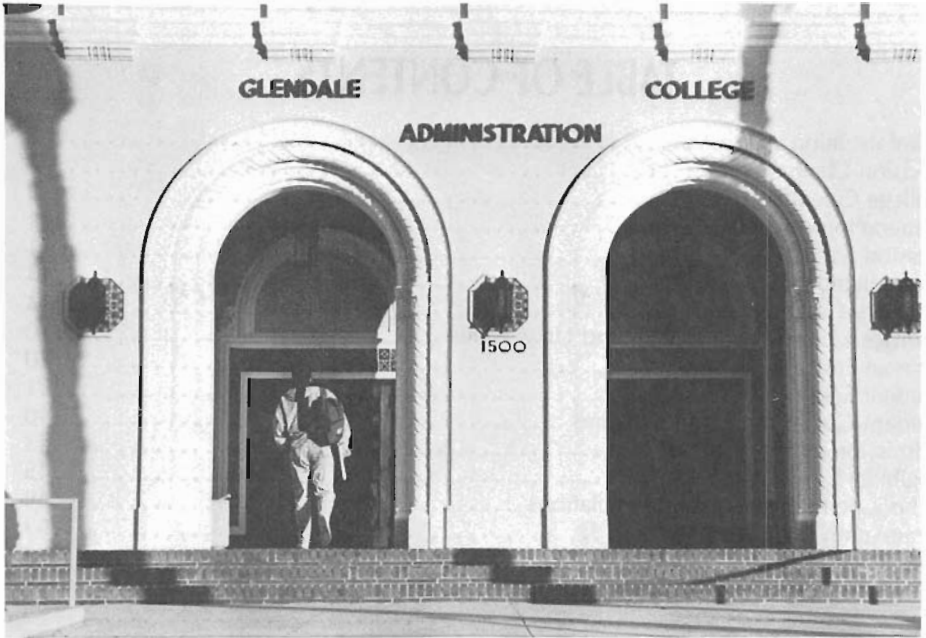




GLENDALE  
COMMUNITY  
COLLEGE

1 9 9 2 - 9 3

*Catalog*



# Catalog



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 .....	20
Veteran Education .....	20
Student Services .....	21
Student Government and Activities .....	40
Admission and Registration .....	43
Eligibility for Courses .....	45
Scholastic Information and Regulations .....	49
Graduation Requirements .....	63
Certificate Programs .....	72
Transfer Programs .....	91
Course Descriptions .....	105
General Education Requirements .....	231
Faculty .....	243
Classified Staff .....	262
Index .....	265
Maps .....	270

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 65 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 was erected 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.

A 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.

The Child Development Center was constructed 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.

Remodeling of the Administration Building was completed in the fall of 1990, and renovation of the Auditorium Building will be finished in the fall of 1992.

Future plans include expansion and modernization of the Technical Education Building to centralize technical and high-tech programs, a multi-purpose building, 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 15,500 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  
Jean S. Larson: Acting 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, Student Financial Services  
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. Cochran: Emeritus Dean  
Jean Antanaitis: Supervisor, Payroll  
Samuel G. Black, Controller

Margaret J. Brown: Registrar, Admissions and Records  
Richard Contreras: Director, Data Processing  
Mirta Lorenzo: Supervisor, Placement Center  
Richard C. Movich: Program Manager, Center for Applied Competitive Technologies  
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  
Dwight Sherman: Director, Facilities  
Michael Southerland: Manager, Campus Safety  
William Taylor: Coordinator, Business Services  
Steven Wagg: Supervisor, Security Services  
Candyce Walker: Manager, Cafeteria

## DIVISION CHAIRPERSONS

---

Allied Health ..... Tita Reyes  
Aviation &  
Transportation ..... William L. Mallory  
Biology ..... Thomas J. Rike  
Business ..... Evelyn Speiser  
Fine Arts ..... Kathleen Burke-Kelly  
Health & Physical Education  
Men ..... James M. Sartoris  
Women ..... Terry Coblentz  
Language Arts ..... Veloris Lang  
Mathematics ..... George J. Witt  
Non-Credit Adult Education,  
English as a Second  
Language ..... Helen Merriman  
Non-Credit Adult Education,  
Office Skills ..... Virginia C. Nelson  
Physical Science ..... R. Daniel Edgar  
Social Science ..... Drake C. Hawkins  
Technical Education ..... Frances Shaw



# GLENDALE COMMUNITY COLLEGE CALENDAR 1992-93

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

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

## 1992

- June 21 ..... Residence Determination Date — Summer Intersession
- June 22 ..... Class instruction begins for Summer Intersession
- June 22-25 ..... Summer Intersession Late Registration
- June 25 ..... 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 1 ..... Last day to apply for Credit/No Credit
- July 4 ..... Legal Holiday (Independence Day)
- July 16 ..... Last day to drop a Summer Intersession class
- July 30 ..... Petitions for Graduation and/or Certificate for Summer Intersession due in Office of Admissions and Records
- July 31 ..... Summer Intersession ends
- September 7 ..... Legal Holiday (Labor Day)
- September 13 ..... Residence Determination Date for Fall Semester
- September 14 ..... Class instruction begins for Fall Semester
- September 14-17 ..... Late Registration — Fall Semester
- September 17 ..... Last day to add classes without permission of instructor
- September 23 ..... Last day to apply for Credit/No Credit in an 8- or 9-week class
- September 25 ..... Last day to drop a semester class or withdraw from College with no notation made on the permanent academic record of the student
- October 2 ..... Registration deadline — Last day for students to register in semester-length classes
- October 9 ..... Last day to apply for Credit/No Credit in a semester-length class
- October 23 ..... Last day to drop first 8-week classes  
Last day to drop first 9-week classes
- November 2 ..... Late registration starts for 2nd 8- and 9-week classes
- November 7 ..... First 8-week classes end
- November 13 ..... Legal Holiday (Veterans' Day)
- November 14 ..... First 9-week classes end
- November 16 ..... Second 8-week classes begin  
Second 9-week classes begin
- November 25 ..... Last day to apply for Credit/No Credit in a second 8- or 9-week class
- Nov. 26, 27, 28... Thanksgiving Holidays
- December 2-11 .. Registration for continuing students
- December 18 ..... Last day to drop a semester class (See Catalog statement on Withdrawal from Class or College)
- Dec. 21-Jan. 1.... 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						

**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**

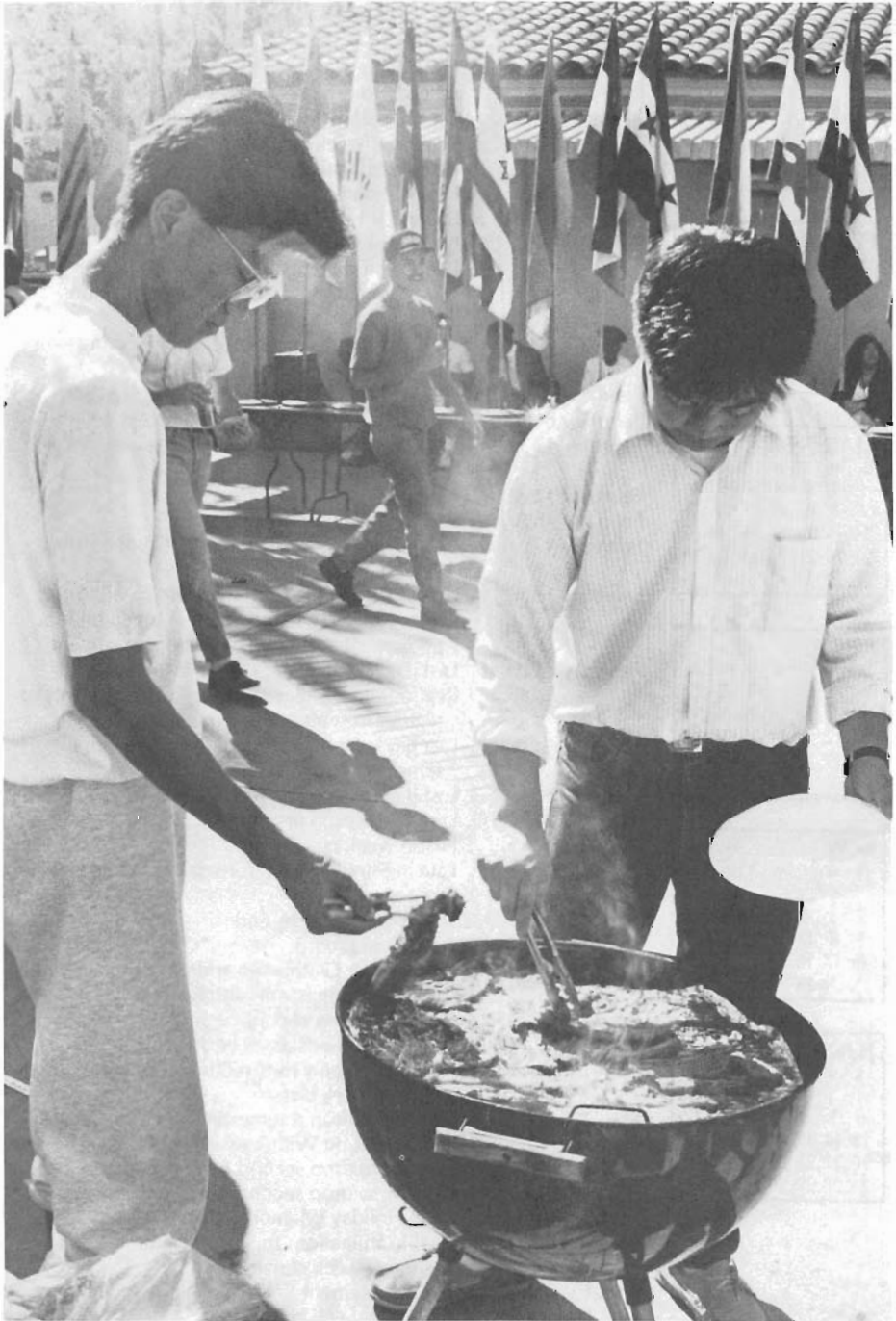
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**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			

**1993**

- January 8 ..... Last day to drop second 8-week classes  
Last day to drop second 9-week classes
- January 18 ..... Legal Holiday (Martin Luther King Day)
- January 23 ..... Second 8-week classes end
- Jan. 26-Feb. 2 .... Final Examinations for Fall Semester
- Jan. 27-Feb. 4 .... Registration for new and returning students
- January 30 ..... Second 9-week classes end
- February 2 ..... End of Fall Semester  
Petitions for Graduation and/or Certificate for  
Fall Semester due in Office of Admissions  
and Records
- February 7 ..... Residence Determination Date for Spring  
Semester
- February 8 ..... Class instruction begins for Spring Semester
- February 8-11 .... Late Registration for Spring Semester
- February 11 ..... Last day to add classes without permission of  
instructor
- February 12 ..... Legal Holiday (Lincoln Day)
- February 15 ..... Legal Holiday (Washington Day)
- February 17 ..... Last day to apply for Credit/No Credit in an 8- or  
9-week class
- February 19 ..... Last day to drop a semester class or withdraw  
from College with no notation made on the  
permanent academic record of the student
- February 26 ..... Last day to add classes  
Registration deadline — Last day for students to  
register in semester-length classes
- March 5 ..... Last day to apply for Credit/No Credit in a  
semester-length class
- March 19 ..... Last day to drop first 8-week classes  
Last day to drop first 9-week classes
- April 3 ..... First 8-week classes end
- April 5 ..... Late registration starts for second 8- and 9-week  
classes
- April 10 ..... First 9-week classes end
- April 12-16 ..... Spring Vacation
- April 15 ..... Petitions for Graduation and/or Certificate due in  
Office of Admissions and Records
- April 19 ..... Second 8-week classes begin  
Second 9-week classes begin
- April 28 ..... Last day to apply for Credit/No Credit in a second  
8- or 9-week class
- May 21 ..... Last day to drop a semester class (See Catalog  
statement on Withdrawal from Class or College)
- May 28 ..... Last day to drop second 8-week classes  
Last day to drop second 9-week classes
- May 31 ..... Legal Holiday (Memorial Day)
- June 11-18 ..... Final Examinations for Spring Semester
- June 12 ..... Second 8-week classes end
- June 12 ..... Commencement Exercises
- June 19 ..... Second 9-week classes end  
End of Spring Semester



Students prepare international foods for sale during International Day.

# 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."

The College endorses the concept of the community college as an institution that serves in various and dynamic ways the educational, cultural, and economic needs of the community, where such activities are compatible with the College's primary mission.

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 Trustees, 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 student development 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. *Counseling:* 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.

Counseling services, in addition to advisement by the instructional staff, are available through the 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; (3) raising funds for quality facilities and programs; and (4) establishing endowment funds for divisions and departments at the College.

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 donations for personalized tiles and tennis club memberships; (4) the sponsorship of various fund raising and public relations activities; and (5) sponsorship of various College activities.

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

### **INTERNATIONAL STUDENTS**

Glendale Community College welcomes students from countries all over the world who desire to study in the United States. At any one time there are approximately 300 international students in attendance at Glendale Community College representing approximately 50 foreign countries. International students who desire to enter Glendale Community College may receive application materials from the 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.

### **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, 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 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:

## 18 ■ 1992-93 GLENDALE COMMUNITY COLLEGE CATALOG

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 AND EQUAL OPPORTUNITY POLICY

Glendale Community College District is a multicultural community of people from diverse racial, ethnic, linguistic and class backgrounds, national origins, religious and political beliefs, physical and mental abilities, and sexual orientations. The activities,

programs, classes, workshops/lectures, and everyday interactions of this District are enriched by our acceptance of one another, and we strive to learn from each other in an atmosphere of positive engagement and mutual respect.

Implicit in this mutual respect is the right of each of us to live, study, teach, and work free from harassment or denigration on the basis of race, age, religious preference, gender, sexual orientation, color, national origin, or disability. Any violation of this right — verbal or written abuse, threats, harassment, intimidation, or violence against person or property — will be considered a violation of the principles of community that are an integral part of the focus, goals, and mission of the Glendale Community College District.

Glendale Community College District is committed to providing an equal opportunity for admissions, student financing, student support programs and activities, and employment regardless of race, religious creed, color, age, sex, sexual orientation, national origin, ancestry, marital status, medical condition, or disability in accordance with federal, state, and local regulations. This Nondiscrimination and Equal Opportunity Policy covers admissions, access, and treatment in District programs and activities, and application for and treatment in District employment.

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.

**Title IX** represents the section of the Civil Rights Act of 1964 which requires equality of opportunity for females in all educational endeavors. Its original application was geared to equal opportunity in physical education and sports; however, the impact of Title IX is spread across all disciplines and all segments of the community colleges. The Title IX Coordinator is Nancy Knight, San Rafael Building, Ext. 352.

**Section 504** is a part of the Rehabilitation Act which requires equality of opportunity and access for handicapped individuals in both employment and educational opportunities. Section 504 Coordinators are Allan Grimsby, San Rafael Building, Ext. 504 (for employees); and Nancy Knight, San Rafael Building, Ext. 352 (for students).

**Affirmative Action** is a means to ensure that the district complies with the Employment Opportunity Act, Civil Rights Act, and State Affirmative Action Plan which require that the District not discriminate on the basis of race, religion, color, age, sex, national origin, ancestry, physical handicap, medical condition, or marital status. The Affirmative Action Officer is Donald F. Averill, Administrative Annex, Ext. 475.

**Academic Grievance** is a process provided to students who have a grievance regarding the manner in which they have been treated in the academic environment. For academic grievance, contact N. Arthur Rasmuson, Administration Building 106, Ext. 236.

### **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
- ¾ time — 9-11½ units
- ½ time — 6-8½ units
- ¼ 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 seminars as offered by the counselors. The seminars consist of vocational and educational exploration and decision making, personal development, study skills, stress management, career and job exploration, 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 109 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. Call the Career Center at (818) 240-1000 Ext. 245 for day and evening hours.

### 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 liason 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
Interpretors 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, tutorial services, and university transition. The EOPS staff is also prepared to serve in many languages besides English (Arabic, Armenian, Farsi, Japanese, 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 Student Financial Services 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, 1992, but no later than July 1, 1992 in order to ensure funds will be available for the beginning of Fall semester in September 1992. In addition, students must complete a Glendale Community College Supplemental Financial Aid Application and return it to Student Financial Services along with the photocopies requested in the forms instructions.

Applications submitted after July 1, 1992 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, 1992 through the end of April 1993. 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 Student Financial Services 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 Student Financial Services staff is available to help. Students may find applying for aid to be difficult and confusing. Those needing help or advice are encouraged to contact Student Financial Services, 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 \$1530 per year for resident students, and \$2400 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 Student Financial Services office.

#### **Short Term Emergency Loans**

Emergency loans, not exceeding \$50, are available to students. These loans are administered by the Student Financial Services 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 Friday during most class hours. Service areas include first aid, health assessment, health counseling, information and referral, primary health care, crises counseling and referrals. There is no charge to students registered in the credit program except for selected lab tests. All services are confidential with specific legal exceptions. The Health Center is located on the first floor of the San Rafael Building.

A Registered Nurse is available when the Health Center is open. 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 insurance assistance. The Health Center has extensive article files on health-related topics as well as a large pamphlet collection and audio and video tapes.

## 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 the Administration Building, room 232. Two types of materials are available for students:

1. Materials which have been placed there by faculty members for class assignments.
2. Materials for student skill development in English, social science, vocational studies, foreign languages, and more.

The Learning Center provides:

1. Individualized Diagnostic Testing — Any instructor or counselor may request diagnostic testing for any student in reading level, grammar, spelling, and vocabulary.
2. Classes in the Center — The Learning Center offers individualized instruction through English and Student Development 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 study 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 and workbooks for English, reading, vocabulary development, spelling, basic mathematics, writing, 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 English instructors or student tutors are available to assist students. Enrollment in an English course is not required, and no appointment is needed. The Writing Laboratory is open daily; the current schedule is posted in AD 232.
5. Computer assisted instruction in English, mathematics, and reading.

## LIBRARY

The Glendale Community College Library plays a key role in the instructional program of the College. It is centrally located on the campus and provides scenic views of the mountains and valley in the distance. The library serves the entire College community, emphasizing service and providing an environment to promote the individual learning and study needs of each student. A professional staff of librarians is available to assist students with research and study projects, to provide reading guidance and instruction in use of library resources, and to conduct organized tours and orientations to the library.

The library collection is designed to meet the curricular needs of students and faculty. The reference collection and print indexes are located on the first floor in addition to the reference desk, the circulation desk, the online catalog, and the cd-rom periodical indexes. There are three study rooms on the first floor which are exclusively available for use by small groups of students. The reserve desk and periodical collection are located on the second floor. Individual study carrels, tables, and bookstacks are located on both floors. In addition to books and periodicals, the collection contains a variety of materials in other formats such as cassettes, videorecordings, pamphlets, records, and art prints.

A library guide is available free to students, faculty, and other library users. The guide includes information about library services, facilities, procedures, and staff and includes a detailed floor plan of the building.

### **MATH/SCIENCE CENTER**

The Math/Science Center offers drop-in tutoring, and audiovisual assisted instruction for students of mathematics, chemistry, 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 VCR's.

Mathematics and physical science students are welcome; no appointment is necessary. For additional information call (818) 240-1000 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, it provides the following services:

#### **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 Student 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.

### **Matriculation Appeals Procedure**

A matriculating student has the right to challenge or appeal any step in the matriculation process. A petition for the waiver of a specific matriculation service or requirement may be filed for any of the following reasons:

1. *Review of assessment/placement decisions* — The student shall make an appointment to see the Associate Dean of Learning, Tutorial and Assessment services to discuss the results of the placement testing. The Associate Dean will determine whether the student should be offered an opportunity to “re-test” based upon mitigating factors affecting the student’s test performance.
2. *Waiver of prerequisites* — Students may challenge a course prerequisite on the grounds that it is not valid because it is not necessary for success in the course for which it is required; or because the student has the knowledge or ability to succeed in the course despite not meeting the prerequisite. To request a prerequisite waiver, the student must complete the Glendale Community College Prerequisite Waiver form, and submit the document to the Division Chair responsible for the course. If the petition for a waiver is based upon the student’s contention that he/she has the necessary skills to succeed in the class, the student *may* be asked to submit evidence of this proficiency. The student may appeal the decision of a Division Chair to the Executive Vice President of Instruction.
3. *Complaint of unlawful discrimination* — If a student feels that assessment, orientation, counseling, course prerequisites (or any other matriculation procedure or service) is being applied in a discriminatory manner, a petition may be filed with the Dean of Student Services. The student will be notified, within five (5) working days of the receipt of the petition, regarding the College’s proposed response to the complaint and any additional steps which will be taken.



### **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 Program and Services*

The Extended Opportunity Program and Services 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 Student Financial Services 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, CC 109. 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.

### **Mel and Jane Aitken Scholarship**

A 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 institution. 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 institution.

**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 institution.

**Delta Kappa Gamma Epsilon Chapter**

One \$200 scholarship is awarded biennially to a student transferring to a four-year institution, 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 institution.

**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.

**Gateway Kiwanis Scholarship**

The Gateway Kiwanis Club of Glendale each year awards a scholarship to an outstanding sophomore student who is 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 institution.

### **Glendale Branch AAUW Re-entry Woman Scholarship**

A scholarship is awarded in the spring to a Re-entry woman with a grade-point average of 3.0 or above and who is ready to transfer to a four-year institution.

### **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 institution.

### **Edvard Grieg Norwegian Scholarship**

Six scholarships are donated by the members of the Norwegian Lodge, Edvard Grieg Chapter 74, Sons 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.

**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.

**John and Elsa Kreider Scholarship**

A scholarship is awarded to assist a student upon transfer to a four-year institution with the objective of becoming a teacher in the public schools. This award is made with funds provided by John and Elsa Kreider in celebration of their 30th wedding anniversary. Mr. Kreider was a teacher at the College, 1946-55, and its first Dean of Instruction, 1955-1970.

**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.

**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**

Two scholarships donated by Dr. Ruth L. Memmler of Glendale are awarded every other year to outstanding students 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.

**Oakmont League Fine Arts Scholarship**

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

**Oakmont League of Glendale Scholarship**

The Oakmont League awards scholarships annually to transferring students to assist in completing their education at a four-year accredited institution.

**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 \$350 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 \$150 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 \$350 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**

Six 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.

### **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.

### **Dwaine "Bud" Reinbolt Memorial Scholarship**

A scholarship in memory of Dwaine "Bud" Reinbolt, former Dean of Admissions and Records at Glendale Community College, has been established by his family and friends. The scholarship will be awarded each semester to a student upon transferring to a four-year institution.

### **Amelia Reinhart Re-entry Scholarship**

Four scholarships are awarded each year at the President's Advisory Council meeting in the Spring to students who have returned to college and who have maintained an exemplary academic record.

### **Charles Reinhart, Sr., Memorial Scholarship**

One scholarship is awarded in the Spring in memory of Charles Reinhart, Sr. by his wife, Amelia. The award will go to a student majoring in marketing/business administration.

### **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.

**Lorenna Elise Seelos Memorial Scholarship**

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

**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.

**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, a scholarship 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.

**Russell Halsey Turrill Humanities Award**

A scholarship has been established by Pauline Venable Turrill, in memory of Russell Halsey Turrill, Valedictorian of the Class of 1945. The honor is presented to the outstanding student majoring in an interdisciplinary program and upon transfer to a four-year 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.

**Sharon Costales Veterans Scholarship**

One scholarship of \$250 will be awarded in the Fall to help a student, a veteran of the U.S. Armed Forces, to continue his/her education at Glendale Community College. This award has been established by Sharon Costales, former counselor at the College.

**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.

**Jeffrey Webreck Memorial Scholarship**

A scholarship in memory of Jeffrey Webreck is awarded every Spring to an outstanding student in broadcast journalism upon transfer to a four-year institution. The scholarship has been established by Jeffrey's sister and friends from KCOP Channel 13, where he was employed.

**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. The Transfer Center is located in the San Rafael Building.

## 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, Student Development 150 — 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. 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 \$10 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 109.

### **ACTIVITY PERIOD**

Activity periods are scheduled on Tuesday and Thursday from 12 noon to 1 p.m.. 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 109 and cleared with the master calendar in Administrative Services.



### CLUBS

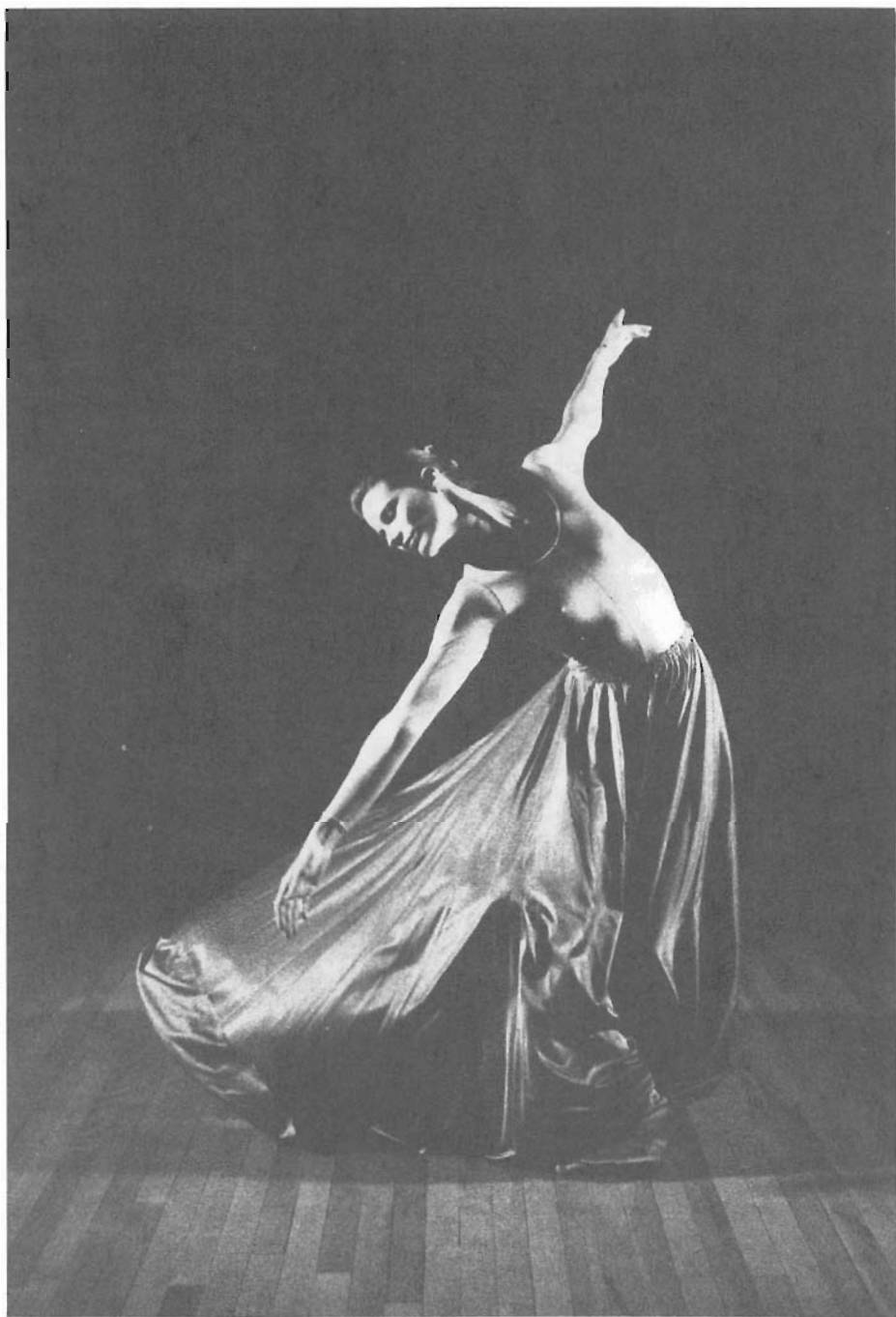
Opportunity to render service to Glendale Community College or to pursue a special interest is provided through participation in the club program offered on the Campus. (An updated list of clubs is kept in the Student Activities Office in CC 109.) All students are urged to affiliate with at least one 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.



