

# GLENDALE COMMUNITY COLLEGE 1997-98





# Catalog 1997-98

## **GLENDALE COMMUNITY COLLEGE**

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Web site: <http://www.glendale.cc.ca.us>

## 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, 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 14,000 day and evening students, and approximately 10,000 others are reached through the adult education program, specialized job training programs such as JTPA and GAIN, and contract instruction administered by the Professional Development Center.

## WE'RE GROWING WITH YOU...

Glendale Community College has served Glendale and the surrounding areas since 1927, providing quality academic and career education.

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

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. It 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 (CDC) was constructed on the upper eastern part of the campus off Mountain Street. 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 the renovation of the Auditorium Building was completed in the fall of 1992.

Additionally, the college has added more student and staff parking on the northeast hill, plus a perimeter road linking Verdugo Road and Mountain Street to improve the flow of campus traffic and provide emergency vehicle access to the eastern portion of the campus.

The new Advanced Technology Center opened in the Spring of 1995. Construction on the Library/Classroom addition and Multi-Use Lab Building began in the summer of 1995 and was completed this spring. Also opening this year is the Parent Education/Human Development Building adjacent to the CDC.

Work on the Aviation/Arts Building addition will begin this year, and the Student Union/Bookstore/Campus Center project starts in 1998. Both the science buildings remodel and the Allied Health/Aviation Lab Building addition are slated for 2002. Future plans also include indoor/outdoor physical education facilities and a music wing addition/remodel of the Auditorium building.

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.

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## COLLEGE ADMINISTRATION

### BOARD OF TRUSTEES

Mary N. Hamilton  
 Robert K. Holmes  
 Victor I. King  
 Dr. Martin Z. Pilgreen  
 Dr. Kenneth N. Sweetnam

### ADMINISTRATIVE CABINET

Superintendent/President ..... John A. Davitt  
 Executive Vice President, Instructional Services ..... J. Christopher McCarthy  
 Vice President, Administrative Services ..... Lawrence Serot  
 Vice President, College Services ..... Nancy Knight  
 Dean, Admissions and Records ..... Gary W. Parker  
 Dean, Career Education/Economic Development ..... Kenneth W. Patton  
 Dean, Information and Technology ..... Kristin J. Bruno  
 Dean, Letters, Arts, and Sciences ..... Veloris Lang  
 Dean, Library and Learning Resources ..... Janet Noll Naumer  
 Dean, Non-Credit Education ..... Lani Edie DeVincentis  
 Dean, Student Services ..... Jewel D'Aloia Price  
 Director, Human Resources ..... Vicki Nicholson

### ADMINISTRATIVE OFFICERS

Associate Dean, Allied Health ..... Sharon Hall  
 Associate Dean, Disabled Student Program and Services ..... Joy V. Cook  
 Associate Dean, Evening College ..... Vacant  
 Associate Dean, Extended Opportunity Program  
 and Services (EOPS) ..... Vicki Washington  
 Associate Dean (Acting), Health Services ..... Mary Mirch  
 Associate Dean, JTPA/Gain ..... Karen B. Holden  
 Associate Dean, Special Projects ..... W. James Baugh  
 Associate Dean, Student Activities ..... Paul A. Schlossman  
 Associate Dean, Student Financial Aid Services ..... Maureen McRae Levy  
 Director, Professional Development Center ..... Sharleen Wagner  
 Executive Director, Glendale College Foundation ..... Ann H. Ransford

### SUPPORT SERVICES STAFF

Accounting .....	Ronald K. Nakasone .....	Controller
	Marion Murray-Axelson .....	District Accountant
Admissions and Records .....	Margaret J. Brown .....	Registrar
Business Services .....	William Taylor .....	Director
Cafeteria .....	Candyce Walker .....	Manager
Child Development Center .....	Linda Manzano-Larsen .....	Director
	Jeanette Tashiro .....	Assistant Director
Facilities .....	Horace Lewis .....	Director
	Alfred Martin .....	Facilities Supervisor
	Wayne Roan .....	Maintenance and Operations Supervisor
Financial Aid .....	Maureen Brady .....	Assistant Director
Grounds .....	Charles Easley .....	Supervisor
Human Resources .....	Ed Bugayong .....	Manager
Information and Technology .....	David Roswell .....	Assistant Director
	David Mathews .....	Network Systems Manager
Institutional Research .....	Scot L. Spicer .....	Director
Library .....	Russell Beckett .....	Library Public Service Manager
Media Center .....	Michael F. Coler .....	Manager
Payroll .....	Jean Antanaitis .....	Supervisor
Placement Center .....	Mirta Lorenzo .....	Supervisor
Police .....	Michael Southerland .....	Chief
	Steven Wagg .....	Captain
Public Information .....	Merry Shelburne .....	Public Information Officer
Superintendent/President .....	Magda von Tautphoeus .....	Secretary to the Superintendent/President

# COLLEGE ADMINISTRATION

(Continued)

## PROFESSIONAL DEVELOPMENT CENTER

Director .....	Sharlene Wagner
Program Manager I, CACT Director .....	Claudia Hess
Program Manager II .....	Karen Herberts
Program Manager II .....	Kimberly Pfeifer

## DIVISION CHAIRS

Allied Health .....	Sharon Hall
Biology .....	Ronald K. Harlan
Business .....	Evelyn Speiser
Business and Life Skills, Non-Credit .....	Jillayne Southerland
College Services .....	José Mercadé
English as a Second Language, Credit .....	Kathleen Flynn
Non-Credit .....	James Forrest Fordyce
Health and Physical Education .....	James M. Sartoris
Language Arts .....	David B. White
Mathematics .....	Steven P. Marsden
Physical Science .....	Stuart Nowinski
Social Science .....	Drake C. Hawkins
Technology and Aviation .....	Frances Shaw
Visual and Performing Arts .....	Kathleen Burke-Kelly



# 1997-98 CALENDAR

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## FIRST SUMMER SESSION 1997

- April 28 to May 2 ..... Priority telephone registration (STARS) for first and second summer sessions.
- May 27 to 28 ..... Late telephone registration for first and second summer sessions
- May 29 ..... Walk-through registration for first and second summer sessions
- June 1 ..... Residency determination date for the 1997 summer session
- June 2 ..... Instruction begins for the first summer session
- June 2 to 5 ..... Late registration for first summer session.
- June 5 ..... Last day to drop a first summer session class or withdraw from the college without record of enrollment.  
Last day to drop units and be eligible for a refund of the enrollment fees. Requests for refunds must be requested by the student between June 9 through 12.
- June 10 ..... Last day to apply for Credit/No Credit in a first summer session class.
- June 19 ..... Last day to drop a summer session class
- July 3 ..... Independence Day Observed-Legal Holiday
- July 9 ..... Petitions for graduation and/or certificate for summer session due in Admissions and Records
- July 11 ..... End of first summer session

## SECOND SUMMER SESSION 1997

- April 28 to May 2 ..... Priority telephone registration (STARS) for first and second summer sessions.
- May 27 to 28 ..... Late telephone registration for first and second summer sessions
- May 29 ..... Walk-through registration for first and second summer sessions
- June 16 to 25 ..... STARS for second summer session only classes
- June 26 ..... Walk-through registration for second summer session
- June 30 ..... Instruction begins for the second summer session
- June 30 to July 2 ..... Late registration for the second summer session.
- July 2 ..... Last day to drop a second summer session class or withdraw from the college without record of enrollment.  
Last day to drop units and be eligible for a refund of the enrollment fees. Requests for refunds must be requested by the student between July 7 and 10.
- July 3 ..... Independence Day Observed-Legal Holiday
- July 8 ..... Last day to apply for Credit/No Credit in a second summer session class.
- July 17 ..... Last day to drop a second summer session class  
Petitions for graduation and/or certificate for summer session due in Admissions and Records
- August 8 ..... End of second summer session

# 1997-98 CALENDAR

## FALL 1997

- May 12 to 23 ..... Priority telephone registration for the fall semester
- July 7 to 31 ..... Late telephone registration for the fall semester
- Aug. 12 & 13 ..... Walk-through registration for the fall. Late telephone registration continues through August 22.
- Aug. 15 ..... Faculty Institute Day
- Aug. 17 ..... Residence determination date for the fall semester
- Aug. 18 ..... Instruction begins for the fall semester
- Aug. 18 to 22 ..... Late registration
- Aug. 22 ..... Last day to add open classes without permission of the instructor  
Last day to add first 8 or 9 week classes  
Last day to drop first 8-and 9-week classes without record of enrollment.
- Aug. 26 ..... Last day to apply for Credit/No Credit in a first 8-or 9-week class
- Aug. 29 ..... Last day to drop a semester-length class or withdraw from the college without record of enrollment.  
Last day to drop units and be eligible for a refund of enrollment fees. Refunds must be requested by the student from September 2 through 12.
- Sept. 1 ..... Labor Day—Legal Holiday
- Sept. 5 ..... Registration Deadline. Last day for students to register in semester-length classes.
- Sept. 8 ..... First deadline for students to submit a preliminary petition for graduation for the end of the spring 1998 semester.  
Students who petition by this deadline will find out the requirements which they are missing by November 17 when telephone registration for the spring semester begins.
- Sept. 12 ..... Last day to apply for Credit/No Credit in semester-length classes.
- Sept. 19 ..... Last day to drop first 8 and 9-week classes
- Oct. 6 ..... Late registration begins for second 8 and 9 week classes
- Oct. 11 ..... First 8-week classes end
- Oct. 17 ..... Last day for new students to apply for admissions and be eligible for telephone registration for the spring semester
- Oct. 18 ..... First 9-week classes end
- Oct. 20 ..... Second 8-and 9-week classes begin
- Oct. 24 ..... Last day to drop a semester-length class  
Last day to drop a second 8-or 9-week class without record of enrollment and be eligible for a refund.
- Oct. 28 ..... Last day to apply for Credit/No Credit in second 8-or 9-week class
- Nov. 10 ..... Veterans' Day Observed—Legal Holiday
- Nov. 17 to Dec. 12 ..... Priority telephone registration for the spring semester
- Nov. 21 ..... Last day to drop second 8-and 9-week classes
- Nov. 27- 28 ..... Thanksgiving Holidays
- Dec. 11-18 ..... Final examinations for the fall semester
- Dec. 18 ..... End of the fall semester  
Final petitions for graduation and/or certificates for the fall semester due in Admissions and Records
- Dec. 22- Jan 2 ..... Winter vacation. (Campus closed)

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# 1998 CALENDAR

## SPRING 1998

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JUNE						
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- Nov. 17-Dec. 12 ..... Priority telephone registration for the spring semester
- Jan. 5 to 7 ..... Late telephone registration for the spring semester
- Jan. 7 & 8 ..... Walk-through registration for the spring semester. Late telephone registration continues through January 16.
- Jan. 11 ..... Residence determination date for the spring semester
- Jan. 12 ..... Instruction begins for the spring semester
- Jan. 12-16 ..... Late registration
- Jan. 16 ..... Last day to add open class without permission of instructor  
Last day to add first 8 or 9 week classes  
Last day to drop first 8-and 9-week classes without record of enrollment
- Jan. 19 ..... Martin Luther King Day-Legal Holiday
- Jan. 20 ..... Last day to apply for Credit/No Credit in first 8-or 9-week class
- Jan. 23 ..... Last day to drop a semester-length class without record of enrollment  
Last day to drop units and receive refund of enrollment fee. Refund requests must be made by the student from January 26 through February 6.
- Jan. 30 ..... Registration deadline. Last day to register or add a semester-length class.
- Feb. 2 ..... First deadline for students to submit preliminary petitions for graduation at the end of summer 1998 or fall 1998. Students who petition by this deadline will find out the requirements which they are missing by the beginning of telephone registration for the summer.
- Feb. 6 ..... Last day to apply for Credit/No Credit in semester-length class
- Feb. 12 ..... Last day to drop first 8 or 9-week classes  
Petitions for graduation at the end of the spring semester due in the Office of Admissions and Records
- Feb. 13 ..... Lincoln Day-Legal Holiday
- Feb. 23 ..... Washington Day—Legal holiday
- Mar. 7 ..... First 8-week classes end
- Mar. 9 ..... Late registration begins for second 8 and 9 week classes.
- Mar. 14 ..... First 9-week classes end
- Mar. 16-22 ..... Spring vacation
- Mar. 23 ..... Second 8-and 9-week classes begin
- Mar. 27 ..... Last day to drop a semester-length class  
Last day to drop second 8-and 9-week classes without record of enrollment and be eligible for a refund.
- Mar. 31 ..... Last day to apply for Credit/No Credit in second 8-and 9-week classes
- April 3 ..... Last day for students to apply for admission and be eligible for telephone registration for summer and fall
- April 24 ..... Last day to drop second 8-and 9-week classes
- May 4-14 ..... Priority telephone registration for summer 1998
- May 13 - 20 ..... Final examinations for the spring semester
- May 16 ..... Second 8-week classes end  
Commencement exercises. Faculty Institute Day
- May 20 ..... Second 9-week classes end  
End of the spring semester
- May 25 ..... Memorial Day—Legal holiday
- June 15-July 9 ..... Priority telephone registration for fall 1998

# 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 are available to help students have a successful college experience. Counselors are available to assist students in dealing with

concerns related to many aspects of their lives, including academic planning, career decision-making, life planning and personal and intra-personal concerns. Counselors 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. A number of specialized counseling service centers are available on campus. These centers include Academic Counseling, EOPS, DSPS, Career Center, Transfer Center, Adult Re-Entry Center, Admissions & Records Office and the International Student Office.

- 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 educa-

tion, 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 Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, (3402 Mendocino Avenue, Santa Rosa, CA 95403 (707) 569-9177), an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education, 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**

Community College District Administrative Regulation 5420 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 Standards of Student Conduct (Administrative Regulation 5420). 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, which may change over time, 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.

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
- 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, cardio-

vascular 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.

## **ALUMNI ASSOCIATION**

The Glendale College Alumni Association was established in 1988 as an organization of people who desire to serve and support Glendale Community College.

It is the purpose of the Glendale College Alumni Association to develop stronger relationships between friends and former students, and to support and promote the goals, activities, and interests of Glendale Community College. The association fosters an awareness of Glendale Community College educational, cultural, and athletic events, including seminars, lectures, theatrical productions, concerts, musicals, dance, art festivals and sporting events. It is the goal of the Association to develop a spirit of friendship, communication and cooperation among the alumni through its newsletters, reunions and other social and community service activities. The association supports and assists the Glendale College Foundation in its efforts to promote excellence and a superior scholastic environment.

The Glendale College Alumni Association provides the vehicle to stimulate this support and to keep the community, alumni, and friends of Glendale Community College aware and involved. The association's intergenerational ties are of vital importance. There is a growing pride in being a part of the Glendale Community College family of supporters, and in giving back something to the college which has given so much to them.

The office of the Glendale College Alumni Association is located in the Administration Building, room AD125. The telephone number is (818) 240-1000, ext. 5128.

## **THE BAJA CALIFORNIA FIELD STUDIES PROGRAM**

Glendale Community College has been offering field classes and field trips in the Baja California peninsula, Republic of Mexico since 1974. 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, English, Spanish, 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 and cooperative learning, 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 should contact their counselors, the appropriate instructors, or the program coordinator in AA 1B, (818) 240-1000, ext. 5515, for application forms. You can also read about current offerings on the Web at our page: <http://www.glendale.cc.ca.us/baja/>.

## **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. 5918.

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

## **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) sponsorship of the annual Glendale College Foundation Business Luncheon; (4) solicitation of donations for personalized tiles and tennis club memberships; (5) the sponsorship of various fund raising and public relations activities; and (6) sponsorship of various college activities.

The foundation has a matching program to encourage an individual to create endowments. Endowments may be established to support any function at Glendale Community College and may be named to honor individuals or organizations.

In addition, the foundation has established a Planned Giving Program. Donors wishing to include Glendale Community College in their will or estate planning are invited to contact Ann Ransford, (818) 551-5196.

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) 551-5199.

## **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 500 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 \$35 admissions application processing fee and a \$117 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 the international student advisors who offer a wide range of assistance services.

**NON-CREDIT ADULT EDUCATION**

**Adult Community Training Center**

The Glendale Community College Adult Community Training Center is located at 1122 E. Garfield Ave. The center houses the Adult Education Office, Community Services Office, JTPA/GAIN, the Office Skills Center classes, a Developmental Skills laboratory, and English as a Second Language classes.

Adult Education 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 be reached by calling (818) 243-3184.

Community Services office hours are 8 a.m. to 6 p.m. Monday through Thursday. The office is closed on Friday. For information please call (818) 548-0864.

JTPA-GAIN office hours are 8 a.m. to 5 p.m. Monday through Friday. For information call (818) 240-1000 ext. 5681.

Office Skills Center office hours are 8 a.m. to 5 p.m. Monday through Friday. For information call (818) 242-4350.

**Non-Credit Adult Education Courses**

Non-credit adult education courses provide educational opportunities for those seeking personal and occupational improvements. Adult non-credit courses include business education, clothing, preschool parent education, G.E.D. preparation, English, 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 college district.

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

English (9, 10, 11) .....	(30 sem. hrs.)	3 cr.
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.
<b>TOTAL .....</b>	<b>(190 sem. hrs.)</b>	<b>19 cr.</b>

A minimum of 2 credits (20 semester hours) must be completed

in residence. Courses completed at Glendale Community College Adult Education or Glendale Community College may be counted as courses completed in residence.

**Further Sources of High School Credits**

1. High school credits, applicable toward a diploma of high school graduation, may be earned by completing courses offered in the 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 the adult education 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 1/2 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.

**G.E.D. TESTING**

The General Education Development Tests (GED) can give you the opportunity to earn a high school equivalency certificate and may reduce considerably the number of elective courses required for a high school diploma. The GED Tests are five tests in the areas of Writing Skills, Social Studies, Science,

Art & Literature, and Mathematics. The GED Test is given monthly at the Adult Community Training Center at 1122 E. Garfield Avenue, Glendale. For test dates and registration information please call (818) 243-3184. For information regarding optional preparation courses offered at the ACTC call (818) 240-1000 ext. 5686.

### **COMMUNITY SERVICES EDUCATION**

Community Services Education is a program of non-credit, fee based classes and activities designed to serve individuals with education goals that do not require college credit. There are no transcripts, grades or academic requirements. (Some certificate programs require prerequisites.) Community Services Education classes are usually shorter than credit classes and normally do not require lengthy preparation. To request a current catalog call (818) 548-0864.

### **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 Non-discrimination 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, Administration Building, room 125, (818) 240-1000, ext. 5126.

**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. For employees the section 504 coordinator is Nancy Knight, Administration Building, room 125, (818) 240-1000, ext. 5126. For students the section 504 coordinator is Joy Cook, Disabled Student Center, San Raphael Building, (818) 240-1000, ext. 5450.

**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 Vicki Nicholson, Administrative Annex, (818) 240-1000, ext. 5164. The Affirmative Action Coordinator is Frances Shaw, Advanced Technology Center, AT 106, ext. 5327.

**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 J. Christopher McCarthy, Administration Building 106, (818) 240-1000, ext. 5104.

**American Disabilities Act** is Federal Civil Rights legislation that prohibits discrimination against individuals with disabilities in employment (Title I), public services and transportation (Title II), public accommodations (Title III) and telecommunications (Title IV). The American Disabilities Act Coordinator is Joy Cook, San Raphael Building, (818) 240-1000, ext. 5450.

### **PACE PROGRAM**

PACE, Project for Adult College Education, is especially designed for working adults who wish to further their education by obtaining an AA degree. Completion of the five semester PACE curriculum satisfies the general education transfer requirements for the California State University System.

PACE is a proven educational delivery system with thousands of successful graduates throughout Southern California. Its innovative approach combines the traditional classroom format with instructional television, special conferences, thematically based team teaching, and collaborative learning techniques. Each semester, PACE students attend classes one evening per week, eight Saturdays, and view video tapes (provided for a nominal fee).

We are proud to offer working adults a new option for career advancement and self-development. PACE provides convenience while continuing the traditional high academic standards of Glendale Community College.

### **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 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
- Priority consideration for admission to the University of California, Santa Cruz
- Guaranteed admission to the University of Southern California
- Guaranteed admission to Pepperdine University
- 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 Scholar Advisory Committee.

### **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 and with people from cultures different from their own. In harmony with this belief, the college is following the guidelines developed by the Council on International Educational Exchange for the U.S. Department of State, which focus on expansion of student opportunities for study and work abroad.

In addition to annual programs in Baja California, the college plans to offer full semester programs in Mexico, France, England, Spain, Italy, and other countries that are of special interest to Glendale College students. Six-week summer programs are also planned for Paris, Prague, and other cities.

Interested students should phone (818) 240-1000, ext. 5143 or drop by AD 145.

### **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 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:

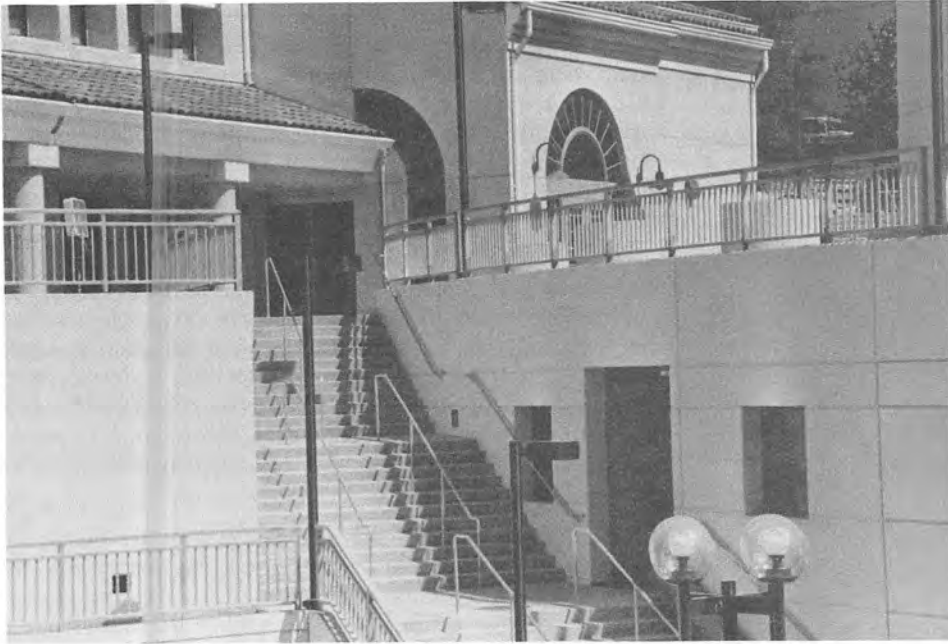
- Full time—12 units or more
- 3/4 time —9-11½ units
- 1/2 time —6-8½ units
- 1/4 time —3-5½ units

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

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

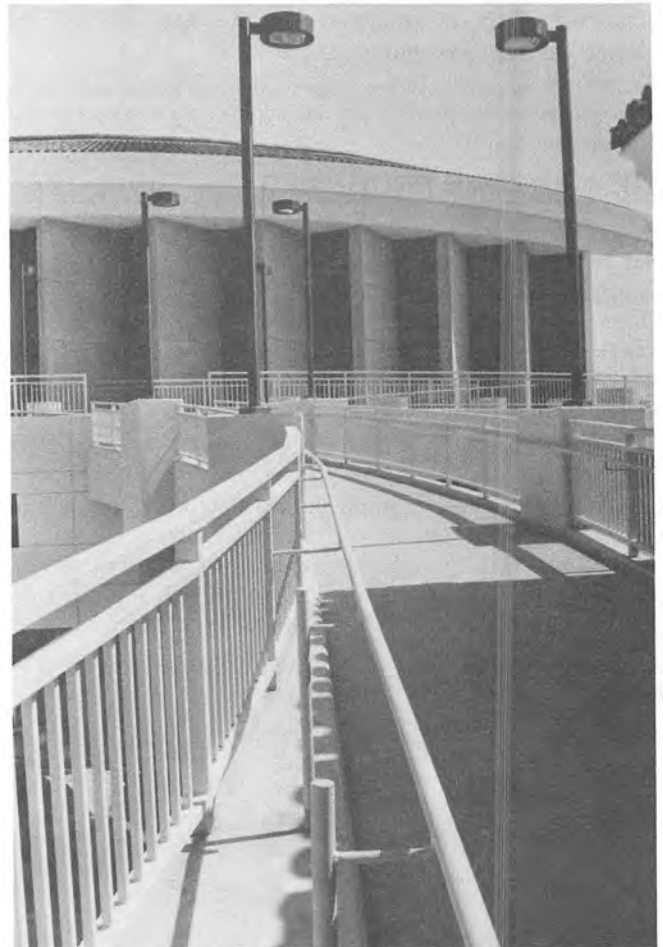
Veterans taking a course which lasts less than a semester will be paid only for the actual enrollment period. Veterans must be enrolled in at least one additional unit of academic subjects than the number of units in which they are enrolled in Cooperative Education-Work Experience. Veterans will not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





**The new San Gabriel Building** opens Fall '97 with 6 student computer labs, 6 biology labs, lecture hall, photography studio and labs, TV production studio and computer lab, Disabled Student Hi-Tech Center, graphics classroom and computers, and several classrooms.

**The Expanded, State-of-the-Art Library** features more study rooms, more computers, and both large and small carrels for individual study. Services and resources include circulation/reserve, reference, interlibrary loan, copy machines, Optelek/Kurzweil machines for the visually impaired, microfilm-fiche reader/printer, typewriters, online and Internet resources, audio recordings, magazines and newspapers, plus 65,809 books.



# COLLEGE SERVICES

## MISSION AND PHILOSOPHY OF COLLEGE SERVICES

The primary mission of all educational institutions is learning. Glendale Community College recognizes that there are many activities and programs outside of the classroom which enhance the learning process. Consequently, numerous student services have been established to help students move toward the attainment of their goals.

College Services, by contributing to the overall educational process at the college, is committed to serving the special needs of a diverse student population. Thus, the variety and comprehensive nature of student services at the college is intended to support a multitude of concerns for a large and changing student enrollment.

The programs offered by College Services are designed to assist students in the decision-making process by helping them identify and clarify personal, career, and educational goals. The intent is to help students select options for improving the quality of their lives. Personal, career, and academic choices are not viewed as separate and disconnected entities but as inter-related issues, the combination and interaction of which determine the present and future quality of each individual's life experience.

College Services is committed to assisting students to attain their educational goals and personal development through a comprehensive program of student services. The major student support programs are:

**Enrollment Services**—Outreach and recruitment, admissions, orientation, assessment, counseling, advisement, educational planning, registration and record services to assist students in enrolling in the appropriate classes.

**Support Services**—Counseling services, learning assistance (writing lab, learning center, and tutoring center), adult re-entry programs, career guidance, job placement, veterans' services, transfer services, disabled student program, health services, and library services to help students develop goals, to plan for achieving desired results, and to support and contribute to student self-realization.

**Financial Services**—Financial aid, student employment, scholarships, and awards for students who need financial assistance.

**Activity Programs**—Athletics, student clubs, student government and student activities to broaden the students' involvement in college life.

To assist students in meeting their educational objectives, College Services is the primary advocate on the students' behalf to provide access for all persons who wish to attend the college: physical access to facilities on the campus; access to programs and services; and access to the required courses.

College Services promotes an atmosphere conducive to growth and special programs to eliminate educational, social, cultural, economic, and physical barriers to a person's education.

## 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. The counseling services provide new and returning students an opportunity to develop a long range educational plan (SEP). The staff is sensitive to the issues and concerns that relate to adult students. 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 single parents and displaced homemakers. A mentoring program is also available. 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, gender equity information,\* individual and group counseling concerning the problems of family responsibility, time management and academic pressures of mature students who have recently returned to college.

\*single parents/displaced homemakers counseling services

## BOOKSTORE

The college bookstore is located in the center of the campus. The store is operated by professional managers and staff, and its income is used to promote the programs of the Associated Students. College textbooks, reference books, school supplies, clothing, software, film and gift items are available.

The bookstore is open 7:45 a.m. to 7:15 p.m. Monday through Thursday and 7:45 a.m. to 3 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 7:45 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 student purchases the bookstore will accept the following:\*

1. Personal checks must be imprinted by the bank with check signer's name and address. You must have a valid California Driver's License or California ID or a photocopy of the ID, of the person signing the check. No passports or green cards will be accepted.
2. ATM/Debit Card
3. MasterCard, Visa, Discover, or American Express credit cards will be accepted. Credit card purchases will require proof of signature and if not the cardholder, written authorization is required.

\*Please carry your student I.D. or course printout at all times.

## CAMPUS CENTER

The Campus Center contains the Associated Students offices, a snack bar, a cafeteria, a lounge, offices of the Associate Dean, Student Activities, Campus Safety, and an automated teller

machine (ATM). The facilities provide places where student clubs and other organizations may meet for social and business functions. Walk-through registration is also held in the Campus Center. Arrangements for the use of the Campus Center may be made in the Student Activities office, room CC109, and cleared through 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. 5407 for day and evening hours.

## **COLLABORATIVE LEARNING (SI)**

Another innovative program that the college offers its students is the Collaborative Learning (SI) workshops that are available each semester with selected courses. These workshops provide students with an enjoyable, structured way to study and/or solve problems collaboratively under the supervision of an instructor or specially trained student leader. Regular workshop participants usually reach a better understanding of course content and tend to pass at a much higher rate and with better grades than non-participants. A list of workshop offerings is available in the current class schedule or through counseling services. The program coordinator is happy to answer questions about this free service in PB109-A.

## **DISABLED STUDENTS**

Students with verified disabilities, or health impairments are eligible for services through Disabled Students Program and Services. Eligible students include those whose conditions limit one or more of the major life activities and impose educational limitations preventing them from fully benefiting from classes, activities or services offered by the college. These conditions include but are not limited to learning disabilities, speech and hearing impairments, vision loss, emotional or mental illness, orthopedic limitations, neurological and health related impairments.

Qualified students receive disability-related counseling and are assisted in the pursuit of academic, vocational, and personal goals. The professional staff serves as liaison with on-campus faculty and resources as well as off-campus agencies and allied health professionals. Support services and specialized instruction are provided to students based on individual educational plans and contracts. Services include but are not limited to the following:

### **Disabled Student Center**

Disability Related Counseling  
Vocational Counseling  
Priority Registration  
Registration Assistance  
Mobility Assistance  
Special Parking  
Mobility Orientation  
Readers  
Books on Tape  
Interpreters for the Deaf  
Note Takers  
Adapted Physical Education  
Lip Reading Instruction

### **Instructional Assistance Center**

Learning Disabilities Program  
Learnig Strategies Instruction  
Specialized Tutoring  
Examination Proctoring  
Specialized Assessment

### **High Tech Center**

Assistive Technologies  
Equipment Loan  
Braille Materials  
Visual Aids

For information regarding any of these programs and services please call (818) 240-1000, ext. 5449 or come to the Disabled Students Center Office in the San Rafael Building, 8 a.m. to 7 p.m. Monday and Thursday, 8 a.m. to 4:30 p.m. Tuesday and Wednesday or 8 a.m. to 12 noon on Friday.

## **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 the student personnel worker provide services related to enrollment procedures, obtaining financial aid, counseling, and university transition. The EOPS staff is also prepared to serve in many languages besides English (Arabic, Armenian, Persian, Japanese, Spanish, Vietnamese).

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

## **FINANCIAL AID**

The Financial Aid office assists students seeking financial help to pay for the costs of attending Glendale Community College. Money is provided to cover the cost of enrollment fees and/or tuition, books, transportation, and partial living expenses. Students may be working and still qualify for financial assistance. There are basically two types of financial aid: grants and self help (such as work study and loans). Grants are awarded

on the basis of financial need and do not require repayment. Loans provide an opportunity to defer educational costs by borrowing now and paying later. (Please refer to the loan information below for more information and ask for a copy of the Glendale Community College loan policy in the Financial Aid Office.) Work study offers students the opportunity to earn a portion of their college expenses through part-time employment during the school year. The Free Application for Federal Student Aid (FAFSA) must be used when applying for financial aid. Applying on time is critical. Be sure to contact the Financial Aid Office regarding deadlines. The completed FAFSA should be mailed to the federal processor after January 1, but no later than May 23, in order to ensure funds will be available for the beginning of fall semester in August. In addition, students must complete a Glendale Community College Supplemental Financial Aid Application and return it to the Financial Aid office with photocopies of all requested documents. Applications submitted after May 23 may still receive funds (if eligible), but they will be made available later in the semester.

Receiving a FAFSA, the federal processors will forward a Student Aid Report (SAR) to the student. Students should review this form. If changes are necessary, make the corrections on Part II of the SAR and return it to the Federal Student Aid Programs at P.O. Box 60003, Cahokia, IL 62206-6003. If no changes are necessary, the student should keep the SAR for their records. Students are not required to submit the SAR to the Financial Aid Office. It is important, however, that all requested documentation be returned as soon as possible. Financial Aid awards are made only after 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 is offered.

On-time applicants (those with complete applications by May 23 and who have returned all requested materials) can expect to receive a financial aid award letter by the beginning of the fall semester. Students receiving financial aid are expected to make satisfactory academic progress toward their educational goal. Please refer to the Satisfactory Academic Progress Policy in this catalog for more information.

The Financial Aid staff is here to assist you. Students often find applying for financial aid a difficult and confusing process. Those needing help or advice are encouraged to go to the Financial Aid Office, located in the San Rafael Building, 2nd floor. In addition, we offer group sessions on how to complete the required paperwork. Please contact the office for scheduled times and dates.

## **TYPES OF FINANCIAL AID**

### **Board of Governors Enrollment Fee Waiver**

This waiver is available to California residents to cover resident enrollment and health fees. Students must demonstrate financial need by completing the Free Application for Federal Student Aid (FAFSA) or the Board of Governors Enrollment Fee Waiver Application. The maximum grant is equal to the community college enrollment fee and the health services fee.

### **Cal Grants**

The California Student Aid Commission offers three grants for which Glendale Community College students are eligible to apply. The deadline for these programs is in early March for the

following year. Students interested in this program must meet the published deadline; no exceptions are made. To apply students must complete the Free Application for Federal Student Aid (FAFSA) and a GPA Verification form (both forms are available in the Financial Aid Office).

### **Federal Pell Grant Program**

Glendale Community College participates in the Federal Pell Grant Program which provides federal grants of up to a maximum of \$2700 per year for students, depending upon the financial ability of the family and/or individual to contribute to the cost of higher education (as determined by a federal methodology). Applicants must be US citizens or eligible non-citizens and complete the Free Application for Federal Student Aid (FAFSA) and other required supplemental materials. All application materials are available in the Financial Aid Office.

Students may apply for a Pell Grant any time after January 1, 1997 until June 30, 1998.

### **Federal Supplemental Educational Opportunity Grant (SEOG)**

Glendale Community College participates in the Federal Supplemental Educational Opportunity Grant program which provides federal grants to a maximum of \$2,000 per year for students who qualify. The average full-time grant at Glendale Community College is \$800. Applicants must be US citizens or eligible non-citizens and complete the Free Application for Federal Student Aid (FAFSA) and other required supplemental materials. All applications materials are available in the Financial Aid Office.

### **Federal Work Study**

Students who are interested in the federal work study (FWS) program are required to complete a Free Application for Federal Student Aid (FAFSA) and other supplemental materials. All application materials are available in the Financial Aid Office. If awarded FWS, the student goes to the Placement Office to inquire about work opportunities.

### **Federal Family Education Loan Program**

The Federal Subsidized Stafford Student Loan program is a federally supported loan available to needy students. Eligible Glendale Community College students may borrow between \$500 and \$3,500 based on their need, year in school, and satisfactory academic progress. Students must be eligible for need-based aid to receive a Subsidized Stafford Loan. There is no repayment or interest accrual while a student is enrolled at least half-time. Six months after ceasing at least half-time enrollment, a variable interest rate (in 1996/97 this interest rate was 7.66%) begins to accrue and payments begin at a minimum of \$50 per month. There is a maximum of 10 years to repay the loan. The interest rate of a Stafford Student Loan borrowed prior to October 1, 1993 will be different than noted above; please contact your lender for more information. The Federal Unsubsidized Stafford Student Loan program is available for students who do not demonstrate financial need. While the terms of the loan are similar to those noted above, interest accrual is immediate. Students may be eligible for an additional \$4,000 through this program.

To apply for a loan under the Federal Family Education Loan Program a student must complete a Free Application for Federal Student Aid (FAFSA), a Stafford Loan application and

Glendale Community College supplemental materials as well as attend an "entrance interview" with a member of the Financial Aid staff. Please come to the Financial Aid office to receive a copy of the student loan policy.

### **Short Term Emergency Loans**

Emergency loans, not exceeding \$50, are available to enrolled students. These loans are administered by the Student Activities Office and are available only to those students awaiting disbursement of a financial aid award. To apply for a loan, a student must complete the Emergency Loan Application and be a member of the Associated Student Body (ASB). There is a \$5 service charge for each loan. Funds are limited and therefore it may not be possible to grant all requests. A student may receive only one loan per semester.

### **Campus Employment**

See Job Placement Center

## **HEALTH CENTER**

The Student Health Center, located on the first floor of the San Rafael Building, offers many services to students: first aid, health assessment by on-duty nurses, and distribution of over-the-counter medications. Also available is crisis intervention, alcohol/drug counseling, along with information and referrals for a variety of other health related situations.

Specific services include blood pressure screening, TB skin tests, vision screenings and hearing tests, tetanus, measles-mumps-rubella immunizations, and assistance with health insurance questions.

Doctors, nurse practitioners, and mental health counselors may be seen by appointment. All services, excluding lab work, are free and confidential (with specific legal exceptions).

A Health Resource Center is located in the Health Center. It contains literature from magazine and newspaper articles about many health related subjects, and is updated daily. Also in the Health Center are many video and audio tapes, for students to use, on such subjects as diet and nutrition, stress, AIDs and STD's, and exercise.

## **JOB PLACEMENT CENTER**

The Job Placement Center is located on the 2nd floor of the San Rafael Building. The mission of the Job Placement Center is to provide ongoing, comprehensive assistance to all Glendale College students in obtaining on- and off-campus employment.

JPC staff assists students in finding off-campus positions related to their disciplines. Students are advised on application and interview techniques and resume writing. In addition to providing part- and full-time job listings, the center sponsors on-campus recruiting by interested businesses who wish to hire students.

Job listings are also provided via the internet through our partnership with JOBTRAK CORP. To access these listings you must be a Glendale Community College student or an alumnus and obtain a password from the Job Placement Center.

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 the Federal Work Study program are required to apply for federal financial aid.

## **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, such as videotapes, CD-ROM programs, or videodisks.
2. Materials for student development in reading, mathematics, writing, foreign languages, and other areas in the form of video tapes, audio tapes, books, handouts, etc.

The Learning Center provides the following:

1. Computer-assisted instruction (CAI) in writing, English grammar, reading, and mathematics is offered to support classroom instruction, or, after diagnostic screening, to assist students who request help in these areas.
2. Interactive video—2 IBM compatible computers with interactive video are available to support classroom instruction.

## **LIBRARY**

Newly expanded and renovated, the Glendale Community College Library serves the entire college community by emphasizing service and providing an environment to meet your individual learning and study needs. A professional staff of librarians is available to assist you with research and study projects, and to provide instruction in the use of library resources.

