techniques for which supervisors are partially responsible and for which they should have some training in selection, testing, placement, orientation, training, counseling, merit rating, promotion, transfer, and training for responsibility. Lecture 3 hours. **Prerequisite:** None.



●120—Planning and Organization 3 Units
 Management 120 covers techniques for planning; staffing; organization objectives, and flexibility; functions of directing, control, coordinating, and training; service departments; job descriptions; grievance procedures, and maintaining production. Lecture 3 hours. **Prerequisite:** None.

●125—Industrial Economics 3 Units
 Management 125 utilizes significant economic facts in the development of a critical attitude with respect to industrial economics, institutions, and practices relevant to our social environment and to management — supervisory employee relationships to economy and local industry. Lecture 3 hours. **Prerequisite:** None.

●130—Production and Operations Management 5 Units
 Management 130 presents an overview of production and operations management. It deals primarily with the management of the production of products by manufacturing organizations. The use of computer-based production and inventory planning and control systems is emphasized. Lecture and discussion 5 hours. **Prerequisite:** Computer Science/Information Systems 101 or equivalent.

●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 (CalOSHA). This course covers management and supervisory responsibility for fire and accident prevention, accident reports and the supervisor, good house-keeping 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.

●212—Business Security and Loss Prevention Management 3 Units (Also listed as Admin. of Justice 212)
 Management 212 presents an overview of security management issues confronting business. The content of the course will be divided into the following areas: the role of private security in the business environment, the relationship between security and business management, law and security, crime in the workplace, crime prevention theory and practice, risk management issues, and information security issues. Lecture 3 hours. **Prerequisite:** Eligibility for English 120 or ESL 165. **Note:** This course may not be taken for credit by students who have completed Administration of Justice 212. **Transfer credit:** CSU

MARKETING

●105—Principles of Marketing **3 Units**

Marketing 105 is an introductory course intended to acquaint students with the business practices involved in the activities of moving goods and services from the producer to the ultimate consumer. The course reviews the marketing system and the psychology and sociology of consumer decisions. Additional areas of interest include retailing, wholesaling, new product decisions, pricing, distribution, advertising, and marketing research. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSU

●110—Store Management and Merchandising **3 Units**

Marketing 110 considers problems which are of concern to the store manager, a department store buyer, or to the person who wishes to organize and operate a small store. The course covers plans for financing, selection of location, choice of partnership or corporation, selection and training of employees, merchandising policies, problems of mark-up, mark-down, turnover, stock control, inventory methods, layouts, advertising, and display. Outside speakers from local stores will be scheduled. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSU

●115—Fundamentals of Selling **3 Units**

Marketing 115 is a salesmanship class in which each student selects a sales proposition, makes a careful study of it, and presents it before the class. The methods of approaching a prospect, demonstrating the goods, and closing the sale are discussed and reviewed. Fundamental principles of retail, wholesale and specialty selling are discussed. Successful salespersons are invited to give demonstrations of how sales actually are made. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSU

●120—Advertising **3 Units**

Marketing 120 is an introductory course in the purpose and principles of advertising, including the organization and functions of advertising agencies. Buying motives and the writing of good copy are studied. Radio, television, and outdoor advertising methods and costs are covered. This course is not intended to develop artistic ability, but those who can illustrate their copy will find an opportunity to do so. Courses in advertising art are offered by the Art Department. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSU

●122—The Business of Radio **3 Units**

Marketing 122 presents a history of the business of radio from its inception to the present day. The course focuses on the various modes of communication and advertising which are unique to radio. As an audio-course, offered through the Southern California Television Consortium, the written textual materials will be augmented by a series of radio tapes entitled "Please Stand By: a History of Radio", narrated by the well-known radio and television actor Les Tremayne, with Jack Brown. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSU

●123—Desktop Publishing **2 Units**
(Also listed as Computer Science/
Information Systems 123)

Marketing 123 is intended to acquaint the student with currently available desktop publishing technology. Students compose and create flyers, brochures and newsletters as well as explore the use of graphics programs. Students develop the skills necessary to plan, install and maintain a desktop publishing system. This course does not teach basic design concepts, but rather provides the student with new production tools. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** Eligibility for English 120. **Note:** This course may not be taken for credit by students who have completed Computer Science/Information Systems 123. **Transfer credit:** CSU

●125—Fashion Merchandising **2 Units**
(Also listed as Fashion 125)

Marketing 125 is a study of principles of fashion. Includes a study of fashion designers, apparel producers, and fashion retailers. Lecture 2 hours. **Prerequisite:** None. **Note:** This course may not be taken for credit by students who have completed Fashion 125. **Transfer credit:** CSU

MATHEMATICS

All students who have not taken a Math course at Glendale College are required to take a Mathematics Placement Examination before enrolling in the following Mathematics courses: Mathematics 100, 101, 102, 103, 110, 111, 112, 115, 128, 135, 140. Contact your counselor for additional information.

●100—College Algebra **3 Units**

Mathematics 100 is a more detailed study of the basic concepts of algebra, including first and second degree equations and inequalities, graphs of linear and quadratic functions, conic sections, polynomial functions, systems of equations,

matrices and determinants, Cramer's rule, and remainder and factor theorems, mathematical induction, and probability. Lecture 3 hours. **Prerequisite:** Mathematics 101, or 2 years of high school algebra with grades of "C" or better and a satisfactory score on the Mathematics Placement Examination. (Mathematics 102 may be taken concurrently.) **Transfer credit:** CSU, UC, USC (CAN MATH 10)

•101—Intermediate Algebra 5 Units
 Mathematics 101 includes fundamental laws, curve plotting, linear equations, negative and fractional exponents, quadratic equations, arithmetic and geometric progressions, the binomial theorem, the remainder theorem, logarithms, second and third order determinants. Lecture 5 hours. **Prerequisite:** Mathematics 141, or Mathematics 145 and 146, or 1 year of algebra in high school with a grade of "C" or better and a satisfactory score on the Mathematics Placement Examination.

•102—Trigonometry 3 Units
 Mathematics 102 is a course in plane trigonometry that 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 and 140, 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 (CAN MATH 8)

•103—Calculus and Analytic Geometry 5 Units
 Mathematics 103 is the first of a sequence of three courses combining the subject matter of analytic geometry and calculus. Functions and their graphs are studied with special attention to differentiation, indefinite and definite integrals with applications. Lecture 5 hours. **Prerequisite:** Mathematics 110, or Mathematics 102 and 100, or 4 years of high school mathematics including principles of mathematics and a satisfactory score on the Mathematics Placement Examination. **Transfer credit:** CSU, UC, USC (CAN MATH 18)

•104—Calculus and Analytic Geometry 5 Units
 Mathematics 104 is a study of transcendental functions, polar coordinates, techniques of integration, conic sections, indeterminate forms and infinite series. Lecture 5 hours. **Prerequisite:** Mathematics 103. **Transfer credit:** CSU, UC, USC (CAN MATH 20)

•105—Calculus and Analytic Geometry 4 Units
 Mathematics 105 is a course in vector calculus. Topics covered include vector functions, vector differentiation, parametric equations, vectors in 3 and higher dimensional space, multiple integration, and an introduction to vector analysis including divergence, curl, and Stoke's Theorem. Lecture 4 hours. **Prerequisite:** Mathematics 104. **Transfer credit:** CSU, UC, USC (CAN MATH 22)

•107—Linear Algebra 3 Units
 Mathematics 107 covers the topics of vector spaces, linear transformations and matrices, matrix algebra, determinants, eigenvalues and eigenvectors, and solutions of systems of equations. Lecture 3 hours. **Prerequisite:** Mathematics 104 or equivalent. **Transfer credit:** CSU, UC, USC

•108—Ordinary Differential Equations 3 Units
 Mathematics 108 covers the solution of ordinary differential equations using various techniques including variation of parameters, the Laplace transform, power series, and numerical methods. Systems of linear differential equations and an introduction to Fourier Series are also covered. Applications are drawn from the physical sciences. Lecture 3 hours. **Prerequisite:** Mathematics 104 or equivalent. **Transfer credit:** CSU, UC, USC (CAN MATH 24)

•110—Precalculus 5 Units
 Mathematics 110 is a course designed for review of those algebraic concepts needed for the study of calculus. The course includes a more thorough study of algebraic and trigonometric functions. The course emphasizes 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 trigonometric functions, trigonometric identities and equations, and right and oblique triangles. Lecture 5 hours. **Prerequisite:** Mathematics 101 and 140, 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 earned 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, or 2 years of algebra in high school with grades of "C" or better and a satisfactory score on the Mathematics Placement Examination. **Transfer credit:** CSU, UC, USC (CAN MATH 12)
- 112—Calculus for Business** **5 Units**
 Mathematics 112 is a one semester course in calculus for business, management, and social science majors. Topics in this course include: techniques of differentiating; maximum-minimum problems; curve sketching; derivatives and applications of exponential and logarithmic functions; techniques of integration; simple differential equations; the calculus of functions of several variables, including Lagrange multipliers and multiple integration. Lecture 5 hours. **Prerequisite:** Mathematics 101, 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 (CAN MATH 34)
- 115—Survey of Mathematics** **3 Units**
 Mathematics 115 is non-transferable course designed to satisfy the mathematics proficiency requirement for the A.A. or A.S. degree. There is an emphasis on problem solving and decision making. Topics which may be covered include problem solving techniques, using measurement in decision making, calculating possibilities, measuring certainty, tree diagrams, probabilities and estimation, individual and group behavior, and methods of recognizing consensus. Lecture 3 hours. **Prerequisite:** Mathematics 141, or Mathematics 145 and 146 or one year of high school algebra with a grade of "C" or better and a satisfactory score on the Mathematics Placement Examination.
- 128—Introduction to Programming** **2 Units**
 Mathematics 128 is an introduction to problem solving and algorithms, including representation, design, and structuring of algorithms. The course includes primitive computer architecture and internal organization, data representation, and implementation of algorithms as structured computer programs using the PASCAL language. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** Mathematics 110, or Mathematics 102 and 100, or 4 years of high school mathematics including principles of mathematics or its equivalent with grades of "C" or better and a satisfactory score on the Mathematics Placement Examination. **Transfer credit:** CSU, UC, USC
- 130—Fortran** **2 Units**
 Mathematics 130 is designed to introduce the student to the techniques of writing a program in FORTRAN 77, with mathematical and scientific applications. The use of a computer to test programs will be a significant part of the course. Lecture 2 hours. **Prerequisite:** Mathematics 128. **Transfer credit:** CSU, UC, USC
- 135—Liberal Arts Mathematics** **3 Units**
 Mathematics 135 is a one-semester course designed for liberal arts majors. Topics in this course include voting systems and how to measure power, game theory, apportionment, patterns and tilings, probability and statistical inference. Lecture 3 hours. **Prerequisite:** Mathematics 101, 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
- 138—Arithmetic for Elementary Teachers** **3 Units**
 Not offered.
- 140—Plane Geometry** **3 Units**
 Mathematics 140 is a comprehensive course in plane geometry. The course includes sets and geometric figures, congruence, parallel lines and parallelograms, circles, inequalities, proportion and similar polygons, loci, constructions, and areas of polygons. Lecture 3 hours. **Prerequisite:** Mathematics 141 or 146, or 1 year of algebra in high school with a grade of "C" or better and a satisfactory score on the Mathematics Placement Examination.
- 141—Fundamentals of Algebra** **4 Units**
 Mathematics 141 is a course in the fundamental operations of algebra. The course focuses on solution of linear and quadratic equations, algebraic operations, algebraic fractions, and exponents and square roots. This course is the equivalent of one year of algebra in high school. Lecture 5 hours. **Prerequisite:** None. **Note:** This course may not be taken for credit by students who have completed for Mathematics 146. A maximum of 4 units of credit will be granted for Mathematics 141 and Mathematics 145.
- 145—Elementary Algebra I** **2 Units**
 Mathematics 145 is designed to cover the fundamental operations of algebra normally included in the first semester of a year course taught in the secondary school, and will include signed numbers, solution of linear equations, algebraic manipulations, powers and roots. The course should be elected by students who have never studied

algebra or who have studied it for less than one year. Lecture 4 hours. **Prerequisite:** None. **Note:** This course may not be taken for credit by students who have completed Mathematics 141.

●146—Elementary Algebra II 2 Units

Mathematics 146 is a continuation of Mathematics 145 and completes the topics covered in one full year of beginning algebra as taught in the secondary school. This course covers the fundamental operations of algebra including solutions of quadratic equations, algebraic fractions, the solution of word problems and radical expressions. Lecture 4 hours. **Prerequisite:** Mathematics 145. **Note:** This course may not be taken for credit by students who have completed Mathematics 141.

**●151—Basic Arithmetic ½-2 Units
NON-DEGREE APPLICABLE**

Mathematics 151 is a remedial course in the fundamental processes of arithmetic designed to develop both accuracy and speed in the computation using whole numbers, fractions, decimals, percent, and properties of the decimal number system. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** None. **Note:** The student will receive ½ unit of credit for each module successfully completed.

**●190—Overcoming Math Anxiety 1 Unit
NON-DEGREE APPLICABLE**

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.

**●200—Computer Explorations in
College Algebra 1 Unit
NON-DEGREE APPLICABLE**

Mathematics 200 is designed as a supplemental course to Mathematics 100 and 110. Various software packages, as well as a spreadsheet program, are used in exploring topics found in college algebra courses. Using a computer as a tool for mathematics is a focus of this course. Some of the topics that are considered are graphs of quadratic and polynomial functions, rational functions, conic sections, finding rational roots to polynomials, and solving systems by matrices and determinants. Lecture 1 hour, laboratory 1 hour. **Prerequisite:** Mathematics 100 or 110 (Mathematics 100 or 110 may be taken concurrently).

**●201—Computer Explorations in
Intermediate Algebra 1 Unit
NON-DEGREE APPLICABLE**

Mathematics 201 is designed as a supplemental course to intermediate algebra. Various software packages, as well as a spreadsheet program, are

used as tools to expand upon and explore intermediate algebra topics. Some of the topics considered are graphing of lines, conic sections and other polynomials, looking at the slope of secants and tangent lines to a point on a curve, and solving systems of equations with matrices and determinants. Lecture 1 hour, laboratory 1 hour. **Prerequisite:** Mathematics 101 (Mathematics 101 may be taken concurrently).

**●203—Computer Explorations in
First Semester Calculus 1 Unit
NON-DEGREE APPLICABLE**

Mathematics 203 is designed as a supplemental course to Mathematics 103. A spreadsheet package, as well as other software packages, is used in exploring topics found in first semester calculus courses. The computer emphasis is based upon the use of a computer as a tool for mathematics. Some of the topics considered are limits of functions, approximating curves with tangent lines, examining functions for intervals where they are increasing or decreasing, concavity, finding maxima or minima, finding area under the curve and approximating integrals. Lecture 1 hour, laboratory 1 hour. **Prerequisite:** Mathematics 103 (Mathematics 103 may be taken concurrently).

**●204—Computer Explorations in
Second Semester Calculus 1 Unit
NON-DEGREE APPLICABLE**

Mathematics 204 is designed as a supplemental course to Mathematics 104. A spreadsheet program, as well as other software packages, is used in exploring topics found in second semester calculus courses. Using a computer as a tool for mathematics will be a focus of this course. Some of the topics considered are numerical integration, graphing conic sections, polar coordinates, infinite series, Taylor series and binomial series. Lecture 1 hour, laboratory 1 hour. **Prerequisite:** Mathematics 104 (Mathematics 104 may be taken concurrently).

**●205—Computer Explorations in
Third Semester Calculus 1 Unit
NON-DEGREE APPLICABLE**

Mathematics 205 is designed as a supplemental course to Mathematics 105. A spreadsheet package, as well as other software packages, is used in exploring topics found in third semester calculus courses. The computer emphasis is based upon the use of a computer as a tool for mathematics. Some of the topics considered are vectors and projections, limits of functions of more than one variable, and sketching functions of more than one variable. Lecture 1 hour, laboratory 1 hour. **Prerequisite:** Mathematics 105 (Mathematics 105 may be taken concurrently).

●207—Computer Explorations in
Linear Algebra 1 Unit

NON-DEGREE APPLICABLE

Mathematics 207 is designed as a supplemental course to Mathematics 107. Various software programs, as well as a spreadsheet, are used in exploring topics found in linear algebra. The emphasis is upon the use of a computer as a problem-solving tool for mathematics. Some of the topics considered are matrix operations, reduction to reduced row-echelon form, eigenvalues, vector operations, orthogonal projections, and calculation of bases and orthonormal bases. Lecture 1 hour, laboratory 1 hour. **Prerequisite:** Mathematics 107 (Mathematics 107 may be taken concurrently).

**MATHEMATICS, BUSINESS, See
Business — General 135**

**MATHEMATICS, TECHNICAL, See
Technical Education 142, 143;
Electronics &
Computer Technology 100**

METALLURGY

●150—Principles of Metallurgy
and Heat Treating 3 Units
(Also listed as Metals 150)

Metallurgy 150 is the study of principles governing the selection, use, and treatment of metals and alloys in manufacturing and related technologies. Lecture 3 hours. **Prerequisite:** None. **Note:** This course may not be taken for credit by students who have completed Metals 150.

METALS

●150—Principles of Metallurgy
and Heat Treating 3 Units
(Also listed as Metallurgy 150)

Metals 150 is the study of principles governing the selection, use, and treatment of metals and alloys in manufacturing and related technologies. Lecture 3 hours. **Prerequisite:** None. **Note:** This course may not be taken for credit by students who have completed Metallurgy 150.

MUSIC

●101—Music Fundamentals 3 Units

Music 101 is a beginning course for those students who seek a basic knowledge of the fundamentals of music theory. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC (CAN MUS 2)

●102—Introduction to
Musicianship and Harmony 3 Units

Music 102 is a course designed for those who have some knowledge of scales, all intervals, and primary chords and their resolutions. This course pursues these fundamentals in greater depth and prepares the student for musicianship and theory courses. Lecture 3 hours. **Prerequisite:** Music 101 or equivalent. **Transfer credit:** CSU, UC, USC

●104—Musicianship I 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. **Corequisite:** Concurrent enrollment in any one of the following courses: Music 130, 131, 132, 133, 141, 142, 143, 145, 151, 152, 170. **Transfer credit:** CSU, UC, USC

●105—Musicianship II 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. **Corequisite:** Concurrent enrollment in any one of the following courses: Music 130, 131, 132, 133, 141, 142, 143, 145, 151, 152, 170. **Transfer credit:** CSU, UC, USC

●106—Musicianship III 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. **Corequisite:** Concurrent

enrollment in any one of the following courses: Music: 130, 131, 132, 133, 141, 142, 143, 145, 151, 152, 170. **Note:** For the non-pianist, concurrent study of piano is strongly recommended. **Transfer credit:** CSU, UC, USC

●107—Harmony I 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. **Corequisite:** Concurrent enrollment in either Music 104, 105, or 106 is required. **Note:** For the non-pianist, concurrent study of piano is strongly recommended. **Transfer credit:** CSU, UC, USC

●108—Harmony II 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. **Corequisite:** Concurrent enrollment in either Music 104, 105, or 106 is required. **Note:** For the nonpianist concurrent study of piano is strongly recommended. **Transfer credit:** CSU, UC, USC

●109—Harmony III 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. **Corequisite:** Concurrent enrollment in either Music 104 or 105 or 106 is required. **Note:** For the non-pianist, concurrent study of piano is strongly recommended. **Transfer credit:** CSU, UC, USC

●110—Music/Art Appreciation 3 Units
(Also listed as Art 110)
Music 110 is a team-taught course which offers a comparative overview of western art and music from the prehistoric era to the present. This introductory course presents influential figures in each period and analyzes important influences on their work. The relationship between music and art is explored, along with changing trends in thought and techniques. Lecture 3 hours. **Prerequisite:** None. **Note:** This course may not be taken for credit by students who have completed Art 110. **Transfer credit:** CSU, UC, USC

●120—Music Appreciation 3 Units
Music 120 traces the evolution of music over the past 1500 years, with a special emphasis on understanding how to listen for greater enjoyment. Students learn the basic elements of music, such as form and structure, families and subgroups of musical instruments, as well as learning about specific composers and works. Lecture 3 hours. **Prerequisite:** None. **Note:** This course may not be taken for credit by students who have completed Music 125 or 126. This course is designed especially for non-music majors. Music majors should enroll in Music 125 and 126. The student is required to attend five (5) classical concerts and submit concert reports. **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:** Music 101. **Note:** Music 125 is recommended for all music majors. **Corequisite:** Concurrent enrollment in any one of the following courses: Music 130, 131, 132, 133, 141, 142, 143, 145, 151, 152, 170. The student is required to attend six (6) classical concerts. **Transfer credit:** CSU, UC, USC (CAN MUS 8)

●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:** Music 101. **Note:** Music 126 is recommended for all music majors. **Corequisite:** Concurrent enrollment in any one 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 (CAN MUS 10)

●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

●129—Commercial Voice 2 Units

Music 129 is an introduction to the basic principles of vocal production as they apply to singing songs from contemporary commercial idioms, including popular songs, jazz, gospel, Broadway show tunes, and track singing. Emphasis is placed on posture, breathing, resonance, style, microphone technique, movement, program development, and presentation. Literature appropriate for each voice range and ability is studied. Students are required to perform songs from memory. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** None. **Note:** This course may be taken 2 times; a maximum of 4 units may be earned.

●130—Chorus 1 Unit

Music 130 is a beginning course in the appreciation and performance of standard choral literature, with special emphasis on principles of part singing, vocal control, interpretation, diction, phrasing, and breath control. Public performances may be required. Lecture 1 hour, laboratory 1 hour. **Prerequisite:** None. **Note:** This course may be taken 4 times; a maximum of 4 units may be earned. **Transfer credit:** CSU, UC, USC

●131—College Choir 2 Units

Music 131 is the study and performance of advanced forms of choral music. Emphasis is placed on traditional forms of western choral literature. Singers will be trained in vocal and choral techniques. Public performance will be required. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** None. **Note:** Students must demonstrate good musicianship, be able to sing on pitch, maintain steady rhythm, and display a sensitivity to choral blending of voices. An audition may be required. This course may be taken 4 times; a maximum of 8 units may be earned. **Transfer credit:** CSU, UC, USC

●132—Vocal Ensembles 2 Units

Music 132 is the study and performance of choral literature composed for small vocal ensembles. Vocal music in both popular and jazz idioms will be studied in this course. Some traditional seasonal music may be studied. Some of the music will be

choreographed. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** None. **Note:** An audition by the instructor may be required. Membership in other performance groups may be required. This course may be taken 4 times; a maximum of 8 units may be earned. **Transfer credit:** CSU, UC, USC

●133—Chamber Chorale 2 Units

Music 133 consists of a group of highly selected voices which performs choral literature suitable for a chamber choir. Lecture 2 hours, laboratory 2 hours. **Prerequisite:** None. **Note:** An audition may be required. Public performance may be required. This course may be taken 4 times; a maximum of 8 units may be earned. **Transfer credit:** CSU, UC, USC

●134—Concert Singers 2 Units

Music 134 offers community singers an opportunity to perform choral masterworks. Emphasis is placed on principles of choral and vocal techniques. Members of the class are encouraged to audition for all solos. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** None. **Note:** Students must demonstrate good musicianship, be able to sing on pitch, maintain steady rhythm and display a sensitivity to choral blending of voices. An audition may be required. This course may be taken 4 times; a maximum of 8 units may be earned. **Transfer credit:** CSU, UC, USC

●135—Voice Training I 2 Units

Music 135 stresses the principles of correct vocal production and their application to songs and ballads in English. Emphasis is placed on the following: proper breathing habits, the relationship between breathing and tone making, vocal health, range, resonance, registration, poise, posture, and song presentation. The development of an appreciation for the vocal arts is an important aspect of the course. Lecture 3 hours. **Prerequisite:** None. **Note:** This course may be taken 2 times; a maximum of 4 units may be earned. **Transfer credit:** CSU, UC, USC

●136—Voice Training II 2 Units

Music 136 is a continuing focus upon the principles of correct vocal production and their application to songs and ballads in English. Foreign art songs are introduced; more difficult exercises both musically and vocally are stressed. Further emphasis is placed on legato singing, diction, interpretation, and expression. The development of an appreciation for the vocal arts is of continuing importance. Lecture 3 hours. **Prerequisite:** Music 135, or equivalent. **Note:** This course may be taken 2 times; a maximum of 4 units may be earned. **Transfer credit:** CSU, UC, USC

●137—Voice Training III 2 Units

Music 137 is a continuation and broadening of the principles of vocal production and proper use of the breath in singing as outlined in Music 135 and 136. More difficult literature is explored, including contemporary music and several songs in foreign languages. Performances and recital Lecture 3 hours. **Prerequisite:** Music 136 or equivalent. **Note:** This course may be taken 2 times; a maximum of 4 units may be earned. **Transfer credit:** CSU, UC, USC

●138—Private Study in Music With Off-Campus Teachers 1 Unit

Music 138 provides students with college credit for pursuing the serious study of music with off-campus teachers who are approved by the college faculty. Students must receive at least one lesson per week for sixteen weeks, and each lesson must be thirty minutes or more. Daily practice of one hour is expected. A factual written report of dates of lessons, their duration, and amount of weekly practice by students must be regularly presented to the music department member serving as "instructor of record". Both a mid-semester and a final performance are required of students for evaluation by the college music faculty, and upon consideration of a letter grade suggested by the private teacher, the official grade awarded for these studies will be determined by the music faculty of the college. Lecture 1 hour, laboratory 5 hours. **Prerequisite:** Concurrent enrollment in one of the following courses relating to their private study. These may include: Music 130, 131, 133, 135, 136, 137, 140, 144, 145, 151, 156, 157, 158, 159, 160, 161, 162, 163, 165. **Note:** This course may be taken 4 times; a maximum of 4 units may be earned. **Transfer credit:** CSU, UC, USC

●139—Tour Choir 2 Units

Music 139 offers singers the opportunity to travel and perform choral masterworks in the great performance halls and churches of the world. Emphasis will be placed on a combination of American literature and on the literature of the countries that are being visited on the tour. All solo material will be performed by members of the tour choir. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** None. **Note:** Students must demonstrate good musicianship, be able to sing on pitch, maintain steady rhythm and display a sensitivity to choral blending of voices. An audition may be required. This course may be taken 4 times; a maximum of 8 units may be earned. See instructor for estimated cost. **Transfer credit:** CSU

●140—Applied Music 1 Unit

Music 140 is a course which offers students the opportunity to study privately with an instrumental or vocal teacher and to participate in regularly scheduled recitals as part of their college education. Students receive one half-hour private lesson each week in the Music Lab. In addition, students must spend 1 hour each week in the Applied Music class attending a recital. Students are also required to enroll in an appropriate performing ensemble. Lecture 1 hour, laboratory ½ hour. **Prerequisite:** None. **Note:** An audition is required. The student must demonstrate a basic proficiency on his or her instrument and show the potential to benefit from private lessons. The student must practice a minimum of 5 hours per week. This course may be taken 4 times; a maximum of 4 units may be earned. **Transfer credit:** CSU

●141—Concert Band 1 Unit

The repertoire includes both serious music for concert band, and music of a more popular nature. The concert band performs at both College and community activities. Lecture 2 hours. **Prerequisite:** Ability to perform on a standard band instrument. **Note:** This course may be taken 4 times; a maximum of 4 units may be earned. An audition may be required. **Transfer credit:** CSU, UC, USC

●143—Stage Band 1 Unit

Music 143 is a workshop for the study and performance of music in the contemporary idiom. Performances are made at Glendale Community College and for various programs in the community. Membership is limited to twenty and is subject to final approval of the instructor following an audition. Laboratory 2 hours. **Prerequisite:** The ability to perform in a proficient manner upon the trumpet, trombone, saxophone, drums, string bass, guitar, or piano. **Note:** This course may be taken 4 times; a maximum of 4 units may be earned. **Transfer credit:** CSU

●144—Woodwind Ensemble 1 Unit

Music 144 is a small instrumental group which plays for College and community activities. Emphasis is on balance, dynamics, phrasing, and interpretation. Lecture 2 hours, directed practice by arrangement 3 hours. **Prerequisite:** Ability to play a musical instrument in a band or orchestra. **Note:** This course may be taken 4 times; a maximum of 4 units may be earned. **Transfer credit:** CSU, UC, USC

●145—Brass Ensemble 1 Unit

Music 145 is a small instrumental group which plays for College and community activities. Emphasis is on balance, dynamics, phrasing, and interpretation. Lecture 2 hours, directed practice by arrangement 3 hours. **Prerequisite:** Ability to

play a musical instrument in a band or orchestra. **Note:** This course may be taken 4 times; a maximum of 4 units may be earned. **Transfer credit:** CSU, UC, USC

●151—Community Orchestra 1 Unit

Music 151 offers instrumentalists from the College and the community experience rehearsing and performing standard orchestral repertoire. Its members are both College music students and adults from the community. More advanced players are offered opportunities to perform solo concertos with the orchestra. Emphasis is placed on interpretation and style. Sinfonia orchestra rehearses one evening each week for three hours and presents concerts each semester. Participation in all performances is mandatory. Lecture 3 hours. **Prerequisite:** Ability to perform on a standard orchestral instrument. **Note:** This course may be taken 4 times; a maximum of 4 units may be earned. **Transfer credit:** CSU, UC, USC

●152—String Ensemble 1 Unit

Music 152 is a small instrumental group which plays for College and community activities. Emphasis is on balance, dynamics, phrasing, and interpretation. Lecture 2 hours, directed practice by arrangement 3 hours. **Prerequisite:** Ability to play a musical instrument in a band or orchestra. **Note:** This course may be taken 4 times; a

maximum of 4 units may be earned. **Transfer credit:** CSU, UC, USC

●156—Classical Guitar I 2 Units

Music 156 is for students who wish to learn the elementary techniques of guitar playing. Included are the studies of fundamental music reading, skills, notation for guitar, tuning, playing techniques, fingerings, key signatures and scales, and the performance of easy solo guitar music in the first position. Another aspect of the course is to foster an appreciation for the classic guitar, its literature and performing artists. No previous musical training is required. Lecture 1 hour, laboratory 1 hour. **Prerequisite:** None. **Note:** Students are required to have a standard six (6) string guitar to use in class and are expected to practice one (1) hour a day. This course may be taken 2 times; a maximum of 4 units may be earned. **Transfer credit:** CSU, UC, USC

●157—Classical Guitar II 2 Units

Music 157 continues with the study of basic classic guitar techniques. Dynamics, ligados, and grace notes are introduced. Students become acquainted with the entire fingerboard through scales in the 2nd, 4th, 5th, 7th, and 9th positions, and also through selected compositions for the guitar from the 18th and 19th centuries, and solo arrangements of familiar tunes. Chord structure is discussed and



applied to the fingerboard. Lecture 1 hour, laboratory 1 hour. Three (3) hours practice by arrangement. **Prerequisite:** Music 156 or equivalent. **Note:** Students are required to have a standard six (6) string guitar to use in class and are expected to practice one (1) hour a day. This course may be taken 2 times; a maximum of 4 units may be earned. **Transfer credit:** CSU, UC, USC

●158—Classical Guitar III 2 Units

Music 158 proceeds with techniques and compositions of intermediate level. Included for study are selected pieces from the Renaissance, Baroque, Classic, and Romantic eras, as well as solo arrangements of familiar tunes. Knowledge of the entire fingerboard is further enhanced by the practice of two and three octave scales. Basic skills for transcribing music written for keyboard are introduced. Lecture 1 hour, laboratory 1 hour. Three (3) hours practice by arrangement. **Prerequisite:** Music 157 or equivalent. **Note:** Students are required to have a standard six (6) string guitar to use in class and are expected to practice one (1) hour a day. This course may be taken 2 times; a maximum of 4 units may be earned. **Transfer credit:** CSU, UC, USC

●159—Classical Guitar IV 2 Units

Music 159 continues with the more advanced techniques and selected compositions of greater complexity from the Renaissance, Baroque, Classic, and Romantic eras, and also includes solo arrangements of familiar tunes. Interpretation and stylistic elements are discussed. Lecture 1 hour, laboratory 1 hour. Three (3) hours practice by arrangement. **Prerequisite:** Music 158 or equivalent. **Note:** Students are required to have a standard six (6) string guitar to use in class and are expected to practice one (1) hour a day. This course may be taken 2 times; a maximum of 4 units may be earned. **Transfer credit:** CSU, UC, USC

●160—Piano I 2 Units

Music 160 is designed for students who wish to gain an elementary knowledge of piano keyboard and the rudiments of music reading. The content of the course will be based on the assumption that students have had no previous musical training. Lecture 2 hours. **Prerequisite:** None. **Note:** Music 160 is not open to students having previous instruction or experience in piano playing. This course may be taken 2 times; a maximum of 4 units may be earned. It is recommended that the student have a piano available for practice and is expected to practice one (1) hour a day. **Transfer credit:** CSU, UC, USC