A student rehearses for the annual Dance Performance.

# 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.

### *Basic Mathematics Proficiency*

This test is required for Nursing and Hemodialysis applicants and to qualify for Business—General 130.

### *Chemistry Placement*

This test is required for placement into Chemistry 101. It is not needed if the student has completed Chemistry 110 with a grade of "C" or better.

### *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.

### *English as a Second Language (ESL) Placement*

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

### *English as a Second Language (ESL) (Non-credit) Placement*

This test is used to place students in non-credit ESL 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.

### **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 \$6 per unit, not to exceed \$60 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 \$104 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 \$10 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 28, 1992 through October 16, 1992

Second Semester: February 22, 1993 through March 12, 1993

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.

Alien Students: A student who is an alien may establish his or her residence if he or she is not precluded by the Immigration and Nationality Act from establishing domicile in the United States.

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 Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the Act.

An institutional guide explains in detail the procedures to be used by the institution for compliance with the provisions of the Act. Copies of the guide may be found in the campus library as well as in the Office of Admissions and Records.

Questions concerning the Family Educational Rights and Privacy Act may be referred to the Office of Admissions and Records.

## **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.

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.



# 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.

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

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

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)
- 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  
Geology 101, 105, 110  
Health 101, 102, 104, 107, 109, 110  
History 107\*, 108\*, 117\*, 118\*  
Office Administration 110, 215  
Political Science 101\*, 105  
Psychology 101\*  
Sociology 101\*  
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 provide appropriate documents 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, 152, 153, 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, 103, 104, 115, 120, 125, 126, 127, 128, 141, 142, 143, 144, 150, 155, 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 before 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	Business Administration (all)
Administration of Justice (all except 160)	Business General (all)
Alcohol/Drug Studies 101, 110, 115	Chemistry 110, 114, 143
Allied Health (all)	Child Development (all except 196)
Anthropology 101, 102, 103	Clothing and Textiles (all)
Architecture (all)	Computer Science/Information Systems (all except 99, 108, 201, 202, 220)
Art (all)	Dance (all except 196, 198)
Biology 127, 128, 131, 132, 135, 139, 140, 145, 146, 149	Economics 101, 102, 107
	Egyptian Hieroglyphs 101, 102

<p>Electronics and Computer Technology 111, 112, 212, 222</p> <p>English 103, 105, 106, 107, 108, 109, 110, 111, 112, 113, 122, 123, 124, 125, 126, 128, 140, 192</p> <p>English as a Second Language 163, 164, 165, 166, 167, 168</p> <p>Ethnic Studies 101, 102, 110, 111, 122, 124, 132, 164</p> <p>Family and Consumer Studies (all)</p> <p>Fashion (all)</p> <p>Finance (all)</p> <p>Fire Science (all)</p> <p>Food and Nutrition (all)</p> <p>Geography 110</p> <p>Geology 101, 105, 110</p> <p>German 125, 126</p> <p>Guidance 189, 191</p> <p>Health 101, 102, 104, 107, 109, 110</p> <p>History 101, 102, 106, 107, 108, 109, 111, 112, 113, 114, 115, 119, 120, 121, 131, 132, 133, 135, 136, 151</p> <p>Humanities 101, 102, 105, 110, 111, 117, 120, 125, 135</p> <p>Independent Studies 149</p> <p>Linguistics 101</p> <p>Management (all)</p>	<p>Marketing (all)</p> <p>Mathematics 140, 141, 145, 146</p> <p>Music (all except 139, 140)</p> <p>Office Administration (all except 135, 140, 201, 246)</p> <p>Paleontology 101</p> <p>Philosophy (all)</p> <p>Photography (all)</p> <p>Physical Education 120-286, 288-295</p> <p>Physical Science 131</p> <p>Physics 110</p> <p>Political Science 102, 106, 110, 111, 151</p> <p>Psychology (all)</p> <p>Real Estate (all)</p> <p>Sign Language 101, 102, 103</p> <p>Social Science 102, 103, 122, 124, 125, 126, 134, 136</p> <p>Sociology (all)</p> <p>Spanish 115, 116, 125, 126, 127, 128</p> <p>Special Projects 150</p> <p>Speech 104, 105</p> <p>Technical Education 147</p> <p>Technical Graphics (all except 164, 177)</p> <p>Television 101, 102, 104, 111</p> <p>Theatre Arts 101, 102, 103, 104, 107, 109, 110, 121, 122, 123, 131, 134, 140, 151</p>
---	--

### 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.

### 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*).

### **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.

## **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.

## 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.

## REMEDIAL COURSEWORK LIMIT POLICY

Glendale Community College offers remedial coursework through pre-collegiate basic skills courses in reading, writing, learning skills, study skills, mathematics, and English as a Second Language. These courses are designated as non-degree applicable credit courses.

A student's need for remedial coursework shall be determined by the student's counselor through the use of the appropriate assessment instruments. Once enrolled, no student shall attempt and/or receive more than 30 units of credit for remedial coursework at Glendale Community College.

The following students are exempted from the limitation on remedial coursework:

1. Students enrolled in one or more courses of English as a Second Language.
2. Students identified by the Disabled Student Program and Services as being eligible for their learning disability services.
3. After attempting and/or completing 30 semesters units of remedial coursework and showing satisfactory progress by maintaining a 2.00 cumulative grade-point average, students may be allowed additional units of remedial coursework upon petition to the College Petitions Committee. If a waiver of the 30 unit limit is granted, the committee will specify the additional course(s) in which the student may enroll as well as any other conditions which the student must meet to satisfy the waiver. Progress shall be monitored on a semester basis.

A student not exempted from the 30 unit limitation shall be dismissed from the credit program and referred to adult non-credit education courses. Upon successful completion of appropriate remedial coursework or upon demonstration of skills which will reasonably assure success in college-level courses, the student may request reinstatement to the credit program at the College in order to proceed with college-level coursework.

## **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 consideration for 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

### **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 College Scholars Advisory 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.

**Financial Aid Satisfactory Progress Policy**

In order to receive financial aid, a student must meet the Glendale Community College Standards of Scholarship during all periods of enrollment. In addition, students are expected to meet the following standards during periods of enrollment for which federal or state financial assistance is received.

Full-time students must complete 12 or more units per semester.

Three-quarter time students must complete 9 to 11½ units each semester.

Half-time students must complete 6 to 8½ units each semester.

Less than half-time students must complete 1 to 5½ units each semester.

Students are allowed 72 degree applicable units within which to complete their educational objective including units earned during non-aided semesters.

These unit load standards apply to the Fall and Spring semesters. Summer session requires 4 units for full-time, 3 units for three-quarter time, 2 units for half-time, and 1 unit for less than half-time.

For additional details contact Student Financial Services (2nd floor, San Rafael Building).

**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.

## GRADUATION REQUIREMENTS<sup>†</sup>

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. When a course(s) required for a specific major is also on the list of approved general education courses, the course(s) may be used to satisfy both major and general education requirements. 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 116; 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, 116, 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, 104, 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; Russian 101, 102; 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, 150, 155, 156, 160, 165, 172, 180; Economics 107; English 104, 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.



## 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 or History 116; 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. 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 18 semester units of required courses*.
3. At least twelve units of the required courses must be completed at Glendale Community College.

### ACCOUNTING

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

These courses are required: Accounting 101 (or 105 and 106), 102; Business Administration 120; Business—General 110, 140; Computer Science/Information Systems 101, 102\*; Economics 101, 102.

\* or Computer Science/Information Systems 110.

A minimum of 5 units to be chosen from the following list of recommended courses: Accounting 120, 130, 150, 160; Business Administration 101, 125, 160; Business—General 150; Computer Science/Information Systems 115, 140, 170, 180, 185, 190, 210; Economics 105, 107; Finance 150; Internship 150; Mathematics 101, 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 certificate will not satisfy the major requirement 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 certificate will not satisfy the major requirement for the Associate in Science degree.

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

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

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

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

Training offered in this field:

1. **Instruction:** For those who wish to complete two years of college to become eligible to enter civil aviation as 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\*, 110, 135, 140 (2 units).

A minimum of 5 elective units to be chosen from the following list of recommended courses: Accounting 150, 160; Business Administration 110; Business—General 105; Computer Science/Information Systems 101, 105, 110, 201, 230, 232; Finance 140, 150; Internship 150; Marketing 105; Mathematics 101; Office Administration 205, 210.

\* or a satisfactory score on the English Placement Examination, or English 191 or ESL 166.

## 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, 176, 180; Marketing 105.

**ELECTIVE COURSES IN BUSINESS ADMINISTRATION**

Accounting 102, 120, 150; Business Administration 110, 125, 130, 170, 176; Computer Science/Information Systems 101, 102; Finance 101, 110, 115, 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, 156; 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, 156.

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, 156; 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 177, 178, 179, 181, 182, 184, 185, 188, 189, 193.

Select a minimum of 6 units from the following elective courses: Art 102, 125, 130; Dance 183, 186, 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.

Note: Students must earn a minimum of 1 unit in each required class.

## COMPUTER INFORMATION SYSTEMS

### LARGE SYSTEM COMPUTING OPTION

This curriculum is designed for those students interested in business data processing as an occupational area. To earn a certificate the student must complete the required CORE courses, and choose other courses from the Additional Courses list to total 32 units.

#### Core Curriculum

Business—General 110; Computer Science/Information Systems 101, 130 or 140, 170 or 172, 190.

#### Additional Courses

Business Administration 110; Computer Science/Information Systems 110, 117, 130, 135, 137, 140, 145, 150, 155, 156, 165, 170, 172, 180, 185, 195, 210; Internship 150

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

### PROGRAMMING OPTION

This curriculum is designed for those students interested in programming in typical languages as an occupational area. To earn a certificate, the student must complete the required CORE courses, and choose other courses from the Additional Courses list to total 32 units.

#### Core Curriculum

Business—General 110; Computer Science/Information Systems 101, 110, 120 or 135 or 145, 130 or 140.

#### Additional Courses:

Business Administration 110; Computer Science/Information Systems 115, 120, 130, 135, 137, 140, 145, 150, 155, 156, 160, 165, 170, 172, 180, 185, 190, 195; Internship 150

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

### MICROCOMPUTER OPTION

This curriculum is designed for those students interested in a career working with microcomputers. To earn a certificate, the student must complete the required CORE courses, and choose other courses from the Additional Courses list to total 32 units.

#### Core Curriculum

Business—General 110; Computer Science/Information Systems 101, 110, 172 or 201 and 202, 190, 230, 232.

**Additional Courses:**

Accounting 120, 130; Business Administration 110; Computer Science/Information Systems 102, 115, 117, 120, 130, 135, 137, 156, 160, 165, 172, 180, 185, 201, 202, 210, 230, 232; Internship 150

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

**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; Materials and Processes 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 computer science as an occupational area. To earn a certificate, the student must complete the required CORE courses, and choose other courses from the Additional Courses list to total 32 units.

**Core Curriculum**

Business Administration 110; Computer Science/Information Systems 101, 130; Electronics and Computer Technology 103, 110.

**Additional Courses:**

Business Administration 110; Computer Science/Information Systems 120, 125, 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; Mathematics 111.

Note: Courses taken more than three years before the granting of the certificate must have the approval of the division chair 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. To earn a certificate, the student must complete the required CORE courses, and choose other courses from the Additional Courses list to total 32 units.

**Core Curriculum**

Computer Science/Information Systems 101, 110 or 135, 190; Electronics and Computer Technology 103, 110, 112.

**Additional Courses:**

Business Administration 110; Business—General 110, Computer Science/Information Systems 110, 120, 130, 135, 150, 160, 201, 202; Electronics and Computer Technology 101, 102, 104, 110, 201, 203, 204; Office Administration 201.

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

## 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; Materials and Processes 146; Metallurgy 150 or Metals 150; Technical Education 140, 142\*, 143, 145.

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, 113, 201, 203, 210; Student Development 126; Technical Education 140.

The following courses are required for each individual Certificate of Completion.

### Electronics Engineering Technician

Core Courses; Drafting 130, 141; Electronics and Computer Technology 202, 222.

### Computer Systems Technician

Core Courses; Computer Science/Information Systems 115; Electronics and Computer Technology 112, 204, 212.

### Automation Systems Technician

Core Courses; Computer Integrated Manufacturing 101, 102, 201; Drafting 129.



### **RECOMMENDED ELECTIVES**

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

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

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

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, 118, 120, 122, 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 AND MANUFACTURING TECHNOLOGY

### **Machinist Option:**

These courses are required: Drafting 129; Machine Technology 101, 102, 103, 104, 111; Metallurgy 150 or Metals 150.

A minimum of six units from the following list are recommended: Cooperative Education 102; English 131, 132; Machine Technology 109, 112; Technical Education 142\* or equivalent; Welding 117, 118.

### **Manufacturing Technician Option:**

These courses are required: Computer Integrated Manufacturing 101, 102, 201; Computer Science/Information Systems 105; Electronics and Computer Technology 110; Machine Technology 107\*, 111.

**Note: The Manufacturing Technician Option will not satisfy the major requirements for the Associate in Science degree.**

\* 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 ENGINEERING

These courses are required: Computer Integrated Manufacturing 101, 102, 201; Computer Science/Information Systems 105; Drafting 129, 141; Electronics and Computer Technology 110; Machine Technology 107\*; Management 130; Metals 150; Quality Control 103; Technical Education 140, 142\*.

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

### **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.

### **MARKETING SPECIALIST**

This curriculum is designed for students who need the marketing basics, and are planning beginning careers in marketing, advertising, retailing and sales.

These courses are required: Business Administration 101, 120; Marketing 105, 110, 115 (or Speech 100), 120.

**Note:** This certificate does not satisfy the major requirements for the Associate in Science degree.

### **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.

## MICROCOMPUTER REPAIR TECHNICIAN

These courses are required: Electronics and Computer Technology 103, 104, 110, 112, 113, 212; Computer Science/Information Systems 201; Independent Studies 149.

**Note:** This certificate will not satisfy the major requirement for the Associate in Science degree.

## MUSIC

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

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

**Instrumental and Vocal Classes (6 units are required, 2 units from each of the following groups):**

1. Music 135, 136, 137, 156, 157, 158
2. Music 138, 140
3. Music 160, 161, 162, 163

**Performing Ensembles (6 units are required):** Music 131, 132, 133, 134, 141, 143, 144, 145, 151, 152, 159

**Electives (3 units are required):** Music 110, 128, 129, 139, 143, 170, 171, 175, 178

## 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 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:

Take NLN standardized tests in nursing

Take the Comparative Guidance and Placement Examination

- \*English 101; Human Anatomy; Human Physiology; \*Humanities (6 units), English 102 is recommended; Microbiology; \*Multicultural course;
- \*Psychology 101; \*Speech 100 or 101 or 103

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:

- \*English 101; Human Anatomy; Human Physiology; \*Humanities (6 units), English 102 is recommended; Microbiology; \*Multicultural course;
- \*Psychology 101; \*Speech 100 or 101 or 103

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

## **B. COURSE REQUIREMENTS**

### **1. ASSOCIATE DEGREE**

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

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

### **2. CERTIFICATE**

#### **a. PLAN A**

Allied Health 231, 233, 234, 240, 245

#### **b. PLAN B — (30 unit option)**

Allied Health 231, 233, 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 and 106 or its equivalent.

### **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, 254A.

\*\*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, 256A

#### **\*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, 256A

\*\*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, 256A

\*\*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\*\*, 256A

\*\*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 115, 140; Marketing 115; Office Administration 105, 110, 120, 125, 130, 135, 140, 162, 165, 201, 215, 225, 230, 252, 256A, 285.

**OFFICE ASSISTANT (BILINGUAL)**

Not Offered.

**PHOTOGRAPHY**

These courses are required: Accounting 110; Art 130, 134, 150; Journalism 101; 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, 177, 178; 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; Internship 150 (2 units).

#### **Mass Media Option**

These courses are required: Television 101, 102, 104, 107; English 112; Internship 150 (3 units); Journalism 101, 106; Theater Arts 101.

A minimum of 3 units must be selected from the following: Cooperative Education 102 (2 units); Journalism 102; Marketing 122; Speech 100; Television 111; Theater Arts 140.

#### **Videography Option**

These courses are required: Television 101, 102, 104, 107; English 112; Art 125, 130; Internship 150 (3 units); Photography 101.

A minimum of 3 units must be selected from the following: Art 131; Cooperative Education 102 (2 units); Photography 103; Television 111; Theater Arts 134.

#### **Corporate Television Option**

These courses are required: Television 101, 102, 104, 107; English 112; Business Administration 101; English 131; Internship 150 (3 units); Marketing 120.

A minimum of 3 units must be selected from the following: Art 130; Cooperative Education 102 (2 units); Office Administration 201; Psychology 114; Television 111.

### **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.

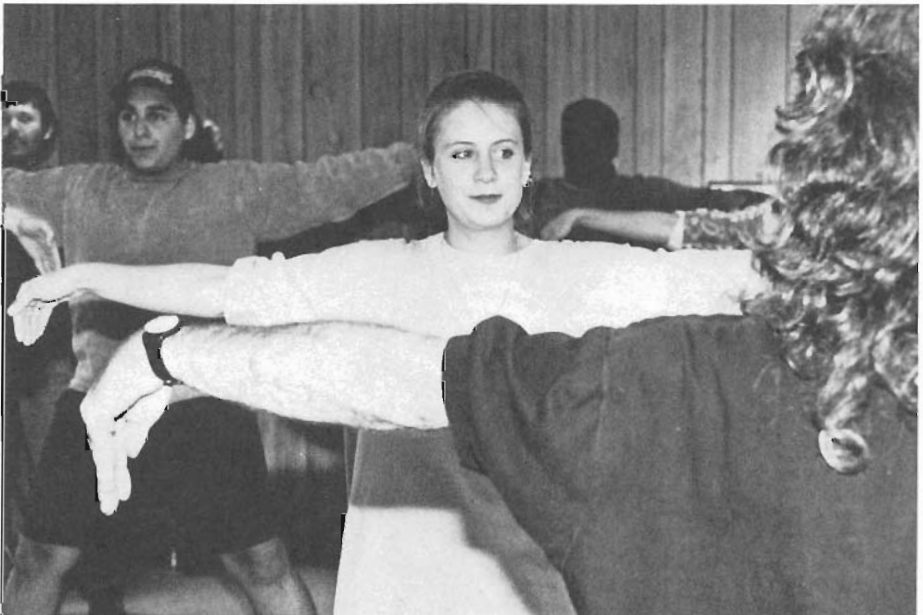
### WELDING, OCCUPATIONAL (COMBINATION WELDER)

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; Materials and Processes 146; Mathematics 151\*; Technical Education 142\*; Welding 125.

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



Students practice movement for theatre.



# 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 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	3
Photo 101 or 102	Intro & Drkrm	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

### 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	Drawing I	3
OR		
Art 151	Drawing II	3
Art 152	Life Drawing I	3
OR		
Art 153	Life Drawing II	3
OR		
Art 154	Adv Life Draw I	3
OR		
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
Fren 101-102	Beg French I & II	5-5
OR		
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 103-104	Calc I II	5-5
Phys 105-106	General	4-4

Recommended: 1 year of Foreign Language

**CSU, NORTHRIDGE**

**B.A. Biology**

**CORE:** (Required for all options)

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, but recommended in the Environmental option.

**CSU, NORTHRIDGE**

**B.S. Biology**

**CORE:** (Required for all options)

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

**Cell & Molecular Biology Option:** Add:

Math 103	Calc I	5
Phys 105-106	General	4-4

**Environmental Biology Option:** Add:

Chem 105-106	Organic	5-5
Math 103	Calc I	5

**Microbiology Option:** Add:

CS/IS 101	Intro	5
Math 103	Calc I	5
Phys 105-106	General	4-4

**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
<b>OR</b>		
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
<b>OR</b>		
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
Econ 101	Microeconomics	3
Econ 102	Macroeconomics	3
Math 112	Bus Calc	5
<b>OR</b>		
Math 103	Calc I	5

**Business computer literacy requirement**  
See GCC counselor.

**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
Math 103-104	Calc I-II	5-5
Phys 101-102	Engr Physics	5-4

**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

Recommended: 1 year of Russian, German or French.

**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:**

See GCC counselor.

**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**

**General Program Option:**

CLDV 147	Infant & Toddlers	3
Psych 101	General Psych	3
Psych 103	Physiological	3
Psych 131	Marriage & Family	3

**Multiple Subject Credential Option:**

See GCC counselor.

**CSU, NORTHRIDGE**

**B.A. Child Development**

Econ/Psych/		
Soc 107	Statistics	3
Biol 121	Physiology	4
<b>OR</b>		
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	Bus Calc	5
<b>OR</b>		
Math 103	Calc I	5

**COMPUTER SCIENCE**

**CSU, LOS ANGELES**

**B.S. Computer Science**

CS/IS 130	Pascal	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
<b>OR</b>		
Chem 101-102	General	5-5
<b>OR</b>		
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, LOS ANGELES**

**B.A. Earth Science**

**General Option:**

Astr 101-102	Elements/Observ	3-1
Chem 101-102	General	5-5
Geol 104	Field	2
Geol 105	Historical	4
Geol 110	Phys Earth Science	4
Math 100&102	Coll Alg & Trig	3-3
<b>OR</b>		
Math 110	Precalculus	5
Math 103	Calc I	5
Phys 105-106	General	4-4
<b>OR</b>		
Phys 101-102	Engr Physics	5-4

**Multiple Subject Credential Option:**

See GCC counselor.

**CSU, NORTHRIDGE**

**B.A. Earth Science**

Astr 101	Elements	3
Chem 101-102	General	5-5
CS/IS 150	Fortran	2
<b>OR</b>		
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	Bus Calc	5
<b>OR</b>		
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
<b>OR</b>		
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**

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

**Electrical Engineering Option:**

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

**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	Engr Phys	5
<b>OR</b>		
Chem 102	General	5



**ENGLISH**

**CSU, LOS ANGELES**

**B.A. English**

**General Option:**

Must be completed at CSULA.

**Multiple Subject Credential Option:**

See GCC counselor.

**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.

**ENVIRONMENTAL & OCCUPATIONAL HEALTH**

**CSU, NORTHRIDGE**

**B.S., Environmental & Occupational Health**

Biol 101-102 General 4-5

**OR**

Biol 122 Intro Biol 4

Biol 112 Microbiology 4

Biol 121 Physiology 4

Chem 120-121 Fundamentals 5-5

Chem 105-106 Organic 5-5

Math 110 Precalculus 5

Phys 105-106 General 4-4

Psych 101 General 3

Soc 101 Intro 3

**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

**Multiple Subject Credential Option:**

See GCC counselor.

**CSU, NORTHRIDGE**

**B.A. Geography**

Geog 101 Physical 3

Geog 102 Cultural 3

**OR**

Geog 105 Economic 3

**GEOLOGY/GEOPHYSICS**

**CSU, LOS ANGELES**

**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	Basic I	3
<b>OR</b>		
CS/IS 130	Pascal	4
<b>OR</b>		
CS/IS 150	Fortran	2
<b>OR</b>		
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	Fortran	2
<b>OR</b>		
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 SCIENCE**

**CSU, LOS ANGELES**

**B.S. Health Science**

Biol 112	Microbiology	4
Biol 120-121	Anat/Physiol	5-4
Chem 120	Fundamentals	5

Health 101*	First Aid	1
Math 100	College Alg	3
Phys 110	Intro	3
Soc 101	Intro	3

\* Not required in Allied Health Option

**CSU, NORTHRIDGE**

**B.S. Health Science**

**All Options:**

Psych 101	General	3
Soc 101	Intro	3

**Health Administration Option: Add:**

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

**Health Education Option: Add:**

Biol 121	Physiology	4
Biol 122	Intro Biol	4
Chem 110	Elements	5

**OR**

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

**School Nursing/Nursing Services**

**Option: Add:**

Biol 122	Introl Biol	4
Chem 110	Elements	5

**OR**

Chem 120	Fundamentals	5
----------	--------------	---

Note: Some coursework taken for the R.N. license may apply against requirements in this option; consult an advisor in the Health Science department at CSUN.

**Radiologic Technology Option: Add:**

Biol 120	Human Anatomy	5
Biol 121	Physiology	4
Biol 122	Intro Biol	4
Chem 110	Elements	5

**OR**

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

**Multiple Subject Credential Option:**

See GCC counselor.