The library collection is designed to meet the curricular needs of students and faculty. Reference books, print indexes and current periodicals are located on the first floor of the library (third level of the building) in addition to reference and circulation/reserve areas. The online catalog, newspaper and periodical electronic indexes, and the internet may be accessed from centrally-located computers. All of the circulating books and back issues of periodicals are on the second floor (fourth level of the building). Located on both floors are individual study carrels and study rooms. Study rooms are exclusively available for use by small groups of students. In addition to books and periodicals, the collection contains pamphlets and cassette and CD recordings.

A brief library guide and other handouts, including instructions for using the computer system, are available free to students, faculty, and other library users. The guide includes a detailed floor plan of the library and information about services, facilities, and procedures.

## **MATH/SCIENCE CENTER**

The Math/Science Center offers drop-in tutoring, and audiovisual assisted instruction for students of mathematics, chemistry, physics, and astronomy courses. It also offers computer assisted instruction for developmental mathematics students.

The center, located in SG 140, is open daily 8 a.m. to 6 p.m. (8 a.m. to 12 noon on Fridays); it is staffed by faculty members and student tutors and is equipped with some computers and VCR's.

Mathematics and physical science students are welcome; no appointment is necessary.

## **MATRICULATION SERVICES**

Matriculation is a process which is designed to assist students in planning, selecting, and achieving educational goals. The process brings the college and a student into an agreement for the purpose of realizing the student's educational goal through the college's established programs, policies, and requirements. The agreement acknowledges responsibilities of both the college and the student to attain these objectives. The primary purpose of matriculation is enhancing student success.

Listed below are the basic components of the matriculation partnership shared between the college and the student.

The college agrees to provide:

- An admissions application process.
- An orientation to the college's programs and services.
- An assessment of the student's study skills, English language proficiency, computational skills, aptitudes, goals, learning skills, career aspirations, academic performance, and need for special services.
- Counseling and advisement to develop an educational plan.
- Follow-up evaluation of each student's progress in achieving an educational goal.

The student agrees to:

- Express at least a broad educational intent upon admission.
- Declare an educational goal before or during the term after which the student completes 15 units.
- Attend class.
- Work diligently to complete course assignments.
- Demonstrate an effort to attain an educational goal.

The college is committed to student success, and with this in mind provides the following matriculation services.

### **Admissions**

For new students, the first step is applying for admission to Glendale Community College. Students will be asked to provide the college with information about themselves so the staff can provide them with the types of services needed to help them achieve their 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 the student needs to be referred to orientation and assessment programs. It is important to submit copies of high school transcripts and transcripts of any previous college work at the time of admission.

### **Orientation**

The orientation workshop, combining a short videotape with a presentation by a member of the college staff, will give the student 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 questions regarding assessment. Orientation sessions

are scheduled periodically throughout each year. A schedule of the orientation sessions is available in the Admissions and Records office.

New and transfer students are required to participate in the orientation program.

### **Assessment**

To help the students determine their skill levels in many academic areas including written English expression, reading, and mathematics, the college provides a comprehensive assessment program. Assessment scores assist the students and counselors to determine the appropriate courses for students to enroll in during the first semester.

### **Counseling and Educational Planning**

One of the most important activities involved in the matriculation process is counseling and educational planning. Professional 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 needed to assist students in achieving their objective;
4. Assisting students in course selection appropriate to their goals.

### **The Student Educational Plan (S.E.P.)**

It is important for all students to have a Student Educational Plan (S.E.P.). The S.E.P. serves as an outline of the preliminary educational program students will undertake. In addition, the S.E.P. identifies the students' goals (i.e. transfer, A.A./A.S. degree, certificate, etc.) and refers them to support services, if needed.

Students are responsible for completing the S.E.P. before finishing their first year at Glendale Community College. After completing the S.E.P., students should review the plan with a counselor, particularly if they have decided to change their educational objective, college major, or if other factors concerning their education should change.

Completion of the S.E.P. is required during the student's first year at the college. Students should make an appointment with a counselor to begin this process as soon as possible.

### **Follow-up**

Counseling and teaching faculty provide a number of follow-up services to matriculated students. These services are designed to provide information regarding the students' academic progress. Special services are provided to students on academic and/or progress probation, students in basic skills courses, and students who are undecided about their educational goal. Referrals are made to on- and off-campus services when appropriate.

### **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 assessment counselor

to discuss the results of the placement testing. The assessment counselor will determine whether the student should be offered an opportunity to "re-test" based upon mitigating factors affecting the student's test performance or be referred to the division chair.

2. *Waiver of prerequisites*—Students may challenge a course prerequisite, corequisite or limitation on enrollment on the grounds that the student has the knowledge or skills to successfully complete the course, that the prerequisite course has not been made reasonably available and will cause undue delay in completion of the student's education goal as detailed in the student educational plan; that the course has not been established in accordance with the district's process for establishing prerequisites and corequisites; or that the prerequisite is unlawfully discriminatory or is being applied in an unlawfully discriminatory manner. To request a prerequisite waiver, the student must complete the Glendale Community College Prerequisite Challenge Petition, 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 will be notified, within fifteen (15) working days, of the receipt of the petition. 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, (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 provides a variety of other counseling services to assist students.

#### 1. *Career Counseling*

The Career Center assists students in determining their academic majors, vocational or career goals. Most students require specific information about certificate, vocational and/or college preparation and career or job requirements. Often students need specialized counseling in seeing how their interests, skills, personal styles and values relate to an academic course of study. Career counseling helps students integrate their aspirations with the work world.

#### 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 students in preparing for their eventual transfer. It is particularly important to see a counselor periodically to review the requirements for transfer to the institution of their choice. In addition, the college's Transfer Center can assist students in meeting with representatives of many of the local four-year institutions and can provide them 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 Financial Aid office provides the student with counseling regarding his or her financial circumstances, and will assist the student in obtaining financial support needed to attend the college. Financial aid is available in a number of forms, including grants, loans and work-study programs.

#### 6. *Adult Re-entry Services*

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

### Course Selection and Enrollment

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

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

### Instruction and Progress Toward Goals

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

Periodically students may be contacted by the college to provide it with information regarding their progress towards completing their 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 written communication to the students regarding their progress. In either case, it is up to students to follow up on this communication so that the college may better serve them.

### **Completion of Student Goals**

The college's goal is to assist in achieving the objectives students have for themselves. However, the students must determine when this is accomplished. They are responsible for notifying the college of any change in their goals or status as it relates to the college. The college can provide students with assistance to make changes as easy as possible. Students should feel free to contact any staff member to assist them during a period of transition when they are leaving the college for some other activity or environment.

## **SCHOLARSHIPS**

Any student who has completed at least 12 units of college credit at Glendale Community College may file an application for a scholarship or grant in the Scholarship Office, CC 109. Selections are made by the Scholarship Committee or scholarship donors based on academic achievement, financial need, or other criteria established by the donors.

### **Alice Lee Ingledue Memorial Scholarship**

A scholarship is donated by the John and Bob Gregg families and Glendale Community College in honor of a pioneer Glendale business woman and long supporter of Glendale Community College. The scholarship is awarded annually to a woman transferring to upper division and majoring in business Administration, Engineering, Science, or Architecture.

### **Aleta Rutter Memorial Scholarship**

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

### **Alpha Gamma Sigma Scholarship**

The Glendale Community College Chapter of Alpha Gamma Sigma State Scholarship Society awards scholarships to its current members. The candidates must have a minimum GPA of 3.0 and must have been active in the honor society.

### **Alumni Association Scholarship (GCC)**

Each year scholarships are awarded, one to a transferring student and one to a student continuing at Glendale Community College.

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

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

### **American Association of University Women Scholarship**

The American Association of University Women awards an annual scholarship to a female student who is graduating from Glendale Community College, and transferring to a four year school.

### **American Association of University Women Scholarship (Re-entry)**

The American Association of University Women awards an annual scholarship to a female student in the Re-entry Program who is graduating from Glendale Community College, and transferring to a four year school.

### **American College Theatre Festival Scholarship**

Ten scholarships established by the Glendale Community College Theatre Guild are awarded annually. Eligible students are those 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 in December.

### **American Savings Bank Scholarship**

A scholarship is awarded by the American Savings Bank to an outstanding student majoring in business administration and transferring to upper division.

### **Angela and Anthony Battaglia**

A scholarship is awarded annually to a continuing or transferring student majoring in elementary education. Funds for this scholarship have been donated by the family and friends of Angela and Anthony Battaglia to recognize their dedicated service to the students of Glendale Community College.

### **Angela Goldberg Scholarship**

A grant is given each year to a student continuing at Glendale Community College and who is enrolled in the Drug and Alcohol Certification Program.

### **Ann Grassi Memorial**

A grant is awarded to one or two students majoring in Choreographic Studies. This award is based on merit only.

### **Ann Marie Novinger Scholarship**

A scholarship has been established in honor of Anne Marie Novinger, former Health Services Specialist at Glendale Community College, by her family and friends. The award is given to a transferring student with financial need and high academic achievement.

### **Arnulfo Casillas Memorial**

An annual award is given in memory of Arnulfo Casillas, a former Glendale Community College counselor.

### **Assistance League of Glendale Scholarship**

The Assistance League of Glendale awards an annual scholarship to a female student who is transferring to a four year school. Eligibility criteria include involvement in campus activities and community services.

### **Associated Student Body Grants**

A number of \$150 awards are granted to students continuing at Glendale Community College. Awardees are selected by the Glendale College Scholarship Committee each semester.

### **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.

## **AVIATION SCHOLARSHIPS**

### **Angeles Antiquers Scholarship**

Grants are available to two outstanding students in the Aircraft Power Plant Maintenance Program to help with the purchase of books.

### **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.



**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.

**Edward McGinley Memorial**

A scholarship funded by the family and friends of Mr. McGinley is awarded to a student in the Airframe and Powerplant Program.

**David E. Kern Memorial Scholarship**

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 chair of the Aerospace Program.

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

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

**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.

**Bonnie Koploy Memorial Scholarship**

An annual scholarship is awarded to an outstanding student in memory of a biology professor, Bonnie Koploy. The award was established by the faculty of the college and other friends of Ms. Koploy.

**Braille Transcriber's Guild Scholarship**

One scholarship is awarded to visually handicapped students either continuing at Glendale Community College or transferring to upper division studies.

**C. E. Stirdivant Memorial**

A scholarship is awarded to a student transferring to a university and majoring in ecology, environmental science, environmental biology, or environmental studies.

**California Retired Teachers Association Scholarship**

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

**Charles Gibson Academic Achievement Scholarship**

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

**Chemistry Scholarship**

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

**Classified Council Association (GCC)**

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

**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 who has completed 30 units of college work with at least a 3.0 GPA.

**Collin Guilmette Memorial**

A scholarship has been established by the Social Science Division in memory of Mr. Guilmette, a former History profes-

sor at Glendale Community College. The award will go to a transferring student who is majoring in History.

**Cora de Rowe Memorial Scholarship**

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

**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.

**Dick Charles Memorial Scholarship**

An annual scholarship given in memory of Dick Charles, a long-time supporter of the college and of the arts in the Glendale community, is awarded to continuing Glendale Community College students with at least a 2.5 GPA and with an academic emphasis in the instrumental music program.

**Drake C. Hawkins Academic Achievement Scholarship**

A scholarship has been established by the Associated Student Body to honor Drake C. Hawkins, professor of political science and division chair. The award is based on academic achievement.

**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 is awarded each spring to a student transferring to a four-year institution.

**Edvard Grieg, Norwegian Scholarship**

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

**Eleanor Kentner Kohler Memorial Scholarship**

An award is made annually to a student continuing at Glendale Community College. Special talent in art or poetry is the criteria.

**Electronics & Computer Technology (ECT) Scholarship**

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

**Elizabeth Rowley Memorial Scholarship**

An award is presented each year to a student planning to transfer to a four-year institution with a GPA of at least 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.

**Ella and Everett Lillie Mathematics Scholarship**

A memorial to Everett Lillie, husband of Ella Lillie, Professor Emeritus of Mathematics, is awarded annually to a woman transferring to upper division, majoring in Mathematics.

**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, and is donated by the Glendale Art Association and friends.

**Epsilon Epsilon Chapter of Delta Kappa Gamma Scholarship**  
One scholarship is awarded to a female student transferring to a four-year institution. The scholarship is only given in even years.

**Ernest and Patricia Horton Philosophy Scholarship**  
Established in honor of Ernest and Patricia Horton, this scholarship is awarded annually to a transferring student majoring in philosophy.

**Faculty Award for Academic Excellence (GCC)**  
The faculty of Glendale Community College annually awards a plaque and a monetary award to a student with a GPA of 3.5 or better in at least 60 units, 45 of which must have been taken at Glendale Community College.

**Fidelity Federal Scholarship**  
An annual scholarship is awarded to a continuing student at Glendale Community College planning to major in business administration with an emphasis on finances. A 3.0 GPA in at least 24 units is required with preference for a minority student.

**Florence Miller Hammer Scholarship**  
A scholarship is awarded to a continuing student who has exhibited outstanding leadership skills and provided service to the college and community. Funds for this scholarship have been donated by the family and friends of Florence M. Hammer to honor her dedicated service to the scholarship program and the Glendale College Foundation.

**Gateway Kiwanis Scholarship**  
The Gateway Kiwanis Club of Glendale awards a scholarship each year 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 Mr. Gerry George, who was a counselor in the Disabled Students Center. The award is given to an outstanding disabled student.

**Glendale Area Schools Federal Credit Union Scholarship**  
One \$200 scholarship is awarded to a student continuing at Glendale Community College or transferring to a four-year institution.

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

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

**Glendale Business and Professional Women Scholarship**  
A scholarship is awarded to a female student continuing at Glendale Community College. Must be a Glendale resident.

**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.

**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 Program.

**Helen I. Conner Nern Memorial**  
Scholarships are awarded on the basis of merit to promising vocal and drama students. These scholarships are made possible through a gift by the late Helen Conner Nern because of her love of music and theatre.

**Helen Neufeld Woman-in-Medicine Scholarship**  
A scholarship is awarded annually to a former female student who has completed her lower division science requirements at Glendale Community College and has been accepted to an A.M.A accredited school of medicine, leading to a M.D. degree.

**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.

**Hoover High School—Ruth Starr Business Scholarship**  
Scholarships for students majoring in business are awarded each semester to Hoover High School graduates attending/or planning to attend Glendale Community College. Funds for the scholarship have been donated by Ruth Starr, a former faculty member at Hoover High School and Glendale Community College.

**Hughes Journalism Scholarship**  
A scholarship is awarded by Mr. Tom Hughes to an outstanding journalism student.

**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 GCC International Club.

**J. Lee Gregg Memorial Scholarship**  
The Field Foundation has established a scholarship in memory of Mr. J. Lee Gregg, prominent Glendale citizen. The award is given to one or two outstanding students transferring to a four-year institution.

**Jane Knecht Memorial Scholarship**  
A grant is awarded every year in memory of Jane Knecht to a music major student.

**Janet and John Delmonte Scholarship**  
One scholarship of \$1000 established by Mr. & Mrs. John Delmonte is awarded in the spring to an outstanding math or science major transferring to a four-year institution.

**Jean Larson Memorial Scholarship**  
A scholarship in memory of Mrs. Jean Larson, former vice president, Administrative Services at Glendale Community College, has been established by her husband and friends. The scholarship is awarded annually to a Glendale Community College student transferring to upper division studies.

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

**Jo Rae McCuen**

A scholarship is awarded in honor of Jo Rae McCuen, former dean of the Evening College. The scholarship is given to a Glendale Community College student planning to study abroad.

**John and Elsa Kreider Scholarship**

A scholarship is awarded to assist a student transferring 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.

**John and Virginia Hedlund Scholarship**

A scholarship donated by friends and family of Virginia and John Hedlund in honor of the first president of the Glendale College Foundation is awarded annually. The award goes to a student with a major in print journalism, graphic arts or literary writing.

**John E. Kienle Memorial Scholarship**

Scholarships are awarded for superior achievement in sociology and/or anthropology to students in these areas. The scholarships were funded in memory of a former teacher of sociology at Glendale Community College.

**Johneta Van Avery Memorial Scholarship**

A scholarship in memory of Johneta 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 25 pursuing a career in the RN program.

**Kiwanis Club of Glendale Scholarship**

A scholarship is awarded to a transferring student and is based on academic record and extra curricular and civic activity, with financial need also considered.

**L'Experience Restaurant Scholarship**

Scholarships/awards are given by Yeimei Wang, professor of Culinary Arts, to honor outstanding students majoring in the Food Services Program.

**Lisa Gelfand Sollars Memorial**

A scholarship established in memory of a former Glendale Community College student by her family and friends is awarded annually to a continuing student involved in campus activities and community services.

**Lois D. and George S. Witt Memorial**

An annual scholarship is awarded in memory of Lois D. and George S. Witt.

**Loramae T. Venola Memorial**

A scholarship established in memory of Mrs. Venola by her husband and family is awarded annually to a continuing student who has excelled in photography.

**Lorena Elise Seelos Memorial Scholarship**

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

**Los Angeles County Medical Association Award**

Three awards are given to help nursing students with college expenses while attending 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 Students' Art Show in the spring.

**Loyd Noble Memorial Award**

A grant is awarded to a continuing student majoring in business with a 3.25 GPA or better at Glendale Community College.

**"Magic Music" Robert D. and Robert W. Butcher**

A scholarship is awarded to a disabled student continuing at Glendale Community College with a major or minor in music.

**Male and Female Scholar/Athlete Scholarship**

Two scholarships are awarded to a male and female student demonstrating outstanding scholarship, citizenship and athletic achievement. To qualify, a candidate must have a 3.5 GPA in at least 36 units and have participated in two seasons of sports at the community college level.

**Margaret E. Voegelé Scholarship**

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

**Martin Mondrus Art Scholarship**

An award is given in the spring to encourage students to do good work in art.

**Mary D. Burke (Vocal)**

A grant is awarded by the Burke family to a student majoring in music.

**Mikey Montante Memorial Scholarship**

A grant is awarded to a continuing student with a 3.5 GPA, majoring in language arts (English, foreign language, philosophy, history or fine arts).

**Music Theatre Scholarship (GCC)**

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

**N. Arthur Rasmuson Scholarship**

A scholarship has been established by the Associated Students to honor N. Arthur Rasmuson, former executive vice president Instructional Services. Award is based on academic achievement.

**National Charity League scholarship**

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

**Northwest Glendale Lions Club Scholarship**

Scholarships are awarded each year by the Northwest Glendale Lions Club to disabled students transferring to upper division or continuing at Glendale Community College.

**Oakmont League of Glendale Scholarship**

The Oakmont League of Glendale awards scholarships annually to transferring students, assisting them in completing their education at a four-year institution.

**Oakmont League Fine Arts Scholarship**

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

**Patricia A. Lienhard Academic Achievement Scholarship**

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

**PATRONS CLUB SCHOLARSHIPS****Art Scholarship**

A scholarship is awarded to a student majoring in art who has completed two or more semesters at Glendale Community College.

**Bicentennial Scholarship**

A scholarship is awarded yearly to a student transferring to upper division. The scholarship is awarded in celebration of the bicentennial of our constitution in honor of all men and women who served in the United States Armed Forces.

**Charles Reinhart Sr. Memorial Scholarship**

A scholarship is awarded to a student continuing at Glendale Community College or transferring to upper division. The student must be in financial need and have a 2.5 or better GPA. The student must be a United States citizen and a Marketing/Business Administration major.

**Elsie Bishop Memorial Scholarship (Outstanding Woman)**

The Glendale Community College Patrons Club awards a scholarship to an outstanding student selected by the student body. This scholarship is in honor of Elsie Bishop, former dean of students at Glendale Community College.

**50th Anniversary Scholarship**

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

**Fine Arts Scholarship**

A scholarship is awarded to a continuing student at Glendale Community College with a 2.5 or better GPA.

**Grants-in-aid**

Grants are awarded to students for use at Glendale Community College 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.

**H. Rex Craig Memorial Scholarship**

A scholarship is awarded to a freshman student continuing at Glendale Community College in the field of science. The recipient is selected by the science faculty.

**Humanities**

A scholarship is awarded to a transferring student at Glendale Community College majoring in the humanities.

**J. Walter Smith Scholarship (Outstanding Man)**

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

**John A. Davitt Scholarship**

The Patrons Club awards a scholarship to an outstanding transferring student with definite career goals. The scholarship is in honor of Dr. John A. Davitt, superintendent/president who formerly held the positions of vice president

of Instructional Services and administrative dean of Student Personnel Services at Glendale Community College.

**John A. Grande Scholarship**

The Glendale Community College Patrons Club and friends of Dr. Grande award a scholarship 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 of Glendale Community College and former executive director of the Glendale College Foundation.

**Kenneth Kobellas Memorial Scholarship**

A scholarship is awarded to a male student continuing at Glendale Community College or transferring to upper division. The student must be a graduate from one of the high schools within the Glendale Unified School District and must be a United States citizen.

**Matt Gillespie Memorial Scholarship**

A perpetual scholarship 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. The scholarship is given to a returning, outstanding defensive lineman as selected by the Athletic Department.

**Music Scholarship**

A scholarship is awarded to a continuing student at Glendale Community College majoring in the field of music. The student must have a 2.5 or better GPA.

**Past Presidents' Scholarship**

A scholarship is awarded to a student transferring to upper division with a GPA of 2.5 or better.

**Retired Deans Scholarship**

A scholarship is awarded to a continuing student at Glendale Community College. The student must have a 2.5 or better GPA.

**Theatre Arts Scholarship**

A scholarship is awarded to a continuing student at Glendale Community College majoring in the field of theatre arts. The student must have a 2.5 or better GPA.

**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 is awarded annually to a woman studying vocal music.

**Professor Derrill Place Memorial Scholarship**

One scholarship is awarded to an outstanding graduating student majoring in journalism. Funds for this scholarship have been donated in memory of Professor Derrill Place, former journalism instructor at Glendale Community College.

**Rae Berry Scholarship**

Two scholarships are awarded each year to female students in the Re-entry Program.

**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.

#### **Richard W. Tang Memorial**

Each year, a scholarship is awarded to the outstanding male athlete of Glendale Community College.

#### **Robert Grumbley Memorial Scholarship**

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

#### **Robert J. Taylor Academic Achievement Scholarship**

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

#### **Robert Pike Whitten Scholarship**

Scholarships are awarded each semester to theatre arts students by Mr. Robert Pike Whitten. Mr. Whitten has established these scholarships to encourage and financially assist students pursuing a career in the fine arts.

#### **Robert Thomsen Memorial Scholarship**

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

#### **Rossall-Smith Men and Women Scholar Athlete**

A scholarship is awarded to the outstanding male and female scholar athlete.

#### **Rossall-Smith Men and Women Trustee**

Two scholarships are awarded each year to continuing male and female students who have demonstrated excellent leadership qualities.

#### **Rossall-Smith Nursing Grants**

Grants are awarded to students in the Nursing Program to help them with school expenses.

#### **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 transferring to a four-year institution.

#### **Ruth L. Memmler, M.D. Scholarship**

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

#### **Sandie Myers Memorial Scholarship**

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

#### **Sara Evelyn Clover Memorial Scholarship**

A scholarship has been established by the family and friends of Sara Evelyn Clover in her memory. The award is given each spring to an outstanding transferring student.

#### **Scholar Award (GCC)**

The award will go to a transferring student who has completed the College Scholars Program and has given special services above and beyond the call of duty to that program.

#### **Sharon Costales Veterans Scholarship**

One scholarship is 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.

#### **Southern California Restaurant Writers Award**

A scholarship is awarded by the Southern California Restaurant Writers Association to the outstanding student in the Food Services Program.

#### **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 Glendale Community College.

#### **Terry Markwell Memorial**

A scholarship is awarded in memory of Terry Markwell a former Glendale Community College dance instructor. The scholarship is awarded annually to a student studying dance.

#### **Tim Richards Foundation**

One scholarship is awarded to a transferring or continuing physically disabled student.

#### **Tuesday Afternoon Club Scholarship**

Each year, the Tuesday Afternoon Club awards scholarships to outstanding students in botany, fine arts and general courses and who are transferring to an upper-division institution.

#### **Verdugo Hills Women's Council of Realtors scholarship**

A scholarship is awarded every spring to a mature woman wishing to return to a career in business and preferably in the real estate field.

#### **Walter R. Huber Art Scholarship**

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

#### **Wayne Striker Memorial Scholarship**

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

#### **William H. Fell Memorial Scholarship**

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

#### **William Wessly Memorial Scholarship**

Three 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 were donated by the late Dr. William Wessly, a Glendale physician, in memory of Charlotte and Ernestine Rose Wessly. (Formerly Aesculapian Scholarship.)

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

The Women's Athletic Club of Glendale awards a scholarship to an outstanding student in the graduating class who plans to make physical education a career.

## SERVICE LEARNING CENTER

The Service Learning Center at Glendale Community College serves as a resource and placement center to help students make service and volunteer work a vital part of their college experience. The center provides services and information to help students make the most of their volunteer experience including general orientations, a database of over 120 local non-profit agencies where service can be performed, reflection sessions which help students discuss their experience with other students doing service, and follow-up activities to ensure the best possible placement.

Students choose to perform service for a variety of reasons, including:

- exploration of career options;
- fulfillment of civic duty and/or social responsibility;
- experience in chosen field of study/major;
- experience to list on resume and/or college application

In addition to volunteer work, the center works with select faculty to implement *Service Learning* (service that is connected to actual classroom instruction) into certain courses. Students either receive extra-credit or choose volunteer service as their class project. Since this list changes each semester, please check with the center for an updated copy.

Students and faculty are encouraged to propose their own service activity. Contact the center for more information.

The SLC can be reached at 818-240-1000, extension 5789 or 5790 and is located in Administration Building, room 124. Hours of operation are Monday through Thursday, 9 a.m.-3 p.m. and Friday, 9 a.m.-12 noon.

## TRANSFER CENTER

The Transfer Center is a counseling program designed to assist students with the process of transferring to four-year colleges and universities. The Transfer Center is especially committed to the goal of increasing the transfer rate of under represented students to institutions of higher learning.

The center provides counseling and advising, workshops, and transfer day and evening programs, maintains a library of catalogs, materials and applications for CSU, UC and private universities, and hosts university representatives who advise students.

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 on the second floor of the San Rafael Building.

## TUTORING CENTER

The Tutoring Center is a specialized service of the Learning Center. It is located in AD 232. The center 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 center. Services include individual tutoring, study groups, group tutoring, and review sessions. 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 and labs for vocational and technical courses. The instructors request tutors for their classes and the tutors work closely with the instructors to meet the specific needs of the students and the demands of the course.
3. Glendale Community College students who receive a recommendation from their instructors are eligible for paid tutoring positions. 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. A 1-unit credit/no credit class. 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 this Training Program. Certificates are earned in regular, master, and advanced levels.

## THE WRITING CENTER

This one-on-one tutoring service offers students (on a first-come, first-served basis) help in writing for any purpose, including paragraphs, essays, business letters, research papers, and abstracts. Enrollment in an English course is not necessary. The Writing Center is open Monday through Saturday (except during final exams). The current schedule is posted in AD232. The Writing Center is staffed by a writing technician and student tutors who have demonstrated the ability to tutor up to the level of Freshman English (English 101). The Writing Center *is not* a proofreading or editing service. Tutors will, however, assist student writers in terms of clarity, organization, and development. Tutors *will not* comment on the grade a student's paper might receive. Grading students' writing is an instructor's responsibility.



Students celebrate World Culture Week with exhibits, foods and a parade of international dress.



## STUDENT ACTIVITIES & ORGANIZATIONS

The Office of Student Activities coordinates a wide variety of activities, programs, and services to help students broaden their educational experiences at Glendale College. The goal of the student activities program is to provide students with opportunities to develop their leadership skills through participation in student government, cultural programs, campus activities, and student clubs and organizations.

### **ASSOCIATED STUDENTS OF GLENDALE COMMUNITY COLLEGE (ASGCC)**

The Associated Students of Glendale Community College (ASGCC) is the official student government organization. Elected each semester, the ASGCC Legislature meets weekly to determine budgetary expenditures, establish and review policies, and coordinate programs and services that benefit students. Legislature meetings are held every Tuesday morning in the ASGCC conference room located in the Campus Center.

#### **ASGCC Membership**

Students who pay the Student Services fee each semester automatically become members of the Associated Students of Glendale Community College. This membership enables students to participate in activities, programs, and services financed by the ASGCC. The Student Services fee partially finances the annual ASGCC budget that provides financial support to more than 100 campus programs and activities. Included among the ASGCC-funded services are Health Center doctors, immunizations for students, tutoring, evening child care, athletics, emergency book loans, the student newspaper, and many more.

#### **Eligibility Requirements for ASGCC Candidates and Officers**

All students are encouraged to participate in ASGCC affairs and run for an elected position within the organization. Candidates for an elective office must complete the required nominating petitions and meet the eligibility requirements before their candidacy is approved by the Office of Student Activities. Candidates must be enrolled in at least nine units and have a minimum cumulative grade point average of 2.0 to be eligible to run for office. Once a student is elected to office, he or she must carry a minimum of 12 units and maintain a 2.0 grade point average throughout their term to remain eligible.

#### **Student Government Elections**

The ASGCC sponsors campus-wide student government elections during the fall and spring semesters. Any currently enrolled Glendale College student who is a member of the Associated Students may vote in an ASGCC election.

#### **ASGCC Officers**

The ASGCC Legislature consists of seventeen student leaders who are elected by the student body. Elected officers include the ASGCC President, Vice President of Administration, Vice President of Finance, Vice President of Campus Activities, and Vice President of Campus Relations. These five positions make up the ASGCC Executive Committee. The Legislature membership also includes a total of twelve senators including three Senators of Administration, three Senators of Finance, three Senators of Campus Activities, and three Senators of Campus Relations.

#### **Student Newspaper**

The El Vaquero is the official student newspaper of Glendale Community College. Written and edited by journalism students, the paper focuses on campus news and issues related to students. The El Vaquero is published biweekly and is available to the campus community free of charge.

### **ATHLETIC PROGRAM**

Glendale Community College offers a comprehensive and competitive intercollegiate athletic program for both men and women. The Vaquero athletic teams compete as members of the Western State Conference. Men's sports include baseball, basketball, cross-country, football, soccer, tennis, and track and field. Women's sports include basketball, cross-country, soccer, volleyball, tennis, and track and field.

The men's and women's athletic programs are supported by full-time coaches and staff including a certified athletic trainer. Additionally, a full-time athletic counselor provides academic support services to athletes including educational planning, enrollment advisement, and career guidance.

### **STUDENT CLUBS AND ORGANIZATIONS**

Students are encouraged to participate and play an active role in campus life by joining a student club or organization. Supervised by the Office of Student Activities, more than thirty clubs and organizations give students an opportunity to explore specialized interests and serve the campus community. These groups are usually organized according to four main themes including academic achievement, cultural awareness, religious awareness, and special interests.

**Academic Achievement:** Alpha Gamma Sigma (AGS) and the Scholars are two organizations focused on promoting academic excellence among students. Both AGS and the Scholars provide valuable service to the college community and raise funds to support the college's scholarship program.

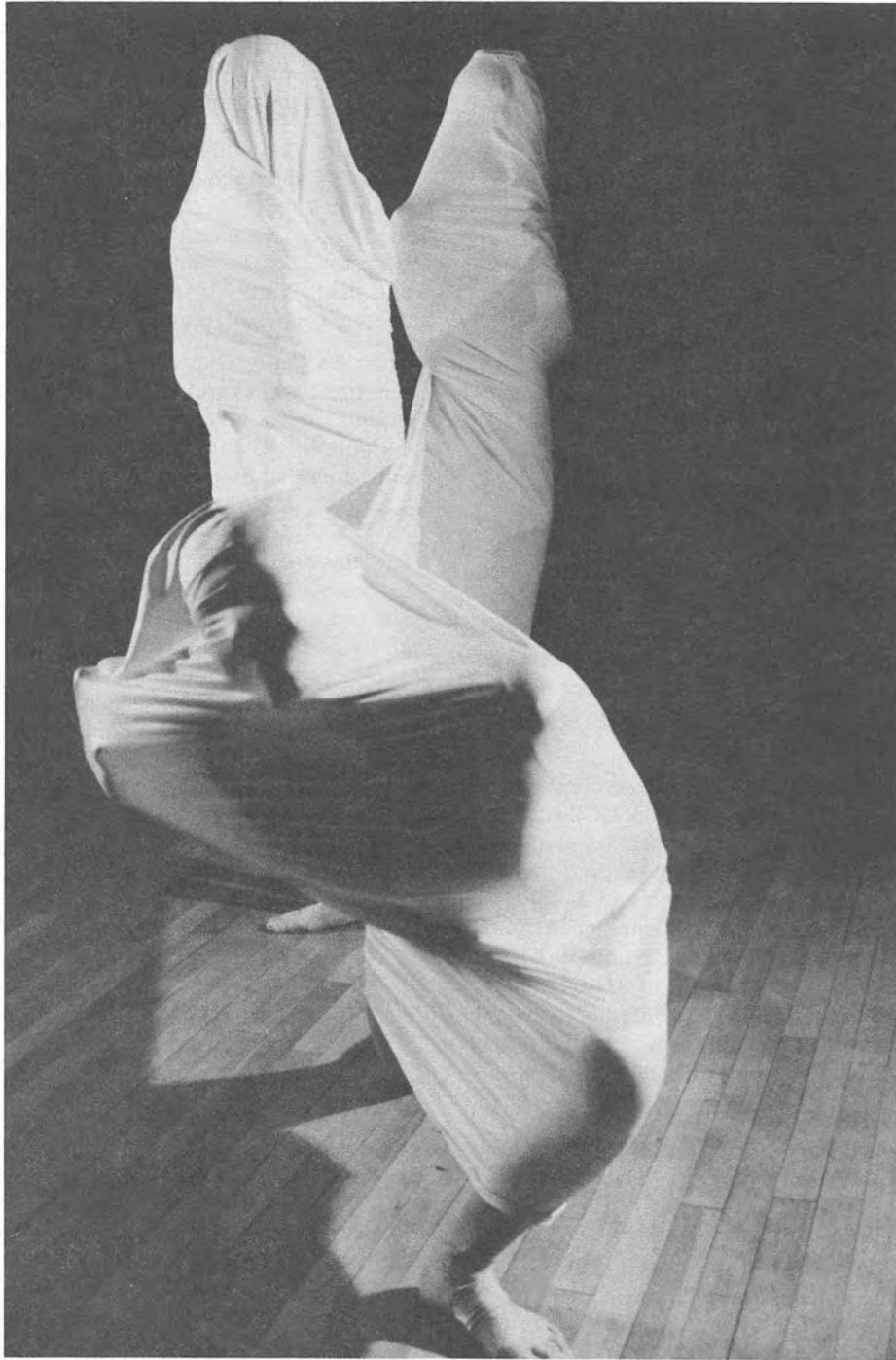
**Cultural Organizations:** Cultural organizations provide students with opportunities to learn about other cultures and meet students with similar backgrounds. These groups have included the Armenian Student Association, Black Student Alliance, Chinese Student Club, Vietnamese Club, Korean Club, Filipino Cultural Awareness Association, International Students Club, Association of Latin American Students (ALAS), and the Organization of Latinos for Higher Education (OLHE).

**Special Interest Clubs:** Numerous special interest clubs enable students to participate in activities with others who share similar interests. Special interest clubs have included groups such as the Baja Field Studies Club, Lesbian and Gay Student Union, German Club, College Republicans, Real Estate Club, and Future Lawyers of America.

**Religious Clubs:** Religious clubs offer students a chance to increase religious awareness and interact with other students with similar beliefs. Active religious clubs have included the Latter-day Saints Student Association (LDSSA), Korean Christian Club, and the Christian Fellowship.

*Additional information about campus activities and student leadership programs is available in the Office of Student Activities located in the Campus Center.*





The student Dance Performance draws a full house for nine performances each spring.

# 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 placement test 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.

### Computerized Arithmetic Test

This test is required for Nursing applicants.

### 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 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, 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, listening comprehension, and a writing sample.

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

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

### Mathematics Placement

All students who have not taken a mathematics course at Glendale Community College or other accredited institution

are required to take a mathematics placement examination prior to enrolling in any mathematics course, except Mathematics 190. Students who have completed the appropriate prerequisite at another college or university must have transcripts or other proof of satisfactory completion of the course prior to registering in a more advanced class.

The test is designed for initial placement only. Once placed in a Glendale College mathematics course, students advance in the sequence according to Glendale College course prerequisites.

Placement Tests	Test Score Longevity	Test Taking Policy
Chemistry	one year	once per year
Computerized Arithmetic Test	one semester	once per semester
English Placement	five years	once per year
ESL Placement	one year	twice within one year
ESL/NCR Placement	one year	once per year
Mathematics Placement	one year	once per year

## CATALOG RIGHTS

### New Students

When a new student first begins attending Glendale Community College, he or she will come under the catalog requirements in effect at that time; thus, a student who begins in fall 1996 semester will follow the requirements for graduation, G.E. certification for the CSU, and certificates of completion that are listed in the 1997-98 Glendale Community College catalog.

### Continuing Students

1. A student remaining in continuous attendance in regular sessions at the campus of any California community college or in any combination of California community colleges and the California State University may, for the purpose of meeting graduation requirements or G.E. certification for the California State University, elect to meet the catalog requirements in effect at the time of beginning his or her continuous enrollment at the California State University or at a California community college.
2. Students may maintain their continuing student status for catalog purposes provided that they complete a course and earn units at Glendale Community College at least one semester during an academic year without missing two consecutive semesters.

### Returning Students

1. Students who return to Glendale Community College and would normally be placed under the new catalog requirements in effect, may petition for their original catalog if the following conditions are met:
  - a. Student has earned 45 semester units with a minimum GPA of 2.00 and these units are recorded on the student's official transcript at Glendale Community College. Units earned may reflect courses taken at Glendale Community College as well as courses taken at other institutions.

- b. Student has seen a counselor, has completed an SEP, and has officially declared a major and an educational goal (including transfer institution, if applicable).

### **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 admission and will receive priority registration over new and returning students.

### **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.

### **FEES**

**All fees are subject to change by the state of California and the Glendale Community College District Board of Trustees.**

**Enrollment Fees:** All resident students must pay the mandatory basic enrollment fee each semester or summer intersession of \$13 per unit.

**Nonresident Tuition:** A nonresident tuition will be charged to students who are residents of other states, who are foreign nationals, or who have taken legal residence in California for less than one year. The tuition is \$117 per semester unit and is paid in addition to the basic enrollment fee of \$13 per unit.

**Health Services Fee:** 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 \$11 per semester and \$8 for the summer intersession.

**Student Services Fee:** The Student Services fee is \$10 per semester for both day and evening students. This fee provides membership in the A.S.B. and funds various college activities such as: a scholarship program, the emergency loan fund, the college bookstore, the newspaper, inter-collegiate athletics, and instructional support units such as the Learning Center and the Tutorial Center.

**Student Photo I.D. Fee:** All new students are required to purchase a photo I.D. card. The card is issued when students register and is used at the library, offices in College Services, and instructional labs at the college. The cost is \$7 for new cards as well as replacements.

**I.D. Card Validation Fee:** A \$1 per semester or intersession fee is charged to update the student's I.D. card.

**Grade Mailer Fee:** A \$1 per semester or intersession is charged to cover the mailing of final grades and information regarding registration for the upcoming semester.

**Returned Checks:** A fee of \$30 will be charged for all checks returned by the bank for insufficient funds, or stop payment.

Students are held responsible for any loss or breakage of college equipment. At the time of registration, students will have the expenses of purchasing textbooks, supplies, and other incidentals.