●161—Piano II 2 Units

Music 161 is a course for the advancement of the beginning pianist in skills, interpretation and tonal coloring. Lecture 2 hours. **Prerequisite:** Music 160 or one-half year of piano experience. **Note:** This course may be taken 2 times; a maximum of 4 units may be earned. It is recommended that the student has a piano available for practice and is expected to practice one (1) hour a day. **Transfer credit:** CSU, UC, USC

●162—Piano III 2 Units

Music 162 covers the theory and interpretation of works from the preclassical, classical, and romantic periods as well as modern or contemporary music. Emphasis on development of technique, style, tone-color, dynamics and phrasing. Lecture 2, hours. **Prerequisite:** Music 161 or one year of piano experience. **Note:** This course may be taken 2 times; a maximum of 4 units may be earned. It is recommended that the student has a piano available for practice and is expected to practice one (1) hour a day. **Transfer credit:** CSU, UC, USC

●163—Piano IV 2 Units

Music 163 is a continuation of Piano III, with emphasis placed upon the development of each student through the study of all periods and styles of piano literature. Lecture 2 hours. **Prerequisite:** Music 162 or three years of piano experience. **Note:** This course may be taken 2 times; a maximum of 4 units may be earned. It is recommended that the student has a piano available for practice, and is expected to practice one (1) hour a day. Students are given the opportunity to perform in a recital during the semester. **Transfer credit:** CSU, UC, USC

●165—Accompanist Training 1-2 Units

Music 165 is a course designed to give training in the piano accompaniment of choral, instrumental solo, and ensemble groups. Lecture 24 hours. Laboratory 3-6 hours. **Prerequisite:** Ability to sight read and play with ease piano literature of more than moderate difficulty. **Note:** The student may take accompanist training for one (1) or two (2) units each semester. A proportionate amount of work will be required according to the number of units elected by the student and signed for at the time of registration. This course may be taken 4 times; a maximum of 8 units may be earned. **Transfer credit:** CSU, UC, USC

- 166—Organ 2 Units
Music 166 is intended for the beginner as well as the experienced organ student. The course is designed to acquaint the student with the fundamentals of organ technique and repertoire. Materials assigned for study emphasize individual development in preparing for church and concert performance. The course includes field trips to visit various pipe organs in the metropolitan area. Lecture 2 hours, directed practice by arrangement 3 hours. **Prerequisite:** None. **Note:** The student should be able to play with ease keyboard literature of moderate difficulty. This course may be taken 4 times; a maximum of 8 units may be earned. The student is expected to practice 1 hour a day. **Transfer credit:** CSU, UC, USC
- 168—Piano Improvisation 2 Units
Music 168 is a course designed for students who read music and have keyboard facility and want to learn improvisation. Emphasis will be placed on the use of chord structure and keyboard harmony in developing an individual piano style. Lecture 2 hours. **Prerequisite:** Music 161 or one year of piano instruction or equivalent. **Note:** This course may be taken 2 times; a maximum of 4 units may be earned. **Transfer credit:** CSU, UC, USC
- 169—Piano Improvisation II 2 Units
Music 169 is designed for students who have completed 168 or its equivalent. Emphasis will be placed on advanced chord structure in developing an individual improvisational piano style. Lecture 2 hours. **Prerequisite:** Music 168 or equivalent. **Note:** This course may be taken 2 times; a maximum of 4 units may be earned. **Transfer credit:** CSU, UC, USC
- 170—Music Theatre Workshop 3 Units
Music 170 is designed to provide training and experience in the art of musical theatre. Performance of a major production will be the objective of the course. Students will have the opportunity to participate in the rehearsals and the development of the performances. Course work will provide experience in the techniques of stage ensemble, acting, technical stage, costuming, and makeup. Auditions will be held for all roles. Lecture 2 hours, laboratory 3 hours. **Prerequisite:** Ability to sing with good pitch and acceptable vocal quality. **Note:** This course may be taken 4 times; a maximum of 12 units may be earned. **Transfer credit:** CSU, UC, USC
- 171—Commercial Music 3 Units
Music 171 offers prospective musicians an introduction into the many vocational aspects of their field. It is designed to provide a basic understanding of such essentials as fields of commercial music employment opportunities, seeking employment, copyright law, typical financial transactions, modern recording procedures. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSU
- 172—Commercial Music Workshop 2 Units
Not Offered. **Transfer credit:** CSU
- 174—Music Copying 2 Units
Music 174 is a course to introduce the student to the skills and materials necessary to become a music copyist and to assist the student in developing those skills to a point of professional acceptability. The greatest emphasis will be placed on penmanship, technique, and style. Differences between "classical" and "commercial" approaches will be examined, with an emphasis being placed on the commercial style. The basic business procedures and techniques of music copying will be presented, as well as suggestions for job procurement. Lecture 2 hours. **Prerequisite:** None.
- 175—Synthesizer — Electronic Music I 3 Units
Music 175 is a study of the synthesizer and electronic music through discussion of the history and literature and the practical use of electronic instruments. Instruction 3 hours, directed practice by arrangement 3 hours. **Prerequisite:** None. **Transfer credit:** USC
- 178—Chorology 2 Units
Music 178 is the study and performance of movement for choral literature composed for small vocal ensembles. Vocal music in both popular and jazz idioms is studied in this course. Some traditional seasonal music is also studied. Emphasis is placed on movement that is appropriate for the choral singer. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** None. **Corequisite:** Concurrent enrollment in Music 132. **Note:** An audition with the instructor is required. Membership in other performance groups may be required. Students should check with the instructor for the proper section. This course may be taken 4 times; a maximum of 8 units may be earned. **Transfer credit:** UC
- 185—Strings I 2 Units
Music 185 provides class instruction in the basic techniques of stringed instruments. This course is primarily designed as a preparatory course for music majors who plan to enter the field of music education. The course is, however, open to non-music majors; it is of special value to those students who wish to become elementary teachers, but it also provides a fundamental knowledge of the potential of string instruments for purposes of composition and arranging. Lecture 2 hours. **Prerequisite:** None. **Note:** The string instruments are violin, viola, cello, and string bass. This course may be taken 2 times; a maximum of 4 units may be earned. The student is expected to practice one (1) hour a day. **Transfer credit:** CSU, UC, USC

- 186—Strings II** **2 Units**
 Music 186 is a continuation of Music 185. Lecture 2 hours. **Prerequisite:** Music 185 or equivalent. **Note:** The string instruments are violin, viola, cello, and string bass. This course may be taken 2 times; a maximum of 4 units may be earned. The student is expected to practice one (1) hour a day. **Transfer credit:** CSU, UC, USC
- 187—Strings III** **2 Units**
 Music 187 is a continuation of Music 186. Lecture 2 hours. **Prerequisite:** Music 186 or equivalent. **Note:** The string instruments are violin, viola, cello, and string bass. This course may be taken 2 times; a maximum of 4 units may be earned. The student is expected to practice one (1) hour a day. **Transfer credit:** CSU, UC, USC
- 188—Strings IV** **2 Units**
 Music 188 is a continuation of Music 187. Lecture 2 hours. **Prerequisite:** Music 187 or equivalent. **Note:** The string instruments are violin, viola, cello and string bass. This course may be taken 2 times; a maximum of 4 units may be earned. The student is expected to practice one (1) hour a day. **Transfer credit:** CSU, UC, USC
- 190—Woodwinds I** **2 Units**
 Music 190 provides class instruction in the basic techniques of a woodwind instrument and the rudiments of music reading. Music 190 also provides a fundamental knowledge of the potential of woodwind instruments for purposes of composition and arranging. The content of the course will be based on the assumption that students have had no previous musical training. Lecture 2 hours. **Prerequisite:** None. **Note:** The woodwind instruments are flute, oboe, clarinet, saxophone and bassoon. This course may be taken 2 times; a maximum of 4 units may be earned. Students are expected to practice at least one (1) hour a day. **Transfer credit:** CSU, UC, USC
- 191—Woodwinds II** **2 Units**
 Music 191 is a continuation of Music 190. Lecture 2 hours. **Prerequisite:** Music 190 or equivalent. **Note:** The woodwind instruments are flute, oboe, clarinet, saxophone and bassoon. This course may be taken 2 times; a maximum of 4 units may be earned. Students are expected to practice at least one (1) hour a day. **Transfer credit:** CSU, UC, USC
- 192—Woodwinds III** **2 Units**
 Music 192 is a continuation of Music 191. Lecture 2 hours. **Prerequisite:** Music 191 or equivalent. **Note:** The woodwind instruments are flute, oboe, clarinet, saxophone and bassoon. This course may be taken 2 times; a maximum of 4 units may be earned. Students are expected to practice at least one (1) hour a day. **Transfer credit:** CSU, UC, USC
- 193—Woodwinds IV** **2 Units**
 Music 193 is a continuation of Music 192. Lecture 2 hours. **Prerequisite:** Music 192 or equivalent. **Note:** The woodwind instruments are flute, oboe, clarinet, saxophone and bassoon. This course may be taken 2 times; a maximum of 4 units may be earned. Students are expected to practice at least one (1) hour a day. **Transfer credit:** CSU, UC, USC
- 195—Brass I** **2 Units**
 Music 195 provides class instruction in the basic techniques of a brass instrument and the rudiments of music notation. Music 195 also provides a fundamental knowledge of brass instruments for purposes of composition and arranging. The content of the course will be based on the assumption that students have had no previous musical training. Lecture 2 hours. **Prerequisite:** None. **Note:** The brass instruments are trumpet, horn, trombone and tuba. This course may be taken 2 times; a maximum of 4 units may be earned. Students are expected to practice at least one (1) hour a day. **Transfer credit:** CSU, UC, USC
- 196—Brass II** **2 Units**
 Music 196 is a continuation of Music 195. Lecture 2 hours. **Prerequisite:** Music 195 or equivalent. **Note:** The brass instruments are trumpet, horn, trombone and tuba. This course may be taken 2 times; a maximum of 4 units may be earned. Students are expected to practice at least one (1) hour a day. **Transfer credit:** CSU, UC, USC
- 197—Brass III** **2 Units**
 Music 197 is a continuation of Music 196. Lecture 2 hours. **Prerequisite:** Music 196 or equivalent. **Note:** The brass instruments are trumpet, horn, trombone and tuba. This course may be taken 2 times; a maximum of 4 units may be earned. Students are expected to practice at least one (1) hour a day. **Transfer credit:** CSU, UC, USC
- 198—Brass IV** **2 Units**
 Music 198 is a continuation of Music 196. Lecture 2 hours. **Prerequisite:** Music 197 or equivalent. **Note:** The brass instruments are trumpet, horn, trombone and tuba. This course may be taken 2 times; a maximum of 4 units may be earned. Students are expected to practice at least one (1) hour a day. **Transfer credit:** CSU, UC, USC
- 200—Jazz Improvisation I** **2 Units**
 Music 200 is designed to introduce instrumental skills in improvisation so that the students may create their own jazz solos. Each class session will include playing, practice, ear training, scales, modes, and sample written solos. Lecture 2 hours. **Prerequisite:** Basic proficiency in performing on an instrument. **Note:** This course may be taken 2 times; a maximum of 4 units may be earned. **Transfer credit:** CSU, UC, USC

●210—Piano Tuning and Repair 2 Units

Music 210 is a course designed to introduce the student to the skills and materials necessary for piano tuning and repairing. Emphasis will be placed on practical application of repairs and piano knowledge with an overview of the history and physics of the piano. Differences between aural and electronic tuning will be examined, with emphasis being placed on aural perception. Lecture 2 hours, laboratory 1 hour. *Prerequisite:* None.

●211—Piano Tuning and Repair II 2 Units

Music 211 is a continuation of Music 210 with advanced training in the skills and techniques of piano tuning and repair. Emphasis will be placed on preparing the student for possible employment within the music industry or for self employment. Lecture 2 hours, laboratory 1 hour. *Prerequisite:* Music 210 or equivalent.

●212—Piano Action Construction I 2 Units

Music 212 is an intermediate class covering the fundamentals of piano action. This course will acquaint the student with many aspects of piano design with an emphasis on placement of the action parts. The application of design will be realized in the construction of full size action models with each student confronting many of the skills necessary in piano construction. Lecture 2 hours, laboratory 1 hour. *Prerequisite:* Music 210 or 211 or equivalent.

●213—Piano Action Construction II 2 Units

Music 213 is an intermediate class covering the fundamentals of piano construction. This course will acquaint the student with many aspects of piano design with an emphasis on soundboard, bridge, pinblock, metal frame, and case design. The relationship of piano parts will be realized in the construction of full size models with each student obtaining hands-on experience in many of the skills necessary in piano construction. Lecture 2 hours, laboratory 1 hour. *Prerequisite:* Music 212 or equivalent.

NATURAL HISTORY, See Biology 130

NATIONAL FIELD STUDIES

●148—National Field Study 1-6 Units

One unit of elective credit to be offered for six days of supervised travel and study up to a maximum of six units for 36 days, under the direction of a credentialed instructor. *Prerequisite:* Approval of program and units of credit attempted must be

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

NURSING, See Allied Health

NUTRITION, See Food and Nutrition Studies

OCEANOGRAPHY

●115—Oceanography 4 Units

Oceanography 115 is an introduction to the physical, chemical, geologic and biologic oceanography. Field study will include cruises on oceanographic research vessels when possible, examination of off-shore drilling platforms and 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 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 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 the following: (1) Office Administration 205 (3 units) or equivalent, (2) Business—General 105; (3) Office Administration 250 (1 unit) or equivalent. (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. (Office Administration 205 may be taken concurrently.) **Note:** Students who can take dictation at least 60 words a minute should enroll in Office Administration 125 (3 units). In classes where individualized instruction is given, a student may complete one module of instruction for one unit of credit. This course may be taken 4 times; a maximum of 5 units may be earned. **Transfer credit:** CSU

●125—Shorthand Transcription I 1-3 Units

Office Administration 125 is a continuation of Office Administration 120, which incorporates review of theory, transcription techniques, and English skills to produce mailable letters. Lecture 3 hours. **Prerequisite:** (1) Office Administration 120 (5 units), 135 (1 unit), or one year of shorthand in high school; (2) Business—General 105; (3) Business—General 101 or 120 or eligibility for 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 140 (enrollment for the second unit is optional upon achievement of 80 wpm). Recommended: Concurrent enrollment in Office Administration 215. **Note:** Students who have earned "B" grade in second-year shorthand in high school should enroll in Office Administration 130 (3 units). In classes where individualized instruction is given, a student may complete one module of instruction for one unit of credit. This course may be taken 3 times; a maximum of 3 units may be earned. **Transfer credit:** CSU

●130—Shorthand Transcription II 1-3 Units

Office Administration 130 is a finishing course for the executive secretary. Emphasis will be on office style dictation of business communications, applying transcription skills acquired in Office Administration 125. Lecture 3 hours. **Prerequisite:** (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 120 or eligibility for 110; (4) Office Administration 110 (3 units); and (5) Office Administration 215 (3 units) or equivalent (concurrent enrollment is permitted if fewer than 3 units were earned); concurrent enrollment in Office Administration 140 (enrollment for the second unit is optional upon achievement of 100 wpm). **Note:** This course may be taken 3 times; a maximum of 3 units may be earned. **Transfer credit:** CSU

●135—Shorthand Review 1-2 Units

Office Administration 135 is a quick, thorough review of the theory of shorthand, which provides an opportunity to brush up on principles, brief forms, phrases, and high-frequency words. Lecture 2 hours. **Prerequisite:** Prior training in shorthand. **Note:** This course may be taken 2 times; a maximum of 2 units may be earned.

●140—Shorthand Speed Development 1-2 Units

Office Administration 140 is a course offering shorthand speed development on an individualized basis with dictation ranging from 50 words a minute to 160 words a minute. Lecture 2 hours. **Prerequisite:** Office Administration 120 (4 units) or 135 (1 unit) or one year of high school shorthand or equivalent. **Note:** This course may be taken 4 times; a maximum of 6 units may be earned.

●162—Legal Procedures 5 Units

Office Administration 162 is a course offering specialized training in preparation of legal paperwork and forms, development of specialized vocabulary and spelling, familiarization with law office routines, and other legal procedures. Lecture 5 hours. **Prerequisites:** (1) Office Administration

210 (3 units) or equivalent, and (2) Office Administration 101 (3 units), and eligibility for one of the following: Business—General 101 or English 120 or 131. Recommended: Office Administration 125 (3 units). **Note:** 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:** (1) Office Administration 210 (3 units) or equivalent, (2) Business—General 105, and (3) Office Administration 250 (1.5 units) or equivalent, or (4) Eligibility for Business—General 110.

●**182—Medical Terminology 5 Units**
Office Administration 182 is designed to familiarize those interested in the medical field with origin, correct spelling, pronunciation, meaning and current usage of common medical terms and their application to clinical records and reports. Emphasis will be placed on the roots, prefixes, suffixes, and word combinations. Lecture 5 hours. **Prerequisite:** Eligibility for one of the following: Business—General 101 or English 120 or 131. **Note:** This course may not be taken for credit by students who have completed Office Administration 180 and 181.

●**185—Medical Office Insurance Procedures 3 Units**
Office Administration 185 is a course offering an introduction to the medical office and concentrating on the Medical Assistant's role in the maintenance of a professional and efficient medical office, including career guidelines and professional qualifications; public relations; courteous and effective handling of patients, doctors, and co-workers; preparation and care of medical records; correspondence; financial records; insurance; and general management of a medical facility. Training will be applicable in offices of physicians, medical hospitals and clinics, dental and mediolegal agencies and government-sponsored medical facilities. Lecture 3 hours. **Prerequisite:** Office Administration 182 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, gram-

mar, and punctuation. Lecture 1½ hours, laboratory 1½ hours. **Prerequisite:** (1) Office Administration 182, (2) Office Administration 210 (3 units) or equivalent, (3) Business—General 105, and (4) Office Administration 250 (1.5 units) or equivalent, (5) 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 and concurrent enrollment in or completion of Office Administration 215 (3 units) or equivalent.

●**196—Medical Transcription Plus I 5-10 Units**
Office Administration 196 is Part I of Medical Transcription Plus, a unique and imaginative approach to medical transcribing that offers intensive, specialized training. Upon successful completion of Office Administration 196, students will be qualified for Office Administration 198, Part II of Medical Transcription Plus. In Office Administration 196, the anatomy and language of four organ systems of human anatomy will be learned as well as the preparation of the various reports that are part of a patient's hospital chart. The four organ systems are: 1. musculo-skeletal system, 2. cardiovascular system, 3. respiratory system, and 4. gastro-intestinal system. Lecture 5 hours, laboratory 15 hours. **Prerequisites:** Typing speed of 45 w.p.m.; eligibility to enroll in either Business—General 110 or English 101.

●**198—Medical Transcription Plus II 5-10 Units**
Office Administration 198 is Part II of Medical Transcription Plus. Unique and imaginative in approach to medical transcribing, it offers intensive, specialized training. Upon successful completion of Office Administration 198, students will be qualified for immediate employment in medical records departments, specialized departments within medical centers or medical schools, any doctor's office, and private services. In Office Administration 198, the anatomy and language of five organ systems of human anatomy will be learned and preparation of various reports continued. The five organ systems are 1. endocrine system, 2. genito-urinary system, 3. nervous system, 4. integumentary system, and 5. special senses system. Lecture 5 hours, laboratory 15 hours. **Prerequisite:** Office Administration 196. **Note:** This course may not be taken for credit by students who have completed all of the following: Office Administration 182, 190, 195, and 215.

●201—Computer Keyboarding 1 Unit

Office Administration 201 develops the basic skills and keyboard techniques used in the method of "touch" keyboarding. This method involves the ability to read copy and transmit what is seen to the keyboard without having to look at the fingers. Speed is emphasized in order to operate the equipment quickly. Accuracy is stressed because a single error may result in inputting or retrieving incorrect information or no information at all. Lecture 1 hour, laboratory 3 hours (9 weeks)

Prerequisite: Eligibility for Business—General 101 or equivalent. **Note:** This course may be taken 3 times; a maximum of 3 units may be earned.

●205—Beginning Typing 1-3 Units

Office Administration 205 develops the basic skills of keyboard techniques to give the foundation for advanced training in typing. Training is given in the preparation of memorandums, personal letters, business letters, simple tabulation, outlines, and manuscripts. Lecture 2 hours, laboratory 3 hours.

Prerequisite: A satisfactory score on the English or ESL Placement Examination, or English 191, or ESL 166. (ESL 166 may be taken concurrently.) **Note:** Students who can type at least 30 words a minute should enroll in Office Administration 210. The student will receive one unit of credit for each module of individualized instruction successfully completed. This course may be taken 3 times; a maximum of 3 units may be earned. **Transfer credit:** CSU

●210—Intermediate Typing 1-3 Units

Office Administration 210 is a continuation of Office Administration 205, providing refinement and development of technique with increased emphasis on accuracy and speed. The course provides a detailed study of business letters, special office forms, tabulated reports, and manuscripts. Lecture 2 hours, laboratory 3 hours.

Prerequisite: Office Administration 205 (3 units) or equivalent and eligibility for one of the following: Business—General 101 or English 120 or 131. **Note:** Students who can type at least 40 words a minute should enroll in Office Administration 215. The student will receive one unit of credit for each module of individualized instruction successfully completed. This course may be taken 3 times; a maximum of 3 units may be earned. **Transfer credit:** CSU

●215—Advanced Typing 1-3 Units

Office Administration 215 is a vocational course and the standards are set in terms of business demands. This program is designed to help the student to develop and integrate all of the "back-up" skills, knowledge, and techniques into complete production typewriting skill. Emphasis is placed upon the development of accuracy and speed both in straight-copy material and production

projects and upon the application of related learnings. Lecture 2 hours, laboratory 3 hours.

Prerequisite: Office Administration 210 (3 units) or equivalent and eligibility for either Business—General 110 or English 101. **Note:** The student will receive one unit of credit for each module of individualized instruction successfully completed. This course may be taken 3 times; a maximum of 3 units may be earned. **Transfer credit:** CSU

●225—Legal Typing 1 Unit

Office Administration 225 is a course offering specific training in and supervision of preparation of legal documents. Lecture 1 hour, laboratory 1 hour. **Prerequisite:** Office Administration 210 (3 units) or equivalent and eligibility for one of the following: Business—General 101 or English 120 or 131.

●230—Typewriting Speed/Control Building 1-2 Units

Office Administration 230 is designed to provide intensive training and practice in building typewriting speed and control. The student is allowed to pursue individual goals. Lecture 1.5 hours, laboratory 1.5 hours. **Prerequisite:** Office Administration 205 (3 units) or equivalent. **Note:** This course may be taken 4 times; a maximum of 4 units may be earned. Concurrent enrollment in Office Administration 210 and 215 is permissible if the student needs additional speed and/or accuracy practice.

●240—Word Processing — IBM Memory Typewriter 1 Unit
Not Offered.**●245—Word Processing — IBM Mag Card II Typewriter 1-2 Units**
Not Offered.**●246—Word Processing — IBM Memory/Mag Card II Typewriters 1-2 Units**
(Formerly Office Administration 240 and 245)
Not offered.**●250—Word Processing Systems 1½ Units**
(Also listed as Computer Science/Information Systems 250)

Office Administration 250 will enable students to develop competency in operating a microcomputer using word processing software. Hardware used in this course will be either IBM compatible or MacIntosh. Word processing software offered will be WordPerfect, Microsoft Word, WordStar, etc. Skills learned in this course include basic operating system commands and the creating, editing, printing, and storing of simple documents. Lecture/Discussion 5 hours. (9 weeks) **Prerequisite:**

Eligibility for Business—General 110 and concurrent enrollment in or completion of Office Administration 201 or 205 or equivalent. **Note:** This course may be taken 4 times, using different software or hardware; a maximum of 6 units may be earned in Office Administration 250 and Computer Science/Information Systems 250. Check class schedule for a listing of software classes. **Transfer credit:** CSU

●252—Voice Processing/Dictation 1 Unit

Office Administration 252 is a course which will enable students to develop competencies in voice processing/dictation techniques. Students enrolled in this course will learn how to prioritize and annotate mail, how to organize their responses for dictation, and how to dictate from an outline. They will use state-of-the-art dictation standalone units for desk-top dictation as well as the Dictaphone Centralized Dictation Nucleus Management Center for telephone dictation. Lecture 2 hours, laboratory 1 hour. (9 weeks) **Prerequisite:** Eligibility for Business—General 101.

●255—Advanced Word Processing 1½ Units

Office Administration 255 involves the learning and applying of advanced word process features such as merge, sort, macros, document assembly, columns, outline, graphics, and other complex editing and formatting features. Hardware used in this course will be either IBM compatible or Macintosh and software will vary according to section. Lecture/Discussion 5 hours. (9 weeks) **Prerequisite:** Concurrent enrollment, or completion of Office Administration 210 (3 Units) and Office Administration 250 (1.5 units), or equivalent. **Note:** Check class schedule for a listing of software classes.

●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 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, or equivalent, Office Administration 110, and eligibility for Business—General 110. Recommended: Concurrent enrollment in or completion of Office Administration 260.

●285—Information Word Processing Upgrade 1 Unit

Office Administration 285 is a course designed to further enhance the skills and knowledge of those students who are presently employed in, or have had prior experience in, information word processing. This course will encompass a wide spectrum of advanced information systems applications, tailor-made to meet the students' specific needs. Lecture 1 hour, laboratory 3 hours (9 weeks) **Prerequisite:** Office Administration 255 or equivalent. **Note:** This course may be taken 4 times; a maximum of 4 units may be earned on different hardware and software.

PALEONTOLOGY

●101—General Paleontology 3 Units

Paleontology 101 is a survey of the classification and history of life including both plants and animals. It also includes an interpretation of the significance of fossils as evidence of organic evolution and the adaptations of life to its physical and biological environments. Students will study the sequences of floras and faunas as found in the rocks. Lecture 3 hours. **Prerequisite:** None. **Note:** A good high school record or second semester standing is recommended. **Transfer credit:** CSU, UC, USC

PHILOSOPHY

●101—Introduction to Philosophy 3 Units

Philosophy 101 is an overview of the classical and modern problems of philosophy. A consideration of the nature of knowledge, views of the cosmos or world, and the problems of truth, beauty, ethics, and theology. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 101. **Transfer credit:** CSU, UC, USC

●112—Human Values and Environmental Issues 2 Units

Philosophy 112 is a study of human attitudes toward the physical world and the biological organisms within it. Topics covered will be the definition of values, a study of historical viewpoints, and a brief assessment of the consequences of such attitudes in creating and/or solving environmental problems. The course will consider various ways in which a consciously considered value system might be deliberately applied to specific solutions. Lecture 2 hours. **Prerequisite:** None. Recommended: Eligibility for English 101. **Transfer credit:** CSU, UC, USC

●113—Comparative World Religions: Near East 3 Units

Philosophy 113 is a comparative study of the salient ideas and philosophical developments in Zoroastrianism, Judaism, Christianity, Islam, and primitive and national religions of the past. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 101. **Transfer credit:** CSU, UC, USC

●114—Comparative World Religions: Far East 3 Units

Philosophy 114 is a comparative study of the salient ideas and philosophical developments in Hinduism, Buddhism, other Indian religions, Taoism, Confucianism, and Shinto. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 101. **Transfer credit:** CSU, UC, USC

●116—Ethics for Modern Life 3 Units

Philosophy 116 is an analysis of the concept of the good, the scope of morality, the deterministic controversy, the ethical yardsticks, and the major ethical systems and their roots. Attention is given to contemporary positivism, John Dewey, Marxist ethics, authority as an ethical principle, intuitionism, egoistic hedonism, utilitarianism, ethical idealism, Immanuel Kant, modern Aristotelianism, and existentialism and recent ethical theories. The nature and scope of contemporary moral problems are also examined. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 101. **Transfer credit:** CSU, UC, USC (CAN PHIL 4)

●117—Introduction to Logic 3 Units

Philosophy 117 is a study of the structure and function of language, inductive and deductive forms of reasoning and argumentation. Includes the study of formal argumentation, the methods of experimental inquiry, the nature of scientific hypothesis, and probability theory. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 101. **Transfer credit:** CSU, UC, USC (CAN PHIL 6)

●119—History of Philosophy: Ancient Period 3 Units

Philosophy 119 is a critical study of the philosophic systems and ideas of the Western civilization from the ancient Greeks to the end of the Medieval period, with special emphasis on the Pre-Socratics, Plato, Aristotle, Roman philosophical thinkers, and the impact of Christian thought on Western culture. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 101. **Transfer credit:** CSU, UC, USC

●120—History of Philosophy: Modern Period 3 Units

Philosophy 120 is a critical study of the philosophic systems and ideas of the modern period which have had a dominant impact on Western civilization, with special emphasis on Descartes, Spinoza, Leibniz, Locke, Berkeley, Hume, Kant, Hegel, Marx, Nietzsche, twentieth century British and American philosophers. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 101. **Transfer credit:** CSU, UC, USC

●121—Islam: A Way of Life 3 Units

Philosophy 121 is a study of Islam as both a religion and a culture. The study of the religion includes a consideration of beliefs and practices of the faith, and the history of the man, Muhammad, who revealed the faith. The study of the culture includes a consideration of the early successors to Muhammad, religious movements and sects, philosophy, science, and political power. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 101. **Transfer credit:** CSU, UC, USC

●122—Latin American Philosophy 3 Units

Philosophy 122 is the study of the various forms which philosophy has taken in Latin America. The course examines the background of Inca, Aztec, and European thought patterns. It emphasizes philosophy of civilization and philosophy of art, including the contributions of the Mexican muralist. Representative viewpoints, such as scholasticism, romanticism, and evolutionism are described. The course underlines the vitality of Latin American positivism, and it concludes with rival twentieth century currents of thought. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 101. **Transfer credit:** CSU, UC, USC

PHOTOGRAPHY

●101—Introduction to Photography 3 Units

Photography 101 is an introductory black and white photo course covering basic camera types; camera operations; characteristics of light, film, paper; film processing; print enlargement; darkroom procedures and safety; print finishing; and compositional theory. Aesthetic concerns and technical skills are developed and applied to photographing print quality, and print presentation. The course consists of: lectures, demonstrations, specific shooting and printing assignments; and class critiques. Students must have a manually adjustable 35mm or 2¼ camera. Lecture 2 hours, studio 2 hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

●102—Introduction to Darkroom 3 Units

Photography 102 enables photography students to increase their laboratory skills relative to concurrent enrollment in photography courses. Lecture 2 hours, studio 2 hours. **Prerequisite:** Concurrent enrollment in a Glendale Community College photography course. **Note:** This course may be taken 3 times; a maximum of 9 units may be earned. **Transfer credit:** CSU

●103—Intermediate Photography 3 Units

Photography 103 is an intermediate level black-and-white course which covers the characteristics of various types of black-and-white films, papers, developers, printing techniques, and methods in handcoloring. There is an emphasis on print quality, aesthetics, advanced techniques and concepts in photography through photographic assignments. Lecture 2 hours, studio 2 hours. **Prerequisite:** Photography 101 or equivalent. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned. **Transfer credit:** CSU, USC

●105—Advanced Photography 3 Units

Photography 105 is a black-and-white course emphasizing advanced techniques and theories that enable students to work with greater competence. The course covers film contrast control through exposure and development, reduction and intensification of the negative, contrast control with filters, the use of toners, methods of multiple exposure, the use of flash, further introduction and discussion of photographers, and related movements or issues. Emphasis throughout the course is on refining technical skills and individual expression. Lecture 2 hours, studio 2 hours. **Prerequisite:** Photography 103. **Note:** This course may be taken 3 times; a maximum of 9 units may be earned. **Transfer credit:** CSU

●107—Special Projects 3 Units

Photography 107 is designed for advanced students who wish to concentrate on an in-depth individual direction. The student explores and combines an aesthetic and expressive use of the photographic medium to complete projects with developed personal statements. At the beginning of the semester, the student presents a written proposal outlining three specific areas of concentration: 1. theme, 2. medium, 3. techniques. Students are required to complete a professional portfolio at the end of the semester. Research and reading assignments are made where applicable. Lecture 2 hours, studio 2 hours. **Prerequisite:** Photography 105. **Note:** This course may be taken 3 times; a maximum of 9 units may be earned. **Transfer credit:** CSU

●108—Photo Communications 3 Units

Photography 108 allows students to explore various approaches and uses of the photograph for publication. The course covers concepts in the impact of the single image, candid and contrived subject matter, image with text, and the photo essay form. Emphasis throughout the course is on development of technical skills and a personal point of view. Lecture 2 hours, studio 2 hours. **Prerequisite:** Photography 103 or equivalent. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned. **Transfer credit:** CSU

●109—Color Photography 3 Units

Photography 109 covers the basic knowledge and steps involving C-41 film processing (color negatives), printing from color negatives by tube processing, characteristics of light, film, and paper, and the effects of color relationships. Emphasis is placed on comprehending technical skills and on the development of both aesthetic concerns and individual expression. Lecture 2 hours, studio 2 hours. **Prerequisite:** Photography 101 or equivalent. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned. **Transfer credit:** CSU

●110—Color Slide Photography 3 Units

Photography 110 covers the basic knowledge and steps involving E-6 film processing (color transparencies), printing from color slides by tube processing, characteristics of light, color theory, film, and paper. Emphasis is on color printing techniques and the development of personal ideas. Lecture 2 hours, studio 2 hours. **Prerequisite:** Photography 101 or equivalent. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned. **Transfer credit:** CSU

PHYSICAL EDUCATION

The Physical Education departments offer a wide variety of activities to meet the varied interests of the Glendale College student. Two units of physical education are required in order to be eligible for the Associate in Arts and/or Associate in Science degree. Individuals may be exempt from the physical education requirement upon presentation of evidence that they 1) have attained the age of 21 years prior to the start of their last semester toward the degree, or 2) have a medical excuse on file, or 3) are enrolled in one of the following block unit occupational programs: Aviation and Transportation — Aircraft and Powerplant Maintenance and Overhaul (FAA Powerplant and Airframe License); Registered Nursing; or Vocational Nursing.