**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 3

Hist 120 Far East 3

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**

**Consumer Services Option:**

General Education Support Courses:

Chem 120 Fundamentals 5

Econ 105 American Economy 3

Psych 101 General 3

Soc 101 Intro 3

Required Core Courses:

Psych/Soc 131 Marriage/Family 3

FoodN 111 Beg Food Prep 5

Career Emphasis Courses:

CLO 105 Textiles 3

Acctg 101-102 Prin of Acctg I&II 5-5

Chem 121 Fundamentals 5

Admj 101 Intro 3

Admj 103 Criminal Law 3

Admj 116 Crim Investigation 3

Bus Ad 120 Bus Law I 3

**Fashion and Textiles Option:**

General Education Support Courses:

Econ 105 American Economy 3

Psych 101 General 3

Soc 101 Intro 3

Required Core Course:

Psych/Soc 131 Marriage/Family 3

Career Emphasis Course:

CLO 105 Textiles 3

Specialization:

Select one of the following:

Design:

Clo 101 Clothing 3

Clo 102 Intermed Clothing 3

Art 130 Design I 3

Art 131 Design II 3

Merchandising:

CS/IS 101 Intro to CIS 5

Textiles:

CLO 101 Clothing 3

Chem 120-121 Fundamentals 5-5

**Interior Design and Housing Option:**

1. General Education Support Courses:

Art 130 Design I 3

Art 131 Design II 3

Psych 101 General 3

2. Required Core Course:

Psych/Soc 131 Marriage/Family 3

3. Career Emphasis Course:

CLO 105 Textiles 3

**Single Subject Teaching Option:**

1. General Education Support Courses:

Chem 120 Fundamentals 5

Econ 105 American Economy 3

Psych/Soc 131 Marriage/Family 3

Soc 101 Intro 3

2. Required Core Course:

FoodN 111 Beg Food Prep 5

3. Career Emphasis Courses:

Chem 121 Fundamentals 5

CLO 101 Clothing 3

CLO 105 Textiles 3

CHLDV 147 Infants & Toddlers 3

CLO 102 Intermed Clothing 3

**CSU, NORTHRIDGE**

**B.S. Home Economics**

**Business Option:**

**Concentration: Consumer Sci/Equip**

BusAd 120 Bus Law 3

CS/IS 101 Intro 5

CLO 105 Textiles 3

FoodN 125 Nutrition 3

**Concentration:**

**Textile Apparel & Fashion Merchandising**

BusAd 120	Bus Law	3
Chem 110	Elements	5

**OR**

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/  
Food 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	Clothing	3

**OR**

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
Engl 101	Freshman Engl	3
FoodN 125	Nutrition	3
Math 101*	Inter Algebra	5
Psych 101	General	3
Soc 101		
Speech 101		

\* 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
<b>OR</b>			
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 Drkrm	3-3

**INDUSTRIAL TECHNOLOGY**

**CSU, LOS ANGELES**

**B.S. Industrial Technology**

**Aviation Administration Option:**

CS/IS 101		Intro to CIS	5
Twenty-one units of Aviation courses			

**Printing Management Option:**

Acctg 101-102		Accounting I&II	5-5
Bus Ad 120		Bus Law I	3
Econ 101-102		Micro-Macro	3-3

**Production Technology Option:**

Math 100		College Algebra	3
Mgmt 155		Industrial Safety	3
CS/IS 120		Basic II	2
Chem 120		Fundamentals	5
Select 8 semester units from the following:			
Draft 131		Tech Drafting	5

**OR**

Engr 101		Engr Drawing	3
ECT 101		Basic Elect I	4
Gra 169		Industrial Design	5
Photo 101 or 102		Intro or Drkrm	3-3

**Required Management Courses:**

Acctg 101-102		Prin of Acctg I&II	5-5
Econ 107		Prob & Statistics	3
Math 112		Calc for Business	5

**OR**

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

**JAPANESE**

**CSU, LOS ANGELES**

**B.A. Japanese**

Complete at CSULA.

**JOURNALISM**

**CSU, LOS ANGELES**

**B.A. Journalism**

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

**LATIN AMERICAN STUDIES**

**CSU, LOS ANGELES**

**B.A. Latin American Studies**

**General Option:**

Anthro 102 Cultural 3

Geog 102 Cultural 3

Eth St 101 Lat Amer Cult Expr 3

Span 103-104 Inter Span I&II 4-4

**Multiple Subject Credential:**

See GCC counselor.

**LIBERAL STUDIES**

**CSU, LOS ANGELES**

**B.A. Liberal Arts**

See GCC counselor.

**CSU, NORTHRIDGE**

**B.A. Liberal Studies**

See GCC counselor.

**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 4

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**

Biol 101-102 General Biol 4-5

Chem 101-102 General Chem 5-5

Chem 103 Quant Analysis 4

Math 100&102 Col Alg & Trig 3-3

**OR**

Math 110 PreCalc 5

Phys 105-106 General Phys 4-4

## 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

##### Required Prerequisites:

Biol 112 Microbiology 4

Biol 120-121 Anatomy-Physi 5-4

Chem 120-121 Fundamentals 5-5

Engl 101 Fresh English 3

FoodN 125 Nutrition 3

Psych 101 General 3

Soc 101 Intro 3

Speech 101 Public Speaking 3

## NUTRITIONAL SCIENCE

### CSU, LOS ANGELES

#### B.S. Nutritional Science

##### Coordinated Dietetics Program (CDP)

##### Option:

##### Preparatory Courses:

Acctg 101-102 Prin of Acctg I&II 5-5

Anthr 102 Cultural 3

##### OR

Soc 101 Intro 3

Biol 120-121 Anatomy-Physi 5-4

Chem 120-121 Fundamentals 5-5

Econ 105 American Economy 3

Biol 112 Microbiology 4

Psych 101 General 3

##### Required Core Courses:

Psych/Soc 131 Marriage/Family 3

FoodN 111 Beg Food Prep 5

##### Option in Foods:

##### Preparatory Courses:

Anthr 102 Cultural 3

##### OR

Soc 101 Intro 3

Chem 120-121 Fundamentals 5-5

Econ 105 American Economy 3

Biol 112 Microbiology 4

Psych 101 General 3

##### Required Core Courses:

Psych/Soc 131 Marriage/Family 3

FoodN 111 Beg Food Prep 5

##### Supporting Professional Courses:

Acctg 101-102 Prin of Acctg I&II 5-5

plus several upper-division courses

##### Option in Nutrition:

##### Preparatory Courses:

Anthr 102 Cultural 3

##### OR

Soc 101 Intro 3

Biol 120-121 Anatomy-Physi 5-4

Chem 120-121 Fundamentals 5-5

Econ 105 American Economy 3

Psych 101 General 3

##### Required Core Courses:

Psych/Soc 131 Marriage/Family 3

FoodN 111 Beg Food Prep 5

##### Required Professional Courses:

Acctg 101-102 Prin of Acctg I&II 5-5

##### OR

Biol 112 Microbiology 4

## PAN-AFRICAN STUDIES

### CSU, LOS ANGELES

#### B.A. Afro-American Studies

##### Option I: Afro-American Studies

Hist 131 Africa Post 1800 3

Eth S 132 Black Experience 3

##### Option II: African, Caribbean, and Afro/Latin American Studies

Hist 131 Africa Post 1800 3

##### Multiple Subject Credential Option:

See GCC counselor.

### CSU, NORTHRIDGE

#### B.A. Afro-American Studies

Take after transfer.

**PHILOSOPHY**

**CSU, LOS ANGELES**

**B.A. Philosophy**

Phil 101 Intro 3

**Multiple Subject Credential Option:**

See GCC counselor.

**CSU, NORTHRIDGE**

**B.A. Philosophy**

Phil 119 Ancient Philos 3

Phil 120 Modern Philos 3

**PHYSICAL EDUCATION**

**CSU, LOS ANGELES**

**B.S. Physical Education**

Biol 120-121 Anatomy/Physiol 5-4

Psych 101 General 3

Soc 101 Intro Soc 3

**Single Subject Credential Option:**

See GCC counselor.

**Multiple Subject Credential Option:**

See GCC counselor.

**CSU, NORTHRIDGE**

**B.A. Physical Education**

Biol 120-121 Anatomy/Physiol 5-4

Biol 122 Intro Biol 4

Selected activities courses.

**Exercise Science Option:**

Chem 101 General Chem 5

**OR**

Chem 120 Fundamentals 5

Physics 105 General Phys 4

**Athletic Training Option:**

Chem 110 Elements of General 5

**OR**

Physics 110 Intro 3

FoodN 125 Nutrition 3

Health 104 Health Ed 3

Psych 101 General 3

**PHYSICAL SCIENCE**

**CSU, LOS ANGELES**

**B.S. Physical Science**

Astr 101-102 Elements/Observ 3-1

Chem 101-102 General 5-5

Chem 103 Quant Analysis 4

Geol 102 Environmental 3

Geol 110 Phys Earth Science 4

Ocean 115 Oceanography 4

Math 103-104 Calc I&II 5-5

Phy 101-103 Engr Phys 5-4-5

**Chemistry Emphasis**

Math 105 Calc III 4

**Geology Emphasis**

Chem 121 Fundamentals 5

Geol 104 Field Geology 2-6

Geol 105 Historical Earth Sci 4

**Physics Emphasis**

Math 105 Calc III 4

Math 108 Diff Equations 3

**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

Phy 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

Phy 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

Phy 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	Physiological	3
Psych 107	Statistics	3

**CSU, NORTHRIDGE****B.A. Psychology**

Psych 101	General Psych	3
Psych 103	Physiological	3
Psych 107	Statistics	3

**RADIO-TV-FILM****CSU, LOS ANGELES****B.A. Radio & TV Broadcasting**

Telev 102	TV Prod Sys	3
-----------	-------------	---

**OPTIONS:** See GCC counselor.**CSU, NORTHRIDGE****B.A. Radio-TV Broadcasting**

Art 125	Hist of Film	3
Journ 101	Mass Comm	3

**REHABILITATION SERVICES****CSU, LOS ANGELES****B.S. Rehabilitation Services**

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 Rlgn	3
Philo 116	Ethics	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**

Psych 101	General	3
<b>OR</b>		
Soc 101	Intro	3
Soc 107	Statistics	3

**SOCIOLOGY****CSU, LOS ANGELES****B.A. Sociology**

Soc 101	Intro Sociology	3
Soc 107	Statistics	3

**CSU, NORTHRIDGE****B.A. Sociology**

Soc 101	Intro Sociology	3
Soc 107	Statistics	3

**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**

Engl 109-110	World Lit	3-3
Span 103-104	Int Span I-II	4-4
Span 105	Conv Span	3
<b>OR</b>		
Span 106	Conv Span	3



**SPEECH COMMUNICATION**

**CSU, LOS ANGELES**

**B.A. Speech Communication**

**General Option:**

Speech 103 Grp Discussion 3  
**OR**

Speech 106 Oral Interp of Lit 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 105 Workshops 1-3  
 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 104 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  
 T Art 107 Drama Heritage 3  
 T Art 109 Stage Make-Up 1  
 T Art 121 Stage Design 2

**OR**

T Art 131 Technical Stage 3  
 T Art 123 Costume Design 1-4  
 T Art 134 Stage Lighting 2

**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.

*Whether or not all courses described will be offered during the present academic year will depend on the student enrollment.*

## Course Prerequisites/Corequisites

Students are expected to have satisfied the prerequisite requirements as stated in this Catalog for all courses. All prerequisite classes must have been completed with a grade of "C" or better, or "Credit" in the prerequisite class(es). Classes listed as corequisites must have either been completed or be taken concurrently. Title 5, Section 55534(a) permits a student to appeal a course prerequisite based upon the unavailability of the required course.

Whenever "equivalent" is listed as an alternative prerequisite, it is understood to indicate knowledge and/or skills learned through personal experience, education, and/or training equivalent to listed prerequisite courses. The criteria for such equivalency are established by each instructional discipline to ascertain whether there has been sufficient mastery of the content of the academic prerequisite.

## 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 which 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:** None. Recommended: Eligibility for Business—General 101; 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:** None. Recommended: Eligibility for English 120 or ESL 165. **Transfer credit:** CSU, UC, USC (CAN AJ 2)

## 108 ■ ADMINISTRATION OF JUSTICE

### ●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:** None. Recommended: 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:** 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

### ●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:** None. Recommended: 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:** 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.

**●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:** 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.

**●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:** Completion of Administration of Justice 204 or 205 and a passing score on Module I and III of the P.O.S.T. Examination. **Note:** This course may be taken 3 times; a maximum of 3 units may be earned.

**●160—School Peace Officer Training 2 Units**  
**NON-DEGREE APPLICABLE**  
Administration of Justice 160 fulfills the requirements of the P.C. 832.2 specifications for training school peace officers. Lecture 6 hours. (6 week class) **Prerequisite:** None. **Note:** This course may be taken 2 times; a maximum of 4 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

## 110 ■ ADMINISTRATION OF JUSTICE

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 ½-2½ 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 enforcement. The course must be taken for a minimum of 24 hours. Lecture 8-40 hours. **Prerequisite:** Administration of Justice 101 or equivalent. **Note:** This course may be taken 3 times; a maximum of 7½ 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:** None. Recommended: 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. **Corequisite:** 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:** None. Recommended: 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. **Corequisite:** 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.

**Corequisite:** 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. **Corequisite:** 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:** Allied Health 101, 103, 105, 107, 108. **Corequisite:** 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: Allied Health 101, 103, 105, 107, 108. R.N. students: Allied Health 101, 103, 108. **Corequisite:** 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: Allied Health 101, 103, 105, 107, 108. R.N. students: Allied Health 101, 103, 108. **Corequisite:** 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: Allied Health 101, 103, 105, 107, 108. R.N. students: Allied Health 101, 103, 108. **Corequisite:** 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:** Allied Health 101, 103, 105, 107, 108. **Corequisite:** 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 newborn 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. **Corequisite:** Must be taken concurrently with Allied Health 240 and 245.

**●250—Children's Attendant** 3 Units  
Not offered. **Transfer credit:** CSU

## 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:** Art 130. (Art 130 may be taken concurrently.) Recommended: Eligibility for English 120 or ESL 165. **Note:** Required for architecture majors. Recommended for art majors. **Transfer credit:** CSU

**ANATOMY, See Biology 120**

●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:** One year of architectural or mechanical drawing or Architecture 101 or Engineering 101. Recommended: Eligibility for English 120 or ESL 165 **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:** Art 130, 150, and 151. (Art 151 may be taken concurrently.) Recommended: Eligibility for English 120 or ESL 165. **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:** Art 130. (Art 130 may be taken concurrently.) Recommended: Eligibility for English 120 or ESL 165. **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, laboratory 6 hours. **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:** None. Recommended: 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 (CAN ART 2)

### ●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 (CAN ART 4)

### ●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 3 Units  
(Before 1600)  
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 3 Units  
(1600 to the Present)  
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

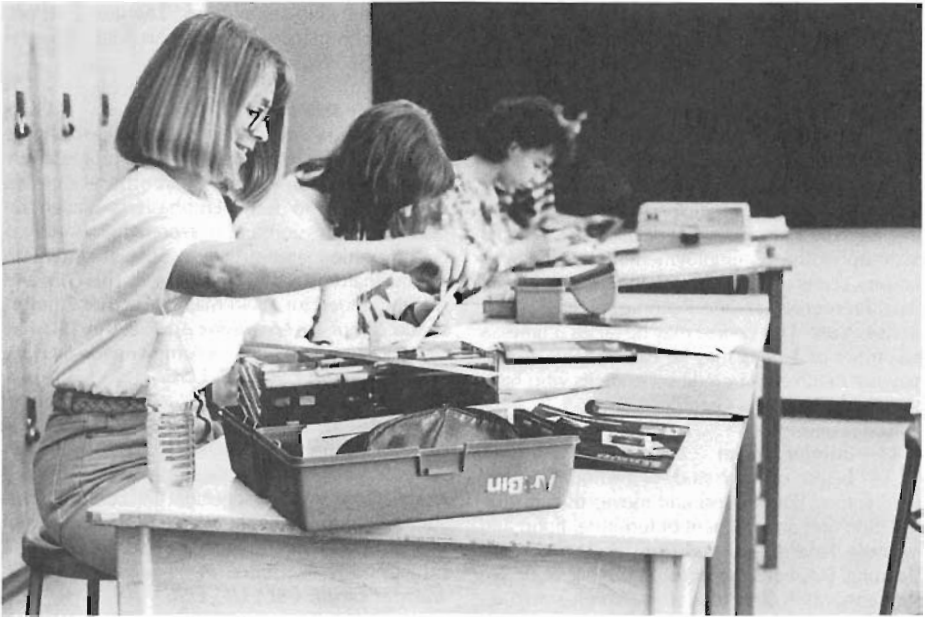
●124—Southern California Art Museums 1 Unit  
Not offered. *Transfer credit:* CSU

●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.

**•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**●177—Air Brush I 1 Unit**  
(Also listed as Technical Graphics 170)

Art 177 is designed to develop the ability of the student to use the ingredients, methods, and techniques of air brush from start to finish. Though the course does not require skilled art application, it deals with the fundamentals of design, layout, lines, dots, shading, black and white water color, types of frisket, and paper. Students 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 and Art 150 or Art 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 170.

**●178—Air Brush II 1 Unit**  
(Also listed as Technical Graphics 171)

Art 178 teaches the advanced operation and use of the air brush. The course introduces color into the designs and uses the basic knowledge obtained in Art 177 or Technical Graphics 170. Students 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:** Art 177 or Technical Graphics 170. **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 171.

**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**

**See also PHOTOGRAPHY**

## 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 prepares 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:** 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 are stressed. Lecture 3 hours. **Prerequisite:** 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:** 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 HH8S190Q. 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 familiarizes the student with the practical features of navigation. Lecture 3 hours. **Prerequisite:** 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 the 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:** 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:** 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 Powerplants 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:** 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:** Aviation and Transportation 120, or having passed the Private Pilot Written Examination, or having a Private Pilot Certificate. **Transfer credit:** CSU

## 126 ■ AVIATION AND TRANSPORTATION

### ●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 I 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 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 6 hours. **Prerequisite:** Aviation and Transportation 120 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 focuses also 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:** None. Recommended: English 177. **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:** None. Recommended: English 177. **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, laboratory 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 interrelationships occurring in the living world. This course is designed for students majoring in fields other than the biological sciences. Lecture and discussion, 3 hours. **Prerequisite:** None. **Note:** This course may not be taken for credit by students who have completed Biology 122.

●120—Human Anatomy 5 Units

Biology 120 comprehensively covers the systems of the human body. The laboratory includes the study of tissues using the microscope and a detailed study of the human skeleton. Dissections on the cat muscles and blood vessels, sheep brain, and cow eye, as well as the human cadaver, are included to illustrate comparative parts of human anatomy. Lecture 3 hours, discussion 2 hours, laboratory 4 hours. **Prerequisite:** None. Recommended: Biology 115 is strongly recommended for students with a limited background in the Biological Sciences. **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 1 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 are required. Students are required to contribute toward 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, USC

**●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

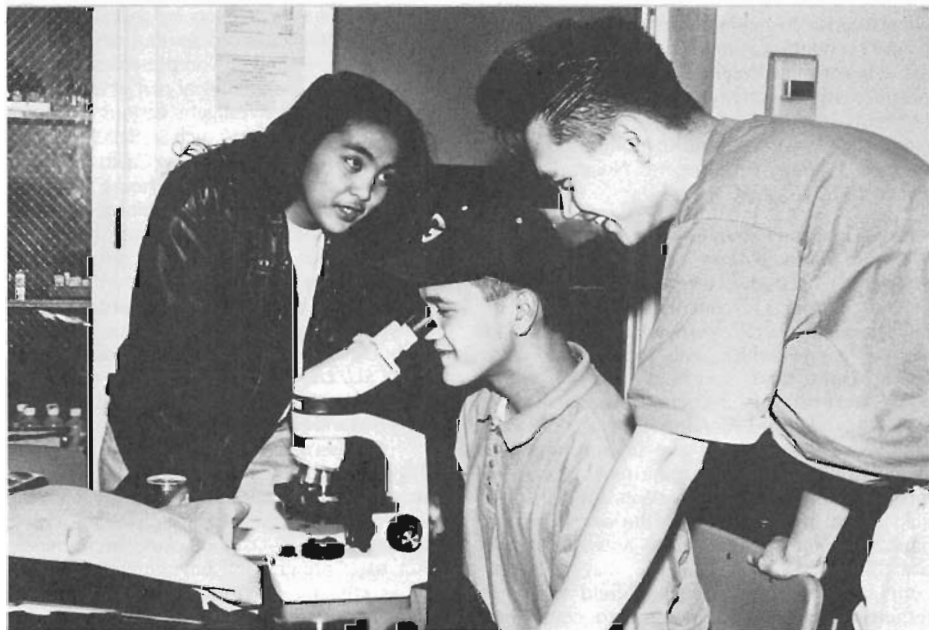
Biology 132 serves as an introduction to oceanography, marine biology, and the related marine technologies. Topics covered include sea floor topography and geologic processes, water circulation, and the diversity of marine organisms and their physiological and ecological adaptations to the marine technologies 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. 106  
 Business Administration, See p. 131  
 Business—General, See p. 133  
 Computer Science/Information Systems, See p. 139  
 Data Processing, See Computer Science/Information Systems  
 Distributive Education, See Marketing  
 Finance, see p. 164  
 Internship, see p. 180  
 Management, See p. 185  
 Marketing & Distribution, See p. 186  
 Mathematics, See Mathematics 111 and 112, Business—General 130, 135  
 Office Administration, See p. 197  
 Real Estate, See p. 213  
 Secretarial Studies, See Office Administration  
 Statistics, See Economics 107  
 Word Processing, See Office Administration  
 Work Experience, See Cooperative Education p. 144

**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:** None. Recommended: 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

## 132 ■ BUSINESS ADMINISTRATION

### ●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 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 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

### ●176—International Business in Latin America 3 Units

Business Administration 176 prepares students to do business with the various countries of Latin America. This course analyzes various Latin American countries from the viewpoint of a potential international business trader. The business considerations of governmental, social, economic, and geographic systems are discussed, allowing the students to better target specific business opportunities for importing, exporting, and/or establishing an overseas presence, under the existing trade laws or the proposed free trade agreement. A major part of this course is a discussion of the business aspect of the cultural views and practices necessary to do business in Latin America. 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. Practical business experience, especially in international business, is the best background for this course. However, 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:** None. Recommended: 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:** None. Recommended: Eligibility for Business—General 101, 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:** None. Recommended: 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:** None. **Recommended:** Eligibility for Business—General 101, 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, 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, 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 (CAN CHEM 12)

### ●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:** None. Recommended: Eligibility for English 120 or ESL 165. **Transfer credit:** CSU, UC, USC (Ch. Dev. 135 & 136, CAN H EC 14)



## 136 ■ CHILD DEVELOPMENT

●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. Recommended: 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:** None. Recommended: 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. Recommended: 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. **Corequisite:** Students must enroll in the laboratory section concurrently each semester. **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:** None. Recommended: 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 focuses on integrating these activities into the curriculum and encouraging the preschool children to explore and enjoy learning from their environment. Creative areas 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 prove helpful in working with children with special needs. A humanistic view of the whole child and the valuing and supporting of his/her rights is emphasized. Parents of exceptional or special children are 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

●156—Teaching Children of Various Cultures 3 Units

Child Development 156 is designed to develop teacher competence in using cultural diversity for class enrichment and in developing the identity of individual children. Lecture 3 hours. **Prerequisite:** Child Development 135. **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. Students 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. Students 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:** None. Recommended: 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

### ●201—CIM System Concepts 3 Units

Computer Integrated Manufacturing 201 is a course in computer integrated manufacturing (CIM) concepts. It is an applied course in programming, operation, and production control of auto-

mated work cells within the CIM manufacturing lab module, emphasizing total system integration. Lecture 2 hours, laboratory 4 hours. **Prerequisite:** Computer Integrated Manufacturing 101, 102; Machine Technology 107, 111. **Transfer credit:** CSU

## COMPUTER SCIENCE/ INFORMATION SYSTEMS

### ●99—Orientation to Computer Skills ½ Unit NON-DEGREE APPLICABLE

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. Two-hour lecture/discussion sections are held in micro-computer equipped classrooms, where instructors teach application software, including word processing, spreadsheet and database packages. Lecture 5 hours. **Prerequisite:** None. Recommended: English 191 or ESL 166. **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

### ●102—Business Information Processing Tools 2 Units

Computer Science/Information Systems 102 is specifically intended for students who wish to transfer to a business program in a four-year university. The course is problem oriented and solves advanced business problems with commonly-used software packages in word processing, spreadsheets, and databases as well as the DOS operating system and the BASIC programming language. The knowledge gained in this course allows students to compete effectively in the rigorous computer environment demanded by upper-level business courses. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** Accounting 101, 102; Computer Science/Information Systems 101. Recommended: Eligibility for English 120. (Accounting 102 may be taken concurrently.) **Transfer credit:** CSU

●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:** None. Recommended: 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

●107—**Adapted Computer Technology** 3 Units  
 Computer Science/Information Systems 107 is designed to instruct disabled students in the use of adapted computer technology and use of specially designed software to enhance basic skill acquisition. Lecture 2 hours, laboratory 3 hours. **Prerequisite:** Students must meet Title V eligibility requirements for Disabled Student Programs and Services. **Note:** This course may be taken 4 times; a maximum of 12 units may be earned. **Transfer credit:** CSU

●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.

●110—**Introduction to Programming** 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

●111—**Introduction to Interactive Multimedia (Also listed as Television 111)** 3 Units  
 Computer Science/Information Systems 111 familiarizes students with the techniques of multimedia, combining the latest in video and computer technologies. Topics include interactive videodiscs, HyperCard, desktop video, computer animation, and virtual reality systems. Students create projects on computers. Lecture 2 hours, laboratory 4 hours. **Prerequisite:** None. Recommended: English 120 or ESL 165. **Note:** This course may not be taken for credit by students who have completed Television 111. **Transfer credit:** CSU

●115—**Microcomputer Applications** 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:** None. Recommended: Eligibility for English 120 or ESL 165. **Transfer credit:** CSU

●117—**Planning for Computers in Business** 3 Units  
 Computer Science/Information Systems 117 provides the information necessary to plan, organize, and adapt a computer within the business environment. Issues on the planning and use of both hardware and software are discussed. Topics such as computer hardware selection, whether to buy canned software or write it yourself, and how to analyze business information needs are presented. Perspectives related to both small business and the corporate business and the corporate environment are featured. Lecture 3 hours. **Prerequisite:** 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 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:** None. Recommended: Eligibility for English 120 or ESL 165. **Note:** This course may not be taken for credit by students who have completed Marketing 123. This course may be taken 3 times using different hardware or software; a maximum of 6 units may be earned. **Transfer credit:** CSU

**●124—Advanced Desktop Publishing 3 Units**

Computer Science/Information Systems 124 is designed to acquaint students with the advanced features of publishing software in order to produce quality printed graphics material. Students compose and create a four-page magazine or newsletter using state-of-the-art graphic design tools. Lecture 3 hours. **Prerequisite:** Computer Science/Information Systems 123 or two years of professional Desktop Publishing experience. **Note:** This course may be taken 2 times if different software is used; a maximum of 6 units may be earned. **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 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

## 142 ■ COMPUTER SCIENCE/INFORMATION SYSTEMS

### ●150—FORTRAN Programming 3 Units

Computer Science/Information Systems 150 is a course in programming computers in the FORTRAN language for those who plan to be programmers or for those whose work may be related to computer applications in business, education, or industry. Lecture 2 hours, laboratory 3 hours. **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, USC

### ●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 is taught by using the UNIX O/S in both a Sun3 and VAX computing environment. Lecture 3 hours, laboratory 3 hours. **Prerequisite:** Computer Science/Information Systems 120, 130, 140 or Mathematics 130 or equivalent. **Transfer credit:** CSU, UC, USC

### ●180—Systems Analysis 3 Units

Computer Science/Information Systems 180 is a study of systems and procedures, design of a system, its implementation and installation, and finally its operation, evaluation, and modification. Includes analysis of various existing applications in business and industry. Lecture 3 hours. **Prerequisite:** Computer Science/Information Systems 101 or equivalent, and one of the following courses: Computer Science/Information Systems 120, 130, 140; or two years of full-time professional programming experience. Recommended: Business Administration 101 and either Accounting 101, 102 or 110. **Transfer credit:** CSU

**●185—Data Base Management 3 Units**

Computer Science/Information Systems 185 is a course designed to acquaint the student with the elements of data base management which creates file structures to reduce the time and cost of writing programs to store and retrieve information. Topics include mass storage devices, access methods, and the relationship of files to the total system. Particular emphasis is placed on the on-line data base management system and its relationship to the operating system. Lecture 3 hours. **Prerequisite:** 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

**●190—Networking and Telecommunications 3 Units**

Computer Science/Information Systems 190 is a course designed to acquaint the student with the essential elements of networking and telecommunications used in Local Area, Wide Area, intermediate, and Internet Network environments. Lecture 3 hours. **Prerequisite:** None. Recommended: A knowledge of the Macintosh computer and MS or IBM DOS. **Transfer credit:** CSU

**●195—Software Engineering 3 Units**

Computer Science/Information Systems 195 presents a formal, engineering approach to the design, coding, testing, implementation, and maintenance of software. It is presented in a project oriented environment so the principles are learned through their application in software projects. Lecture 3 hours. **Prerequisite:** Computer Science/Information Systems 180, 130 and one other programming course; or significant professional programming experience using a block structured programming language such as 'C', Pascal, ADA or PL/I. **Transfer credit:** CSU

**●201—Introduction to MS-DOS 1 Unit**

Computer Science/Information Systems 201 is an introduction to MS-DOS and the operating system used in the IBM Personal Computer. It covers DOS commands, utilities, disk management, and managing the PC. Instruction includes both floppy and hard disk drives. No prior computer experience is necessary. Lecture 2 hours, laboratory 1 hour. (9 weeks) **Prerequisite:** None.