### **REFUNDS**

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

Requests for refunds must be initiated by the student and will be processed according to the following:

**Summer**—Students who withdraw (or drop units) during the first week of the summer intersession are entitled to a refund provided that they submit a refund application during week two when refunds are processed.

**Fall and Spring**—Students who withdraw (or drop units) during the first two weeks of the semester are entitled to a refund provided that they submit a refund application during weeks three and four when refunds are processed.

Refund request forms are available in the Student Business Services window in the lobby of the Administration Building. Student must present an I.D. card and a receipt showing payment of fees. There is a \$10 refund processing fee.

## **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 a program change (add/drop) form.

All continuing students register according to the dates and times assigned to them in the STARS postcard. 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 telephone. For information concerning this process, consult the semester Schedule of Classes or call the Office of Admissions and Records, (818) 240-1000.

After the beginning of the semester, students may:

- enroll in open semester-length courses through the first week of the semester without the permission of the instructor;
- enroll in closed semester-length courses with the permission of the instructor through the third week of instruction; and
- enroll in courses less than 18 weeks provided that 15% of the class meetings have not been held.

No registrations or adds of semester-length classes are allowed after the end of the third week of instruction.

Enrollment in classes becomes official only when the student files the proper registration forms and pays the appropriate fees.

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.

A "non-resident student" may be admitted to Glendale Community College, but will be required to pay either an out-of-state or an international student tuition charge as appropriate to their circumstances. The tuition rates are established on a yearly basis. For information concerning the current rates please contact the Office of Admissions and Records.

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

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

9. The residence of an unmarried minor alien shall be derived from his or her parents pursuant to the provisions of subdivisions (f) and (g).

\*California Education Code Section 68062

## **STUDENT RECORDS**

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

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

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

## **STUDENT RESPONSIBILITY**

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

The college establishes certain academic policies and requirements which must be completed before a degree or certificate can be granted. These include major and unit requirements, as

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

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

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

## **TRANSCRIPTS**

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

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

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.

# 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 Petitions 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 all class meetings during the first week of instruction 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. A course may be repeated once only when the grade received was substandard ("D," "F," or "NC") or when a grade of "W" has been recorded. In instances where students may not repeat a course as a result of receiving one or more "W" grades, such students shall request waivers by petitioning to the college Petitions Committee. Such waivers shall be based on extenuating and verifiable circumstances which required the student to withdraw from the course.
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 experi-

ence 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 include 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 Advanced Placement Program of the College Entrance Examination Board. Course credit is granted for Advanced Placement Examinations with a score of three or higher if the division concerned has determined that the material covered is comparable to a specific course offering within that division. In general, scores of 3 satisfy Glendale Community College's graduation requirements for the associate degree while scores of 4 and 5 satisfy requirements for CSU breadth and IGETC certification.

Credit for Advanced Placement will be granted only during the fall and spring semesters to students who have successfully completed or are enrolled in at least 12 units at Glendale Community College.

It is the student's responsibility to petition for credit through the Office of Admissions and Records. Since several universities require a minimum score in order to receive subject credit, students must discuss the applicability of AP credit with an academic counselor prior to submitting a petition to the Office of Admissions and Records.

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

The maximum number of credits allowable for Advanced Placement and/or Credit by Examination shall not exceed 30 units. Credit by examination transferred from other institutions is counted toward this maximum.

Advanced Placement credit is granted for fulfillment of Glendale Community College's degree requirements, GE breadth certification for the CSU, and IGETC. However, when a student transfers to any other college or university, that institution routinely re-evaluates Advanced Placement units in accordance with its own internal policies. Thus, Advanced Placement units remain intact and do not transfer as Glendale Community College courses.

**CREDIT FOR ADVANCED PLACEMENT EXAMINATIONS**

<b>Name of Examination</b>	<b>Score</b>	<b>Credit Granted</b>
Art (History)	3, 4 or 5	3 units—GCC Humanities graduation credit
Art (Studio-Drawing)	3	3 units—elective credit toward graduation
Art (Studio-General)	4 or 5	See Division Chair
Biology	3 4 or 5	3 units—GCC Natural Science graduation credit 4 units—credit for GCC's Biology 122
Chemistry	3 4 or 5	3 units—GCC Natural Science graduation credit 5 units—credit for GCC's Chemistry 110
Computer Science (A)	3 4 or 5	3 units—GCC Communication & Analytical Thinking graduation credit 3 units—credit for GCC's CS/IS 110
Computer Science (AB)	3 4 or 5	3 units—GCC Communication & Analytical Thinking graduation credit 4 units—credit for GCC's CS/IS 130
Economics (Micro)	3 4 or 5	3 units—GCC Social Science graduation credit 3 units—credit for GCC's Economics 101
Economics (Macro)	3 4 or 5	3 units—GCC Social Science graduation credit 3 units—credit for GCC's Economics 102
English (Lang. & Comp.)	3 4 or 5	3 units—GCC English Composition graduation credit 3 units—credit for GCC's English 101
English (Lit. & Comp.)	3 4 or 5	3 units—GCC English Composition graduation credit 3 units—credit for GCC's English 101
French Language	3 4 or 5	3 units—GCC Humanities graduation credit 10 units—credit for GCC's French 101-102
French Literature	3 4 or 5	3 units—GCC Humanities graduation credit 3 units—credit for GCC's French 124
German Language	3 4 or 5	3 units—GCC Humanities graduation credit 10 units—credit for GCC's German 101-102
Government & Politics: United States	3 4 or 5	3 units—GCC American Institutions graduation credit 3 units—credit for GCC's Political Science 101
Government & Politics: Comparative	3 4 or 5	3 units—GCC Social Science graduation credit 3 units—credit for GCC's Political Science 102
History: United States	3 4 or 5	3 units—GCC American History graduation credit 6 units—credit for GCC's History 117-118
History: European	3 4 or 5	3 units—GCC Social Science graduation credit 6 units—credit for GCC's History 101-102
Mathematics: Calculus AB	3 4 or 5	3 units—credit for GCC's Mathematics 100 5 units—credit for GCC's Mathematics 103
Mathematics: Calculus BC	3 4 5	3 units—credit for GCC's Mathematics 100 5 units—credit for GCC's Mathematics 103 10 units—credit for GCC's Mathematics 103-104
Music: Theory	3 4 or 5	3 units—GCC Humanities graduation credit 3 units—credit for GCC's Music 102
Physics B	3 4 or 5	3 units—GCC Natural Science graduation credit 3 units—credit for GCC's Physics 110
Physics C	3 4 or 5	3 units—GCC Natural Science graduation credit 3 units—credit for GCC's Physics 110
Psychology	3 4 or 5	3 units—GCC Social Science graduation credit 3 units—credit for GCC's Psychology 101
Spanish Language	3 4 or 5	3 units—GCC Humanities graduation credit 10 units—credit for GCC's Spanish 101-102
Spanish Literature	3 4 or 5	3 units—GCC Humanities graduation credit 3 units—credit for GCC's Spanish 124



## 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. If a course has already been taken for credit, it is not repeatable for Credit by Examination.

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, 110
- Administration of Justice 101, 108, 110, 116, 118, 120
- Allied Health (Nursing) (all except 140, 141)
- Architecture 101
- 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
- Business Office Technology 106, 120, 155, 205
- Chemistry 101, 102, 110
- Computer Science/Information Systems 105, 110
- Cosmetology 111, 112
- Drafting 129, 131, 141
- Economics 101\*, 102\*
- Egyptian Hieroglyphs 101, 102
- Electronics and Computer Technology 101, 102, 103, 110
- Engineering 101
- English 101\*+
- Fashion Design Merchandising 102
- Geology 101, 105, 110
- Health 101, 102, 104, 107, 109, 110

- History 107\*, 108\*, 117\*, 118\*
- Machine Technology 101, 111
- Metallurgy 150
- Metals 150
- Political Science 101\*, 105
- Psychology 101\*
- Sociology 101\*
- Technical Education 142, 143
- Television 101

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

\*Also available through CLEP.

+Also 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  
 Allied Health 108, 122, 123  
 Armenian 110, 111  
 Business Office Technology 130, 200  
 Chinese 110, 111, 112  
 Computer Science/Information Systems 99, 108, 191, 192, 200, 201, 202, 206, 208, 220  
 English 152, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192  
 English as a Second Language 115, 116, 117, 177  
 French 110, 111, 113  
 German 110, 111  
 Independent Studies 101  
 Internship 150  
 Italian 110, 111  
 Japanese 110, 111  
 Korean 110, 111  
 Mathematics 151, 152, 153, 180, 190  
 Music 140, 239  
 Russian 110, 111  
 Social Science 146  
 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 and enrolled for six or more units (or three or more units in a summer session) may designate one course for Credit/No Credit. The course designated must be outside of courses required for the student's major. The number of Credit/No Credit units earned may not exceed twelve (12), exclusive of those earned in courses which are graded only on Credit/No Credit, with no more than one such course option during any semester or summer intersession.

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

Accounting 105, 106, 110, 111, 120, 130, 150, 155, 160  
 Administration of Justice (all except 160)  
 Alcohol/Drug Studies 101, 110, 115

Anthropology 101, 102, 103  
 Architecture (all)  
 Armenian 115, 116  
 Art (all)  
 Biology 127, 128, 131, 132, 135, 139, 145, 146  
 Business Administration (all)  
 Business Office Technology (all except 130, 200)  
 Chemistry 110, 114, 143  
 Child Development (all except 158, 175, 176)  
 Clothing and Textiles 105  
 Computer Science/Information Systems (all except 99, 108, 191, 192, 200, 201, 202, 206, 208, 220)  
 Culinary Arts (all except 128)  
 Dance (all except 158, 160, 171)  
 Economics 101, 102, 107  
 Egyptian Hieroglyphs 101, 102  
 Electronics and Computer Technology 111, 112, 212, 222  
 English 103, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 122, 123, 124, 125, 126, 128, 140, 150, 151, 155, 156, 157  
 English as a Second Language 123, 125, 133, 135, 141, 145, 151, 155  
 Ethnic Studies 101, 102, 110, 111, 122, 124, 132, 164  
 Fashion Design Merchandising (all)  
 Fire Science (all)  
 Geography 110, 111  
 Geology 101, 105, 110  
 German 125, 126  
 Health 101, 102, 104, 107, 109, 110  
 History 101, 102, 106, 107, 108, 109, 111, 112, 113, 114, 115, 119, 120, 121, 122, 131, 132, 133, 135, 136, 151  
 Humanities 101, 102, 105, 110, 111, 117, 120, 125, 130, 135  
 Independent Studies 149  
 Mathematics 140, 141, 145, 146, 148, 158  
 Music (all except 140, 239)  
 Paleontology 101  
 Philosophy (all)  
 Photography (all)  
 Physical Education 105, 120-286, (except 128, 228) 288-295  
 Physical Science 131  
 Physics 110  
 Political Science 102, 106, 107, 110, 111, 151  
 Psychology (all)  
 Real Estate (all)  
 Sign Language 101, 102, 103  
 Social Science 102, 103, 122, 124, 125, 126, 127, 134, 136, 145  
 Sociology (all)  
 Spanish 115, 116, 125, 126, 127, 128  
 Special Projects 150  
 Speech 104, 105  
 Student Development 145  
 Technical Education 147  
 Television 101, 102, 104, 111  
 Theatre Arts 101, 102, 103, 104, 107, 109, 110, 121, 122, 123, 130, 131, 134, 140, 151

## FINAL EXAMINATIONS

At the end of each semester a special final examination schedule is followed. Students must attend all classes in accordance with the special schedule for that period. This arrangement permits the giving of final examinations in those classes which require them and the completion of the instructional program in the other classes. No student shall be excused from taking a final examination where such is required as part of a course.

## GENERAL CONDUCT

In order to provide a positive educational environment and maintain the health and safety of the campus community, the Board of Trustees of Glendale Community College has established the *Standards of Student Conduct*. Consistent with the California Education code and all applicable laws, the *Standards of Student Conduct* prohibits students from engaging in unethical, disruptive, threatening, or physically abusive behavior on college premises.

Students who violate college policies and behavioral regulations shall be subject to the disciplinary procedures outlined in the *Standards of Student Conduct*. Prohibited conduct that may subject a student to disciplinary sanctions includes, but is not limited to, the following:

1. Failure to comply with directions of GCC officials or law enforcement officers acting in the performance of their duties; failure to identify oneself or provide identification to these persons when requested to do so.
2. Cheating, plagiarism, or other violations of the Academic Honesty Policy.
3. Forgery, alteration, or misuse of GCC documents, records, or identification
4. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, and all other GCC activities including its community service functions, both on or off campus, or other authorized non GCC activities when the act occurs on GCC premises.
5. Assault, battery, or any other physically abusive behavior that threatens or endangers the health and safety of a member of the campus community or campus visitor.
6. Theft or attempted theft of GCC property, or property of a member of the campus community or campus visitor
7. Unauthorized possession or duplication of keys to any GCC premises, or entry into any GCC premises, or use of GCC supplies and equipment.
8. Violations of GCC rules, Board policies, and administrative regulations.
9. Violation of judicial and statutory standards of obscenity; engaging in lewd or indecent behavior on campus or at a campus function.
10. Use, possession, or distribution of narcotics, other legally controlled substances, or alcoholic beverages except as expressly permitted by law and GCC regulations
11. Illegal or unauthorized possession or use of firearms, explosives, other weapons, or dangerous chemicals.

Authorized disciplinary sanctions for violations of student behavioral regulations include, but are not limited to reprimand, loss of privileges, restitution, dismissal from class, suspension, and expulsion. The college administers these sanctions through the established system of due process that is outlined in the *Standards of Student Conduct*. Students who believe the college has infringed upon their rights are encouraged to address their complaints through the grievance process (see Grievance Procedures). Complete copies of the *Standards of Student Conduct, Procedural Guidelines, and Disciplinary Action* are available in the Student Activities Office located in the Campus Center.

## POLICY ON ACADEMIC HONESTY

College study is the process of acquainting students with values and procedures central to scholarship. All students are expected to do their own work. All forms of cheating and plagiarism are absolutely forbidden. This is the official policy of Glendale Community College.

The following behaviors serve as an operational description of student violations of academic honesty:

1. The student takes or copies answers from another student or source or uses unauthorized materials during a test.
2. The student turns in an assignment (labs, art projects, homework, prewritten or purchased papers, or work downloaded from the Internet) which is not his/her own.
3. The student uses words or ideas which are not his/her own without acknowledgment of the source (plagiarism).
4. The student knowingly deceives an instructor with the intent to improve his/her standing in class.
5. The student submits the same paper or project previously submitted in another class without the permission of the current instructor.
6. The student depends upon tools or assistance prohibited by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments.
7. The student acquires, without permission, tests or other academic materials belonging to a member of the GCC faculty or staff.

When a student engages in academic dishonesty, faculty have the options of requiring the student to see a college counselor, assigning a lower or failing (F) final grade in the course (or denying promotion from a non-credit course).

Violations of this Policy will be reported to the Executive Vice President of Instruction and will become part of the Glendale College Cheating Incident file, unless the instructor finds compelling reasons not to report a violation. The Executive Vice President of Instruction may then impose sanctions authorized by Administrative Regulation 5420. The sanctions include, but are not limited to, issuing a reprimand, suspending the student for up to ten days of instruction, and/or requesting a hearing by the Campus Judicial Board to see if the student should be suspended, or permanently expelled from the college.

The student has the right of due process for all the above sanctions.

## 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 .....	0 grade points (cannot be removed by examination)
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 "I" 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 Petitions 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, and feel uncomfortable resolving the matter through informal discussion with the person involved, then you may take it to the appropriate division chair or administrator.

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

### 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.

### 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.

### Academic Honors at Graduation

Academic Honors are awarded to students at graduation who have achieved a grade-point average of 3.5 or above in all work at Glendale Community College and in all work attempted.

## 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 Petitions 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.

## 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 of attendance 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.

**Appeal for Reinstatement**

Following the notification of dismissal from the college, students may appeal to the dean of admissions and records for reinstatement if unusual and verifiable circumstances caused dismissal. These circumstances could be, but are not limited to, family emergency, health problems, or extreme financial difficulty.

**Timeline for Appeals**

Appeals for reinstatement into the fall semester must be received by the dean of admissions and records by August 1. For the spring semester, students must petition for reinstatement by the Friday prior to the beginning of classes. If students have been dismissed, they will not automatically be readmitted after one term of dismissal. Their entire record will be reviewed prior to consideration for reinstatement.

**Financial Aid Satisfactory Progress Policy**

In order to receive financial aid, students must meet the Glendale Community College Standards of Scholarship while enrolled. In addition, students are expected to meet the

following standards during periods of enrollment for which federal or state financial assistance is received.

1. **Eligible Program**—A student must enroll in an eligible educational program which leads to a degree or certificate that the student has not previously earned and which requires at least six months of study.

2. **Review of Previous College Records**—Previous education at Glendale Community college and/or units completed at other accredited institutions will be evaluated in determining the student's maximum time period for Title IV funds. Students are expected to make satisfactory progress according to the college's standards of scholarship during all periods of enrollment whether or not they are receiving Title IV aid. Students on academic and/or progress probation are eligible to receive Title IV aid during their probationary semester(s).

3. **Incremental Periods for Review of Satisfactory Progress**—Under both the college's general satisfactory progress standards for academic or progress probation/dismissal, as well as its financial aid satisfactory progress standards of unit completion, the student's progress shall be evaluated after the completion of each academic year. i.e., spring/summer semesters.

4. **Change of Educational Objective**—Students remain subject to the maximum time frame as long as they continue to pursue the same educational objective. The college allows students to change their educational objective and allows for the reevaluation of the maximum time frame without regard to the time spent pursuing the previous educational program until the 72 unit maximum is reached. No change of educational objective is permitted after students have reached the 72 unit maximum, unless there are extenuating circumstances. Prior educational work completed is evaluated according to Standard 2 above, using only those units which are applicable toward the students new educational goals.

5. **Grades of F, W, NC, and IP will not count as units completed.**

6. **Course repetitions within college policy will be allowed.**

7. **Maximum Time Frame for Completing Educational Goal**—Students are allowed a maximum of 72 degree applicable units within which to complete their educational objective. Remedial course work may not exceed a 30 unit maximum. Students enrolled full-time are expected to complete 24 units during the academic year. Students enrolled three quarter, half-time, or less than half-time must complete the required minimum 18, 12, or 2 unit(s) relative to appropriate enrollment status.

8. **Financial Aid Probation**—During any academic year in which Title IV aid is received, students are expected to complete a minimum of 24, 18, or 12 units relative to full-time, three-quarter time, or half-time enrollment status upon which receipt of the aid was determined; i.e.,

students receiving a Pell Grant based on the full-time payment schedule must complete 24 units during the academic year. Students receiving only SEOG, FWS, and/or a Stafford loan must complete a minimum of 6 units each semester or 12 units for the school year. Students who complete less than the number of units for which they were paid aid during the academic year are placed on financial aid probation for the subsequent school year. Students on financial aid probation are considered to be making satisfactory progress for the purposes of receiving Title IV aid, including students who completed zero units during the previous semester.

Students who fail to complete all units for which they were paid during the semester are sent a warning letter when grades are posted. Students who fail to complete all units for which they were paid during the academic year are placed on financial aid probation and are sent a probation letter at the end of spring/summer semester.

9. **Financial Aid Dismissal**—A student who does not complete a minimum of 24, 18, or 12 units relative to full-time, three-quarter time, or half-time status for two consecutive academic years on aid will be placed on unit dismissal. A student who has reached or exceeded the 72 unit maximum time frame without completing his/her educational objective is placed on term dismissal. In addition, students who are dismissed from the college for failure to meet its general standards of academic and/or progress probation are also no longer eligible to receive further Title IV aid. Once a student earns the 72 degree applicable units allowed under the college's maximum time frame standard, the student is no longer eligible to receive Title IV aid.
10. **Academic contracts**—Students who have reached their maximum time frame without completing their educational objectives and who successfully appeal their dismissal from Title IV aid are placed on Academic Contracts. An Academic Contract lists the specific courses the associate dean for financial aid and/or the Financial Aid Appeals Committee has approved the students to take to complete their educational goals. Students on an Academic Contract are considered eligible for Title IV aid, but they are paid only for specific classes required to complete their educational objective.
11. **Academic Contract Dismissal**—Students on an Academic Contract who fail to meet the conditions of the contract are dismissed from further Title IV aid and are sent an Academic Contract dismissal letter.
12. **Appeal Procedures**—Students dismissed from financial aid for failure to meet either the college's general standards, the financial aid standards, or for failure to complete their educational goals within the maximum time frame provided may appeal. Please see the Financial Aid Office regarding the appeals process and appropriate forms. Students must submit a current Student Educational Plan and a completed appeal form listing the reasons they did not meet the progress standards, listing tutorial and/or other service used, and detailing their educational plans for achieving satisfactory progress if further aid is approved. In case of grade changes, an updated transcript showing

grades must be provided to Financial Aid. Students who successfully appeal their termination from aid for failure to complete their educational goals within the maximum appeal are placed on an Academic Contract.

## 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/COURSE DROP POLICY

Once enrolled in courses, students are not considered to have dropped or withdrawn unless add/drop forms have been filed with the Office of Admissions and Records. Failure to attend class does not constitute withdrawal.

No notation will be made on the permanent academic record of a student who drops or is dropped from the course or from college:

- during the first two weeks of a semester-length course;
- during the first week of a course which is at least six weeks in length and less than a semester in length; or
- during the first 20% of a course which is less than six weeks in length

Students who drop or are dropped from semester-length courses after the second week and prior to the end of the tenth week will receive grades of "W" on their permanent academic records. The same notation will appear for students in eight and nine-week courses who drop after the end of the first week and by the end of the fifth week.

In order to receive a grade of "W" in a six-week summer intersession course, a student must drop by the end of the third week.

Courses that last less than eighteen weeks adhere to a *pro rata* schedule for deadlines.

Upon petition, students may drop or be dropped subsequent to the designated deadlines for extenuating circumstances. The petition must be received by the chairperson of the Petitions Committee within the first semester following the semester or term in which the course was scheduled. Extenuating circumstances are verified cases of accident, illness or other circum-

stances beyond the control of the student. Such withdrawals or drops shall be recorded as a "W."

Students not dropped or withdrawn from courses during the periods and circumstances described above will not be eligible for a grade of "W" and must be assigned a letter grade in the "A" through "F" category, or "CR/NC" in those courses so designated.







# GRADUATION REQUIREMENTS

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

## MAJOR

1. A major leading to a well-defined objective. 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 Glendale Community College Catalog.

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 Glendale Community College Catalog.

## AMERICAN INSTITUTIONS

2. Knowledge of American Institutions is required. Courses which satisfy this requirement include Political Science 101, 105, 151\*\*\*; Social Science 125-126\*\*, 132\*\*\*.

## STATE & LOCAL GOVERNMENT

3. Knowledge of 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. Knowledge of American History is required. Courses which satisfy this requirement include Economics 111/History 116; History 110, 111(CD), 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 of, with a "C" or better grade, Mathematics 101, 115, 140 or Technical Education 143, or an equivalent course taken at any accredited college.

## HEALTH

6. Knowledge of community and personal hygiene must be demonstrated. 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. Consult the catalog for a list of the exemptions.

## FIRST AID

8. Knowledge of community first-aid and CPR must be demonstrated. Courses which satisfy this requirement include Health 101, 102 or 109.

## CULTURAL DIVERSITY

9. One course in Cultural Diversity is required. Courses which satisfy this requirement have been marked by (CD) and appear throughout the graduation requirements. The requirement may be satisfied by completing any one of the graduation requirements with a course marked (CD) or by completing Child Development 156.

## GENERAL EDUCATION

10. **Eighteen (18) 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**) must be selected:

Anthropology 101; Astronomy 101, 102, 103, 110, 120; 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, 145, 146; Chemistry 101, 102, 103, 105, 106, 107, 110, 114, 115, 120, 121, 143; Geography 101, 111; Geology 101, 102, 103, 104, 105, 110, 111, 120; Oceanography 115, 116; Paleontology 101; Physics 101, 102, 103, 105, 106, 110; Physical Science 131; Technical Education 145.

- b. **Social Science**. At least one course (**3 semester units**) must be selected:

Administration of Justice 111; Anthropology 102, 103; Business Administration 110; Economics 101, 102, 105; Ethnic Studies 101(CD), 102(CD), 110(CD), 111(CD), 122(CD), 124(CD), 132(CD), 164(CD); Geography 102, 105, 110, 114; History 101, 102, 103, 104, 105, 106, 107, 108, 109, 112, 113, 114, 115(CD), 119, 120, 121, 122, 131, 132, 133, 135, 136; Mass Communications 101; Political Science 102, 103, 109, 110, 111; Psychology 101, 103, 104, 105, 106, 108, 109, 110, 111(CD), 113(CD), 114, 115, 131; Social Science 121(CD), 122(CD), 123(CD), 124, 127(CD), 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—**3 semester units** required.

Humanities 101(CD), 102(CD), 105(CD), 106, 110, 111, 115(CD), 117, 120, 125(CD), 130, 135(CD).

2. Arts, Foreign Language, Literature and Philosophy—**3 semester units** required.

Armenian 101, 102, 115, 116; 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, 114, 115, 116, 117, 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; Japanese 101, 102; Music 101, 102, 110, 120, 122, 125, 126, 127, 128; Philosophy 101, 112, 113(CD), 114(CD), 116, 118(CD), 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—**3 semester units** required. Evidence of proficiency in written English is

required. This requirement may be fulfilled by the completion of, with a "C" or better grade, English 101 or 120 or 131 or English as a Second Language 151 or Business Administration 106.

2. Communication and Analytical Thinking—**3 semester units** required.

Accounting 101, 102, 105, 106; Business Administration 120, 125; Business Office Technology 102; Computer Science/Information Systems 101, 110, 120, 125, 127, 128, 130, 135, 137, 140, 145, 150, 155, 156, 160, 165, 172, 180; Economics 107; English 102\*, 104, 118; English as a Second Language 133, 141; Mass Communications 102, 107; Mathematics 100, 101, 102, 103, 104, 105, 107, 108, 110, 111, 112, 115, 128, 130, 135, 136, 138, 140, 141, 145, 146, 148; Philosophy 117; Political Science 107; Psychology 107; Sociology 107; Speech 100, 101, 103, 104, 105, 107; Technical Education 143.

**NOTE: Graduation requirements 2, 3, 4, 6, and 8 can be satisfied by examination. See a counselor for details.**

\*Courses designated with an asterisk may be counted in one area only.

\*\*These courses satisfy requirements 2, 3, and 4.

\*\*\*This course satisfies 2 and 3.

## ASSOCIATE IN ARTS FOR TRANSFER STUDENTS

Students transferring to the California State University or the University of California, also wanting to earn an Associate in Arts degree may do so by completing a minimum of 60 degree applicable units, earning a cumulative GPA of 2.00 ("C") in all coursework attempted, and as part of the 60 units **ALL OF THE FOLLOWING:**

1. The 39 units as stipulated by Glendale Community College's Cal State Breadth certification (see page 65).

OR

The 37-39 units as stipulated by Glendale Community College's IGETC requirements (see page 64).

2. Glendale Community College's American Institutions, State and Local Government, and American History requirement (see numbers 2, 3, & 4 on page 49).
3. Glendale Community College's Cultural Diversity requirement (see #9 on page 49). This course may also be used in satisfying either Glendale Community College's Cal State Breadth or IGETC 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 (or 105 and 106), 102; Business Administration 101, 120; Computer Science/Information Systems 101 or 105.

### **CHOREOGRAPHIC STUDIES AND DANCE TECHNIQUES**

Required: Biology 120, 121; Dance 111, 116, 121, 130, 131 or 132, 135 or 136, 140; Theatre Arts 103.

### **ENGLISH**

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

Select an additional 12 units from English 101, 102, 103\*, 104, 105, 106, 107, 108, 109, 110, 112\*, 114, 115, 116, 117, 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:** Ten (10) units in one foreign language and eight (8) in another.

### **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

- 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

110, 115, 120, 130, 160; 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**

**ENGLISH COMPOSITION**—2 courses

English 101 and 102† OR English 101 and 104

**MATHEMATICS**—1 course

Mathematics 100, 102, 103, 110, 111, 112, 135, 136.

**ARTS AND HUMANITIES**—3 courses, 9 semester units

At least one course from the Arts and one from 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, 127, 128; Theatre Arts 101, 102, 107.

#### **HUMANITIES**

English 102†, 105, 106, 107, 108, 109, 110, 111, 114, 115, 116, 117, 122, 123, 124, 125, 126, 127, 128, 130; French 121, 124, 125, 126; German 125, 126; History 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 131, 132, 133, 135, 136, 150; Humanities 101, 102, 105, 106, 110, 111, 115, 117, 120, 125, 130; Philosophy 101, 113, 114, 116, 117, 118, 119, 120, 121, 122; Spanish 124, 125, 126, 127, 128.

**SOCIAL AND BEHAVIORAL SCIENCES**—3 courses from at least 2 different disciplines.

Anthropology 102, 103; Economics 101, 102, 105, 111; Geography 102, 105, 110; Ethnic Studies 101, 102, 110, 111, 122, 124, 132, 164; Mass Communications 101; Political Science 101, 102, 103, 110, 111; Psychology 101, 103, 104, 106, 109, 111, 113, 115; Sociology 101, 102, 104, 105; Social Science 121, 122, 123, 124, 131, 132, 134, 136.

**BIOLOGICAL AND PHYSICAL SCIENCES**—2 courses, 7 units

At least one course from the Biological Sciences and one from 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\*, 110, 120; Chemistry 101\*, 102\*, 103\*, 105\*, 106\*, 110\*, 114\*, 120\*, 121\*; Geography 101, 111\*; Geology 101, 102, 103, 105, 110\*, 111\* 120;

Oceanography 115, 116\*; 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.

† Courses designated with a "†" may be counted in one area only.

## **MATHEMATICS**

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

## **MEDIA/COMMUNICATIONS**

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

### **Option 1: Mass Communications**

- Required: English 101; Mass Communications 101, 102, 103\*, 104\*

A minimum of 3 units must be selected from the following: Mass Communications 106, 107, 120; Independent Study 149\*\*; selected courses in the Pasadena City College Journalism Department may be used as electives, as announced in the Glendale Community College class schedule.

\*A maximum of 9 units of Mass Communications 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; Mass Communications 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, 124 or 125, 128 or Culinary Arts 125.

Complete any combination of 3 units in any of the following:

- a racket sport
- a team sport
- an individual sport
- a fitness activity.

## **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, 110, 120;  
Geology 101, 102, 103, 104, 105, 110, 111, 120;  
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 and Speech 101.

Select 3 courses from the following: Speech 100, 103, 104, 105, 106, 107

Select 1 course from the following: Psychology 101; Sociology 101; Theatre Arts 103

## **THEATRE ARTS**

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

### **Option 1: Theatre Arts**

- Required: Dance 140; English 101; Speech 101; Theatre Arts 102, 103, 105, 109, 121, 123, 131.
- Electives: Art 101, 102; English 102, 125, 126; Humanities 117; Dance 101, 134; Speech 105; Theatre Arts 101, 104, 110, 122, 130, 134.

### **Option 2: Acting**

- Required: Dance 140, 141; 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 101, 134, 145; Theatre Arts 110, 122, 134.

## **VISUAL ARTS**

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

### **Option 1: Art History**

- Required: Art 101, 102, 130.
- Select 3 courses from: Art 103, 104, 105, 106, 107, 108, 109, 112, 113, 116, 118, 120, 121, 138, 150.

### **Option 2: Two Dimensional**

- Required: Art 101 or 102, 130, 150.
- Select 3 courses from: Art 131, 151, 152, 160, 164, 170, 174; Photography 101.

### **Option 3: Advertising Art**

- Required: Art 101 or 102, 130, 134.
- Select 3 courses from: Art 135, 136, 137, 140, 150, 156; Photography 101.

### **Option 4: Three Dimensional**

- Required: Art 101 or 102, 130, 138.
- Select 3 courses from: Art 152, 180, 181, 186, 187, 190.

### **Option 5: Photography**

- Required: Art 101 or 102; Photography 101
- Select 4 courses from: Photography 103, 105 or 108, 109 or 110; Art 130 or 134 or 138.

## 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 earn a certificate, students must complete the number of units required by the division. No certificate shall consist of less than 18 semester units.
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.

#### CORE CURRICULUM

Accounting 101, or 105 and 106, 102, 120 or Computer Science/Information Systems 102; Business Administration 101, 106 (3 units), 120; Business Office Technology 106; Computer Science/Information Systems 101.

A minimum of 5 units must be selected from the following list of elective courses: Accounting 110\*\*, 120\*, 121, 130, 150, 155, 160; Business Administration 125, 131, 135; Computer Science/Information Systems 102\*, 115, 190; Economics 101, 102; Internship 150 (Accounting).

\*if not used to fulfill the CORE requirement.

\*\*No credit will be granted if Accounting 110 is taken after Accounting 101 or 106.

### ADMINISTRATION OF JUSTICE

The required core courses (21 units) are: Administration of Justice 101, 103, 110, 117, 118, 120 and 134.

In addition, a minimum of 9 units must be selected from the following: Administration of Justice 107, 108, 116, 129, 130.

It is further recommended that students take 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 freelance artist.

These courses are required: Art 102, 130, 131, 134, 135, 136, 137, either Art 140 or Computer Science/Information Systems 206 (or equivalent), 150; Computer Science/Information Systems 123 (Quark Xpress recommended); Photography 101; and 3 units from either Art 101 or 107.

A minimum of 3 units must be selected from the following: Art 101, 107, 138, 152, 156, 157, 170, 174.

### SPECIALIST IN ALCOHOL/DRUG STUDIES

The program is designed to provide academic preparation and field experience for individuals employed, or preparing for employment, as alcohol and drug abuse specialists in public and private agencies. To earn a certificate the student must complete the core courses and selected courses from each section as designated, for a total of 38 units.

The program is accredited by the California Association of Alcohol and Drug Educators and designed to meet the certification requirements of both the California Association of Alcohol and Drug Abuse Counselors and the Coalition of Program Standards.

Core Curriculum: (9 units):

Alcohol/Drug Studies 101, 103, 105.

Behavioral Courses (6 units):

Select 6 units from: Psychology 101, 108, 110, 114; Social Science 121; Sociology 101\*.

Skill Courses (9 units):

Select 9 units from: Alcohol/Drug Studies 110, 111, 112, 113, 114, 115, 116, 117\*\*.

Field Experience (6 units):

Alcohol/Drug Studies 150 and 151.

Field Placement (8 units):

Alcohol/Drug Studies 152 and 153.

\*Three units required from Psychology 101, 108 or Sociology 101.

\*\*Three units required from Alcohol/Drug Studies 110, 111 or 112.

### ARCHITECTURAL DRAFTING AND DESIGN

This 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, 120, 125, 130, 135; Art 120, 121, 150; Drafting 141; Technical Education 140, 142\*.

The following courses are recommended: Art 130; Cooperative Education 102; Materials and Processes 146.

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

**ART**

For 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.  
Select 3 units from: Art 138, 180, 186.

Select 3 units from: Art 164, 170, or Photography 101.

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 3 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 (or 105 and 106), 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; Psychology 101, 110; Speech 101.

A minimum of 8 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.

**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 Powerplant and Airframe Maintenance  
and Overhaul (FAA Powerplant and Airframe  
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 recommended the student satisfactorily complete Aviation and Transportation 120\*.

These courses are required: Aviation and Transportation 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.

**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.

**CORE CURRICULUM**

Accounting 110 or 101 or 105 and 106, 120, 130; Business Administration 101, 106 (3 units); Business Office Technology 106, 110.

A minimum of 5 units must be selected from the following list of elective courses: Accounting 101\*, 102, 121, 150, 155, 160; Business Administration 110, 120, 125, 162; Business Office Technology 200 or 205; Computer Science/Information Systems 101, 102, 105, 201 or 208; Internship 150 (Accounting).

\*if not used to fulfill CORE requirement.

**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**

Accounting 101, or 105 and 106, or 110; Business Administration 101, 106 (3 units), 120; Computer Science/Information Systems 101 or 105.

**OPTIONS****General Business Option**

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

The following courses are required: Core curriculum; Business Administration 110, 134 or 135, 141, 162.

**Small Business Option**

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

The following courses are required: Core curriculum; Accounting 130 or Business Administration 175; Business Administration 110, 158, 162.

**Financial Planning and Investment Option**

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

The following courses are required: Core curriculum; Accounting 150; Business Administration 131 or 132 or 135, 134, 136.

**International Business Option**

This option is intended for students who want to be involved with international operations: importing, exporting, or establishing a business overseas.

The following courses are required: Core curriculum; Business Administration 158, 162.

A minimum of *two* courses must be selected from the following list of elective courses: Business Administration 170, 175, 176, 180.

**NOTE:** Other than the CORE courses, a course may not be used for more than one option on a single certificate. Substitutions for some of the above classes may be made with department approval in the event of the reduction of class offerings.

**BUSINESS OFFICE TECHNOLOGY  
(Formerly 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**

Business Administration/106 (3 units), 110; Business Office Technology 101, 102, 103, 104, 110, 254.

**OPTIONS****Administrative Assistant**

Required courses: Core curriculum; Accounting 101, or 105 and 106, or 110; Business Administration 101, 152; Business Office Technology 120 (3 units), 210 (3 units), 256; Computer Science/Information Systems 115, or 105 and 201, or 105 and 208.

**Executive Secretary**

Required courses: Core curriculum; Accounting 110; Business Office Technology 120 (3 units), 130\*, 155, 210 (3 units), 256; Computer Science/Information Systems 115, or 105 and 201, or 105 and 208.

\*The certificate requires a minimum shorthand speed of 80 words per minute. Business Office Technology 130 is not required if student tests at 80 words per minute.

**Legal Secretary**

Required courses: Core curriculum; Business Office Technology 120 (3 units), 130\*, 162, 165, 210 (3 units), 256; Computer

Science/Information Systems 115, or 105 and 201, or 105 and 208.

\*The certificate requires a minimum shorthand speed of 80 words per minute. Business Office Technology 130 is not required if student tests at 80 words per minute.

The certificate requires a minimum typing speed of 60 words per minute.

**Secretary**

Required courses: Core curriculum; Business Office Technology 106, 120 (3 units), 130\*, 155, 210 (3 units), 256; Computer Science/Information Systems 115, or 105 and 201, or 105 and 208.

\*The certificate requires a minimum shorthand speed of 70 words per minute. Business Office Technology 130 is not required if student tests at 70 words per minute.

**General Office**

Required courses: Core curriculum; Accounting 110; Business Office Technology 106, 155, 205 (3 units); Computer Science/Information Systems 115, or 105 and 201, or 105 and 208.

**NOTE:** Substitutions for some of the above classes may be made with department approval in the event of previous experience or problems regarding class offerings.

**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 or Art 195; Photography 101.

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

**CHILD DEVELOPMENT—ADMINISTRATION/  
SUPERVISION OF CHILDREN'S PROGRAMS**

These courses are required: Child Development 135, 138, 140, 141 & lab, 142, 155, 156, 174, 175.

A minimum of 3 units must be selected from the following: Child Development 136, 137, 147, 151, 152, 158, 176, 210; Health 109; English 127; Internship 150 (Child Development Administration).

**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 and lab, 142.

**Child Development/Teaching—Nursery School**

These courses are required: Child Development 135, 138, 140, 141 and lab, 142, 151, 152, 155; English 127.



A minimum of 3 units must be selected from the following: Child Development 136, 137, 143, 147, 156, 158, 174, 175, 176, 210; Health 109.