It is recommended that a variety of activities be taken during a student's attendance at Glendale Community College. Courses in dance satisfy the physical education requirement. Physical education classes may be taken four (4) times unless otherwise noted. All classes are coeducational unless otherwise noted.

●120—Introduction to Physical Education ½-2½ Units

Physical Education 120 is a course designed to acquaint prospective teachers with the social, physical, and professional demands of physical education. A preview of the profession of physical education as a whole is gained through testing, class recitation and field trips. Opportunities in health and recreation are explored. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** None. **Note:** Recommended for physical education majors. This course will not fulfill physical education activity requirements. **Transfer credit:** CSU, UC, USC

●124—Sports Officiating — Volleyball, Basketball 2 Units

Physical Education 124 is a course in the theoretical and practical techniques of officiating basketball and volleyball. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** None. **Note:** Recommended for physical education majors and recreation majors and for prospective community youth leaders. **Transfer credit:** CSU, UC, USC

●125—Sports Officiating 2 Units

Physical Education 125 is a theory and practical course in the techniques of officiating basketball, volleyball, softball, and track and field. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** Participation in basketball, volleyball, and softball. **Note:** Recommended for physical education and recreation majors and for prospective community youth leaders. This course will not fulfill physical education activity requirements. **Transfer credit:** CSU, UC, USC

●126—Sports Officiating — Track and Field, Softball 2 Units

Physical Education 126 is a course in the theoretical and practical techniques of officiating softball and track and field. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** None. **Note:** Recommended for physical education majors and recreation majors and for prospective community youth leaders. **Transfer credit:** CSU, UC, USC

●127—Physical Education Activities ½-2½ Units

Instruction in the fundamentals of individual activities and seasonal sports. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

●128—Nutrition and Physical Fitness 3 Units (Also listed as Health 128 and Food and Nutrition Studies 128)

Physical Education 128 is a course in nutrition and physical fitness. It provides the student with an overall study of the relationship between nutrition and physical fitness. The effects of nutrition on the anatomical and physiological aspects of the body are emphasized. The course also examines the production of energy from the intake of a variety of nutritional sources. The process of metabolism as a means toward energy production and physical activity will also be discussed. Meal planning, basic physiology, current nutritional practices, eating disorders, weight control and athletic training are examined as they relate to the nutritional aspects of physical fitness. Lecture 3 hours. **Prerequisite:** None. **Note:** This course may not be taken for credit by students who have completed Health 128 or Food and Nutrition Studies 128. **Transfer Credit:** CSU, UC

●130—Adapted Activities ½-2½ Units

Physical Education 130 is a diversified program of developmental activities for students with disabilities which prevent their participation in a regular physical education program. The emphasis is on the student's remaining abilities, not their disabilities. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** None. **Note:** Verification of disability must be on file with the instructor. **Transfer credit:** CSU, UC, USC

202 PHYSICAL EDUCATION

- 140—Beginning Badminton** ½-2½ Units
Not offered. *Transfer credit:* CSU, UC, USC
- 141—Intermediate Badminton** ½-2½ Units
Physical Education 141 is 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** ½-2½ Units
(Varsity)
Not Offered. *Transfer credit:* CSU, UC, USC
- 146—Advanced Baseball Theory** 2 Units
Physical Education 146 covers advanced theory and strategies used in the sport of baseball. Lecture 2 hours, laboratory 1 hour. *Prerequisite:* Physical Education 149. *Note:* Physical Education 146 is recommended for Physical Education majors and students planning to participate in varsity baseball for a second year. *Transfer credit:* CSU
- 147—Intermediate Baseball** ½-2½ Units
Physical Education 147 is instruction in rules and game strategy for baseball as well as practice in fundamental techniques of throwing, fielding, batting, and team play. Fall Semester only. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC
- 148—Advanced Baseball** ½-2½ Units
(Varsity)
Physical Education 148 is 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 team. *Transfer credit:* CSU, UC, USC
- 149—Baseball Theory** 2 Units
Physical Education 149 covers the theoretical foundations of the sport of baseball. Lecture 2 hours, laboratory 1 hour. *Prerequisite:* None. *Note:* Physical Education 149 is recommended for Physical Education majors and students planning to participate in varsity baseball. *Transfer credit:* CSU
- 150—Beginning Basketball** ½-2½ Units
Physical Education 150 is 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
Physical Education 154 is 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** ½-2½ Units
(Varsity)
Physical Education 157 is 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 on an organized team. *Transfer credit:* CSU, UC, USC
- 160—Advanced Basketball** ½-2½ Units
(Varsity)
Physical Education 160 provides the opportunity for individual instruction and development of team play for competitive participation with other community colleges. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* Some previous playing experience in basketball. *Note:* Limited to students competing for the varsity team. *Transfer credit:* CSU, UC, USC
- 164—Rhythmic Aerobics** ½-2½ Units
(Also listed as Dance 164)
Physical Education 164 offers vigorous exercise set to contemporary music. The course is designed for students wishing to develop or maintain aerobic fitness while also learning about the physiology of fitness. Routines of rhythmic exercise are designed to develop or maintain cardio-respiratory endurance and body flexibility. The course is designed for students at all levels of fitness. Lecture ½-1½ hours, 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** ½-2½ Units
Physical Education 167 is 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

1/2-2 1/2 Units

Physical Education 168 is conditioning exercises to increase strength, body flexibility, and overall physical fitness. Instruction and practice and techniques of weight training. Lecture 1/2-1 1/2 hours, laboratory 1 1/2-3 1/2 hours. **Prerequisite:** Physical Education 167 or equivalent. **Transfer credit:** CSU, UC, USC

●169—Body Mechanics - Women

1/2-2 1/2 Units

Physical Education 169 offers 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. The course helps to develop skilled body control with respect to agility, balance, and coordination; and to produce skills in relaxation. Lecture 1/2-1 1/2 hours, laboratory 1 1/2-3 1/2 hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

●172—Cross-Country Running (Varsity) (Men)

1/2-2 1/2 Units

Physical Education 172 is designed for competitive participation. Fall semester only. Lecture 1/2-1 1/2 hours, laboratory 1 1/2-3 1/2 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)

2 1/2 Units

Physical Education 173 is designed to offer women competitive participation in cross-country running. Fall semester only. Lecture 1 1/2 hours, laboratory 3 1/2 hours. **Prerequisite:** None. **Note:** Recommended for distance runners and track students wishing to condition themselves for track. **Transfer credit:** CSU, UC, USC

●194—Structural Dynamics and Stretch

(Also listed as Dance 194)

1/2-2 1/2 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 1/2-1 1/2 hours, laboratory 1 1/2-3 1/2 hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

●195—Football Theory

2 Units

Physical Education 195 is theory and development of offensive and defensive formations and strategies. Lecture 4 hours. **Prerequisite:** None. **Note:** Recommended for physical education majors. This course may be taken 2 times; a maximum of 4 units may be earned. **Transfer credit:** CSU, UC, USC

●196—Advanced Football Theory

2 1/2 Units

Physical Education 196 covers advanced theoretical foundations and strategies of football. Lecture 4 hours, laboratory 1 hour. **Prerequisite:** Physical Education 195. **Note:** Recommended for Physical Education majors and students who are participating in varsity football for a second year. **Transfer credit:** CSU

●197—Intermediate Football

1/2-2 1/2 Units

Physical Education 197 is instruction and practice in techniques of individual offense and defense. Spring semester only. Lecture 1/2-1 1/2 hours, laboratory 1 1/2-3 1/2 hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

●198—Advanced Football (Varsity)

1/2-2 1/2 Units

Physical Education 198 is development of team play for competitive participation. Fall semester only. Lecture 1/2-1 1/2 hours, laboratory 1 1/2-3 1/2 hours. **Prerequisite:** Previous experience on an organized football team. **Note:** Limited to students wishing to compete on the varsity team. **Transfer credit:** CSU, UC, USC

●200—Touch Football

1/2-2 1/2 Units

Physical Education 200 is instruction and practice in fundamentals, with the development of team play and competition. Lecture 1/2-1 1/2 hours, laboratory 1 1/2-3 1/2 hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

●202—Beginning Golf

1/2-2 1/2 Units

Physical Education 202 is instruction and practice in the fundamentals of golf. Lecture 1/2-1 1/2 hours, laboratory 1 1/2-3 1/2 hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

●203—Intermediate Golf

1/2-2 1/2 Units

Advanced instruction and practice on the golf course are included in this course. Lecture 1/2-1 1/2 hours, laboratory 1 1/2-3 1/2 hours. **Prerequisite:** Physical Education 202 or equivalent. **Transfer credit:** CSU, UC, USC

●205—Advanced Golf (Varsity)

1/2-2 1/2 Units

Physical Education 205 is development of play for competitive participation. Spring semester only. Lecture 1/2-1 1/2 hours, laboratory 1 1/2-3 1/2 hours. **Prerequisite:** Some previous playing experience in golf. **Note:** Limited to students competing for the varsity team. **Transfer credit:** CSU, UC, USC

●**207—Beginning Gymnastics (Men)** ½-2½ Units
Not offered. *Transfer credit:* CSU, UC, USC

●**208—Beginning Gymnastics** ½-2½ Units
Physical Education 208 covers techniques in tumbling and apparatus activities with emphasis upon body balance, coordination, and rhythm. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

●**222—Paddle Tennis** ½-2½ Units
Physical Education 222 is instruction and practice in the basic strokes, fundamental techniques, and rules of the game. A sport very similar to regular tennis. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

●**224—Racquetball** ½-2½ Units
Physical Education 224 is introduction and practice in the fundamental techniques and rules of the game. Each student is responsible for a minimal court fee. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

●**226—Running Aerobics** 1-2½ Units
Physical Education 226 is an introduction to running aerobics as a lifetime activity. The purpose of this course is to make the student aware of the physiological and psychological benefits derived from running aerobics. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

●**227—Self Defense for the Woman** ½-2½ Units
Physical Education 227 teaches practical self defense techniques for women stressing both physical and psychological preparedness for defense. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

●**229—Soccer** ½-2½ Units
Physical Education 229 is instruction and practice in the basic fundamentals, techniques, and rules of soccer. Development of team play, with emphasis on offensive and defensive strategy. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

●**230—Advanced Soccer** ½-2½ Units
Physical Education 230 is instruction and practice in intercollegiate play including techniques, rules, strategy, and history as well as comprehensive physical training. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None. *Note:* Some experience playing soccer is recommended. *Transfer credit:* CSU, UC, USC

●**231—Softball** ½-2½ Units
Physical Education 231 will furnish practice in the fundamental skills of throwing, fielding, hitting, and team play. Instruction in rules and game strategy will be given. Conditioning and stretching exercises are presented to increase strength and flexibility. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

●**235—Advanced Softball (Varsity)** ½-2½ Units
Physical Education 235 provides the opportunity for individual instruction and development of team play for competitive participation with other community colleges. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* Some previous playing experience in softball. *Note:* Limited to students competing for the varsity team. *Transfer credit:* CSU, UC, USC

●**261—Beginning Tennis** ½-2½ Units
Physical Education 261 offers instruction and practice in the basic strokes, fundamental techniques and rules of the game. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

●**262—Intermediate Tennis** ½-2½ Units
Physical Education 262 offers instruction and practice in individual fundamentals, development of team play and court strategy in tennis. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* Some previous playing experience in tennis. *Transfer credit:* CSU, UC, USC

●**263—Advanced Tennis** ½-2½ Units
Physical Education 263 offers 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)** ½-2½ Units
Physical Education 266 is 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)** ½-2½ Units
Physical Education 267 offers 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 $\frac{1}{2}$ -2½ Units
Physical Education 270 is instruction and practice in fundamental techniques of running and field events. Lecture $\frac{1}{2}$ -1½ hours, laboratory 1½-3½ hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC
- 272—Advanced Track and Field (Varsity) $\frac{1}{2}$ -2½ Units
Physical Education 272 is designed for competitive participation. Lecture $\frac{1}{2}$ -1½ hours, laboratory 1½-3½ hours. **Prerequisite:** None. **Note:** Spring semester only. Limited to students trying out for the varsity team. **Transfer credit:** CSU, UC, USC
- 273—Advanced Track and Field (Varsity) (Women) $\frac{1}{2}$ Units
Physical Education 273 is designed for competitive participation in track and field. Lecture 1½ hours, laboratory 3½ hours. **Prerequisite:** None. **Note:** Spring semester only. Limited to students trying out for the varsity team. **Transfer credit:** CSU, UC, USC
- 274—Beginning Volleyball $\frac{1}{2}$ -2½ Units
Physical Education 274 offers instruction and practice in volleyball techniques with team tournaments. Lecture $\frac{1}{2}$ -1½ hours, laboratory 1½-3½ hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC
- 275—Intermediate Volleyball $\frac{1}{2}$ -2½ Units
Physical Education 275 offers instruction and practice in volleyball techniques with team tournaments for experienced players. Lecture $\frac{1}{2}$ -1½ hours, laboratory 1½-3½ hours. **Prerequisite:** Physical Education 274 or equivalent. **Transfer credit:** CSU, UC, USC
- 276—Advanced Volleyball $\frac{1}{2}$ -2½ Units
Physical Education 276 gives the student the opportunity for development of advanced techniques in volleyball for competitive participation with other community colleges. Lecture $\frac{1}{2}$ -1½ hours, laboratory 1½-3½ hours. **Prerequisite:** Physical Education 275 or equivalent. **Transfer credit:** CSU, UC, USC
- 281—Advanced Volleyball (Varsity) $\frac{1}{2}$ -2½ Units
Instruction and practice in individual fundamentals, development of team play and court strategy for competitive participation. Lecture $\frac{1}{2}$ -1½ hours, laboratory 1½-3½ hours. **Prerequisite:** Previous playing experience in volleyball. **Note:** Recommended for physical education majors. Limited to students trying out for varsity volleyball teams. **Transfer credit:** CSU, UC, USC
- 282—Advanced Volleyball (Varsity) (Women) $\frac{1}{2}$ -2½ Units
Physical Education 282 provides the opportunity for individual instruction of development of team play for competitive participation with other community colleges. Lecture $\frac{1}{2}$ -1½ hours, laboratory 1½-3½ hours. **Prerequisite:** Some previous playing experience in volleyball. **Note:** Limited to students competing for the varsity team. **Transfer credit:** CSU, UC, USC
- 285—Beginning Water Skiing $\frac{1}{2}$ -2½ Units
Not Offered. **Transfer credit:** CSU, UC, USC
- 287—Beginning Wrestling (Men) $\frac{1}{2}$ -2½ Units
Not Offered. **Transfer credit:** CSU, UC, USC
- 288—Advanced Wrestling — (Men) (Varsity) $\frac{1}{2}$ -2½ Units
Not Offered. **Transfer credit:** CSU, UC, USC
- 294—Stress Reduction $\frac{1}{2}$ -2½ Units
Physical Education 294 will provide the student with specific tools for recognizing and combating stress. Attention will be given to the physiological aspects of stress along with practical knowledge of stress reduction techniques. Lecture $\frac{1}{2}$ -1½ hours, laboratory 1½-3½ hours. **Prerequisite:** None. **Transfer credit:** CSU, USC
- 295—Walking for Health & Fitness $\frac{1}{2}$ -2½ Units
Physical Education 295 is an introduction to the benefits of an organized walking program. The class provides the student with various methods of walking to achieve whole-body fitness, flexibility, and increased cardio-vascular health efficiency. The course also discusses methods of using walking as a form of weight control and stress management in addition to achieving a healthful life style. This class is ideal for the student wishing a low-impact aerobic work-out. Lecture $\frac{1}{2}$ -1½ hours, laboratory 1½-3½ hours. **Prerequisite:** None. **Transfer credit:** CSU

PHYSICAL SCIENCE

- 131—General Physical Science 4 Units
Physical Science 131 is designed to give a cultural appreciation of the scientific method and an elementary working knowledge of the fields studied. Emphasis is placed on the scientific theories. The course is an integrated survey of physics, chemistry, geology, and astronomy. Elementary mathematical concepts are introduced as required. Lecture 4 hours, discussion 1 hour, laboratory 1 hour. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

PHYSICS

●101—Engineering Physics 5 Units

Physics 101 involves the study of mechanics and properties of matter. An intensive study of motion, dynamics and statics, oscillations, wave motion, and sound, with emphasis upon vector analytical methods. The MacIntosh computer and spreadsheets will be used extensively. Lecture 5 hours, laboratory 3 hours. **Prerequisite:** Physics 105 or physics taken in high school with a grade of "C" or better and Mathematics 103. (Mathematics 104 must be taken concurrently or prior to taking Physics 101.) **Note:** Physics 101 is restricted to engineering and science majors. **Transfer credit:** CSU, UC, USC (CAN PHYS 8)

●102—Engineering Physics 4 Units

Physics 102 is a study of static electricity including Gauss' Law, potentials and electric fields, direct and alternating current theory, laws of magnetism and magnetic properties of matter, electromagnetism and induced currents, Maxwell's equations and radiation theory. Lecture 4 hours, laboratory 2 hours. **Prerequisite:** Physics 101 and Mathematics 104. **Transfer credit:** CSU, UC, USC (CAN PHYS 12)

●103—Engineering Physics 5 Units

Physics 103 covers heat, thermodynamics, optics, and modern physics and involves an intensive study of the concepts of fluids, temperature, heat, calorimetry, heat transfer, thermodynamics, entropy, and kinetic theory. The course focuses on a thorough presentation of geometrical and physical optics with considerable emphasis on modern physics including quantum physics, wave mechanics, and special relativity. Lecture 5 hours, laboratory 2 hours. **Prerequisite:** Physics 101 and Mathematics 104. **Transfer credit:** CSU, UC, USC (CAN PHYS 10)

●105—General Physics 4 Units

Physics 105 is a general course that focuses on properties of matter, mechanics, heat, wave motion, and sound. It includes lectures, demonstrations, problems, and laboratory work. The ability to use a slide rule is recommended. Lecture 3 hours, discussion 1 hour, laboratory 2 hours. **Prerequisite:** Physics or chemistry (any one of: Physics 110 or one year of physics in high school, Chemistry 143 or 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 (CAN PHYS 2)

●106—General Physics 4 Units

Physics 106 is a general course that focuses on 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 (CAN PHYS 4)

●110—Introduction to Physics 3 Units

Physics 110 is a brief presentation of some of the more important and usual phenomena in physics with classroom demonstrations and lectures in mechanics, heat, sound, light, magnetism, and modern physics. Lecture 3 hours. **Prerequisite:** Mathematics 141 and 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 105. **Transfer credit:** CSU, UC, USC

APPLIED PHYSICS, See Technical Education 145

PHYSIOLOGY, See Biology 121

POLICE SCIENCE, See Administration of Justice

POLITICAL SCIENCE

●101—Introduction to Government 3 Units

Political Science 101 is an introduction to the principles and problems of government in the United States with emphasis placed on the Federal government and politics at the national level. Political Science 101 meets the California State requirement in the United States Constitution. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 101. **Note:** Political Science 101 allows only one unit of credit for students who have completed Political Science 105 or Social Science 132. Recommended for students seeking a Baccalaureate (4-year) degree. **Transfer credit:** CSU, UC, USC (Pol.Sci. 101&106 CAN GOVT 2)

●102—Modern Comparative Governments

3 Units

Political Science 102 is a comparative study of the constitutional principles, governmental institutions, political parties, and recent history of policy and action of selected foreign governments. Lecture 3 hours. **Prerequisite:** Political Science 101 or 103 or 105 or Social Science 132. **Transfer credit:** CSU, UC, USC

●103—Introduction to World Politics

3 Units

Political Science 103 develops an intellectual framework which will order students' thoughts on world politics and enable them to analyze and evaluate present and potential issues and events that affect international power and the pursuit of peace. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 101. **Transfer credit:** CSU, UC, USC

●105—American Political Ideals

2 Units

Political Science 105 is a study of the theory and practices of the American democratic political process and formal institutional functions. Special emphasis is placed on the Federal Constitution and how it operates in the context of political democracy. The role of parties and groups in politics is analyzed. Political Science 105 meets the California State requirement in the United States Constitution. Lecture 2 hours. **Prerequisite:** None. Recommended: Eligibility for English 120 or ESL 165. **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 132. Students who have successfully completed Political Science 105 and Political Science 106 will not be granted credit for Political Science 151. Recommended for students seeking an Associate in Arts degree. **Transfer credit:** CSU, UC, USC

●106—American State and Local Government

1 Unit

Political Science 106 is a study of the origins, structures, and functions of California government and politics with emphasis on the State level, but including the city, county and district levels. Lecture 2 hours. (9 weeks) **Prerequisite:** None. Recommended: Eligibility for English 120 or ESL 165. **Note:** It is recommended that this course be taken after the completion of the Constitution requirement. This course or Social Science 132 is a graduation requirement. This course may not be taken for credit by students who have completed Social Science 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 (Pol.Sci. 101 & 106 CAN GOVT 2)

●107—Introduction to Statistics

3 Units

(Also listed as Economics 107, Psychology 107, Sociology 107)

Political Science 107 is an introduction to the theory of probability and to the methodology of statistical analysis. Methods of classifying and describing natural events in quantitative terms will be considered. The course will emphasize both descriptive and inferential techniques of analyzing scientific data. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 101 and one year of high school algebra or Mathematics 141. **Transfer credit:** CSU, UC, USC

●109—Field Studies in Comparative Government—Area Studies

1-6 Units

Political Science 109 provides units of credit for the study of government and politics in foreign countries at the student's own expense in programs provided by agencies approved in advance by the college and under the direction of a Glendale Community College instructor. (The agency must be bonded or maintain a trust account.) One unit of credit is earned for each 48 hours of course activity. **Prerequisite:** None. Recommended: Eligibility for English 101. **Note:** Approval of program and units of credit attempted must be obtained from the Executive Vice President, Instruction prior to foreign travel. **Transfer credit:** CSU

●110—Contemporary World Problems

3 Units

Political Science 110 examines the controversial issues in world politics — from regional conflicts, international economic relations, arms and disarmament, human rights and foreign policy, to environmental considerations. The format of the course will be multidimensional, using lecture, discussion, and debate techniques. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 120 or ESL 165. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned. **Transfer credit:** CSU, UC, USC (Transfer limitation: See counselor.)

●111—The Modern Middle East: Its Political and Economic Impact 3 Units

Political Science 111 is a survey of the historical background and current politics of the Middle East. Topics covered include: introduction to the land, peoples, cultures, and religions; overview of the history of the region, with an emphasis on the Eastern Question; emergence of the modern nation-states following World War I; internal political developments in major countries up to the present; Westernization and Islamic resurgence; regional conflicts and international connections; the economic and political impact of oil; European and Soviet influences; Middle East lobbies in the United States and U.S. foreign policy. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 120 or ESL 165. **Transfer credit:** CSU, UC, USC

●151—Fundamentals of Government and You 3 Units

Political Science 151 deals with the individual as a student, as a worker, and as a member of society. It examines the benefits, controls, and rights of the individual which result from our political system as it operates through government. Meets the requirements of the A.A. Degree in the United States Constitution and state and local government. Lecture 3 hours. **Prerequisite:** None. Recommended: English 191 or eligibility for ESL 165 or English 120. **Note:** Students who have successfully completed Political Science 106 will be granted only two units of credit for completion of Political Science 151. Students who have successfully completed Political Science 105 and Political Science 106 will not be granted credit for Political Science 151.

PRESCHOOL CHILD, See
Child Development 135

PRINTING

●101—Survey of Graphic Arts Fundamentals 2 Units
Not Offered. **Transfer credit:** CSU

●102—Letterpress Presswork Procedures 2 Units
Not Offered. **Transfer credit:** CSU

●103—Offset Printing Process 2 Units
Not Offered. **Transfer credit:** CSU

●104—Advanced Offset Processes 2 Units
Not Offered. **Transfer credit:** CSU

PSYCHOLOGY

●101—General Psychology 3 Units

Psychology 101 is an intensive study of human behavior; scientific principles, biological basis of behavior, sensation, perception, learning, memory, motivation, thinking, individual differences, intelligence, personality, behavior disorders, and therapeutic behavior change. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 101. **Note:** Sophomore standing preferred. **Transfer credit:** CSU, UC, USC (CAN PSY 2)

●103—Physiological Psychology 3 Units

Psychology 103 is an exploration of the relationship between mind and body, emphasizing the neurological correlates of behavior. The course includes the structure and functions of the nervous system, methodology, concepts of physiological psychology, and current developments. Lecture 3 hours. **Prerequisite:** Psychology 101. **Transfer credit:** CSU, UC, USC

●104—Social Psychology 3 Units

Psychology 104 deals with people as social beings. Topics covered include moral development, cooperation and competition, violence and war aggression, prejudice, attitudes, conformity, sexual behavior, group processes, non-verbal communication, interpersonal attraction, and altruism. Lecture 3 hours. **Prerequisite:** Psychology 101. **Transfer credit:** CSU, UC, USC

●105—Psychology of Human Sexuality 3 Units

Psychology 105 is a survey of human sexuality. The course will focus on internal and external anatomy, physiological functioning and dysfunctioning, causes and possible corrections of dysfunctioning. It will cover such matters as conception, pregnancy, childbirth, methods of birth control and family planning, and cultural and psychological influences. Lecture 3 hours. **Prerequisite:** Psychology 101 or 131. **Transfer credit:** CSU, UC, USC

●106—Developmental Psychology 3 Units

Psychology 106 is the study of the psychological development of the person from the prenatal period through old age and death. This course emphasizes theories and their applications to physical, cognitive, social, and emotional development throughout the human life-span. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 101. **Transfer credit:** CSU, UC, USC

●107—Introduction to Statistics 3 Units
 (Also listed as Economics 107,
 Political Science 107, Sociology 107)

Psychology 107 is an introduction to the theory of probability and to the methodology of statistical analysis. Methods of classifying and describing natural events in quantitative terms will be considered. The course will emphasize both descriptive and inferential techniques of analyzing scientific data. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 101 and one year of high school algebra or Mathematics 141 or equivalent. **Transfer credit:** CSU, UC, USC

●108—The Psychology of Loss Experience 3 Units

Psychology 108 is a study of loss experiences, including but not limited to loss by death, together with their impact on the grieving survivor. This course will examine historical and contemporary attitudes and practices and the historical factors that have influenced significant changes between the two. Various kinds of losses will be defined and explored. Stages of dying, death preparation, and stages of grieving and recovery will be included together with recommendations from modern experts for facilitating recovery. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 120 or ESL 165. **Transfer credit:** CSU

●109—Introduction to Gerontology 3 Units
 (Also listed as Sociology 105)

Psychology 109 is an introduction to the study of

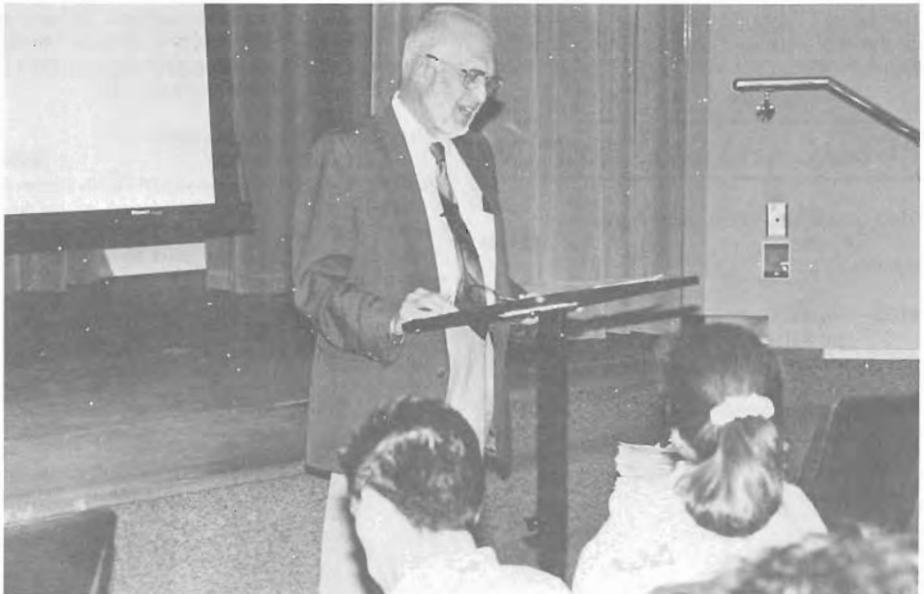
social gerontology, aging and its implications for the individual and society utilizing a multidisciplinary approach. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 120 or ESL 165. **Note:** This course may not be taken for credit by student who have completed Sociology 105. **Transfer credit:** CSU, UC

●110—The Psychology of Personal and Social Adjustment 3 Units

Psychology 110 is a study of the processes of human adjustment. The characteristics of healthy and unhealthy personality patterns, and the forces that shape them, will be studied. Psychological principles will be applied to problems of personal growth, self-awareness, problem-solving, stress and crisis management and interpersonal relationships and the skills needed to maintain them in various life situations. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 120 or ESL 165. **Transfer credit:** CSU

●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 sexuality and self-esteem. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 120 or ESL 165. **Transfer credit:** CSU, UC, USC



●114—Psychology of Human Communication 3 Units

Psychology 114 is a study of the process of human communication. The characteristics of effective communication and its uses will be studied and the specific skills for the achievement of effective communication will be explored. The application of communication skills to the building of interpersonal relationships, the resolution of conflicts, and the attainment of personal growth will be included in this course of study. Lecture 3 hours. Prerequisite: None. Recommended: Eligibility for English 120 or ESL 165. Transfer credit: CSU, UC, USC

●115—Abnormal Psychology 3 Units

Psychology 115 deals with maladaptive or abnormal behavior of human beings. Topics covered include classifications, clinical pictures, causal factors, treatment and outcomes of maladaptive patterns, assessment, therapy, and prevention. Lecture 3 hours. Prerequisite: Psychology 101. Transfer credit: CSU, UC, USC

●131—Marriage and Family Living (Also listed as Sociology 131) 3 Units

Psychology 131 is a study of the factors that contribute to marital adjustment. Major topics will include single adulthood vs. married adulthood, the nature of historical and contemporary marriages, marital compatibility and conflict, family dynamic interactions, including kinship roles, children vs. childless marriage, child-rearing techniques, dissolution and speculations concerning the future of the family. Lecture 3 hours. Prerequisite: None. Recommended: Eligibility for English 120 or ESL 165. Note: This course may not be taken for credit by students who have completed Sociology 131. Transfer credit: CSU (CAN H EC 12)

QUALITY ASSURANCE

●101—Process and Production Planning 3 Units

Quality Assurance 101 is an introduction to the concepts of industrial production planning. Emphasis is placed on technical skills required in efficiently creating and planning work orders and related documentation to meet industrial standards. Lecture 3 hours. Prerequisite: Technical Education 143, or Electronics and Computer Technology 100 or Mathematics 141. Transfer credit: CSU

QUALITY CONTROL

●101—Principles of Metrology 3 Units

Quality Control 101 presents the principles of measurement systems, units, measurement standards, and calibration control. Metrication, basic standards, and traceability applications of instruments and gauges are presented as they relate to quality control. Lecture 3 hours. Prerequisite: Technical Education 143 or Electronics and Computer Technology 100 or Mathematics 141. Transfer credit: CSU

●102—Industrial Production Assembly 3 Units

Quality Control 102 is an analysis of engineering drawing and technical skills in researching standard requirements used in creating practical work sequenced assembly methods. Lecture 3 hours. Prerequisite: Technical Education 143 or Electronics and Computer Technology 100 or Mathematics 141. Transfer credit: CSU

●103—Probability and Statistics in Quality Control 3 Units

Quality Control 103 presents an in-depth study of probability and statistics in relation to quality control. Emphasis is placed on current industrial standards and procedures used throughout the Aerospace Industry. Lecture 3 hours. Prerequisite: Technical Education 143 or Electronics and Computer Technology 100 or Mathematics 141. Transfer credit: CSU

PUBLIC ADMINISTRATION

●101—Public Service Administration Practices 3 Units

Not Offered.

●102—Federal Organizations, Functions, and Relationships 3 Units

Not Offered.

●103—Governmental Financial Management 3 Units

Not Offered.