**●202—Advanced Microcomputer Operating Systems 1 Unit**

Computer Science/Information Systems 202 is an advanced course in MS-DOS and the operating system used in the IBM Personal Computer. It covers advanced DOS commands, technical aspects of DOS, and hard disk management. Instruction includes both floppy and hard disk drives. Lecture 2 hours, laboratory 1 hour. (9 weeks)

**Prerequisite:** Computer Science/Information Systems 201 or a working knowledge of MS-DOS.

**●210—Computer Operations 3 Units**

Computer Science/Information Systems 210 studies the use, operation, and capabilities of computer systems. Students will learn to operate a mainframe computer and peripheral equipment, with major emphasis of scheduling, data flow, and distribution of reports and maintenance. Lecture 3 hours. **Prerequisite:** Computer Science/Information Systems 101 or equivalent. Recommended: Accounting 101 or 110. **Transfer credit:** CSU

**●220—Word Processing for Writers 1 Unit**

Computer Science/Information Systems 220 is a course designed to benefit students who are required to write essays or term papers. The course will train students in the use of a computer, enabling them to edit their writing easily and thus encourage a more finished product. It will also allow instructors to demand a higher standard of writing because of the ease of implementing changes. Lecture 1½ hours, laboratory 1½ hours. (8 weeks) **Prerequisite:** None. **Note:** This course may be taken 3 times; a maximum of 3 units may be earned.

**●230—Applications Software/ Spreadsheets 1½ Units**

Computer Science/Information Systems 230 introduces students to microcomputer spreadsheet programs. Students learn to produce application models of moderate complexity. Lecture 3 hours. (9 weeks) **Prerequisite:** None. Recommended: Eligibility for English 120 or ESL 165. **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 6 units may be earned.

**●231—Applications Software/ Advanced Spreadsheets 1½ Units**

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 3 hours. (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 6 units may be earned.



## ●232—Applications Software/

## Database Systems

1½ Units

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 3 hours. (9 weeks) **Prerequisite:** None. Recommended: Eligibility for English 120 or ESL 165. **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 6 units may be earned.

## ●233—Applications Software/

## Advanced Database Systems

1½ Units

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 3 hours. (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 6 units may be earned.

## ●250—Word Processing Systems

1½ Units

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:** None. Recommended: Eligibility for Business—General 110 and concurrent enrollment in or completion of Office Administration 201 or 205. **Note:** This course may be taken 4 times, using different software or hardware; a maximum of 6 units may be earned. **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 ½-2½ 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 ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

●176—Jazz Technique I ½-2½ 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 ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

●177—Jazz Technique II ½-2½ 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 ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** Dance 176 or equivalent. **Transfer credit:** CSU, UC, USC

●178—Jazz Workshop ½-2½ 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 ½-1½ 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 ½-2½ Units

Dance 179 provides an opportunity for personal development in modern dance technique. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

●180—Modern Dance Technique II ½-2½ Units

Dance 180 provides an opportunity to extend the student's knowledge of modern dance technique. It provides greater technical detail for the personal development and control of the body needed in advanced modern dance production. Lecture: ½-1½ hours, laboratory 1½-3½ hours. **Prerequisites:** Dance 179 or equivalent. **Transfer credit:** CSU, UC, USC



- 181—Introduction to Dance** ½-2½ Units  
Dance 181 presents a wide variety of concrete experiences in movement relative to the acquisition of concepts for a structure of understanding of dance as an art form. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC
- 182—Dance Production Workshop** ½-2½ Units  
Dance 182 offers experience in understanding the principles that govern movement, ability to control the body as an instrument of expression, and understanding of the use of space, time, and force factors related to the basic principles that govern art forms. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* Dance 193 or equivalent. *Transfer credit:* CSU, UC, USC
- 183—Movement for Theatre I** 1 Unit  
Dance 183 provides for the student the opportunity to study stage movement, physical characterization and mime as related to theatre. The students will increase their knowledge through practical application of the movement aspects of theatre. Lecture ½ hour, laboratory 1½ hours. *Prerequisite:* None. *Corequisite:* Concurrent enrollment in Theatre Arts 103 is required. *Transfer credit:* CSU, UC, USC
- 184—Dance Production** ½-2½ Units  
Dance 184 provides practical experience in utilization of knowledge and understanding in modern dance as an art form. Opportunity is provided for student choreography and participation in modern dance productions. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* Dance 182 or equivalent. *Transfer credit:* CSU, UC, USC
- 185—Master Class Series** 2-2½ Units  
Dance 185 is a course designed to give the serious 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** ½-2½ Units  
Dance 186 provides an opportunity for studying the problems of stage movement, character movement, and dance movement as related to theatre. Attention is also given to the demands placed upon the student who wishes to participate in stage performance. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC
- 187—Basic Ballet Technique** ½-2½ Units  
Dance 187 provides practical experience, through exercise and discussion, to enable the student to develop a basic knowledge of the necessary physical and mental discipline in ballet technique. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC
- 188—Ballet Technique II** ½-2½ Units  
Dance 188 provides practical experience, through exercise and discussion, to develop further a knowledge of the physical and mental discipline in ballet technique at the intermediate level. Lecture ½-1½ 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 ½-1½ 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 ½ 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** ½-2½ Units  
Dance 193 provides the student the opportunity for further advancement in knowledge and practical movement experience in the choreographic aspect of the dance as an art form. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* Dance 181 or equivalent. *Transfer credit:* CSU, UC, USC
- 194—Structural Dynamics and Stretch** ½-2½ Units  
(Also listed as Physical Education 194)  
Dance 194 provides practical experience through exercise in conjunction with discussion periods to enable the student to develop a knowledge of body-mind interaction in the area of athletics. The student learns how to influence and control this interaction, with regard to pain and energy flow, suppleness, relaxation, stretch and strength factors. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

●195—Physical Reintegration 1-2½ Units

Dance 195 is an experimental movement class for students with learning disabilities and/or minor physical limitations. Areas covered include exploration of body image awareness and integration of sensory modalities with motor processes. Also included is orientation and relaxation with the integration of both into the student's daily life through dance movement. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** This course is only for students who have a professionally verified neurological and/or physiological disability. **Note:** Verification of disability must be on file in the Disabled Student Center. **Transfer credit:** CSU, UC, USC

●196—Movement Development—  
Infant/Preschool 1-2½ Units  
(Also listed as Child Development 196)

Dance 196 provides an opportunity for the student interested in teaching the movement aspect of child development to gain the knowledge and techniques necessary through practical application and discussion. Students 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 Child Development 196. **Transfer credit:** CSU

●197—Movement Development—  
5-7 years/7-12 years 1-2½ Units  
(Also listed as Child Development 197)

Dance 197 provides an opportunity for the student interested in teaching the movement aspect of child development to gain the knowledge and techniques necessary through practical application and discussion. Students 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 Child Development 197. **Transfer credit:** CSU

●198—International Workshop ½-2½ 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 ½-1½ hours, laboratory 1½-3½ 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:** None. Recommended: 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:** None. Recommended: 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, S I metrics, military standards, and true positional tolerancing. Emphasis is placed upon individual and group design efforts in piping, structural and mechanical design projects. Lecture 3 hours, laboratory 6 hours. **Prerequisite:** None. Recommended: 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**  
 (Also listed as History 116)

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. **Note:** This course may not be taken for credit by students who have completed History 116. **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:** None. Recommended: 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:**

1. Electronics and Computer Technology 100 or Mathematics 101. (Electronics and Computer Technology 100 or Mathematics 101 may be taken concurrently.)
2. Computer Science/Information Systems 110. (Computer Science/Information Systems 110 may be taken concurrently.) (ECT majors only).

Recommended: Eligibility for English 120 or ESL 165.

**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:** None. Recommended: Mathematics 141 or equivalent and eligibility for English 120 or ESL 165. **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 2 hours, laboratory 4 hours. **Prerequisite:** Mathematics 141 or Mathematics 145 and 146, or one (1) year of high school algebra. Recommended: Eligibility for English 120 or ESL 165. **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 3 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. **Transfer credit:** CSU

**●212—Advanced Microcomputer Repair Technologies 3 Units**

Electronics and Computer Technology 212 teaches students the methods of troubleshooting and repairing advanced microcomputer systems. Specific areas of concentration include network hardware for both IBM and Apple systems. Some emphasis on network software, such as Novell and X.25, is placed on troubleshooting and repairing of the systems. Lab experiences consist of diagnosis and repair of computer systems at campus locations, or during lab experience. Lecture 2 hours, laboratory 4 hours. **Prerequisite:** Electronics and Computer Technology 112.

**●222—Communications Systems 3 Units**

Electronics and Computer Technology 222 is a comprehensive study of electronic communications systems, from the theory of fundamental radio frequency (RF) circuits to complex space-age technology. Specific areas of concentration in this course include RF oscillators, modulators and amplifiers, radio communications, AM and FM techniques, pulse and data communications, transmission lines, antennas and waveguides, and satellite communications. Laboratory experiments deal with RF circuit/system troubleshooting and instrumentation applications, including microcomputer simulation. Lecture 2 hours, laboratory 4 hours. **Prerequisite:** Electronics and Computer Technology 201.

**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:** None. Recommended: 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:** None. Recommended: 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 (CAN ENGL 6)

### ●104—Advanced Composition: Critical Thinking and Argumentation 3 Units

English 104 is designed to provide students with the ability to read and think critically and to develop their analytical and argumentative writing skills. The course takes students beyond the level of English 101 by providing an advanced understanding of the relationship of language to logic and by further promoting the ability to reason effectively and reach valid conclusions. Writing strategies are taught within the contexts of contemporary ideas and cultural diversity as reflected in selected readings. Lecture 3 hours. **Prerequisite:** English 101. **Transfer credit:** CSU



●**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 (CAN ENGL 14)
- 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 (CAN ENGL 16)
- 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 5 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 5 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 5 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 5 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 5 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:** Satisfactory completion of English 188. (English 188 may be taken concurrently.)

189A — A satisfactory score on the English Placement Examination.

189B — Satisfactory completion of English 189A.

**●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:** Satisfactory completion of English 190. (English 190 may be taken concurrently.)

191A — A satisfactory score on the English Placement Examination, or satisfactory completion of English 189B.

191B — Satisfactory completion of English 191A.

**●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

Level Three courses are ESL 164, 167

Level Four courses are ESL 166, 144

Level Five courses are ESL 165, 168

#### ●144—Listening and Speaking IV 2 Units

English as a Second Language 144 stresses fluency and clarity in delivery of speeches as well as in various communicative activities. These may involve the preparation and presentation of reports, summaries, and persuasive speeches. Students are exhorted to use the vocabulary and grammatical structures appropriate to formal settings. Culturally appropriate subtleties such as body language are reviewed in order to maximize the efficacy of communication. Listening comprehension and lecture/note-taking skills are practiced and evaluated. Lecture 3 hours. **Prerequisite:** Satisfactory score on the Glendale Community College ESL Placement Test or completion of ESL 167. Recommended: Concurrent enrollment in an appropriate ESL grammar and writing course and a reading course. **Note:** This course is taught at a level of vocabulary equivalent to ESL 166. **Transfer credit:** CSU

#### ●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:** ESL 171 or a 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. **Transfer credit:** UC, USC

#### ●163-A—Grammar and Writing II-A 2 Units

English as a Second Language 163-A is designed for students at the low intermediate level of English. This course focuses on grammar, reading, and composition. Students write one-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 short paragraphs. Lecture 5 hours. **Prerequisite:** ESL 171 or a satisfactory score on the Glendale Community College ESL Placement Test. **Transfer credit:** UC

#### ●163-B—Grammar and Writing II-B 2 Units

English as a Second Language 163-B is designed for students at the low intermediate level of English. This course focuses on grammar, reading, and composition. Students write one- to two-paragraph compositions. Special emphasis is placed on the acquisition of vocabulary, idioms, and structures appropriate for writing. The course stresses the correct use of a variety of grammatical structures and verb tenses within compositions. Lecture 5 hours. **Prerequisite:** ESL 163-A. Recommended: Concurrent enrollment in an appropriate ESL listening and speaking course and a reading course. **Transfer credit:** UC

#### ●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:** ESL 163 or 163-B or a 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. **Transfer credit:** CSU, UC, USC



●**164-A—Grammar and Writing III-A** 2 Units  
English as a Second Language 164-A 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:** ESL 163 or 163-B or a 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. **Transfer credit:** CSU, UC

●**164-B—Grammar and Writing III-B** 2 Units  
English as a Second Language 164-B is designed for students at the high intermediate level of English. The course focuses on grammar, controlled composition, and reading. Students study increasingly complex grammatical structures and write three-paragraph compositions using them. Lecture 5 hours.  
**Prerequisite:** ESL 164-A. Recommended: Concurrent enrollment in an appropriate ESL listening and speaking course and a reading course. **Transfer credit:** CSU, UC

●**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:** ESL 166 or a satisfactory score on the Glendale Community College ESL Placement Test. 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:** ESL 164 or a 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. **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:** "Credit" in ESL 162 or a satisfactory score on the Glendale Community College ESL Placement Test. Recommended: Concurrent enrollment in an appropriate ESL grammar and writing course and a reading course. **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:** ESL 144 or a satisfactory score on the Glendale Community College ESL Placement Test. Recommended: Concurrent enrollment in an appropriate ESL grammar and writing 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:** ESL 163 or equivalent or a satisfactory score on the Glendale Community College ESL Placement Test. 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 decision-making and management of personal and family finances, home and family living in today's economic environment, the use of energy resources, and the roles of consumers in directing protective legislation. Lecture 3 hours. **Prerequisite:** None. Recommended: 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.

**FASHION**

●100—**Fashion Design Fundamentals** 1 Unit

Fashion 100 contains an in-depth study of elements and principles of fashion design. It is designed to enable the student to demonstrate proficiency in the knowledge and application of the elements and principles of design with an emphasis on the fashion figure, costume design, and fashion identification. Lecture 1 hour. **Prerequisite:** None. **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:** Clothing and Textiles 101. Recommended: Eligibility for English 120 or ESL 165. **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 are created using both a sloper and individual measurements. The hip length and princess line slopers and two piece sleeve are produced using standard measurements. Lecture 1 hour, laboratory 3 hours. **Prerequisite:** Fashion 103 or equivalent. Recommended: 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. Recommended: 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

●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. Recommended: 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 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. Recommended: Eligibility for English 120 or ESL 165. **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. Recommended: Eligibility for English 120 or ESL 165. **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 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. The course 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.

**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.

●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 are studied, including such topics as providing for major investments, retirement and pension planning, the tax environment, and the effect of new laws and regulations. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSU

**●200—Buying and Selling a Business 3 Units  
(Also listed as Real Estate 200)**

Finance 200 presents all the information necessary to conduct the purchase or sale of a small business. This course focuses on what a real estate agent should know so that he or she could properly list, offer, negotiate and sell a business. The techniques of marketing, financing, financial reporting, taxation, merging and business management are covered in detail. Lecture 3 hours. **Prerequisite:** None. **Note:** This course may not be taken for credit by students who have completed Real Estate 200. **Transfer credit:** CSU

**FIRE TECHNOLOGY**

Classes in Fire Technology are offered for students interested in preparing for careers in fire prevention and fire fighting. The course also provides in-service and upgrading instruction for fire fighting personnel. A certificate of completion may be earned.

**●101—Introduction to Fire Protection and Suppression ½-3 Units**

Fire Technology 101 is a study to understand the philosophy and history of fire protection; history of loss of life and property by fire; review of municipal fire defenses; study of the organization and function of Federal, State, and County, and private fire protection agencies; and survey of professional fire protection career opportunities. Lecture 3 hours. **Prerequisite:** 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

**●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 studies 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 procedures are investigated. Investigation of cleansing materials and use of proper disposal of garbage and refuse according to Environmental Protection Agency standards are presented. Necessary safety precautions and accident prevention to meet O.S.H.A. standards are offered. 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 learns to prepare weekly, monthly, and annual reports and determine food cost per meal, labor cost per meal, operational and total cost per meal. Lecture 3 hours. **Prerequisite:** None.

●**118—Dietary Health Care** 3 Units  
Food and Nutrition Studies 118 is a study of the function of a health care facility dietary department, its policies, financial management and organization of the food service. Consideration is given to appropriate menus for all age groups, modified diets, terminology used, types of food service available, standards of tray and cafeteria service, uniform system of accounting, and general legal and operational problems. Lecture 3 hours. **Prerequisite:** None. Recommended: 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.





## 168 ■ FOOD AND NUTRITION STUDIES

### ●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 include selection of proper equipment and utensils, correct methods of preparation and procedures. Food preparation and presentation are also 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:** None. Recommended: 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 is also 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, USC

### ●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 is 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 is 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. The course covers such areas as sales promotion, advertising, personnel, legal aspects, insurance, labor management relations. Lecture 3 hours. **Prerequisite:** None. Recommended: 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 is given in the managing of the total operation as well as some experience in specialty food preparation. Lecture 2 hours, laboratory 3 hours. **Prerequisite:** None. Recommended: 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. The course covers the management of a dining room including good housekeeping techniques, fine food, and efficient service. Types of dining service included are: waited table service (French, Russian, American, English), limited service, counter, tray service, catering, and vending. Lecture 2 hours, laboratory 4 hours. **Prerequisite:** None. Recommended: 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 the operation of a bar, wine cellar, or catered services is studied. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 120 or ESL 165.

●225—Advanced Nutrition 3 Units  
Not offered. *Transfer credit:* CSU, UC, USC

## 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:* None. Recommended: 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 French in high school, 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 2 Units  
**NON-DEGREE APPLICABLE**  
French 110 is an introduction to French with emphasis on developing essential skills in communication. The verbal active method used stresses oral expression. The course also develops a working knowledge of reading and writing French. Lecture 2 hours, laboratory 1 hour. *Prerequisite:* None. *Note:* Must be taken prior to French 102. This course may be taken 2 times; a maximum of 4 units may be earned.

●111—Basic Conversational French II 2 Units  
**NON-DEGREE APPLICABLE**  
French 111 is an introduction to French with emphasis on developing essential skills in communication. The verbal active method is used and oral expression is stressed. The course also develops a working knowledge of reading and writing French. Lecture 2 hours, laboratory 1 hour. *Prerequisite:* French 110 or equivalent. *Note:* This course may be taken 2 times; a maximum of 4 units may be earned.

●112—Basic Conversational French III 2 Units  
**NON-DEGREE APPLICABLE**  
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 2 Units  
**NON-DEGREE APPLICABLE**  
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 rescheduling of some trips. This course may be taken 3 times; a maximum of 6 units may be earned. **Transfer credit:** CSU, UC, USC

### ●105—Historical Earth Science 4 Units

Geology 105 is a study of the 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:** None. Recommended: 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 past 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 past 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**

Not offered.

**●190—College Orientation**

Not offered.

**●191—College Orientation — International Students**

Not offered.

**●192—College Orientation — Academic Probation**

Not offered.

●193—Psychology of Adjustment 3 Units  
Not offered.

●194—College Orientation — Study Skills  
Not offered.

●195—Occupational Planning 1 Unit  
Not offered.

●196—Introduction to  
Para-Professional Training 3 Units  
Not offered.

## 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, USC

## HEMODIALYSIS

Learn to take care of patients on the artificial kidney machine. Exciting career in only one semester. No prior medical experience required. Job opportunities are available upon completion of the course.

### ●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. 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. Patient Care Technician will receive a State Certificate from the California Department of Health Services. Lecture and clinical experience 24 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 1 unit of credit for History 101. **Transfer credit:** CSU, UC, USC (CAN HIST 2)

### ●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 1 unit of credit for History 102. **Transfer credit:** CSU, UC, USC (CAN HIST 4)

### ●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, viceroalties, 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 3 Units  
(Carolingian Empire to the French Revolution, c. 1789)

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 1 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 1 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 1 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

●116—Economic History of the United States (Also listed as Economics 111) 3 Units

History 116 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 requirements in American History. 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 Economics 111. **Transfer credit:** CSU, 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 3 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 3 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, USC

**●135—History of the Vietnam War 3 Units**

History 135 studies the background of U.S. involvement in Vietnam from the French occupation to the winding down of the war during the Nixon years. The course focuses on such matters as the historical and cultural realities of the situation, the gradual and growing U.S. commitment during the Eisenhower and Kennedy Administrations, and the height of the American build-up 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, USC

**●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, USC

**●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 or History 116

**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:** None. Recommended: 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:** None. Recommended: 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 further develop critical reading, writing, and thinking abilities through comparative study of 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 improve their abilities 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. Writing instruction focuses on improving advanced composition skills. The course may be team-taught. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 101. **Transfer credit:** CSU, UC, USC

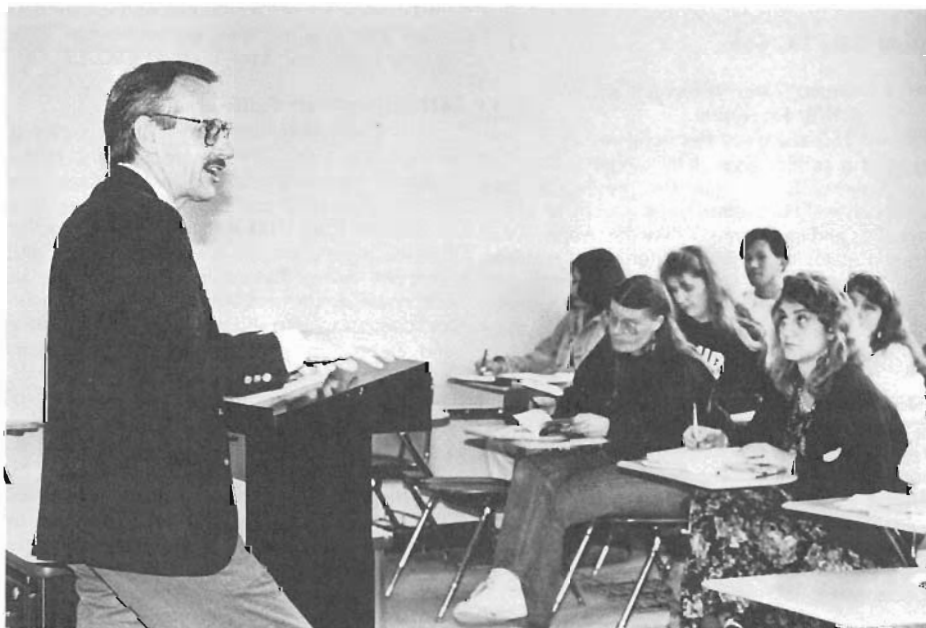
●106—Modern Society in its Milieux 3 Units

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:** None. Recommended: 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 further apply the principles of critical thinking and comparative analysis in order to better understand the relationships among literature, science, and technology. Through directed reading, class discussion, and writing, students continue to develop logical thought processes enabling them to reason inductively and deductively, to distinguish fact from judgment, to examine evidence and credibility of sources, 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. Writing instruction focuses on improving advanced composition skills. Lecture 3 hours. **Prerequisite:** None. Recommended: 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:** None. Recommended: 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:** None. Recommended: 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:** None. Recommended: 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:** None. Recommended: 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:** None. Recommended: 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:** None. Recommended: 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 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 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 6 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 6 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 3-6 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. For each 3 units, 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 3 additional units. (For the summer term, concurrent enrollment in 3 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. This course may be taken 2 times; a maximum of 6 units may be earned. **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:** None. Recommended: 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 is an introductory course exploring the history, institutions, and social impact of mass communication media, including print, photography, recordings, film, television, computers, and the role of advertising and public relations. The course is taught from a perspective of theories of persuasion, the symbolic power of images, and the relationship between information and knowledge. Special attention is given to the impact of these media on how we live and believe as individuals and as a society. Lecture 3 hours. **Prerequisite:** None. Recommended: 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:** None. Recommended: 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 make-up, and the mechanics of newspaper production. Study of law and ethics of the press and over-all emphasis on the function and responsibility of the newspaper. Second semester stress is on interpretative reporting. Class produces the campus newspaper *El Vaquero*. Lecture 2 hours,

laboratory 4 hours. **Prerequisite:** Journalism 102 or 103. **Note:** An interview and instructor consent may be required. 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:** None. Recommended: 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.

in high school completed within the past two years or equivalent. **Transfer credit:** CSU, UC, USC

**LAW, BUSINESS,  
See Business Administration 120, 125**

**LIBRARY  
TECHNOLOGY**

**●101—Introduction to Library  
Services**

**3 Units**

Not offered.

**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:** None. Recommended: 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

**LINGUISTICS**

**●101—Introduction to Languages  
and Linguistics**

**3 Units**

Not offered. **Transfer credit:** CSU, UC, USC

**MACHINE  
TECHNOLOGY**

**●101—Machine Technology I 5 Units**

Machine Technology 101 covers the fundamentals of the machinist trade. Instructions in the proper care and use of precision and hand tools are given. Basic training in tool grinding, machine set-up, and the operation of lathes, shapers, milling machines, drill presses, and grinders is presented. Lecture 3 hours, laboratory 6 hours. **Prerequisite:** None. **Note:** Students must register for the full number of hours for which the course is scheduled, but late registration is permitted provided a vacancy in the class exists. **Transfer credit:** CSU

**●102—Machine Technology II 5 Units**

Machine Technology 102 is a continuation of the fundamentals of the machinist trade. Advanced training in set-up work, tool grinding, and machine operations is presented. 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. **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.