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

These courses are required: Child Development 135, 138, 140, 141 and lab, 142, 147, 152, 155.

A minimum of 6 units must be selected from the following: Child Development 136, 137, 151, 156, 158, 174, 175, 176, 210; English 127; Health 109.

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

These courses are required: Child Development 135, 136, 137, 140, 141 and lab, 142, 152, 155; English 127.

A minimum of 3 units must be selected from the following: Child Development 138, 147, 151, 156, 158, 174, 175, 176, 210; Health 109.

### **CHOREOGRAPHIC STUDIES AND DANCE TECHNIQUE**

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

The following courses are required (19 units): Dance 101, 111, 112 or 113, 115, 116, 121, 122 or 123, 130, 131 or 132, 135, 136.

A minimum of 6 units must be selected from the following elective courses: Art 102, 125, 130; Dance 140, 141, 145, 160, 194; Health 110; Humanities 117, 120; Music 101, 135, 230, 236, 237; Physical Education 194, 294; Theatre Arts 101, 103, 104, 109, 123, 130, 134.

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

### **CLERICAL TRAINEE**

This certificate helps to prepare students for an entry-level clerical or secretarial position in a general office setting.

#### **CORE CURRICULUM**

Business Administration 106 (3 units); Business Office Technology 101, 102, 104, 205 (3 units), 254

#### **ELECTIVE COURSES**

Choose courses from the following list to complete a minimum of 18 units: Business Office Technology 106, 110, 120 (3 units), 130, 200, 210 (3 units), 256; Computer Science/Information Systems 115, or 105 and 201, or 105 and 208.

A minimum speed of 40 words per minute is required for this certificate.

**NOTE:** Substitutions for some of the above classes may be made with department approval in the event of previous experience or problems regarding class offerings, or student's interest in specialized areas such as medical or legal offices. **This certificate does not satisfy the major requirements for the Associate in Science degree.**

### **COMPUTER INFORMATION SYSTEMS**

This curriculum is designed for students interested in Computer Information Systems. To earn a certificate students must complete the required core courses, and choose other courses from the additional courses list to total **32 units**.

#### **CORE CURRICULUM**

Business Administration 106 (3 units); Computer Science/Information Systems 101, 110, 120 or 135, 172, 190, 191.

#### **Additional Courses**

Business Administration 110; Computer Science/Information Systems 102, 115, 120, 130, 135, 137, 140, 180, 185, 201, 206, 208, 230, 232; Internship 150 (Computer Science/Information Systems).

**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; Drafting 129; Electronics and Computer Technology 103, 104, 110\*, 205; Engineering 130; 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 OPERATOR (Formerly Computer Operations Technician)**

Students completing this certificate will have a basic knowledge of computer systems in a business environment. To earn a certificate the student must complete the required core courses.

#### **CORE CURRICULUM**

Business Administration 106 (3 units); Computer Science/Information Systems 101, 172 or 201 and 206 and 208, 190; Electronics and Computer Technology 112.

**NOTE:** Courses taken more than three years before the granting of the certificate must have approval of the division chair for acceptance. **This certificate does not satisfy the major requirements for the Associate in Science degree.**

### **COMPUTER PROGRAMMER (Formerly Computer Programming Technician)**

Students completing this certificate will have a basic knowledge of programming. To earn a certificate the student must complete the required core courses.

#### **CORE CURRICULUM**

Business Administration 106 (3 units); Computer Science/Information Systems 101, 110, 120 or 130, 135, 137.

**NOTE:** Courses taken more than three years before the granting of the certificate must have approval of the division chair for acceptance. **This certificate does not satisfy the major requirements for the Associate in Science degree.**

### **COMPUTER REPAIR TECHNICIAN**

These courses are required: Electronics and Computer Technology 103, 104, 112, 113, 212.

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

## **COMPUTER SCIENCE**

This program is designed for students interested in computer science. 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 106 (3 units) or English 101; Computer Science/Information Systems 101, 120 or 130, 137, 190.

### **Additional Courses:**

Business Administration 110; Computer Science/Information Systems 135, 172, 185; Electronics and Computer Technology 101, 102, 103, 104, 110, 201, 202; 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 technicians, having a blend of hardware 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 106 (3 units), 110; Computer Science/Information Systems 110, 120, 130, 135, 137, 191, 201, 206, 208; Electronics and Computer Technology 101, 102, 104, 201, 203, 204

**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 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

## **CULINARY ARTS**

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: Culinary Arts 111, 112, 113, 114 or 125, 115, 116, 117, 122, 124, 201, 207, 214; Hotel/Restaurant Management 203.

Elective units from the following are recommended: Business Administration 141; Cooperative Education 102; Culinary Arts 110, 118, 141; Psychology 101.

## **DESKTOP PUBLISHING**

This desktop publishing certificate program is designed for students to develop key concepts and essential skills for contemporary business communications. To complete the requirements of the certificate the student must complete all core courses and **6 additional units** from the print, video, audio, and multimedia courses to allow the student flexibility in area specialization.

### **CORE CURRICULUM**

Accounting 101 or 110; Business Administration 120, 162; Computer Science/Information Systems 101 or 105, 123, 124.

### **Applied Areas**

A minimum of 6 units must be chosen from the following elective courses: Art 130, 131, 134, 135, 136, 137, 140; Computer Science/Information Systems 111 (or Television 111), 126, 129, 191, 206, 208; Mass Communications 102, 103, 107.

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

## **DESKTOP PUBLISHING TECHNICIAN**

This certificate is designed to train students in the use of Desktop Publishing tools and allow the student to develop the use of those tools in an applied area of their choice. The student must complete all CORE courses totaling 8-10 units and then choose an additional 8-10 units to complete a total of 18 units in their choice of applied areas. Applied areas include print, video, audio, and multimedia offerings to allow the student flexibility in course selection.

### **CORE CURRICULUM**

Computer Science/Information Systems 101 or 105, 123, 124.

### **Additional Courses:**

Art 130, 131, 134, 135, 136, 140; Computer Science/Information Systems 111 (or Television 111), 126, 129, 206; Mass communications 102, 103, 107.

**NOTE:** Courses taken more than three years before the granting of the certificate must have the approval of the division chair for acceptance. **This certificate does not satisfy the major requirements for the Associate in Science degree.**

## **DIETARY SERVICE SUPERVISOR**

These courses are required: Business Administration 142; Culinary Arts 111, 112, 113, 114, 116, 118, 125; Cooperative Education 102.

A minimum of 4 units must be chosen from the following: Business Administration 144; Business Office Technology 110; Culinary Arts 117, 207; English as a Second Language 133; English 191; Hotel/Restaurant Management 203; 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: Business Administration 152; Drafting 131, 132, 133, 134, 141 (CADAM); Engineering 100, 103; Materials and Processes 146; Technical Education 140, 142\*, 143, 145.

Elective units from the following list are recommended: Electronics and Computer Technology 110; Engineering 105; Machine Technology 101; Metallurgy 150 or Metals 150; Welding 121.

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

## **ELECTRO/MECHANICAL FABRICATION TECHNICIAN**

Aviation and Transportation 150; Drafting 129, 141; Electronics & Computer Technology 110, 113; Technical Education 140, 142\*.

**NOTE:** This certificate does 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.

## **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 specialty courses are required for each individual certificate of completion.

### **Electronics Engineering Technician**

Core Curriculum; Drafting 141; Electronics and Computer Technology 202; Engineering 130.

### **Computer Systems Technician**

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

### **Automation Systems Technician**

Core Curriculum; 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, 223, 224; Engineering 100; Materials and Processes 146; Technical Education 145.

Recommended electives for C.S.T. are: Computer Integrated Manufacturing 101; Computer Science/Information Systems 180; Drafting 141; Electronics and Computer Technology 112, 113, 202; Engineering 100, 130.

Recommended electives for A.S.T. are: Business Administration 148; Drafting 141; Electronics and Computer Technology 113, 202, 203; Engineering 100, 130; Machine Technology 101, 110; Materials and Processes 146; Technical Education 145.

## **APPRENTICE ELECTRONICS TECHNICIAN**

These courses are required: Computer Integrated Manufacturing 101; Electronics and Computer Technology 103, 110, 113; Engineering 130; Technical Education 142\*.

**NOTE:** This certificate does 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.

## **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.

### **CORE CURRICULUM**

Real Estate 101, 140, 150, 170, 250 251; Computer Science/Information Systems 105 or 115.

One elective course must be chosen from: Accounting 101 or 105 and 106 or 110; Business Administration 101, 106, 120, 125; Real Estate 120, 130, 160, 190.

## **FASHION DESIGN MERCHANDISING CERTIFICATE**

Fashion Design Merchandising presents the fashion concepts necessary to compete in one of the largest industries in California. Courses offered include training in areas related to basic clothing pattern design, fashion illustration, fashion merchandising, textiles and computerized pattern design and marking.

These courses are required: Fashion Design Merchandising 100, 101, 102, 103, 104, 110, 112, 123, 168, 208, 213, 216; Business Administration 152.

Elective units from the following list are recommended: Art 130; Cooperative Education 102; Drafting 203 or Fashion Design Merchandising 203; Theatre Arts 123.

## **FIRE TECHNOLOGY**

These courses are required (3 units in each course): Fire Technology 101, 103, 104, 115; 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.

## **HOTEL/RESTAURANT MANAGEMENT**

The Hotel/Restaurant Management certificate is designed for students interested in pursuing careers in one of the many functions of hotel or lodging operations. The courses present a practical education in hotel management. Sound business practices and technical knowledge, professional work ethics, and the ability to adapt to the constant evolution of the profession are emphasized.

These courses are required: Business Administration 164; Business Office Technology 110; Computer Science/Informa-

tion Systems 105; Culinary Arts 113, 115, 116; Hotel Restaurant Management 203, 220, 221; Internship 150.

Elective units from the following are recommended: Business Administration 142, 144; Business Office Technology 102; Culinary Arts 111, 112.

### **INTERNATIONAL BUSINESS SPECIALIST**

The International Business Specialist Certificate presents the business concepts necessary to compete in the international global marketplace. It prepares students to import, export, and/or establish an overseas business presence. This program is designed expressly for both the individual entrepreneur and the established company executive.

These courses are required: Business Administration 158, 162.

Choose two of the following: Business Administration 170, 175, 176, 180.

Select 6 units from the following group of elective courses, for a minimum of 18 units: Accounting 101 or 110; Business Administration 101, 106 (3 units), 110, 120, 170, 175, 176, 180; Computer Science/Information Systems 101 or 105.

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

### **MACHINE AND MANUFACTURING TECHNOLOGY**

#### **CORE CURRICULUM**

Computer Aided Manufacturing 210, 220, 230, 240; Metals 150; Technical Education 140 142.

#### **Machinist Option:**

These courses are required: Core curriculum; Machine Technology 101, 102, 103, 104.

The following courses are recommended: Cooperative Education 102; Drafting 129.

#### **Computer Aided Manufacturing Option**

These courses are required: Core curriculum; Computer Aided Manufacturing 211, 231; Machine Technology 107, 111.

A minimum of 6 units must be selected from the following elective courses: Cooperative Education 102; Drafting 129; Machine Technology 112.

#### **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**

#### **CORE CURRICULUM**

Accounting 101; Business Administration 101, 106 (3 units) (or English 101), 120, 141, 142 or 110, 152 or Speech 100 or 101; Business Office Technology 110; Computer Science/Information Systems 101 or 105.

Elective units from the following list are recommended: Business Administration 144, 148, 158.

### **MANUFACTURING ENGINEERING**

These courses are required: Business Administration 148; Computer Integrated Manufacturing 101, 102, 201; Computer Science/Information Systems 105; Drafting 129, 141; Electronics and Computer Technology 110; Machine Technology 107\*; 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 students who plan careers in activities such as marketing, marketing research, public relations, selling, retail selling, retail store management, advertising, and a sole proprietorship.

#### **CORE CURRICULUM**

Business Administration 101, 120, 136 or 158 or 170, 162, 164, 166; Business Office Technology 110; Computer Science/Information Systems 101 or 105.

Elective units from the following list are recommended: Accounting 101, or 105 and 106, or 110; Business Administration 106; Business Office Technology 102; Computer Science/Information Systems 110, 123, 191; Internship 150 (Marketing).

### **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, 136 or 158 or 170, 162, 164, 166.

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

### **MASS COMMUNICATIONS**

These courses are required: Mass Communications 101, 102, 103 or 104, 107; English 101 and 102 or 104.

A minimum of 3 units must be selected from the following: Computer Science/Information Systems 123, 124, 192, 206, 208, 220; Mass Communications 106; Television 101, 111.

A minimum of 3 units must be selected from the following: Economics 101; English 105, 106, 109, 110, 111, 114, 115, 116, 121, 122, 123, 124, 125, 126, 127, 128, 130; History 107, 108, 109, 110; Political Science 101; selected courses in the Pasadena City College Journalism Department may be used as electives, as announced in the Glendale Community College Class Schedule.

### **MEDICAL ADMINISTRATIVE SERVICES**

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

#### **CORE CURRICULUM**

Business Administration 106 (3 units), 110; Business Office Technology 102, 103, 182, 185 or 101, 190, 254; Computer Science/Information Systems 115, or 105 and 201, or 105 and 208.

**OPTIONS****Medical Secretary**

The following courses are required: Core curriculum; Business Office Technology 120 (3 units), 130\*, 155, 210 (3 units), 256.

\*Certificate requires minimum shorthand speed of 80 words per minute. Business Office Technology 130 is not required if student tests at 80 words per minute.

**Medical Front Office**

The following courses are required: Core curriculum; Business Office Technology 106, 110, 205 (3 units).

**Medical Transcription**

The following courses are required: Core curriculum; Business Office Technology 110, 195, 210 (3 units), 256.

**NOTE:** Substitutions for some of the above classes may be made with department approval in the event of previous experience or reduction of class offerings.

**MUSIC**

This curriculum provides basic 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 and 126.

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 (4 units are required): Music 141, 144, 145, 146, 147, 152, 159, 231, 232, 233, 234, 235, 236, 237.

Electives (5 units are required): Music 127, 128, 129.

**NOTE:** In addition to these two courses, any course listed under core classes, instrumental and vocal classes, or performing ensembles, may be used for elective units provided that they are not being applied to required units within their own categories.

**NURSING**

The Glendale Community College Department of Nursing is accredited by the California Board of Registered Nursing and the California Board of Vocational Nursing and Psychiatric Technician Examiners.

**I. PROGRAMS****A. Generic Associate Degree Nursing (ADN) Program**

This curriculum qualifies the student for an Associate in Science degree with a major in Nursing. Graduates are eligible to apply for the California R.N. licensing examination (NCLEX-RN).

**B. Advanced Placement Options (LVN-RN)**

These plans provide access to the RN curriculum for the applicant who is an LVN or who is in the process of obtaining VN licensure.

**1. PLAN A—Career Ladder**

Qualifies the student for an Associate in Science with a major in Nursing. Graduates are eligible to apply for the California R.N. licensing examination (NCLEX-RN).

**2. PLAN B—30 Unit Option (LVN License required)**

Qualifies the student to meet the Board of Registered Nursing requirements for eligibility to apply for the California R.N. licensing examination (NCLEX-RN). Upon completion the student receives a certificate of completion but is not considered a graduate of the college. A license obtained through this program may not qualify the graduate for licensure by endorsement in other states.

**C. Vocational Nursing**

This curriculum qualifies the student for a Certificate of Completion in Vocational Nursing. Graduates are eligible to apply for the California V.N. licensing examination (NCLEX-PN).

**NOTE:** Both the Board of Registered Nursing and Vocational Nursing may deny a license regulated by the Business and Professional Code, Section 480, on such grounds as: being convicted of a crime, acts of dishonesty, fraud or deceit, abuse of vulnerable populations, etc. Refer to the Department of Nursing for further information.

**II. PROGRAM REQUIREMENTS****A. General Requirements for admission to all programs**

1. All prerequisite and required coursework for all programs in the Department of Nursing must be completed with a "C" or better.
2. Applicants must meet the placement and testing requirements for the program for which they are applying.
3. Proof of high school graduation, a higher degree, GED, California Proficiency Exam, or foreign high school evaluated as equivalent to an American high school diploma.
4. Cumulative minimum G.P.A. of 2.0.

**B. Generic ADN**

1. Prerequisite courses: Human Anatomy; Human Physiology; Microbiology; Psychology 101.
2. Courses required by the major: English 101; Speech 100, 101, or 103.
3. Nursing Courses: Nursing 101, 103, 105, 107, 109, 211, 213, 215, 219, and 221.
4. Graduation Requirements: Any course or courses satisfying the Humanities (6 units); Multicultural course; American History, American Institutions, and State and Local government requirements; Mathematics proficiency. (Please see Index for graduation requirements).

**C. LVN-RN**

1. Career Ladder
  - a. Prerequisite requirement: Completion of an accredited VN program or equivalent and licensure
  - b. Prerequisite courses: Same as Generic ADN
  - c. Courses required by the major: Same as Generic ADN
  - d. Nursing Courses: Nursing 211, 213, 215, 217, 219, and 221
  - e. Graduation Requirements: Same as Generic ADN

**NOTE:** A student may apply to take the NCLEX-RN prior to completion of all Associate degree requirements. Please see the Nursing Department.

2. 30-Unit Option
  - a. Prerequisite requirement: Completion of an accredited VN program AND current LVN license
  - b. Prerequisite courses: Human Physiology; Microbiology
  - c. Courses required by the major: Nursing 215, 217, 219, and 221
- D. Vocational Nursing
  1. Prerequisite requirement: Completion of Psychology 101 and 106
  2. Nursing Courses: Allied Health 101, 103, 105, 107, 108, 112, 113, 114, 116, 118, 122, and 123
- E. Transfer and challenge opportunities are available by departmental policy. Please consult the Counseling Department or the Department of Nursing for further information.

## **PHOTOGRAPHY**

These courses are required: Accounting 110; Art 101, 102, 130; Photography 101, 103, 105, 108, 109, 110.

Select a minimum of 3 units from the following elective courses: Art 104, 106, 107, 108, 109, 112, 113, 116, 118, 134, 150; Mass Communications 101; Photography 107.

## **REAL ESTATE**

In the Real Estate curriculum, special attention is given to the California license requirements. A salesperson must take the real estate principles course before taking the state salespersons licensing examination and two other courses within 18 months of passing the examination. 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.

A minimum of 6 units must be selected from the following list: Accounting 101 (or 105 and 106) or 110; Business Administration 120; Internship 150 (Real Estate); Real Estate 170, 190, 250, 251.

## **RECREATION LEADERSHIP**

These courses are required: Health 102, 104, 110; Physical Education 120 (2 units); 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, 230 or 231; 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

## **SMALL BUSINESS SPECIALIST**

This certificate is designed for students who wish to start or manage a small business. It teaches fundamental knowledge of

the basic business disciplines necessary for a successful small business.

These courses are required: Accounting 101, or 105 and 106, or 110; Business Administration 120, 158, 162, 175 or 180.

One elective course must be chosen from the following: Business Administration 110; Computer Science/Information Systems 101, 105.

**NOTE: This certificate will not satisfy the major requirements for the Associate in Science degree.**

## **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.

### **MASS MEDIA OPTION**

These courses are required: Television 101, 102, 104, 107; Mass Communications 101, 102, 106; Theatre Arts 101.

A minimum of 3 units must be selected from the following: Business Administration 164; Cooperative Education 102 (2 units); Internship 150 (3 units); Mass Communications 102; Speech 100; Television 111; Theatre Arts 140.

### **VIDEOGRAPHY OPTION**

These courses are required: Television 101, 102, 104, 107; Art 125, 130; Mass Communications 102; Photography 101.

A minimum of 3 units must be selected from the following: Art 131; Cooperative Education 102 (2 units); Internship 150 (3 units); Photography 103; Television 111; Theatre Arts 134.

### **CORPORATE TELEVISION OPTION**

These courses are required: Television 101, 102, 104, 107; Business Administration 101, 166; Mass Communications 102.

A minimum of 3 units must be selected from the following: Art 130; Cooperative Education 102 (2 units); Internship 150 (3 units); Office Administration 201; Psychology 114; Television 111.

## **THEATRE ARTS—GENERAL CERTIFICATE**

These courses are required (22 units): English 101 or 120; Speech 101 or 105; Theatre Arts 101, 103, 105 (3 units), 109 (1 unit), 121 (2 units), 123 (1 unit), 130 or 131 (3 units).

A minimum of 8 units must be selected from the following elective courses: Art 101, 102, 125, 130, 132, 152; English 102, 116, 121, 125, 126; Humanities 117; Dance 101, 134, 140, 141, 145; Speech 101 or 105; Theatre Arts 102, 104, 106, 110, 122, 134, 140.

## **USER SUPPORT TECHNICIAN**

### **(Formerly Microcomputer Software Operator)**

Students completing this certificate will possess a basic knowledge of computer operation and capabilities with the skills to troubleshoot problems or aid in user support.

These courses are required: Business Administration 106 (3 units), 110; Computer Science/Information Systems 101, 110, 172, or 201 and 206 and 208, 190.

**NOTE:** Courses taken more than three years before the granting of the certificate must have the approval of the division chair for acceptance. **This certificate does not satisfy the major requirements for the Associate in Science degree.**

### **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: 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.



## 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.

**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.**





## INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM

Valid through Summer 1998

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 COMMUNICATION

CSU - 3 courses, one from each group below.  
UC - 2 courses, one each from group A and B.

#### GROUP A: ENGLISH COMPOSITION

(1 course, 3 semester units)

English 101

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

(1 course, 3 semester units)

English 102, 104

NOTE: English 102 completed fall, 1992 through summer, 1995 must be used in Area 3, Humanities.

#### 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+, 136

### AREA 3— ARTS and HUMANITIES

(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+, 125+, 126+, 127, 128  
Theatre Arts 101, 102, 107

#### HUMANITIES COURSES:

English 105, 106, 107, 108, 109, 110, 111, 114, 115, 116, 117, 122, 123, 124, 125, 126, 128, 130  
French 121, 124, 125, 126  
German 125, 126  
History 101+, 102+, 103, 104, 105, 106, 107, 108+, 109+, 110+, 111+, 112, 113, 114, 115, 116\* (same as Economics 111), 117+, 118+, 119, 120, 121, 131, 132, 133, 135, 136\* (same as Social Science 136), 150  
Humanities 101, 102, 105, 106, 110, 111, 115, 117, 120, 125  
Philosophy 101, 113, 114, 116, 118, 119, 120, 121, 122  
Spanish 124+, 125+, 126+, 127, 128

### AREA 4— SOCIAL and BEHAVIORAL SCIENCES

(3 courses, 9 semester units)

Courses from at least two disciplines or an interdisciplinary sequence.

Anthropology 102, 103

Economics 101, 102, 105+, 111\* (same as History 116)

Ethnic Studies 101, 102, 110, 111, 122, 124, 132, 164  
Geography 102, 105, 110

Mass Communications 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, 104, 105 (same as Psychology 109)

### AREA 5— PHYSICAL and BIOLOGICAL SCIENCES

(2 courses, 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, 110+, 120+

Chemistry 101+, 102+, 103, 105, 106, 110+, 114+, 120+, 121+

Geography 101

Geology 101+, 102, 103, 105, 110+, 111+

Oceanography 115, 116

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 101+, 115+; French 101; German 101; Italian 101; Japanese 101; Russian 101; Spanish 101+, 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.

NOTE: IGETC MUST BE COMPLETED AND CERTIFICATION MUST BE REQUESTED PRIOR TO ATTENDANCE AT A UC OR CSU.

# 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. All courses completed Fall, 1993 and thereafter must be completed with grades of "C" or better.

### 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 Executive Order No. 595 are listed below. Students will complete a minimum of thirty-nine (39) units from this list. No more than thirty (30) units may be certified in Areas B-D inclusive.

## A. COMMUNICATION IN THE ENGLISH LANGUAGE AND CRITICAL THINKING (9 units)

English 101 (Required)  
Speech 101 (Required)  
English 102, 104, 118  
Humanities 105, 110  
Philosophy 117  
Speech 100, 103, 104

NOTE: English 102 completed prior to fall 1995 must be used in Area C, Literature.

## 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\*

### PHYSICAL SCIENCE:

Astronomy 101, 102\*, 103, 110, 120  
Chemistry 101\*, 102\*, 103\*, 105\*, 106\*, 107\*, 110\*, 114\*, 120\*, 121\*  
Geography 101, 111\*  
Geology 101, 102, 103, 104, 105\*, 110\*, 111\*, 120  
Oceanography 115, 116\*  
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, 136

## C. ARTS, LITERATURE, PHILOSOPHY AND FOREIGN LANGUAGE (9 units)

Courses must be selected from 3 of 4 areas. One course must be selected from the Arts.

### 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, 127, 128  
Theatre Arts 101, 102

### LITERATURE:

English 102, 105, 106, 107, 108, 109, 110, 111, 114, 115, 116, 117, 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, 130  
Spanish 124, 125, 126, 127, 128  
Speech 106  
Theatre Arts 107

NOTE: English 102 completed fall 1995 and thereafter must be used in Area A.

### PHILOSOPHY:

Philosophy 101, 112, 113, 114, 116, 118, 119, 120, 121, 122

### FOREIGN LANGUAGE:

Armenian 101, 102, 115, 116  
French 101, 102, 103, 104  
German 101, 102, 103, 104  
Italian 101, 102, 103, 104  
Japanese 101, 102  
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  
Fashion Design Merchandising 208  
Geography 102, 110  
Mass Communications 101  
Psychology 101, 103, 104, 115  
Social Science 101, 121, 122, 123, 124, 127, 136\*\*  
Sociology 101, 102

### POLITICAL:

History 101, 102, 103, 104, 105, 106, 107, 108, 109, 112, 113, 114, 115, 119, 120, 121, 122, 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)

Culinary Arts 125  
Dance/Physical Education (all activity courses) (1 unit only)  
Health 102, 104  
Psychology 105, 106, 108, 109, 110, 111, 113, 131  
Recreation Leadership 105  
Social Science 134  
Sociology 104, 105, 131

# UNIVERSITY OF SOUTHERN CALIFORNIA

## GENERAL EDUCATION CATEGORIES AND THE DIVERSITY REQUIREMENT

**Effective August 1, 1997 through July 31, 1998**

All USC students must complete six general education (GE) courses. In addition, there are requirements in writing, diversity, and (for certain majors) foreign language. Students have different GE and writing requirements depending on when they started college:

—New GE: Students who first enrolled in any college in fall 1997 or later, or who enroll in USC in fall 2000 or later, follow the “New” GE plan. They may use transfer courses to fulfill the lower division writing requirement (shown below), and four of the six GE categories (I, II, III, and V, listed below). GE categories IV and VI and the upper division writing requirement must be taken at USC.

—Transitional GE: Students who enrolled in college in spring 1997 or earlier and who enroll at USC in spring 2000 or earlier follow a “Transitional” GE plan, designed to smooth the transition from the “old” GE to the new plan. They may fulfill all six GE courses with transfer courses: the four categories listed immediately below (I, II, III, and V), and also categories IV and VI listed in the final part of this agreement (titled “THIS SECTION IS ONLY FOR STUDENTS ELIGIBLE FOR THE TRANSITIONAL GE PLAN”). They may fulfill the entire two-course composition requirement with transfer courses listed in the final part of this agreement.

For more information, see the booklet “Transferring to USC,” available from the USC Office of Admission or on the World Wide Web at: <http://www.usc.edu/dept/admissions/undergrad/transfer/index.html>

The Diversity and Foreign Language requirements described below are the same for students following either the “new” or the “transitional” GE plans.

**DIVERSITY REQUIREMENT:** All students who entered college in fall 1993 or thereafter (at USC or elsewhere) must meet USC’s diversity requirement. Courses which meet the diversity requirement are identified by the abbreviation MULTI.

**LOWER DIVISION WRITING REQUIREMENT FOR STUDENTS FOLLOWING NEW GE PLAN:** Students following the NEW GE pattern should complete one of the courses below (an additional upper division writing course will need to be completed at USC):

ENGLISH 102; 104

**FOREIGN LANGUAGE SKILL LEVEL (New and Transitional GE):** Certain USC majors have a language requirement for graduation, which requires completing the third semester (or fifth quarter) of a college-level foreign language with a passing grade (C- or higher), or passing USC’s placement examination at a level equivalent to third semester competency. Students who do not finish their third semester (or fifth quarter) before transferring to USC must take USC’s placement examination to determine their level of competency. If the test score indicates placement into a level which the student has already completed, the student will be required to repeat the course at USC for no additional credit. Therefore, if your major requires the foreign language skill level and if you have started taking a

foreign language, you are advised to complete the requirement before transferring to USC.

**GENERAL EDUCATION CATEGORIES TRANSFERABLE BY STUDENTS FOLLOWING BOTH THE NEW AND THE TRANSITIONAL GE PLAN:**

**CATEGORY I: Cultures and Civilizations I**

ART 101; 102; 104; 105; 106  
ENGLISH 109; 110  
HISTORY 101; 102; 107; 108; 109  
HUMANITIES 120  
PHILOSOPHY 119; 120

**CATEGORY II: Cultures and Civilizations II**

ANTHROPOLOGY 102  
ART 108; 109; 112; 116  
HISTORY 119  
MUSIC 127  
PHILOSOPHY 114; 121

**CATEGORY III: Scientific Principles**

ASTRONOMY 101 with 102; 110 with 102; 120 with 102  
BIOLOGY 101; 115; 122; 125 with 126; 135  
CHEMISTRY 101; 110; 120  
GEOLOGY 101 with 111; 105; 110  
OCEANOGRAPHY 115 with 116  
PHYSICAL SCIENCE 131  
PHYSICS 101; 105

**CATEGORY V: Studies in Literature, Thought, and Arts**

ART 103; 107; 113; 118; 120(PRO); 121(PRO); 125  
ENGLISH 105; 106; 107; 108; 111; 114; 115; 116; 117;  
122; 123; 124; 125; 126; 128  
FRENCH 121  
MUSIC 120; 125; 126  
PHILOSOPHY 101  
SPANISH 124  
THEATRE ARTS 102; 107

**Courses which meet the Diversity Requirement**

ETHNIC STUDIES 102(MULTI); 110(MULTI);  
122(MULTI); 124(MULTI); 132(MULTI)  
HISTORY 111(MULTI); 115(MULTI)  
HUMANITIES 125(MULTI)  
PSYCHOLOGY 113(MULTI)  
SOCIAL SCIENCE 121(MULTI); 122(MULTI);  
123(MULTI); 124(MULTI); 134(MULTI)  
SOCIOLOGY 101(MULTI); 104(MULTI)

**POLICIES REGARDING GE COURSES FOR STUDENTS FOLLOWING THE NEW GE PLAN:**

—No more than four (4) semester units of pass/no pass credit may be applied to GE requirements.

—A single course may be used to fulfill both a GE requirement and the diversity requirement.

—Once a student following the new GE plan enrolls at USC, he or she may no longer take courses elsewhere to fulfill GE or writing requirements.

## UNIVERSITY OF SOUTHERN CALIFORNIA (cont'd)

### THIS SECTION IS ONLY FOR STUDENTS ELIGIBLE FOR THE TRANSITIONAL GE PLAN

Students who entered USC before fall 1997, and transfer students who began college elsewhere no later than spring 1997 and enter USC no later than spring 2000, are eligible to follow the "transitional" GE plan. It requires six courses from at least five of the six new categories (I through VI), each in a different "old" GE Area of Study. Students in the following majors may not omit category III or IV (that is, they must take two science courses, each from a different Area of the natural world and a different department): majors in the College of Letters, Arts, and Sciences; Engineering majors; and students earning a B.A. degree in any school.

Students following the transitional GE plan may use transfer courses to fulfill categories I, II, III, and V listed in the previous section of this agreement, and also categories IV and VI, listed below. Courses in these two categories are listed under the "old" Areas of Study which they fulfill. If two courses are taken in any of these categories, they must be from different Areas of Study.

**COMPOSITION REQUIREMENT FOR STUDENTS FOLLOWING THE TRANSITIONAL GE PLAN:** Two semesters of college composition. Courses which can be used toward the requirement are:

ENGLISH 101; 102; 104

**GE COURSES AVAILABLE ONLY FOR STUDENTS FOLLOWING THE TRANSITIONAL GE PLAN:**

**CATEGORY IV: Investigations in Science & Technology** (courses listed below are valid for the period noted on this agreement only for students who began college anywhere before fall 1997 and enroll at USC by spring 2000).

#### Natural World Earth Science

ASTRONOMY 101; 110; 120  
GEOGRAPHY 101  
GEOLOGY 101; 102; 103; 105; 110  
OCEANOGRAPHY 115

#### Natural World Life Science

ANTHROPOLOGY 101  
BIOLOGY 101; 102; 112; 115; 120; 121; 122; 123; 125; 127; 130; 132; 135  
PALEONTOLOGY 101

#### Natural World Physical Science

ASTRONOMY 101; 110; 120  
CHEMISTRY 101; 102; 103; 105; 106; 110; 120; 121  
PHYSICAL SCIENCE 131  
PHYSICS 101; 102; 103; 105; 106; 110

**CATEGORY VI: Social Issues** (courses listed below are valid for the period noted on this agreement only for students who began college anywhere before fall 1997 and enroll at USC by spring 2000).

#### American Public Life

HISTORY 115(MULTI); 118; 151  
SOCIAL SCIENCE 121(MULTI); 122(MULTI); 123(MULTI); 131; 132

#### Empirical Approaches

ANTHROPOLOGY 103  
ETHNIC STUDIES 110(MULTI)  
GEOGRAPHY 102  
POLITICAL SCIENCE 102  
PSYCHOLOGY 103; 104; 106; 109(PRO)  
SOCIAL SCIENCE 131; 132  
SOCIOLOGY 101(MULTI); 105(PRO)

#### Ethical Approaches

HUMANITIES 105  
PHILOSOPHY 116

**RESTRICTION ON GE COURSES FOR STUDENTS FOLLOWING THE TRANSITIONAL GE PLAN:**

—Some courses are listed for credit in two Areas of Study. Credit for only one category will be assigned. However, a single course may be used to fulfill both a GE requirement and the diversity requirement.

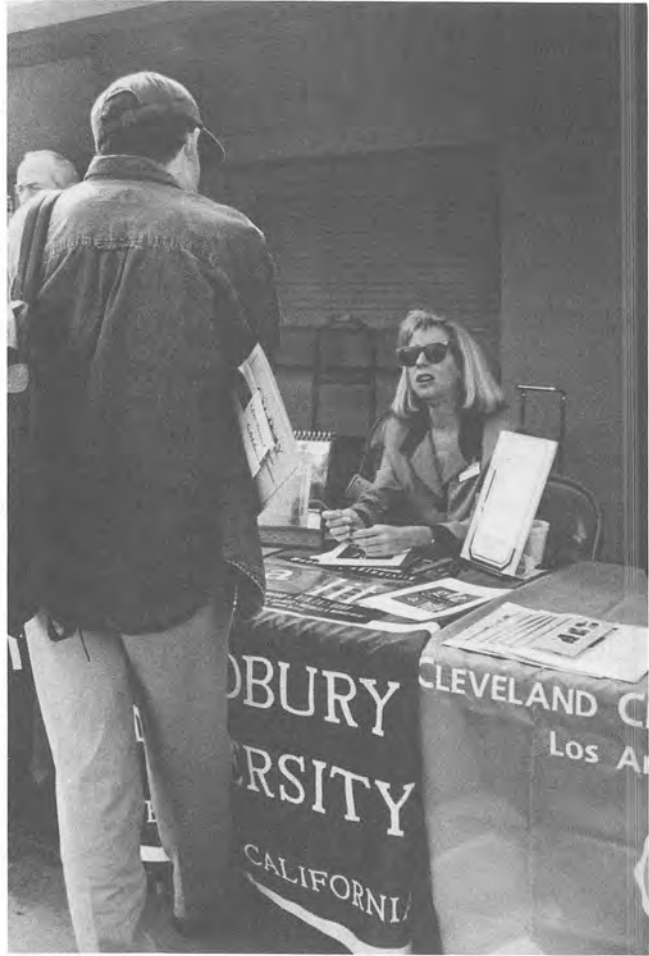
—No more than two courses counted toward the major may also be used to fulfill GE requirements.

—No more than two courses from any one department may be used to satisfy GE requirements.

—Courses fulfilling categories III and IV cannot be from the same department.

—Courses must be taken before spring 2000 to be used to fulfill categories IV or VI.

—No more than four (4) semester units of pass/no pass credit may be applied to GE requirements.



Students get information from university representatives on Transfer Day each semester.



# 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.

## ACCOUNTING

### CSU, NORTHRIDGE

#### B.S. Accounting

Acctg 101	Prin Acctg I	5
Acctg 102	Prin Acctg II	5
BusAd120	Bus Law I	3
CS/IS 101	Intro	5
Econ 101	Microeconomics	3
Econ 102	Macroeconomics	3
Math 112	BusCalc	5
OR		
Math 103	Calc I	5

### USC

#### B.S. Accounting

Acctg 101	Prin Acctg I	5
Acctg 102	Prin Acctg II	5
CS/IS 101	Intro	5
Econ 101	Microeconomics	3
Econ 102	Macroeconomics	3
Math 112	BusCalc	5

## 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
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
CS/IS 101	Intro to CIS	5
CS/IS 105	Comp Concepts	3

### CSU, NORTHRIDGE

#### B.A. Art

Art 101	Surv Art Hist	3
Art 102	Surv Art Hist	3
Art 130	Design I	3
Art 138	3 D Design	3
Art 150	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
Chem 101-102	General	5-5
Chem 103	Quant Analysis	4
Math 103-105	Calc I-II-III	5-5-4
Phys 101-103	Engr Physics	5-4-5

### CSU, NORTHRIDGE

#### B.S. Biochemistry

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

## BIOLOGY

### CSU, LOS ANGELES

#### B.S. Biology

Biol 101-102	General	4-5
Chem 101-102	General	5-5
Chem 103	Quant Analysis	4

Math 103	Calc I	5
Phys 105-106	General	4-4
Recommended: 1 year of Foreign Language		

### CSU, NORTHRIDGE

#### B.A. Biology

Biol 101-102	General	4-5
Chem 101-102	General	5-5
Math 110	Precalculus	5
Phys 105-106	General	4-4
Select one of the following:		
Biol 121	Physiology	4
Math 103	Calc I	5

#### B.S. Biology

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

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

#### Environmental Biology Option: Add:

Chem 105-106	Organic	5-5
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#### Marine Biology Option: Add:

Chem 105-106	Organic	5-5
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#### Microbiology Option: Add:

CS/IS 101	Intro	5
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#### OR

CS/IS 115	Micro Appl	4
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## 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
OR		
Math 103	Calc I	5

### 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
<b>OR</b>		
Math 136	Statistics	3
Math 112	Bus Calc	5
<b>OR</b>		
Math 103	Calc I	5

**CSU, NORTHRIDGE****B.S. Accounting**

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 112	Bus Calc	5
<b>OR</b>		
Math 103	Calc I	5

**USC****B.S. Business Administration**

Acctg. 101	Prin Acctg I	5
Acctg. 102	Prin Acctg II	5
CS/IS 101	Intro	5
Econ 101	Microeconomics	3
Econ 102	Macroeconomics	3
Engl 102	Literary Analysis	3
<b>OR</b>		
Engl 104	Critical Thinking	3
Math 112	Bus Calc	5

**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 105-106	General	4-4
<b>OR</b>		
Phys 101-102	Engr Physics	5-4

**B.S. Chemistry**

Chem 101-102	General	5-5
Chem 103	Quant Analysis	4
Math 103-105	Calc I-II-III	5-5-4
Math 108	Diff Equat	3
Math 107	Linear Algebra	3
<b>OR</b>		
CS/IS 150	Fortran	2
<b>OR</b>		
Math 130	Fortran	2
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.		