REAL ESTATE

Classes in Real Estate are offered for students interested in the field of real estate. The courses are designed to accommodate the real estate education needs of students in preparing for real estate careers as well as those already engaged in real estate services. The curriculum provides instruction designed to assist those wishing to obtain real estate sales and real estate broker licenses. Most of the courses are scheduled in the Evening College program. A Certificate of Completion may be earned.

●101—Real Estate Principles 3 Units

Real Estate 101 covers the basic laws and principles of California real estate and gives understanding, background, and terminology necessary for advanced study in specialized courses. The course is of assistance to those preparing for the real estate sales license examination. Lecture 3 hours. **Prerequisite:** None. **Note:** This course may be taken 3 times; a maximum of 9 units may be earned. **Transfer credit:** CSU

●110—Quantitative Real Estate Analysis 3 Units

Real Estate 110 is designed to teach students the use of the microcomputer as a tool in the decision-making processes of real estate analysis. A spreadsheet is used for analysis in the areas of appraisal, amortization, discounted cash flow, buyer qualification ratios, rent vs. buy analysis, income statement preparation, and other appropriate problems. Lecture 3 hours, laboratory 1 hour. **Prerequisite:** Real Estate 101 or current Real Estate Salesperson's or Broker's license. **Transfer credit:** CSU

●120—Real Estate Practice 3 Units

Real Estate 120 covers the day-to-day operations in real estate roles and brokerage, including listing, prospecting, advertising, financing, sales techniques, escrow, and ethics. This course applies toward State's educational requirement for the broker's examination. Lecture 3 hours. **Prerequisite:** 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:** Real Estate 101 or equivalent. **Recommended:** Real Estate 120

or 140 or 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 ownership and management, agency, contracts, and application to real estate transfer, conveyancing, probate proceedings, trust deeds, and foreclosure, as well as recent legislation governing real estate transactions. This course applies toward education requirement of broker's examination. Lecture 3 hours. **Prerequisite:** Real Estate 101 or equivalent. **Transfer credit:** 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:** Real Estate 101 or equivalent. **Recommended:** Real Estate 120 or 140 or 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:** Real Estate 101 or equivalent. **Recommended:** Real Estate 120 or 140 or 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:** 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:** Real Estate 101 or equivalent. **Transfer credit:** CSU

●200—Buying and Selling a Business 3 Units
(Also listed as Finance 200)

Real Estate 200 presents all the information necessary to conduct the purchase or sale of a small business. This course focuses on what a real estate agent should know so that he or she could properly list, offer, negotiate and sell a business. The techniques of marketing, financing, financial reporting, taxation, merging and business management are covered in detail. Lecture 3 hours. **Prerequisite:** None. **Note:** This course may not be taken for credit by students who have completed Finance 200. **Transfer credit:** CSU

●250—Escrow I 3 Units

Real Estate 250 is an introduction to the terminology, legal aspects, and process in the escrow function in real estate transactions. Emphasis is on the process of taking, processing, and closing of escrow. Lecture 3 hours. **Prerequisite:** Real Estate 101 or equivalent. **Transfer credit:** CSU

●251—Escrow II 3 Units

Real Estate 251 is an advanced study of the principles and methods of handling escrows involving title to land, exchanges, sale of Deed of Trust and Note, and Leasehold. Included is a study of the various forms and practices employed in the drawing of the escrow instructions, required documents, and buyers' and sellers' closing statement. Lecture 3 hours. **Prerequisite:** Real Estate 250 or equivalent.

●252—Escrow III 3 Units
Not offered.**●253—Escrow IV 3 Units**
Not offered.**●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:** Real Estate 120 and 140 or equivalent.

RECREATION LEADERSHIP

●105—Physical Education and Recreation for the Handicapped 2 Units

Recreation Leadership 105 is designed to train people to provide physical education and recreational activities for the handicapped, this course will help the student understand and appreciate needs, desires, and problems related to various handicaps as well as learn how to provide such

activities. Lecture 2 hours, laboratory 2 hours. **Prerequisite:** None. **Transfer credit:** CSU, USC

●109—Recreation Leadership 2 Units

Recreation Leadership 109 is a basic training course for playground directors and recreation leaders. A study in the organization and administration of community and school recreation programs. Emphasis is placed on training in leadership techniques and on the development of programs in recreation, sports, and athletics. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** None. **Note:** Recommended for physical education majors and students entering the recreation field. **Transfer credit:** CSU, USC

RUSSIAN

●110—Basic Conversational Russian I 2 Units
NON-DEGREE APPLICABLE

Russian 110 teaches the fundamentals of grammar and correct pronunciation so that the student can employ a small working vocabulary in conversation and writing. The ability to read simple Russian is also developed. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** None. **Note:** This course may be taken 2 times; a maximum of 4 units may be earned.

●111—Basic Conversational Russian II 2 Units
NON-DEGREE APPLICABLE

Russian 111 is a further study of the language with continued emphasis on developing essential communication skills. Fundamentals of grammar and oral expression are stressed. The course further develops a working knowledge of reading and writing as well. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** Russian 110 or equivalent. **Note:** This course may be taken 2 times; a maximum of 4 units may be earned.

SCIENCE, See Physical Science 131

**See also Astronomy; Biology;
Chemistry; Physics;
Computer Science/
Information Systems**

**SECRETARIAL STUDIES,
See Office Administration**

SIGN LANGUAGE

●101—Sign Language I 4 Units

Sign Language 101 is an introductory course which provides instruction on deafness, deaf culture, and the language used by the deaf community. Lecture 4 hours, laboratory 2 hours. **Prerequisite:** None. **Note:** This course may be taken 2 times; a maximum of 8 units may be earned. **Transfer credit:** CSU

●102—Sign Language II 4 Units

Sign Language 102 is designed to provide a continuation of the first course for students interested in vocational opportunities and for those with family members who can profit from this method of communication. Lecture 4 hours, laboratory 2 hours. **Prerequisite:** Sign Language 101 or equivalent. **Note:** This course may be taken 2 times; a maximum of 8 units may be earned. **Transfer credit:** CSU

●103—Sign Language III 4 Units

Sign Language 103 expands on the first two courses by utilizing basic learnings, and incorporating idiomatic language, and developing smooth transitions from character to character to build competency. Lecture 4 hours, laboratory 2 hours. **Prerequisite:** Sign Language 102 or equivalent. **Note:** This course may be taken 3 times; a maximum of 12 units may be earned. **Transfer credit:** CSU

SOCIAL SCIENCE

●101—Introduction to Education 3 Units

Social Science 101 is an introductory course designed to acquaint the student with the field of education. The course covers teacher preparation, the professional qualifications needed by the teacher, the duties and opportunities of the professional educator, and the contemporary issues in the field of education. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 120 or ESL 165. **Transfer credit:** CSU

●103—Educational Participation in the Community II 1 Unit

Not Offered. **Transfer credit:** CSU

●121—Ethnic and Racial Minorities 3 Units

Social Science 121 surveys the major ethnic and racial minorities in the United States to provide a basis for a better understanding of the socio-economic, cultural and political conditions among the following minorities: Afro-American, Mexican-

American, Chinese, Japanese, American Indian, women, and other social minority groups. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 120 or ESL 165. **Transfer credit:** CSU, UC, USC

●122—Mexican-American Studies 3 Units

Social Science 122 is designed to provide the student with an understanding and appreciation of the social, political, economic and cultural experiences of the Mexican people in the United States. The course will focus on the Chicano experience after the signing of the Treaty of Guadalupe Hidalgo in 1848. The course will continue to explore and analyze the contemporary problems of the Chicano people throughout the nation. Special attention will be given to such topics as: immigration, political and labor participation, education, the family and cultural expression. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 120 or ESL 165. **Transfer credit:** CSU, UC, USC

●123—Asians in America 3 Units

Social Science 123 is a survey course which examines the experience of Asian American groups (Chinese, Japanese, Filipinos, Koreans, and others) from the mid-nineteenth century to the present. The course emphasizes these themes as it considers each immigrant group: stereotypes, push and pull factors in immigration, labor experiences, racism and discrimination in American society as applied to Asian Americans, contributions of Asian Americans to American society, community life before and since World War II, problems of the Asian American community today. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 120 or ESL 165. **Transfer credit:** CSU, UC, USC

●124—International/Intercultural Studies 3 Units

Social Science 124 is designed to provide a critical and analytical introduction to the problems of global understanding. Studies are conducted on the ways in which the individual personality is shaped in a particular culture and civilization. The course is designed for all students, regardless of cultural background, who wish to enhance their ideas of what it means to belong in a peer group, or in a family, or in the larger community. This is a cross-cultural communication skills building course. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 120 or ESL 165. **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 Civil War which are discussed and evaluated in relation to their social, cultural, political, and economic significance. Important contributions of significant men and women to the historical development of the country are highlighted. Students are introduced to the contemporary American political process and its formal institutional functions in a comparative study of federal, state, and local governments. The operation of the federal constitution in a political democracy is emphasized. The roles of political parties and special interest groups are examined. Students learn the structure and function of government in relation to the individual. Major rights and freedoms of citizens and non-citizens in the United States and California are delineated and discussed. The completion of Social Science 125 and 126 fulfills the California State requirements in American History, Institutions and State and Local Government. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 120 or ESL 165. **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. 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

●126—The American Experience—
Modern America 3 Units

Social Science 126 covers issues and events since the Reconstruction to the present which are discussed and evaluated in relation to their social, cultural, political, and economic significance. Important contributions of significant men and women to the historical development of the country are highlighted. Students are introduced to the contemporary American political process and its formal institution functions in a comparative study of federal, state, and local governments. The operation of the federal constitution in a political democracy is emphasized. The roles of political parties and special interest groups are examined. Students learn the structure and function of government in relation to the individual. Major rights and freedoms of citizens and noncitizens in the United States and California are delineated and discussed. The completion of Social Science 125 and 126 fulfills the California State requirements in American History, Institutions, and State and Local Government. Lecture 3 hours. **Prerequisite:** 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

●131—Introduction to Social Science 4 Units

Social Science 131 examines the interrelationship of the social sciences and their application to the problems of group living in the twentieth century through a survey of the principal facts and concepts of history and sociology. Problems are studied in relationship to the historical development of the United States. The student is led to acquire a body of knowledge through an analysis of historical and contemporary social problems. This course meets the California State requirements in American History. Lecture 4 hours. **Prerequisite:** None. Recommended: Eligibility for English 120 or ESL 165. **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 examines the inter-relationship of the social sciences and their application to the problem of group living in the twentieth century through a survey of the principal facts and concepts of political science and economics. Problems are studied in relationship to governments in the United States. The student is led to acquire a body of knowledge through an analysis of contemporary political and economic problems. This course meets the California State requirements in the American Constitution, and State and Local Government. Lecture 4 hours. **Prerequisite:** None. Recommended: Eligibility for English 120 or ESL 165. **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

●134—Women, Men, and Society 3 Units

Social Science 134 is a survey course which explores the experience of women and men in American society. The course will use an interdisciplinary approach to look at old and new research about women and men. The sexist assumptions of most academic disciplines requires not just that

material on women be integrated into these disciplines but that material on both sexes must be studied in new ways. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 120 or ESL 165. **Transfer credit:** CSU, UC

●136—War: History, Causes, Solutions 3 Units
(Also listed as History 136)

Social Science 136 explores the history, causes, and potential solutions to the problem of war. The history of individual wars is examined within a broader picture of war in general, including ancient warfare, the Middle Passage, the rise of modern war, and the development of total war. An interdisciplinary approach is taken in exploring the immediate causes of war, including historical, economic, political, anthropological, sociological, and psychological causes. The course probes moral and philosophical aspects for the ultimate causes of war. Finally, solutions are considered including diplomacy, treaties, the United Nations, a one-world government, and the dismantling of nation-states. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 101. **Note:** This course may not be taken for credit by students who have completed History 136. **Transfer credit:** CSU, UC

●141—Student Leadership 2 Units

Social Science 141 presents the fundamentals of student leadership. Students study leadership theory, parliamentary law, committee techniques, democratic organization, principles and functions of student government and group leadership problems. Lecture 2 hours. **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 2 times; a maximum of 4 units may be earned.

SOCIOLOGY

●101—Introduction to Sociology 3 Units

Sociology 101 is an introduction to sociology, its methods and resources, the study of society and culture, personality organization and disorganization, social interaction and social processes, human groups and collective behavior, role and status, class and stratification, ethnic and other intergroup relations, ecology and urban sociology, population and social change. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 120 or ESL 165. **Transfer credit:** CSU, UC, USC (CAN SOC 2)

●102—Social Crises of Today 3 Units

Sociology 102 develops a definition and criteria of social crises. The course examines social problems within the context of culture and economics. Selected social issues such as crime, ethnic tensions, poverty, work, youth, the changing nature and role of the family, homelessness, and related urban issues are addressed within functional and conflict theoretical frameworks. Lecture 3 hours. **Prerequisite:** Sociology 101. **Transfer credit:** CSU, UC, USC (CAN SOC 4)

●105—Introduction to Gerontology 3 Units
(Also listed as Psychology 109)

Sociology 105 is an introduction to the study of social gerontology, aging and its implications for the individual and society utilizing a multidisciplinary approach. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 120 or ESL 165. **Note:** This course may not be taken for credit by students who have completed Psychology 109. **Transfer credit:** CSU, UC

●107—Introduction to Statistics 3 Units
(Also listed as Economics 107,
Political Science 107, Psychology 107)

Sociology 107 is an introduction to the theory of probability and to the methodology of statistical analysis. Methods of classifying and describing natural events in quantitative terms will be considered. The course will emphasize both descriptive and inferential techniques of analyzing scientific data. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 101 and one year of high school algebra or Mathematics 141 or equivalent. **Transfer credit:** CSU, UC, USC

●131—Marriage and Family Living 3 Units
(Also listed as Psychology 131)

Sociology 131 is a study of the factors that contribute to marital adjustment. Major topics will include single adulthood vs. married adulthood, the nature of historical and contemporary marriages, marital compatibility and conflict, family dynamic interactions, including kinship roles, children vs. childless marriages, child-rearing techniques, dissolution and speculations concerning the future of the family. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 120 or ESL 165. **Note:** This course may not be taken for credit by students who have completed Psychology 131. **Transfer credit:** CSU (CAN H EC 12)

SPANISH

●101—Beginning Spanish I 5 Units

Spanish 101 teaches the 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. Lecture 5 hours. **Prerequisite:** Eligibility for English 120 or ESL 165. **Note:** This course may not be taken for credit by students who have completed Spanish 115. In addition to the regular class hours, the student must spend one hour a week in the laboratory. **Transfer credit:** CSU, UC, USC

●102—Beginning Spanish II 5 Units

Spanish 102 continues to present the fundamentals of Spanish grammar. It emphasizes correct pronunciation and presents more difficult elementary prose. The discussions in Spanish will stress the correct use of verbs and idioms and efficient methods of vocabulary building. Lecture 5 hours. **Prerequisite:** Spanish 101, or two years of Spanish in high school completed within the past two years. **Note:** This course may not be taken for credit by students who have completed Spanish 116. In addition to the regular class hours, the student must spend one hour a week in the laboratory. **Transfer credit:** CSU, UC, USC

●103—Intermediate Spanish I 4 Units

Spanish 103 includes further study of Spanish grammar and idioms, intensive and extensive reading in contemporary Spanish, and written compositions in Spanish. This class is conducted entirely in Spanish. Lecture 4 hours. **Prerequisite:** Spanish 102, or 116, or three years of Spanish in high school completed within the past two years. **Note:** In addition to the regular class hours, the student must spend one hour a week in the laboratory. **Transfer credit:** CSU, UC, USC

●104—Intermediate Spanish II 4 Units

Spanish 104 is a continuation of Spanish 103 with reading of more difficult literary texts, and increased emphasis on composition and conversation. This class is conducted entirely in Spanish. Lecture 4 hours. **Prerequisite:** Spanish 103, or four years of Spanish in high school completed within the past two years. **Note:** In addition to the regular class hours, the student must spend two half-hour periods a week in the laboratory. **Transfer credit:** CSU, UC, USC

●105—Conversational Spanish 3 Units

Spanish 105 is a course of intensive practice in the expression and comprehension of spoken Spanish. Lecture 3 hours. **Prerequisite:** One year of college Spanish, or three years of high school Spanish, or equivalent. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned. **Transfer credit:** CSU, UC, USC

●106—Advanced Conversational Spanish 3 Units

Spanish 106 is a course of intensive practice in the expression and comprehension of spoken Spanish. Lecture 3 hours. **Prerequisite:** One year of college Spanish, or three years of high school Spanish, or equivalent. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned. **Transfer credit:** CSU, UC, USC

●110—Basic Conversational Spanish I 2 Units NON-DEGREE APPLICABLE

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 a working knowledge of reading and writing as well. It includes use of tapes or cassettes in the language laboratory. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** None. **Note:** This course may not be taken for credit by students who have completed Spanish 102 or 116 or who take Spanish 102 concurrently with Spanish 110. This course may be taken 2 times; a maximum of 4 units may be earned.

●111—Basic Conversational Spanish II 2 Units NON-DEGREE APPLICABLE

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 a working knowledge of reading and writing as well. It includes use of tapes or cassettes in the language laboratory. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** Spanish 110. **Note:** This course may not be taken for credit by students who have completed Spanish 102 or 116 or who take Spanish 102 or 116 concurrently with Spanish 111. This course may be taken 2 times; a maximum of 4 units may be earned.

●112—Basic Conversational Spanish III 2 Units NON-DEGREE APPLICABLE

Spanish 112 presents the fundamentals of Spanish grammar. It includes training in accurate pronunciation and comprehension, speaking, reading, and writing of simple Spanish. Oral expression is stressed. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** Spanish 111 or equivalent. **Note:** This course may be taken 2 times; a maximum of 4 units may be earned.

●113—Basic Conversational Spanish IV 2 Units
NON-DEGREE APPLICABLE

Spanish 113 presents a completion of the fundamentals of Spanish grammar. It includes continued training in correct pronunciation, diction and intonation. It also provides training in reading comprehension of prose of increasing difficulty and discussion of Spanish of cultural readings. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** Spanish 112 or equivalent. **Note:** This course may be taken 2 times; a maximum of 4 units may be earned.

●115—Spanish for the Spanish Speaking I 5 Units

Spanish 115 provides intensive training in oral and written Spanish for students who have a familiarity with the language but little or no formal instruction in it. Structure of the language, oral communication, fundamentals of grammar, and composition are included. Lecture 5 hours. **Prerequisite:** Fluency in Spanish. **Note:** This course may not be taken for credit by students who have completed Spanish 101. **Transfer credit:** CSU, UC

●116—Spanish for the Spanish Speaking II 5 Units

Spanish 116 is a continuation of Spanish 115. Emphasis is on reading comprehension, composition, oral communication, and a more advanced study of the structure of the language. Lecture 5 hours. **Prerequisite:** Spanish 115. **Note:** This course may not be taken for credit by students who have completed Spanish 102. **Transfer credit:** CSU, UC

●117—Basic Conversational Spanish for Medical Personnel 1 Unit
NON-DEGREE APPLICABLE

Spanish 117 is an introduction to Spanish, with emphasis on developing essential skills in communication, for medical personnel. The verbal active method is used and oral expression is stressed. The course also develops working knowledge of reading and writing Spanish. Lecture 3 hours. **Prerequisite:** Spanish 111 or equivalent. **Note:** This course may be taken 2 times; a maximum of 2 units may be earned.

●118—Conversational Spanish for Law Enforcement and Fire Fighting Personnel 1 Unit
NON-DEGREE APPLICABLE

Spanish 118 is an introduction to Spanish, with emphasis on developing essential skills in communication, for law enforcement and fire fighting personnel. The verbal active method is used and oral expression is stressed. The course also develops a working knowledge of reading and writing Spanish. Lecture 3 hours. **Prerequisite:**

Spanish 111 or equivalent. **Note:** This course may be taken 2 times; a maximum of 2 units may be earned.

●124—English Translations of Masterpieces of Hispanic Literature 3 Units

Spanish 124 is a study of major works of literature of Spain and Spanish America in English translation. No knowledge of Spanish is necessary. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 120 or ESL 165. **Note:** This course may not be taken for credit by students who have completed Spanish 125 or 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 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 106 or equivalent. **Note:** Students may receive only one unit of credit for Spanish 126 if they have received credit for Spanish 124. **Transfer credit:** CSU, UC, USC

●127—Mexican Literature 3 Units

Spanish 127 is a study of the literature of Mexico from Nahuatl poetry to current authors. Reading and class lectures are entirely in Spanish and are supplemented by tapes, records and films. Lecture 3 hours. **Prerequisite:** Spanish 104 and 106 or equivalent. **Transfer credit:** CSU, UC, USC

●128—Cuban Literature 3 Units

Spanish 128 is a study of the literature of Cuba from the period of exploration to the present. Readings and class lectures are entirely in Spanish. Lecture 3 hours. **Prerequisite:** Spanish 104 and 106 or equivalent. **Transfer credit:** CSU, UC, USC

●138—Spanish for School Personnel 2 Units
NON-DEGREE APPLICABLE

Spanish 138 provides the student with the 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.

SPECIAL PROJECTS

●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.

SPEECH COMMUNICATIONS

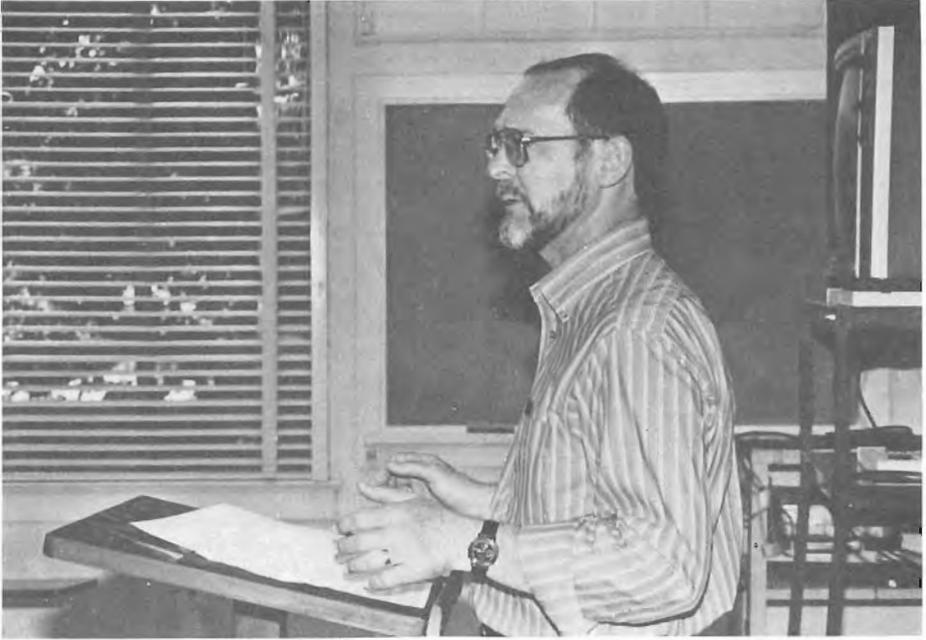
●100—Interpersonal Communication 3 Units
Speech 100 is designed to provide students with an understanding of factors affecting human communication on a day-to-day basis and to provide laboratory experiences aimed at developing skills in such areas as language, listening, assertiveness, conflict resolution, nonverbal behaviors, group problem solving, and cross cultural communication. The instructional approach is deductive-inductive-deductive, involving lecture/discussions, activities demonstrating concepts covered, and further lecture/discussion for purposes of additional clarification. Lecture 3 hours. **Prerequisite:** Eligibility for English 101. **Transfer credit:** CSU, UC, USC

●101—Public Speaking 3 Units
Speech 101 places emphasis upon organization and delivery of extemporaneous speeches. Experience is provided in group discussion, oral reading, and informative and persuasive speaking. This course satisfies speech requirements of those expecting to transfer to colleges and universities. Lecture 3 hours. **Prerequisite:** Eligibility for English 101. **Transfer credit:** CSU, UC, USC (CAN SPCH 4)

●102—Public Speaking 3 Units
Speech 102 places emphasis on the development of further effectiveness in the organization and delivery of speeches, and on the preparation of students for effective participation in group discussion and debate. Lecture 3 hours. **Prerequisite:** Speech 101. **Transfer credit:** CSU, UC, USC

●103—Group Discussion 3 Units
Speech 103 involves techniques and theories of discussion with emphasis on group productivity and oral communication in groups. Use of logical, clear reasoning in research, analysis of problems, effectiveness of participation, and leadership in the discussion mode are also examined. Class activities include role playing, problem solving, panel discussions, and symposium forum discussions. Lecture 3 hours. **Prerequisite:** Eligibility for English 101. **Transfer credit:** CSU, UC, USC

●104—Argumentation and Debate 3 Units
Speech 104 is designed to provide students with an understanding of the factors affecting basic argumentation and debate on a day-to-day basis and to provide laboratory experiences aimed at developing skills in such areas as language, listening, assertiveness, conflict resolution, non-verbal behaviors, group problem solving, and cross



cultural communication. The instructional approach is deductive-inductive-deductive, involving lecture/discussions, formal, in-class debates and critical analysis of contemporary issues. Lecture 3 hours. **Prerequisite:** One of the following:

1. Speech 101
2. Speech 103
3. high school public speaking
4. high school debate

Transfer credit: CSU, UC, USC

●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 is placed on improvement through increased self-perception and practice exercises. Lecture 3 hours.

Prerequisite: Eligibility for Speech 101. Recommended: ESL students should complete ESL 168 before registering for this class. **Transfer credit:** CSU, UC, USC

●106—Oral Interpretation of Literature 3 Units

Speech 106 is designed to teach the skills and techniques of oral interpretation of literary works. Students will learn to use their voices and articulation techniques to communicate emotional energy through the words of the text. Class exercises and instructor feedback will be used to teach these concepts and to focus on the students' individual strengths and weaknesses. Selected

students will be chosen to participate in a reader's theatre production. Lecture 3 hours. **Prerequisite:** Eligibility for English 101. Recommended: Speech 105. **Note:** An audition may be required. **Transfer credit:** CSU

●107—Business and Professional Speech 3 Units

Speech 107 provides techniques for effective oral communication in the business environment. Emphasis is placed on audience analysis, organization, and speaking deportment. Class activities include interviewing, informative and persuasive presentations, and presentations in small group settings. Students have the opportunity to work extensively on videotape. Lecture 3 hours. **Prerequisite:** Speech 101. **Transfer credit:** CSU

●150—Cognitive and Linguistic Reintegration 2 Units
NON-DEGREE APPLICABLE

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 brain injury. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** The student must have a medically verifiable acquired neurological disorder affecting cognitive and linguistic competence. **Note:** This course may be taken 4 times; a maximum of 8 units may be earned.

●151—Communication Skills for
the Language Disabled Adult 2 Units
NON-DEGREE APPLICABLE

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 verifiable communication disability may enroll. **Note:** This course may be taken 4 times; a maximum of 8 units may be earned.

●152—Speech Lab 1 Unit
NON-DEGREE APPLICABLE

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 services. **Note:** This course may be taken 4 times; a maximum of 4 units may be earned.

●153—Listening Skills ½ Unit
NON-DEGREE APPLICABLE

Speech 153 is designed to develop techniques and strategies to compensate for students' auditory perceptual and auditory processing difficulties. Auditory perceptual and processing difficulties may be due to hearing deficits, speech-language disorders, learning disabilities, physical disabilities and/or acquired brain injuries. Instruction is provided on a small group basis, specifically concentrating on the areas of listening strategies, critical listening, and auditory memory. Practice in making effective use of tape recorded textbook materials is strongly emphasized. Lecture ½ hour, laboratory 1½ hour. **Prerequisite:** Only students who have an auditory, visual, physical, speech-language, or learning disability verifiable under Title V may enroll.

STATISTICS, See
Economics 107, Political Science 107,
Psychology 107, Sociology 107

STUDENT DEVELOPMENT

A maximum of 3 units of degree applicable Guidance and/or Student Development courses may be counted toward an Associate degree and/or certificate.

●100—College Orientation ½-2 Units

Student Development 100 is an introductory college orientation course for newly enrolled and matriculated students. The course covers the following topics: college academic regulations, four-year schools' requirements for transfer, AA degree requirements, Certificate programs' requirements, college services and specialized student support services. At the conclusion of the course, the student will be able to produce an Individual Educational Plan. Lecture ½-2 hours. **Prerequisite:** None. **Note:** This course may not be taken for credit by students who have completed Guidance 190. This course may be taken 2 times; a maximum of 2 units may be earned.

●102—Assessment Orientation —
Disabled Students 1 Unit

Student Development 102 is a course designed to assess eligibility for special classes and services for students with learning disabilities, communication disabilities, and acquired brain injuries. The course will provide an orientation to services designed to accommodate for the disability thereby providing equal access to the educational process. Emphasis is placed on completion of an individual in-depth assessment to identify strengths and limitations. At the conclusion of the course the student and the instructor will design an Individual Education Plan (IEP). Lecture 1 hour. **Prerequisite:** None.

●120—Transfer Orientation 1 Unit
NON-DEGREE APPLICABLE

Student Development 120 is an orientation course for students who plan to transfer to one of California's 90 four-year colleges or universities. Topics will include: the value of pursuing higher education, admissions, and academic requirements, university comparison, financial aid options, special programs, priority filing periods, and developing an autobiographical essay. Lecture 1 hour. **Prerequisite:** None.

●125—Career Planning 1 Unit

Student Development 125 is a course that helps students choose a career goal by assessing and analyzing personal values, aptitudes, skills, interests, and traits and relating them to career areas. Decision-making strategies are taught and a tentative career plan is developed. Lecture 1 hour. **Prerequisite:** None. **Note:** This course may be taken 2 times; a maximum of 2 units may be earned.

●126—Job Search Strategies 1 Unit

Student Development 126 is a course designed to teach methods in job search skills. Students learn how to prepare a job resume and cover letter, how to prepare for a job interview, and how to locate sources of job leads. Lecture 1 hour. **Prerequisite:** None. **Note:** This course may be taken 2 times; a maximum of 2 units may be earned.

●141—Learning Skills 1 Unit

Student Development 141 is designed to present straightforward practical study techniques. A special emphasis is placed on techniques to increase concentration while reading and listening, developing skill in note taking, preparing for and taking of examinations, writing a research paper, time management, the study environment, controlling stress and gaining motivation for success. Lecture 1 hour. **Prerequisite:** None. **Note:** Students may wish to complete Student Development 142 (lab) in conjunction with this course. This course may not be taken for credit by students who have completed Student Development 142. This course may be taken 2 times; a maximum of 2 units may be earned.

●142—Study Skills 1 Unit

NON-DEGREE APPLICABLE

Student Development 142 places special emphasis on the time schedule, the discovery of the nature and extent of reading difficulties, outlining the lecture and reading assignments, efficient use of the facilities for study, developing skill in note-taking, and preparing for examinations. Laboratory 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 164. **Note:** This course may not be taken for credit by students who have completed Student Development 141.

●143—Learning Skills for Disabled Students ½-2 Units

NON-DEGREE APPLICABLE

Student Development 143 is a course designed to provide instruction in study skills and compensatory learning strategies as they relate to mainstream classes. Specialized tutoring is available. Lecture 24-96 hours, laboratory 24-96 hours. **Prerequisite:** Eligibility is contingent upon meeting Title V section #56028 guidelines for disabled students.

●165—Stress Management 1 Unit

NON-DEGREE APPLICABLE

Student Development 165 is a course designed to assist the student to become aware of stress management and stress reduction. Students will learn the basic techniques of relaxation, breathing processes, self awareness and assertiveness training. The student will develop a stress reduction program to enhance their life. The student will also be able to recognize the stressors encountered in school, work place and home environment. Lecture 1 hour. **Prerequisite:** None. **Note:** This course may be taken 2 times; a maximum of 2 units may be earned.

TECHNICAL DIVISION

- Administration of Justice, See p. 103
- Architecture, See p. 111
- Child Growth & Development, See p. 131
- Clothing-Textiles, See p. 134
- Computer Integrated Manufacturing, See p. 134
- Cooperative Education, See p. 140
- Cosmetology, See p. 140
- Drafting, See p. 143
- Educational Media Technology, See p. 145
- Electronic Computer Technology, See p. 145
- Engineering, See p. 148
- Family & Consumer Studies, See p. 156
- Fashion, See p. 157
- Fire Technology, see p. 159
- Food & Nutrition Studies, See p. 161
- Machine Technology, See p. 178
- Metallurgy, See p. 186
- Preschool Education, See p. 131
- Quality Assurance, See p. 210
- Quality Control, See p. 210
- Technical Education, See p. 222
- Technical Graphics, See p. 222
- Television, See p. 224
- Welding, See p. 227

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:** Eligibility for English 120 or ESL 165. **Note:** Technical Education 140 is required in Architectural Drafting and Design, Drafting/Electro-Mechanical Design, and Technical Graphics certificate programs. Also recommended for Electronics, Machine Technology and Welding certificates.