●**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.

●**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 are examined. Training required for engineers and designers noting duties and positions in manufacturing organizations 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 presenting 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 are 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 101. (Machine Technology 101 may be taken concurrently.) **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. Techniques practiced are uses of lathe, mill, drill, grinder. Inspection strategies for the purpose of job advancement are presented. Laboratory 3-12 hours. **Prerequisite:** Machine Technology 107. **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 3 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 3 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:** None. Recommended: 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 Techniques 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:** None. Recommended: Eligibility for English 120 or ESL 165. **Note:** This course may not be taken for credit by students who have completed Computer Science/Information Systems 123. This course may be taken 3 times using different hardware or software; a maximum of 6 units may be earned. **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

**MATERIALS AND PROCESSES**

**●146—Materials and Processes 3 Units**  
(Formerly Technical Education 146)

Materials and Processes 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 are studied. Current methods of manufacture and technique are covered. The course covers testing of materials by the destructive and nondestructive methods and the physical properties of materials.

Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 120 or ESL 165. **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 one 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 four 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 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. **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 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 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 four 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 one 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.

●**152—Basic Mathematics** 2 Units  
**NON-DEGREE APPLICABLE**  
 Mathematics 152 is a remedial course in the fundamental processes of arithmetic designed to develop skill in computation, using whole numbers, fractions, decimals, percent, and properties of the decimal number system. The use of calculators is integrated into the course. Lecture 2 hours. **Prerequisite:** None. **Note:** A maximum of 2 units of credit will be granted for Mathematics 151 and Mathematics 152.

●**153—Prealgebra** 1½ Units  
**NON-DEGREE APPLICABLE**  
 Mathematics 153 is a remedial course in the fundamental processes of prealgebra, with an emphasis on the arithmetic of signed numbers. Rules of exponents, first degree equations, study and test-taking techniques related to mathematics are also covered. Lecture 1½ hours. **Prerequisite:** None. Recommended: Credit in Math 152.

## 190 ■ MATHEMATICS

### ●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

The following Music performance/ensemble courses may be offered for fewer than the stated units: Music 130, 131, 132, 133, 134, 141, 142, 143, 144, 145, 151, 152, 159, 170, 178

- 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—Fundamentals for Music Majors 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. **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

- 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. **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

- 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

**●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. **Corequisite:** Concurrent enrollment in any one of the following courses: Music 130, 131, 132, 133, 141, 142, 143, 145, 151, 152, 170. **Note:** Music 125 is recommended for all music majors. 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. **Corequisite:** Concurrent enrollment in any one of the following courses: Music 130, 131, 132, 133, 141, 142, 143, 145, 151, 152, 170. **Note:** Music 126 is recommended for all music majors. This course is designed primarily for the music major and meets the partial transfer requirements of Music History and Literature courses for a music major into a four-year college. Music majors may enroll in Music 126 before 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:** 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 Ensemble** **1 Unit**  
Music 159 is for students who wish to learn the techniques used in performing guitar duos, trios,

and quartets, or performing with other instruments and/or voice. Emphasis is placed on developing music reading skills and furthering familiarity with the fingerboard, precise execution of rhythms, observance of tempo, dynamics, timbre, intonation, elements of style and interpretation, and synthesizing the individual musical parts into an artistic whole. Selected works from the various periods of music history are studied, rehearsed, and performed. Music 159 fosters an appreciation for ensemble playing, for literature, for concerts, and for recording artists. Lecture 1 hour, laboratory 1 hour. **Prerequisite:** Music 157 or equivalent. **Note:** This course may be taken 4 times; a maximum of 4 units may be earned. Students are required to have a standard acoustic guitar equipped with six (6) nylon strings to use in class and for practice hours. A minimum of 3 hours practice per week is required. (Prior to Fall 1991, Music 159 was Classical Guitar IV.) **Transfer credit:** CSU

**●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 Workshop 1 Unit  
 Music 163 is for advanced students who can benefit from individual study and supervised practice time. Piano Lab allows students to study solo repertoire, accompanying, ensemble playing, sight-reading, and improvisation. Lecture 1 hour, laboratory 1 hour. **Prerequisite:** Music 161 or equivalent. **Note:** This course may be taken 4 times; a maximum of 4 units may be earned. (Prior to Fall 1991, Music 163 was Piano IV.) **Transfer credit:** CSU

●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 is the objective of the course. Students have the opportunity to participate in the rehearsals and the development of the performances. Course work provides experience in the techniques of stage ensemble, acting, technical stage, costuming, and makeup. Auditions are 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

●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.

●178—Choralography 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 is required. **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, USC

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. Recommended: Eligibility for Business—General 101 or English 120 or 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 record-keeping. 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:** None. Recommended: Eligibility for Business—General 101 or English 120 or 131.

### ●110—Machine Transcription— Business 2 Units

Office Administration 110 is a machine transcription course which enables 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 1½ hours, laboratory 1½ hours. **Prerequisite:** Office Administration 205 or Business—General 105 or Office Administration 250 or equivalent. (Office Administration 205 may be taken concurrently.) Recommended: Business—General 110.

### ●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. Recommended: Eligibility for Business—General 101. **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 3 Units

Office Administration 125 is a continuation of Office Administration 120, which incorporates review of the theory, transcription techniques, and English skills to produce mailable letters. Lecture 3 hours. **Prerequisite:** (1) Office Administration 120 or equivalent; (2) Office Administration 210 or equivalent. (Office Administration 210 may be taken concurrently.) 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 1 unit of credit. **Transfer credit:** CSU

### ●130—Shorthand Transcription II 1-3 Units

Office Administration 130 is a finishing course for the executive secretary. Emphasis is 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.

## 198 ■ OFFICE ADMINISTRATION

### ●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; (2) Office Administration 101 (3 units). Recommended: Eligibility for one of the following: Business—General 101 or English 120 or 131; Office Administration 125 (3 units). **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 (1½ 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 is placed on the roots, prefixes, suffixes, and word combinations. Lecture 5 hours. **Prerequisite:** None. Recommended: Eligibility for 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 is 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 enables students to transcribe medical communications and to type medical forms commonly used in medical offices. Emphasis is 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 182, (2) Office Administration 210 (3 units) or equivalent, (3) Business—General 105, (4) Office Administration 250 (1½ units) or equivalent. Recommended: 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. In Office Administration 196, the anatomy and language of four organ systems of human anatomy are 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 wpm. Recommended: Eligibility for 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 are 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 are 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:** None. Recommended: 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:** None. Recommended: English 191 or ESL 166. (English 191 or 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. Recommended: 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. Recommended: 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. Recommended: 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 1½ hours, laboratory 1½ 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.



**●252—Voice Processing/Dictation 1 Unit**

Office Administration 252 is a course which enables students to develop competencies in voice processing/dictation techniques. Students enrolled in this course learn how to prioritize and annotate mail, how to organize their responses for dictation, and how to dictate from an outline. They 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.

**●254A—Word Processing I/ WordPerfect 3 Units**

Office Administration 254A enables students to develop competency in operating a microcomputer using word processing software. Hardware used in this course is IBM compatible. Word processing software is WordPerfect 5.1 or the current version. This is an introductory course that involves learning basic operating system commands, along with creating, editing, printing, and storing simple documents. It also includes learning routine formatting and text editing features such as search and replace, merge, sort, headers and footers, redline and strikeout, footnotes and endnotes, etc. Lecture 3 hours, laboratory 2 hours. **Prerequisite:** None. Recommended: Eligibility for one of the following: Business—General 101 or English 120 or 131, and a typing speed of 25 wpm.

**●256A—Word Processing II/ WordPerfect 2 Units**

Office Administration 256A is a continuation of Office Administration 254A. This course is designed to prepare students with the advanced skills and knowledge to handle more difficult and challenging tasks. Lecture 2 hours, laboratory 2 hours. **Prerequisite:** Office Administration 254A or equivalent.

**●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**

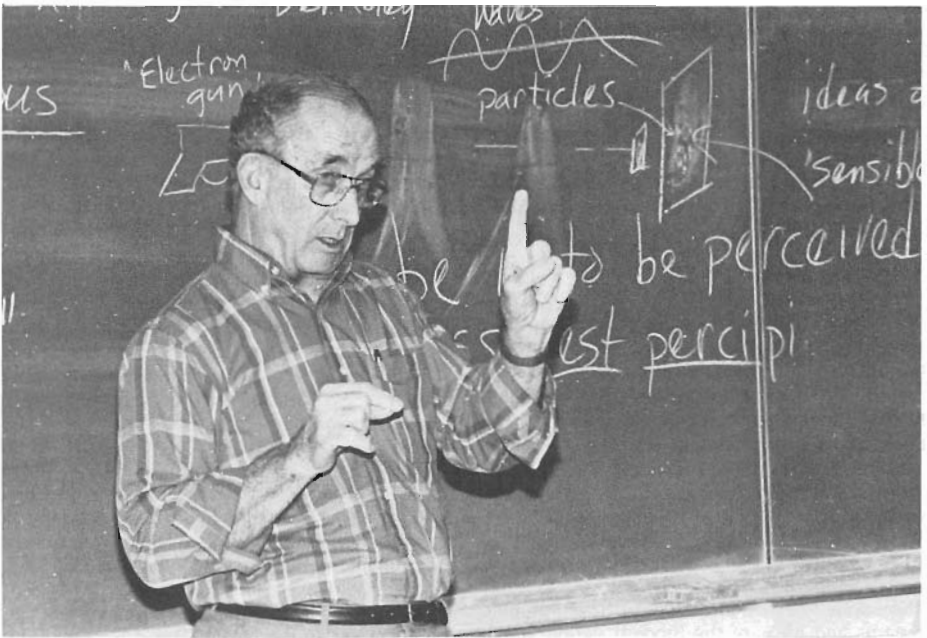
Office Administration 280 has been designed to meet the immediate employment needs of private industry. This program is non-traditional in approach, and offers students an intensive semester-length course in information word processing, with hands-on training on state-of-the-art information processing 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 (CAN PHIL 2)

### ●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)

PHOTOGRAPHY

●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

●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

●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. The following classes do not meet the physical education requirement: Physical Education 120, 124, 125, 126, 128, 146, 149, 195, 196. 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

## 204 ■ PHYSICAL EDUCATION

- 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 1/2-1 1/2 hours, laboratory 1 1/2-3 1/2 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** 1/2-2 1/2 Units  
Instruction in the fundamentals of individual activities and seasonal sports. Lecture 1/2-1 1/2 hours, laboratory 1 1/2-3 1/2 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. This course will not fulfill physical education activity requirements. **Transfer Credit:** CSU, UC, USC
- 129—**Strength and Conditioning** 1/2-2 1/2 Units  
for Intercollegiate Athletics  
Physical Education 129 is designed to increase strength, flexibility, body coordination (agility), speed, and aerobic/anaerobic conditioning as it relates to optimal athletic performance. Lecture 1/2-1 1/2 hours, laboratory 1 1/2-3 1/2 hours. **Prerequisite:** None. Recommended: Enrollment in Intercollegiate Athletics during the school year. **Note:** This class is structured to provide strength and conditioning programs specific to intercollegiate athletics both during participation and in the "off-season." **Transfer credit:** CSU, UC, USC
- 130—**Adapted Activities** 1/2-2 1/2 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 1/2-1 1/2 hours, laboratory 1 1/2-3 1/2 hours. **Prerequisite:** None. **Note:** Verification of disability must be on file with the instructor. **Transfer credit:** CSU, UC, USC
- 140—**Beginning Badminton** 1/2-2 1/2 Units  
Physical Education 140 is instruction in the rules and practice in individual fundamentals, development of singles and doubles play, and competitive participation. Lecture 1/2-1 1/2 hours, laboratory 1 1/2-3 1/2 hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC
- 141—**Intermediate Badminton** 1/2-2 1/2 Units  
Physical Education 141 is additional practice and more detailed instruction in fundamentals, development of singles and doubles play, and court strategy. Lecture 1/2-1 1/2 hours, laboratory 1 1/2-3 1/2 hours. **Prerequisite:** Physical Education 140. **Transfer credit:** CSU, UC, USC
- 142—**Advanced Badminton (Varsity)** 1/2-2 1/2 Units  
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, USC
- 147—**Intermediate Baseball** 1/2-2 1/2 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 1/2-1 1/2 hours, laboratory 1 1/2-3 1/2 hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC
- 148—**Advanced Baseball (Varsity)** 1/2-2 1/2 Units  
Physical Education 148 is development of team play for competitive participation. Spring Semester only. Daily. Lecture 1/2-1 1/2 hours, laboratory 1 1/2-3 1/2 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, USC

●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 (Varsity) ½-2½ Units

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 (Varsity) ½-2½ Units

Physical Education 160 provides the opportunity for individual instruction and development of team play for competitive participation with other community colleges. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** Some previous playing experience in basketball. **Note:** Limited to students competing for the varsity team. **Transfer credit:** CSU, UC, USC

●164—Rhythmic Aerobics (Also listed as Dance 164) ½-2½ Units

Physical Education 164 offers vigorous exercise set to contemporary music. The course is designed for students wishing to develop or maintain aerobic fitness while also learning about the physiology of fitness. Routines of rhythmic exercise are designed to develop or maintain cardio-respiratory endurance and body flexibility. The course is designed for students at all levels of fitness. Lecture ½-1½, laboratory 1½-3½ hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

●166—Weight Training for Women ½-2½ Units

Physical Education 166 is designed to give the female student an opportunity to develop a physical fitness program through weight training. It

provides opportunity for the further development of body flexibility, strength and coordination, along with contributing to the general physical well-being of the individual. Students will be prepared to set up and design a personal weight training program to fit their individual needs. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

●167—Body Mechanics and Weight Training 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 ½-2½ 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 ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** Physical Education 167 or equivalent. **Transfer credit:** CSU, UC, USC

●169—Body Mechanics - Women ½-2½ 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 ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

●172—Cross-Country Running (Varsity) (Men) ½-2½ Units

Physical Education 172 is designed for competitive participation. Fall semester only. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** None. **Note:** Recommended for distance runners and track students wishing to condition themselves for track. **Transfer credit:** CSU, UC, USC

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

Physical Education 173 is designed to offer women competitive participation in cross-country running. Fall semester only. Lecture 1½ hours, laboratory 3½ hours. **Prerequisite:** None. **Note:** Recommended for distance runners and track students wishing to condition themselves for track. **Transfer credit:** CSU, UC, USC

- 194—Structural Dynamics and Stretch** ½-2½ Units  
(Also listed as Dance 194)  
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 ½-1½ hours, laboratory 1½-3½ 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** 2½ 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, UC
- 197—Intermediate Football** ½-2½ Units  
Physical Education 197 is instruction and practice in techniques of individual offense and defense. Spring semester only. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC
- 198—Advanced Football (Varsity)** ½-2½ Units  
Physical Education 198 is development of team play for competitive participation. Fall semester only. Lecture ½-1½ hours, laboratory 1½-3½ 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** ½-2½ Units  
Physical Education 200 is instruction and practice in fundamentals, with the development of team play and competition. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC
- 202—Beginning Golf** ½-2½ Units  
Physical Education 202 is instruction and practice in the fundamentals of golf. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC
- 203—Intermediate Golf** ½-2½ Units  
Advanced instruction and practice on the golf course are included in this course. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** Physical Education 202 or equivalent. **Transfer credit:** CSU, UC, USC
- 205—Advanced Golf (Varsity)** ½-2½ Units  
Physical Education 205 is development of play for competitive participation. Spring semester only. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** Some previous playing experience in golf. **Note:** Limited to students competing for the varsity team. **Transfer credit:** CSU, UC, USC
- 207—Beginning Gymnastics (Men)** ½-2½ Units  
Not offered. **Transfer credit:** CSU, UC, USC
- 208—Beginning Gymnastics** ½-2½ Units  
Physical Education 208 covers techniques in tumbling and apparatus activities with emphasis upon body balance, coordination, and rhythm. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC
- 222—Paddle Tennis** ½-2½ Units  
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. Recommended: Some previous experience playing soccer. **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** ½-2½ Units  
 Physical Education 270 is instruction and practice in fundamental techniques of running and field events. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC
- 272—Advanced Track and Field (Varsity)** ½-2½ Units  
 Physical Education 272 is designed for competitive participation. Lecture ½-1½ 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)** 2½ 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** ½-2½ Units  
 Physical Education 274 offers instruction and practice in volleyball techniques with team tournaments. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC
- 275—Intermediate Volleyball** ½-2½ Units  
 Physical Education 275 offers instruction and practice in volleyball techniques with team tournaments for experienced players. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** Physical Education 274 or equivalent. **Transfer credit:** CSU, UC, USC



## 208 ■ PHYSICAL EDUCATION / PHYSICAL SCIENCE / PHYSICS

●276—Advanced Volleyball ½-2½ Units  
Physical Education 276 gives the student the opportunity for development of advanced techniques in volleyball for competitive participation with other community colleges. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** Physical Education 275 or equivalent. **Transfer credit:** CSU, UC, USC

●281—Advanced Volleyball (Varsity) ½-2½ Units  
Instruction and practice in individual fundamentals, development of team play and court strategy for competitive participation. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** Previous playing experience in volleyball. **Note:** Recommended for physical education majors. Limited to students trying out for varsity volleyball teams. **Transfer credit:** CSU, UC, USC

●282—Advanced Volleyball (Varsity) (Women) ½-2½ Units  
Physical Education 282 provides the opportunity for individual instruction of development of team play for competitive participation with other community colleges. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** Some previous playing experience in volleyball. **Note:** Limited to students competing for the varsity team. **Transfer credit:** CSU, UC, USC

●285—Beginning Water Skiing ½-2½ Units  
Not Offered. **Transfer credit:** CSU, UC, USC

●287—Beginning Wrestling (Men) ½-2½ Units  
Not Offered. **Transfer credit:** CSU, UC, USC

●288—Advanced Wrestling — (Men) (Varsity) ½-2½ Units  
Not Offered. **Transfer credit:** CSU, UC, USC

●294—Stress Reduction ½-2½ Units  
Physical Education 294 will provide the student with specific tools for recognizing and combating stress. Attention will be given to the physiological aspects of stress along with practical knowledge of stress reduction techniques. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** None. **Transfer credit:** CSU, USC

●295—Walking for Health & Fitness ½-2½ 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 ½-1½ 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 with 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 140 and 141 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**

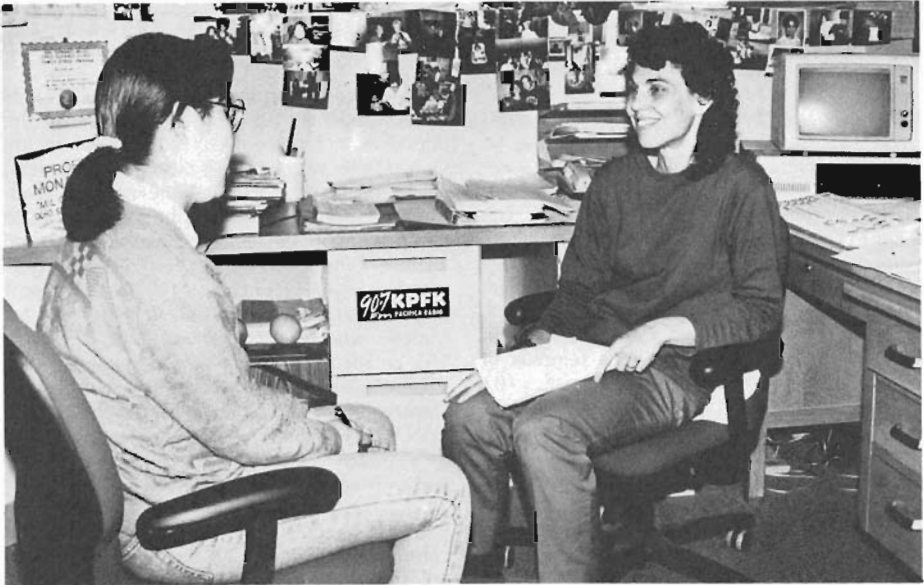
## POLITICAL SCIENCE

●**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. The course examines 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 dysfunctions. 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

## 212 ■ PSYCHOLOGY / PUBLIC ADMINISTRATION

### ●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 students who have completed Sociology 105. **Transfer credit:** CSU, UC, USC

### ●110—The Psychology of Personal and Social Adjustment 3 Units

Psychology 110 is a study of the processes of human adjustment. The 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 3 Units (Also listed as Sociology 131)

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)

## 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.

## 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—Quality Control Application 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—Statistical Process 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

## 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

## 214 ■ REAL ESTATE / RECREATION LEADERSHIP

●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 including 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

●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

SCIENCE, See Physical Science 131  
See also Astronomy; Biology;  
Chemistry; Physics;  
Computer Science/  
Information Systems

SECRETARIAL STUDIES,  
See Office Administration

RUSSIAN

●101—Beginning Russian I 5 Units

Russian 101 presents the fundamentals of Russian grammar. The skills of listening comprehension, speaking, reading, and writing are developed at a basic level. In addition to the regular class hours, the student must spend one hour a week in the language laboratory. Lecture 5 hours. **Prerequisite:** None. Recommended: Eligibility for English 120 or ESL 165. **Note:** This class is not designed for native speakers of Russian. **Transfer credit:** CSU

●102—Beginning Russian II 5 Units

Russian 102 is a continuation of Russian 101. The skills of listening comprehension, speaking, reading, and writing of contemporary standard Russian are developed at a basic level. In addition to the regular class hours, the student must spend one hour a week in the language laboratory. Lecture 5 hours. **Prerequisite:** Russian 101 or equivalent. Recommended: Eligibility for English 120 or ESL 165. **Note:** This class is not designed for native speakers of Russian. **Transfer credit:** CSU

●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.

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, USC

**●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, USC

**●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 social processes, 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)

### ●104—Sociology of Sex and Gender 3 Units

Sociology 104 is a survey course that explores biological, anthropological, psychological, and sociological perspectives of sex and gender roles in American society and various other societies, such as Sweden, Russia, China, India, and so on. Focusing on power relations, the course uses a sociological and psychological approach to analyze sex and gender roles in major social institutions: Family, education, mass media, religion, work, law, political or economic structures, and medical systems. The analysis is placed in historical and contemporary contexts. Lecture 3 hours. **Prerequisite:** None. Recommended: Eligibility for English 120 or ESL 165. **Transfer credit:** CSU

### ●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, USC

### ●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:** None. Recommended: 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, USC
- 116—Spanish for the Spanish Speaking II** 5 Units  
Spanish 116 is a continuation of Spanish 115. Emphasis is on reading comprehension, composition, oral communication, and a more advanced study of the structure of the language. Lecture 5 hours. **Prerequisite:** Spanish 115. **Note:** This course may not be taken for credit by students who have completed Spanish 102. **Transfer credit:** CSU, UC, USC

## 220 ■ SPANISH / SPECIAL PROJECTS

### ●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:** None. Recommended: Eligibility for English 101. ESL students should complete ESL 168. **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:** None. Recommended: Eligibility for English 101. ESL students should complete ESL 168. **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:** None. Recommended: Eligibility for English 101. ESL students should complete ESL 168. **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, nonverbal 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:** None. Recommended: Eligibility for Speech 101. ESL students should complete ESL 168. **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:** Speech 105. Recommended: Eligibility for English 101. **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 V 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 is able to produce a Student 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 provides 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 design a Student Educational Plan (SEP). Lecture 1 hour. **Prerequisite:** None.

**•103—College Orientation for International Students** 1 Unit

Student Development 103 is an introduction to customs unique to the American culture, prevalent American attitudes, United States immigration regulations affecting international students, and general principles for living and studying in the United States of America. Additionally, the course covers college academic regulations, requirements for transfer to four-year colleges and universities, college services, and specialized student support services. At the conclusion of the course, the student is able to produce a Student Educational Plan. Lecture 1-3 hours. **Prerequisite:** None. **Note:** Student Development 103 is designed specifically for newly-enrolled international (F-1 visa) students. Placement is based upon TOEFL results and/or previous college experience.

**•104—College Orientation for Students with Disabilities** 1 Unit

Student Development 104 is an introduction to issues unique to students with disabilities. Additionally, the course covers college academic regulations, requirements for transfer to four-year colleges and universities, college services, and disabled student support services. At the conclusion of the course, the student is able to produce a Student Educational Plan. Lecture 1 hour. **Prerequisite:** Eligibility is contingent upon meeting the Title 5 Section 56028 guidelines for students with disabilities.

**•115—Orientation to Financial Aid** ½ Unit  
**NON-DEGREE APPLICABLE**

Student Development 115 is an introduction to financial aid programs, policies, and issues with special emphasis on Glendale Community College's program procedures. It is designed to help students plan their academic career taking into account financial aid entitlements and responsibilities. Lecture ½ 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 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.

**•127—Major Exploration** ½ Unit

Student Development 127 is a course designed to help students identify majors they might be interested in pursuing. Emphasis is placed on introducing students to the required education and training needed for a particular major. Students analyze factors such as interests, values, and skills that influence their choice of a major. Lecture ½ hour. **Prerequisite:** None.

**•128—Vocational Planning for Students with Disabilities** 1-2 Units

Student Development 128 is a course designed to help students with disabilities choose a career goal by assessing and analyzing values, aptitudes, skills, and interests and relating them to a career area and to their specific disabilities. Decision-making strategies are taught, and a tentative vocational plan is developed. Lecture 1-2 hours. **Prerequisite:** Eligibility is contingent upon meeting the Title 5, Section 56028 guidelines for students with disabilities. **Note:** Allows only 1 unit of credit for students who have completed Student Development 126.

**•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 5, Section 56028 guidelines for disabled students.

**●144—Academic Probation ½-3 Units**

**NON-DEGREE APPLICABLE**

Student Development 144 is a comprehensive introduction to study skills methods, academic support services, and students' academic assessment. The course is designed for students on academic probation. Lecture ½-3 hours. **Prerequisite:** None.

**●150—Tutor Training 1 Unit**

**NON-DEGREE APPLICABLE**

Student Development 150 is an introduction to tutoring skills for students wishing to act as tutors at the College. The course emphasizes the linking of course content and critical thinking skills with the ability and skills necessary to assist students in their learning process. Lecture 1-2 hours. **Prerequisite:** None. **Note:** This course may be taken 2 times; a maximum of 2 units may be earned.

**●155—Supplemental Instruction Training 1 Unit**

**NON-DEGREE APPLICABLE**

Student Development 155 is designed for student leaders who are participating in Supplemental Instruction as Supplemental Instruction Leaders or Workshop Facilitators. The course content enables student leaders to help their fellow students learn critical thinking skills and collaborative learning strategies. Lecture 1 hour. **Prerequisite:** None.