**B.S. Chemistry**

Environmental Chemistry Option:			
Biol 101-102	General	4-5	
Biol 121	Physiology	4	
Chem 101-102	General	5-5	
Math 103-104	Calc I-II	5-5	
Phys 105-106	General	4-4	

**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. Mexican-American Studies**

Hist 113	Hist Mex People	3
Span 127	Mexican Lit	3

**CHILD DEVELOPMENT****CSU, LOS ANGELES****B.A. Child Development**

CHLDV 147	Infant Toddler	3
Psych 101	General	3
Psych/Soc 131	Marriage/Family	3

**Multiple Subject Credential Option:**

See GCC counselor.

**CSU, NORTHRIDGE****B.A. Child Development**

Math 136	Statistics	3
Biol 121	Physiology	4

**OR**

Psych 103*	Physiological	3
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\* For Child Mental Health Specialist Option, Psych 103 is required.

**COMMUNICATIVE DISORDERS****CSU, LOS ANGELES****B.A. Communicative Disorders**

Speech 105	Voice & Diction	3
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**CSU, NORTHRIDGE****B.A. Communicative Disorders**

Bio 122	Intro	4
Math 136	Statistics	3
Spanish 101	Beg. Span I	5
<b>OR</b>		
Speech 100	Interp Com	3

**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
<b>OR</b>		
Math 136	Statistics	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 160	Assembly	4
Math 103-105	Calc I-II-III	5-5-4
Math 107	Linear Algebra	3
Math 136	Statistics	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
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**OR**

Chem 101-102	General	5-5
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**OR**

Phys 101-102	Engr Phys	5-4
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**Select one additional lab science from:**

Biol 102	General	5
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Chem 101	General	5
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Geol 101/111	Physical/Lab	3-1
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Physics 101	Engr Phys	5
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**CRIMINAL JUSTICE****CSU, LOS ANGELES****B.S. Criminal Justice**

Program under revision

**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
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Chem 101-102	General	5-5
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Geol 104	Field	2
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Geol 105	Historical	4
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Geol 110	Phys Earth Science	4
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Math 100&102	Coll Alg & Trig	3-3
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**OR**

Math 110	Precalculus	5
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Math 103	Calc I	5
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Phys 105-106	General	4-4
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**OR**

Phys 101-102	Engr Physics	5-4
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**Multiple Subject Credential Option:**

See GCC counselor.

**CSU, NORTHRIDGE**

**B.A. Earth Science**

Chem 101-102	General	5-5
Geol 101 & 111	Physical & Lab	3-1
Geol 104	Field	2
Math 103	Calc I	5
OR		
Math 136	Statistics	3
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
OR		
Math 136	Statistics	3
<b>Applied and Analytical Option: Add:</b>		
Acctg 101-102	Acctg I-II	5-5
CS/IS 101	Intro	5
Math 112	Bus Calc	5
OR		
Math 103-104*	Calc I-II	5-5

\* Required for students intending to enter graduate programs.

**Social and Behavioral Option: Add:**

Acctg 101-102	Acctg I-II	5-5
Math 112	Bus Calc	5
OR		
Math 103	Calc I	5

**CSU, NORTHRIDGE**

**B.A. Economics**

Acctg 101-102	Acctg I-II	5-5
Econ 101	Microeconomics	3
Econ 102	Macroeconomics	3
Math 112	Bus Calc	5
OR		
Math 103	Calc I	5

**ENGINEERING**

**CSU, LOS ANGELES**

**B.S. Engineering**

Program under revision

**CSU, NORTHRIDGE**

**B.S. Engineering**

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

**ENGLISH**

**CSU, LOS ANGELES**

**B.A. English**

**General Option:**

Engl 105	Engl Lit to 1780	3
OR		
Engl 106	Engl Lit from 1780	3

**Multiple Subject Credential Option:**

See GCC counselor.

**CSU, NORTHRIDGE**

**B.A. English**

**Literature Option:**

Engl 105	Engl Lit to 1780	3
Engl 106	Engl Lit from 1780	3
Engl 122	Amer Lit to 1865	3
OR		
Engl 123	Amer Lit from 1865	3

**Creative Writing Option:**

Engl 103	Creative Writ	3
Engl 105	Engl Lit to 1780	3
Engl 106	Engl Lit from 1780	3
Engl 122	Amer Lit to 1865	3
OR		
Engl 123	Amer Lit from 1865	3

**Credential Option:**

Engl 105	Engl Lit to 1780	3
Engl 106	Engl Lit from 1780	3
Engl 122	Amer Lit to 1865	3
OR		
Engl 123	Amer Lit from 1865	3

**ENVIRONMENTAL & OCCUPATIONAL HEALTH**

**CSU, NORTHRIDGE**

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

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

**Select one sequence: (A or B)**

<b>Sequence A:</b>		
Biol 121	Physiology	4
Biol 122	Intro Biol	4
<b>Sequence B:</b>		
Biology 101-102	General	4-5

**FAMILY ENVIRONMENTAL SCIENCES**

**CSU, NORTHRIDGE**

**B.S. Family Environmental Sciences**

See GCC counselor.

**FIRE PROTECTION ADMINISTRATION AND TECHNOLOGY**

**CSU, LOS ANGELES**

**B.S. Degree**

Pol S/Soc 107	Statistics	3
OR		
Math 136	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
Soc 107	Statistics	3
OR		
Math 136	Statistics	3

**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 & 111	Physical & Lab	3-1
Geol 105	Hist Earth Sci	4
Chem 101-102	General	5-5
CS/IS 101	Intro	5
Math 103	Calc I	5
Phys 105-106	General	4-4
OR		
Phys 101-102	Engr Phys	5-4

**Geophysics Option:**

Geol 101 & 111	Physical & Lab	3-1
Chem 101-102	General	5-5
CS/IS 150	Fortran	2
OR		



Math 130	Fortran	2
Math 103-105	Calc I-II-III	5-5-4
Math 108	Diff Equations	3
Math 128	Programming	2
Phys 101-103	Engr Phys	5-4-5

**GERMAN****CSU, NORTHRIDGE****B.A. German**

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

**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****Health Administration Option:**

Acct 101-102	Acctg I-II	5-5
Biol 121	Physiology	4
Biol 122	Intro Biol	4
Math 112	Bus Calc	5
Psych 101	General	3
Soc 101	Intro	3

**Health Education Option:**

Biol 120	Human Anatomy	5
Biol 121	Physiology	4
Biol 122	Intro Biol	4
Chem 110	Elements	5
Health 104	Health Ed	3
Math 136	Statistics	3
Psych 101	General	3
Soc 101	Intro	3

**Physical Therapy Option:**

Biol 120	Human Anatomy	5
Biol 121	Physiology	4
Biol 122	Intro Biol	4
Chem 120-121	Fundamentals	5-5
CS/IS 101	Intro	5

OR

CS/IS 115	Micro Appl	4
Math 110	Precalculus	5
Phys 105-106	General	4-4
Psych 101	General	3

**Radiologic Technology Option:**

Biol 120	Human Anatomy	5
Biol 121	Physiology	4
Biol 122	Intro Biol	4
Chem 110	Elements	5
Math 110	PreCalculus	5
Phys 105-106	General	4-4
Psych 101	General	3
Soc 101	Intro	3

**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 101-102	Western Europe	3-3
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OR

Hist 107-109	Civilization	3-3-3
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Hist 117	History of US	3
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Hist 118	History of US	3
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Choose 1 from:

Hist 103	Latin America	3
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Hist 119	Far East	3
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Hist 120	Far East	3
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**HOME ECONOMICS****CSU, LOS ANGELES****B.A. Home Economics**

See GCC counselor.

**HUMANITIES****CSU, NORTHRIDGE****B.A. Humanities**

Art 101 OR 102	Survey Art Hist	3
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Music 120	Hist/Appr Music	3
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Any Foreign Language	101&102	5-5
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**INDUSTRIAL ARTS****CSU, LOS ANGELES****B.A. Industrial Arts**

Draft 131	Tech Drafting	5
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OR

Engr 101	Engr Drawing	3
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ECT 101	Elect CIR I (DC)	3
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Mgmt 155	Indust Safety	3
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Photo 101 or 102	Intro or Drkrn	3-3
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**INDUSTRIAL TECHNOLOGY****CSU, LOS ANGELES****B.S. Industrial Technology****Aviation Administration Option:**

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

**Printing Management Option:**

Acctg 101-102	Accounting I&II	5-5
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Bus Ad 120	Bus Law I	3
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Econ 101-102	Micro-Macro	3-3
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**Production Technology Option:**

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

Draft 131	Tech Drafting	5
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OR

Engr 101	Engr Drawing	3
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ECT 101	Basic Elect I	4
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Photo 101 or 102	Intro or Drkrn	3-3
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**Required Management Courses:**

Acctg 101-102	Prin of Acctg I&II	5-5
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Econ 107	Prob & Statistics	3
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OR

Math 136	Statistics	3
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Math 112	Calc for Business	5
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OR

Math 103	Calc I	5
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**JAPANESE****CSU, LOS ANGELES****B.A. Japanese**

Complete at CSULA.

**JOURNALISM****CSU, NORTHRIDGE****B.A. Journalism**

MComm 101	Mass Comm	3
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MComm 102	Reporting News	3
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**LATIN AMERICAN STUDIES****CSU, LOS ANGELES****B.A. Latin American Studies****General Option:**

Anthro 102	Cultural	3
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Geog 102	Cultural	3
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Eth St 101	Lat Amer Cult Expr	3
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Span 103-104	Inter Span I&II	4-4
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**Multiple Subject Credential:**

See GCC counselor.

**LEISURE STUDIES AND RECREATION****CSU, NORTHRIDGE****B.S. Recreation****Therapeutic Recreation Option:**

Biol 120	Human Anatomy	5
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Biol 121	Physiology	4
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Rec L 105	PE and Rec L	2
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**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
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OR

CS/IS 150	Fortran	2
<b>OR</b>		
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
<b>OR</b>		
CS/IS 150	Fortran	2
<b>OR</b>		
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	4-5
Chem 101-102	General	5-5
Chem 103	Quant Analysis	4
Math 100&102	Col Alg & Trig	3-3
<b>OR</b>		
Math 110	Precalculus	5
Phys 105-106	General Phys	4-4

**MUSIC****CSU, LOS ANGELES****B.A. Music**

See GCC counselor.

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

See GCC counselor.

**NURSING****CSU, LOS ANGELES****B.S. Nursing**

Required Prerequisites:

Biol 112	Microbiology	4
Biol 120-121	Anatomy-Physiol	5-4
Chem 120	Fundamentals	5
Cul Art 125	Nutrition	3
Engl 101	Fresh English	3
Psych 101	General	3
Soc 101	Intro	3
Speech 101	Public Speaking	3

**CSU, NORTHRIDGE****B.S. Nursing (Limited to Registered Nurses):**

Biol 112	Microbiology	4
Biol 120*-121	Anatomy-Physiol	5-4

Chem 110*	Elements	5
<b>OR</b>		

Chem 120*	Fundamentals	5
Math 110	Precalculus	5

<b>OR</b>		
Math 112	Calc for Business	5

<b>OR</b>		
Math 136	Statistics	3
Psych 101	General	3
Soc 101	Intro	3

\* 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

**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
<b>OR</b>		

Soc 101	Intro	3
Biol 120-121	Anatomy-Physiol	5-4
Chem 120-121	Fundamentals	5-5
Cul Art 111	Beg Food Prep	5
Econ 105	American Economy	3
Biol 112	Microbiology	4
Psych 101	General	3
Required Core Courses:		
Psych/Soc 131	Marriage/Family	3

**PAN-AFRICAN STUDIES****CSU, LOS ANGELES****B.A. Afro-American Studies**

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

**Single Subject Credential Option:**

See GCC counselor.

**Multiple Subject Credential Option:**

See GCC counselor.

**CSU, NORTHRIDGE****B.S. Kinesiology**

Biol 120-121	Anatomy-Physiol	5-4
Biol 122	Intro	4

**Exercise Science Option:**

Chem 101	General	5
<b>OR</b>		
Chem 120	Fundamentals	5
Physics 105	General Phys	4

**Athletic Training Option:**

Chem 110	Elements	5
<b>OR</b>		
Physics 110	Intro	3
Cul Art 125	Nutrition	3
Health 104	Health Ed	3
Psych 101	General	3

**PHYSICS****CSU, LOS ANGELES****B.A. Physics**

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

**B.S. Physics**

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

**Option in Biophysics: Add:**

Biol 101-102	General	4-5
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**CSU, NORTHRIDGE****B.S. Physics**

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

**Physics Option: Add:**

Chem 102	General	5
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**Secondary Teaching Option:**

Biol 101-102	General	4-5
Chem 102	General	5
Geol 101	Physical	3

**POLITICAL SCIENCE****CSU, LOS ANGELES****B.A. Political Science**

Pol S 101	Intro Govt	3
Pol S 106	State & Local	1-1
Pol S 102	Mod Comp Govt	3
Pol S 107	Statistics	3

**OR**

Math 136	Statistics	3
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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	3
Psych 103	Physiological	3
Psych 107	Statistics	3
OR		
Math 136	Statistics	3

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

Psych 101	General	3
Psych 103	Physiological	3
Math 136	Statistics	3

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

Telev 102	TV Prod Sys	3
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OPTIONS: See GCC counselor.

**CSU, NORTHRIDGE****B.A. Radio-TV Broadcasting**

Art 125	Hist of Film	3
MComm 101	Mass Comm	3

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

Psych 101	General	3
Soc 101	Intro	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**

See GCC counselor.

**SOCIAL WORK****CSU, LOS ANGELES****B.A. Social Work**

Psych 101	General	3
OR		
Soc 101	Intro	3
Soc 107	Statistics	3
OR		
Math 136	Statistics	3

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

Soc 101	Intro	3
Soc 107	Statistics	3
OR		
Math 136	Statistics	3

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

Soc 101	Intro	3
Math 136	Statistics	3

**SPANISH****CSU, LOS ANGELES****B.A. Spanish**

Span 103-104	Int Span I-II	4-4
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**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
OR		
Span 106	Conv Span	3

**SPEECH COMMUNICATION****CSU, LOS ANGELES****B.A. Speech Communication**

Program under revision

**CSU, NORTHRIDGE****B.A. Speech Communication****General Option:**

Speech 100	Interp Com	3
OR		
Speech 106	Oral Interp. of Lit.	3
<b>Communications Studies Option:</b>		
MComm 101	Mass Comm	3

**THEATRE ARTS****CSU, LOS ANGELES****B.A. Theatre Arts**

Program under revision

**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
<b>Techniques Option: Add:</b>		
Math 128	Programming	2
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/ RECOMMENDED PREPARATION

#### Prerequisites

"Prerequisite means a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program."

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 satisfactory grade.** "Satisfactory grade means that, for the course in question, the student's academic record has been annotated with the symbol A, B, C, or CR."

#### Corequisites

"Corequisite means a condition of enrollment consisting of a course that a student is required to simultaneously take in order to enroll in another course."

Classes listed as corequisites must have been either completed or be taken concurrently.

#### Recommended Preparation

"Recommended preparation means a condition of enrollment that a student is advised, but not required, to meet before or in conjunction with enrollment in a course or educational program."

Recommended preparation is a prerequisite that is not required but has been judged by individual departments to be important to success in the course.

**Equivalent:** 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.

**Note:** Title 5, Section 55534 (a) permits a student to appeal a course prerequisite based on the unavailability of the required course (see waiver of prerequisites).

### 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 introduces students to the use of accounting information, and to analysis using accounting and financial concepts and terminology. The course covers financial accounting, dealing with such topics as the accounting cycle, revenue and expense recognition, internal control, external reporting requirements, and asset, liability, and owners' equity valuation. Accounting information is presented from the user's viewpoint. Ethical issues and open-ended exercises requiring critical judgment and narrative response by students may be used throughout the course. Lecture 5 hours. **Prerequisite:** None. **Note:** This course may not be taken for credit by students who have completed Accounting 106 with a grade of "C" or better. **Transfer credit:** CSU, UC, USC (CAN BUS 2)

**102  
PRINCIPLES OF ACCOUNTING II**  
5 Units

Accounting 102 continues student development in the analytical use of financial and accounting concepts. The course covers external financing decisions, evaluating corporate performance and strategy using financial indicators and the statement of cash flows, and managerial accounting. Ethical issues and open-ended exercises requiring critical judgment and narrative response by students may be used throughout the course. Lecture 5 hours. **Prerequisite:** Accounting 101 or 106 or equivalent. **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. **Recommended preparation:** Business Office Technology 110. (Business Office Technology 110 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 computer skills required for employment in the field of computerized accounting. This course provides an introduction to accounting application software for bookkeepers, accountants, and business managers. 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 2 hours. **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. **Recommended preparation:** Eligibility for Business Office Technology 102; 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. A maximum of 3 units will transfer. **Transfer credit:** CSU

**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 inter-relationships; theories of crime, punishment, and rehabilitation; ethics, education, and training for professionalism in the system. Lecture 3 hours. **Recommended preparation:** Eligibility for English 120 or ESL 151. **Transfer credit:** CSU, UC, USC (CAN AJ 2)

### 103 CONCEPTS OF CRIMINAL LAW

1-3 Units

Administration of Justice 103 is a study of the legal definition of crime and defenses; purposes and functions of the substantive criminal law; historical foundations; the limits of the criminal law; focus upon the case study approach. Lecture 3 hours. **Prerequisite:** 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

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

### 118 YOUTHFUL OFFENDERS

1-3 Units

Administration of Justice 118 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. **Recommended preparation:** Eligibility for English 120 or ESL 151. **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. **Recommended preparation:** Eligibility for English 120 or ESL 151. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned.

**155  
FIREARMS TRAINING***½-1½ Units*

Administration of Justice 155 is presented to fulfill the requirements of the P.C. 832 Module II training specifications. Lecture 1-3 hours, laboratory 2-5 hours. **Prerequisite:** Administration of Justice 204 or 205 and a passing score on Module I and III of the P.O.S.T. examination to meet requirements of P.C. 832. **Recommended preparation:** Eligibility for English 120 or ESL 151 or equivalent. **Note:** This course may be taken 3 times; a maximum of 4½ 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.

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**ALCOHOL/DRUG  
STUDIES**


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**101  
ALCOHOL/DRUG ABUSE AND  
DEPENDENCY***3 Units*

Alcohol/Drug Studies 101 is the study of the history of alcohol use in various cultures, its acute and chronic effects on the human body, and the development of alcohol/drug dependency and related disorders. The course addresses the consequence of dependency on the individual, the family system, and society, with special emphasis on several ethnic and cultural populations. Lecture 3 hours. **Recommended preparation:** Eligibility for English 120 or ESL 151. **Transfer credit:** CSU

**103  
CHEMICAL DEPENDENCY:  
INTERVENTION, TREATMENT, AND  
RECOVERY***3 Units*

Alcohol/Drug Studies 103 is designed to introduce students to the process of recovery from chemical dependency and familiarize them with the essential tools and techniques necessary in helping the chemical dependent person to bring about a positive life style change during the rehabilitation process in order to establish a lasting and productive recovery. Lecture 3 hours. **Prerequisite:** Alcohol/Drug Studies 101.(Alcohol/Drug Studies 101 may be taken concurrently.) **Transfer credit:** CSU

**105  
PHARMACOLOGY: ALCOHOL AND  
OTHER DRUGS***3 Units*

Alcohol/Drug Studies 105 is the study of the fundamental principles of the action of alcohol and other drugs on the human body. The pharmacological and physiological implications of tolerance, habituation, and excessive consumption is discussed, and the physiological and medical effects of alcohol on the human body during the various stages of psychosexual development are presented. Lecture 3 hours. **Prerequisite:** Alcohol/Drug Studies 103. **Transfer credit:** CSU

**110  
COUNSELING TECHNIQUES/CASE  
MANAGEMENT***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 the chemically dependent person and to provide an overview of theory and application in counseling individuals afflicted with this disorder. Lecture 3 hours. **Prerequisite:** Alcohol/Drug Studies 105. **Recommended preparation:** Psychology 101, 108, or Sociology 101. **Transfer credit:** CSU

**111  
COUNSELING THE CHEMICAL  
DEPENDENT'S FAMILY***3 Units*

Alcohol/Drug Studies 111 is designed to develop an awareness of individual and family dynamics within the chemically dependent family and to develop an understanding of family systems theory and personality theories as applied to the treatment of the family unit. Lecture 3 hours. **Prerequisite:** Alcohol/Drug Studies 105. **Recommended preparation:** Psychology 101, 108, or Sociology 101. **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 function of the counselor as a facilitator. The emphasis of this course is on the group process in the "here and now" as a method of bringing about behavioral change. The course includes a strong experiential component. Lecture 3 hours. **Prerequisite:** Alcohol/Drug Studies 105. **Recommended preparation:** Psychology 101, 108, or Sociology 101. **Transfer credit:** CSU

### 113 CHEMICAL DEPENDENCY AND HUMAN SEXUALITY

3 Units

Alcohol/Drug Studies 113 explores the symbiotic relationship of alcohol and drug abuse to sexual pathology and deviation. Clinical research involving alcohol/drug dependency, and sexual dysfunction, and deviation are 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 105. **Recommended preparation:** Psychology 101, 108, or Sociology 101. **Transfer credit:** CSU

### 114 SPECIAL POPULATIONS

3 Units

Alcohol/Drug Studies 114 is an exploration of the social, cultural, and psychological consequences of ethnic background as contributing factors in the misuse of alcohol and drugs. The changing role of women in society, stress-producing factors in marriage, and the abuse of alcohol/drugs in the adolescent and elderly populations are studied. The lack of choice as to status, categorization within society, and structural adaptations of Blacks, Chicanos, Indians, and other ethnic and racial minorities are also explored. Lecture 3 hours. **Prerequisite:** Alcohol/Drug Studies 105. (Alcohol/Drug Studies 105 may be taken concurrently.) **Transfer credit:** CSU

### 115 ADULT CHILDREN OF CHEMICAL DEPENDENT FAMILIES

3 Units

Alcohol/Drug Studies 115 explores the effects of alcohol/drug dependency and other severe psychological disorders within the dynamics of the family system. The effects of emotional and physical deprivation, violence, and child abuse are examined. Affective behavioral patterns and core issues are discussed, and various treatment modalities are presented. Lecture 3 hours. **Prerequisite:** Alcohol/Drug Studies 103. **Transfer credit:** CSU

### 116 SOCIAL MODEL TREATMENT AND RECOVERY

3 Units

Alcohol/Drug Studies 116 provides students with an opportunity to observe, experience, and evaluate the social model method of treating alcoholism and related disorders as a cost-effective alternative to the traditional clinical model approach. The social model residential and environmental approach to recovery as a method of developing sobriety is studied in depth. Lecture 2 hours, instructor-led discussion (ILD) 1 hour, practicum 2 hours. **Prerequisite:** Alcohol/Drug Studies 105. **Recommended preparation:** Psychology 101, 108, or Sociology 101. **Transfer credit:** CSU

### 117 ADVANCED CONCEPTS IN CHEMICAL DEPENDENCY AND RELATED DISORDERS

3 Units

Alcohol/Drug Studies 117 provides students with an opportunity to evaluate a variety of modern theories and concepts concerning the etiology and pathology of alcoholism and related disorders. Psychological factors which influence the development of the disease are studied from an "inceptions" point of view rather than from the usual "after the fact" perspective. Through this modern approach the student gains an in-depth understanding of the complex interaction of the biological, psychological, and sociological factors that affect the development of the disease and the implications for treatment. Lecture 3 hours. **Prerequisite:** Alcohol/Drug Studies 105. **Recommended preparation:** Psychology 101, 108, or Sociology 101. **Transfer credit:** CSU

### 150 ALCOHOLICS ANONYMOUS AND RECOVERY

3 Units

Alcohol/Drug Studies 150 is designed to provide students with an opportunity to observe, experience and evaluate Alcoholics Anonymous and a variety of self-help groups involved in the community continuum of care in the treatment of alcohol/drug dependency and related disorders. The Alcoholics Anonymous "twelve step" program of recovery as a method of developing sobriety is studied in depth. Lecture 3 hours, practicum 4 hours. **Recommended preparation:** Eligibility for English 120 or ESL 151. **Transfer credit:** CSU

### 151 COMMUNITY NETWORKING

3 Units

Alcohol/Drug Studies 151 is designed to provide students with an opportunity to survey and evaluate a variety of service agencies, programs, and facilities involved in the community continuum of care in the treatment of alcohol/drug dependency and related disorders. Lecture 3 hours, practicum 4 hours. **Prerequisite:** Alcohol/Drug Studies 150. **Transfer credit:** CSU

### 152 SEMINAR/INTERNSHIP—ETHICAL ISSUES

4 Units

Alcohol/Drug Studies 152 is part of a two semester internship where the student is placed in an alcohol/drug related program or agency and under agency supervision gains experience working with the community continuum of care. The course focuses on the following: legal and ethical issues in chemical dependency counseling, agency, counselor, and client relationships, crisis intervention, and individual case management. Lecture 4 hours, practicum 8 hours. **Prerequisite:** Alcohol/Drug Studies 110, 111, or 112. **Transfer credit:** CSU



**153  
SEMINAR/INTERNSHIP—CORE  
FUNCTIONS**

4 Units

Alcohol/Drug Studies 153 is part of a two semester sequence where the student is placed in an alcohol/drug related program or agency and under agency supervision gains experience working with the community continuum of care. The course focuses on the following: legal and ethical issues in chemical dependency counseling, case management of groups and families, development of educational lectures and workshops, and personal and professional growth. Lecture 4 hours, practicum 8 hours. *Prerequisite:* Alcohol/Drug Studies 110, 111 or 112. *Transfer credit:* CSU

**ALLIED HEALTH**

See NURSING

**ANATOMY**

See BIOLOGY 120

**ANTHROPOLOGY****101  
PHYSICAL ANTHROPOLOGY**

3 Units

Anthropology 101 is a study of human genetics; the relationship of humans to the animal world; evolutionary theory; fossil humans; racial differentiation; classification, and distribution; and current and ongoing evolution. Lecture 3 hours. *Recommended preparation:* Eligibility for English 120 or ESL 151. *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. *Recommended preparation:* Eligibility for English 120 or ESL 151. *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. *Recommended preparation:* Eligibility for English 120 or ESL 151. *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 preparation:* Eligibility for English 120 or ESL 151. *Note:* Required for architecture majors. *Transfer credit:* CSU

**102  
ARCHITECTURAL DRAFTING AND  
DESIGN**

3 Units

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

**103  
DESCRIPTIVE GEOMETRY**

3 Units

Architecture 103 is an applied science treating of graphic representation of lines, planes, surfaces, and solids. Architectural applications are used for subject matter. Simple shades and shadows. Lecture 2 hours, laboratory 4 hours. *Prerequisite:* One year of architectural or mechanical drawing or Architecture 101 or Engineering 101. *Recommended preparation:* Eligibility for English 120 or ESL 151 *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 preparation:* Eligibility for English 120 or ESL 151. *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

**120  
ARCHITECTURAL DESIGN I**

3 Units

Architecture 120 presents a study of the numerous considerations required to build a two story dwelling, a two story apartment complex, or a retail building. Discussion covers fundamentals of design, building code considerations, and techniques of construction. Lecture 2 hours, laboratory 4 hours. *Prerequisite:* Architecture 101 and 105. *Note:* This course may not be taken for credit by students who have completed Architecture 109. *Transfer credit:* CSU

**125  
ARCHITECTURAL DESIGN II**  
3 Units

Architecture 125 presents a study of the numerous considerations required to build a typical two story single family home, a typical two story apartment complex, or a small store. Discussion reviews fundamentals of design, building code considerations, techniques of construction, and introduces working drawings and construction detail. Additional work includes beam loading calculation, heating, insulation, sound proofing, sanitary systems, soil problems, presentation techniques, and model building techniques. Lecture 2 hours, laboratory 4 hours. *Prerequisite:* Architecture 120. *Note:* This course may not be taken for credit by students who have completed Architecture 109. *Transfer credit:* CSU

**130  
ARCHITECTURAL DESIGN III**  
3 Units

Architecture 130 is a study of the concepts of basic commercial building construction. Emphasis is placed on the basic planning and design of a small commercial building of concrete block construction. Current construction techniques, and applicable building codes are covered. Lecture 2 hours, laboratory 4 hours. *Prerequisite:* Art 130 and Architecture 125. *Note:* This course may not be taken for credit by students who have completed Architecture 110. *Transfer credit:* CSU

**135  
ARCHITECTURAL DESIGN IV**  
3 Units

Architecture 135 is a study of the concepts of basic commercial building construction. Emphasis is placed on the basic planning and design of a small commercial building of concrete block construction. Current construction techniques, and applicable building codes are covered. Lecture 2 hours, laboratory 4 hours. *Prerequisite:* Architecture 130. *Note:* This course may not be taken for credit by students who have completed Architecture 110. *Transfer credit:* CSU

**141  
INTERIOR DESIGN**  
(Also listed as Art 141)  
3 Units

Architecture 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. *Recommended preparation:* Art 130. *Note:* This course may not be taken for credit by students who have completed Art 141. *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 preparation:* Eligibility for English 120 or ESL 151. *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 preparation:* 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 preparation:* Architecture 105. *Transfer credit:* CSU

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**ARMENIAN**

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**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. *Recommended preparation:* Eligibility for English 120 or ESL 151. *Note:* Not open to students with oral proficiency or who have attended schools where Armenian was the language of instruction. This course may not be taken for credit by students who have completed Armenian 115 or 116. *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. *Note:* This course may not be taken for credit by students who have completed Armenian 115 or 116. *Transfer credit:* CSU, UC, USC

**110  
BASIC CONVERSATIONAL  
ARMENIAN I**  
3 Units

Armenian 110 is an introduction to Armenian with emphasis on developing essential skills in communication. The verbal active method is used, stressing oral expression. The course develops a beginning knowledge of reading and writing in Armenian, and also introduces the student to Armenian culture. Lecture 3 hours. *Prerequisite:* None. *Note:* Not open to students who have oral proficiency or who have attended schools where Armenian was the language of instruction. This course may not be taken for credit by students who have completed Armenian 115 and/or Armenian 116. This course may be taken 2 times; a maximum of 6 units may be earned.

**111  
BASIC CONVERSATIONAL  
ARMENIAN II**  
3 Units

Armenian 111 continues the improvement of communication skills acquired in Armenian 110. It further develops language skills, including the reading and comprehension of simple texts; gives a broader idea of the structure of the language; and attempts to generate interest in the Armenian culture and further study. Lecture 3 hours. *Prerequisite:* Armenian 110 or equivalent. *Note:* This course may be taken 2 times; a maximum of 6 units may be earned.

**115  
ARMENIAN FOR THE ARMENIAN  
SPEAKING I**  
5 Units

Armenian 115 provides intensive training in oral and written Armenian for students who already have a familiarity with the language but little and/or no formal instruction in it. Thus, structure of the language, basic grammar, spelling rules, vocabulary, composition, and oral communication are included. Lecture 5 hours. *Prerequisite:* Fluency in Armenian. *Note:* This course may not be taken for credit by students who have completed Armenian 101 or 102. *Transfer credit:* CSU, UC, USC

**116  
ARMENIAN FOR THE ARMENIAN  
SPEAKING II**  
5 Units

Armenian 116 is a continuation of Armenian 115. Emphasis is on reading comprehension, composition, oral communication, spelling rules, intensive vocabulary, and a more advanced study of the structure of the language. Lecture 5 hours. *Prerequisite:* Armenian 115. *Transfer credit:* CSU, UC, USC

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**ART**

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**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. *Recommended preparation:* 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 examines the impact of the culture, styles, and art forms of the Classical World upon the Twentieth Century. Lecture 3 hours. *Recommended preparation:* 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. *Recommended preparation:* 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. *Recommended preparation:* 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. *Recommended preparation:* 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 are considered. Lecture 3 hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

**110  
ART/MUSIC APPRECIATION**  
(Also listed as Music 110)  
3 Units

Art 110 is a team-taught course which provides a comparative historical overview of western art and music from the prehistoric era to the present. This introductory course presents influential figures in each period and analyzes important influences on their work. The relationship between music and art is explored, along with changing trends in thought and techniques. Lecture 3 hours. *Prerequisite:* None. *Note:* This course may not be taken for credit by students who have completed Music 110. *Transfer credit:* CSU, UC, USC

**112**  
**ART OF THE AMERICAS I**  
**(Before 1600)**  
 3 Units

Art 112 is a study of the art of the Pre-Columbian (Inca, Maya, Aztec), Mexico, and South American cultures. American Indian art (especially Southwest Indian). Lecture 3 hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

**113**  
**ART OF THE AMERICAS II**  
**(1600 to the Present)**  
 3 Units

Art 113 is the study of the art of the United States, Canadian, Mexican, South American cultures and their European origins. Lecture 3 hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

**116**  
**PRIMITIVE ART**  
 3 Units

Art 116 is an introduction to the art of primitive Africa, Australia, New Guinea and North America. Lecture 3 hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

**118**  
**WOMEN IN VISUAL ARTS**  
 3 Units

Art 118 is an introduction to the history of women as artists in European and American traditions. Women's roles in non-Western cultures are also 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

Art 124 is an introduction to the history of art museums, specifically the Southern California Art Museums. The course covers collections, current exhibitions, conservation of artifacts and administrative functions. There are guided visits to: The J. Paul Getty Museum's Greek and Roman art collection as well as research, conservation and administration departments; The Huntington Library Art Museum's educational setting for and collection of Eighteenth Century English art; The Norton Simon Collection; and The Los Angeles County Museum of Art's major current exhibit. Lecture 3 hours. *Prerequisite:* None. *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 are 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 is 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 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 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. *Recommended preparation:* 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 preparation:* 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 preparation:* 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. *Recommended preparation:* Art 130. *Transfer credit:* CSU, UC, USC

**140  
PASTE-UP AND LAYOUT**  
1 Unit

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 includes flyers, brochures, newsprint and technical illustrations. Students 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) *Recommended preparation:* 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**  
(Also listed as Architecture 141)  
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. *Recommended preparation:* Art 130. *Note:* This course may not be taken for credit by students who have completed Architecture 141. *Transfer credit:* CSU

**144  
COLOR THEORY AND APPLICATION**  
3 Units

Art 144 is an introductory course in color theory and application designed to meet the needs of art/non-art majors and minors in related fields of study such as: drama, music, production, apparel design, architecture, interior design, set design, lighting, fabric design, advertising and poster art. This course also deals with the nature and properties of color, its expressive potential and symbolic qualities. Lecture 2 hours, laboratory 2 hours. *Recommended preparation:* Art 130. *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. *Recommended preparation:* 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 (CAN ART 8)

**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 preparation:* 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 is placed on using the figure in compositions. Creative use of the figure is stressed. Drawings should extend beyond "studies" and become personal statements. Increases emotional expression in drawings. Students 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 is 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 enable the student to work quickly while achieving a professional look. A variety of media is 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 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 preparation:* Art 130. *Transfer credit:* CSU, UC, USC (CAN ART 10)

### 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 preparation:* 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 preparation:* 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 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 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 includes 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. **Recommended preparation:** 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

**177  
AIR BRUSH I***1 Unit*

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 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) **Recommended preparation:** Art 130 and 150 or 134. **Note:** This course may be taken 3 times; a maximum of 3 units may be earned.

**178  
AIR BRUSH II***1 Unit*

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. 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. **Note:** This course may be taken 3 times; a maximum of 3 units may be earned.

**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. **Recommended preparation:** 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. 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 are studied in depth. 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

**282  
METHODS AND MATERIALS FOR  
THE SCULPTOR***3 Units*

Art 282 explores a variety of methods and materials available to the artist today, including techniques for working in wood, plastic, and metal. The students continue to improve their understanding of constructive processes, and learn safety in the sculpture laboratory. Lecture 2 hours, studio 2 hours. **Recommended preparation:** Art 138 or 180. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned.

**283  
FIGURE MODELING***3 Units*

Art 283 develops an understanding of measurement, proportion, movement, geometric shape, and the basic form of the human body through observation of live models. Students explore their expressive sculptural sensibilities using clay as the primary medium. Lecture 2 hours, studio 2 hours. **Recommended preparation:** Art 138, 180 or equivalent. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned.

**284  
MOLD MAKING FOR THE  
SCULPTOR***3 Units*

Art 284 explores a variety of mold making techniques, and experiments with a variety of casting materials. While the concentration in this class is on technical processes, students acquire these skills in order to expand and enhance their options for expressive sculpture. Lecture 2 hours, studio 2 hours. **Recommended preparation:** Art 138 or 180. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned.

**285  
SCULPTURE LAB***1 Unit***NON-DEGREE APPLICABLE**

Art 285 enables sculpture students to have additional supervised studio time, and to increase their laboratory skills relative to concurrent enrollment in sculpture classes. Studio 4 hours. **Prerequisite:** None. **Co-requisite:** Students enrolled in this course must be concurrently enrolled in Art 138, 180, 181, 282, 283, or 284. **Note:** This course may be taken 4 times; a maximum of 4 units may be earned.

## CERAMICS

**186  
CERAMICS**  
3 Units

Art 186 is an introductory study in the field of ceramics. Students 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 select and formulate glazes of their own choice, and the firing process is 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 is 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 are 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 hand-building techniques and processes. Traditional methods of forming, joinery and construction are introduced. Students 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 (onglaze 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 preparation:* 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 are fired by the Japanese raku process. Students 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 preparation:* 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.



**ANIMATION****201  
DRAWING FOR ANIMATION**  
3 Units

Art 201 provides students drawing instruction pertinent to the field of animation. The course focuses on the creation of drawings depicting inner structure, weight, energy, movement, personality and emotion. Subjects relevant to animation including people, animals and expression are thoroughly explored. Drawing from life is important to the development of excellent rendering skills. A high volume of drawings are completed in class and students are required to keep a journal of drawings recorded from daily observation. Lecture 2 hours, studio 2 hours. *Prerequisite:* Art 152 or equivalent. *Recommended Preparation:* Art 130. *Note:* This course may be taken 2 times; a maximum of 6 units may be earned. *Transfer credit:* CSU

**205  
FUNDAMENTALS OF ANIMATION I**  
3 Units

Art 205 provides students a traditional education in the fundamentals of animation. Students learn basic animation techniques and explore the use of those techniques in contemporary animated art. Effective composition and the uses of color in motion are introduced. Lecture 2 hours, studio 2 hours. *Prerequisite:* Art 201 or equivalent. *Recommended preparation:* Art 130. *Note:* This course may be taken 2 times; a maximum of 6 units may be earned.

**206  
FUNDAMENTALS OF ANIMATION II**  
3 Units

Art 206 provides students the opportunity to build upon their previous knowledge of animation concepts and techniques. Students learn the procedure involved in bringing a creative idea from concept to final product. The focus of the semester is the creation of an animated short film. Lecture 2 hours, studio 2 hours. *Prerequisite:* Art 205 or equivalent. *Recommended preparation:* Art 130. *Note:* This course may be taken 4 times; a maximum of 12 units may be earned.