●142—Technical Mathematics 3 Units

NON-DEGREE APPLICABLE

Technical Education 142 is a review of basic mathematics as required in the mechanical trade programs. Subject areas covered include units of measurement (inch and si metric), decimals, percentages and fractions. Problems are drawn from the industrial field. Lecture 3 hours. **Prerequisite:** None.

●143—Technical Mathematics 3 Units

Technical Education 143 is a review of the fundamentals of algebra, trigonometry, and quadratic equations as required in the mechanical trade programs. Problems are drawn from the industrial field. Lecture 3 hours. **Prerequisite:** Technical Education 142 or equivalent.

●145—Applied Physics 3 Units

Technical Education 145 studies the application of physics to industry. Fundamental concepts, pressure and buoyancy in fluids, simple and compound machines, hydraulic and pneumatic machines, work, energy, and power, composition and resolution of forces, heat — its measurement, transfer, and conversion to work, light and color, magnetism, atomic energy, and electronics. Lecture 3 hours. **Prerequisite:** 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:** Eligibility for English 120 or ESL 165 and 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.

TECHNICAL GRAPHICS

●164—Elementary Drafting 2 Units

Technical Graphics 164 presents the elementary methods and techniques of drafting and layout. This course is for the student who needs a slow training pace and a thorough beginning to the basic concepts of drafting. The course develops the student's ability to understand concepts of drafting, to use scales, and to make simple drawings. Lecture 1 hour, laboratory 3 hours. **Prerequisite:** None. **Note:** This course is for the student who has had no experience or training in drafting, for the student who requires a more in-depth, basic beginning with drafting, and for the student who is unable to keep up with the pace of Technical Graphics 165.

●165—Basic Graphics 5 Units

Technical Graphics 165 covers the basic methods required by industry for the preparation of drawings of mechanical devices. It includes a basic course in drafting consisting of instruments used in technical drawing; lettering and briefing charts, geometry of technical drawing, orthographic projection, revolutions, primary and secondary auxiliaries, sections, dimensioning, fasteners, springs, intersections, and oblique and isometric drawing. Training emphasized both the artistic as well as the drafting approach to enable students to be proficient in pictorial sketching. A relevant program which encourages skills toward visual communications and organizing problems, to meet the ever increasing demands for speed of preparation by industry. Lecture 3 hours, laboratory 6 hours. **Prerequisite:** Eligibility for English 120 or ESL 165. **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

Technical Graphics 166 is a study of the fundamentals of isometric, dimetric, and trimetric drawing, offset measurements, non-isometric lines, inking techniques, illustrations prepared for technical publication, schematic drawing, and introduction to the basic techniques of rendering through the medium of charcoal, pastel chalks, wash, dry brush, tempera and water colors. General technical knowledge and skills used by professional illustrators are practiced in the classroom. Lecture 3 hours, laboratory 6 hours. **Prerequisite:** Architecture 101 or Drafting 131 or Engineering 101 or Technical Graphics 165. **Transfer credit:** CSU

●167—Advanced Technical Graphics 5 Units

Technical Graphics 167 covers the general technical knowledge and skills used by the professional illustrators, with the aim of preparing the student to perform complicated assignments in the preparation of technical publications such as operational handbooks, illustrated parts breakdown, visual aids, and manual concerning maintenance, repair and overhaul procedures. Covers the rotation from the isometric plane in single and double directional rotations. Lecture 3 hours, laboratory 6 hours. **Prerequisite:** Technical Graphics 166. **Note:** Students must register for the full number of hours for which the course is scheduled, but late registration is permitted provided a vacancy in the class exists and all work missed is made up. **Transfer credit:** CSU

●168—Advanced Technical Graphics 5 Units

Technical Graphics 168 covers the general technical knowledge and skills used by professional illustrators with the aim of preparing the student to perform complicated assignments in preparation of technical publications and graphic communication presentations. Covers perspective theory, rendering in all manner of graphic arts techniques; the operation, use, and care of the air brush. Creative decisions are necessary in student's approach to visualization of class problems which have underlying requirements of both mechanical and artistic training. Lecture 3 hours, laboratory 6 hours. **Prerequisite:** Technical Graphics 167. **Transfer credit:** CSU

●169—Industrial Design 5 Units

Technical Graphics 169 covers the design and production of technical graphic communications used by engineers, technicians, scientists, and executive personnel in industry. The student is directed in the design and preparation of presentation material such as: charts, graphs, slide projectors; exhibits, industrial design models, displays, and technical brochures. Course also covers lettering and type layout reproduction methods and processes used in preparation of graphics. Latest industrial art methods and techniques are studied in order to achieve economy, speed, accuracy. Lecture 3 hours, laboratory 6 hours. **Prerequisite:** Technical Graphics 168. **Transfer credit:** CSU

●170—Air Brush I 1 Unit

Technical Graphics 170 is designed to develop the ability of the student to use the ingredients, methods, and techniques of air brush from start to finish. Though the course does not required skilled art application, it deals with the fundamentals of design, layout, lines, dots, shading, black and white water color, types of frisket, and paper. The student will have the opportunity to use two types of air brushes and to learn about other available types. Lecture 1 hour, laboratory 3 hours. (9 week class) **Prerequisite:** None. Recommended: Art 130, Art 150, or Art 134. **Note:** This course may be taken 3 times; a maximum of 3 units may be earned.

●171—Air Brush II 1 Unit

Technical Graphics 171 teaches the advanced operation and use of the air brush. The course will introduce color into the designs and will use the basic knowledge obtained in Technical Graphics 170. The student will develop the skills of blending and selecting color, creating texture, and focusing on creative design to achieve the desired results. Lecture 1 hour, laboratory 3 hours. (9 week class) **Prerequisite:** Technical Graphics 170. **Note:** This course may be taken 3 times; a maximum of 3 units may be earned.

●172—Publication Graphics 3 Units

Technical Graphics 172 is designed to increase the student's ability to employ the ingredients, methods, and techniques used in the preparation and production of brochures, reports, proposals, manuals, and audio visuals from start to finish. Though the course does not require skilled art application, it deals with the fundamentals of design, layout, typography, paper, inks, printing, binding, and audio visual preparation. Visiting specialists from related industries will discuss their roles in the graphic arts industry and answer related questions. Lecture 3 hours, laboratory 1 hour. **Prerequisite:** None.

●173—Industrial Graphics 3 Units

Technical Graphics 173 is a course to prepare the technical illustrator to meet the demands of industry. Emphasis is placed on extremely high inking and paste-up skills along with isometric construction with rotation from the isometric plane. Students will have an opportunity to work from engineering blueprints and actual rough inputs from industrial engineering organizations. Lecture 3 hours, laboratory 1 hour. **Prerequisite:** None

●175—Graphics/Publications Automated Production Industry Upgrade and Retraining 1½ Units

Technical Graphics 175 presents the basic methods and technologies required by industry in publication/graphic typesetting production. This course is designed primarily for individuals presently working in the publication, printing and graphic industries desiring training in automated systems. Presented is a basic course in video display terminal, VDT, operation of a Varsity 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. Recommended: Knowledge of keyboarding skills. **Transfer credit:** CSU

●176—Automated Publication Graphics II 2 Units

Technical Graphics 176 covers the fundamental methods and technologies required by industry in publication graphic typesetting production. This class is designed to instruct individuals matriculating in the college graphics and journalism programs in the technology of automated publication graphic arts. Skills presented include the use of the video display terminal (VDT), the Varsity, and comparable personal computers using the Do It software materials. Production output training will be available on dot matrix and laser printers, and on phototypesetters. Additional areas of training will include advertising graphics, page layout and design, text processing, editing and data base storage. General automated technical knowledge and skills used by the publication graphics industry will be taught and practiced in the classroom. Lecture 1 hour, laboratory 3 hours. **Prerequisite:** Prior completion of or concurrent enrollment in a college journalism course, or a graphic art and design course, or eligibility for English 101. **Transfer credit:** CSU

●177—Camera Ready Art 1 Unit

Technical Graphics 177 presents the methods and techniques of camera ready art. The course will cover the layout preparation, actual camera use, and final presentation touches. During this course the student will develop the skills of operating the vertical stat camera and using it in industry. Lecture 1 hour, laboratory 3 hours. (9 week class) **Prerequisite:** None. Recommended: Photography 101, 102 and Technical Graphics 178.

●178—Paste-Up and Layout (Also listed as Art 140) 1 Unit

Technical Graphics 178 presents the methods and techniques of paste-up and layout. The course develops the ability to layout various media for the graphics and desk top publishing industry. This will include flyers, brochures, newsprint and technical illustrations. The student will design and use photo layouts, discover the principles of color separation, and learn the techniques that develop professional paste-up skills for employment in business or industry. Lecture 2 hours, laboratory 2 hours. (9 week class) **Prerequisite:** None. Recommended: Art 130 or 134. **Note:** This course may be taken 3 times; a maximum of 3 units may be earned. This course may not be taken for credit by students who have completed Art 140.

TELEVISION

●101—Introduction to Television Production 3 Units

Television 101 is intended for the student majoring in the preparation of instructional television materials and the operation of video equipment. The topics to be covered will include the recognition and utilization of video equipment, production of instructional television programs, and an examination of the most recent video technologies. Field trips to professional production facilities will also be included. Lecture 2 hours, laboratory 4 hours. **Prerequisite:** None. **Note:** This course may be taken 3 times; a maximum of 9 units may be earned. **Transfer credit:** CSU

●102—Television Production Systems 3 Units

Television 102 will teach students how to operate professional television production equipment such as three-tube color cameras, 3/4" video-cassette recorders, waveform monitors, vectorscopes, character generators, and computerize 3/4" video editing systems. Projects will emphasize portable production techniques. Related topics will include Time Code, components of the video signal, on-line and off-line editing, and time-base correction. Lecture 2 hours, laboratory 4 hours. **Prerequisite:** Television 101 or equivalent. **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 3 times; a maximum of 9 units may be earned. **Transfer credit:** CSU

●107—Audio Production 3 Units

Television 107 teaches students the basic principles, aesthetics and techniques required in the production of audio programs and soundtracks for video programs. Specific topics will include magnetic recording, digital recording, selection and use of microphones, sound studio operation, multi-tracking, mixing, editing, and synchronization with video. Hands-on practice with professional equipment is emphasized. Lecture 2 hours, laboratory 4 hours. **Prerequisite:** Eligibility for English 120 or ESL 165. **Transfer credit:** CSU

BROADCASTING-JOURNALISM,
See Journalism 106

THEATRE ARTS

●101—Introduction to Theatre, Television and Motion Pictures 3 Units

Theatre Arts 101 is designed to give students a broad introduction to the performing arts and technical skills of television, film, and theatre. The course will use field trips, play analysis, lectures, and audiovisual presentations to give students a first or renewed appreciation of these three dramatic media. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

●102—Theatre History 3 Units

Theatre Arts 102 is a survey of the history of the theatre through its major influences concentrating on Greek, Roman, Renaissance, Elizabethan, Restoration and Modern eras. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

●103—Fundamentals of Acting (Vocal Interpretation) 3 Units

Theatre Arts 103 is a course planned to introduce the student to the theory and basic mechanics of vocal control and interpretation necessary for the successful study of acting. Lecture 3 hours, laboratory 2 hours. **Prerequisite:** None. **Note:** Concurrent enrollment in Dance 183 is required. This

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

●104—Fundamentals of Acting (Body Control) 3 Units

Theatre Arts 104 deals with the development of bodily control and interpretation and the integration of a controlled voice and body. Lecture 3 hours, laboratory 2 hours. **Prerequisite:** Theatre Arts 103, Speech 105, Dance 191. (Dance 191 may be taken concurrently). **Transfer credit:** CSU, UC, USC

●105—Theatre Arts Workshops 1-3 Units

Theatre Arts 105 is a production class. The students enrolled in this course will be formed into a company to present the Glendale Community College drama productions. Each student will be assigned projects in accordance with his or her interests and talents. The projects will involve some phase of theatrical production: acting, directing, playwriting, business administration, or publicity. The rehearsal laboratory consists of 10-15 hours per week. **Prerequisite:** None. **Note:** This course may be taken 4 times; a maximum of 12 units may be earned. A proportionate amount of work will be assigned according to the number of units elected. **Transfer credit:** CSU, UC, USC

●106—Introduction to Theatrical Directing 3 Units

Theatre Arts 106 is designed to introduce theatre students to the theory, techniques, and skills of theatrical directing as well as to offer them practice in directing short scenes from plays. Lecture 3 hours, laboratory 2 hours. **Prerequisite:** Theatre Arts 101, 103, and 104. **Transfer credit:** CSU

●107—Drama Heritage 3 Units

Theatre Arts 107 is a survey of dramatic literature from the classical to the modern period from the production point of view. Periods of study include Greek, Medieval, Renaissance, Restoration, and Modern Realism. The course will combine the reading of plays with field trips to local theatres and in-class audio-visual presentations to give the student the means to analyze and appreciate the plays both as literature and performance. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

●109—Stage Make-Up 1 Unit

Theatre Arts 109 provides instruction in the use and application of all types of stage make-up. Students from this course will compose the make-up crew for all College productions. Theatre Arts majors should have at least one semester of make-up. Laboratory 3 hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

●110—Stage Make-Up **1 Unit**
 Theatre Arts 110 is a continuation of Theatre Arts 109 with emphasis on unusual character make-up. Laboratory 3 hours. **Prerequisite:** Theatre Arts 109. **Transfer credit:** CSU, UC, USC

●121—Stage Scenic Design **2 Units**
 Theatre Arts 121 is a practical course in instruction in the fundamentals of designing stage scenery. All the sets used in Glendale Community College productions are designed by this class. Some ability in art, costuming, or theatre techniques is helpful. Lecture, 1 hour, laboratory 3 hours. **Prerequisite:** Theatre Arts 131 (3 units) or equivalent. **Transfer credit:** CSU, UC, USC

●122—Stage Scenic Design **2 Units**
 Theatre Arts 122 is a continuation of Theatre Arts 121 with more emphasis on originality of design. Lecture 1 hour, laboratory 3 hours. **Prerequisite:** Theatre Arts 121. **Transfer credit:** CSU, UC, USC

●123—Stage Costume Design **1-4 Units**
Workshop
 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:** None. Recommended: Fashion 103. **Note:** This course may be taken 4 times; a maximum of 8 units may be earned. A proportionate amount of work will be required according to the number of units elected by the students (2 To be Arranged hrs. per unit). **Transfer credit:** CSU, UC, USC

●131—Technical Stage **1-3 Units**
 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. The laboratory consists of 10-15 hours per week by arrangement. **Prerequisite:** None. **Note:** This course may be taken 4 times; a maximum of 9 units may be earned. A proportionate amount of work will be required according to the number of units elected by the student and signed for at the time of registration. **Transfer credit:** CSU, UC, USC

●134—Practical and Theoretical **2 Units**
Aspects of Stage Lighting
 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. **Note:** This course may be taken 3 times; a maximum of 6 units may be earned. **Transfer credit:** CSU, UC, USC

●140—Introduction to Performance **3 Units**
for the Camera
 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. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned.

●151—Theatre Management **3 Units**
(Also listed as Business Administration 151)
 Theatre Arts 151 is designed to provide an introduction to economic and managerial aspects of American theatre, especially as they apply to professional resident theatre and nonprofessional community and educational theatre organizations. It is assumed that students have a background in theatre history and production but that they are comparatively untutored in economics and business administration. Lecture 3 hours. **Prerequisite:** None. Recommended: Concurrent enrollment in Theatre Arts 131. **Note:** This course may not be taken for credit by students who have completed Business Administration 151. **Transfer credit:** CSU

**VOCATIONAL NURSING, See
 Allied Health**

WELDING

●117—Introduction to Welding 3 Units

Welding 117 consists of Oxy-Acetylene welding, flame cutting, (manual and automatic), bronze and silver brazing and soldering. These processes are discussed and demonstrated. The student is given experience in applying the principles by individual practice on a sequence of selected plates and manipulative exercises on various metals. Lecture 1-2 hours, laboratory 3-4 hours. **Prerequisite:** Eligibility for English 120 or ESL 165. **Note:** This course may be taken 4 times; a maximum of 12 units may be earned. **Transfer credit:** CSU

●118—General Welding 2-3 Units

Welding 118 consists of theory and techniques in basic Shielded Metal Arc Welding and Flux Cored Arc Welding. The student is given experience in applying the principles by individual practice on a sequence of selected plates and manipulative exercises on mild steel. Lecture 1-2 hours, laboratory 3-4 hours. **Prerequisite:** Welding 117. **Note:** This course may be taken 4 times; a maximum of 12 units may be earned.

●121—Occupational Welding 5 Units

Welding 121 is the first in a series of occupational welding courses designed to prepare the student for employment in the welding industry. It covers the theory of welding processes, welding safety, terms, basic metallurgy; and the fundamentals of metal arc and oxy-acetylene welding. Lecture 3 hours, laboratory 6 hours. **Prerequisite:** Eligibility for English 120 or ESL 165. **Note:** This course may be taken 3 times; a maximum of 15 units may be earned.

●122—Occupational Welding 5 Units

Welding 122 is second in a series of occupational welding courses designed to prepare the student for employment in the welding industry. It covers fundamentals of blueprint reading, interpreting shop drawings and sketches, advanced metal 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:** Eligibility for English 120 or ESL 165 and Welding 121 or equivalent. **Note:** This course may be taken 3 times; a maximum of 15 units may be earned.

●123—Occupational Welding 5 Units

Welding 123 is third in a series of occupational welding courses designed to prepare the student for employment in the welding industry. It covers basic preparation for welding certification, advanced metal 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:** Eligibility for English 120 or ESL 165 and Welding 122 or equivalent. **Note:** This course may be taken 3 times; a maximum of 15 units may be earned.

●124—Occupational Welding 5 Units

Welding 124 is fourth in a series of occupational welding courses designed to prepare the student for employment in the welding industry. It will cover final preparation for a welding certification in metallic arc, tungsten inert gas, and metal inert gas arc welding. Lecture 3 hours, laboratory 9 hours. **Prerequisite:** Eligibility for English 120 or ESL 165 and Welding 123 or equivalent. **Note:** This course may be taken 3 times; a maximum of 15 units may be earned.

●125—Advanced Welding Procedures 1-4 Units

Welding 125 is advanced welding procedures and practices for experienced students or industrial workers who wish to improve and update their manipulative skills or prepare for a specific certification in metallic arc, tungsten inert gas, or metal inert gas welding. Laboratory 3-12 hours by arrangement. **Prerequisite:** Welding 117 or 121, or equivalent. **Note:** Hours to vary according to student needs; 48 hours laboratory equals 1 unit. This course may be taken 4 times; a maximum of 16 units may be earned.

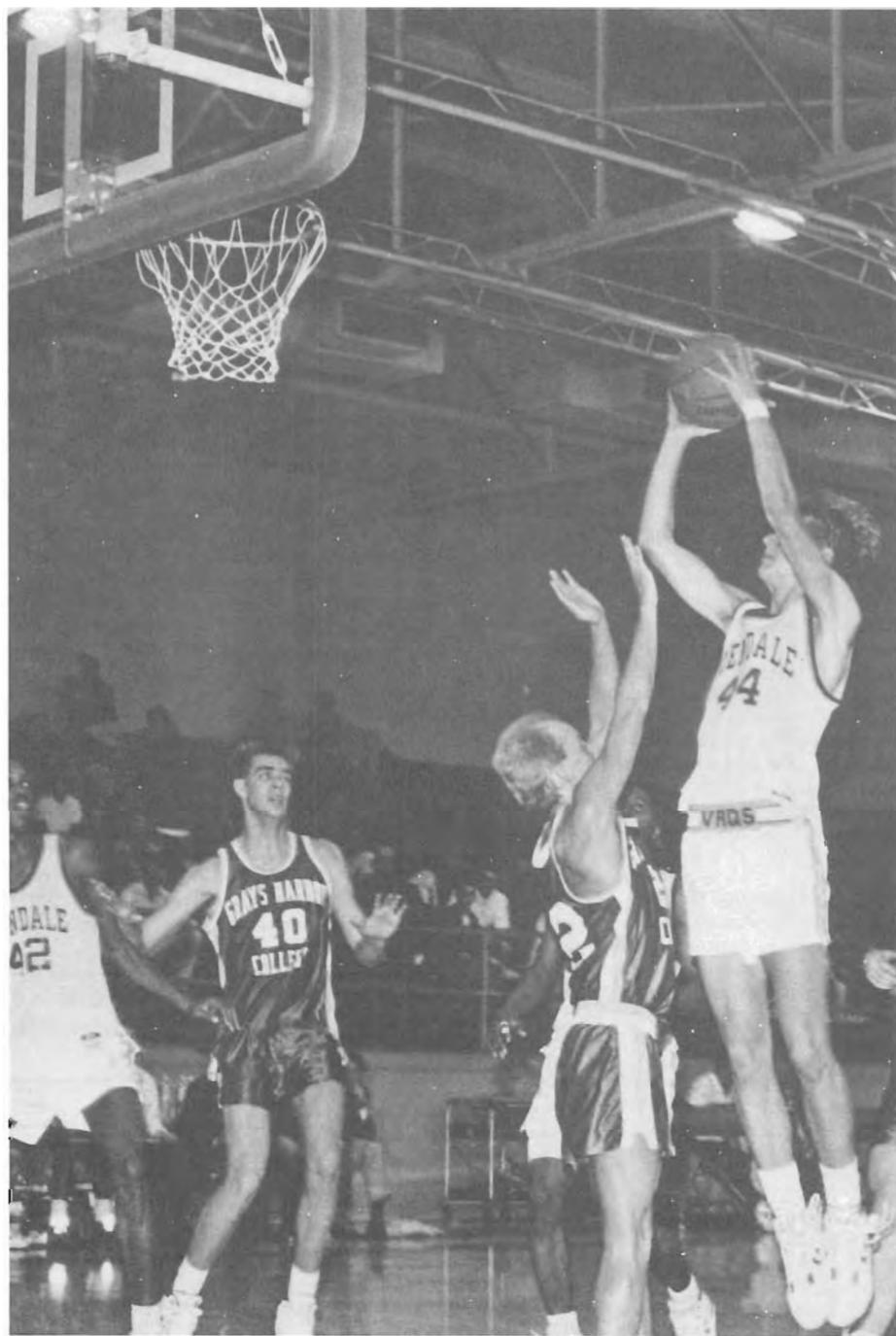
●126—Occupational Welding Certification Workshop 1-3 Units

Welding 126 is designed for the student or industrial worker with a welding background to gain practical experience in specific skill areas of concentration, resulting in state welding certification. Laboratory 3-9 hours. **Prerequisite:** Welding 117 or 118 or 125 or related occupational experience. **Note:** This course may be taken 3 times; a maximum of 9 units may be earned.

WORD PROCESSING, See Office Administration; Computer Science/ Information Systems

WORK EXPERIENCE, See Cooperative Education

END OF COURSE DESCRIPTIONS



GENERAL EDUCATION REQUIREMENTS FOR GRADUATION FROM COLLEGES AND UNIVERSITIES

It is important for students who plan to transfer to a four-year college or university at the close of their community college studies to decide early which college they will enter. Having decided this, they should plan their program in accordance with the requirements of that institution.

In general, students who are eligible for admission to a university at the time of twelfth year graduation are admitted to that institution after completion of community college work provided they have maintained a satisfactory record in all work taken since twelfth grade.

Ordinarily students with high school deficiencies (i.e. course work, GPA, SAT/ACT etc.) are not permitted to transfer to a four-year college or university in advanced standing until they have proven their ability to do college work. The requirements for college and university entrance with advanced standing vary significantly. Students should contact their counselor or the Transfer Center for these requirements.

The following are the General Education requirements for some of the four-year colleges and universities in this area. Requirements for additional colleges and universities are available from your counselor or the Transfer Center.



INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM

The Intersegmental Committee of the Academic Senates recently approved the Intersegmental General Education Transfer Curriculum (IGETC) which will be implemented Fall 1991. The IGETC is a series of courses that community college students can use to satisfy lower division general education requirements at any CSU or UC campus. The IGETC will provide an option to the California State University General Education Requirements and will replace the University of California Transfer Core Curriculum.

It is important to note that, since the IGETC supersedes the UC Transfer Core Curriculum (TCC) option, **new** students (those entering Fall 1991 and after) need to complete the IGETC. However, for continuing students who have been following the Transfer Core Curriculum requirements, the University of California will honor the TCC policy **through Spring, 1993**.

The Intersegmental General Education Transfer Curriculum will permit a student to transfer from a community college to a campus in either the California State University or the University of California system without the need, after transfer, to take additional lower division, general education courses to satisfy campus G.E. requirements.

Completion of the IGETC is not a requirement for transfer to a CSU or UC, nor is it the only way to fulfill the lower division, general education requirements of the CSU or UC prior to transfer. Students may find it advantageous to take courses fulfilling CSU's general education requirements or those of a particular UC campus.

Detailed information of IGETC was not available at time of publication of this catalog. Interested students should contact a counselor for further information.



THE CALIFORNIA STATE UNIVERSITY

GENERAL EDUCATION REQUIREMENT

This list of courses from which 39 units must be selected for certification has been submitted to the California State University and is effective for students entering Glendale Community College for the summer 1987 session and thereafter.

History and Constitution Requirement

All students seeking a baccalaureate degree are required by California law to demonstrate competence in the Constitution of the United States, in American History, including the study of American Institutions and Ideals, and in the principles of state and local government established under the Constitution of the State of California. In accordance with Ex. Order 405 the following requirements are satisfied as indicated:

American Institutions:

Political Science 101, 105; Social Science 125-126, 132

American History:

Economics 111; History 110, 111, 117-118, 150, 151; Social Science 125-126, 131

State and Local Government:

Political Science 106; Social Science 125-126, 132

Breadth Requirement

Breadth Requirement courses which the president of Glendale Community College or his designated officer will certify as meeting the intent expressed in Administrative Code, Title V, section 40405.2. Students will complete a minimum of thirty-nine (39) units from this list. No more than thirty (30) units may be certified Areas B-D inclusive.

A. COMMUNICATION IN THE ENGLISH LANGUAGE AND CRITICAL THINKING
(9 units)

English 101 (Required)
Speech 101 (Required)
English 118
Humanities 105, 110
Philosophy 117
Speech 100, 103, 104

B. PHYSICAL UNIVERSE AND ITS LIFE FORMS (9 units)

Select one course from each of the following: Biological Sciences, Physical Sciences, and Mathematics. One Science course (either Biological or Physical) must include a laboratory activity.

BIOLOGICAL SCIENCE:

Anthropology 101
Biology 101*, 102*, 112*, 115*, 120*, 121*, 122*, 123, 125, 126*, 127, 128*,
130*, 132, 135*, 137*

*Denotes laboratory activity.

PHYSICAL SCIENCE:

Astronomy 101, 102*, 103
Chemistry 101*, 102*, 103*, 105*, 106*, 107*, 110*, 114*, 120*, 121*
Geography 101
Geology 101, 102, 103, 104, 105, 110*
Oceanography 115
Paleontology 101
Physical Science 131*
Physics 101*, 102*, 103*, 105*, 106*, 110
Technical Education 145

*Denotes laboratory activity.

MATHEMATICS:

Mathematics 100, 102, 103, 104, 105, 107, 108, 110, 111, 112, 135

C. ARTS, LITERATURE, PHILOSOPHY AND FOREIGN LANGUAGE (9 units)
Courses must be selected from 3 of 4 areas.

ARTS:

Art 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 112, 113, 116, 118, 120,
121, 125
English 103
Humanities 117**, 120**
Music 101, 102, 104, 105, 106, 107, 108, 109, 110, 120, 125, 126, 128
Theatre Arts 101, 102

LITERATURE:

English 102, 105, 106, 107, 108, 109, 110, 111, 122, 123, 124, 125, 126, 127,
128, 129, 130
French 121, 124, 125, 126
German 125, 126
Humanities 101, 102, 106, 111, 115, 117**, 120**, 125
Spanish 124, 125, 126, 127, 128
Speech 106
Theatre Arts 107

PHILOSOPHY:

Philosophy 101, 112, 113, 114, 116, 119, 120, 121, 122

FOREIGN LANGUAGE:

Armenian 101, 102
French 101, 102, 103, 104
German 101, 102, 103, 104
Italian 101, 102, 103, 104
Latin 101, 102, 103, 104
Linguistics 101
Spanish 101, 102, 103, 104, 115, 116

**May be used in only one (1) area.

D. SOCIAL, POLITICAL AND ECONOMIC INSTITUTIONS (9 units)

Courses must be selected from 2 of 3 areas.

SOCIAL:

Anthropology 102, 103
Ethnic Studies 101, 102, 110, 111, 122, 124, 132, 164
Geography 102, 110
Psychology 101, 102, 103, 104, 115
Social Science 101, 121, 122, 123, 124, 136**
Sociology 101, 102

POLITICAL:

History 101, 102, 103, 104, 105, 106, 107, 108, 109, 112, 113, 114, 119,
120, 121, 131, 132, 133, 135, 136**
Political Science 102, 103, 109, 110, 111

ECONOMIC:

Economics 101, 102, 105
Geography 105

**May be used in only one (1) area.

E. LIFELONG UNDERSTANDING AND SELF-DEVELOPMENT (3 units)

Dance (all courses) (1 unit only)
Food and Nutrition Studies 125
Health 102, 104
Physical Education (all courses) (1 unit only)
Psychology 105, 106, 108, 109, 110, 113, 131
Recreation Leadership 105
Social Science 134
Sociology 105, 131



**LOYOLA MARYMOUNT UNIVERSITY
COLLEGES OF COMMUNICATION AND FINE ARTS**

GENERAL EDUCATION REQUIREMENTS

A. Communication Skills

- | | |
|-------------------------------------|--------------------|
| 1. English Composition (1 Course) | ENGL 101 |
| 2. Speech Communication (1 Course) | SPCH 101, 102, 104 |

B. Fine Arts (1 Course — students must select courses not in their major.)

- ART 101-107
MUS 101, 110, 120
THEA 102, 103

C. History

- | | |
|------------------------------------|-------------------------|
| 1. Western Civilization (1 Course) | HIST 102, 109 |
| 2. Contemporary (1 Course) | HIST 104, 118, 120, 151 |

D. Literature / Psychology (2 Courses — at least 1 course must be in literature.)

- | | |
|---------------|-------------------------|
| 1. Literature | ENGL 102, 110, 121, 126 |
| 2. Psychology | PSYCH 101 |

E. Science / Technology (2 Courses — No more than one course from each of the following categories may be selected).

- | | |
|---|---|
| 1. Math/Computational Sciences | ANTHRO 101
ASTR 101 |
| 2. Human Biological Sciences | BIO 101, 102, 120-123, 125,
130, 137, 138 |
| 3. Applied Technological/Environmental Sciences | CHEM 101, 102, 103, 105,
106, 110
ENGR 110
GEOL 101, 110
MATH 102-105, 107, 108,
135
OCEAN 115
PALEO 101
PHSC 131
PHYS 101, 102, 103, 105,
106, 110 |

F. Social Science (2 Courses)

- | | |
|------------------------------------|-----------------------|
| 1. Intro to Economics | ECON 101 & 102 |
| 2. Cultural Geography | GEOG 102 |
| 3. Political Science | POL SCI 101, 102 |
| 4. Sociology/Cultural Anthropology | SOC 101
ANTHRO 102 |

LOYOLA MARYMOUNT UNIVERSITY
COLLEGE OF LIBERAL ARTS

GENERAL EDUCATION REQUIREMENTS

A. Communication Skills

- | | |
|-------------------------------------|--------------------|
| 1. English Composition (1 Course) | ENGL 101 |
| 2. Speech Communication (1 Course) | SPCH 101, 102, 104 |

B. Fine Arts (1 Course)

- ART 101-107
MUS 101, 110, 120
THEA 102, 103

C. History

- | | |
|------------------------------------|-------------------------|
| 1. Western Civilization (1 Course) | HIST 102, 109 |
| 2. Contemporary (1 Course) | HIST 104, 118, 120, 151 |

D. Literature / Psychology (2 Courses — at least 1 course must be in literature.)

- | | |
|---------------|-------------------------|
| 1. Literature | ENGL 102, 110, 121, 126 |
| 2. Psychology | PSYCH 101 |

E. Science / Technology

(2 Courses — One course must be in the biological or environmental sciences).

- | | |
|---|---|
| 1. Math/Computational Sciences | ANTHRO 101
ASTR 101 |
| 2. Human Biological Sciences | BIO 101, 102, 120-123, 125,
130, 137, 138 |
| 3. Applied Technological/Environmental Sciences | CHEM 101, 102, 103, 105,
106, 110
ENGR 110
GEOL 101, 110
MATH 102-105, 107, 108,
135
OCEAN 115
PALEO 101
PHSC 131
PHYS 101, 102, 103, 105,
106, 110 |

F. Social Science (2 Courses)

- | | |
|------------------------------------|-----------------------|
| 1. Intro to Economics | ECON 101 & 102 |
| 2. Cultural Geography | GEOG 102 |
| 3. Political Science | POL SCI 101, 102 |
| 4. Sociology/Cultural Anthropology | SOC 101
ANTHRO 102 |

UNIVERSITY OF SOUTHERN CALIFORNIA

GENERAL EDUCATION REQUIREMENTS

General Education requirements at USC are divided into three skill levels and nine areas of study. The number of courses required in the areas of study and the method of meeting the skill levels are determined by a student's major and degree being sought.