**●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. 107
- Architecture, See p. 115
- Child Growth & Development, See p. 135
- Clothing-Textiles, See p. 138
- Computer Integrated Manufacturing, See p. 139
- Cooperative Education, See p. 144
- Cosmetology, See p. 145
- Drafting, See p. 148
- Educational Media Technology, See p. 150
- Electronics and Computer Technology, See p. 150
- Engineering, See p. 153
- Family & Consumer Studies, See p. 162
- Fashion, See p. 163
- Fire Technology, see p. 165
- Food & Nutrition Studies, See p. 166
- Machine Technology, See p. 183
- Materials and Processes, See p. 187
- Metallurgy, See p. 191
- Preschool Education, See p. 135
- Quality Assurance, See p. 213
- Quality Control, See p. 213
- Technical Education, See p. 224
- Technical Graphics, See p. 225
- Television, See p. 227
- Welding, See p. 230

**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:** None. Recommended: 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.

●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 S.I. 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. The course covers 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

●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-pendents, 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 emphasizes both the artistic as well as the drafting approach to enable students to be proficient in pictorial sketching. A relevant program which encourages skills toward visual communications and organizing problems, to meet the ever increasing demands for speed of preparation by industry. Lecture 3 hours, laboratory 6 hours. **Prerequisite:** None. Recommended: 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 manuals concerning maintenance, repair and overhaul procedures. The course 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. The course covers perspective theory, rendering in all manner of graphic arts techniques, and the operation, use, and care of the air brush. Creative decisions are necessary in the 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 projectuals; exhibits, industrial design models, displays, and technical brochures. The course also covers lettering and type layout and the reproduction methods and processes used in preparation of graphics. The 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  
 (Also listed as Art 177)  
 Technical Graphics 170 is designed to develop the ability of the student to use the ingredients, methods, and techniques of air brush from start to finish. Though the course does not require skilled art application, it deals with the fundamentals of design, layout, lines, dots, shading, black and white water color, types of frisket, and paper. Students 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, 150, 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 177.

●171—**Air Brush II** 1 Unit  
 (Also listed as Art 178)  
 Technical Graphics 171 teaches the advanced operation and use of the air brush. The course introduces color into the designs and uses the basic knowledge obtained in Technical Graphics 170 or Art 177. Students 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 or Art 177. **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 178.

●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 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 terminals (VDT), operation of a Varityper typesetting

system, and comparable training on personal computers using the Do It software package. Production output training is 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 are presented and practiced in the classroom. Lecture 1 hour, laboratory 1½ hours. **Prerequisite:** None. Recommended: Eligibility for English 120 or ESL 165. 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 Varityper, and comparable personal computers using the Do It software materials. Production output training is available on dot matrix and laser printers, and on phototypesetters. Additional areas of training 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 are 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. Recommended: 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 covers the layout preparation, actual camera use, and final presentation touches. During this course students 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 1 Unit  
(Also listed as Art 140)

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 includes flyers, brochures, newsprint and technical illustrations. Students 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 covered 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 are also 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 teaches students how to operate professional television production equipment such as three-tube color cameras, 3/4" videocassette recorders, waveform monitors, vectorscopes, character generators, and computerize 3/4" video editing systems. Projects emphasize portable production techniques. Related topics 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 is on actual production of television programs for the campus and community. Students are also 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 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:** None. Recommended: Eligibility for English 120 or ESL 165. **Transfer credit:** CSU

●111—Introduction to Interactive Multimedia (Also listed as Computer Science/Information Systems 111) 3 Units

Television 111 familiarizes students with the techniques of multimedia, combining the latest in video and computer technologies. Topics include interactive videodiscs, HyperCard, desktop video, computer animation, and virtual reality systems. Students create projects on computers. Lecture 2 hours, laboratory 4 hours. **Prerequisite:** None. Recommended: English 120 or ESL 165. **Note:** This course may not be taken for credit by students who have completed Computer Science/Information Systems 111. **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. **Corequisite:** Concurrent enrollment in Dance 183 is required. **Note:** 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 Workshop** 1-4 Units  
Theatre Arts 123 is a course in the designing and construction of group costumes for stage, ensembles, etc. This course includes the planning for and the buying of suitable materials, design and color schemes, the design and construction of costumes and accessories, arrangement and maintenance of the costume wardrobe. Students in this course design and make costumes for school dramatic programs. Lecture 2 hours, laboratory 6 hours. **Prerequisite:** 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 Aspects of Stage Lighting** 2 Units  
Theatre Arts 134 is for the advanced student in technical theatre. It is a course designed to develop the skills and techniques which are necessary for the student's participation and appreciation of the art of stage lighting. It is hoped that the student will develop, as a result of familiarity with stage lighting practice, a sense of balance and rhythm with regard to color, light and shadow, and mass. Laboratory 6 hours. **Prerequisite:** Theatre Arts 131 (6 units) or equivalent. **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 for the Camera** 3 Units  
Theatre Arts 140 is a comprehensive introduction to performing in the media of television and film. The course explores the styles and the mastery of technical specifics demanded by each medium. The approach is to teach on-camera techniques simply and correctly, while providing a broad understanding of why and how things are done in media production. Practical aspects of facilitating a performance career are covered: getting an agent, joining the unions, and acquiring the necessary tools of the trade, such as pictures and resumes. Lecture 3 hours, laboratory 2 hours. **Prerequisite:** None. **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 1-3 Units

Welding 117 consists of oxyacetylene 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:** None. Recommended: 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 metallic arc and oxyacetylene welding. Lecture 3 hours, laboratory 6 hours. **Prerequisite:** None. Recommended: 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 metallic arc and oxyacetylene welding and provides, an introduction to tungsten inert gas and metal inert gas arc welding. Lecture 3 hours, laboratory 6 hours. **Prerequisite:** Welding 121 or equivalent. Recommended: Eligibility for English 120 or ESL 165. **Note:** This course may be taken 3 times; a maximum of 15 units may be earned.

### ●123—Occupational Welding 5 Units

Welding 123 is third in a series of occupational welding courses designed to prepare the student for employment in the welding industry. It covers basic preparation for welding certification, advanced metallic arc, tungsten inert gas, metal inert gas, and oxyacetylene welding, including

specific welding exercises needed to prepare the student for the manipulative phase of the certification examination. Lecture 3 hours, laboratory 6 hours. **Prerequisite:** Welding 122 or equivalent. Recommended: Eligibility for English 120 or ESL 165. **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 covers the 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**

**Valid through Spring 1993**

The Intersegmental General Education Transfer Curriculum (IGETC) will permit a student to transfer from a community college to a campus in either the California State University or University of California system without the need, after transfer, to take additional lower-division, general education courses to satisfy campus general education 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.

The course requirements for *all areas must be completed before the IGETC can be certified. All courses must be completed with grades of "C" or better.*

**AREA 1 — ENGLISH COMPOSITION**

(3 courses, 9 semester units)

**GROUP A: ENGLISH COMPOSITION**

(1 course, 3 semester units)

English 101

**GROUP B: CRITICAL THINKING — ENGLISH COMPOSITION**

(1 course, 3 semester units)

English 104

**GROUP C: ORAL COMMUNICATION (CSU ONLY)**

(1 course, 3 semester units)

Speech 101

**AREA 2 — MATHEMATICAL CONCEPTS and QUANTITATIVE REASONING**

(1 course, 3 semester units)

Mathematics 100+, 103+, 104, 105, 107, 108, 110+, 111, 112+, 135+

**AREA 3 — ARTS and HUMANITIES**

(At least 3 courses, 9 semester units)

At least one course from the Arts and one from the Humanities.

**ARTS COURSES:**

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 COURSES:**

English 102, 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, 136\*(same as  
Social Science 136), 150

Humanities 101, 102, 105, 106, 110, 111, 115, 117, 120

Philosophy 101, 113, 114, 116, 119, 120, 121, 122

Spanish 124+, 125+, 126+, 127, 128

**AREA 4 — SOCIAL and BEHAVIORAL SCIENCES**

(At least 3 courses, 9 semester units)

Courses from at least two disciplines or an interdisciplinary sequence.

Anthropology 102, 103

Economics 101, 102, 105+, 111

Ethnic Studies 101, 102, 110, 111, 122, 124, 132, 164

Geography 102, 105, 110

Journalism 101

Political Science 101, 102, 103, 110, 111

Psychology 101, 103, 104, 106, 109(same as Sociology 105), 113, 115

Social Science 121, 122, 123, 124, 131+, 132+, 134, 136\*(same as History 136)

Sociology 101, 102, 105(same as Psychology 109)

**AREA 5 — PHYSICAL and BIOLOGICAL SCIENCES**

(At least 2 courses required, 7-9 semester units)

One Physical Science course and one Biological Science course; at least one must include a laboratory.

PHYSICAL SCIENCE COURSES: (Laboratory courses are underlined)

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+

BIOLOGICAL SCIENCES: (Laboratory courses are underlined)

Anthropology 101

Biology 101, 102, 112, 115+, 120+, 121+, 122+, 123, 125+, 126, 132+, 135

**LANGUAGE OTHER THAN ENGLISH (UC REQUIREMENT ONLY)**

Proficiency equivalent to two years of high school in the same language.

Armenian, French, German, Italian, Latin, Spanish level 101, Spanish 115+.

**CSU GRADUATION REQUIREMENT IN U.S. HISTORY, CONSTITUTION AND AMERICAN IDEALS**

(Not part of IGETC; may be completed prior to transfer.)

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

American History, Economics 111; History 110, 111, 116, 117-118, 150, 151; Social Science 125-126, 131

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

**NOTE: Courses used to meet this requirement may not be counted as part of the IGETC.**

+ INDICATES THAT TRANSFER CREDIT MAY BE LIMITED BY UC OR CSU OR BOTH. PLEASE CONSULT WITH A COUNSELOR.

\* COURSES DESIGNATED WITH AN ASTERISK MAY BE COUNTED IN ONE AREA ONLY.

**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, 116, 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 104, 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, 107, 108, 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
- Russian 101, 102
- 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  
Journalism 101  
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 104, 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<br>ASTR 101  |
| 2. Human Biological Sciences                    | BIO 101, 102, 120-123, 125,<br>130, 137, 138  |
| 3. Applied Technological/Environmental Sciences | CHEM 101, 102, 103, 105,<br>106, 110<br>ENGR 110<br>GEOL 101, 110<br>MATH 102-105, 107, 108,<br>135<br>OCEAN 115<br>PALEO 101<br>PHSC 131<br>PHYS 101, 102, 103, 105,<br>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<br>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

Effective August 1, 1991 through July 31, 1993

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 USC's Transfer Guide 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 USC Transfer Guide.

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:** Students must pass the USC Mathematics Placement Examination OR complete with C- or better a mathematics course equivalent to one of the following: Math 108 (College Algebra), Math 117 (Precalculus for Business), Math 118 (Calculus for Business), Math 125 (Calculus I for Engineering). Exact equivalents are listed below; however, additional combined courses which fulfill the requirement may appear in the Mathematics section of the comprehensive catalog agreement. [For other means of meeting this requirement, please see the USC Transfer Guide.]

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

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  
(with 126\*), 127 (with 128\*), 130(\*), 132, 135(\*)**3. *Natural World Physical Sciences***

ASTRONOMY: 101

CHEMISTRY: 101(\*), 102(\*), 103(\*), 105(\*), 106(\*), 110(\*), 120(\*), 121(\*)

PHYSICAL SCIENCE: 131

PHYSICS: 101(\*), 102(\*), 103(\*), 105(\*), 106(\*), 110

**B. *American Public Life***

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  
ETHNIC STUDIES: 110  
GEOGRAPHY: 102, 105, 110  
LINGUISTICS: 101  
POLITICAL SCIENCE: 101, 102, 103, 110, 111  
PSYCHOLOGY: 101, 103, 104, 105, 106, 109, 113, 114, 115  
SOCIAL SCIENCE: 121, 122, 123, 124, 131, 132, 134  
SOCIOLOGY: 101, 102, 105

**G. *Literature***

ENGLISH: 105, 106, 107, 108, 109, 110, 111, 122, 123, 124, 125, 126, 128  
SPANISH: 124

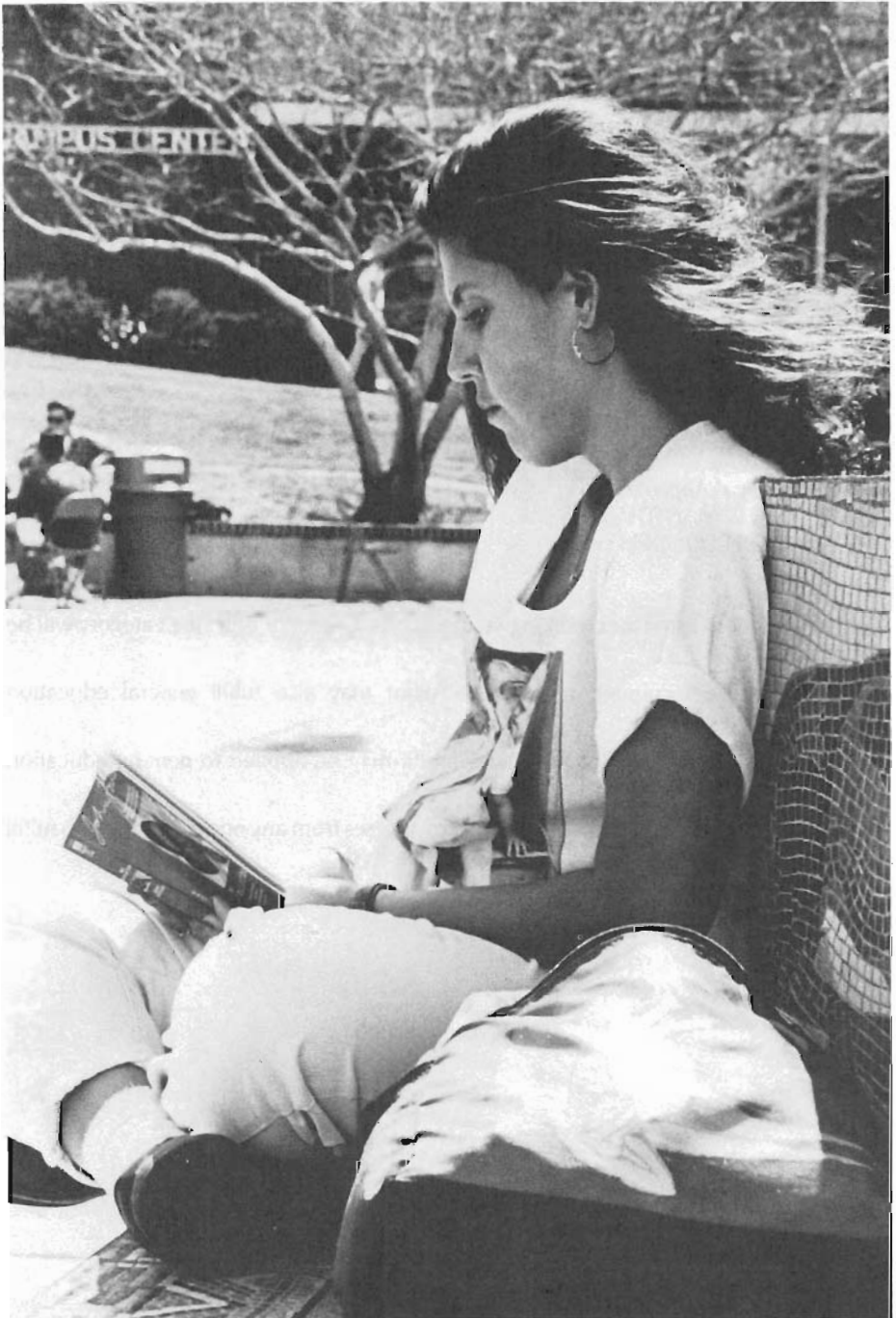
**H. *The Arts***

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**

*Associate Professor of English*  
A.B., Cornell University  
M.A., Chapman 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

**\*AGUON, FRANCES SABLAN**

*Instructor of Business*  
B.A., M.A., University of Guam  
M.A., Arizona State University  
Ed.D., Western Michigan University

**\*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

**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

**ALLEN, MICHAEL SMITH**

*Instructor of Mathematics*  
B.S., California State University, Los Angeles  
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

**\*ANKETELL, CHRISTINA**

*Instructor of English as a Second Language*  
M.A., California State University, Los Angeles

**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

**\*BAGDASARIAN, SHOGER**

*Instructor of Mathematics*  
B.S., University of Tehran  
M.S., University of Pierre and Marie Curie, Paris,  
France

**\*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

- \*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
- \*BARRE, GUY A.**  
*Instructor of Real Estate*  
B.A., M.B.A., University of California, Los Angeles
- 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*  
A.A., Los Angeles City College
- 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**  
*Lead Instructor Child Development Credit Program*  
*Associate Professor of Child Development*  
B.S., Fairleigh Dickinson University  
M.A., Pacific Oaks College
- BEAUCHEMIN, BRIAN**  
*Head Basketball Coach*  
*Instructor of Physical Education*  
B.A., University of San Francisco  
M.A., California Lutheran College
- BEEMAN, JOSEPH**  
*Instructor of Biology*  
B.S., University of California, Irvine  
M.S., California State University, Los Angeles
- \*BENIZO, LEON**  
*Instructor of Real Estate*
- \*BENONE, JIREL C.**  
*Instructor of Theatre Arts*  
B.A., University of Bristol, Old Vic Repertory School,  
England
- \*BERKENBILE, FRENY**  
*Assistant Professor 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  
\*Adjunct Faculty
- \*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
- \*BOWERMAN, ROGER**  
*Instructor of History*  
B.A., M.A., University of California, Los Angeles
- BRAY, SUZANNAH**  
*Instructor of Reading*  
B.S., St. John's University  
Ed.M., Boston University
- \*BRENNECKE, JANET V. PIELKE**  
*Instructor of Sociology*  
B.I.S., George Mason University  
M.A., California State University, Fullerton
- 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, SUSAN L.**  
*Associate Professor of English*  
A.B., M.A., Occidental College
- BROUKAL, MILADA**  
*Assistant Professor of English as a Second Language*  
B.A., University of Paris  
M.A., University of California, Los Angeles
- \*BROWN, BETH**  
*Instructor of English*  
B.A., California State Polytechnic University, Pomona  
M.A., California State University, Los Angeles
- \*BUGBEE, BRUCE E.**  
*Assistant Professor of Management*  
B.S., California State University, Los Angeles  
M.B.A., University of Southern California

- \*BUNYARD, GUY G.**  
*Instructor of Mathematics*  
 B.S., Stanford University  
 M.A., California State University, Long Beach
- BURKE-KELLY, KATHLEEN**  
*Division Chair*  
*Assistant Professor 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
- \*CALDIERO, SUSAN**  
*Instructor of Mathematics*  
 M.S., California State University, Los Angeles
- \*CALER, THERESA M.**  
*Instructor of English*  
 B.A., California State University, Northridge  
 M.A., Point Loma Nazarene College
- \*CALMETTE, MILA**  
*Instructor of Art*  
 A.A., Glendale Community College
- \*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
- \*CARTWRIGHT, VIRGINIA**  
*Assistant Professor of 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
- \*Adjunct Faculty**
- \*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
- \*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
- \*CHANG, YUN-JEN**  
*Instructor of Mathematics*  
 M.S., M.S., University of Cincinnati
- \*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
- CHRIST, DAVID**  
*Instructor of Applied Science*  
 B.A., Occidental College  
 M.A., Union Theological Seminary, New York
- CICUTO, JOHN M.**  
*Head Football Coach*  
*Associate Professor of Physical Education*  
 B.A., California State University, Fresno  
 M.A.E., California Lutheran College.
- \*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, Admissions and Records*  
B.A., M.A., California State University, Los Angeles

**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

**\*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

**\*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

**\*DALLAL, JOYCE**

*Instructor of Photography*  
B.F.A., University of California, Los Angeles  
M.F.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

**\*DANCOFF, JUDITH**

*Instructor of English as a Second Language*  
M.A., Columbia University  
M.F.A., Warren Wilson College

**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

**DAVIS, TERESA AGUILAR**

*Counselor, EOPS*  
A.A., Glendale Community College  
B.A., California State University, Northridge  
M.S., University of LaVerne

**\*DAVIES, JUDITH**

*Instructor of Art*  
B.A., Scripps College  
M.F.A., Temple University

**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

**\*DELANEY, PAUL M.**

*Instructor of Biology*  
B.S., Loyola Marymount University  
M.S., Ph.D., University of Southern California

**DeLANGE, GLENN**

*Associate Professor of Music*  
B.A., M.A., California State University, 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

**\*DIBBLE, THOMAS G.**

*Instructor of Photography*  
B.A., San Jose State University

**DILUCCHIO, JANE E.**

*Coordinator, Developmental Skills Laboratory*  
B.A., Occidental College  
M.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

**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

**\*DUNGAN, SALLY**

*Instructor of Political Science*  
B.A., Scripps College  
M.A., University of California, Los Angeles

**\*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**

*Division Chair*  
*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

**\*FARRINGTON, JOAN KEELER**

*Assistant Professor of Psychology*  
B.A., California State University, Los Angeles  
M.A., Azusa Pacific College

**\*FELDMAN, JEROME**

*Instructor of English as a Second Language*  
B.S., University of Illinois, Urbana-Champaign  
M.A., University of Southern California



## 248 ■ 1992-93 GLENDALE COMMUNITY COLLEGE CATALOG

### **FIELD, MONA**

*Associate 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  
M.A., University of North Carolina, Chapel Hill

### **\*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.**

*Assistant Professor 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

### **FORDE, DAPHNE**

*Associate Professor 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

### **FREEMYER, JANICE**

*Supplemental Instruction Coordinator*  
B.M.E., Southeast Missouri State University  
M.A., Central Missouri State University

### **\*FRESQUEZ, MARSELA**

*Instructor of English as a Second Language*  
B.A., University of Texas, El Paso  
M.A., University of Texas, San Antonio

### **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

### **\*FRY, JOAN**

*Instructor of English*  
B.A., University of Michigan  
M.F.A., University of Southern California

### **\*GALLOWAY, SHANNA**

*Assistant Professor of Art*  
B.F.A., University of Texas  
M.A., University of Iowa

### **\*GARCIA, WILLIAM**

*Instructor of English as a Second Language*  
B.A., California State University, Long Beach  
M.A., California State University, Los Angeles

### **\*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

### **\*GARIBIAN-SARIAN, VARDANOOSH**

*Assistant Professor of Chemistry*  
M.A., Polytechnical Institute of Yerevan  
Ph.D., State University of Yerevan

### **GEE, YOUNG**

*Assistant Professor of English as a Second Language*  
B.A., San Francisco State University  
M.A., University of California, Los Angeles

### **GEORGIAS, 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  
Ph.D., United States International University

### **GIRARD, KINDRA A.**

*Professor of Biology*  
B.S., M.A., University of California, Davis

**\*GITTENS, LILIA M.**

*Instructor of English as a Second Language*  
Ed.M., Rutgers University  
M.A., Fuller Theological Seminary

**GLANZER, ALLYN**

*Associate Professor of Speech*  
A.A., Orange Coast College  
B.A., M.A., California State University, Long Beach

**GLIENNA, RAYMOND**

*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  
M.A., Azusa Pacific University

**\*GOMEZ, JOSE J.**

*Instructor of Health*  
B.S., California State University, Fullerton

**\*GOODHEART, DIANA**

*Instructor of English as a Second Language*  
B.A., University of Chicago  
M.S., University of Southern California

**\*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**

*Assistant Professor of Accounting*  
B.S., State University of New York  
M.S., Northrup University

**GRAY, KENNETH R.**

*Professor of Theatre Arts*  
A.A., College of the Sequoias  
B.A., M.A., San Diego State University

**\*GREENE, MARY JANE**

*Assistant Professor of Accounting*  
B.A., New York University

**\*GRIFFITH, LINDA**

*Instructor of English as a Second Language*  
B.A., Reed College  
M.A., University of Wisconsin  
M.S., University of Southern California

**GRIMSBY, ALLAN**

*Dean, Student Services*  
B.A., California State University, Fullerton  
M.S., California State University, Los Angeles  
Ph.D., Claremont Graduate School

**\*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

\*Adjunct Faculty

**GUGLIELMINO, RICHARD**

*Assistant Professor of Physics*  
B.S., M.A., University of Southern California

**\*HAASE, WALTER J., JR.**

*Assistant Professor of History*  
B.A., Occidental College

**\*HABEL, LOWELL**

*Instructor of Speech*  
B.A., University of Toledo  
M.A., University of California, Santa Barbara

**\*HAFT, BRUCE J.**

*Instructor of Computer Science/Information Systems*  
A.A., Glendale Community College  
B.S., California State University, Los Angeles

**HANDLEY, JUDITH B.**

*Instructor of Chemistry*  
B.S., California State University, Los Angeles  
Ph.D., University of Southern California

**HANLEY, TIMOTHY G.**

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

**\*HANNA, MARJORIE**

*Instructor of Child Development*  
B.A., Michigan State University  
M.A., California State University, Los Angeles

**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

**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

**\*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

**HOLDEN-FERKICH, KAREN B.**

*Coordinator, Employment and Training*  
B.S., Indiana University of Pennsylvania  
M.A., California Lutheran University  
Ed.D., Pepperdine 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., California State University, Northridge

**HOOVER, PHYLLIS**

*Assistant Professor of English*  
B.A., Pacific Lutheran University, Tacoma  
M.A., University of New Mexico, Albuquerque

\*Adjunct Faculty

**HORTON, ERNEST H., JR.**

*Professor of Philosophy*  
A.B., Los Angeles Pacific College  
M.Div., Asbury Theological Seminary  
Ph.D., University of Southern California

**\*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

**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.**

*Assistant Professor 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

**\*JENSEN, JEFFRY**

*Librarian*  
B.A., La Verne College  
M.S.L.S., University of Southern California

**\*JEWELL, HAROLD L.**

*Instructor of Real Estate*

**JOHNSTON, ERIC**

*Instructor of Anthropology*  
 A.A., Fresno City College  
 B.A., University of California, Santa Barbara  
 M.A., University of New Mexico

**JONES, BRENDA L.**

*Librarian*  
 B.S., University of Illinois, Urbana-Champaign  
 M.L.S., University of California, Los Angeles

**\*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

**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

**\*KERSHAW, MICHAEL B.**

*Instructor of Business*  
 B.A., University of California, Los Angeles  
 J.D., University of Southern California

**KESHISHIAN, OSHEEN**

*Counselor, EOPS*  
*Instructor of Armenian*  
 B.A., California State University, Los Angeles  
 M.Ed., University of La Verne

**KIBLER, ROBERT L.**

*Professor of Fine Arts*  
 B.S., Southeast Missouri State University  
 M.A., San Diego State University

**KILKEARY, DESMOND B.**

*Professor of English*  
 B.A., California State University, Humboldt  
 M.A., California State University, Los Angeles