**INTERIOR DESIGN,**  
See Art 141

**FASHION ILLUSTRATION,**  
See Fashion Design  
Merchandising 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 are used for observing celestial objects. Lecture 1 hour, laboratory 3 hours. *Prerequisite:* Astronomy 101 or 110 or 120. *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

**110  
ASTRONOMY OF THE SOLAR  
SYSTEM**  
3 Units

Astronomy 110 is a survey of the methods astronomers use and the findings they have made in their studies of the planets, satellites, asteroids, comets and other objects that make up the solar system. Lecture 3 hours. *Prerequisite:* None. *Note:* This course may not be taken for credit by students who have completed Astronomy 101. *Transfer credit:* CSU, UC, USC

**120  
ASTRONOMY OF STARS AND  
GALAXIES**  
3 Units

Astronomy 120 is a survey of the methods astronomers use and findings they have made in their studies of the stars and galaxies. Lecture 3 hours. *Prerequisite:* None. *Note:* This course may not be taken for credit by students who have completed 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. Prior to applying for the FAA Examination, students are required to submit the proper paper work to Admissions and Records to obtain the official 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 uses are discussed. Analysis and performance of flight maneuvers are stressed. Lecture 3 hours. *Prerequisite:* Aviation and Transportation 119 and 120 or successful completion of the Private Pilot Written Examination or 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 successful completion of the Private Pilot Written Examination or 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. **Recommended preparation:** Aviation and Transportation 120 or possession of a private pilot's 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. **Recommended preparation:** Aviation and Transportation 120 or possession of a private pilot's certificate. **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. **Recommended preparation:** Aviation and Transportation 120 or possession of a private pilot's 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. **Recommended preparation:** Aviation and Transportation 120 or possession of a private pilot's 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:** Aviation and Transportation 120 or successful completion of the Private Pilot Written Examination or a Private Pilot Certificate. **Corequisite:** 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. **Recommended preparation:** Aviation and Transportation 120 or possession of a private pilot's 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 are examined. Lecture 3 hours. **Recommended preparation:** Aviation and Transportation 120 or possession of a private pilot's certificate. **Transfer credit:** CSU

## 128 AIRPORT OPERATIONS

3 Units

Aviation and Transportation 128 is an analytical lecture course of study which acquaints the student with practical airport administration problems that exist today. Completion of this course enables 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. **Recommended preparation:** 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. **Recommended preparation:** Aviation and Transportation 120. (Aviation and Transportation 120 may be taken concurrently.)

## 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 find this course informative; students preparing for their instrument rating receive much valuable information which assists them in preparing for the written examination and the flight check. Lecture 6 hours. **Prerequisite:** Aviation and Transportation 120 or successful completion of the Private Pilot Written Examination or 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 preparation:** Aviation and Transportation 120. (Aviation and Transportation 120 may be taken concurrently.)

**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. **Recommended preparation:** 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. **Recommended preparation:** 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 drawing, fabrication and installation of fluid lines and fittings, engine indicating systems, engine and airframe fire detection systems, aircraft weight and balance, aircraft welding, and maintenance forms and records. The course content is based on standards required for FAA 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 technicians and prepares them practically and theoretically to successfully obtain the Federal Aviation Administration Power-plant 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 FAA certificated schools. Approved FAA Maintenance Technician School No. CL 9T064R. Lecture 10 hours, laboratory 20 hours. **Prerequisite:** Aviation and Transportation 144 or a Federal Aviation Administration Powerplant Mechanics Certificate. **Note:** This class meets 6 hours per day, 5 days per week for 10 weeks. 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 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 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:** None.

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## BIOLOGY

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### 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 (Biology 101 & 102 CAN BIOL SEQ A) (CAN BIOL 2)

### 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 (Biology 101 & 102 CAN BIOL SEQ A) (CAN BIOL 6)

### 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 ultra-cellular activities, applied uses, and pathogenicity of these forms of life. In the laboratory students also identify one unknown microbial organism. Lecture 3 hours, laboratory 4 hours. **Prerequisite:** Chemistry 101 or 110 or 120. **Transfer credit:** CSU, UC, USC (CAN BIOL 14)

### 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 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 allows 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. **Recommended preparation:** High school biology. **Note:** This course may not be taken for credit by students who have completed Biology 120 or 121. **Transfer credit:** CSU, UC, USC

### 118 PRINCIPLES OF BIOLOGY

3 Units

Biology 118 is a television survey course covering the major concepts in biological science. The emphasis is on the dynamic processes and inter-relationships occurring in the living world. This course is designed for students majoring in fields other than the biological sciences. Lecture and discussion, 3 hours. **Prerequisite:** None. **Note:** This course may not be taken for credit by students who have completed Biology 122.

**120  
HUMAN ANATOMY**  
5 Units

Biology 120 comprehensively covers the systems of the human body. The laboratory includes the study of tissues using the microscope and a detailed study of the human skeleton. Dissections on the cat muscles and blood vessels, sheep brain, and cow eye, as well as the human cadaver, are included to illustrate comparative parts of human anatomy. Lecture 3 hours, discussion 2 hours, laboratory 4 hours. **Recommended preparation:** 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 (CAN BIOL 12)

**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 are emphasized. Primarily for students majoring in fields other than the biological sciences. Lecture 3 hours, discussion 1 hour, laboratory 2 hours. **Recommended preparation:** Eligibility for English 120 is strongly recommended. **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 offering a general survey of the ecosystems and diversity of life in the marine environment. The course includes an introduction to the sciences of geological, chemical and physical oceanography as the basis to understand the environment where marine organisms exist. A comparative approach is used to learn about the physiological and anatomical adaptations of the different marine organisms to their environment. Aspects of the three major areas of biology, evolutionary, cell and molecular theory, are addressed throughout the course. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

**126  
FIELD AND LABORATORY  
INVESTIGATIONS IN MARINE  
BIOLOGY**  
1 Unit

Biology 126 is an introductory science laboratory offering a general survey of the diversity of life in the marine environment and an introduction to some of its major ecosystems. The laboratory exercises utilize the comparative method in order to study the anatomy, physiology and evolution of some of the major phyla of marine organisms. This course requires the participation in at least four field trips. Field trips introduce the student to the ecology of marine ecosystems. Laboratory/field work 3 hours. Field trips totaling a minimum of 9 hours are required. **Prerequisite:** Biology 125. (Biology 125 may be taken concurrently.) **Note:** Field trips require student contribution for meals and transportation. **Transfer credit:** CSU, UC, USC

**127  
ECOLOGY AND CONSERVATION**  
3 Units

Biology 127 is an introduction to organismic, population, and community ecology with emphasis on the interaction between organisms and their environment with respect to energy flow and ecosystems dynamics. The course also introduces 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. **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 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). **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 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 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 are 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. **Recommended preparation:** 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 includes 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 investigate a variety of world localities. The cost of land and air arrangements is borne by each student, and are 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 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. **Recommended preparation:** 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 are 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 are discussed. Laboratory work in seeding, transplanting, cutting, budding, and grafting are done by the student. Lecture 2 hours, discussion 1 hour, laboratory 2 hours. **Prerequisite:** None. **Transfer credit:** CSU

### 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

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## BOTANY,

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See Biology 135, 137

## BUSINESS DIVISION

Accounting, See p. 76  
 Advertising, See *Business Administration* 166  
 Business Administration, See p. 94  
 Business Office Technology, See p. 97  
 Computer Science/Information Systems, See p. 104  
 Data Processing, See *Computer Science/Information Systems*  
 Distributive Education, See *Business Administration*  
 English, Business, See *Business Administration* 106; *Business Office Technology* 102, 103  
 Entrepreneurship, See *Business Administration* 158  
 Finance, See *Business Administration*  
 International Business, See *Business Administration* 170, 175, 176, 180  
 Internship, See p. 142  
 Law, Business, See *Business Administration* 120, 125  
 Management, See *Business Administration*  
 Marketing, See *Business Administration*  
 Mathematics, See *Mathematics* 111 and 112, *Business Office Technology* 110  
 Printing Business Materials, See *Computer Science/Information Systems* 129  
 Real Estate, See p. 168  
 Secretarial Studies, See *Business Office Technology*  
 Word Processing, See *Business Office Technology*

**BUSINESS**

Many of the Business courses were renumbered in Fall, 1997. Use the following list to find new course numbers.

**BUSINESS ADMINISTRATION (BUSAD)**

New	Old
BUSAD 101	
BUSAD 106	Business General 110
BUSAD 110	
BUSAD 120	
BUSAD 125	
BUSAD 131	Finance 101
BUSAD 132	Finance 110
BUSAD 134	Finance 140
BUSAD 135	Finance 150
BUSAD 136	Finance 161
BUSAD 138	Finance 200
BUSAD 141	Management 101
BUSAD 142	Management 110
BUSAD 144	Management 115
BUSAD 146	Management 120
BUSAD 148	Management 130
BUSAD 149	Management 135
BUSAD 151	
BUSAD 152	Management 145
BUSAD 154	Management 155
BUSAD 156	Management 160
BUSAD 158	Management 165
BUSAD 162	Marketing 105
BUSAD 164	Marketing 112
BUSAD 166	Marketing 120
BUSAD 168	Marketing 125
BUSAD 170	
BUSAD 175	
BUSAD 176	
BUSAD 180	

**BUSINESS OFFICE TECHNOLOGY (BUSOT)**

New	Old
BUSOT 101	Office Administration 101
BUSOT 102	Business General 101
BUSOT 103	Business General 105
BUSOT 104	Office Administration 105
BUSOT 106	Business General 140
BUSOT 110	Business General 135
BUSOT 120	Business General 150
BUSOT 125	Office Administration 120
BUSOT 130	Office Administration 140
BUSOT 155	Office Administration 110
BUSOT 162	Office Administration 162
BUSOT 165	Office Administration 165
BUSOT 182	Office Administration 182
BUSOT 185	Office Administration 185
BUSOT 190	Office Administration 190
BUSOT 195	Office Administration 195
BUSOT 200	Office Administration 201
BUSOT 205	Office Administration 205
BUSOT 210	Office Administration 210
BUSOT 230	Office Administration 230
BUSOT 254	Office Administration 254
BUSOT 256	Office Administration 256

**BUSINESS ADMINISTRATION**

**101 INTRODUCTION TO BUSINESS**  
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

**106 WRITTEN BUSINESS COMMUNICATIONS (Formerly Business General 110)**  
1-3 Units

Business Administration 106 is a technical writing course for students completing programs in business (or other vocational areas). The course prepares students to accomplish tasks or solve problems through the written word. The mechanics, strategies, and process of composition, as well as creative and critical thinking skills, are applied to a variety of exercises that simulate typical events in business. Techniques for creating effective business letters, information summaries, proposals, and reports are covered, including research sources presented in the appropriate style and format. Lecture 3 hours. *Prerequisite:* One of the following: Business Office Technology 102 and 103, or eligibility for English 120 or eligibility for ESL 151, and completion of Business Office Technology 103. *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 cover such areas as morale, personal efficiency, personality, motivation, communication, decision making, job adjustment and leadership. Lecture 3 hours. *Recommended preparation:* Eligibility for English 120 or ESL 151. *Note:* Students with no prior business experience should complete Business Administration 101 or Office Administration 101 before taking this course. This course counts toward social science units required for graduation. *Transfer credit:* CSU

**120 BUSINESS LAW I**  
3 Units

Business Administration 120 is a study of law as it influences business conduct, including growth of law and recent changes, especially the new Uniform Commercial Code, and principles of contracts, bailments, and agency. Lecture 3 hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC (CAN BUS 8)

**125 BUSINESS LAW II**  
3 Units

Business Administration 125 deals with the law of sales, negotiable instruments, partnerships, corporations, and trade regulation. Lecture 3 hours. *Prerequisite:* Business Administration 120 or equivalent. *Transfer credit:* CSU, UC, USC

**131 INTRODUCTION TO FINANCE (Formerly Finance 101)**  
3 Units

Business Administration 131 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

**132 FINANCIAL STATEMENT ANALYSIS (Formerly Finance 110)**  
3 Units

Business Administration 132 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

**134 INVESTMENTS (Formerly Finance 140)**  
3 Units

Business Administration 134 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 utilized. 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

**135  
MONEY AND BANKING  
(Formerly Finance 150)  
3 Units**

Business Administration 135 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

**136  
MONEY MANAGEMENT  
(Formerly Finance 161)  
3 Units**

Business Administration 136 covers the basic principles of efficient 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

**138  
BUYING AND SELLING A BUSINESS  
(Formerly Finance 200)  
(Also listed as Real Estate 200)  
3 Units**

Business Administration 138 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

**141  
INTRODUCTION TO MANAGEMENT  
(Formerly Management 101)  
3 Units**

Business Administration 141 introduces the student to the basic managerial functions within an organization, which include planning and decision making, organizing, staffing, directing, leading, and controlling. These functions apply to managers at all levels, from small business to top executive management. Lecture 3 hours. *Recommended preparation:* One year of occupational training or equivalent service, industrial or business experience before taking this course. *Transfer credit:* CSU

**142  
MANAGEMENT/EMPLOYEE  
RELATIONS  
(Formerly Management 110)  
3 Units**

Business Administration 142 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.

**144  
PERSONNEL MANAGEMENT  
(Formerly Management 115)  
3 Units**

Business Administration 144 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.

**146  
PLANNING AND ORGANIZATION  
(Formerly Management 120)  
3 Units**

Business Administration 146 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.

**148  
PRODUCTION AND OPERATIONS  
MANAGEMENT  
(Formerly Management 130)  
3 Units**

Business Administration 148 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.

**149  
COST CONTROL AND ANALYSIS  
(Formerly Management 135)  
3 Units**

Business Administration 149 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.

**151  
THEATRE MANAGEMENT  
(Also listed as Theatre Arts 151)  
3 Units**

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. *Recommended corequisite:* Theatre Arts 131. *Note:* This course may not be taken for credit by students who have completed Theatre Arts 151. *Transfer credit:* CSU

**152  
MANAGEMENT COMMUNICATIONS—  
ORAL  
(Formerly Management 145)  
3 Units**

Business Administration 152 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.



**154 ENVIRONMENTAL HAZARDOUS MATERIALS**  
(Formerly Management 155)  
3 Units

Business Administration 154 covers management and supervisory responsibility for hazardous materials and safety in the workplace, compliance with regulatory requirements, and fire and accident prevention. Students are introduced to environmental chemistry and toxicology as applied to the industrial setting, to an overview of federal, state and local regulations and requirements and to the manager's responsibility for job and safety instruction, informational programs, and the design and implementation of an effective industrial safety program. Lecture 3 hours. *Prerequisite:* None. *Transfer credit:* CSU

**156 MANAGEMENT CONTROL**  
(Formerly Management 160)  
3 Units

Business Administration 156 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

**158 STARTING AND MANAGING A SMALL BUSINESS**  
(Formerly Management 165)  
3 Units

Business Administration 158 teaches small business start up and small business management. The course includes the role of small business in our free enterprise system, a profile of the successful entrepreneur, and instruction in starting and managing a small business. Some of the topics covered are marketing, budgeting, pricing, staffing, accounting, capital acquisition, principles of management, the business plan, and a survey of the retail, wholesale, service, and manufacturing industries. The course is directly aimed at persons who wish to start their own small business or improve the profitability of their existing small business. Lecture 3 hours. *Prerequisite:* None.

**162 PRINCIPLES OF MARKETING**  
(Formerly Marketing 105)  
3 Units

Business Administration 162 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

**164 RETAIL SELLING**  
(Formerly Marketing 112)  
3 Units

Business Administration 164 is a class in which fundamental principles of retailing, wholesaling, and specialty selling are discussed. Students select several retail sales situations and present them before the class. The methods of approaching a prospect, demonstrating the product, and closing the sale are discussed and reviewed. The course covers plans for promotion, merchandising policies, and consumer behavior. Lecture 3 hours. *Prerequisite:* None.

**166 ADVERTISING**  
(Formerly Marketing 120)  
3 Units

Business Administration 166 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

**168 FASHION MERCHANDISING**  
(Formerly Marketing 125)  
(Also listed as Fashion Design Merchandising 168)  
3 Units

Business Administration 168 is a study of principles of fashion. It includes a study of fashion retailers, apparel producers, and manufacturers. Lecture 3 hours. *Prerequisite:* None. *Note:* This course may not be taken for credit by students who have completed Fashion 125 or Fashion Design Merchandising 168. *Transfer credit:* CSU

**170 INTRODUCTION TO INTERNATIONAL BUSINESS**  
3 Units

Business Administration 170 is 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 IMPORT/EXPORT BUSINESS IN THE PACIFIC RIM**  
3 Units

Business Administration 175 is a project course teaching the real-world process of establishing an import/export business. The student is guided in preparing a business plan for an import/export activity. Each country in the Pacific Rim is discussed in terms of their current business conditions and import/export opportunities. Asia, our largest trading area, is the most successful, fastest growing economic area in the world. The special business cultures and techniques contributing to its success and the success of its firms are presented. A major part of the course is a discussion of the business aspect of the cultural views and practices necessary to do business in these countries. 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 IMPORT/EXPORT WITHIN NAFTA AND LATIN AMERICAN COUNTRIES 3 Units

Business Administration 176 discusses the special issues of doing business with NAFTA countries (Canada and Mexico) and with Latin America. The NAFTA countries are not only geographically the closest countries to the United States but have the most favorable trading conditions. These facts make NAFTA countries strong candidates for establishing an import/export business. Other Latin American countries are also analyzed from the governmental, social, economic, and geographic systems in these business opportunities. A major part of this course is a discussion of the business aspect of the cultural views and practices necessary to do business in the Americas. 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 OFFICE TECHNOLOGY

### 101 BUSINESS OFFICE PROCEDURES (Formerly Office Administration 101) 3 Units

Business Office Technology 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 interviews. Lecture 3 hours. *Prerequisite:* Business Office Technology 205 (2 units) or one year of typing in high school and eligibility for one of the following: Business Office Technology 102 or English 120 or English 131.

### 102 ENGLISH FOR BUSINESS (Formerly Business General 101) 3 Units

Business Office Technology 102 is a course designed to help secretarial and business students achieve proficiency in grammar, punctuation, vocabulary, syllabication, and sentence structure. Lecture 3 hours. *Prerequisite:* Eligibility for ESL 141 or English 191 and completion of Business Office Technology 103. (Business Office Technology 103 may be taken concurrently.) *Note:* This course allows one unit of credit for students who have completed English 101.

### 103 BUSINESS VOCABULARY DEVELOPMENT (Formerly Business General 105) 3 Units

Business Office Technology 103 is designed to develop skill in the acquisition and proper use of English vocabulary used in business communications. Both general and specialized vocabularies specific to business professions are covered. In addition, methods for independent study are explored to promote vocabulary expansion beyond the classroom. Lecture 3 hours. *Prerequisite:* Eligibility for ESL 131 or English 189.

### 104 FILING METHODS AND SYSTEMS (Formerly Office Administration 105) 1 Unit

Business Office Technology 104 covers principles and procedures for establishment and use of various filing systems. This includes practice in alphabetic, numeric, geographic, and subject filing methods and covers principles and procedures for stor-

age and retrieval, retention, transfer, and disposal of records. Lecture 3 hours. *Recommended preparation:* Eligibility for Business Office Technology 102 or English 120.

### 106 ELECTRONIC CALCULATORS (Formerly Business General 140) 2 Units

Business Office Technology 106 develops skill in the operation of the ten-key electronic display/printing calculators. Students apply calculating machine skills to actual business problems. Lecture 1½ hours, laboratory 1½ hours. *Prerequisite:* None.

### 110 COLLEGIATE BUSINESS MATHEMATICS (Formerly Business General 135) 3 Units

Business Office Technology 110 is a complete course in mathematical topics needed for success in modern business. Students concentrate on analyzing word problems by generating and solving appropriate algebraic equations and selecting appropriate mathematical procedures to solve problems arising in complex business situations. Emphasis is on real-world problems in such areas as payroll, cash and trade discounting, simple and compound interest, depreciation, installment purchases, and note and mortgage valuation. This course offers students a solid preparation for entering courses in accounting, retailing and marketing and is a core requirement for Business Office Technology certificate programs. It also increases the student's chances of success on pre-employment mathematics tests. Lecture 3 hours. *Prerequisite:* None.

### 120 ABC SHORTHAND (Formerly Business General 150) 1-3 Units

Business Office Technology 120 integrates the principles of notemaking with a phonetic system of briefhand for classroom and vocational use. Adaptable for notemaking in college classes, offices, business conferences, seminars, interviews, and for research report writing, notemaking should be of interest to (a) all business majors who do not enroll in the secretarial programs, (b) majors in other subject areas where a great deal of notemaking is essential, and (c) business and professional people who must attend conferences and meetings and who prepare reports, speeches, articles, and research papers. Lecture 3 hours. *Prerequisite:* Eligibility for Business Office Technology 102 or English 120.

**125  
BEGINNING SHORTHAND  
(Formerly Office Administration 120)  
1-5 Units**

Business Office Technology 125 is an introductory course in shorthand covering theory, speed development, and beginning transcription skills. Lecture 5 hours. **Prerequisite:** Business Office Technology 205 or equivalent, and eligibility for Business Office Technology 102. (Business Office Technology 205 may be taken concurrently.) **Note:** Students who can take dictation at least 60 words a minute should enroll in Business Office Technology 130. This course may be taken 4 times; a maximum of 5 units may be earned. **Transfer credit:** CSU

**130  
SHORTHAND SPEED  
DEVELOPMENT  
(Formerly Office Administration 140)  
1-2 Units**

Business Office Technology 130 is a course offering shorthand speed development on an individualized basis with dictation ranging from 50 words a minute to 120 words a minute. Lecture 2 hours. **Prerequisite:** Business Office Technology 120 (3 units), or Business Office Technology 125 (3 units), or one year of high school shorthand (any recognized method), or equivalent. **Note:** This course may be taken 4 times; a maximum of 6 units may be earned.

**155  
MACHINE TRANSCRIPTION-  
BUSINESS  
(Formerly Office Administration 110)  
2 Units**

Business Office Technology 155 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:** (1) Business Office Technology 205 (3 Units) or equivalent, (2) Business Office Technology 103, and (3) Business Office Technology 254 or equivalent. (Business Office Technology 254 may be taken concurrently.) **Recommended preparation:** Business Administration 106.

**162  
LEGAL OFFICE PROCEDURES  
(Formerly Office Administration 162)  
3 Units**

Business Office Technology 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 3 hours. **Prerequisite:** (1) Business Office Technology 210 (3 units) or equivalent; (2) Business Office Technology 101 and 254 or equivalent. (Business Office Technology 254 may be taken concurrently.) **Transfer credit:** CSU

**165  
MACHINE TRANSCRIPTION—LEGAL  
(Formerly Office Administration 165)  
2 Units**

Business Office Technology 165 is a machine transcription course which enables students to transcribe legal communications and to type legal forms commonly used in legal 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) Business Office Technology 210 (3 units) or equivalent, (2) Business Office Technology 103, and (3) Business Office Technology 254 or equivalent, or (4) eligibility for Business Administration 106.

**182  
MEDICAL TERMINOLOGY  
(Formerly Office Administration 182)  
5 Units**

Business Office Technology 182 is designed to familiarize students 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. **Recommended preparation:** Eligibility for English 120.

**185  
MEDICAL FRONT OFFICE  
PROCEDURES  
(Formerly Office Administration 185)  
3 Units**

Business Office Technology 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 mediollegal agencies and government-sponsored medical facilities. Lecture 3 hours. **Prerequisite:** Business Office Technology 182 or equivalent.

**190  
MACHINE TRANSCRIPTION—  
MEDICAL I  
(Formerly Office Administration 190)  
2 Units**

Business Office Technology 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) Business Office Technology 182, (2) Business Office Technology 210 (3 units) or equivalent, (3) Business Office Technology 103, (4) Business Office Technology 254 or equivalent. **Recommended preparation:** Eligibility for Business Administration 106.

**195  
MACHINE TRANSCRIPTION—  
MEDICAL II  
(Formerly Office Administration 195)  
2 Units**

Business Office Technology 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:** Business Office Technology 190 and 215 or equivalent. (Business Office Technology 215 may be taken concurrently.)

**200  
INTRODUCTION TO COMPUTER  
KEYBOARDING  
(Formerly Office Administration 201)  
(Also listed as Computer Science/  
Information Systems 200)**  
1 Unit

Business Office Technology 200 develops the basic skills and keyboard techniques needed to work with a computer keyboard. Accuracy is stressed because a single error may result in inputting or retrieving incorrect information or no information at all. The effect of modifier and function keys unique to the computer keyboard is reviewed. Lecture 1 hour, laboratory 3 hours. (9 weeks) **Recommended preparation:** Eligibility for Business Office Technology 102 or equivalent. **Note:** This course may be taken 3 times; a maximum of 3 units may be earned for Business Office Technology 200 and/or Computer Science/Information Systems 200.

**205  
COMPUTER KEYBOARDING/  
TYPING I  
(Formerly Office Administration 205)**  
1-3 Units

Business Office Technology 205 develops the basic skill 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. **Recommended preparation:** English 191 or ESL 141. (English 191 or ESL 141 may be taken concurrently.) **Note:** Students who can type at least 30 words a minute should enroll in Business Office Technology 210. This course may be taken 3 times; a maximum of 3 units may be earned. **Transfer credit:** CSU

**210  
COMPUTER KEYBOARDING/  
TYPING II  
(Formerly Office Administration 210)**  
1-3 Units

Business Office Technology 210 is a continuation of Business Office Technology 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:** Business Office Technology 205 (3 units) or equivalent. **Recommended preparation:** Eligibility for one of the following: Business Office Technology 102 or English 120. **Note:** This course may be taken 3 times; a maximum of 3 units may be earned. **Transfer credit:** CSU

**230  
COMPUTER KEYBOARDING/  
TYPING SPEED DEVELOPMENT  
(Formerly Office Administration 230)**  
1-2 Units

Business Office Technology 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:** Business Office Technology 205 (3 units) or equivalent. **Note:** This course may be taken 4 times; a maximum of 6 units may be earned. Concurrent enrollment in Business Office Technology 210 and 215 is permissible if the student needs additional speed and/or accuracy practice.

**254  
WORD PROCESSING I  
(Formerly Office Administration 254)**  
3 Units

Business Office Technology 254 enables students to develop competency in operating a microcomputer using word processing software. 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. **Recommended preparation:** Eligibility for one of the following: Business Office Technology 102 or English 120 or ESL 151 and a recommended typing speed of 25 wpm. **Note:** This course may be taken 3 times using different software or hardware; a maximum of 9 units may be earned.

**256  
WORD PROCESSING II  
(Formerly Office Administration 256)**  
3 Units

Business Office Technology 256 is a continuation of Business Office Technology 254. This course is designed to prepare students with the advanced skills and knowledge to handle more difficult and challenging tasks. Lecture 3 hours, laboratory 1 hour. **Prerequisite:** Business Office Technology 254 or equivalent.

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## CHEMISTRY

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**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 151.
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 composite of test scores for the Mathematics and Chemistry Placement Exams.

**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 spectro-metric procedures. Many illustrative examples are 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

**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  
THE CHEMICAL ENVIRONMENT**  
4 Units

Chemistry 114 is a college-level course in chemistry for non-chemistry majors. The term environment is used in the broadest sense, including, for example, foods, drugs, biomolecules, metals, plastics, fertilizers, pesticides, fossil fuels, technology, the earth, water, atmosphere, and pollution. Fundamentals of chemistry including kinetic theory, structure, bonding, reactions, energetics, and nomenclature are developed to provide a framework for interpretation of environmental phenomena. Scientific thinking is analyzed and related to everyday thought. The strengths and limitations of science are considered, with some exposure to social and philosophical implications. Current events in science are emphasized. Elementary mathematical concepts are introduced as needed. Written reports are required. Field trips may be required. Lecture 3 hours, laboratory 3 hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

**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, 105, 107, and 108 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 covers 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

Chemistry 143 is 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 satisfies the chemistry requirement for many schools of nursing.

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**CHILD DEVELOPMENT**

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**130  
PARENTING YOUNG CHILDREN**  
1 Unit

Child Development 130 assists parents and child development students to gain competency in handling issues related to the growth and development of young children. Students are introduced to the skills and methods of observing and recording behavior, and they assess techniques that encourage self discipline. This course meets the requirements of the current California Community Colleges Home Economics Program Plan for child development students. Lecture 2 hours (9 weeks). **Prerequisite:** None. **Note:** This course may be taken 2 times; a maximum of 2 units may be earned.

### 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. **Recommended preparation:** Eligibility for English 120 or ESL 151. **Transfer credit:** CSU, UC, USC

### 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 preparation:** Eligibility for English 120 or ESL 151. **Transfer credit:** CSU, UC, USC

### 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. **Recommended preparation:** Eligibility for English 120 or ESL 151. **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 preparation:** Eligibility for English 120 or ESL 151. **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. **Recommended preparation:** Eligibility for English 120 or ESL 151. **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 increase teacher competence through examination of various cultures in the U.S. and diversity issues of race, gender, age, and ability, resulting in the potential for classroom enrichment and child ego development. Lecture 3 hours. *Prerequisite:* Child Development 135. *Transfer credit: CSU*

**158  
MOVEMENT DEVELOPMENT: BIRTH  
THROUGH TWELVE YEARS  
(Formerly Child Development 158  
and 159)**

**(Also listed as Dance 158)**

*3 Units*

Child Development 158 provides those students who are interested in teaching movement to children the opportunity to acquire knowledge and techniques related to motor development. The course introduces basic principles and theories of motor development in children from birth to age twelve, focusing on designing developmentally-appropriate and creative dance experiences for young children. Lecture 3 hours. *Prerequisite:* None. *Note:* Students who have completed Child Development 158 or 159 and/or Dance 158 and 159 for one and one-half units may only receive one and one-half units for this course. This course will not fulfill physical education activity requirements. *Transfer credit: CSU*

**174  
ADMINISTRATION AND  
SUPERVISION OF EARLY  
CHILDHOOD PROGRAMS I**

*3 Units*

Child Development 174 addresses the functions common to the management of programs for young children. Topics covered include the general responsibilities of a director, various program types, licensing and accreditation criteria, and the process for starting a new center or a new year in an existing school. Particular emphasis is on developing sound fiscal and program management skills. Finance and budgeting, organizational structure, record keeping, equipment and space requirements, food services, and establishing general program policies are considered. This course partially meets the requirements of the California Commission of Teacher Credentialing for master teachers, site supervisors and program directors of Title 5 state subsidized child care and child development programs. The course meets the requirements of the California Administrative Code, Title 22 for directors of state licensed infant, toddler, preschool and school-age centers, and the recommendations of the California Community Colleges Home Economics Program Plan for child development students. Lecture 3 hours. *Prerequisite:* Child Development 135 and 140 or equivalent including preschool teaching experience. *Recommended preparation:* Eligibility for English 120 or ESL 151 and preschool teaching experience. *Transfer credit: CSU*

**175  
ADMINISTRATION AND  
SUPERVISION OF EARLY  
CHILDHOOD PROGRAMS II**

*3 Units*

Child Development 175 explores issues regarding communication, supervisory processes, goal consensus, team building, leadership style, center climate, and other organizational issues. Comprehensive methods for analyzing the different components of an early childhood program to effect organizational change are discussed. Particular emphasis is on the art of leadership and interpersonal relationships. This course partially meets the requirements of the California Commission of Teacher Credentialing for master teachers, site supervisors and program directors of Title 5 state subsidized child care and child development programs. The course meets the requirements of the California Administrative Code, Title 22 for directors of state licensed infant, toddler, preschool and school-age centers, and the recommendations of the California Community

Colleges Home Economics Program Plan for child development students. Lecture 3 hours. *Prerequisite:* Child Development 174. *Transfer credit: CSU*

**176  
MENTOR TEACHER PRACTICES**

*3 Units*

Child Development 176 studies the methods and principles of supervising student teachers in early childhood classrooms. Emphasis is on the role of classroom teachers with experience able to function as mentors to new teachers while simultaneously addressing the needs of children, parents, and other staff. Lecture 3 hours. *Prerequisite:* State of California Child Development Permit (formerly known as California Children's Center Permit). *Transfer credit: CSU*

**210  
SCAFFOLDING LEARNING IN EARLY  
CHILDHOOD EDUCATION**

*3 Units*

Child Development 210 compares current cognitive theories and provides methods for bridging the gap between research and classroom practice. Strategies and skills necessary to preparing environments that encourage active learning and problem-solving skills for children are developed. Particular emphasis develops the project approach to implementation, using the acclaimed, innovative Reggio Emilia techniques. This course meets the recommendations of the California Community Colleges Home Economics Program Plan. Lecture 3 hours. *Prerequisite:* Child Development 135 and 140 or equivalents. *Recommended preparation:* Eligibility for English 120 or ESL 151 and preschool teaching experience. *Transfer credit: CSU*

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**CHINESE**

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**110  
BASIC CONVERSATIONAL CHINESE I  
(MANDARIN)**

*3 Units*

Chinese 110 is an introduction to the Chinese language (Mandarin) with emphasis on developing essential skills in communication. The verbal active method used stresses oral expression. This course develops a working knowledge of reading and writing as well, and includes the use of tapes, cassettes, and films. Lecture 3 hours. *Prerequisite:* None. *Note:* Not open to students who have oral proficiency or who have attended schools where Chinese was the language of instruction. This course may be taken 2 times; a maximum of 6 units may be earned.

**111  
BASIC CONVERSATIONAL CHINESE II**

*3 Units*

Chinese 111 is a continuation of basic conversational Chinese. It teaches the students to communicate on a more advanced level and provides them with the ability to read and write basic Chinese as a route to further study. The classroom activities emphasize conversational repetition and oral expression. Reading and writing is introduced on a limited basis. Lecture 3 hours. *Prerequisite:* Chinese 110 or equivalent. *Note:* This course may be taken 2 times; a maximum of 6 units may be earned.

**112  
BASIC CONVERSATIONAL CHINESE III**

*3 Units*

Chinese 112 is a continuation of Chinese 111. The student learns more advanced skills of reading and writing Chinese characters. The classroom activities consist of two parts: first, recognizing characters and using them in sentences; second, writing characters in correct stroke order. Chinese calligraphy and advanced conversational Mandarin are included. Lecture 3 hours. *Prerequisite:* Chinese 111 or equivalent. *Note:* This course may be taken 2 times; a maximum of 6 units may be earned.

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**COLLOQUIA**

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**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*



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**COMPUTER AIDED  
MANUFACTURING**


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**210  
COMPUTER AIDED  
MANUFACTURING, BASIC MILLING  
(Formerly Machine Technology 210)  
3 Units**

Computer Aided Manufacturing 210 introduces the use of computers in programming numerical control milling machines. Lecture 3 hours. **Recommended preparation:** Prior completion of a basic machine technology course. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned.

**211  
INTERMEDIATE MILLING  
3 Units**

Computer Aided Manufacturing 211 is an intermediate course in the use of computers to aid in the programming of numerical control milling machines in manufacturing. Lecture 3 hours. **Prerequisite:** Computer Aided Manufacturing 210.

**220  
COMPUTER AIDED  
MANUFACTURING, BASIC LATHE  
(Formerly Machine Technology 220)  
3 Units**

Computer Aided Manufacturing 220 introduces the operation of computers in programming numerical control lathe machines. Lecture 3 hours. **Recommended preparation:** Prior completion of a basic machine technology course. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned.

**230  
COMPUTER AIDED  
MANUFACTURING, BASIC MILLING  
PRACTICE  
(Formerly Machine Technology 230)  
1-2 Units**

Computer Aided Manufacturing 230 is a laboratory class that allows students to practice on the MasterCam program and complete assignments from Computer Aided Manufacturing 210. Laboratory 3-6 hours. **Prerequisite:** Computer Aided Manufacturing 210 (Computer Aided Manufacturing 210 may be taken concurrently.) **Recommended preparation:** Prior completion of a basic machine technology course. **Note:** This course may be taken 2 times; a maximum of 4 units may be earned.

**231  
INTERMEDIATE MILLING  
LABORATORY  
1 Unit**

Computer Aided Manufacturing 231 is a laboratory class for students to practice on the MasterCam program and complete assignments from Computerized Numerical Control 211. This class provides additional time on computers to expand knowledge of and proficiency in the use of Computer Aided Manufacturing programs. Laboratory 3 hours. **Prerequisite:** Computer Aided Manufacturing 211 (Computer Aided Manufacturing 211 may be taken concurrently).

**240  
COMPUTER AIDED  
MANUFACTURING, BASIC LATHE  
PRACTICE  
(Formerly Machine Technology 240)  
1-2 Units**

Computer Aided Manufacturing 240 is a laboratory class that allows students to practice on the MasterCam program and complete assignments from Computer Aided Manufacturing 220. Laboratory 3-6 hours. **Prerequisite:** Computer Aided Manufacturing 220 (Computer Aided Manufacturing 220 may be taken concurrently.) **Recommended preparation:** Prior completion of a basic machine technology course. **Note:** This course may be taken 2 times; a maximum of 4 units may be earned.

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**COMPUTER INTEGRATED  
MANUFACTURING**


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**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. **Recommended preparation:** Technical Education 142, Electronics & Computer Technology 103 and 110 or equivalent. **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. Programmable logic 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 automated work cells within the CIM manufacturing lab module, emphasizing total system integration. Lecture 3 hours. **Prerequisite:** Computer Integrated Manufacturing 101, 102; Machine Technology 107, 111. **Transfer credit:** CSU

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**COMPUTER SCIENCE/  
INFORMATION SYSTEMS**


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**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, laboratory 1 hour. **Recommended preparation:** English 191 or ESL 141. **Transfer credit:** CSU, UC, USC

### 102 BUSINESS COMPUTER APPLICATIONS

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 operating systems. The knowledge gained in this course allows students to effectively compete in the rigorous computer environment demanded by upper-level business courses. Lecture 3 hours, laboratory 1 hour. **Prerequisite:** Accounting 101, 102 or equivalent; Computer Science/Information Systems 101. (Accounting 102 may be taken concurrently.) **Recommended preparation:** Eligibility for English 120 or Business Administration 106. **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. **Recommended preparation:** Eligibility for English 120 or or Business Administration 106 or ESL 151. **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:** None. **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. **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 teaches 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:** ECT 100 or Business Office Technology 110 or eligibility for Mathematics 101, and eligibility for Computer Science/Information Systems 101. (ECT 100 may be taken concurrently.) **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. **Recommended preparation:** English 120 or ESL 151. **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. **Recommended preparation:** Eligibility for English 120 or ESL 151. **Transfer credit:** CSU

### 116 PRESENTATION SOFTWARE

2 Units

Computer Science/Information Systems 116 teaches the use of microcomputer presentation software such as Powerpoint, Persuasion or Astound for business applications. Presentations, handouts and notes are designed, created, and formatted, using presentation software. The students use graphics, templates, and objects to enhance presentations. The content of this course differs each time it is offered with a different software package. Students who repeat the course will therefore gain additional skills and knowledge. Lecture 3 hours, laboratory 3 hours (9 weeks). **Recommended preparation:** Computer Science/Information systems 101 or 105 and eligibility for English 120 or ESL 151 or Business Administration 106. **Note:** This course may be taken 3 times using different software or hardware; a maximum of 6 units may be earned.

**118  
INTRODUCTION TO 2D/3D GRAPHIC  
SOFTWARE***3 Units*

Computer Science/Information Systems 118 teaches the fundamentals of a micro-computer based two-dimensional/three-dimensional graphics program. The course introduces the student to an array of drawing tools, menu functions, projection methods, and presentation options. This course does not teach basic design concepts, but teaches the student to use specialized software tools. Lecture 3 hours, laboratory 2 hours. **Prerequisite:** Computer Science/Information Systems 105 or 101, or one year of computer experience. **Recommended preparation:** Eligibility for English 120 or ESL 151 or Business Administration 106. **Note:** This course may be taken 2 times using different software or hardware; a maximum of 6 units may be earned.