Use this listing together with the transfer edition of USC's General Education Addendum to the USC Catalogue to determine what you should take from the courses listed below. No course of less than $2\frac{2}{3}$ semester units will fulfill a G.E. requirement.

- I. **Composition Skill Level:** Two semesters of college composition and a passing score on USC's Skill Level Examination. For other means of meeting this requirement, see the G.E. Addendum.

ENGLISH: 101 and 102

- II. **Foreign Language Skill Level:** Completion of the third semester of a college-level foreign language with a passing grade, or pass USC's placement examination at a level equivalent to third semester competency. Students who do not finish their third semester before transferring to USC must take USC's placement examination to determine their level of competency. If a student's test score indicates placement in Level II of the foreign language and a course in Level II has already been completed, the student will be required to repeat the course at USC for no additional credit. It is recommended that if your major requires the foreign language skill level and if you have started taking a foreign language, you should complete the requirement before transferring to USC.

- III. **Mathematics Skill Level:** One of the following courses or pass the USC Mathematics Placement Examination. [For other means of meeting this requirement, see the G.E. Addendum.]

Math- Level 108

MATHEMATICS: 100

Math- Level 117

MATHEMATICS: 110

Math- Level 118

MATHEMATICS: 112

Math- Level 125

MATHEMATICS: 103

If you have not completed the requirement prior to transfer, and if you do not pass the placement examination, you will be required to enroll in USC's Math 040 for no credit to prepare yourself to pass the examination.

IV. Areas of Study

A. *The Natural World*

If you started college in Fall 1986 or later, your science courses should be chosen from the following lists. If your major requires a lab science, the courses marked with an "*" meet the lab requirements. If you started college prior to Fall 1986, your science requirements may be different. Consult with USC's Office of Admissions.

1. *Natural World Earth Sciences*

ASTRONOMY: 101, 103

GEOGRAPHY: 101

GEOLOGY: 101, 102, 103, 105(*), 110(*)

OCEANOGRAPHY: 115

PALEONTOLOGY: 101

2. *Natural World Life Sciences*

ANTHROPOLOGY: 101

BIOLOGY: 101(*), 102(*), 112(*), 115(*), 120(*), 121(*), 122(*), 123, 125, 127, 130(*), 132, 135(*)

3. *Natural World Physical Sciences*

ASTRONOMY: 101, 103

CHEMISTRY: 101(*), 102(*), 103(*), 105(*), 106(*), 110(*), 120(*), 121(*)

PHYSICAL SCIENCE: 131

PHYSICS: 101(*), 102(*), 103(*), 105(*), 106(*), 110

B. *American Public Life*

ECONOMICS: 105, 111

ETHNIC STUDIES: 102, 122, 124, 132, 164

HISTORY: 110, 111, 118

POLITICAL SCIENCE: 101

SOCIAL SCIENCE: 121, 122, 123, 131, 132

C. *Western Culture I*

ART: 101, 104, 105, 120

ENGLISH: 109, 128

HISTORY: 101, 107, 108

HUMANITIES: 115

PHILOSOPHY: 113, 119

THEATRE ARTS: 102

D. *Western Culture II*

ART: 102, 106, 107, 121

ENGLISH: 110

HISTORY: 102, 109

PHILOSOPHY: 120

E. *Non-Western Cultures*

ANTHROPOLOGY: 102

ART: 108, 109

HISTORY: 119, 120, 131

PHILOSOPHY: 114, 121

POLITICAL SCIENCE: 111

F. *Empirical Approaches*

ANTHROPOLOGY: 102, 103
ECONOMICS: 101, 102, 105, 111
ETHNIC STUDIES: 110
GEOGRAPHY: 102, 105, 110
LINGUISTICS: 101
POLITICAL SCIENCE: 101, 102, 103, 110, 111
PSYCHOLOGY: 101, 103, 104, 105, 106, 113, 114, 115
SOCIAL SCIENCE: 121, 122, 123, 124, 131, 132
SOCIOLOGY: 101, 102

G. *Literature*

ENGLISH: 105, 106, 107, 108, 109, 110, 111, 122, 123, 124, 125, 126, 128
SPANISH: 124

H. *The Arts*

ART: 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 112, 113, 116, 118,
120, 121, 125
HUMANITIES: 117, 120
MUSIC: 110, 120, 122, 125, 126, 128
THEATRE ARTS: 101, 102, 107

I. *Ethical Approaches*

HUMANITIES: 105
PHILOSOPHY: 116

-Some courses are listed for credit in two categories. Credit for only one category will be assigned.

-Only two courses counted toward the major may also fulfill general education requirements.

-No more than 12 units of pass/no pass credit may be applied to general education requirements.

-In no case may a student count more than two courses from any one department to fulfill general education requirements in the Areas of Study.

FACULTY

ADAMS, ALICE

Assistant Professor of English
A.B., Cornell University
M.A., Chapman College

ADDINGTON, TANIA S.

Assistant Professor of Technical Graphics
A.A., Glendale Community College

***AEBI, ANDREAS**

Assistant Professor of German
M.A., Ph.D., University of Southern California

AGHEKIAN, ROSETTE M.

Counselor, EOPS
A.A., American River Community College
B.A., M.S., California State University, Sacramento

AGOSTON, JOZSEF

Head Soccer Coach
Associate 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

***AHMAD, JAMIL**

Instructor of Economics
B.A., Panjab University, Lahore
M.A., Dhaka University, Dhaka, Bangladesh
M.B.A., University of Texas-Pan American,
Edinburg, Texas

ALBERT, MARCIA

Faculty Coordinator of Supplemental Instruction
B.A., California State University, Northridge
M.S., California State University, Los Angeles
Ph.D., Claremont Graduate School

ALEXANDRE, GORDON

Assistant Professor of Social Science
B.A., A.B.D., University of California, Los Angeles
M.A., California State University, Los Angeles

ALI, SAEED M.

Assignment to Chancellor's Office
as Dean of Amnesty Education Program
Instructor of English as a Second Language
Non-Credit Adult Education (on leave)
Diploma TESL, Central Institute of English
M.A., University of California, Los Angeles

***ALPERIN, BARRY J.**

Assistant Professor of Real Estate
A.A., Valley College

ANDERSEN, CHERYL L.

Associate Professor of English as a Second Language
B.A., University of California, Santa Barbara
M.A., University of California, Los Angeles

ANDERSON, THOMAS R.

Division Chair
Assistant Professor of Art
A.A., Glendale Community College
B.A., M.A., California State University, Los Angeles

***ANSLYN, SAMUEL**

Professor of Technical Graphics
38 years experience
in industrial graphic design field

APABLAZA, JUDITH PETERS

Coordinator/Counselor Career Center
B.S., M.S., California State University, Los Angeles

***ARCUDI, BILL**

Assistant Professor of Business
B.S., Troy University, Alabama

***ARUTIAN, CAROL L.**

Assistant Professor of Art
B.A., California State University, Northridge
M.F.A., Rhode Island School of Design

ASSADI, BARBARA DIANE

Instructor of English as a Second Language
B.A., M.A., University of Missouri

AUGUSTUS, LINDA

Instructor of Adapted Computer Technology
B.A., Northwestern University
M.A., California State University, Los Angeles

AVERILL, DONALD F.

Administrative Dean, Human Resources
B.A., M.A., California State University, Los Angeles
Ed.D., University of La Verne

***BAKER, JOANN N.**

Assistant Professor of English
B.S., Woodbury College
B.A., Occidental College
M.A., Syracuse University

BALCER, THEODOLINDE

Associate Professor of Allied Health
B.S.N., California State University, Long Beach
B.S., Loma Linda University
M.A., Central Michigan University

***BALDRIDGE, JOHN**

Instructor of English
A.B., B.A., M.A., Western State College of Colorado

***BALIAN, MURIEL**

Instructor of Music
B.A., University of California, Berkeley
M.M., University of Southern California

*Adjunct Faculty

***BARAN, GARY L.**

Instructor of Philosophy
 B.A., Northwestern University
 M.A., University of Wisconsin, Madison
 M.A., California State University, Northridge

***BARBER, AUSTIN S.**

Assistant Professor of Administration of Justice
 A.A., Los Angeles Valley College
 B.S., M.A., Pepperdine University

***BARNES, JOHN B.**

Assistant Professor of English
 B.A., Occidental College

BARRIO-SOTILLO, RAMONA

Counselor, Financial Aid
 B.A., M.A., California State University, Northridge

***BARRY, SANDRA R.**

Instructor of Business
 A.S., Glendale Community College

***BATTAGLIA, ANTONIO**

Instructor of Food and Nutrition Studies

BAUGH, W. JAMES

Associate Dean, Special Projects
Director, Montrose Campus
 A.A., Glendale Community College
 B.A., San Jose State College
 M.A., California State University, Los Angeles

BAUMANN, MELITA

Assistant Professor of Child Development
 B.S., Fairleigh Dickinson University
 M.A., Pacific Oaks College

BEAS, SOFIA F.

Counselor
 B.S., University of Southern California
 M.A., Point Loma Nazarene College

BEAUCHEMIN, BRIAN

Head Basketball Coach
Instructor of Physical Education
 B.A., University of San Francisco
 M.A., California Lutheran College

***BENIZO, LEON**

Instructor of Real Estate

***BERKENBILE, FRENY**

Instructor of Business
 B.S., University of Bombay, India
 M.S., Ph.D., University of Oklahoma

***BIVINS, LARRY**

Instructor of English
 B.A., B.A., M.A., University of Southern California

***BLACK, DONALD G.**

Assistant Professor of Business
 B.A., California State University, Los Angeles

***BLAKE, CAROLINE**

Instructor of Art
 B.F.A., M.F.A., Otis Art Institute
 B.A., California State University, Los Angeles

***BLOWERS, MARY**

Instructor of Business
 A.A., Pasadena City College
 B.A., M.A., California State University, Los Angeles

***BOLAND, RUTH T.**

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

***BOONE, STEVEN R.**

Instructor of Chemistry
 A.S., College of the Sequoias
 B.S., California Polytechnic State University,
 San Luis Obispo
 Ph.D., University of Colorado, Boulder

***BOYD, J.E.**

Instructor of Political Science
 J.D., Western State University

BRIGHOUSE, JEB

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

***BRIGHOUSE, SONDRRA**

Instructor of Food and Nutrition Studies
 B.S., University of California, Los Angeles
 M.A., California State University, Los Angeles

***BRINKMEYER, KENT**

Librarian
 M.S.L.S., University of Southern California

BRINKMEYER, SUSAN L.

Associate Professor of English
 A.B., M.A., Occidental College

BROUKAL, MILADA

Instructor of English
 B.A., University of Paris
 M.A., University of California, Los Angeles

***BROWN, ROBERT W.**

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

***BUGBEE, BRUCE E.**

Assistant Professor of Management
 B.S., California State University, Los Angeles
 M.B.A., University of Southern California

BURKE-KELLY, KATHLEEN

Instructor of Art
 B.A., B.A., University of California, Irvine
 M.A., California State University, Northridge

- *BURKE, WILLIAM J.**
Instructor of Accounting
- *BUSAILAH, MOHAMMAD Y.**
Assistant Professor of Business
B.S., B.S., University of Arizona
M.S., Woodbury University
- BYRD, LARRY R.**
Professor of Chemistry
B.S., St. Mary's College of California
Ph.D., University of California, Irvine
- *CALMETTE, MILA**
Instructor of Art
A.A., Glendale Community College
- *CAMBIGUE-TRACEY, SUSAN**
Instructor of Child Development
B.S., University of California, Los Angeles
- *CAMPANA, DANIEL**
Instructor of Philosophy
M.A., Fuller Theological Seminary
Ph.D., Claremont Graduate School
- *CAMPBELL, EVELYN**
Assistant Professor of Sign Language
A.A., Los Angeles Pierce College
- *CARLSON, DONNA**
Instructor of Allied Health
A.S., Glendale Community College
- *CARTOZIAN, GLORIA**
Assistant Professor of Spanish
B.A., University of Oregon
M.A., University of Southern California
- *CARTWRIGHT, VIRGINIA**
Assistant Professor of Fine Art
B.A., California State University, Long Beach
M.F.A., Rochester Institute of Technology School
for American Craftsmen
- *CARUSO, MARGARET M.**
College Nurse
R.N., Glendale Adventist Hospital
B.S., California State University, Northridge
M.P.H., Loma Linda University
- CASADY, VIRGINIA**
Coordinator, Retirement Seminars
Assistant Professor of Adult Education
B.A., University of Wyoming
M.A., Pacific Oaks College
- *CASANAVE, ERNESTO**
Assistant Professor of Spanish
B.A., Mount St. Mary's College
M.A., California State University, Los Angeles
- CASILLAS, ARNULFO**
Coordinator, Transfer Center
A.A., Ventura College
B.A., University of California, Santa Barbara
M.A., University of California, San Diego
M.A., California State University, Northridge
- CASILLAS, GRACIELA**
Counselor
B.A., University of California, Santa Barbara
M.S., California Lutheran University
- *CEASE, DOREEN**
Assistant Professor of Music
B.M., Texas University of Arts and Industries
M.M., University of Southern California
- CEASE, WESLEY**
Professor of Music
B.A., California State University, San Francisco
M.M., University of Southern California
Diplom, Paris Conservatory of Music
Diplom, University of Heidelberg
Graduate — Diplom, Badische Musikhochschule,
Karlsruhe, Germany
- *CHAVEZ, ROBERT M.**
Instructor of Business
A.A., Glendale Community College
B.S., California State University, Northridge
- *CHING, LONNLY**
Assistant Professor of Computer Science/
Information Systems
A.A., Glendale Community College
B.S., University of California, Los Angeles
M.S., West Coast University
- *CHOE, DEBORAH IN**
Instructor of English as a Second Language
B.A., University of California, Los Angeles
M.S., University of Southern California
- CICUTO, JOHN M.**
Head Football Coach
Associate Professor of Physical Education
B.A., California State University, Fresno
M.A.E., California Lutheran College.
- *CLEMENTS, DAVID**
Assistant Professor of Art
B.A., University of California, Los Angeles
- *CLEMENTS, PHILIP A.**
Assistant Professor of Mathematics
B.A., California State University, Northridge
M.S., West Coast University
- COBLENTZ, TERRY**
Division Chair
Women's Athletic Director
Associate Professor of Physical Education
A.A., Pierce College
B.A., M.A., California State University, Los Angeles

***COCHRANE, HAROLD B.**

*Professor
Emeritus Dean*
A.A., Los Angeles Pacific College
A.B., M.A., Ed.D., University of Southern California

COMBS, SHARON

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

CONROY, MICHAEL Q.

*Instructor of English
Amnesty Education*
B.A., University of California, Davis
M.A., San Francisco State University

COOK, JOY V.

Instructor of Special Education
B.A., M.A., California State University, Northridge

COOTS, STEVEN

*Head Baseball Coach
Instructor of Physical Education*
B.S., University of California, Riverside
M.A., University of LaVerne

***CORCORAN, MICHAEL**

Instructor of Child Development
B.A., Whittier College

CORTEY, TERESA

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

COSTALES, SHARON R.

Counselor, Admissions and Records
B.A., University of Redlands
M.S., California State University, Los Angeles

***COX, PATTI**

Instructor of Dance
B.A., Southern Colorado State University
M.A., San Jose State University

***CRANDALL, WILLIAM H.**

Assistant Professor of Social Sciences
B.A., M.A., California State University, Los Angeles

CRAVEN, JOHN B.

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

***CREIG, QUILA**

Instructor of Accounting
A.A., American River College
B.S., California State University, Los Angeles

***CUBBA, STEPHANIE**

Instructor of Sociology
B.A., University of California, Santa Barbara
M.A., California State University, Los Angeles

***CUCCIA, NICK JOSEPH**

Instructor of Political Science
B.S., Utah State University
M.A., Ph.D., University of Idaho

CUDNEY, LARRY L.

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

CUNNINGHAM, JEANNE E.

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

***CUTLER, ROBERT**

Assistant Professor of Business
B.S., Brooklyn College
M.P.A., University of Southern California

DALY, MICHAEL J.

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

DANIELS, CAROL

Instructor of Mathematics
A.A., Pasadena City College
B.A., M.S., California State University, Los Angeles

***DANIELS, LYNDA**

Assistant Professor of Physical Education
B.S., California State Polytechnic University, Pomona
M.A., California State University, Los Angeles

***DANIELSON, ERIC D.**

Instructor of Computer Science/Information Systems
B.S., Harvey Mudd College

DAVENPORT, DAVID A.

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

DAVITT, JOHN A.

Superintendent/President
B.S., M.A., University of San Francisco
Ed.D., University of Southern California

DeFRAIN, PATRICIA L.

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

DeGRASSI, LEONARD R.

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

***DELAN, DOUGLAS SCOTT**

Counselor, Career Center
B.A., George Washington University
M.B.A., Tulane University
M.S., California State University, Los Angeles

DeLANGE, GLENN

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

***DEMERJIAN, MARLENE**

Instructor of Mathematics
B.S., M.A., University of California, Los Angeles

***DePOMPA, RONALD L.**

Instructor of Administration of Justice
A.S., Glendale Community College
B.S., University of San Francisco
M.P.A., University of Southern California

DeVINCENTIS, LANI EDIE

Dean, Non-Credit Education
B.S., California State Polytechnic University, Pomona
M.A., United States International University

***DHIMAN, SATINDER**

Instructor of Business
B.A., Gnd University, India
M.A., Pan Jab University, India
M.A., Gnd University, India
M.B.A., West Coast University

***DIAZ-LOPEZ, FELIX**

Assistant Professor of Economics
B.S., Kent State University
M.S., University of Wisconsin
Ph.D., University of Southern California

***DICKSON, RISA ELLEN**

Instructor of Speech Communications
B.A., California State University, Northridge
M.A., University of Southern California

DILUCCHIO, JANE E.

Coordinator, Developmental Skills Laboratory
B.A., Occidental College
M.A., California State University, Los Angeles

***DIONIS, ROBERT C.**

Assistant Professor of Aviation and Transportation
A.A., Los Angeles City College
B.A., California State University, Los Angeles

DOMINGUEZ, ROXANNE

Counselor
B.A., University of California, Los Angeles
M.A., California State University, Dominguez Hills

DONAGHY, ROBERT

Instructor of Physical Education
Men's Tennis Coach
B.A., M.S., California State University, Los Angeles

DONOVAN, BLANCHE KELLER

Professor of Physical Education
A.B., Occidental College
M.A., California State University, Los Angeles

***DOUGLAS, EDWARD A.**

Instructor of Speech
A.A., Lake City Community College
B.A., University of West Florida
M.F.A., California Institute of the Arts

*Adjunct Faculty

DOVNER, BRUCE

Instructor of Mathematics
B.S., California State University, Long Beach
M.S., California State University, Los Angeles

DOYLE, DENNIS M.

Associate Professor of Reading Education
B.A., St. John's College
M.A., California State University, Los Angeles

DOZOIS, PAUL C.

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

***DUNN, FRANCES**

Assistant Professor of English
A.A., Valley College
B.A., M.A., California State University, Los Angeles

***DUTTON, DEBRA**

Assistant Professor of Biology
B.S., M.S., California State Polytechnic University,
Pomona

***DUTTON, PAULINE**

Librarian
B.A., California State University, Fullerton
M.S., University of Southern California

EBERTS, MICHAEL

Assistant Professor of Journalism
A.A., Los Angeles Valley College
B.A., M.A., California State University, Los Angeles

***ECKLER, PHYLLIS**

Instructor of Dance
B.F.A., York University
M.F.A., California Institute of the Arts

EDELMAN, BART

Professor of English
B.A., M.A., Hofstra University

EDGAR, R. DANIEL

Associate Professor of Chemistry
A.A., Glendale Community College
B.A., University of California, Santa Barbara
M.S., San Diego State University

ERSELIUS, ROBERT

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

***FAIRHURST, ALICE M.**

Counselor, Career Center
B.A., California State University, Los Angeles
M.S., California State University, Fullerton

***FARRAN, CAROLYN SUE**

Instructor of Business
B.S., West Virginia State College
M.S., Marshall University

***FARRINGTON, JOAN KEELER**

Assistant Professor of Psychology
B.A., California State University, Los Angeles
M.A., Azusa Pacific College

FIELD, MONA

Assistant Professor of Social Sciences
B.A., Immaculate Heart College
M.A., California State University, Los Angeles

***FISHER, DAVID C.**

Instructor of Russian
B.A., Tulane University

***FITCH, ROBERT**

Instructor of Alcohol/Drug Studies
B.A., M.A., California State University, Los Angeles

***FLAKE, JULIE ANN**

Instructor of Political Science
B.A., University of California, Berkeley
M.P.A., University of West Florida

FLETCHALL, DONALD

Assistant Professor of Allied Health
B.A., University of Redlands

FLYNN, KATHLEEN E.

Instructor of English as a Second Language
B.A., Queens College, City University of New York
M.A., The Graduate School and University Center,
City University of New York
M.A., Ph.D., University of Southern California

FORBES, GREGORY

Associate Professor of Biology
A.A., Los Angeles Pierce College
B.S., M.S., California Polytechnic University,
San Luis Obispo

***FORD, MARGE KENCK**

Instructor of Real Estate
A.A., Los Angeles Valley College
B.A., California State University, Northridge

FORDE, DAPHNE

Instructor of Allied Health
A.A., East Los Angeles College
B.S., M.S., California State University, Los Angeles

FORDYCE, JAMES FORREST

*Assistant Professor of English as a Second Language,
Non-Credit Adult Education*
B.A., M.A., University of Florida
C.Phil., Ph.D., University of California, Los Angeles

***FRIEDMAN, EVAN K.**

Instructor of Speech
B.A., S.U.N.Y.A.

FRIEDRICH-MEJIA, ERIKA

Professor of German
B.A., M.A., University of Arizona
M.A., Azusa Pacific University
Diplom, Sprachenschule der Landeshauptstadt
Munchen
Certificado de Estudios, Universidad De San
Carlos de Guatemala

*Adjunct Faculty

***GALLOWAY, SHANNA**

Assistant Professor of Art
B.F.A., University of Texas
M.A., University of Iowa

***GARDNER, ANN COFIELD**

Assistant Professor of Sociology
B.A., University of North Carolina, Greensboro
M.A., University of North Carolina, Chapel Hill

***GARDNER, CHARLES**

Assistant Professor of Mathematics
A.A., Glendale Community College
B.A., California State University, Los Angeles
M.A., Pasadena College

GEE, YOUNG

Instructor of English as a Second Language
B.A., San Francisco State University
M.A., University of California, Los Angeles

GEORGAS, ANDREW J.

Professor of Art
B.F.A., Bradley University, Illinois
M.F.A., University of Southern California

***GERZ, JOHN**

Instructor of Physics
B.S., California State University, Los Angeles

GHAZARIAN, SARKIS

Counselor, EOPS
B.A., University of California, Los Angeles
M.S., University of Southern California

***GIBSON, URSULA T.**

Assistant Professor of Business

***GILCHRIST, JAMES C.**

Instructor of Political Science
B.A., California State University, Fullerton
M.A., University of California, Los Angeles

***GILLOOLY, JESSICA**

Assistant Professor of Psychology
B.S., University of Missouri
M.A., California State University, Los Angeles

GIRARD, KINDRA A.

Professor of Biology
B.S., M.A., University of California, Davis

GLANZER, ALLYN

Associate Professor of Speech
A.A., Orange Coast College
B.A., M.A., California State University, Long Beach

GLIENNA, RAYMOND

Division Chair
Professor of Chemistry
B.S., University of Southern California
M.S., Ph.D., University of California, Berkeley

GOLD, JON

Track Coach
Instructor of Physical Education
B.A., University of California, Los Angeles

***GOMEZ, JOSE J.**

Instructor of Health
B.S., California State University, Fullerton

***GOULD, RONALD L.**

Instructor of English as a Second Language
B.A., University of California, Los Angeles
M.A., California State University, Chico

***GRAHAM, DAVID**

Instructor of Accounting
B.S., State University of New York
M.S., Northrup University

***GRANDE, JOHN A.**

Instructor of Speech Communication
B.A., Beloit College
M.A., California State University, Los Angeles
Ph.D., University of Southern California

GRAY, KENNETH R.

Professor of Theatre Arts
A.A., College of the Sequoias
B.A., M.A., San Diego State University

***GREENE, MARY JANE**

Instructor of Accounting
B.A., New York University

***GRIFFITH, LINDA**

Instructor of English
B.A., Reed College
M.A., University of Wisconsin

GRIMSBY, ALLAN

Dean, Student Services
B.A., California State University, Fullerton
M.S., California State University, Los Angeles
Ph.D., Claremont Graduate School

GROSSO, LINDA

Assistant Professor of Business
B.V.Ed., California State University, Los Angeles

***GUDER, VICTOR L.**

Director, Concert and Stage Band
Assistant Professor of Music
B.A., University of California, Los Angeles
M.A., California State University, Fullerton

GUGLIELMINO, RICHARD

Assistant Professor of Physics
B.S., M.A., University of Southern California

GUILMETTE, COLLIN S.

Professor of History
A.B., M.S., University of Southern California

***HAASE, WALTER**

Assistant Professor of History
B.A., Occidental College

HANLEY, TIMOTHY G.

Professor of English
B.A., M.A., California State University, Los Angeles

*Adjunct Faculty

HARLAN, JEAN

Associate Professor of Business
B.A., Morehead State University
M.P.A., California State University, Sacramento

HARLAN, RONALD K.

Professor of Biology
A.A., Chabot College
B.S., California State University, Hayward
M.A., University of California, Santa Barbara

***HARPER, KATE GALE**

Instructor of English
B.A., Arizona State University
M.A., California State University, Northridge

***HARRIS, AUDREY**

Counselor, Career Center
B.S., M.S., California State University, Los Angeles

***HART, JEANNE**

Assistant Professor of French
Ph.D., University of Southern California

***HASKINS, ROBERT**

Assistant Professor of Physics
M.S., University of Chicago

HAWKINS, DRAKE C.

Division Chair
Professor of Political Science
B.S., U.S. Naval Academy, Annapolis
M.A., University of California, Los Angeles

HAWKINS, ROBERT N.

Professor of Geography
B.A., California State University, Los Angeles
M.A., University of California, Los Angeles

***HAYNE, RICHARD**

Assistant Professor of Emergency Medical Technology
B.A., Whittier College
Mobile Intensive Care Paramedic, Los Angeles
County-University of Southern California
Medical Center
R.N., Los Angeles County-University of Southern
California Medical Center
Ph.D., University of California, Los Angeles

HAYNES, CHERYL

Associate Professor of Business
B.S., University of Bridgeport
M.S., State University of New York, Albany

***HELLMAN-FLYNN, ROBERTA**

Instructor of Allied Health
R.N., B.S.N., University of Texas School of Nursing

HENLEY, MARGARET

Assistant Professor of Chemistry
B.S., University of California, Los Angeles
M.S., Syracuse University

***HERNANDEZ, CARMEN D.**

Assistant Professor of Spanish
M.A., Mount St. Mary's College

***HICKS, DONALD R.**

Instructor of Biology
 B.S., Auburn University
 M.S.T., Florida Atlantic University
 Ph.D., Florida Institute of Technology

HIGH, WALLACE S.

Professor of Psychology
 A.A., Modesto Junior College
 A.B., University of California, Santa Barbara
 M.A., California State University, San Jose

***HODGE, RICK**

Instructor of Speech Communication
 B.S., University of Oregon
 B.A., Walla Walla College
 M.Div., Andrews University

***HOFFMAN, RONALD**

Instructor of Geography
 B.A., University of California, Los Angeles
 M.A., M.S., California State University, Los Angeles

HOLDEN-FERKICH, KAREN B.

Coordinator, Employment and Training
 B.S., Indiana University of Pennsylvania
 M.A., California Lutheran University
 Ed.D., Pepperdine University

***HOLLAND-DICHTER, KATHERINE**

Instructor of Health
 B.S., M.A., San Diego State University

HOLMES, MARY KATHLEEN

Associate Professor of Mathematics
 B.A., M.A., University of California, Los Angeles

***HOLMES, ROBERT C.**

Assistant Professor of Aviation
 B.A., Carleton College
 M.B.A., University of Michigan

***HOLMES, ROBERT K.**

Assistant Professor of Business
 B.A., University of Southern California
 J.D., Southwestern University

***HOOVER, DAVID**

Band Director
Instructor of Music
 B.M., M.A., California State University, Northridge

HOOVER, PHYLLIS

Assistant Professor of English
 B.A., Pacific Lutheran University, Tacoma
 M.A., University of New Mexico, Albuquerque

HORTON, ERNEST H., JR.

Professor of Philosophy
 A.B., Los Angeles Pacific College
 M.Div., Asbury Theological Seminary
 Ph.D., University of Southern California

***HORWITH, SUSAN**

Instructor of Mathematics
 B.S., Arizona State University

*Adjunct Faculty

***HOUGHTON, ROY**

Instructor of Psychology
 M.A., California State University, Northridge
 Ph.D., United States International University

***HOWE, SUSAN**

Instructor of Mathematics
 B.A. MAT, Occidental College

***HOYER, PAVLA**

Instructor of Biology
 B.A., M.A., California State University, Long Beach

***HOYT, RICHARD F.**

Instructor of Management
 B.B.A., Loyola University, Los Angeles
 M.B.A., University of Southern California

HUBER, WALTER R.

Professor of Business
 A.A., Mount San Antonio College
 B.S., M.S., California State University, Los Angeles

HURST, DAVID O.

Professor of Chemistry
 B.S., Wheaton College
 M.S., University of Illinois

***IMPERT, WALTER**

Instructor of Art
 B.A., Duke University
 M.F.A., Denver University

***INGRAO, THOMAS**

Instructor of Computer Science/Information Systems
 M.S., California State University, Northridge

INJEIKIAN, SUSAN A.

Instructor of English
 B.A., California State University, Northridge
 M.A., Columbia University

IRWIN, DIANNE E.

Professor of Psychology
 A.A., San Bernardino Valley College
 B.A., California State University, San Bernardino
 M.A., California State University, Fullerton
 Ph.D., United States International University

JACKSON, DONNALEE

Instructor of Clothing and Textiles
 A.A., Glendale Community College

***JAKL, SANDRA**

Assistant Professor of Physical Education
 B.A., California State University, Long Beach

***JAMISON, MARY ELLEN**

Instructor of English
 B.A., Brigham Young University
 M.A., Occidental College

***JANES, CLIFFORD H.**

Assistant Professor of Psychology
 B.A., University of California, Berkeley
 M.A., California State University, Los Angeles

JENSEN, JEFFRYLibrarian*B.A., La Verne College
M.S.L.S., University of Southern California***JEWELL, HAROLD L.***Instructor of Real Estate****JOHNSON, LIANNE C.***Instructor of Allied Health*A.A., Los Angeles Community College
R.N., Los Angeles County/USC Medical Center
B.A., B.S.N., California State University, Los Angeles***JOHNSTON, ERIC***Instructor of Anthropology*A.A., Fresno City College
B.A., University of California, Santa Barbara
M.A., University of New Mexico***JONES, DAVID PAUL***Instructor of Mathematics*A.S., Compton College
B.S., M.S., California State University, Los Angeles***JORDAN, GEORGE***Assistant Professor of Real Estate*

B.S., University of Pittsburgh

KABATECK, GLADYS*Coordinator/Counselor Adult Re-entry Center**Assistant Professor*
B.A., California State University, Fresno
B.A., M.S., California State University, Los Angeles**KAMARA-KAY, PHILIP S.***Counselor**Assistant Professor*
B.A., M.A.Ed., Azusa Pacific College
Ed.D., University of Southern California***KARRAS-LAZARIS, VASILIKI B.***Instructor of English as a Second Language*

B.A., M.A., Cleveland State University

KAST, LYNN*Assistant Professor of Mathematics*B.S., Loyola Marymount University
M.S., California State University, Northridge***KAUFFMAN, MITCHELL***Instructor of Finance*B.A., B.A., University of California, Santa Barbara
M.B.A., Claremont Graduate School**KEEFE, JOSEPH M.***Professor of Botany*

B.A., M.A., University of California, Santa Barbara

KENT, DAVID P.Instructor of Speech*

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

KIBLER, ROBERT L.*Professor of Fine Arts*B.S., Southeast Missouri State University
M.A., San Diego State University

*Adjunct Faculty

KILKEARY, DESMOND B.*Professor of English*B.A., California State University, Humboldt
M.A., California State University, Los Angeles***KITTELSRUD, JAMES D.***Instructor of Computer Science/Information Systems*

B.S., Cleveland State University

KLEIN, JERRYInstructor of Anthropology*B.A., California State University, Northridge
M.A., California State University, Los Angeles***KLINT, RONALD, A.H.***Assistant Professor of Mathematics*A.A., Glendale Community College
B.A., University of California, Los Angeles
M.A., California State University**KLOEZEMAN, CHRISTINE***Instructor of Accounting*B.S., Brigham Young University
M.A., University of Redlands**KNIGHT, NANCY***Associate Dean, Disabled Student Programs
and Services*B.A., Brooklyn College
M.A., California State University, Los Angeles***KNIGHTON, JAMES***Instructor of Computer Science/Information Systems*

B.C.S., Simon Fraser University

KNUDSEN, MARY CHRISTINEAssistant Professor of English*B.A., Russell College
M.A., California State University, Los Angeles***KONOVNITZINE, PETER***Instructor of Geography*

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

KRAY, JOHN S.*Associate Professor of Technical Education*A.S., Los Angeles Trade Technical College
B.A., California State University, Los Angeles***KRUG, BERNADETTE WU***Instructor of Chinese*B.A., National Taiwan University
M.A., Harvard University**KUNZE, WILLIAM***Counselor**Assistant Professor*
A.A., A.S., Glendale Community College
B.A., M.A., M.S., California State University,
Northridge
Ed.D., Nova University***KURBAN, NABEEL***Assistant Professor of English*B.A., M.A., American University of Beirut
Ph.D., Indiana University

***KUTCHER, STEVEN R**

Assistant Professor of Biology
A.A., Los Angeles Pierce College
B.S., University of California, Davis
M.A., California State University, Long Beach

***LAHEY, ANNE**

Instructor of Allied Health
B.S.P.A., St. Joseph's College

LANG, VELORIS B.