\*Adjunct Faculty

**\*KITTELSRUD, JAMES D.**

*Instructor of Computer Science/Information Systems*  
 B.S., Cleveland State University

**\*KLEIN, JERRY**

*Instructor 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**

*Assistant Professor 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**

*Assistant Professor of Computer Science/Information Systems*  
 B.G.S., Simon Fraser University

**\*KNUDSEN, MARY CHRISTINE**

*Assistant Professor of English*  
 B.A., Russell College  
 M.A., California State University, Los Angeles

**KOLPAS, SIDNEY**

*Instructor of Mathematics*  
 B.A., M.S., California State University, Northridge  
 Ed.D., University of Southern California

**\*KONOVNITZINE, PETER**

*Instructor of Geography*  
 B.A., M.A., California State University, Los Angeles

**\*KRAFT, EMIL**

*Instructor of English as a Second Language*  
 B.A., Seminario Mayor-Recoletos

**\*KRANNIG, DORA**

*Instructor of Dance*

**KRAY, JOHN S.**

*Associate Professor of Technical Education*  
 A.S., Los Angeles Trade Technical College  
 B.A., California State University, Los Angeles

**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

**\*LAHEY, ANNE**

*Instructor of Allied Health*  
B.S.P.A., St. Joseph's College

**\*LANCE, JEFFREY M.**

*Instructor of Psychology*  
Ph.D., United State International University

**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, LISA SHIU ING**

*Instructor of Mathematics*  
B.S., California State University, Dominguez Hills  
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

\*Adjunct Faculty

**LEVATTER, THEODORE**

*Assistant Professor 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, IAN**

*Instructor of Special Education*  
B.A., University of York, England  
M.A., California State University, Northridge

**\*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

**\*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 Computer Science/*  
*Information Systems*  
B.A., California State University, Long Beach

**LUDFORD, DEBORAH**

*Assistant Professor 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  
M.A., Ewha Women's University, Korea

**\*MAECK, ALEXANDRA**

*Instructor of English as a Second Language*  
B.A., Dartmouth College  
M.A., Columbia University

**MAIER, MARK H.**

*Professor of Economics*  
A.B., Oberlin College  
Ph.D., New School for Social Research

**\*MALAKAR, SUBHASH R.**

*Instructor of Mathematics*  
M.S., California State University, Los Angeles  
M.S., University of Southern California

**\*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

**MARASHLIAN, LEVON**

*Professor of History*  
B.A., University of Illinois  
M.A., C.Phil., University of California, Los Angeles

**\*MARCHANT, BARBARA C.**

*Instructor of English*  
B.A., University of California, Los Angeles  
M.A., Pepperdine University

**\*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

**\*MARSH, WALTER E.**

*Assistant Professor of Mathematics*  
B.A., Pasadena College

\*Adjunct Faculty

**\*MARSTON, PETER J.**

*Instructor of Speech*  
B.A., Occidental College  
Ph.D., University of Southern California

**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

**\*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

**MERCADÉ, 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

**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

**\*MEYERS, LINDA**

*Instructor of English*  
B.A., University of California, Los Angeles  
M.A., California State University, Los Angeles

## 254 ■ 1992-93 GLENDALE COMMUNITY COLLEGE CATALOG

### **MIKETTA, JAMES BRETT**

*Instructor of Computer Science/Information Systems*  
A.A., Glendale Community College  
B.S., University of Southern California  
M.S., Claremont Graduate School

### **\*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

### **MORALES, MATILDE E.**

*Counselor, Amnesty Education*  
B.S., University of Mexico

### **\*MORAN, BRIAN**

*Assistant Professor of Drafting*  
A.A., Glendale Community College

### **\*MORGAN, KAREN OLIVIA**

*Instructor of Fashion Design*  
B.A., Brigham Young University

### **\*MOSS, MARILYN A.**

*Instructor of English*  
B.A., California State University, Northridge  
M.A., San Francisco State University  
Ph.D., University of California, Riverside

### **MOVICH, RICHARD C.**

*Program Manager, Center for Applied Competitive Technologies*  
*Instructor of Management*  
B.S., University of Southern California  
M.B.A., University of California, Los Angeles

### **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, 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

### **\*NISHIMOTO, MASAKO**

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

### **\*NISSSEN, 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

**NOORI, PARIS**

*Counselor*  
B.S., Southern Illinois University, Carbondale  
M.A., California State University, Los Angeles

**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 of History*  
A.B., Stanford University  
M.S.L.S., University of Southern California

**NUNNEEE, 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*  
B.A., M.A., Barnard College  
M.A., Hunter College

**OWEN, ANTHONY R.**

*Assistant Professor of Applied Science*  
FAA Airframe and Powerplant Mechanic License,  
Commercial Pilot License, Airplane single  
and Multi-Engine Land Instrument Rating, I.A.

**\*OWENS, ARTHUR E.**

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

**\*PACK, PHILLIP**

*Instructor of Biology*  
Ph.D., Claremont Graduate School

**\*PACK, RICHARD**

*Assistant Professor of Geography*  
B.A., University of California, Los Angeles  
M.S., Oregon State University

**PAPAIIOANU, NICK**

*Associate 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

**PELTZIE, MARYL J.**

*Instructor of English*  
B.A., University of California, Berkeley  
M.A., University of Illinois

**PEREZ, MARIA LOURDES**

*Instructor of Spanish*  
B.A., University of Puerto Rico  
M.A., University of California, Los Angeles

**\*PEREZ, REINALDO**

*Instructor of Physics*  
Ph.D., University of Florida

**PERKINS, GREGORY**

*Counselor, EOPS*  
B.A., California State University, Long Beach  
M.A., California State University, Dominguez Hills

**PERRY, JEAN**

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

**\*PESAVENTO, DANIEL R.**

*Instructor of Computer Science/Information Systems*  
B.A., University of California, Riverside  
M.A., University of California, Los Angeles



**\*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

**\*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

**POTASE, THOMAS**

*Professor of Computer Science/Information Systems*  
B.S., M.B.A., University of Southern California  
M.S., University of California, Los Angeles

**\*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

**\*PUTNAM, THOMAS C.**

*Instructor of Mathematics*  
B.S., M.A., Ph.D., University of California,  
Santa Barbara

**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**

*Assistant Professor of English as a Second Language*  
B.A., Humboldt State University  
M.A., University of Southern California

**\*RAMILO, GLADYS FE**

*Instructor of Business*  
B.S., St. Louis University, Baguio, Philippines

**\*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**

*Associate 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

**RHANEY, 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*

**RODEMICH, CHRISTINE F.**

*Associate Professor of Allied Health*  
 B.S.N., University of Maryland  
 M.S.N., California State University, Los Angeles

**\*RODRIGUEZ, GEORGE**

*Women's Volleyball Coach*  
*Instructor of Physical Education*  
 A.A., East Los Angeles College

**\*ROSE, JACK**

*Instructor of Social 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

**RUBKE, SCOTT**

*Instructor of Applied Science*  
 B.S., California State University, Northridge

**\*RUSSEL, NORMA**

*Assistant Professor of English as a Second Language*  
 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 as a Second Language*  
 M.A., Olomouc University  
 M.A., California Family Studies Center  
 Ph.D., University of Purkyne, Brno, Czechoslovakia

**ST. AMA, CARYL**

*Instructor of Art*  
 B.F.A., Southwest Texas State University  
 M.F.A., Claremont Graduate School

**\*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

\*Adjunct Faculty

**\*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**

*Professor of Physical Education*  
 A.B., M.S., University of Southern California

**\*SCHLIFF, MARY A.**

*Instructor of Child Development*  
 B.A., 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 Accounting*  
 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

**\*SEABORN, ALLISON**

*Instructor of Speech*  
 B.A., M.A., University of Minnesota, Minneapolis

**\*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

**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

**SERRA, LINDA**

*Assistant Professor of Business*  
B.V.Ed., California State University, Los Angeles

**\*SHADE, STEPHEN G.**

*Instructor of English*  
B.S., Millersville University  
M.A., Villanova University  
M.F.A., University of Iowa

**\*SHAKESPEARE, ELLEN A.**

*Instructor of English*  
B.A., Western Michigan University  
M.A., Kent State University

**SHAMHART, WILLIAM**

*Instructor of Mathematics*  
B.S., University of California, Davis  
M.A., Sonoma State 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

**\*SHISHIDO, JACK**

*Instructor of Business*  
B.S., M.B.A., California State University, Los Angeles  
M.S.B.A., University of Southern California

**SIMON-ROSS, CELIA**

*Assistant Professor of Spanish*  
B.A., Mount Saint Mary's College  
M.A., University of California, Los Angeles

**SING, SUSAN FONG**

*Instructor of Art*  
A.A., Modesto Junior College  
B.A., California State College, Stanislaus  
M.A., California State University, San Francisco

**\*SINGLETON, PAUL**

*Instructor of History*  
B.A., St. Martin's College  
M.A., Virginia State University

**\*SKINNER, GERALD**

*Instructor of Administration of Justice*  
B.A., M.A., University of Southern California

**\*SKREPETOS, ARGIRO**

*Instructor of Political Science*  
A.B., M.A., University of California, Berkeley

**\*SLOCUM, RICHARD**

*Instructor of Physics*  
B.S., Ph.D., Massachusetts Institute of Technology

**SMITH, J. WALTER**

*Dean, Student Activities*  
B.S., M.S., University of Southern California

**SMITH, JAMES M.**

*Professor of Anthropology*  
B.A., M.A., California State University, 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

**SOO HOO, PAULINE**

*Instructor of Allied Health*  
B.S.N., University of San Francisco  
M.N., University of California, Los Angeles

**SOURBEER, DANIEL**

*Instructor of Biology*  
B.S., University of California, Davis  
M.S., California State University, Long Beach

**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, SIDNEY**

*Football Coach*  
*Instructor of Physical Education*  
 B.S., Westminster College of Salt Lake City  
 M.A., California Lutheran University

**\*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, Student Financial Services*  
 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*  
*Associate Professor*  
 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

**THOMPSON, INGER**

*Instructor of Psychology*  
 B.A., University of California, Irvine  
 M.A., San Francisco State University

**\*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**

*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

**\*TUMPAC, JOHN**

*Instructor of Business*  
 B.S., Marquette University  
 M.B.A., University of Southern California

**\*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

**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**

*Director, Professional Development Center*

**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 Program  
& 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

**\*WEAVER, MARK**

*Assistant Professor of Political Science*  
B.A., Stanford University  
M.A., University of Pennsylvania

\*Adjunct Faculty

**\*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  
Salsburg, 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, STEPHEN A.**

*Instructor of Business*  
B.S.E.E., University of Southern California  
M.B.A., Loyola University, Los Angeles

**\*WHITNEY, LINDA C.**

*Instructor of English as a Second Language*  
B.A., University of California, Santa Cruz  
M.A., California State 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

**\*WILL, LUKE**

*Instructor of English*  
B.S., California Institute of Technology  
M.A., University of California, Santa Barbara

**\*WILLIAMS, DEANNA M.**

*Instructor of Art*  
M.A., M.A., M.A., California State University,  
Los Angeles

**WILLIAMS, RICHARD L.**

*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.Ln., Emory University

**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

**\*WONG, JOHN**

*Instructor of English as a Second Language*  
 M.A., San Francisco State University  
 M.A., Temple University

**\*WU, ANN**

*Instructor of English*  
 B.A., National Taiwan Normal University

**\*WYATT, CAROLYN G.**

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

**\*YEN, DAT**

*Instructor of Real Estate*  
 B.A., University of Saigon

**\*YOUNG, MILTON B.**

*Professor of Music*  
 B.Mus., University of Redlands  
 M.Mus., University of Southern California

**\*YU, JANET HARCLERODE**

*Instructor of English as a Second Language*  
 B.A., M.A., University of Pittsburg  
 M.A., University of California, Los Angeles

**\*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  
Marilyn Tyler  
Colette Williams

### ADMINISTRATIVE SERVICES

Margaret Nadir  
Ingrid Slowskei  
Laurine Witzka

### ADMISSIONS AND RECORDS

Dione Agnone  
Marion Anderson  
Patty Avery  
Sharon L. Barnett  
Celeste Brenner  
Dionne Encinas  
Florence House  
Arlene Kazmer  
Kathryn Ligon  
Vera McGillivray  
Mary Beth McMahon  
Hilda Morad  
Joann Naso  
Norma Reger  
Christine E. Reiner  
Gretchen Smart  
Lois Sullender  
Nancy Yaldizian  
Elvera Yinger

### ALLIED HEALTH

Carol Lee Monroe  
Ella Petrossian

### AMNESTY PROGRAM

Jose Corona  
Diomary Jerome  
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 Colamonic  
Anna Correa  
Nancy Gomez  
Anneliese Graham  
Raquel Grijalva  
Gretchen McGlauffin  
Agnes McGrory  
Elia Moreno  
Emma Palomino

Thien Ngoc Phung  
Gladis Rodriguez  
Erendida Zavala

### CAMPUS SAFETY

Merrilee Ahaus  
Felicisimo De Jesus  
George Steffes  
Ernest Zamarripa

### CAREER CENTER

Diana Sertich

### CAREER EDUCATION

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 Burney  
Geoffrey T. Smith

### CHILD DEVELOPMENT CENTER

Odet Badal  
Pamela Carroll  
Zoila Einem  
Debra Frohmuth  
Anne Hedstrom  
Chi Hun Lee  
Linda Manzano-Larsen  
Mara Newbart  
Eva Rittenhouse  
Shelly Stevenson  
Juliann Vandergrift  
Janice Vunder  
Wendy Wood

### COLLEGE SERVICES

Louis Gagnon  
Jean Manoojian

### COMPUTER CENTER

Margaret MacKenzie  
Stepan Petrosyan  
Guillermo Rios  
Issac M. Slack

### DATA PROCESSING

Banchong Chamroonrat  
Kevin M. Chan  
Robert Gaane  
Bruce Haft  
Larry Stafford  
Susan Stohl  
Nancy Weeks

**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 PROGRAM  
AND SERVICES (EOPS)**

Shake Ataian  
Nellie Lopez

**ENGLISH AS A SECOND LANGUAGE**

Virginia Hornbussel  
Kathryn McCoy

**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  
Celia Flores  
Richard Franco  
Louis G. Garza  
Rogelio Gilbert  
Cesar A. Hernandez  
Stephan Holman  
Jose E. Hoyos  
Douglas D. Liebelt  
Fredy Mojares  
Michael W. Nevieus  
Loc Thanh Nguyen  
Vince E. Peoples  
Jorge Prado  
Antonio Ruta  
Ernest Sanchez  
Clark Schambers  
Surgit Singh  
Dan A. Tayao  
Jorge R. Vega  
William Vetrisek  
Richard E. Walker  
Alan B. Waterman  
Daniel E. Webster  
Jon M. Zaborac  
Danny S. Zamora

**FINANCIAL AID**

Sylvia V. Carroll  
Divinia Casareo  
Joann Cook  
Darlene Di Tratto  
John Muskvitch  
Nance E. Spray

**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  
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**

Sarah Augustus  
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**

Diane Miller

**MEDIA SERVICES**

Michael F. Coler  
Jason C. Dorff  
Jeffrey Marousek  
Richard Pirodsky

**NON-CREDIT ADULT EDUCATION**

Frances Cohill  
Mahlene D'Orazio  
Mary J. Dorsey  
Sylvia Hertel  
Delores Jokinen  
Belinda MacLeod  
Maral Matossian  
Connie Montgomery  
Guillermo Ortega  
Frances Pehar  
Kathy Seifert  
Sheila Sinning  
Gordon Solomon  
Mary A. Stone  
Joni Switzer  
Rima Tarverdian  
Felicia Tjahjadi  
Carmelita Valenzuela

**OFFICE SKILLS CENTER**

Nancy Davis  
Joanna Frederick  
Thanh Ho  
Susan Jones  
Barbara Keegan  
Michael Kilfoil  
Larisa Sarkisian

**PAYROLL**

Doris J. Frost  
Gladys Ramilo  
Zenaida E. Venus  
Linda Watkins

**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  
Frederick Wells

**PUBLIC INFORMATION**

Susan K. Cisco  
Stan D. Court  
Wendy Grove

**PURCHASING**

Judith Brace  
Kathryn McCoy  
William Miller  
Lois Solomon  
Marilyn Tyler

**SENATE/GOVERNANCE/GUILD**

Johnene Weaver

**SOCIAL SCIENCE DIVISION**

Sharon Denner  
Heike Tersakian

**SPECIAL PROJECTS**

Melanie Brown  
Vivian E. Linder

**STAFF DEVELOPMENT**

Hoover Zariani

**STUDENT ACTIVITIES**

Georgia Broquist  
Cynthia McConnell

**STUDENT SERVICES**

Mary Ann Bedrosian  
Jolie Morris  
Mary Lou Morris  
Nadia Myers

**SUPERINTENDENT/PRESIDENT'S OFFICE**

Patricia Mulder  
Magda VonTautphoeus

**TECHNICAL EDUCATION**

Robert Peck

**TITLE III**

Ann C. Reed

**TRANSFER CENTER**

Edith Fioravanti

**TUITION**

Rose Marie Chavez  
Leila Layseca  
Terese A. White

**TUTORIAL CENTER**

Angelica Diaz  
Frederick Melikian  
Betty Jean Myers

**WORD PROCESSING LABORATORY**

Sandra Barry  
Nune Galadzhyan

**WORK EXPERIENCE**

Julia Barrabee

# INDEX

**A**

Academic Grievance .....19  
 Academic Probation .....60  
 Academic Renewal without course repetition .....49  
 Accounting, certificate .....72  
     courses .....106  
 Accreditation .....14  
 Activity Period .....40  
 Activities, student .....40  
 Address, College .....1  
 Administration, College .....7  
 Administration of Justice, certificate .....72  
     courses .....107  
 Admission Requirements .....43  
 Adult Community Training Center .....17  
 Adult Education,  
     see Evening College .....16  
     see Non-Credit Adult Education .....17  
 Adult Re-Entry .....21  
 Advanced Placement Examinations,  
     Credit for .....51  
 Advertising courses, see Art 134-137, Marketing 120  
 Advertising Art, certificate .....72  
 Advisory Committees .....14  
 Aeronautics, see Aviation and Transportation  
 Affirmative Action Officer .....19  
 Airline industry, see Aviation  
 Alcohol/Drug Abuse Notification .....14  
 Alcohol/Drug Abuse, Specialist in  
     certificate .....73  
 Alcohol/Drug Studies, courses .....111  
 Allied Health (Nursing)  
     courses .....112  
     curriculum, see Nursing  
 Anatomy, see Biology 120  
 Anthropology, courses .....115  
     transfer program .....91  
 Application, admission .....43  
 Archaeology, see Anthropology 115  
 Architecture, courses .....115  
 Architectural Drafting and Design,  
     certificate .....73  
 Armenian, courses .....117  
 Art, certificate .....73  
     courses .....117  
     transfer program .....91  
 Art History, certificate .....73  
     courses .....117  
 Assessment .....43  
 Associate in Arts Degree .....63  
     Major requirements .....67  
 Associate in Science Degree  
     requirements .....63  
     Majors .....72  
 Associated Student Body .....40  
 Astronomy, courses .....124  
 Athletic program .....40  
 Attendance and Drop Policy .....49  
 Audit Policy .....44  
 Automotive, courses .....124

Aviation and Transportation, certificate .....74  
     courses .....124  
     Pilot Training .....74  
 Awards, see Honors; Scholarships.

**B**

Baja California Field Studies Program .....15  
 Band, see Music  
 Banking, courses, see Finance  
 Biochemistry, transfer program .....91  
 Biology, courses .....128  
     major (A.A.) .....67  
     transfer program .....92  
 Board of Governors Grants .....24  
 Board of Trustees .....7  
 Bookkeeping, courses, see Accounting  
     certificate .....75  
 Bookstore .....21  
 Botany, see Biology 135, 137  
 Broadcasting, courses, see Journalism 106;  
     Television 101-107; Theatre Arts 140.  
 Business  
     English .....133  
     mathematics .....133  
 Business Administration, certificate .....75  
     courses .....131  
     major (A.A.) .....67  
     transfer program .....92  
 Business Certificate Programs, see:  
     Accounting .....72  
     Bookkeeping .....75  
     Business Administration .....75  
     Computer Information Systems .....77  
     Computer Science .....78  
     Escrow .....80  
     Management .....81  
     Marketing .....82  
     Medical Administrative Services .....82  
     Office Administration .....86  
     Real Estate .....87  
 Business Division .....131  
 Business Education, transfer program .....93  
 Business—General, courses .....133

**C**

Cal Grants .....24  
 Calendar .....8-9  
 California Articulation Number (CAN) .....105  
 California State University,  
     general education requirement .....234-236  
 Campus Center .....21  
     Speakers .....40  
 Campus Map .....272  
 Career Center .....21  
 Ceramics, courses, see Art 186-195 .....122  
     certificate .....76  
 Certificate Programs .....72  
 Change of Grades .....50  
 Chemistry, courses .....134  
     transfer program .....93  
 Chicano studies, transfer program .....93

## 266 ■ 1992-93 GLENDALE COMMUNITY COLLEGE CATALOG

Child Development, certificate	76
courses	135
transfer program	94
Chinese, courses	138
Choreographic Studies, certificate	77
major (A.A.)	67
Class Audit Policy	44
Class Locations, see Maps	270-272
Classified Staff	262
Clearance of Obligations	50
Clerical training, courses, see Business and Office Administration courses	
certificate, see Business Certificate Programs	
Clothing and Textiles, courses	138
Clubs	41
College Calendar	8-9
College Level Examination Program Policy	53
Colloquia, course	139
Communicative Disorders, transfer program	94
Computer Information Systems, transfer program	94
Computer Integrated Manufacturing	139
Computer Numerical Control Technician, certificate	78
Computer Science/Information Systems certificate	77, 78, 94
courses	139
Also see Electronics and Computer Technology	
Computer Software Technician, certificate	78
Conduct, General	55
Continuing Education, see Evening College	
Continuous Enrollment	44
Cooperative Education	16
courses	144
Corequisite/Prerequisite	105
Cosmetology, certificate	79
courses	145
Costs	44
Costume Construction, see Theatre Arts 123	
Counseling/Matriculation	26
Course Descriptions	105
Course Prerequisites/Corequisites	105
Course Repetition	51
Courses, Eligibility for	45
Credit by Examination	52
Credit for Advanced Placement, Examinations	51
Credit for Military Training	53
Credit/No Credit Courses	54
Criminal Justice, courses, see Administration of Justice transfer program	94

### D

Dance, certificate, see Choreographic Studies	77
courses	145
Data Processing, see Computer Science/Information Systems	
Data Processing, certificate, see Computer Information Systems	78
Deaf Studies, see Sign Language 101-103	
transfer program	94
Dean's Honor List	59
Degree, Associate in Arts	63, 67
Degree, Associate in Science	63, 72
Degree and Transfer Credit	105
Descriptive Geometry, see Architecture 103, Engineering 103	
Design, courses, see Art	118
See also Fashion, Technical Graphics	
Dietary Service Supervisor, certificate	79

Disabled Students	22
Dismissal	61
Distribution of Literature	40
Distributive Education, see Marketing	
Division Chairpersons	7
Drafting courses	148
Drafting and Design, Architectural, certificate	73
Drafting/Electro-Mechanical Design, certificate	79
Drama Production, see Theatre Arts	
Drawing, see Architecture, Art 150-156, Fashion, Technical Graphics	
Drop/Attendance Policy	49
Dropping courses, see Withdrawal	62
Drug Abuse, see Alcohol/Drug Abuse	

### E

Earth Science, transfer program	95
Economics, courses	149
transfer program	95
Education, see Social Science 101	
Educational Media Technology, course	150
Egyptian Hieroglyphs, courses	150
Electronics and Computer Technology, certificate	79
courses	150
Eligibility for Courses	45
Emergency Medical Technology	
courses	152
Employment, see Job Placement Center	25
Engineering, courses	153
transfer program	95
English, business	133
courses	153
English Placement Examination	43
major (A.A.)	67
requirement for graduation	65
transfer program	96
English as a Second Language, courses	159
Entrance requirements	43
Environmental and Occupational Health, transfer program	96
Equal Opportunity Policy	18
Escrow, courses, see Real Estate certificate	80
Ethnic studies, courses	161
Evening College	16
Examination	
College Level Program	53
credit by	52
English Placement	43
English as a Second Language	43
final	55
mathematics	43, 187
Placement	43
Extended Opportunity Program and Services (EOPS)	23

### F

Faculty	243
Family and Consumer Studies	162
Fashion, courses	163
Fashion Design, certificate	80
courses	163
Fees, see Costs	44
Field Biology, see Biology 130	
Final Examinations	55

Finance, courses ..... 164  
 Financial Aid ..... 23  
     types ..... 24  
     Satisfactory Progress Policy ..... 61  
 Fire Technology, certificate ..... 80  
     courses ..... 165  
     transfer program ..... 96  
 First Aid, course, see Health 101 & 102  
     requirement for graduation ..... 64  
 Flight Attendant, see Aviation and Transportation  
 Flight Training, see Aviation and Transportation  
 Food and Nutrition Studies, courses ..... 166  
 Food Service Management, certificate ..... 81  
 Foreign Language, see specific language  
     major (A.A.) ..... 67  
 Foundation, Glendale College, Inc. .... 16  
 French, courses ..... 169  
     transfer program ..... 96

**G**

General Education Development (G.E.D.) Test ..... 16  
 General Conduct ..... 55  
 General Education Requirements ..... 231  
     California State University ..... 234-236  
     Intersegmental General Education Transfer  
         Curriculum (IGETC) ..... 232  
         Loyola Marymount University ..... 237-238  
         University of So. California ..... 239-241  
 General Information ..... 11  
 Geography courses ..... 170  
     transfer program ..... 96  
 Geology, courses ..... 171  
 Geology/Geophysics, transfer program ..... 97  
 Geometry, see Mathematics  
 German, courses ..... 171  
     transfer program ..... 97  
 Gerontology, see Psychology 109, Sociology 105  
 Glendale College Foundation, Inc. .... 16  
 Glendale Community College, History ..... 6  
 Grade-Point Average ..... 56  
 Grade Points ..... 56  
 Grades ..... 56  
     change of ..... 50  
     incomplete ..... 57  
     repetition ..... 51  
 Graduation, requirements for ..... 63  
     from Colleges and Universities ..... 231  
 Grants ..... 24  
 Graphics, see Technical Graphics  
 Grievance Procedures ..... 57  
 Guidance, see Matriculation  
     courses ..... 172  
     Also see Student Development, courses ..... 222

**H**

Hazing ..... 41  
 Health, courses ..... 173  
     Also see Allied Health  
 Health Science, transfer program ..... 97  
 Health Center ..... 24  
 Hemodialysis, course ..... 174  
 Hieroglyphs, Egyptian, courses ..... 150  
 High School Credits ..... 18  
 History, courses ..... 174  
     transfer program ..... 98  
     requirements for graduation ..... 63