**119  
ADVANCED 2D/3D GRAPHIC  
SOFTWARE***3 Units*

Computer Science/Information Systems 119 teaches the advanced capabilities of a microcomputer based two-dimensional/three dimensional graphics program. This course does not teach basic design concepts, but teaches the student to make use of the symbol, animation, worksheet, and database capabilities of the software. Lecture 3 hours, laboratory 2 hours. **Prerequisite:** Computer Science/Information Systems 118. **Note:** This course may be taken 2 times using different software or hardware; a maximum of 6 units may be earned.

**120  
VISUAL BASIC***3 Units*

Computer Science/Information Systems 120 is an extended study of the capabilities of Visual Basic, an object-oriented programming language. The course includes file input/output, working with controls, windows, buttons, menus, multiple forms, databases and designing printed reports. Applications programs in business, education, science, mathematics, or engineering will be written. Lecture 3 hours, laboratory 2 hours. **Prerequisite:** Computer Science/Information Systems 110 or equivalent. **Recommended preparation:** Computer Science/Information Systems 101. **Transfer credit:** CSU, UC, USC

**123  
DESKTOP PUBLISHING***2 Units*

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 3 hours, laboratory 1 hour. **Recommended preparation:** Eligibility for English 120 or Business Administration 106 or ESL 151. **Note:** 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, laboratory 1 hour. **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

**126  
DIGITAL IMAGING***3 Units*

Computer Science/Information Systems 126 is an in-depth study course which introduces and teaches the concepts of Digital Imaging. Current imaging editing software, such as Photoshop, is used in the class. This course does not teach basic design concepts, but teaches the student techniques for the production of digital files which can be used for printing and display. Lecture 3 hours, laboratory 2 hours. **Recommended preparation:** Completion of Computer Science/Information Systems 101 or 105 and eligibility for English 120, Business Administration 106 or ESL 151.

**127  
INTRODUCTION TO HYPERCARD***3 Units*

Computer Science/Information Systems 127 is a programming language for the Macintosh. It allows students to create new ways to retrieve, organize, individualize, and present information. Cards are organized into stacks, the equivalent of files, which may be linked together in various ways. The scripting part of HyperCard is HyperTalk, whose most obvious advantage is its flexibility. The language is useful for many things from creating calendars to preparing slide presentations and animation. Lecture 3 hours. **Recommended preparation:** Student should be familiar with the Macintosh. **Transfer credit:** CSU

**128  
HYPERCARD STACK  
DEVELOPMENT***3 Units*

Computer Science/Information Systems 128 is an extension of CS/IS 127. It includes stack design and scripting in greater depth. While languages such as Pascal are similar to the scripting part of HyperCard (HyperTalk), HyperCard also easily controls other media. Lecture 3 hours. **Prerequisite:** Computer Science/Information Systems 127 or equivalent. **Transfer credit:** CSU

**129  
PRINTING BUSINESS MATERIALS***1½ Units*

Computer Science/Information Systems 129 teaches the student how to select and evaluate processes for producing printed business materials. The course includes the fundamentals of the printing process, ink, paper, and binding techniques most used in today's business environment. Lecture 3 hours (9 weeks). **Recommended preparation:** Eligibility for English 120, Business Administration 106 or ESL 151.

### 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/C++

4 Units

Computer Science/Information Systems 135 is a course in programming using the C/C++ languages which are easily transportable languages with uses in applications programming for realtime, business, and image processing systems, as well as systems programming. Types, operators, control flow functions, object-oriented programming, classes, data abstraction, and program structure pointers and arrays are 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 AND C++ PROGRAMMING

4 Units

Computer Science/Information Systems 137 applies the full range of C and C++ programming tools to problems in data base design, interactive and non-interactive graphics, and the interface between the C language and various operating systems. It also provides an 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, UC, USC

### 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 preparation:** 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

### 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 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 110 or Mathematics 128 or their equivalents, or one year of full-time professional 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 mini-computer 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. **Note:** This course is presently being taught using the VAX VMS operating system. **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 preparation:** Business Administration 101 and either Accounting 101, 102, or 110. **Transfer credit:** CSU

**185  
DATABASE 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. **Recommended preparation:** A knowledge of the Macintosh computer and MS or IBM DOS. **Transfer credit:** CSU

**191  
INTERNET ORIENTATION**

½ Unit

Computer Science/Information Systems 191 is a brief orientation to the Internet and to the facilities available at Glendale Community College. Students are introduced to the

Internet, learn to use an E-Mail utility and also learn to conduct searches for information. This course is required for every student who wishes a college Internet account. Lecture 2 hours, laboratory 1 hour (9 weeks). **Prerequisite:** None.

**192  
INTERNET: BEYOND THE BASICS**

1 Unit

Computer Science/Information Systems 192 is an intermediate level course that enables the student to identify, analyze, and retrieve specific subject information across the Internet. Students select interest areas, exploring and evaluating a variety of resources on the Internet. Lecture 2 hours, laboratory 2 hours (9 weeks). **Prerequisite:** Computer Science/Information Systems 191.

**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

**200  
INTRODUCTION TO COMPUTER KEYBOARDING  
(Also listed as Business Office Technology 200)**

1 Unit

Computer Science/Information Systems 200 develops the basic skills and keyboard techniques needed to work with a computer keyboard. Accuracy is stressed because a single error may result in inputting or retrieving incorrect information or no information at all. The effect of modifier and function keys unique to the computer keyboard is reviewed. Lecture 1 hour, laboratory 3 hours (9 weeks). **Recommended preparation:** Eligibility for Business Office Technology 102 or equivalent. **Note:** This course may be taken 3 times; a maximum of 3 units may be earned for Computer Science/Information Systems 200 and/or Business Office Technology 200.

**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

**206**  
**MACINTOSH BASICS**  
 1 Unit

Computer Science/Information Systems 206 provides students with a basic introduction to the Macintosh Operating System. Topics covered include the skills necessary for managing the desktop, using the mouse and pull-down menus, creating and manipulating folders, files, and windows, and other standard operations used in every Macintosh application. Lecture 2 hours, laboratory 1 hour. (9 weeks). *Prerequisite:* None.

**208**  
**WINDOWS BASICS**  
 1 Unit

Computer Science/Information Systems 208 provides students with a basic introduction to the Windows environment. Topics covered include the skills necessary to manage the desktop, to use the mouse and pull-down menus, to create and manipulate folders, files, and windows, and other standard operations used in every Windows application. Lecture 2 hours, laboratory 1 hour. (9 weeks). *Prerequisite:* None.

**210**  
**COMPUTER OPERATIONS**  
 3 Units

Computer Science/Information Systems 210 studies the use, operation, and capabilities of computer systems. Students learn to operate a mainframe computer and peripheral equipment, with major emphasis on scheduling, data flow, and distribution of

reports and maintenance. Lecture 3 hours. *Prerequisite:* Computer Science/Information Systems 101 or equivalent. *Recommended preparation:* 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 trains students in the use of a computer, enabling them to edit their writing easily and thus encourage a more finished product. It also allows 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 is intended to teach the student to use a microcomputer spreadsheet program to produce practical, well-designed models of moderate complexity. 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, laboratory 1 hour. (9 weeks) *Recommended preparation:* Eligibility for English 120, Business Administration 106 or ESL 151. *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 are covered. The content of this course differs each time it is offered. Students who repeat the course 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 are 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 gain additional skills and knowledge. Lecture 3 hours. (9 weeks) *Recommended preparation:* Eligibility for English 120 or ESL 151. *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 are 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 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 enables 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 is 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 5 hours. (9 weeks) **Recommended preparation:** Business Office Technology 200 or 205 and eligibility for Business Administration 106. (Business Office Technology 200 or 205 may be taken concurrently. **Note:** This course may be taken 4 times, using different software or hardware; a maximum of 6 units may be earned. **Transfer credit:** CSU

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**COOPERATIVE  
EDUCATION**

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**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 work-

ers 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.

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**COSMETOLOGY**

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*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. (General Educational Development) 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.

## CULINARY ARTS

### 110 FOODS FOR MODERN LIVING (Formerly Food and Nutrition Studies 110)

3 Units

Culinary Arts 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 (Formerly Food and Nutrition Studies 111)

5 Units

Culinary Arts 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. (Culinary Arts 111 and 112 may be taken concurrently.) *Transfer credit:* CSU

### 112 ADVANCED FOOD PREPARATION (Formerly Food and Nutrition Studies 112)

5 Units

Culinary Arts 112 is a continuation of Culinary Arts 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:* Culinary Arts 111 or equivalent. (Culinary Arts 111 may be taken concurrently.) *Corequisite:* Cooperative Education/Work Experience (2 units). *Transfer credit:* CSU

### 113 SANITATION AND SAFETY CONTROL (Formerly Food and Nutrition Studies 113)

3 Units

Culinary Arts 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 (Formerly Food and Nutrition Studies 114)

3 Units

Culinary Arts 114 examines the principles of nutrition and their relation to quantity food preparation and menu planning. The course emphasizes menu planning in relation to various food customs, numerous age groups, and identified deficiency diseases applicable to quantity food production. Lecture 3 hours. *Prerequisite:* None.

### 115 INTRODUCTION TO THE HOSPITALITY INDUSTRY (Formerly Food and Nutrition Studies 115)

3 Units

Culinary Arts 115 promotes the opportunity to evaluate occupational needs in the hospitality industry through study and field experience. Local, private, as well as national food service, lodging, and transportation businesses are explored. Lecture 3 hours. *Prerequisite:* None. *Transfer credit:* CSU

### 116 QUANTITY FOOD PURCHASING (Formerly Food and Nutrition Studies 116)

3 Units

Culinary Arts 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 (Formerly Food and Nutrition Studies 117)

3 Units

Culinary Arts 117 is an analysis of menu planning procedures: inventories, costs, profit and loss sheets, menu work sheets, and weight and measures in quality recipes. Students learn to prepare weekly, monthly, and annual reports and determine food cost per meal, labor cost per meal, operational and total cost per meal. Lecture 3 hours. *Prerequisite:* None.

### 118 DIETARY HEALTH CARE (Formerly Food and Nutrition Studies 118)

3 Units

Culinary Arts 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. *Recommended preparation:* Eligibility for English 120 or ESL 151.

### 122 INTERNATIONAL COOKING (Formerly Food and Nutrition Studies 122)

3 Units

Culinary Arts 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.



**124  
BASIC BAKING AND DESSERT  
MAKING  
(Formerly Food and Nutrition  
Studies 124)  
3 Units**

Culinary Arts 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  
(Formerly Food and Nutrition  
Studies 125)  
3 Units**

Culinary Arts 125 presents an overview of the many aspects of nutrition including problems of today, the nutritive processes of the body and dietary planning. Functions, utilization, and recommended allowances of nutrients are emphasized. Consumer education is included. Lecture 3 hours. *Recommended preparation:* Eligibility for English 120 or ESL 151. *Transfer credit:* CSU, UC, USC (CAN H EC 2)

**128  
NUTRITION AND PHYSICAL  
FITNESS  
(Formerly Food and Nutrition  
Studies 128)  
(Also listed as PE 128 and  
Health 128)  
3 Units**

Culinary Arts 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  
(Formerly Food and Nutrition  
Studies 141)  
2 Units**

Culinary Arts 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  
(Formerly Food and Nutrition  
Studies 142)  
2 Units**

Culinary Arts 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  
(Formerly Food and Nutrition  
Studies 201)  
3 Units**

Culinary Arts 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. *Recommended preparation:* Eligibility for English 120 or ESL 151.

**207  
DINING ROOM SERVICES  
(Formerly Food and Nutrition  
Studies 207)  
3 Units**

Culinary Arts 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. *Recommended preparation:* Eligibility for English 120 or ESL 151.

**214  
BEVERAGES AND WINE SERVICE  
(Formerly Food and Nutrition  
Studies 214)  
3 Units**

Culinary Arts 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. *Recommended preparation:* Eligibility for English 120 or ESL 151.

**DANCE**

*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. The following classes do not meet the physical education requirement: Child Development 158, Dance 158. Dance classes may be taken four (4) times; a maximum of six (6) units may be earned in any one course. All classes are coeducational unless otherwise noted.*

**Most Dance courses were renumbered in Spring, 1994. Use the following list to find new course numbers.**

OLD COURSE NUMBERS	NEW COURSE NUMBERS
164	164
171	171
176	120
177	121
178	122, 123
179	115
180	116
181	101
182	134
183	140
184	135, 136
185	131, 132
186	145
187	110
188	111
189	112, 113
191	141
193	130
194	194
195	150
196	158
197	159
198	160

### 101 INTRODUCTION TO DANCE

½-2½ Units

Dance 101 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/studio 1½-3½ hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

### 105 STEP AEROBICS (Also listed as Physical Education 105)

1-2½ Units

Dance 105 is a contemporary, high intensity, low impact fitness class designed for both men and women, to improve each participant's strength, flexibility, and cardiovascular fitness level through steady-state stepping movements. The student is exposed to a graduated continuous system of rhythmic stepping at various platform heights. The class includes lecture on basic nutrition, exercise concepts, and stress management as the factors apply to a personal fitness program. Class sessions include a warm-up, an exercise routine fitted to each student's level of fitness, and a cool down. Lecture ½-1½ hours, laboratory ½-3½ hours. *Prerequisite:* None. *Note:* Dance 105/Physical Education 105 may be taken 4 times; a maximum of 6 units may be earned. *Transfer credit:* CSU, UC, USC

### 110 BALLET TECHNIQUE I

½-2½ Units

Dance 110 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/studio 1½-3½ hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

### 111 BALLET TECHNIQUE II

½-2½ Units

Dance 111 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/studio 1½-3½ hours. *Prerequisite:* Dance 110 or equivalent. *Transfer credit:* CSU, UC, USC

### 112 BALLET WORKSHOP: HISTORICAL OVERVIEW

1-2 Units

Dance 112 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. Emphasis is on historic and traditional forms of ballet. Lecture ½-1½ hours, laboratory/studio 1½-2½ hours. *Prerequisite:* Dance 111 or equivalent. (Dance 111 may be taken concurrently.) *Note:* This course may be taken 4 times; a maximum of 8 units may be earned. An audition may be required. No more than 16 units may be earned from any combination of Dance 112, 113, or 189. *Transfer credit:* CSU, UC, USC

### 113 BALLET WORKSHOP: REPERTOIRE

1-2 Units

Dance 113 provides an opportunity for technical development with emphasis given to varied styles and training methods of selected contemporary choreographers. Lecture ½-1½ hours, laboratory/studio 1½-2½ hours. *Prerequisite:* Dance 111 or equivalent. (Dance 111 may be taken concurrently.) *Note:* This course may be taken 4 times; a maximum of 8 units may be earned. An audition may be required. No more than 16 units may be earned from any combination of Dance 112, 113, or 189. *Transfer credit:* CSU, UC, USC

### 115 MODERN DANCE TECHNIQUE I

½-2½ Units

Dance 115 provides an opportunity for personal development in modern dance technique. Lecture ½-1½ hours, laboratory/studio 1½-3½ hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

### 116 MODERN DANCE TECHNIQUE II

½-2½ Units

Dance 116 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/studio 1½-3½ hours. *Prerequisite:* Dance 115 or equivalent. *Transfer credit:* CSU, UC, USC

### 120 JAZZ TECHNIQUE I

½-2½ Units

Dance 120 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/studio 1½-3½ hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

### 121 JAZZ TECHNIQUE II

½-2½ Units

Dance 121 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/studio 1½-3½ hours. *Prerequisite:* Dance 120 or equivalent. *Transfer credit:* CSU, UC, USC

### 122 JAZZ WORKSHOP: VIDEO

½-2½ Units

Dance 122 provides an opportunity to further the student's knowledge of jazz dance, to study more technical detail in the development and conditioning of the body for jazz, to develop performance values, and to further meet the demands of current professional dance and theatre, film, and television, using current video techniques. Lecture ½-1½ hours, laboratory/studio 1½-3½ hours. *Prerequisite:* Dance 121 or equivalent. (Dance 121 may be taken concurrently.) *Note:* This course may be taken 4 times; a maximum of 10 units may be earned. An audition may be required. No more than 20 units may be earned from any combination of Dance 122, 123, or 178. *Transfer credit:* CSU, UC, USC

### 123 JAZZ WORKSHOP: REPERTOIRE

½-2½ Units

Dance 123 provides an opportunity to further the student's knowledge of jazz repertoire, to study more technical detail in the development and conditioning of the body for jazz, to develop performance values, and to further meet the demands of current professional dance. Lecture ½-1½ hours, laboratory/studio 1½-3½ hours. *Prerequisite:* Dance 121 or equivalent. (Dance 121 may be taken concurrently.) *Note:* This course may be taken 4 times; a maximum of 10 units may be earned. An audition may be required. No more than 20 units may be earned from any combination of Dance 122, 123, or 178. *Transfer credit:* CSU, UC, USC

**130  
CHOREOGRAPHY***½-2½ Units*

Dance 130 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/studio 1½-3½ hours. **Prerequisite:** Dance 101 or equivalent. **Transfer credit:** CSU, UC, USC

**131  
ARTIST-IN-RESIDENCE—SERIES***1-2½ Units*

Dance 131 is a course designed to give the serious student a working knowledge of 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 prepares for entrance into the commercial dance field with information about agents, auditions, unions, wardrobe, classes, and other general details needed for participating in professional dance in Los Angeles. Lecture ½-2 hours, laboratory/studio 1½-3 hours. **Prerequisite:** One of the following: Dance 110, 115, 120, or equivalent. **Note:** This course may be taken 4 times; a maximum of 10 units may be earned. An audition may be required. No more than 20 units may be earned from any combination of Dance 131, 132, or 185. **Transfer credit:** CSU

**132  
ARTIST-IN-RESIDENCE***1-2½ Units*

Dance 132 is a course designed to give the serious student a working knowledge of dance in the entertainment industry. It provides opportunity for the further development of technical excellence and style in a commercial dance form through extended study with a choreographer-in-residence. Opportunity for participation in a completed choreographic presentation is provided. Lecture ½-2 hours, laboratory/studio 1½-3 hours. **Prerequisite:** One of the following: Dance 110, 115, 120, or equivalent. **Note:** This course may be taken 4 times; a maximum of 10 units may be earned. An audition may be required. No more than 20 units may be earned from any combination of Dance 131, 132, or 185. **Transfer credit:** CSU

**134  
DANCE PRODUCTION WORKSHOP***½-2½ Units*

Dance 134 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/studio 1½-3½ hours. **Prerequisite:** Dance 130 or equivalent. **Transfer credit:** CSU, UC, USC

**135  
DANCE PRODUCTION—  
REPERTOIRE***½-3 Units*

Dance 135 provides practical experience in utilization of knowledge and understanding of dance as an art form. Opportunity is provided for student participation in dance productions choreographed by faculty and alumni. Lecture ½-2½ hours, laboratory/studio 1½-5½ hours. **Prerequisite:** One of the following: Dance 112, 113, 116, 122, 123 or equivalent. **Note:** This course may be taken 4 times; a maximum of 12 units may be earned. An audition may be required. No more than 24 units may be earned from any combination of Dance 135, 136, or 184. **Transfer credit:** CSU, UC, USC

**136  
DANCE PRODUCTION—STUDENT  
CHOREOGRAPHY***½-3 Units*

Dance 136 provides practical experience in utilization of knowledge and understanding of dance as an art form. Opportunity is provided for student choreography and participation in dance productions. Lecture ½-2½ hours, laboratory/studio 1½-5½ hours. **Prerequisite:** One of the following: Dance 112, 113, 116, 122, 123 or equivalent. **Note:** This course may be taken 4 times; a maximum of 12 units may be earned. An audition may be required. No more than 24 units may be earned from any combination of Dance 135, 136, or 184. **Transfer credit:** CSU, UC, USC

**140  
MOVEMENT FOR THEATRE I***1 Unit*

Dance 140 provides 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/studio 1½ hours. **Prerequisite:** None. **Corequisite:** Theatre Arts 103. **Transfer credit:** CSU, UC, USC

**141  
MOVEMENT FOR THEATRE II***1 Unit*

Dance 141 provides the opportunity for advanced study of stage movement and introduces a comparison of stage, film and video movement techniques. Lecture ½ hour, laboratory/studio 1½ hours. **Prerequisite:** Dance 140 or equivalent. **Corequisite:** Theatre Arts 104. **Transfer credit:** CSU, UC, USC

**145  
MOVEMENT FOR MUSICAL  
THEATRE***½-2½ Units*

Dance 145 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/studio 1½-3½ hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

**150  
PHYSICAL REINTEGRATION***1-2½ Units*

Dance 150 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/studio 1½-3½ hours. **Prerequisite:** None. **Note:** Verification of disability must be on file in the Disabled Student Center. **Transfer credit:** CSU, UC, USC

**158  
MOVEMENT DEVELOPMENT: BIRTH  
THROUGH TWELVE YEARS  
(Formerly Dance 158 and 159)  
(Also listed as Child Development  
158)  
3 Units**

Dance 158 provides those students who are interested in teaching movement to children the opportunity to acquire knowledge and techniques related to motor development. The course introduces basic principles and theories of motor development in children from birth to age twelve, focusing on designing developmentally-appropriate and creative dance experiences for young children. Lecture 3 hours. *Prerequisite:* None. *Note:* Students who have completed Dance 158 or 159 and/or Child Development 158 or 159 for one and one-half units may only receive one and one-half units for this course. This course will not fulfill physical education activity requirements. *Transfer credit: CSU*

**160  
INTERNATIONAL WORKSHOP  
½-2½ Units**

Dance 160 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/studio 1½-3½ hours. *Prerequisite:* None. *Transfer credit: CSU*

**164  
RHYTHMIC AEROBICS  
(Also listed as Physical Education  
164)  
½-2½ Units**

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

**171  
CHOREOGRAPHY TECHNIQUES FOR  
SCHOOL SPIRIT LEADERS  
1 Unit**

Dance 171 provides an opportunity for students to gain knowledge and technical skills in the choreography and techniques of pep arts through practical application and discussion. Emphasis is placed on leadership training, personal and professional development. Lecture ½ hour, laboratory/studio 1½ hours. *Prerequisite:* None. *Transfer credit: CSU*

**194  
STRUCTURAL DYNAMICS AND  
STRETCH  
(Also listed as Physical Education  
194)  
½-2½ Units**

Dance 194 provides practical experience through exercise in conjunction with discussion periods to enable the student to develop a knowledge of body-mind interaction in the area of athletics. The student learns how to influence and control this interaction, with regard to pain and energy flow, suppleness, relaxation, stretch and strength factors. Lecture ½-1½ hours, laboratory/studio 1½-3½ hours. *Prerequisite:* None. *Transfer credit: CSU, UC, USC*

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**DATA PROCESSING,**

**See COMPUTER SCIENCE/  
INFORMATION SYSTEMS**

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**DRAFTING**

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**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. *Recommended preparation:* Eligibility for English 120 or ESL 151. *Note:* A recommended course for basic drafting review and non-drafting majors. This course may not be taken for credit by students who have completed Drafting 132, 133, 134 or Engineering 104. *Transfer credit: CSU*

**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. *Recommended preparation:* Eligibility for English 120 or ESL 151. *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, S1 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. *Recommended preparation:* Eligibility for English 120 or ESL 151. *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. **Transfer credit:** CSU

**203  
COMPUTER PATTERN MAKING AND  
GRADING  
(Also listed as Fashion Design  
Merchandising 203)***2 Units*

Drafting 203 introduces the digitizing of pattern shapes used in the apparel manufacturing industry. Original patterns are designed for an apparel related grouping. Patterns are graded up and down in size by creating a grade scale. A lay-out marker is created. Lecture 1 hours, laboratory 3 hours. **Recommended preparation:** Fashion Design Marketing 103 or equivalent, and eligibility for English 120 or ESL 151. **Note:** This course may not be taken for credit by students who have completed Fashion 203. This course may be taken 2 times; a maximum of 4 units may be earned.

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**ECONOMICS**

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**101  
PRINCIPLES OF MICROECONOMICS**  
*3 Units*

Economics 101 is a fundamental course in microeconomic 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 emphasizes 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. **Recommended preparation:** Eligibility for English 120 or ESL 151. **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. **Recommended preparation:** Eligibility for English 120 or ESL 151. **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  
(Also listed as Political Science 107,  
Psychology 107, Sociology 107)**  
*3 Units*

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 are considered. The course emphasizes both descriptive and inferential techniques of analyzing scientific data. Lecture 3 hours. **Recommended preparation:** Mathematics 141 or one year of high school algebra or equivalent and eligibility for English 101. **Note:** A maximum of three units may be earned for Economics 107, Political Science 107, Psychology 107, Sociology 107, or Mathematics 136. **Transfer credit:** CSU

**111  
ECONOMIC HISTORY OF THE  
UNITED STATES  
(Also listed as History 116)**  
*3 Units*

Economics 111 is a history of the economic development of the United States from its settlement to the present. Emphasis is placed on the growth and development of economic institutions, slavery, reconstruction, work, the industrial revolution, workers' movement, and U.S. imperialism. This course meets the California State requirement in American History. Lecture 3 hours. **Recommended preparation:** Eligibility for English 120 or ESL 151. **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 gain hands-on experience as technician trainees by participating in laboratory experience in the Media Services Department where they 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. *Recommended preparation:* 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)**

*4 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 3 hours, laboratory 3 hours. *Prerequisite:* None. *Recommended preparation:* Mathematics 101 or equivalent and eligibility for English 120 or ESL 151. *Transfer credit:* CSU

**102  
ELECTRONICS CIRCUITS II (AC)**

*4 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 3 hours, laboratory 3 hours. *Prerequisite:* Electronics and Computer Technology 101 or equivalent. *Transfer credit:* CSU

**103  
INTRODUCTION TO DIGITAL LOGIC**  
*4 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 3 hours, laboratory 3 hours. *Prerequisite:* None. *Recommended preparation:* Mathematics 145 or equivalent and eligibility for English 120 or ESL 151. *Transfer credit:* CSU

**104  
INTRODUCTION TO  
MICROPROCESSORS**

*4 Units*

Electronics and Computer Technology 104 introduces the characteristics, architecture, and operation of microprocessors, introducing peripheral interfacing techniques. Lab develops skills in microprocessor peripheral interfacing and assembly language programming. Lecture 3 hours, laboratory 3 hours. *Prerequisite:* Electronics and Computer Technology 103 or equivalent. *Transfer credit:* CSU

**110  
BASIC ELECTRICITY—  
ELECTRONICS**

*4 Units*

Electronics and Computer Technology 110 presents a survey of the basic principles of electronics (for non-electronics majors). It is designed to provide the students with an understanding of the basic principles of electronic circuits and their applications. Lecture 3 hours, laboratory 3 hours. *Prerequisite:* None. *Recommended preparation:* Mathematics 145 or equivalent and eligibility for English 120 or ESL 151. *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**  
4 Units

Electronics and Computer Technology 112 is a course designed to give the student a comprehensive foundation in the methods of microcomputer repair at the board as well as the component level. Also included in this course are the methods and operation of related test equipment, computer diagnostics and component failure analysis. This course emphasizes hands-on experience with practical applications. Lecture 3 hours, laboratory 3 hours. *Prerequisite:* None. *Recommended preparation:* Electronics and Computer Technology 103 and 110. *Note:* This course may be taken 2 times; a maximum of 8 units may be earned.

**113  
HIGH-RELIABILITY SOLDER, WIRE  
WRAP, AND PRINTED CIRCUIT  
BOARD REWORK AND REPAIR  
TECHNOLOGY**  
4 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 3 hours, laboratory 3 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.

**124  
INTRODUCTION TO  
MICROPROCESSORS—DIGITAL  
TECHNOLOGY**  
4 Units

Electronics and Computer Technology 124 introduces the characteristics, architecture and operation of 8-bit microprocessors. This course also introduces assembly language programming and peripheral interfacing techniques of single board computers. Practical labs reinforce skills in programming and interfacing techniques. Lecture 3 hours, laboratory 3 hours. *Prerequisite:* Electronics and Computer Technology 103 or equivalent. *Note:* This course may not be taken for credit by students who have completed Electronics and Computer Technology 104 and 203.

**201  
SOLID STATE DEVICES**  
4 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 consist of constructing solid-state circuits, and performing circuit analysis and diagnostics of electronic parameters using state-of-the-art digital electronic test equipment. Lecture 3 hours, laboratory 3 hours. *Prerequisite:* Electronics and Computer Technology 102 or equivalent. *Transfer credit:* CSU

**202  
INTEGRATED CIRCUIT  
ELECTRONICS**  
4 Units

Electronics and Computer Technology 202 is a comprehensive study and applied analysis of linear integrated circuit (IC) electronics technology. Lab develops skills in constructing, testing, and analyzing operational amplifier, differentiator and integrator, voltage and current regulator, oscillator and function generator, active filter, converter, and phase-lock loop IC circuits, using advanced electronics test equipment. Lecture 3 hours, laboratory 3 hours. *Prerequisite:* Electronics and Computer Technology 201 or equivalent. *Transfer credit:* CSU

**203  
MICROCOMPUTER TECHNOLOGY I**  
4 Units

Electronics and Computer Technology 203 presents the basic principles of microcomputer integrated circuit technology. It is designed to provide the students with an understanding of the basic principles of integrated circuit microprocessor technology and its applications in 8-bit computers. Lecture 3 hours, laboratory 3 hours. *Prerequisite:* Electronics and Computer Technology 104 or equivalent. *Transfer credit:* CSU

**204  
MICROCOMPUTER TECHNOLOGY II**  
4 Units

Electronics and Computer Technology 204 is a continuation of Electronics 203. Principles of integrated circuits, microcomputers, mnemonics, interfacing, and application are covered, emphasizing 16-bit and 32-bit computers. Lecture 3 hours, laboratory 3 hours. *Prerequisite:* Electronics and Computer Technology 203 or equivalent. *Transfer credit:* CSU

**210  
ELECTRONICS INSTRUMENTS AND  
MEASUREMENTS**  
4 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 3 hours, laboratory 3 hours. *Prerequisite:* None. *Recommended preparation:* Electronics and Computer Technology 110 or equivalent. *Transfer credit:* CSU

## 212 ADVANCED MICROCOMPUTER REPAIR TECHNOLOGIES

4 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 3 hours, laboratory 3 hours. **Prerequisite:** Electronics and Computer Technology 112.

## 223 COMMUNICATIONS SYSTEMS (Formerly Electronics and Computer Technology 222)

2 Units

Electronics and Computer Technology 223 is a comprehensive study of electronic communications systems, from the fundamentals of radio frequency (RF) circuits to complex space-age technology. Specific areas of concentration in this course include RF theory, devices, circuits, and systems; including oscillators, amplifiers, modulators, AM and FM techniques, data communications, and satellite communications. Laboratory experiments deal with RF circuit/system analysis and instrumentation applications, including microcomputer simulation. Lecture 3 hours, laboratory 3 hours (9 weeks). **Prerequisite:** Electronics and Computer Technology 201. **Note:** A maximum of 4 units may be earned from any combination of Electronics and Computer Technology 222, 223, or 224.

## 224 OPTO-ELECTRONICS (Formerly Electronics and Computer Technology 222)

2 Units

Electronics and Computer Technology 224 introduces students to the theory and application of opto-electronic devices and systems. Specific areas of concentration include physical properties of light and optics, LEDS, LASER technology, fiber optics, and holograms. Laboratory experiments are designed to provide students with the opportunity to build, test, and analyze opto-electronic devices and system applications. Lecture 3 hours, laboratory 3 hours (9 weeks). **Prerequisite:** Electronics and Computer Technology 201. **Note:** A maximum of 4 units may be earned from any combination of Electronics and Computer Technology 222, 223, or 224.

## EMERGENCY MEDICAL TECHNOLOGY

See Nursing

## ENGINEERING

### 100 INTRODUCTION TO ENGINEERING 3 Units

Engineering 100 introduces students to the profession and disciplines of engineering and the engineering design process. Instruction includes computer skills and communication strategies utilized in engineering. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSU

### 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. **Recommended preparation:** Eligibility for English 120 or ESL 151. **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:** Architecture 101 or Drafting 131 or Engineering 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

### 105 GEOMETRIC/DIMENSIONAL AND TRUE POSITIONAL TOLERANCING 3 Units

Engineering 105 presents current geometric/dimensional and true positional tolerancing (GD&T) trends and industrial usage throughout various engineering disciplines. Both ANSI Y14.5 82M and ASTM Y14.5 96M are presented with an emphasis on the latest issue of the standard. Lecture 3 hours. **Prerequisite:** None. **Recommended preparation:** Engineering 101 or related industry experience and eligibility for English 120 or ESL 151.

### 130 ELECTRICAL/ELECTRONICS DRAWING (Formerly Drafting 130) 2 Units

Engineering 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. **Recommended preparation:** Drafting 129 or equivalent. (Drafting 129 may be taken concurrently.) **Note:** This course is not intended for engineering or drafting majors. This course may not be taken for credit by students who have completed Drafting 131 or Engineering 101.



## ENGLISH COURSE SEQUENCE

### COMPOSITION COURSES

English 187—1 unit  
Basic English Lab  
Non-Degree Applicable

English 189—3 units  
Writing Workshop I  
Non-Degree Applicable

English 191—3 units  
Writing Workshop II  
Non-Degree Applicable

English 120—3 units  
Composition and Reading  
Degree Applicable

English 101—3 units  
Freshman English  
Transfer to UC & CSU

English 102—3 units  
Critical Thinking and Literary  
Analysis  
Transfer to UC & CSU

English 104—3 units  
Critical Thinking and  
Argumentation  
Transfer to UC & CSU

### READING COURSES

English 186—1 unit  
Basic Reading Lab  
Non-Degree Applicable

English 188—3 units  
Intro. to Academic Reading  
Non-Degree Applicable

English 190—3 units  
Intermediate Academic Reading  
Non-Degree Applicable

English 192—3 units  
Advanced College Reading  
Degree Applicable

### LITERATURE COURSES Transfer to UC & CSU

English 103	Creative Writing
English 105 & 106	British Survey
English 107 & 108	20th Century Poetry
English 109 & 110	World Literature
English 111	Women in Literature
English 112	Screenwriting
English 114	Intro. to Poetry
English 115	Intro. to Fiction
English 116	Intro. to Drama
English 117	Film as Literature
English 122 & 123	American Survey
English 124	Contemporary Fiction
English 125	Shakespeare
English 126	The Modern Drama
English 127	Children's Literature
English 128	Bible as Literature
English 130	Science Fiction

**NOTE:** Eligibility for English 101 is recommended or required for all literature classes except English 107 and 108.

CONCURRENT ENROLLMENT REQUIRED -----

CONCURRENT ENROLLMENT RECOMMENDED . . . . .

REQUIRED \_\_\_\_\_

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**ENGLISH**


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**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:* Placement is based on a composite of test scores and academic background or satisfactory completion of English 120 or ESL 151. *Transfer credit:* CSU, UC, USC (CAN ENGL 2)

**102  
CRITICAL THINKING AND LITERARY ANALYSIS**
*3 Units*

English 102 helps students to develop their critical thinking and writing skills beyond the level achieved in English 101. The course emphasizes the application of logical reasoning, analysis, and strategies of argumentation in critical thinking and writing, using literature (both fiction and non-fiction) and literary criticism as subject matter. 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  
CRITICAL THINKING AND ARGUMENTATION**
*3 Units*

English 104 is designed to be a continuation of English 101. Consequently, the primary focus of the course is instruction in writing. In addition, students learn 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 a more advanced understanding of the relationship of language to logic and by further promoting the ability to reason effectively and reach valid conclusions. Writing forms and 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, UC, USC

**105  
SURVEY OF ENGLISH LITERATURE FROM THE ANGLO-SAXON PERIOD TO 1780**
*3 Units*

English 105 is a survey course covering the development of English literature from the beginning to 1780 and emphasizing the development of thought in relation to historical and social backgrounds. Lecture 3 hours. *Prerequisite:* Eligibility for English 101. *Transfer credit:* CSU, UC, USC (CAN ENGL 8)

**106  
SURVEY OF ENGLISH LITERATURE FROM 1780 TO THE PRESENT TIME**
*3 Units*

English 106 is a survey course covering the development of English literature from 1780 to the present time. English 106 continues to study the development of thought as an expression of our cultural heritage. Lecture 3 hours. *Prerequisite:* Eligibility for English 101. *Transfer credit:* CSU, UC, USC (CAN ENGL 10)

**107  
TWENTIETH CENTURY POETRY I**
*3 Units*

English 107 consists of an historical orientation to twentieth century poetry a discussion of the significant poets to approximately mid-century, and an intensive study of the most important modernist and contemporary poets of this period. Lecture 3 hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

**108  
TWENTIETH CENTURY POETRY II**
*3 Units*

English 108 consists of a historical orientation to twentieth century poetry from about mid-century to the present. The course examines the influences of modernist poets on contemporary English and American poetry, including the innovations of Russian, European, and Latin-American poets. An in-depth study of the major poets of this period emphasizes the development of new trends in response to aesthetic and cultural changes in society. Lecture 3 hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

**109  
INTRODUCTION TO LITERATURE OF THE WESTERN WORLD**
*3 Units*

English 109 is a survey of the literature of the Western World from ancient times to the Renaissance. It includes selections from the Old and New Testaments; Celtic, Germanic, Norse, and French mythologies; and representative works from the Middle Ages and the Renaissance. Emphasis is placed on the Greek and Roman classics. Lecture 3 hours. *Prerequisite:* Eligibility for English 101. *Transfer credit:* CSU, UC, USC

**110  
INTRODUCTION TO LITERATURE OF THE WESTERN WORLD**
*3 Units*

English 110 is a survey of the literature of the Western World from the Enlightenment to the present time. Emphasis is placed on the cultural history and history of important ideas reflected in the literary works, as well as the development of literary techniques and style. Lecture 3 hours. *Prerequisite:* Eligibility for English 101. *Transfer credit:* CSU, UC, USC

**111  
WOMEN IN LITERATURE**
*3 Units*

English 111 is a comparative study of the roles assigned to women in literature by both male and female authors. The course critically examines the literary and cultural stereotypes of women in the short story, novel, poetry, and drama. Lecture 3 hours. *Recommended preparation:* 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. **Recommended preparation:** Eligibility for English 101. **Note:** This course may be taken 3 times; a maximum of 9 units may be earned. **Transfer credit:** CSU, UC

**113  
AN INTRODUCTION TO LIBRARY  
RESOURCES AND RESEARCH  
METHODS**  
1 Unit

English 113 offers an introduction to using libraries and doing research. It provides practical experience with traditional and computerized means of determining and evaluating a research topic, locating information, gathering data, evaluating sources, and formulating search strategies. The student participates in a sequence of tutorial-style modules and laboratory exercises. Laboratory 3 hours. **Prerequisite:** None. **Transfer credit:** CSU, UC

**114  
INTRODUCTION TO POETRY**  
3 Units

English 114 consists of an introduction to the basic structural, stylistic, and thematic elements of poetry with emphasis on the major poets and their contribution to the craft. An analysis of poetic techniques allows students to compare and contrast the development of various forms of poetry including traditional and experimental verse. Lecture 3 hours. **Prerequisite:** Eligibility for English 101. **Transfer credit:** CSU, UC, USC

**115  
INTRODUCTION TO FICTION**  
3 Units

English 115 introduces students to a variety of structural and stylistic elements, critical concepts, and themes that help them analyze and appreciate works of fiction. Students are encouraged to express their interpretations of readings in classroom discussions, and they learn and practice effective methods of writing about works of fiction. Lecture 3 hours. **Prerequisite:** Eligibility for English 101. **Transfer credit:** CSU, UC, USC

**116  
INTRODUCTION TO DRAMA**  
3 Units

English 116 is an historical survey of drama as a genre from the Classical period to the present day. The course introduces students to the elements of drama, and emphasizes class analysis or representative plays from selected periods. Students are encouraged to express their interpretations of plays and write critical papers about dramatic works. Lecture 3 hours. **Prerequisite:** Eligibility for English 101. **Transfer credit:** CSU, UC, USC

**117  
FILM AS LITERATURE**  
3 Units

English 117 is the study of film as literature from thematic, cultural, historical, and aesthetic perspectives. Students are encouraged to incorporate analytical perspectives from literary and film criticism into discussion and written work. Lecture 3 hours. **Recommended preparation:** Eligibility for English 101. **Transfer credit:** CSU, UC, USC

**118  
ANALYTICAL READING**  
3 Units

English 118 provides students with the techniques to analyze and critically evaluate written and oral communication, to make logical judgments about that material, and to reach independent conclusions on the views and ideas that have been presented. Lecture 3 hours. **Prerequisite:** Eligibility for English 101. **Transfer credit:** CSU

**120  
COMPOSITION AND READING**  
3 Units

English 120 is designed for the student who wants to prepare for the writing required in college classes. The course emphasizes practice in the writing of thesis-based essays and the critical analysis of selected prose works dealing with important contemporary ideas. English 120 provides practice in the mechanics, style, and organization of paragraphs and essays. It satisfies the Associate degree writing requirement and is a prerequisite for English 101, a composition course required for all four-year schools. Lecture 3 hours. **Prerequisite:** English 191 (3 units) or placement based on a composite of test scores and academic background. **Recommended preparation:** English 192. (English 192 may be taken concurrently.) **Note:** This course may not be taken for credit by students who have completed English 101 or Business Administration 106 and allows 2 units of credit to those who have completed Business Office Technology 102.