Division Chair
Professor of English
B.A., M.A. Stanford University
Ed.D., University of California, Los Angeles

LARSON, JILLAYNE

Director, Parent Education and
Child Development Center
B.A., Wheaton College
M.A., Pacific Oaks College
Ph.D., Claremont Graduate School

LASHLEY, VIRGINIA S.

Professor of Computer Science/Information Systems
A.B., University of Kansas
M.A., Occidental College
Ph.D., University of Southern California

LAUTER, ELVA

Assistant Professor of English
B.Ed., M.S., University of Oregon

LAYTON, GORDON L.

Associate Professor of Applied Science
A.A., Los Angeles Valley College
FAA Ratings: AP Mechanic License
Commercial Pilot License with Multi Engine Land
and Single Engine Sea Rating
Designated Mechanic Examiner, Designated
Written Test Examiner, Authorized Inspector

***LE, TIENG**

Instructor of Mathematics
Ph.D., University of Southern California

LECUYER, JEAN

Professor of Physics
B.S., University of Montreal
Ph.D., University of Chicago

***LEE, JEFFREY W.**

Instructor of Psychology
B.A., M.A., California State University, Los Angeles

***LEE, LISA SHIU ING**

Instructor of Mathematics
M.S., California State University, Northridge

LEE, SANDRA K.O.

Counselor
Professor
B.Ed., University of Hawaii
M.S., California State University, Los Angeles

LeMIEUX, HILARY J.

Professor of Dance
D.P.E., University of Otago, New Zealand
Dip. Tchg., Auckland Teachers College,
New Zealand
M.S., University of Wisconsin

LEVATTER, THEODORE

Instructor of Speech
B.A., University of California, Santa Barbara
M.A., California State University, Los Angeles

LEVY, MURRAY

Associate Professor of Business
B.B.A., City University
M.B.A., Fordham University

LEW, KIM

Associate Professor of Allied Health
B.S., M.S., California State University, Los Angeles

***LEWIS, J. KIRSTEN**

Instructor of Physics
M.A., California Institute of Technology

***LEWIS-GOLDSTEIN, DIANE**

Instructor of Clothing and Textiles
B.A., University of California, Santa Cruz
B.S., M.S., California State University, Northridge

***LIELAUSIS, DACE**

Instructor of Art
A.A., Pasadena City College
B.A., M.A., California State University, Los Angeles

LIENHARD, PATRICIA A.

Vice President, College Services
B.A., Immaculate Heart College
M.S., California State University, Los Angeles
Ed.D., University of Southern California

***LLOYD, STEPHEN D.**

Assistant Professor of Business
B.S., Brigham Young University

***LOMAS, CHARLES**

Assistant Professor of Mathematics
B.A., Claremont Men's College
M.A., University of Southern California

***LOMEN, WILLIAM H.**

Instructor of English as a Second Language
B.A., M.A., California State University, Los Angeles

LOTTIE, JOYELLEN

Instructor of Business
B.S., Western Michigan University
M.Ed., University of Houston

***LUDBERG, FRED**

Assistant Professor of Business
B.A., California State University, Long Beach

LUDFORD, DEBORAH

Instructor of Computer Science/Information Systems
B.A., M.S., University of Southern California

LUU, THI DINH

Counselor, EOPS
B.A., Dalat University, Vietnam
M.S.W., University of California, Los Angeles

MACK, DAVID

Articulation Officer
A.A., Glendale Community College
B.A., M.S., California State University, Los Angeles

MACKEY, JIWON C.

Instructor of Sociology
B.A., M.A., California State University, Northridge

***MAECK, ALEXANDRA**

Instructor of English as a Second Language
B.A., Dartmouth College
M.A., Columbia University

MAIER, MARK H.

Associate Professor of Economics
A.B., Oberlin College
Ph.D., New School for Social Research

***MALINOWSKI, LOUIS E.**

Assistant Professor of Engineering Drawing
B.A., University of Minnesota
M.Ed., University of North Dakota

MALLORY, WILLIAM L.

Division Chair
Professor of Applied Science
A.S., Pierce College
B.V.Ed., M.V., Ed., California State University,
Los Angeles
FAA Ratings: Private Pilot, Airframe and
Powerplant Mechanic, Authorized Inspector,
Designated Mechanics Examiner

MANRIQUEZ, PATRICIA MARUM

Counselor
B.A., University of Redlands
M.P.A., University of Arizona

***MANS, ROLANDO**

Assistant Professor of Spanish
B.A., California State University, Long Beach
M.A., California State University, Sacramento

***MARASIGAN, ELIZABETH**

Instructor of English as Second Language
B.S.E., Saint Paul College of Manila
M.A., Ateneo de Manila University
M.A., National University of Singapore

MARASHLIAN, LEVON

Associate Professor of History
B.A., University of Illinois
M.A., C.Phil., University of California, Los Angeles

***MARKWELL, TERRY**

Instructor of Dance
B.A., Butler University

MARSDEN, STEVEN P.

Professor of Mathematics
B.A., M.A.T., University of California, Los Angeles

*Adjunct Faculty

***MARSH, WALTER E.**

Assistant Professor of Mathematics
B.A., Pasadena College

***MARSHALL, ELLIOTT D.**

Instructor of Mathematics
B.S.E.E., M.A., Virginia Polytechnic Institute and
State University

***MARSTON, PETER J.**

Instructor of Speech
B.A., Occidental College
Ph.D., University of Southern California

***MARTINEZ, FAUSTO**

Assistant Professor of Architecture
A.A., Glendale Community College
B.S., California State Polytechnic University

MASSION, GARY R.

Associate Professor of Mathematics
B.A., University of California, Santa Barbara
M.A.T., University of California, Los Angeles

MAYO, PAUL

Professor of Music
B.Mus., University of Southern California

***McCLOSKEY, JOHN**

Assistant Professor of English
B.A., Iona College
M.A., Ohio University

McCUEN, JO RAY

Dean, Evening College
A.B., Pacific Union College
M.A., Ph.D., University of Southern California

***McDONALD, LYDIA**

Instructor of English as a Second Language
A.B., A.M., University of Southern California

***McKAY, ROBERT**

Instructor of English as a Second Language
B.A., M.A., Northeastern Illinois University

McMURREY, FRANK LYNN

Associate Professor of Dance
B.A., American University of Beirut

MEADOWS, ROBERT J.

Associate Professor of Administration of Justice
B.S., Northern Arizona University
M.S., Ed.D., Pepperdine University
Ph.D., Claremont Graduate School

MERCADE, JOSÉ A.

Counselor
Director, Study Abroad Programs
Coordinator, Baja California Field Studies Program
A.A., Pasadena City College
B.A., M.S., California State University, Los Angeles
Ed.D., Nova University

MERRIMAN, HELEN

Division Chair
Assistant Professor of English as a Second Language
B.A., M.A., California State University, San Francisco

***MESEC, MURRAY**

Professor of Physical Education
B.S., M.A., Northwestern University

MESEROW, JUDITH

Counselor
Assistant Professor
B.S., University of Northern Colorado
M.A., California State University, San Bernardino

MEYER, DIANE L.

Counselor
Professor
A.B., University of Michigan
M.S., California State University, Los Angeles

***MILLER, K. ELAINE**

Instructor of Biology
B.S., M.S., California State University, Los Angeles

MIRCH, MARY

Assistant Professor of Allied Health
B.S.N., University of Virginia
M.S., University of Arizona

MIZUNO, LYNN

Assistant Professor of Physiology
B.S., University of Southern California
M.S., California State University, Los Angeles
Ph.D., University of Southern California

***MONDRUS, MARTIN**

Professor of Art
A.B., California State University, Los Angeles
M.F.A., Claremont Graduate School

MONTANTE, ANGELO THOMAS

Assistant Professor of History
A.A., Santa Monica City College
M.A., California State University, Northridge
B.A., C.Phil., Ph.D., University of California,
Los Angeles

***MOODY, DAVID A.V.**

Instructor of Computer Science/Information Systems
A.A., Fullerton Junior College
B.A., M.A., Occidental College

MOODY, MARGARET J.

Professor of History
A.A., Los Angeles City College
A.B., M.A., University of Southern California
M.A., California State University, Northridge
C.Phil., University of California, Los Angeles

***MORAN, BRIAN**

Assistant Professor of Drafting
A.A., Glendale Community College

***MORGAN, KAREN OLIVIA**

Instructor of Fashion Design
B.A., Brigham Young University

*Adjunct Faculty

***MUNA, FRANCES AGUON**

Instructor of Business
B.A., M.A., University of Guam
M.A., Arizona State University
Ed.D., Western Michigan University

MURPHY, KATHLEEN

Associate Professor of Allied Health
R.N., S.C.M., Edgware Hospital, London
B.S.N., M.S.N., California State University

***MYSLIVIEC, KAREN**

Instructor of Allied Health
A.A., R.N., Glendale Community College

***NANDKISHORE, EDGAR R.**

Assistant Professor of Business
B.A., St. Stephen's College, University of Delhi
M.B.A., University of Delhi
J.D., Western State University College of Law

NELSON, KRISTINE

Instructor of Student Development
A.A., East Los Angeles College
B.A., M.A., California State University, Los Angeles

NELSON, VIRGINIA

*Adult Education, Business Education,
Adult Community Training Center
Division Chair*
B.S., University of California, Los Angeles
M.B.A., University of La Verne

NEUFELD, HELEN H.

Professor of Chemistry
B.S., Murray State University
M.S., University of Redlands
M.Sc., University of London
Ph.D., Claremont Graduate School

NEWBERRY, LARRY

Instructor of Mathematics
B.S., M.S., Wichita State University

***NEWLIN, JOAN**

Instructor of Physical Education
B.A., University of California, Berkeley

NEY, DONALD

*Associate Professor of Electronics and
Computer Technology*
B.S., Southern Illinois University
M.A., Azusa Pacific University

NIBLEY, LINDA S.

Professor of English
A.B., M.A., University of California, Los Angeles

***NICOLL, WILLIAM V.**

Assistant Professor of Finance

***NISHIMOTO, MASAKO**

Instructor of Mathematics
B.A., University of California, Los Angeles
M.A., University of Southern California

***NISSEN, EDWARD**

Assistant Professor of Accounting
B.S., Midland College
M.A., Omaha University

***NOLLAR, JUDITH**

Librarian
A.B., University of California, Los Angeles
M.L.S., Immaculate Heart College

NORMAN, RUSSELL F.

Professor of Business
B.S., M.Ed., University of California, Los Angeles

NORRIS, LEE

Professor of Applied Science

NOVINGER, ANNE MARIE

Professor
Specialist, Health Services
A.A., Pasadena City College
B.A., M.A., California State University, Los Angeles

NOWINSKI, STUART

Assistant Professor of Chemistry
B.S., M.S., California State University, Long Beach

***NUNN, MARSHALL E.**

Professor
A.B., Stanford University
M.S.L.S., University of Southern California

NUNNELEE, B.H. (JIM)

Assistant Professor of Applied Science
B.S., Northrop Institute of Technology
FAA Ratings: Private Pilot, Airframe and Powerplant,
Authorized Inspector, Designated Mechanical
Examiner

***O'CONNOR, MICHAEL**

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

***ODRICH, STEVE**

Instructor of Mathematics
B.A., California State University, Northridge
M.S., California State University, Los Angeles

***OLENIK, JANET L.**

Instructor of Art
A.A., Moorpark College
B.F.A., Otis Art Institute, Los Angeles
M.A., California State University, Los Angeles

OPPENBERG, ELLYN

Instructor of Learning Disabilities
B.A., California State University, Northridge
M.A., California State University, Los Angeles

***OSBORN, BARBARA**

Instructor of Journalism
M.A., Barnard College
M.A., Hunter College

OWEN, ANTHONY R.

Instructor of Applied Science
FAA Airframe and Powerplant Mechanic License,
Commercial Pilot License, Airplane single
and Multi-Engine Land Instrument Rating, I.A.

***OWEN, PAT DEL REY**

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

***OWENS, ARTHUR E.**

Assistant Professor of Accounting
B.A., California State University, Los Angeles

***PACHECO, LUIS EDUARDO**

Instructor of Mathematics
B.S., University of California, Los Angeles

***PACK, RICHARD**

Assistant Professor of Geography
B.A., University of California, Los Angeles
M.S., Oregon State University

PAPAIUANU, NICK

*Assistant Professor of Electronics and
Computer Technology*
A.A., Pasadena City College
B.A., M.A., California State University, Long Beach

PARKER, GARY W.

Dean, Admissions and Records
B.A., M.A., Ph.D., University of California, Riverside

PARKER, WILLIAM L.

Professor of Philosophy
A.B., Point Loma College
M.A., University of Southern California
J.D., Loyola University School of Law

PATTON, KENNETH W.

Dean, Career Education/Economic Development
B.A., California State University, Fresno
M.A., California Polytechnic University,
San Luis Obispo

***PERRY, JEAN**

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

***PETERS, JOHN L.**

Assistant Professor of English
A.A., Pasadena City College
B.A., M.A., California State University, Los Angeles

PETROS, JOHN MICHAEL

Assistant Professor of Television
B.A., Western Illinois University
M.A., California State University, Northridge

***PHINNEY, DEANE**

Instructor of Child Development
B.S., University of California, Los Angeles
M.A., California State University, Northridge

***PIETRZAK, JAN P.**

Instructor of Photography

PITTARD, JOANNE

Professor of Allied Health

R.N., Memorial Hospital School of Nursing,

Albany, New York

B.S., M.S., Chapman College

***PONTI, CARLA M.**

Instructor of English as a Second Language

B.A., George Mason University

M.A., University of Southern California

***PORTER, ROGER H., JR.**

Instructor of Art

B.A., University of Texas, Austin

M.F.A., University of Arizona

***PORTIGAL, STEVEN**

Instructor of Art

B.A., California State University, Northridge

M.F.A., University of California, Los Angeles

POTASE, THOMAS

Professor of Computer Science/Information Systems

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

M.S., University of California, Los Angeles

***PRESSNALL, GERALD D.**

Assistant Professor of Mathematics

B.S., Minnesota State University

M.A., California State University, Northridge

***PRESTON, CAROLINE**

Assistant Professor of Sign Language

B.A., M.A., California State University, Northridge

***PRICE, GAIL**

Instructor of Real Estate

***PUDELKO, KATHRYN**

Women's Basketball Coach

Instructor of Physical Education

B.A., University Northern Colorado

M.A., California State University, Northridge

PUGLIA, JOSEPH

Counselor

Professor

B.S., University of Dayton, Ohio

M.A., California State University, Los Angeles

Ed.D., Nova University

PURSER, GORDON

Assistant Professor of Chemistry

B.S., University of Texas, Austin

Ph.D., University of Colorado, Boulder

QUINTANAR, JOSE R.

Specialist, Amnesty Education Program

A.A., Glendale Community College

B.A., Occidental College

M.Ed., University of California, Los Angeles

***RAITCH, A. MARA**

Instructor of English as a Second Language

B.A., Humboldt State University

M.A., University of Southern California

***RAMSEYER, ALBERT**

Assistant Professor of Real Estate

B.A., University of California, Davis

M.S.B.A., Boston University

M.A., University of Southern California

J.D., Loyola Law School

RANCHEZ, PRUDENCIO C.

Assistant Professor of Allied Health

B.S., Far Eastern University, Phil.

M.S., California State University, Fresno

RASMUSON, N. ARTHUR

Executive Vice President, Instructional Services

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

RENNER, MARGUERITE

Assistant Professor of History

B.A., M.A., Ph.D., University of Pittsburgh

***RENO, FRED B.**

Assistant Professor of Administration of Justice

B.S., California State University, Los Angeles

M.P.A., University of Southern California

***REYES, LYNDA ANGELICA N.**

Instructor of Art History

B.A., College of the Holy Spirit, Philippines

M.A., Northern Illinois University

REYES, TITA-GENEROSA

Associate Dean, Health Sciences

Division Chair

Associate Professor

B.S.N., M.A., Nursing, University of the Philippines

Ph.D (Honorary Degree) World University,

Kowloon, Hong Kong

RHANAY, VALERIE J.

Counselor, Disabled Student Center

B.A., University of California, San Diego

M.S., San Diego State University

RIBEIRO, MARIAH L. R.

Counselor, Financial Aid

B.A., University of California, Los Angeles

M.A., Loyola Marymount University

RIKE, THOMAS J.

Division Chair

Associate Professor of Biology

B.S., San Jose State University

M.S., Pepperdine University

***RIVAS, ROGELIO**

Instructor of Business

***ROBINSON, ELLEN**

Instructor of Real Estate

***ROBISON, RICHARD**

Instructor of English as a Second Language
 S.B., Massachusetts Institute of Technology
 M.Div., Gordon-Conwell Theological Seminary
 M.A., University of California, Los Angeles

RODEMICH, CHRISTINE F.

Associate Professor of Allied Health
 B.S.N., University of Maryland
 M.S.N., California State University, Los Angeles

***ROSE, JACK**

Instructor of Political Science
 B.A., M.A., California State University, Northridge

***ROSEN, NINA GLAUDIN**

Instructor of English
 M.A., University of Southern California

***ROSS, BONNIE R.**

Instructor of English
 B.A., M.A., California State University, Northridge

***ROSS, LORETTA**

Instructor of English
 M.A., San Diego State University

***RUSSEL, NORMA**

Assistant Professor of English
 B.A., Indiana University
 M.A., California State University, Los Angeles

***RUSSELL, ROBERT M.**

Assistant Professor of English
 A.A., Long Beach City College
 B.A., M.A., Occidental College

***RYSAVA, EVA**

Assistant Professor of English
 M.A., Olomouc University
 M.A., California Family Studies Center
 Ph.D., University of Purkyne, Brno, Czechoslovakia

***SANDELL, STANLEY, JR.**

Assistant Professor of Business
 A.A., Glendale Community College
 B.S., M.B.A., University of Southern California
 J.D., Southwestern University School of Law

***SANORA, PATRICIA A.**

Instructor of Alcohol/Drug Studies
 M.A., Pacific Oaks College

***SARKISIAN, NANETTE E.**

Instructor of Accounting
 B.A., Boston University
 J.D., La Verne University School of Law

***SARTAIN, NANCY**

Instructor of Music
 B.A., M.F.A., University of California, Los Angeles

SARTORIS, JAMES M.

Division Chair
Professor of Physical Education
Men's Athletic Director
 B.A., University of Washington
 M.A., California State University, Los Angeles

***SAUVE, JAMES D.**

Instructor of English
 B.A., Whitman College
 M.A., Claremont Graduate School

SCARPACE, MICHAEL

Associate Professor of Physical Education
 A.B., M.S., University of Southern California

***SCHLIFF, MARY A.**

Instructor of Child Development
 B.M., University of Iowa
 M.A., University of Vermont

***SCHULTHEISS, JOHN**

Assistant Professor of Art
 B.A., John Carroll University, Cleveland, Ohio
 M.A., University of California, Los Angeles
 Ph.D., University of Southern California

***SCOTT, JR., MICHAEL D.**

Instructor of Business
 A.A., Glendale Community College
 B.S., California State University, Los Angeles
 M.S., Golden Gate University

SCULL, SHARON D.

Staff Development Officer
Coordinator of Interdisciplinary Humanities Program
Professor of English
 A.A., Pasadena City College
 B.A., California State University, Los Angeles
 M.A., Occidental College

***SEGAL, SERAPHINE GEISMAR**

Instructor of Advertising Design
 B.A., California State University, Northridge
 B.F.A., Art Center College of Design

SEIFERT, RAMONA L.

Professor of Business
 A.B., Colorado State College of Education
 M.A., California State University, Los Angeles

***SEIFRIED, JACK**

Assistant Professor of Business
 B.S., University of Scranton

SELTZER, RICHARD

Coordinator, Credit English as a Second Language
Assistant Professor of English as a Second Language
 B.A., M.S., State University of New York, Albany
 C.Phil., University of Southern California

***SHADE, STEPHEN G.**

Instructor of English
 B.S., Millersville University
 M.A., Villanova University
 M.F.A., University of Iowa

***SHAN, DAVID**

Instructor of Japanese
M.A., Osaka University of Foreign Studies
M.A., Washington University

SHAW, FRANCES F.

Division Chair
Professor of Fashion and Family & Consumer Studies
Coordinator Cooperative Education/
Work Experience, Cosmetology
B.V.Ed., M.V.Ed., M.A., California State University,
Los Angeles

***SHEA, MARTIN**

Instructor of English
B.A., Manhattan College
M.A., Columbia University
M.A., Johns Hopkins University

SHELburnE, MERRY

Public Information Officer
Assistant Professor of Journalism
B.A., California State University, Los Angeles

***SHERMAN, MARTIN H.**

Instructor of Business
B.A., Brooklyn College
M.B.A., Columbia University

***SHERMER, MICHAEL**

Assistant Professor of Psychology
A.A., Glendale Community College
B.A., Pepperdine University
M.A., California State University, Fullerton

SIMON-ROSS, CELIA

Instructor of Spanish
B.A., Mount Saint Mary's College
M.A., University of California, Los Angeles

***SIMS, DONALD**

Assistant Professor of Economics
B.S., University of California, Los Angeles
M.A., University of Southern California

SING, SUSAN FONG

Instructor of Art
A.A., Modesto Junior College
B.A., California State College, Stanislaus
M.A., California State University, San Francisco

***SINGER, BABBETE**

Instructor of English
M.A., New York University

***SITSER, TARA**

Instructor of Dance

***SKINNER, GERALD**

Instructor of Administration of Justice
B.A., M.A., University of Southern California

SMITH, J. WALTER

Dean, Student Activities
B.S., M.S., University of Southern California

*Adjunct Faculty

SMITH, JAMES M.

Professor of Anthropology
B.A., M.A., California State University, Los Angeles

***SMITH, MICHAEL ALLEN**

Instructor of Mathematics
B.S., California State University, Los Angeles
M.A., University of California, Los Angeles

***SNYDER, EILEEN**

Instructor of English as a Second Language
B.A., University of California, Santa Barbara

***SNYDER, GARY E.**

Assistant Professor of Accounting
B.S., California State University, Los Angeles
M.S., California Western University
M.A., California Family Study Center

SPANGLER, DIANNE M.

Professor of Physical Education
B.A., M.A., California State University, Los Angeles

SPEISER, EVELYN W.

Division Chair
Professor of Computer Science/Information Systems
B.A., Cornell University
M.S., Columbia University

***STANIZAI, ZAMAN S.**

Instructor of English as a Second Language
B.A., Kabul University
M.A., University of Washington
M.A., University of Southern California

***STARCEVIC, HELEN**

Librarian
Ed.B., University of California, Los Angeles
M.S.L.S., Catholic University of America

***STARK, JAQUELINE**

Instructor of English
B.A., University of California, Los Angeles
M.A., University of Pennsylvania

***STARNER, FRED**

Instructor of Economics
M.A., University of Michigan
Ph.D., Ohio State University

STATHIS, PETER A.

Assistant Professor of Mathematics
B.A., Colgate University
M.A., Claremont Graduate School

STEINER, RAYMOND A.

Associate Dean, Financial Aid
B.A., California State University, Hayward
M.A., Ph.D., Washington State University

STEMBRIDGE, JACKIE

Associate Professor of English
A.A., Glendale Community College
B.A., M.A., California State University, Los Angeles

***STERN, ELLEN**

Instructor of Art
 B.A., De Pauw University
 M.F.A., University of Southern California

STERN, TED

Associate Professor of Music
 B.A., University of Oregon
 M.M., University of Southern California

STIRDIVANT, JEANETTE

Counselor, Disabled Student Center
 B.A., M.S., California State University, Los Angeles

***SWANSON, STEVEN R.**

Instructor of Philosophy
 B.S., University of Denver
 M.Div., Fuller Theological Seminary
 Th.M., Princeton Theological Seminary
 Ph.D., University of Edinburgh

SWEENEY, THOMAS J.

Professor of Applied Science
 A.A., Glendale Community College
 B.V.Ed., M.A., California State University, Los Angeles

***SWINTON, JAN**

Counselor
 B.A., California State University, San Diego
 M.S., California State University, Los Angeles

***SYMSON, SANDRA**

Instructor of Child Development
 A.A., College of San Mateo
 B.A., California State University, San Jose
 M.S., California State University, Northridge

TARNELLI, TINA M.

Instructor of English as a Second Language
 A.A., Glendale Community College
 B.A., California State University, Northridge
 M.A., School for International Training

TAYLOR, LOLA

Counselor
Associate Professor
 A.A., Ventura College
 B.A., University of California, Los Angeles
 M.S., California State University, Los Angeles

TAYLOR, ROBERT J.

Counselor
 A.B., Beloit College
 M.S., California State University, Los Angeles

TAYLOR, ROBERT S.

Instructor of English
 A.B., University of California, Los Angeles
 M.F.A., Vermont College
 M.A., Claremont College

***THATCH, MARY JUDITH**

Instructor of English as a Second Language
 B.S., Northwest Missouri State University
 M.A., University of Missouri
 M.S., University of Southern California

*Adjunct Faculty

***THOMPSON, DONNA**

Instructor of English
 B.S., M.S., University of Southern Mississippi

***THORPE, THOMAS E.**

Assistant Professor of Astronomy
 B.A., M.A., University of California, Los Angeles

TRUPP, S. KENNETH

Associate Professor of English
 B.A., Roanoke College
 M.A., California State University, San Francisco

TSUYUKI, MAKOTO

Assistant Professor of Ethnic Studies
 B.A., M.A., California State University, Los Angeles

TUCKER, DELOS R.

Professor of Geology
 B.S., M.S., Louisiana State University
 Ph.D., University of Texas

***TUFTELAND, JERRY M.**

Associate Professor of Business
 B.A., Augustana College, South Dakota
 M.A., University of Pittsburgh

***TURNER, NANCY K.**

Assistant Professor of Art
 B.A., Queens College, Flushing, New York
 M.A., University of California, Berkeley

UGALDE, CARLOS

Associate Professor of Latin American Studies
 B.A., University of California, Los Angeles
 M.A., California State University, Los Angeles

UNTERMAN, ROBERT G.

Professor of Business
 B.A., State University of New York, Stony Brook
 M.A., M.B.A., University of California, Los Angeles
 J.D., Loyola Law School

VALLICELLA, PHILIP

Associate Professor of English
 B.A., University of California, Santa Barbara
 M.A., University of Michigan

VAN DAM, DENIS C.

Associate Dean, Learning, Tutorial and Assessment Services
 B.A., University of California, Los Angeles
 M.A., California State University, Long Beach
 Ph.D., University of Southern California

VAN DAM, GEORGIA JO

Assistant Professor of Philosophy
 A.B., Augustana College, Illinois
 M.A., University of Illinois

***VANDER LEEST, CHRISTINE**

Assistant Professor of Music
 A.A., El Camino Jr. College
 B.M., University of Southern California
 M.A., California State University, Los Angeles

VANEVENHOVEN, RONALD M.

Coordinator, Alcohol/Drug Studies Program
Assistant Professor
 B.A., M.A., California State University, Los Angeles

***VAUGHT, ROBERT**

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

***VILLALOBOS, JOHN**

Assistant Professor of English
 A.A., Glendale Community College
 B.A., M.A., California State University, Los Angeles
 Ph.D., University of Southern California

WAGNER, SHARLEEN

Program Director Coordinator, Community Services

WANG, YEIMEI

Coordinator, Special Events
Professor of Food and Nutrition Studies
 B.S., Marietta College, Ohio
 M.S., University of Southern California

***WARE, ADRA**

Assistant Professor of English as a Second Language
 B.A., California State University, Los Angeles

WASHINGTON, VICKI

Associate Dean, Extended Opportunity Programs & Services (EOPS)
 A.A., Pasadena City College
 B.A., M.S., California State University, Los Angeles

WATANABE, JOAN

Instructor of Photography
 B.F.A., University of Southern California
 M.F.A., Claremont Graduate School

***WATTS, MARV**

Assistant Professor of Mathematics
 B.A., University of California, Riverside
 M.S., Claremont Graduate School
 M.B.A., Azusa Pacific University

***WEAVER, MARK**

Instructor of Political Science
 B.A., Stanford University
 M.A., University of Pennsylvania

***WEAVER, ROBERT**

Assistant Professor of Art
 B.A., M.F.A., Otis Art Institute

***WESTENDORF, M. CARMEN**

Assistant Professor of Spanish
 B.A., California State University, Los Angeles
 M.A., University of California at Los Angeles

***WHALEN, LUCILLE**

Librarian
 B.A., Immaculate Heart College
 M.S.L.S., Catholic University of America
 D.L.S., Columbia University

WHITE, DAVID B.

Instructor of English
 A.A., Pasadena City College
 B.A., M.A., California State University, Los Angeles
 International Grad. Diploma, University of
 Salzburg, Austria

WHITE, STEVEN

Associate Professor of Economics
 B.S., University of Illinois
 M.A., California State University, Los Angeles

***WHITE, VERA**

Assistant Professor of Business
 A.A., Los Angeles Valley College
 B.A., M.A., California State University, Los Angeles

***WHITLOCK, MARY ANN**

Instructor of English
 B.A., California State University, Northridge
 M.A., Loyola University, Los Angeles

***WHITLOCK, STEPHEN A.**

Instructor of Business
 B.S.E.E., University of Southern California
 M.B.A., Loyola University, Los Angeles

***WIKE, CHARLES B.**

Librarian
 B.S., Westminster College of Salt Lake City
 M.L.S., University of California, Los Angeles

***WILES, CAROLEE**

Assistant Professor of Physical Education/Dance
 B.A., M.A., University of California, Los Angeles

WILLIAMS, RICHARD L.

Associate Professor of Political Science
 B.A., M.A., San Jose State University

***WINSLOW, JO-AN**

Assistant Professor of Real Estate

***WINTERS, LINDA S.**

Librarian
Assistant Professor
 B.A., University of Kansas
 M.A., Emory University

WISNIEWSKI, TERESA AGUILAR

Counselor, EOPS
 A.A., Glendale Community College
 B.A., California State University, Northridge
 M.S., University of LaVerne

WITT, GEORGE J.

Division Chair
Professor of Mathematics
 B.A., University of California, Irvine
 M.A., California State University, Long Beach
 Ed.D., United States International University

***WU, ANN**

Instructor of English
 B.A., National Taiwan Normal University

***WYATT, CAROLYN G.**

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

***YEN, DAT**

Instructor of Real Estate
B.A., University of Saigon

YOUNG, ANDREW

Assistant Professor of Mathematics
B.S., University of California, Irvine
M.A., University of California, San Diego

*Adjunct Faculty

***YOUNG, MILTON B.**

Professor of Music
B.Mus., University of Redlands
M.Mus., University of Southern California

***YUNKER, TERESA**

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

ZICHICHI, LINDY E.