Holidays, see Calendar ..... 8-9  
 Home Economics, transfer program ..... 98  
 Honors, Dean's ..... 59  
 Honors at Entrance ..... 59  
 Humanities, courses ..... 177  
     transfer program ..... 99  
     requirements for graduation ..... 65

**I**

Income Tax, see Accounting  
 Incomplete grades ..... 57  
 Independent Studies ..... 180  
 Industrial Arts, transfer program ..... 99  
 Industrial English, see English 131-132  
 Industrial Technology, transfer program ..... 99  
 Information, General ..... 11  
 Information, Scholastic ..... 49  
 Information Systems, see Computer  
 Insurance, see Business Administration 160  
 Interdisciplinary Humanities, major (A.A.) ..... 67  
 Interior Design, course, see Art 141  
 International Field Study, course ..... 180  
 International Students ..... 17  
 Internship ..... 180  
 Intersegmental General Education Transfer  
     Curriculum (IGETC) ..... 232  
 Investments, see Finance 140  
 Italian, courses ..... 180

**J**

Japanese, courses ..... 181  
     transfer program ..... 100  
 Job Placement Center ..... 25  
 Journalism, certificate ..... 81  
     courses ..... 182  
     transfer program ..... 100

**K**

Korean, courses ..... 182

**L**

Latin, courses ..... 183  
 Latin American Studies, transfer program ..... 100  
 Law, see Administration of Justice  
 Law, Business, see Business Administration 120, 125  
 Law Enforcement and Administration, see  
     Administration of Justice  
 Law, Secretary (Legal), certificate ..... 87  
 Learning Center ..... 25  
 Lettering, see Art 132  
 Liberal Arts, major (A.A.) ..... 68  
 Liberal Studies, transfer program ..... 100  
 Library ..... 25  
 Library Research, see English 113  
 Library Technology, course ..... 183  
 Linguistics, course ..... 183  
     transfer program ..... 100  
 Literature, see English  
 Loans ..... 24  
 Loyola Marymount University,  
     general education requirements ..... 237-238

**M**

Machine and Manufacturing Technology certificate ..... 81  
 Machine Technology, courses ..... 183  
 Major requirements for A.A. degree ..... 67  
 Major requirements for A.S. degree ..... 72  
 Management, certificate ..... 81  
     courses ..... 185  
 Manufacturing Engineering, certificate ..... 81  
 Maps ..... 270  
     College Campus ..... 272  
     Off-Campus Locations ..... 271  
 Marketing, certificate ..... 82  
     courses ..... 186  
 Marketing Specialist, certificate ..... 82  
 Marriage, see Psychology 131 or Sociology 131  
 Materials and Processes, courses ..... 187  
 Math/Science center ..... 26  
 Mathematics, business ..... 133  
     courses ..... 187  
     major (A.A.) ..... 69  
     Mathematics Placement Examination ..... 43, 187  
     requirements for graduation ..... 63  
     Technical ..... 225  
     transfer program ..... 100  
 Matriculation/Counseling ..... 26  
     Appeals Procedures ..... 27  
     Discrimination ..... 18  
 Media Communications, major (A.A.) ..... 69  
 Medical Administrative Services, certificate ..... 82  
 Medical Technology, certificate ..... 100  
 Merchandising, see Marketing 110  
 Metallurgy, course ..... 191  
 Metals, course ..... 191  
 Meteorology, see Aviation and Transportation 122  
 Mexican-American Studies, transfer program  
     see Chicano Studies ..... 93  
 Microcomputer Repair Technician, certificate ..... 83  
 Microbiology, see Biology 112  
 Microbiology, transfer program ..... 100  
 Military Training, credit ..... 53  
 Mission Statement ..... 11  
 Money and Banking, course,  
     See Finance 150; see also Accounting courses  
 Motion Picture, see Art 125  
 Multi-cultural awareness, requirement for graduation 64  
 Music, certificate ..... 83  
     courses ..... 191  
     major (A.A.) ..... 69  
     transfer program ..... 101

**N**

National Field Studies, course ..... 196  
 Natural Science, requirements for graduation ..... 64  
 Navigation, see Aviation and Transportation 121, 124  
 New Student Orientation ..... 29  
 Non-Credit Adult Education ..... 17  
 Non-Discrimination and Equal Opportunity Policy ..... 18  
 Non-Evaluative Symbols ..... 57  
 Nursery School, courses, see Child Development  
 Nursing — (R.N.), certificate ..... 83  
     transfer program ..... 101  
 Nursing, courses, see Allied Health ..... 112  
 Nursing, Vocational, certificate ..... 85  
 Nutrition, see Food and Nutrition Studies  
 Nutritional Science, curriculum ..... 101

**O**

Objective and Functions ..... 11  
 Obligations, clearance of ..... 50  
 Oceanography, course ..... 196  
 Office Administration, certificate ..... 86  
     courses ..... 197  
 Office Assistant, courses, see Business—General  
     and Office Administration  
 Office Procedures, see Office Administration 101  
 Open Enrollment ..... 106  
 Orchestra, see Music 151  
 Organ, see Music 166  
 Orientation, College ..... 26, 29, 222

**P**

Painting, courses ..... 121  
 Paleontology, course ..... 200  
 Pan-African Studies, transfer program ..... 101  
 Pell Grant ..... 24  
 Personal Development, see Fashion 133  
 Petitions Procedure ..... 59  
 Philosophy, courses ..... 201  
     transfer program ..... 102  
 Photography, certificate ..... 87  
     courses ..... 202  
 Physical Education, courses ..... 203  
     major (A.A.) ..... 69  
     requirements for graduation ..... 64, 203  
     transfer program ..... 102  
 Physical Science, course ..... 208  
     major (A.A.) ..... 70  
     transfer program ..... 102  
 Physics, courses ..... 208  
     transfer program ..... 102  
 Physiology, see Biology 121  
 Piano, see Music  
 Pilot Training, see Aviation and Transportation  
 Placement Examinations ..... 43  
 Police Science, courses,  
     see Administration of Justice  
 Political Science, courses ..... 209  
     transfer program ..... 103  
 Prerequisite/Corequisite ..... 105  
 Prerequisite Waiver ..... 27  
 Preschool child, see Child Development  
 President/Superintendent ..... 7  
 Printing, courses ..... 211  
 Printing, Silk Screen, see Art 174, 175  
 Probation, academic, progress ..... 60  
 Programs and Services ..... 12  
 Psychology, courses ..... 211  
     transfer program ..... 103  
 Public Administration courses ..... 212

**Q**

Quality Assurance ..... 213  
 Quality Control ..... 213

**R**

Radio-TV-Film, transfer program ..... 103  
 Reading, see English  
 Real Estate, certificate ..... 87  
     courses ..... 213  
 Recreational Leadership, certificate ..... 87  
     courses ..... 214

Refunds .....45  
 Registration, dates, see Calendar .....8-9  
     procedure.....45  
 Rehabilitation Services, transfer program .....103  
 Religions, see Philosophy  
 Religious Studies, transfer program .....103  
 Remedial Coursework Limit Policy .....59  
 Repetition, course .....51  
 Residence requirements .....46  
 Russian, course .....215

**S**

Sales, see Marketing 115  
 Satisfactory Academic Progress Policy .....61  
 Scholarship standards .....60  
     academic probation .....60  
 Scholarships .....30  
 Scholars Program .....60  
 Scholastic Information and Regulations .....49  
 Science Center, see Math/Science Center .....26  
 Science, General, see Physical Science 131  
 Science, courses, see also Astronomy, Biology,  
     Chemistry, Physics, Computer Science/  
     Information Systems  
 Sculpture, courses, see Art 180, 181 .....122  
 Secretarial training, see Office Administration  
     certificates .....86, 87  
 Section 504 Coordinator .....19  
 Services .....12, 21  
 Shorthand, see Office Administration  
 Singing, courses, see Music 130-137, 139  
 Sign Language, courses .....215  
 Social Science, courses .....216  
     major (A.A.) .....70  
     requirements for graduation .....64  
     transfer program .....103  
 Social Work, transfer program .....103  
 Sociology, courses .....218  
     transfer program .....103  
 Spanish, courses .....218  
     transfer program .....103  
 Speakers, Campus .....40  
 Special Projects, course .....220  
 Speech Communication, courses .....221  
     major (A.A.) .....70  
     transfer program .....104  
 Stagecraft, see Theatre Arts  
 Standards of Student Conduct .....55  
 Standards of Scholarship .....60  
 Stress Reduction, see Physical Education 294  
 Student Development, courses .....222  
 Student Educational Plan .....27  
 Student Financial Services .....23  
 Student Government and Activities .....40  
     Associated Student Body .....40  
     health .....24  
 Student loans .....24  
 Student Records .....47  
 Student Responsibility .....47  
 Student Services .....21  
 Study Abroad Programs .....19  
 Superintendent/President .....7  
 Supervision, see Management  
 Supplemental Educational Opportunity Grant .....24

**T**

Table of contents .....2  
 Teaching/Child Development, certificate .....76  
     transfer program .....94  
 Technical Division .....224  
 Technical Education, courses .....224  
 Technical Graphics, certificate .....88  
     courses .....225  
 Television, courses .....227  
     transfer program, see Radio-TV-Film  
 Television Production, certificate .....88  
 Tests, see Examination  
 Textiles, see Clothing and Textiles  
 Theatre Arts, certificate .....88  
     courses .....228  
     major (A.A.) .....70  
     transfer program .....104  
 Title IX coordinator .....19  
 Transportation, see Aviation and Transportation  
 Transcription, Machine, see Office Administration  
 Transcripts .....48  
 Transfer Center .....38  
 Transfer credit .....105  
 Transfer Programs .....91  
 Transfer to colleges, universities .....22, 231  
 Tuition .....44  
 Tutoring Center .....39  
 Typing, see Office Administration

**U**

Units, definition .....61  
     Limitations .....61  
     requirements for graduation .....63  
 University of California, see IGETC .....232  
 University of Southern California  
     general education requirements .....239-241  
 United States History, courses .....175, 176  
     See also Ethnic Studies and Social Science  
 Urban Studies, transfer program .....104

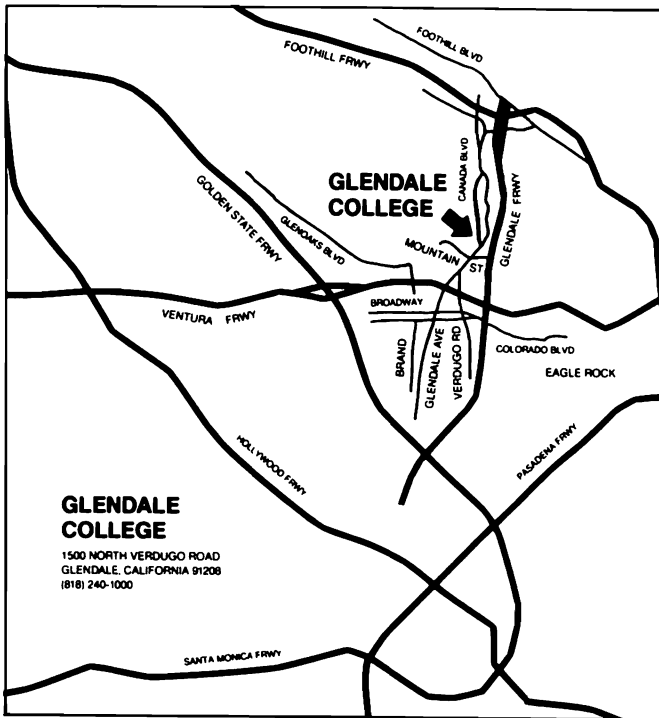
**V**

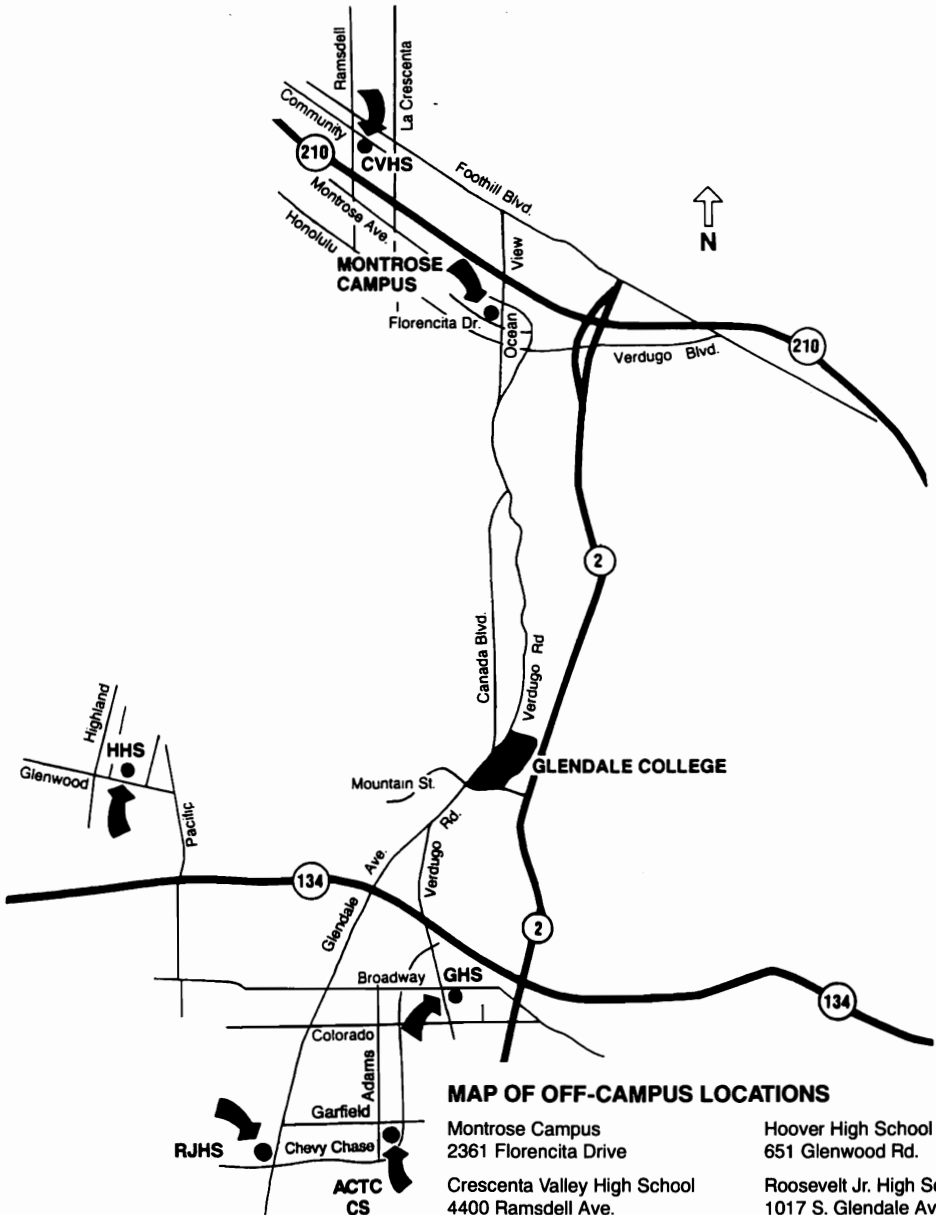
Variable Units .....106  
 Veterans, education .....20  
     military training credit .....53  
 Visual Arts, major (A.A.) .....71  
 Vocal music, see Music  
 Vocational Arts, transfer program .....104  
 Vocational Nursing, see Allied Health  
     certificate .....85

**W**

Welding, courses .....230  
 Welding, Occupational, certificate .....89  
 Withdrawal from class or college .....62  
 Word Processing, courses, see Office Administration  
     240-285, Computer Science/Information Systems 220  
 Work Experience  
     see Cooperative Education .....16, 144  
 Work Study Program .....24  
 Writing Laboratory .....25

# How to get to Glendale Community College

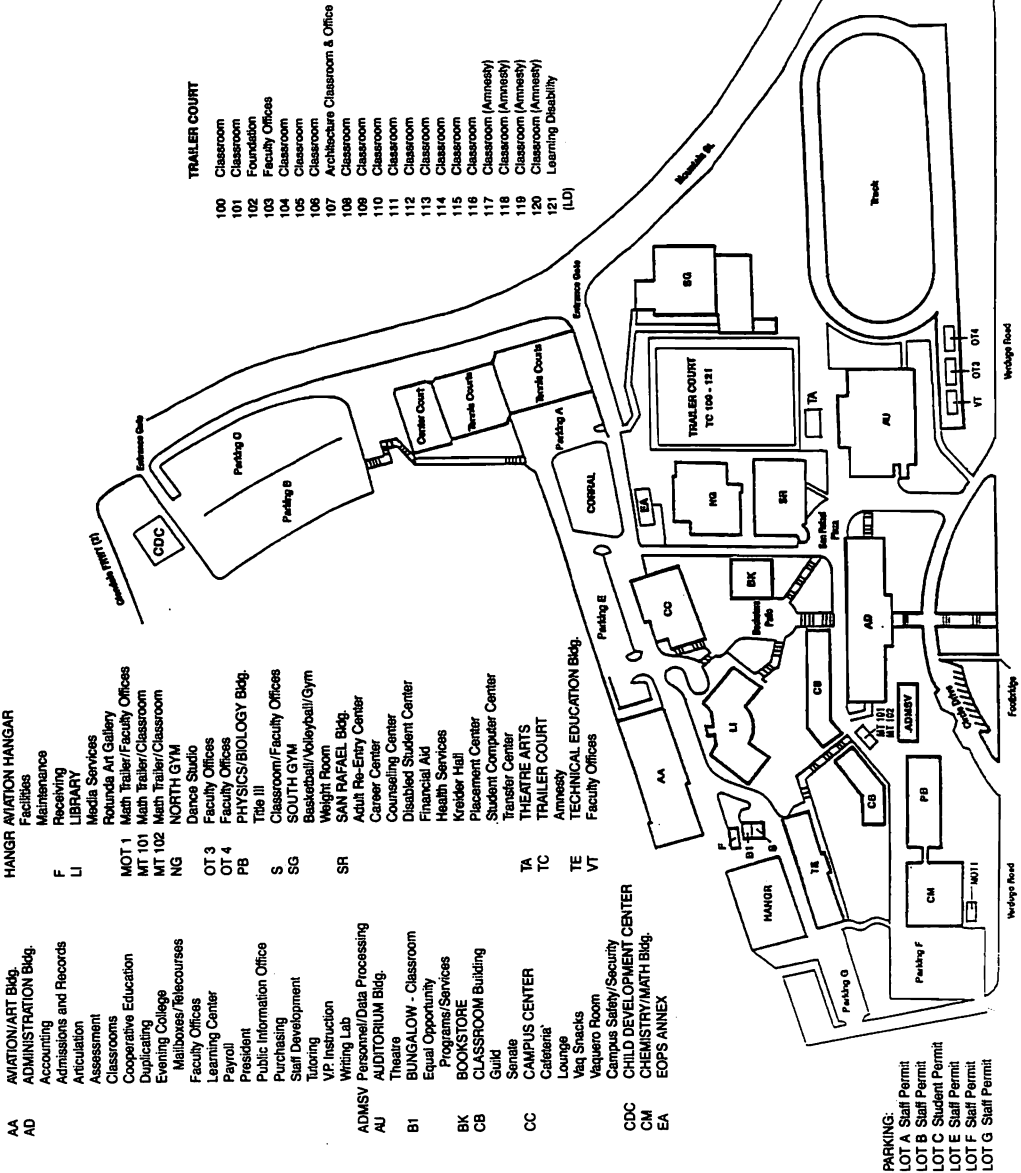




**MAP OF OFF-CAMPUS LOCATIONS**

- |   |  |
|---|--|
| <p><b>Montrose Campus</b><br/>2361 Florencita Drive</p> <p><b>Crescenta Valley High School</b><br/>4400 Ramsdell Ave.</p> <p><b>Glendale High School</b><br/>1440 E. Broadway</p> | <p><b>Hoover High School</b><br/>651 Glenwood Rd.</p> <p><b>Roosevelt Jr. High School</b><br/>1017 S. Glendale Ave.</p> <p><b>Adult Community Training Center</b><br/>Community Services<br/>1122 E. Garfield Ave.</p> |
|---|--|

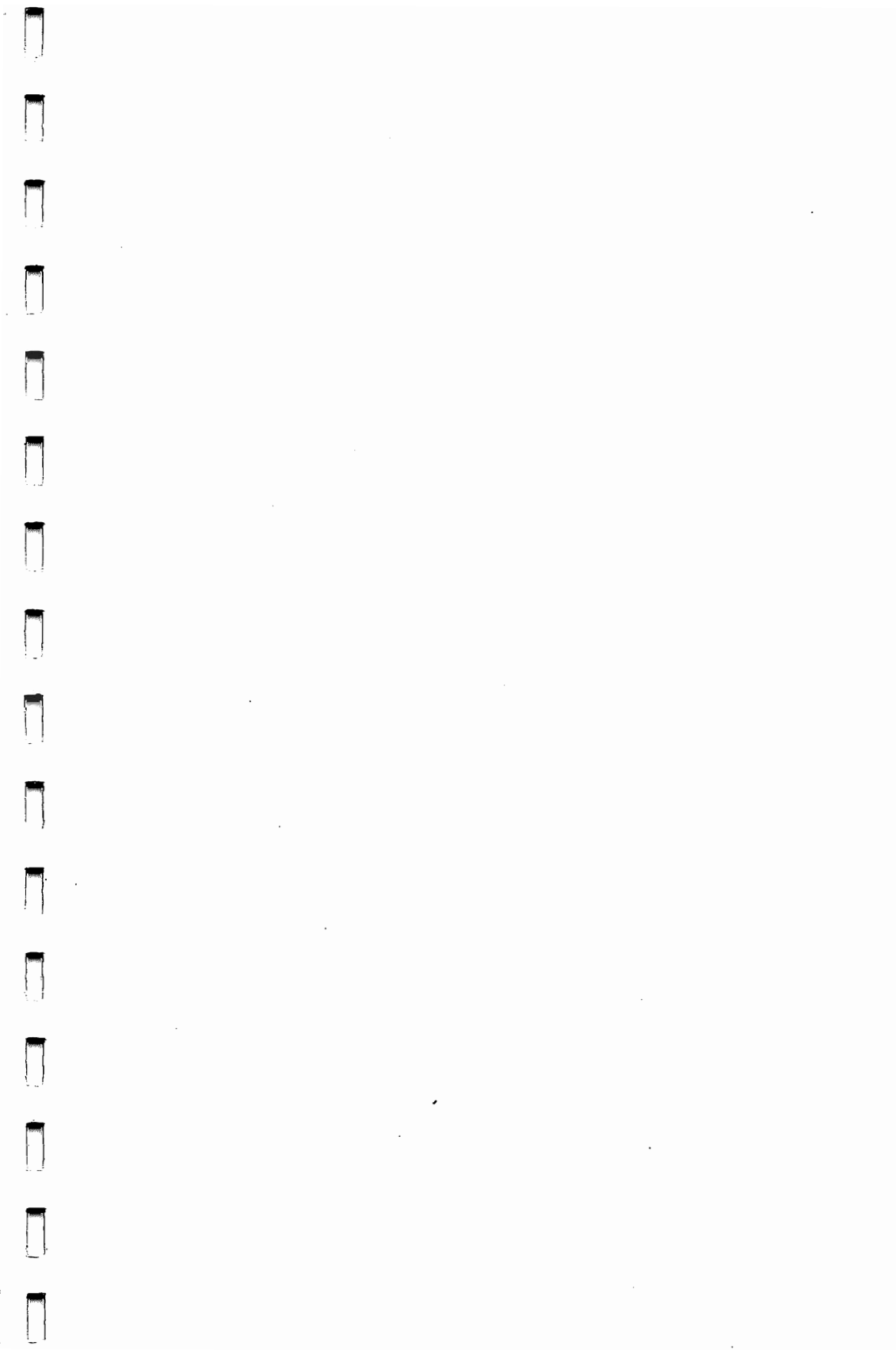




- AA AVIATION/ART Bldg.  
 AD ADMINISTRATION Bldg.  
 Accounting  
 Admissions and Records  
 Articulation  
 Assessment  
 Classrooms  
 Cooperative Education  
 Duplicating  
 Evening College  
 Mailboxes/Releasours  
 Faculty Offices  
 Learning Center  
 Payroll  
 President  
 Public Information Office  
 Purchasing  
 Staff Development  
 Tutoring  
 VP. Instruction  
 Writing Lab
- ADMSV Personnel/Data Processing  
 AUDITORIUM Bldg.  
 AU Theatre  
 B1 BUNGALOW - Classroom  
 Equal Opportunity  
 Programs/Services  
 BK BOOKSTORE  
 CLASSROOM Building  
 CB Guild  
 CC Senate  
 CAMPUS CENTER  
 Cafeteria  
 Lounge  
 Van Snacks  
 Ventrero Room  
 Campus Safety/Security  
 CHILD DEVELOPMENT CENTER  
 CHEMISTRY/MATH Bldg.  
 EOPS ANNEX
- HANGAR AVIATION HANGAR  
 Facilities  
 Maintenance  
 F Receiving  
 LIBRARY  
 LI Media Services  
 Rotunda Art Gallery  
 MOT 1 Math Trailer/Faculty Offices  
 MT 101 Math Trailer/Classroom  
 MT 102 Math Trailer/Classroom  
 NG NORTH GYM  
 Dance Studio  
 OT 3 Faculty Offices  
 OT 4 Faculty Offices  
 PB PHYSICS/BIOLOGY Bldg.  
 Title III  
 S Classroom/Faculty Offices  
 SOUTH GYM  
 Basketball/Volleyball/Gym  
 SR Weight Room  
 SAN RAFAEL Bldg.  
 Adult Re-Entry Center  
 Career Center  
 Counseling Center  
 Disabled Student Center  
 Financial Aid  
 Health Services  
 Kreider Hall  
 Placement Center  
 Student Computer Center  
 Transfer Center  
 TA THEATRE ARTS  
 TC TRAILER COURT  
 Amneshy  
 TE TECHNICAL EDUCATION Bldg.  
 Faculty Offices  
 VT

- TRAILER COURT  
 100 Classroom  
 101 Classroom  
 102 Foundation  
 103 Faculty Offices  
 104 Classroom  
 105 Classroom  
 106 Classroom  
 107 Architecture Classroom & Office  
 108 Classroom  
 109 Classroom  
 110 Classroom  
 111 Classroom  
 112 Classroom  
 113 Classroom  
 114 Classroom  
 115 Classroom  
 116 Classroom  
 117 Classroom (Amneshy)  
 118 Classroom (Amneshy)  
 119 Classroom (Amneshy)  
 120 Classroom (Amneshy)  
 121 Learning Disability  
 (LU)

- 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





---

---

---

---

---

---

---

---

---

---