Assistant Professor of Architecture
B.A., University of California, Santa Barbara
M.A., California State University, Los Angeles

CLASSIFIED STAFF

ACCOUNTING

Abraham Barakat
June Ghil
Ingrid K. Grewer
Dorothea Mallory
Donna Tasker
Colette Williams

ADMINISTRATIVE SERVICES

Margaret Nadir
Ingrid Slowskei
Laurine Witzka

ADMISSIONS AND RECORDS

Diane Agnone
Marion Anderson
Patty Avery
Sharon L. Barnett
Celeste Brenner
Dionne Encinas
Florence House
Arlene Kazmer
Kathryn Ligon
Vera McGillivray
Mary Beth McMahan
Diane Miller
Hilda Morad
Joann Naso
Norma Reger
Christine E. Reiner
Gretchen Smart
Lois Sullender
Nancy Yaldizian
Elvera Yinger

ALLIED HEALTH

Carol Lee Monroe
Ella Petrossian
Alice Wilkie

AMNESTY PROGRAM

Jose Corona
Diomary Jerome
Lillian Marinovich
Blanca Pelayo

ARTICULATION/CATALOG

Nadia Myers

BIOLOGY LABORATORY

Herbert Kumano
Mariam Lepedjian

BUSINESS DIVISION

Janet De Gooyer
Shirley E. Wright

CAFETERIA

Anne L. Brooks
Dominica Colamonico
Anna Correa
Nancy Gomez
Anneliese Graham

Raquel Grijalva
Gretchen McGlauffin
Agnes McGroary
Elia Moreno
Emma Palomino
Thien Ngoc Phung
Gladis Rodriguez
Erendida Zavala

CAMPUS SAFETY

Merrilee Ahaus

CAREER CENTER

Diana Sertich

CAREER EDUCATION

Julie Barrabee
James Cross
Sharon Hooks
Virginia Sturmer

CENTRAL RECEIVING/WAREHOUSE

George Ahenkorah
Armik Gregorian
Lillian Karp

CERAMIC ART LABORATORY

Mark Poore
Roger Porter

CHEMISTRY LABORATORY

Marin Burnei

CHILD DEVELOPMENT CENTER

Michael Alonzo
Odet Badal
Jane Boesen
Pamela Carroll
Zoila Einem
Ursula A. Ford
Debra Frohmuth
Ellen Goldstein
Chi Hun Lee
Mara Newbart
Eva Rittenhouse
Shelly Stevenson
Juliann Vandergrift
Janice Vunder
Wendy Wood

COLLEGE SERVICES

Louis Gagnon
Jean Manoogian

COMPUTER CENTER

Peter T. Halton
Margaret MacKenzie
Guillermo Rios
Issac M. Slack

DATA PROCESSING

Banchong Chamroonrat
Kevin M. Chan
Robert Gaane
Bruce Haft
Larry Stafford

DISABLED STUDENT CENTER

Shogher Baghdasarian
Michelle Bertelsen
Cornelius J. Flavin
Betty Fleishman
Marcia Henry
Nancy Lopez
Lillian Riggs
Hope Southwick

DUPLICATING

Jorge Sanchez
Pearl Taubman

**EXTENDED OPPORTUNITY PLACEMENT
AND SERVICES (EOPS)**

Nellie Lopez

ENGLISH AS A SECOND LANGUAGE

Virginia Hornbussel
Lynne W. Jewell

EVENING COLLEGE

Geraldine Costello
Virginia Klemptner
Betty Musacco
Carolyn Payne

FACILITIES

Bunny Anderson
Ray L. Anderson
Fred C. Angellano
Aida Avedissian
Rene V. Bello
Pio G. Bigornia
David Bush
Ines Carreras
James Conroy
Gerry Der-Kaloussian
Shawn E. Duncan
Charles Easley
Alma R. Flores
Richard Franco
Louis G. Garza
Rogelio Gilbert
Cesar A. Hernandez
Jose Hernandez
Jose E. Hoyos
Douglas D. Liebelt
Freddy Mojares
Michael W. Nevieus
Loc Thanh Nguyen
Vince E. Peoples
Antonio Ruta
Clark Schambers
Surgit Singh
Dan A. Tayao
Jorge R. Vega
Richard E. Walker
Alan B. Waterman
Daniel E. Webster

Jon M. Zaborac
Danny S. Zamora

FINANCIAL AID

Sylvia V. Carroll
Joann Cook
Darlene Di Tratto
Nance E. Spray
Nancy L. Vincelet

FOOD SERVICES DEPARTMENT

Beverly Delgadillo

FINE ARTS DIVISION

Mark J. Darcourt

FOUNDATION

Kathryn Allmon
Angela Battaglia
Florence Hammer

HEALTH CENTER

Sharon Mudgett
Karen L. Wharton
Marcella Zajac

HUMAN RESOURCES

Ann Bailey
Anne H. Barnes
Eduardo Bugayong
Lois J. Edwards
Lupe Geer
Sharon Montez
Vicki Nicholson
Evelyn Sanelli
Barbara Stepp

INSTRUCTION

Celeste Hawksley
Patricia Mulder
Judith Schufer

JOB PLACEMENT CENTER

Patricia Beggs
Juanda Darland
M. Dale Frazier

JOB TRAINING PARTNERSHIP ACT

Jane T. Blodgett
Renato Loredo
Mildred St. Laurent
Deanna Yeterian

LANGUAGE ARTS DIVISION

Marjorie Vickers

LEARNING CENTER

Maria Fojo
Lindsay L. Harter
Antoinette Ibarra
Rita Nigg
Hannelore Thompson
Ann Jung-Hsi Wu

LIBRARY

Dzovinar Ayvazian
Russell Beckett Jr.
Jeanne Bergeron
Dawn E. Corner
Vivian Darakjian
Barbara Peck
Jeanne Rees
Velma Smith
Rita Vartanian
Rimi Yang

MATHEMATICS DEPARTMENT

James Gotshalk

MEDIA SERVICES

Michael F. Coler
Jason C. Dorff
Jeffrey Marousek
Richard Pirodsky

NON-CREDIT ADULT EDUCATION

Frances Cohill
Mahlene D'Orazio
Mary J. Dorsey
Lacey L. Easley
Sylvia Hertel
Delores Jokinen
Belinda MacLeod
Maral Matossian
Connie Montgomery
Guillermo Ortega
Frances Pehar
Sheila Sinning
Gordon Solomon
Mary A. Stone
Joni Switzer
Felicia Tjahjadi
Carmelita Valenzuela
Carolyn Wiley

OFFICE SKILLS CENTER

Nancy Davis
Joanna Frederick
Thanh Ho
Susan Jones
Barbara Keegan
Michael Kilfoil
Larisa Sarkisian

PAYROLL

Doris J. Frost
Linda Garzapena
Gladys Ribancos
Zenaída E. Venus

PHYSICAL EDUCATION DIVISION

Georgia Broquist
James Colegrove
Lucille M. Cook
Jose Gomez

PHYSICAL SCIENCE DIVISION

Diana S. Landisi

PHYSICS DEPARTMENT

John Gerz

PLANNING AND RESEARCH

Scot L. Spicer
Sharon Stitt
Frederick Wells

PUBLIC INFORMATION

Susan K. Cisco
Stan D. Court
Wendy Grove

PURCHASING

Judith Brace
Kathryn McCoy
William Miller
Lois Solomon

SOCIAL SCIENCE DIVISION

Heike Tersakian

SPECIAL PROJECTS

Melanie Brown
Vivian E. Linder

STAFF DEVELOPMENT

Hoover Zariani

STUDENT ACTIVITIES

Cynthia McConnell

STUDENT SERVICES

Mary Ann Bedrosian
Jolie Morris
Mary Lou Morris
Nadia Myers

SUPERINTENDENT/PRESIDENT'S OFFICE

Margaret Voegele
Magda VonTautphoeus

TECHNICAL EDUCATION

Robert Peck

TITLE III

James Cross
Ann C. Reed

TRANSFER CENTER

Edith Fioravanti

TUITION

Rose Marie Chavez
Leila Layseca
Terese A. White

TUTORIAL CENTER

Lorraine M. Cissner
Frederick Melikian
Betty Jean Myers

WORD PROCESSING LABORATORY

Sandra Barry
Nune Galadzhyan

I N D E X

A

Academic Grievance57
 Academic Probation60
 Academic Renewal without course repetition49
 Accounting, courses102
 curriculum72
 Accreditation14
 Activity Period41
 Activities, student41
 Address, College1
 Administration, College7
 Administration of Justice, courses103
 curriculum72
 Admission Requirements43
 Adult Community Training Center19
 Adult Education,
 see Evening College16
 see Non-Credit Adult Education19
 Adult Re-Entry23
 Advanced Placement Examinations,
 Credit for51
 Advertising courses, see Art 134-137, Marketing 120
 Advertising Art, curriculum72
 Advisory Committees14
 Aeronautics, see Aviation and Transportation
 Affirmative Action Officer57
 Airline industry, see Aviation
 Alcohol/Drug Abuse Notification14
 Alcohol/Drug Abuse, Specialist in
 curriculum73
 Alcohol/Drug Studies, courses107
 Allied Health (Nursing)
 courses108
 curriculum, see Nursing
 Anatomy, see Biology 120
 Anthropology, courses111
 curriculum89
 Application, admission43
 Archaeology, see Anthropology 115
 Architecture, courses111
 Architectural Drafting and Design,
 curriculum73
 Armenian, courses113
 Art, courses114
 curriculum73, 89
 Art History, courses114
 curriculum73
 Assessment43
 Associate in Arts Degree63
 Major requirements67
 Associate in Science Degree
 requirements63
 Majors72
 Associated Student Body41
 Astronomy, courses120
 Athletic program41
 Attendance and Drop Policy49
 Audit Policy44

Automotive, courses120
 Aviation and Transportation, courses120
 curriculum74
 Pilot Training74
 Awards, see Honor Awards; Honors; Scholarships.

B

Baja California Field Studies Program15
 Band, see Music
 Banking, courses, see Finance
 Biochemistry, curriculum89
 Biology, courses124
 curriculum90
 Board of Governors Grants25
 Board of Trustees7
 Bookkeeping, courses, see Accounting
 curriculum75
 Bookstore23
 Botany, see Biology 135, 137
 Broadcasting, courses, see Journalism 106;
 Television 101-107; Theatre Arts 140.
 Business
 English129
 mathematics129
 Business Administration, courses127
 curriculum75, 90
 Business Certificate Programs, see:
 Bookkeeping75
 Data Processing78
 Escrow80
 Management81
 Marketing82
 Medical Administrative Services82
 Office Administration85
 Real Estate87
 Business Division127
 Business Education, curriculum91
 Business—General, courses129

C

Cal Grants26
 Calendar8-9
 California Articulation Number (CAN)101
 California State University,
 general education requirement231-233
 Campus Center23
 Speakers41
 Campus Map268
 Career Center23
 Ceramics, courses, see Art 186-195118
 curriculum76
 Certificate Programs72
 Change of Grades50
 Chemistry, courses130
 curriculum91
 Chicano studies, curriculum91
 Child Development, courses131
 curriculum76, 91

Chinese, courses 133
 Choreographic Studies, curriculum 77
 Class Audit Policy 44
 Class Locations, see Maps 266-268
 Classified Staff 258
 Clearance of Obligations 50
 Clerical training, courses, see Business and Office Administration courses
 curriculum, see Business Certificate Programs
 Clothing and Textiles, courses 134
 Clubs 42
 College Calendar 8
 College Level Examination Program Policy 53
 Colloquia, course 134
 Communicative Disorders, curriculum 91
 Computer Information Systems, curriculum 91
 Computer Integrated Manufacturing 134
 Computer Numerical Control Technician, curriculum 77
 Computer Science/Information Systems
 courses 135
 curriculum 77, 92
 Also see Data Processing, curriculum 78
 Also see Electronics and Computer Technology
 Computer Software Technician, curriculum 77
 Conduct, General 56
 Continuing Education, see Evening College
 Continuous Enrollment 44
 Cooperative Education 16
 courses 140
 Cosmetology, courses 140
 curriculum 78
 Costs 44
 Costume Construction, see Theatre Arts 123
 Counseling/Matriculation 28
 Course Descriptions 101
 Course Prerequisites 101
 Course Repetition 51
 Courses, Eligibility for 45
 Credit by Examination 51
 Credit for Advanced Placement, Examinations 51
 Credit for Military Training 54
 Credit/No Credit Courses 54
 Criminal Justice, courses, see Administration of Justice
 curriculum 92

D

Dance, courses 141
 curriculum, see Choreographic Studies 77
 Data Processing, see Computer Science/Information Systems
 Data Processing, curriculum 78
 Deaf Studies, see Sign Language 101-103
 curriculum 92
 Dean's Honor List 58
 Degree, Associate in Arts 63, 67
 Degree, Associate in Science 63, 72
 Degree and Transfer Credit 101
 Descriptive Geometry, see Architecture 103,
 Engineering 103
 Design, see Art 115
 See also Fashion, Technical Graphics
 Dietary Service Supervisor, curriculum 79
 Dietetics, curriculum 95

Disabled Students 24
 Dismissal 60
 Distribution of Literature 41
 Distributive Education, see Marketing
 Division Chairpersons 7
 Drafting courses 143
 Drafting and Design, Architectural, curriculum 73
 Drafting/Electro-Mechanical Design, curriculum 79
 Drama Production, see Theatre Arts
 Drawing, see Architecture, Art 150-156, Fashion,
 Technical Graphics
 Drop/Attendance Policy 49
 Dropping courses, see Withdrawal 61
 Drug Abuse, see Alcohol/Drug Abuse

E

Earth Science, curriculum 92
 Economics, courses 144
 curriculum 92
 Education, see Social Science 101
 Educational Media Technology, course 145
 Egyptian Hieroglyphs, courses 145
 Electronics and Computer Technology,
 courses 145
 curriculum 79
 Eligibility for Courses 45
 Emergency Medical Technology
 courses 148
 Employment, see Job Placement Center 27
 Engineering, courses 148
 curriculum 92
 English, courses 148
 business 129
 curriculum 93
 English Placement Examination 43
 requirement for graduation 65
 English as a Second Language, courses 153
 Entrance requirements 43
 Escrow, courses, see Real Estate
 curriculum 80
 Ethnic studies, courses 155
 Evening College 16
 Examination
 College Level Program 53
 credit by 51
 English Placement 43
 English as a Second Language 43
 final 56
 mathematics 43, 182
 Placement 43
 Extended Opportunity Programs and Services
 (EOPS) 24

F

Faculty 239
 Family and Consumer Studies 156
 Fashion, courses 157
 Fashion Design, courses 157
 curriculum 80
 Fees, see Costs 44
 Field Biology, see Biology 130
 Film, curriculum, see Radio-TV-Film

Final Examinations56
 Finance, courses158
 Financial Aid25
 types25-26
 Fire Technology, courses159
 curriculum80, 93
 First Aid, course, see Health 101 & 102
 requirement for graduation64
 Flight Attendant, see Aviation and Transportation
 Flight Training, see Aviation and Transportation
 Food and Nutrition Studies, courses161
 Food Service Management, curriculum81
 Foreign Language, see specific language
 Foundation, Glendale College, Inc.16
 French, courses163
 curriculum93

G

General Education Development (G.E.D.) Test16
 General Conduct56
 General Education Requirements229
 California State University231-233
 Loyola Marymount University234-235
 University of California230
 University of So. California236-238
 General Information11
 Geography courses165
 curriculum93
 Geology, courses165
 Geology/Geophysics, curriculum93
 Geometry, see Mathematics
 German, courses166
 curriculum94
 Gerontology, see Psychology 109, Sociology 105
 Glendale College Foundation, Inc.16
 Glendale Community College, History6
 Grade-Point Average57
 Grade Points57
 Grades57
 change of50
 incomplete58
 repetition51
 Graduation, requirements for63
 from Colleges and Universities229
 Grants25-26
 Graphics, see Technical Graphics
 Grievance Procedures17
 Guidance, see Matriculation28
 courses167
 Also see Student Development, courses220
 Guidance Assessment28

H

Hazing42
 Health, courses168
 Also see Allied Health
 Health and Safety Studies, curriculum94
 Health Science, curriculum94
 Health Center26
 Hemodialysis, course169
 Hieroglyphs, Egyptian, courses145
 High School Credits20

History, courses170
 curriculum95
 requirements for graduation63
 Holidays, see Calendar8-9
 Home Economics, curriculum95
 Honor Awards42
 Honors, Dean's58
 Honors at Entrance58
 Humanities, courses173
 curriculum95
 requirements for graduation65

I

Income Tax, see Accounting
 Independent Studies175
 Individual Educational Plan (IEP)29
 Industrial Arts, curriculum95
 Industrial English, see English 131-132
 Industrial Technology, curriculum96
 Information, General11
 Information, Scholastic49
 Information Systems, see Computer
 Insurance, see Business Administration 160
 Interior Design, course, see Art 141
 International Field Study, course175
 International Students18
 Internship175
 Intersegmental General Education Transfer
 Curriculum230
 Investments, see Finance 140
 Italian, courses176

J

Japanese, courses176
 curriculum95
 Job Placement Center27
 Journalism, courses177
 curriculum81, 96

K

Korean, courses178

L

Latin, courses178
 Law, see Administration of Justice
 Law, Business, see Business Administration 120, 125
 Law Enforcement and Administration, see
 Administration of Justice
 Law, Secretary (Legal), curriculum86
 Learning Center27
 Lettering, see Art 132
 Liberal Studies, curriculum96
 Library19
 Library Research, see English 113
 Library Technology, course178
 Linguistics, course178
 curriculum96
 Literature, see English
 Loans26
 Loyola Marymount University,
 general education requirements234-235

M

Machine Technology, courses178
 curriculum (Machinist),81
 Major requirements for A.A. degree67
 Major requirements for A.S. degree72
 Management, courses180
 curriculum81
 Manufacturing Technology
 curriculum81
 Maps266
 College Campus268
 Off-Campus Locations267
 Marketing, courses182
 curriculum82
 Marriage, see Psychology 131 or Sociology 131
 Math/Science center28
 Mathematics, courses182
 Business129
 curriculum96
 Mathematics Placement Examination43, 182
 requirements for graduation63
 Technical222
 Matriculation/Counseling28
 Medical Administrative Services, curriculum82
 Medical Technology, curriculum96
 Merchandising, see Marketing 110
 Metallurgy, course186
 Metals, course186
 Meteorology, see Aviation and Transportation 122
 Mexican-American Studies, curriculum
 see Chicano Studies91
 Microbiology, see Biology 112
 Microbiology, curriculum96
 Military Training, credit54
 Mission Statement11
 Money and Banking, course,
 See Finance 150; see also Accounting courses
 Motion Picture, see Art 125
 Music, courses186
 curriculum83, 96

N

National Field Studies, course194
 Navigation, see Aviation and Transportation 121, 124
 New Student Orientation30
 Non-Credit Adult Education19
 Non-Discrimination Policy21
 Non-Evaluative Symbols58
 Nursery School, courses, see Child Development
 Nursing — (R.N.), curriculum83, 97
 Nursing, courses, see Allied Health108
 Nursing, Vocational, curriculum85
 Nutrition, see Food and Nutrition Studies

O

Objective and Functions11
 Obligations, clearance of50
 Oceanography, course194
 Office Administration, courses194
 curriculum84
 Office Assistant, courses, see Business—General
 and Office Administration
 Office Procedures, see Office Administration 101

Open Enrollment102
 Orchestra, see Music 151
 Organ, see Music 166
 Orientation, College28, 30, 220

P

Painting, courses117
 Paleontology, course198
 Pan-African Studies, curriculum97
 Pell Grant26
 Personal Development, see Fashion 133
 Petitions Procedure58
 Philosophy, courses198
 curriculum97
 Photography, courses200
 curriculum87
 Physical Education, courses201
 curriculum97
 requirements for graduation64, 201
 Physical Science, course205
 Physics, courses206
 curriculum97
 Physiology, see Biology 121
 Piano, see Music
 Pilot Training, see Aviation and Transportation
 Placement Examinations43
 Police Science, courses,
 see Administration of Justice
 Political Science, courses206
 curriculum97
 Prerequisites, Course101
 Preschool child, see Child Development
 President/Superintendent7
 Printing, courses208
 Printing, Silk Screen, see Art 174, 175
 Probation, academic, progress60
 Programs and Services12
 Psychobiology, curriculum98
 Psychology, courses208
 curriculum98
 Public Administration courses210

Q

Quality Assurance210
 Quality Control210

R

Radio-TV-Film, curriculum98
 Reading, see English
 Real Estate, courses211
 curriculum87
 Recreation and Leisure Studies, curriculum98
 Recreational Leadership, courses212
 curriculum87
 Refunds45
 Registration, dates, see Calendar
 procedure45
 Rehabilitation Counseling, curriculum98
 Religions, see Philosophy
 Religious Studies, curriculum98
 Repetition, course51
 Residence requirements46
 Russian, course212

S

Sales, see Marketing 115
 Satisfactory Academic Program Policy 59
 Scholarship standards 60
 academic probation 60
 Scholarships 31
 Scholars Program 59
 Scholastic Information and Regulations 49
 Science Center, see Math/Science Center 28
 Science, General, see Physical Science 131
 Science, courses, see also Astronomy, Biology,
 Chemistry, Physics, Computer Science/
 Information Systems
 Science, requirements for graduation 64
 Sculpture, courses, see Art 180, 181 118
 Secretarial training, see Office Administration
 curriculum 85, 86
 Section 504 Coordinator 57
 Services 12, 23
 Shorthand, see Office Administration
 Singing, courses, see Music 130-137, 139
 Sign Language, courses 213
 Social Science, courses 213
 curriculum 98
 requirements for graduation 64
 Social Work, curriculum 98
 Sociology, courses 215
 curriculum 98
 Spanish, courses 216
 curriculum 98
 Speakers, Campus 41
 Special Projects, course 218
 Speech Communication, courses 218
 curriculum 99
 Stagecraft, see Theatre Arts
 Standards of Student Conduct 56
 Standards of Scholarship 60
 Stress Reduction, see Physical Education 294
 Student Development, courses 220
 Student Educational Plan 29
 Student Government and Activities 41
 Associated Student Body 41
 health 26
 Student loans 26
 Student Records 47
 Student Responsibility 47
 Student Services 23
 Study Abroad Programs 21
 Superintendent/President 7
 Supervision, see Management
 Supplemental Educational Opportunity Grant 26

T

Table of contents 2
 Teaching/Child Development, curriculum 76

Technical Division 221
 Technical Education, courses 222
 Technical Graphics, courses 222
 curriculum 87
 Television, courses 224
 curriculum, see Radio-TV-Film
 Television Production, curriculum 88
 Tests, see Examination
 Textiles, see Clothing and Textiles
 Theatre Arts, courses 225
 curriculum 88, 99
 Title IX coordinator 57
 Transportation, see Aviation and Transportation
 Transcription, Machine, see Office Administration
 Transcripts 48
 forwarding of 56
 Transfer Center 39
 Transfer credit 101
 Transfer Programs 89
 Transfer to colleges, universities 22, 229
 Tuition 44
 Tutoring Center 40
 Typing, see Office Administration

U

Units, definition 60
 Limitations 60
 requirements for graduation 63
 University of California,
 Transfer Curriculum 230
 University of Southern California
 general education requirements 236-238
 United States History, courses 171, 173
 See also Ethnic Studies and Social Science
 Urban Studies, curriculum 99

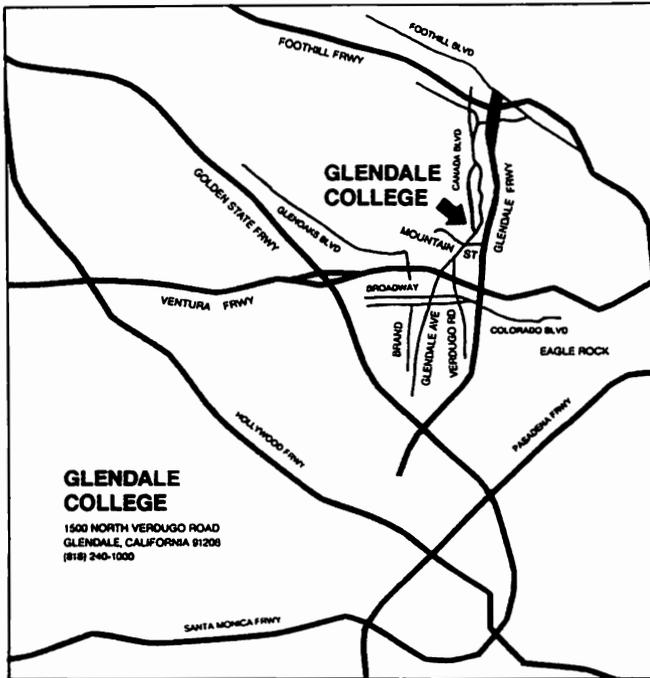
V

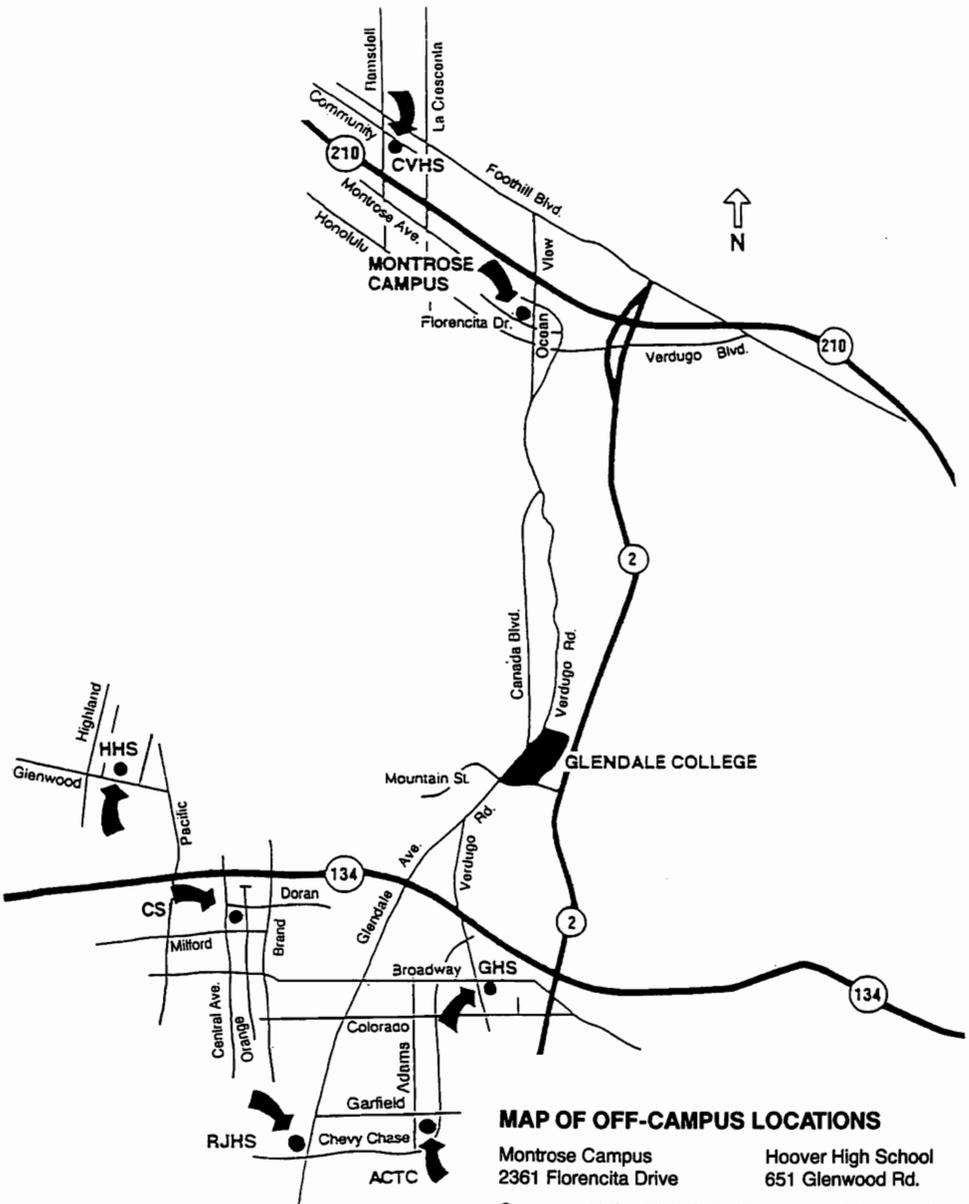
Variable Units 102
 Veterans, education 22
 military training credit 54
 Vocal music, see Music
 Vocational Arts, curriculum 99
 Vocational Nursing, see Allied Health
 curriculum 85

W

Welding, courses 227
 Welding, Occupational, curriculum 88
 Withdrawal from class or college 61
 Word Processing, courses, see Office Administration
 240-285, Computer Science/Information Systems 220
 Work Experience
 see Cooperative Education 16, 140
 Work Study Program 27
 Writing Laboratory 27

How to Get to Glendale Community College



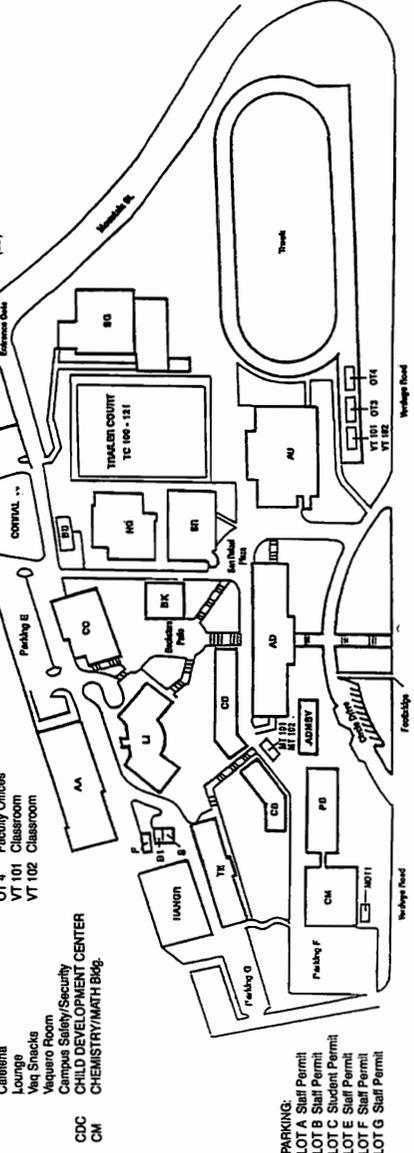


MAP OF OFF-CAMPUS LOCATIONS

- | | |
|--|--|
| Montrose Campus
2361 Florencita Drive | Hoover High School
651 Glenwood Rd. |
| Crescenta Valley High School
4400 Ramsdell Ave. | Roosevelt Jr. High School
1017 S. Glendale Ave. |
| Glendale High School
1440 E. Broadway | Adult Community Training Center
1122 E. Garfield Ave. |

Community Services
520 N. Central Ave.
Suite 260

- AA AVATION/ART Bldg.
- AD ADMINISTRATION Bldg.
- Accounting
- Admissions and Records
- Articulation
- Assessment
- Classrooms
- Cooperative Education
- Disability
- Engineering College
- Mailboxes/Teleconcess
- Faculty Offices
- Learning Center
- Payroll
- President
- Public Information Office
- Purchasing
- Staff Development
- Tutoring
- VP Instruction
- Writing Lab
- AVION/AVIATION HANGAR
- Facilities
- Maintenance
- Inventory
- Library
- Media Services
- Recruit Bldg
- MT 101 Math Trailer/Faculty Offices
- MT 102 Math Trailer/Classroom
- MT 103 Math Trailer/Classroom
- MT 104 Math Trailer/Classroom
- MT 105 NORTH GYM
- MT 106 NORTH GYM
- PB PHYSICS/BIOLOGY Bldg.
- Payroll
- Title III
- S Classroom/Faculty Offices
- SG SOUTH GYM
- Basketball/Volleyball/Gym
- Weight Room
- SAN RAFAEL Bldg.
- Adult Re-Entry Center
- Counseling Center
- Disabled Student Center
- Financial Aid
- Health Services
- Kreidler Hall
- Placement Center
- Student Computer Center
- Transfer Center
- Trailer Court
- Amnesty
- TE TECHNICAL EDUCATION Bldg.
- OT 3 Classroom/Faculty Office
- OT 4 Classroom
- VT 101 Classroom
- VT 102 Classroom
- AMSVY Personnel/Drain Processing
- AJ AUDITORIUM Bldg.
- Theatre
- B1 BUNGALOW - Classroom
- BB BANK BUILDING
- Programs/Services
- Equal Opportunity
- BK BOOKSTORE
- CLASSROOM Building
- Guild
- CC SENATE
- CAMPUS CENTER
- Cafeteria
- Lounge
- Veg Snacks
- Vaquero Room
- Campus Safety/Security
- CHILD DEVELOPMENT CENTER
- CHEMISTRY/MATH Bldg.
- CDC
- CM



- PARKING:
- LOT A Staff Permit
- LOT B Staff Permit
- LOT C Student Permit
- LOT E Staff Permit
- LOT F Staff Permit
- LOT G Staff Permit

- TRAILER COURT
- 100 Classroom
- 101 Classroom
- 102 Foundation
- 103 Faculty Offices
- 104 Classroom
- 105 Classroom
- 106 Classroom
- 107 Classroom
- 108 Classroom
- 109 Classroom
- 110 Classroom
- 111 Classroom
- 112 Classroom
- 113 Classroom
- 114 Classroom
- 115 Classroom
- 116 Classroom
- 117 Classroom (Amnesty)
- 118 Classroom (Amnesty)
- 119 Classroom (Amnesty)
- 120 Classroom (Amnesty)
- 121 Learning Disability
- (LD)






Glendale
Community
College