**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 151.

**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. **Recommended preparation:** Eligibility for English 101. **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. **Recommended preparation:** Eligibility for English 101. **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. **Recommended preparation:** Eligibility for 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. **Recommended preparation:** Eligibility for English 101. **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

**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. **Recommended preparation:** Eligibility for English 101. **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. Students 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. **Recommended preparation:** 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 151. **Note:** This course may not be taken for credit by students who have completed English 101 or English 120, or Business Administration 106.

**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:** None. **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:** None. **Note:** This course may be taken 4 times; a maximum of 8 units may be earned.

**152  
WRITING AND READING  
STRATEGIES**

2 Units

**NON-DEGREE APPLICABLE**

English 152 is designed for students with learning disabilities who are enrolled in mainstream English classes. Students learn a variety of multi-sensory approaches to writing and reading in order to improve their management of written language. Lecture 2 hours, laboratory 2 hours. **Corequisite:** Concurrent enrollment in English 188, 189, 190, 191, 192, or 120.

**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 enhance their basic vocabulary. Lecture 2 hours, laboratory 1 hour. (9 weeks) **Prerequisite:** None. **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 enhance their technical vocabulary. Lecture 2 hours, laboratory 1 hour. (9 weeks) *Prerequisite:* None. *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:* None. *Note:* This course may be taken 4 times; a maximum of 4 units may be earned.

**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 is 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 is 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.

**186  
BASIC READING LABORATORY**

1 Unit

**NON-DEGREE APPLICABLE**

English 186 is an individualized course of study designed to improve a student's English reading skills. The course covers reading techniques, vocabulary development, and comprehension and analysis skills. Laboratory 3 hours. *Prerequisite:* Placement is based on a composite of test scores and academic background.

**187  
BASIC ENGLISH LABORATORY**

1 Unit

**NON-DEGREE APPLICABLE**

English 187 is an individualized course of study designed to improve a student's English writing skills. The course covers the basics of sentence and paragraph composition, including an introduction to mechanics, grammar, spelling, and paragraph form. Laboratory 3 hours. *Prerequisite:* Placement is based on a composite of test scores and academic background and completion of English 186 (English 186 may be taken concurrently).

**188  
INTRODUCTION TO ACADEMIC  
READING**

1-3 Units

**NON-DEGREE APPLICABLE**

English 188 is a reading course designed for students who need to improve their 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. This is a credit/no credit course. Lecture 3 hours, laboratory 1 hour. *Prerequisite:* Placement is based on a composite of test scores and academic background. English 188 must be taken prior to or concurrently with English 189. *Note:* This course may be taken 3 times; a maximum of 3 units may be earned.

**189  
WRITING WORKSHOP I**

1-3 Units

**NON-DEGREE APPLICABLE**

English 189 is designed for students who need to practice writing clear sentences and paragraphs in standard English. The course is a writing workshop. It involves the students actively in reading, writing, discussing, and re-writing. Individualized computer lessons provide tutorials and practice in the grammar and mechanics of writing. Word processors help students plan, write, check, and revise what they have written. The course helps students increase their familiarity with the style, form and structures of written English and improves their ability to compose and edit sentences and paragraphs in English. Lecture 3 hours, laboratory 2 hours. **Prerequisite:** Placement is based on a composite of test scores and academic background. Concurrent enrollment in or satisfactory completion of English 188 is required. **Note:** This course may be taken 3 times; a maximum of 3 units may be earned.

**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:** Placement is based on a composite of test scores and academic background. English 190 must be taken prior to or concurrently with English 191. **Note:** This course may be taken 3 times; a maximum of 3 units may be earned.

**191  
WRITING WORKSHOP II**

1-3 Units

**NON-DEGREE APPLICABLE**

English 191 is designed for students who need practice writing more sophisticated sentences, paragraphs, and short compositions in standard English. Class is conducted as a writing workshop. It involves the students actively in reading, writing, discussing, and re-writing. Individualized

computer lessons provide tutorials and practice in the grammar and mechanics of writing. Word processors help students plan, write, check, and revise what they have written. The course helps students increase their familiarity with the style, form, and structures of written English and improves their ability to compose and edit sentences, paragraphs, and short compositions. Lecture 3 hours, laboratory 2 hours. **Prerequisite:** Placement is based on a composite of test scores and academic background or satisfactory completion of English 189. Concurrent enrollment in or satisfactory completion of English 190 is required. **Note:** This course may be taken 3 times; a maximum of 3 units may be earned. All 3 units must be satisfactorily completed to advance to English 120.

**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. This is a credit/no credit course. Lecture 3 hours, laboratory 1 hour. **Prerequisite:** Placement is based on a composite of test scores and academic background or satisfactory completion of English 190. **Recommended corequisite:** Concurrent enrollment in English 120. **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****111  
GRAMMAR AND WRITING I**

3 Units

**NON-DEGREE APPLICABLE**

English as a Second Language 111 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, laboratory 1 hour. **Prerequisite:** Placement is based on a composite of test scores and academic background. **Recommended preparation:** Concurrent enrollment in an appropriate ESL listening and speaking course and a reading course.

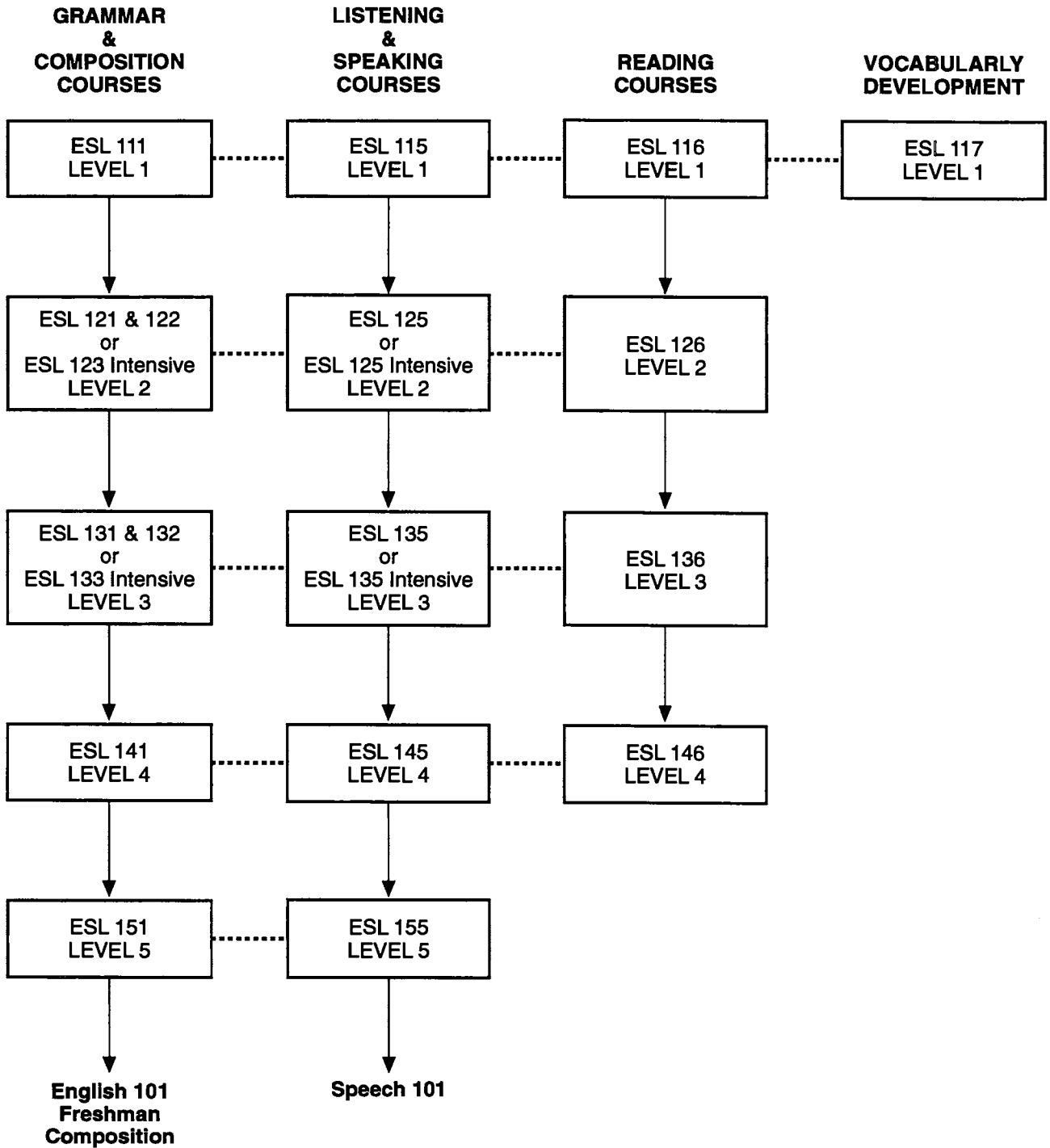
**115  
LISTENING AND SPEAKING I**

3 Units

**NON-DEGREE APPLICABLE**

English as a Second Language 115 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, laboratory 1 hour. **Prerequisite:** Placement is based on a composite of test scores and academic background. **Recommended preparation:** Concurrent enrollment in an ESL grammar and writing course. **Note:** The course grade will be "credit" or "no credit." There will be no letter grades for ESL 115.

## CREDIT ESL COURSE SEQUENCE



It is recommended that students enroll in grammar and writing, listening and speaking, and reading classes in the same semester. Placement in the Credit ESL course sequence is based on a composite of test scores and academic background.

### 116 READING AND VOCABULARY FOR ESL I STUDENTS

3 Units

#### NON-DEGREE APPLICABLE

English as a Second Language 116 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, laboratory 1 hour. *Prerequisite:* Placement is based on a composite of test scores and academic background. *Recommended preparation:* Concurrent enrollment in an appropriate ESL listening and speaking course and an ESL grammar and writing course and a reading course. *Note:* The course grade will be "credit" or "no credit." There will be no letter grades for ESL 116.

### 117 LISTENING COMPREHENSION & VOCABULARY DEVELOPMENT

3 Units

#### NON-DEGREE APPLICABLE

English as a Second Language 117 is a telecourse designed to help beginning ESL students improve their listening comprehension skills and vocabulary development. Students view videos specifically designed for this level and do listening comprehension and vocabulary development exercises in a workbook written to match the videotapes. Students participate in additional drills and activities assigned by the instructor. Lecture 5 hours. *Prerequisite:* Placement is based on a composite of test scores and academic background. *Recommended preparation:* Concurrent enrollment in an appropriate ESL grammar and writing course and a reading course. *Note:* This course may not be taken for credit by students who have completed ESL 125. The course grade will be "Credit" or "No Credit." There will be no letter grades for ESL 117.

### 121 GRAMMAR AND WRITING II—FIRST HALF

2 Units

English as a Second Language 121 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, laboratory 1 hour. *Prerequisite:* Placement is based on a composite of test scores and academic background or satisfactory completion of ESL 111. *Recommended preparation:* Concurrent enrollment in an appropriate ESL listening and speaking course and a reading course. *Transfer credit:* UC, USC

### 122 GRAMMAR AND WRITING II— SECOND HALF

2 Units

English as a Second Language 122 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, laboratory 1 hour. *Prerequisite:* Placement is based on a composite of test scores and academic background or satisfactory completion of ESL 121. *Recommended preparation:* Concurrent enrollment in an appropriate ESL listening and speaking course and a reading course. *Transfer credit:* UC, USC

### 123 GRAMMAR AND WRITING II

4 Units

English as a Second Language 123 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, laboratory 1 hour. *Prerequisite:* Placement is based on a composite of test scores and academic background or satisfactory completion of ESL 111. *Recommended preparation:* Concurrent enrollment in an appropriate ESL listening and speaking course and a reading course. *Transfer credit:* UC, USC

### 125 LISTENING AND SPEAKING II

2 Units

#### NON-DEGREE APPLICABLE

English as a Second Language 125 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. Lecture 4 hours, laboratory 1 hour. *Prerequisite:* Placement is based on a composite of test scores and academic background or satisfactory completion of ESL 115. *Recommended preparation:* Concurrent enrollment in an appropriate ESL grammar and writing course and a reading course.

### 126 READING AND VOCABULARY FOR ESL II STUDENTS

3 Units

English as a Second Language 126 is designed to help lower-intermediate ESL students read academic materials. The course emphasizes vocabulary development by inferring meaning from context and by understanding affixes. Reading skills are practiced on passages from various fields, and a complete work is read. Lecture 3 hours, laboratory 1 hour. *Prerequisite:* Placement is based on a composite of test scores and academic background or satisfactory completion of ESL 116. *Recommended preparation:* Concurrent enrollment in an appropriate ESL listening and speaking course and an ESL grammar and writing course.

### 131 GRAMMAR AND WRITING III— FIRST HALF

2 Units

English as a Second Language 131 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 incorporate these structures into essays of three to four paragraphs in length (approximately 250 words). Lecture 5 hours, laboratory 1 hour. *Prerequisite:* Placement is based on a composite of test scores and academic background or satisfactory completion of ESL 122 or 123. *Recommended preparation:* Concurrent enrollment in an appropriate ESL listening and speaking course and a reading course. *Transfer credit:* CSU, UC, USC



**132  
GRAMMAR AND WRITING III—  
SECOND HALF***2 Units*

English as a Second Language 132 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 incorporate these structures into essays of three to five paragraphs in length (approximately 300 words). Lecture 5 hours, laboratory 1 hour.

**Prerequisite:** Placement is based on a composite of test scores and academic background or satisfactory completion of ESL 131. **Recommended preparation:** Concurrent enrollment in an appropriate ESL listening and speaking course and a reading course. **Transfer credit:** CSU, UC, USC

**133  
GRAMMAR AND WRITING III***4 Units*

English as a Second Language 133 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 incorporate these structures into essays of three to five paragraphs in length (approximately 300 words). Lecture 5 hours, laboratory 1 hour.

**Prerequisite:** Placement is based upon a composite of test scores and academic background or satisfactory completion of ESL 122 or 123. **Recommended preparation:** Concurrent enrollment in an appropriate ESL listening and speaking course and a reading course. **Transfer credit:** CSU, UC, USC

**135  
LISTENING AND SPEAKING III***2 Units*

English as a Second Language 135 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, laboratory 1 hour. **Prerequisite:** Placement is based on a composite of test scores and academic background or satisfactory completion of ESL 125.

**Recommended preparation:** Concurrent enrollment in an appropriate ESL grammar and writing course and a reading course.

**Transfer credit:** CSU

**136  
READING AND VOCABULARY FOR  
ESL III STUDENTS***3 Units*

English as a Second Language 136 is designed to encourage intermediate ESL students to read extensively and promote English language proficiency and reading skills. Students read complete works of fiction and non-fiction, determine what questions those works raise, and discuss and write about their understanding of the texts. Lecture 3 hours, laboratory 1 hour.

**Prerequisite:** Placement is based on a composite of test scores and academic background or satisfactory completion of ESL 126.

**Recommended preparation:** Concurrent enrollment in an appropriate ESL listening and speaking course and in an ESL grammar and writing course. **Transfer credit:** CSU

**141  
GRAMMAR AND WRITING IV***4 Units*

English as a Second Language 141 is designed for students at the advanced level of grammar and writing. Critical analysis of academic reading materials encourages independent thinking and the expression of informed opinion. Compositions are written in response to readings and discussions and become the vehicle for showing the ability to use advanced grammatical structures of English. Lecture 5 hours, laboratory 1 hour. **Prerequisite:** Placement is based on a composite of test scores and academic background or satisfactory completion of ESL 132 or 133. **Recommended preparation:** Concurrent enrollment in an appropriate ESL listening and speaking course and in an appropriate reading course. **Transfer credit:** CSU, UC, USC

**145  
LISTENING AND SPEAKING IV***2 Units*

English as a Second Language 145 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, laboratory 1 hour. **Prerequisite:** Placement is based on a composite of test scores and academic background or satisfactory completion of ESL 135. **Recommended preparation:** It is strongly recommended that a student be concurrently enrolled in an ESL grammar and writing class at the 131 level or higher. **Note:** This course is taught at a level of vocabulary equivalent to ESL 141. **Transfer credit:** CSU

**146  
READING AND VOCABULARY FOR  
ESL IV STUDENTS**

English as a Second Language 146 is designed to encourage advanced ESL students to read extensively and to promote English language proficiency and reading skills. Students read complete works on related topics, analyze what questions those works raise, and discuss and write about their understanding of the texts. Students are asked to read texts from content courses or from literature. Lecture 3 hours, laboratory 1 hour. **Prerequisite:** Placement is based on a composite of test scores and academic background or satisfactory completion of ESL 136. **Recommended preparation:** Concurrent enrollment in an appropriate ESL listening and speaking course and in an appropriate ESL grammar and writing course. **Note:** In addition to regular class hours, students must spend one hour a week in the laboratory. **Transfer credit:** CSU

**151  
READING AND COMPOSITION V**  
4 Units

English as a Second Language 151 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 paper is completed. Lecture 4 hours, laboratory 1 hour. **Prerequisite:** Placement is based on a composite of test scores and academic background or satisfactory completion of ESL 141. **Recommended preparation:** Concurrent enrollment in an appropriate ESL listening and speaking course. **Transfer credit:** CSU, UC, USC

**155  
LISTENING AND SPEAKING V**  
2 Units

English as a Second Language 155 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, laboratory 1 hour. **Prerequisite:** Placement is based on a composite of test scores and academic background or satisfactory completion of ESL 145. **Recommended preparation:** It is strongly recommended that a student be concurrently enrolled in an ESL grammar and writing class at the 141 level or higher. **Transfer credit:** CSU

**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 123 or equivalent or a satisfactory score on the Glendale Community College ESL Placement Test. **Recommended preparation:** Concurrent enrollment in an appropriate ESL listening and speaking course, ESL grammar and writing course, and a reading course.

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**ETHNIC STUDIES**

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**101  
LATIN AMERICAN CULTURAL  
EXPRESSION**  
3 Units

Ethnic Studies 101 surveys the cultural background that has shaped the present Latin American societies. The course analyzes 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. **Recommended preparation:** Eligibility for English 120 or ESL 151. **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 includes the following groups: Mexicans, Puerto Ricans, Cubans and other Caribbeans, Central and South Americans. The course also analyzes the contributions made by the Latin Americans to the economic development of the North American society. Lecture 3 hours. **Recommended preparation:** Eligibility for English 120 or ESL 151. **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 makes relevant cross-cultural comparisons using contemporary issues and their relation to the ethnic women of today. Lecture 3 hours. **Recommended preparation:** Eligibility for English 120 or ESL 151. **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 examines 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. **Recommended preparation:** Eligibility for English 120 or ESL 151. **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 also focuses 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. **Recommended preparation:** Eligibility for English 120 or ESL 151. **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 descendents 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 descendents in America. Lecture 3 hours. **Recommended preparation:** Eligibility for English 120 or ESL 151. **Transfer credit:** CSU, UC, USC

**132  
THE AFRICAN AMERICAN  
EXPERIENCE IN THE UNITED  
STATES***3 Units*

Ethnic Studies 132 surveys the African American experience in the United States. It traces the role and contributions of African American people in the development of the United States. The course includes such major topics as: the slave trade, the Revolutionary War and Civil War, the development of African American communities and culture, as well as contemporary African American issues. Lecture 3 hours. **Recommended preparation:** Eligibility for English 120 or ESL 151. **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. **Recommended preparation:** Eligibility for English 120 or ESL 151. **Transfer credit:** CSU, UC, USC

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**FASHION DESIGN  
MERCHANISING**


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**100  
FASHION DESIGN FUNDAMENTALS***1 Unit*

Fashion Design Merchandising 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

**101  
ORIENTATION TO FASHION  
TERMINOLOGY***1 Unit*

Fashion Design Merchandising 101 acquaints students with language used in the fashion industry both in correspondence and in procedures. Lecture 1 hour. **Prerequisite:** None.

**102  
INTRODUCTION TO TEXTILES  
(Formerly Clothing and Textiles 105)***3 Units*

Fashion Design Merchandising 102 includes a study of sources and characteristics of man-made and natural fibers. Students study the processes used in the manufacture and finishing of textile materials. Students of fashion design and those training for employment in industry analyze current information regarding trends in the field of textiles. Lecture 3 hours. **Prerequisite:** Eligibility for English 120 or ESL 151. **Note:** This course may not be taken for credit by students who have completed Clothing & Textiles 105. **Transfer credit:** CSU, UC

**103  
FLAT PATTERN CLOTHING DESIGN I***2 Units*

Fashion Design Merchandising 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. **Recommended preparation:** Eligibility for English 120 or ESL 151. **Transfer credit:** CSU

**104  
FLAT PATTERN CLOTHING DESIGN II***2 Units*

Fashion Design Merchandising 104 is the extension of garment design basics using previously created patterns. The course includes information and demonstrates skills necessary to develop crotch patterns for both adults and children. Use of individual and commercial patterns demonstrates computer digitizing methods in order to accomplish block pattern modifications. Lecture 1 hour, laboratory 3 hours. **Prerequisite:** Fashion Design Merchandising 103. **Recommended preparation:** Eligibility for English 120 or ESL 151.

**110  
FASHION INDUSTRY***3 Units*

Fashion Design Merchandising 110 examines the history, development and scope of the national and international fashion industry. The course investigates processes and career opportunities in fashion design, production, wholesaling, retailing, and promotion. Lecture 3 hours. **Recommended preparation:** Eligibility for English 120 or ESL 151. **Transfer credit:** CSU

**112  
APPAREL PRODUCT ANALYSIS***2 Units*

Fashion Design Merchandising 112 analyzes and compares the latest industry construction techniques and computer equipment utilized in the development of wearing apparel. Lecture 1 hour, laboratory 3 hours. **Recommended preparation:** Eligibility for English 120 or ESL 151. **Transfer credit:** CSU

**123  
FASHION ILLUSTRATION***2 Units*

Fashion Design Merchandising 123 presents the development of a fashion figure including design concepts. Using various media, students develop skills necessary to render the figure in costume detail, including various fabrics and other embellishments. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** None. **Note:** This course may be taken 2 times; a maximum of 4 units may be earned.

**168  
FASHION MERCHANISING  
(Formerly Fashion 125)  
(Also listed as Business  
Administraton 168)***3 Units*

Fashion Design Merchandising 168 is a study of principles of fashion merchandising. It includes a study of fashion retailers, apparel producers, and manufacturers. Lecture 3 hours. **Prerequisite:** None. **Note:** This course may not be taken for credit by students who have completed Fashion/Marketing 125 or Business Administraton 168. **Transfer credit:** CSU

### 203 COMPUTER PATTERN MAKING AND GRADING

(Also listed as Drafting 203)

2 Units

Fashion Design Merchandising 203 introduces the digitizing of pattern shapes used in the apparel manufacturing industry. Original patterns are designed for an apparel related grouping. Patterns are graded up and down in size by creating a grade scale. A lay-out marker is created. Lecture 1 hour, laboratory 3 hours. **Recommended preparation:** Fashion Design Merchandising 103 or equivalent, and eligibility for English 120 or ESL 151. **Note:** This course may not be taken for credit by students who have completed Drafting 203. This course may be taken 2 times; a maximum of 4 units may be earned.

### 208 CULTURE, PEOPLE, AND DRESS

3 Units

Fashion Design Merchandising 208 studies the interrelatedness of socio-psychological, economic and political/religious influences on fashion in the historical perspective. Students perform cross-cultural analyses and interpret Western and non-Western clothing behavior. Lecture 3 hours. **Recommended preparation:** Eligibility for English 120 or ESL 151. **Transfer credit:** CSU

### 213 COMPUTER PATTERN DESIGN

2 Units

Fashion Design Merchandising 213 presents current window based computer-aided pattern design (CAD) software for pattern design in apparel manufacturing. Lecture 1 hour, laboratory 3 hours. **Prerequisite:** Fashion Design Merchandising 103. **Recommended preparation:** Eligibility for English 120 or ESL 151. **Note:** This course may be taken 3 times; a maximum of 6 units may be earned.

### 216 COMPUTER GRADING AND MARKING

2 Units

Fashion Design Merchandising 216 presents current windows based computer-aided design (CAD) software for grading and marking in apparel manufacturing. Lecture 1 hour, laboratory 3 hours. **Prerequisite:** Fashion Design Merchandising 103. **Recommended preparation:** Eligibility for English 120 or ESL 151. **Note:** This course may be taken 3 times; a maximum of 6 units may be earned.

## COSTUME CONSTRUCTION

See Theatre Arts 123

## TEXTILES

See Fashion Design  
Merchandising

## 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. **Recommended preparation:** Eligibility for English 120 or ESL 151. **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  
BUILDING CONSTRUCTION***3 Units*

Fire Technology 115 investigates the components of building construction that relate to fire safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, preplanning fire operations, and operating at fires. The development and evolution of building and fire codes are studied in relationship to past fires in residential, commercial, and industrial occupancies. Lecture 3 hours. **Prerequisite:** Fire Technology 101. **Transfer credit:** CSU

**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****See Culinary Arts****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. **Recommended preparation:** Eligibility for English 120 or ESL 151. **Note:** Not open to students with oral proficiency or who have attended schools where French was the language of instruction. **Transfer credit:** CSU, UC, USC (CAN FREN 2)

**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 (CAN FREN 4)

**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 (CAN FREN 8)

**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 (CAN FREN 10)

**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**  
3 Units

French 110 is an introduction to French with emphasis on developing essential skills in communication. The verbal active method used stresses oral expression. The course also develops a working knowledge of reading and writing French. Lecture 3 hours. **Prerequisite:** None. **Note:** Not open to students who have oral proficiency or who have attended schools where French was the language of instruction. This course may be taken 2 times; a maximum of 6 units may be earned.

**111  
BASIC CONVERSATIONAL FRENCH II**  
3 Units

French 111 is an introduction to French with emphasis on developing essential skills in communication. The verbal active method is used and oral expression is stressed. The course also develops a working knowledge of reading and writing French. Lecture 3 hours. **Prerequisite:** French 110 or equivalent. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned.

**112  
BASIC CONVERSATIONAL FRENCH III**  
3 Units

French 112 is a continuation of the development of skills essential to communication. The verbal active method is used and oral expression is stressed. The course provides a further working knowledge of reading and writing in French. Lecture 3 hours. **Prerequisite:** French 111 or equivalent. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned.

**113  
BASIC CONVERSATIONAL FRENCH IV**  
3 Units

French 113 is a continuation of the development of skills essential to communication. The verbal active method is used and oral expression is stressed. The course provides a further working knowledge of reading and writing in French. Lecture 3 hours. **Prerequisite:** French 112 or equivalent. **Note:** This course may be taken 2 times; a maximum of 6 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, UC, USC

**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

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**GEOGRAPHY**


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**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. **Recommended preparation:** Eligibility for English 120 or ESL 151. **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 occupance. Lecture 3 hours. **Recommended preparation:** Eligibility for English 120 or ESL 151. **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. **Recommended preparation:** Eligibility for English 120 or ESL 151. **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. **Recommended preparation:** Eligibility for English 120 or ESL 151. **Transfer credit:** CSU, UC, USC

**111  
PHYSICAL GEOGRAPHY  
LABORATORY***1 Unit*

Geography 111 is the laboratory course for Physical Geography. Laboratory exercises include the observation and interpretation of weather data, statistical analysis of climate data, development of cartographic techniques, map interpretation, aerial photography interpretation, and landform description and analysis. Local field trips are required. Laboratory 3 hours. **Prerequisite:** Geography 101. (Geography 101 may be taken concurrently). **Transfer credit:** CSU

**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 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

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**GEOLOGY**


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**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  
NATURAL DISASTERS***3 Units*

Geology 102 is a study of the earth or natural hazards like earthquakes, volcanism, climate change, pollution and human interactions with the earth environment. 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. This course may not be taken for credit by students who have completed Geology 101 and 111. **Transfer credit:** CSU, UC, USC

**111  
PHYSICAL GEOLOGY LABORATORY**  
1 Unit

Geology 111 is an introduction to common laboratory practices and exercises in physical geology, such as identifying common minerals and rocks and understanding simple topographic and geological sections and maps. Laboratory 3 hours (including 5 hours of supervised field observations). **Prerequisite:** Geology 101. (Geology 101 may be taken concurrently.) **Note:** This course may not be taken for credit by students who have completed Geology 110. **Transfer credit:** CSU, UC, USC

**120  
EARTHQUAKES**  
3 Units

Geology 120 introduces the student to the current knowledge of earthquakes, with special reference to California, emphasizing their occurrence, causes and properties and the way the dangers from earthquakes can be reduced. The material presented is appropriate for students seeking to fulfill general science requirements as well as for those wishing to acquire a specialized knowledge of the subject. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSU

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**GERMAN**

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**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. **Recommended preparation:** Eligibility for English 120 or ESL 151. **Note:** Not open to students with oral proficiency or who have attended schools where German was the language of instruction. **Transfer credit:** CSU, UC, USC (CAN GERM 2)

**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 or equivalent. **Transfer credit:** CSU, UC, USC (CAN GERM 4)

**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 (CAN GERM 8)

**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 (CAN GERM 10)

**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**  
3 Units

German 110 is an introduction to the German language with emphasis on developing essential skills in communication. The verbal active method used stresses oral expression. The course develops a working knowledge of reading and writing as well, and includes the use of tapes, cassettes, and films. Lecture 3 hours. **Prerequisite:** None. **Note:** Not open to students who have oral proficiency or who have attended schools where German was the language of instruction. This course may be taken 2 times; a maximum of 6 units may be earned.

**111  
BASIC CONVERSATIONAL  
GERMAN II**  
3 Units

German 111 is a further study of the language with continued emphasis on developing essential skills in communication. The verbal active method used stresses oral expression. The course further develops a working knowledge of reading and writing as well, and includes the use of tapes, cassettes, and films. Lecture 3 hours. **Prerequisite:** German 110 or equivalent. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned.

**112  
BASIC CONVERSATIONAL  
GERMAN III**  
3 Units

German 112 is the academic progression of German 111 and continues the use of the German language with emphasis on developing essential communication skills and aural and written comprehension. The pragmatic methodological approach stresses oral expression. Lecture 3 hours. **Prerequisite:** German 111 or equivalent. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned.



**113**  
**BASIC CONVERSATIONAL GERMAN IV**  
 3 Units

German 113 is the academic progression of German 112 and the German language with emphasis on advanced communication skills and aural and written comprehension. Oral expression will be stressed. Lecture 3 hours. *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

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## HEALTH

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**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 Community First Aid and CPR. Lecture and skill practice 2 hours. (9 weeks) *Prerequisite:* None. *Note:* 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 Community First Aid and CPR. Lecture and skill 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, UC, USC

**104**  
**HEALTH EDUCATION**  
 3 Units

Health 104 covers current issues in health and their effect upon the quality of human life. The course emphasizes the holistic approach to health and wellness and explores the latest concepts in nutrition, disease prevention, mental health and stress management, sexual relationships and lifestyles, drug use and abuse, and consumer and environmental health issues. Instruction focuses on individual responsibility for wellness, cultural diversity, and effective interpersonal communication. Lecture 3 hours. *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 enables 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 learn to cope with day-to-day and emergency situations and are 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 provides 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 (Also listed as Physical Education 128 and Culinary Arts 128)**  
 3 Units

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 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 Culinary Arts 128 or Physical Education 128. *Transfer credit:* CSU, UC, USC

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## HISTORY

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**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. *Recommended preparation:* 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. **Recommended preparation:** 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, viceroyalties, supporting systems, the international contest for the continents, and the wars of independence in Latin America. Lecture 3 hours. **Recommended preparation:** 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. **Recommended preparation:** 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. **Recommended preparation:** Eligibility for English 101. **Transfer credit:** CSU, UC, USC

## 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. **Recommended preparation:** 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. **Recommended preparation:** Eligibility for English 101. **Transfer credit:** CSU, UC, USC

## 108 HISTORY OF CIVILIZATION (Carolingian Empire to the French Revolution, c. 1789)

3 Units

History 108 is a general political survey of the world from the Carolingian Empire, c. 800, to the French Revolution, c. 1789, with emphasis on the development of human ideas, arts, and institutions. The characteristics of the medieval and modern worlds are examined. The principles—cultural, social, economic, and political—which brought the modern world into being are analyzed. Lecture 3 hours. **Recommended preparation:** 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 (French Revolution to the Present)

3 Units

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. **Recommended preparation:** 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:** Eligibility for English 120 or ESL 151. **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. **Recommended preparation:** Eligibility for English 120 or ESL 151. **Note:** This course allows only 1 unit of credit for students who have completed History 117, or Social Science 131 and no credit for those who have completed History 118. **Transfer credit:** CSU, UC, USC

**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. *Recommended preparation:* 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. *Recommended preparation:* 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. *Recommended preparation:* 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

**115**  
**REBELLIOUS WOMEN IN MODERN AMERICA**  
3 Units

History 115 investigates the legal, economic, political, and social issues surrounding the dramatic transformation of gender relations in contemporary society. Topics to be included are women's private lives (sexuality and reproductive roles, family roles, parenting); women's public roles (work, volunteerism, occupational segregation, education, religion); women's political roles (the gender gap, female leadership); and public policy that has affected women's private and public lives (welfare, affirmative action, child care legislation). The course focuses on leaders of the women's movement in the United States who worked to change laws; to open doors to new occupations; and to create, and influence new institutions, as well as old. Using biography, primary source documents, and socio-historical studies, the course begins by focusing on women in the 1940s, then moves forward into the Women's Movement of the 1950s, 1960s, and 1970s, and the conservative reactions to the movement in the 1980s and 1990s. Lecture 3 hours. *Recommended preparation:* Eligibility for English 120 or ESL 151. *Transfer credit:* CSU, UC

**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. *Recommended preparation:* Eligibility for English 120 or ESL 151. *Note:* This course may not be taken for credit by students who have completed Economics 111. *Transfer credit:* CSU, UC, USC

**117**  
**HISTORY OF THE UNITED STATES**  
3 Units

History 117 is a survey course that looks in depth at United States history from the colonial period to Reconstruction. The English colonies, the Revolutionary War, the Constitution, the New Nation, Jeffersonian and Jacksonian democracy, slavery, Civil War, and Reconstruction will all be examined. This course (if both semesters are completed) meets the California State requirements in United States history. Lecture 3 hours. *Prerequisite:* 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:* Eligibility for English 101. *Note:* History 118 allows only 1 unit of credit for students who have completed History 151 and 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. *Recommended preparation:* 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. **Recommended preparation:** 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. **Recommended preparation:** Eligibility for English 120 or ESL 151. **Transfer credit:** CSU, UC, USC

## 122 CALIFORNIA HISTORY

3 Units

History 122 is a survey of the discovery, exploration, and settlement of California. The emphasis is on the development of particular political, economic, and social institutions, along with California's relationships with the United States. Lecture 3 hours. **Recommended preparation:** Eligibility for English 101. **Transfer credit:** CSU

## 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 are used to analyze the various themes. Lecture 3 hours. **Recommended preparation:** Eligibility for English 120 or ESL 151. **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. **Recommended preparation:** Eligibility for English 120 or ESL 151. **Transfer credit:** CSU, UC, USC

## 133 A HISTORY OF SCIENCE

3 Units

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. **Recommended preparation:** Eligibility for English 101. **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. **Recommended preparation:** Eligibility for English 120 or ESL 151. **Transfer credit:** CSU, UC, USC

## 136 WAR: HISTORY, CAUSES, SOLUTIONS

(Also listed as Social Science 136)

3 Units

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. **Recommended preparation:** 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. **Recommended preparation:** Eligibility for English 120 or ESL 151. **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. **Recommended preparation:** Eligibility for English 120 or ESL 151. **Note:** This course allows only 1 unit of credit for students who have completed History 118. **Transfer credit:** CSU, UC, USC

**ECONOMIC HISTORY OF  
THE UNITED STATES**

See Economics 111 or  
History 116

**INTRODUCTION TO  
SOCIAL SCIENCE**

See Social Science  
125-126, 131-132

**HOTEL RESTAURANT  
MANAGEMENT****203  
CATERING I  
(Formerly Food and Nutrition  
Studies 203)**

3 Units

Hotel Restaurant Management 203 studies the theory and practice of presenting a catering event. 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. *Recommended preparation:* Eligibility for English 120 or ESL 151.

**220  
FRONT OFFICE OPERATIONS**

3 Units

Hotel Restaurant Management 220 provides instruction and procedures in the front-office operation of a hospitality lodging enterprise. Emphasis is placed on the following aspects: public and employee relations, guest accommodations/reservations, forecasting, office routines and reports, machine operation, room rates, and the application of computer programs. Lecture 3 hours. *Prerequisite:* None. *Transfer credit:* CSU

**221  
HOUSEKEEPING MANAGEMENT  
OPERATIONS**

3 Units

Hotel Restaurant Management 221 acquaints the student with housekeeping duties as they pertain to rooms and accommodations in a hotel or motel. The course focuses on the comfort of guests as a priority concern. Emphasis is placed on effective communication between housekeeping, front office and engineering/maintenance. Students receive instruction in report writing. Lecture 3 hours. *Prerequisite:* None.

**HUMANITIES****101  
EAST/WEST: CULTURE AND  
CIVILIZATION TO 1700**

3 Units

Humanities 101 is an interdisciplinary, multi-cultural, team-taught course that examines the historic push and pull of eastern and western civilizations from primitive times until 1700. Important themes, events, and discoveries linking east and west are shown through literature, folklore, art history, philosophy, and science. Students compare and contrast eastern and western views of time and eternity; standards of excellence; decadence and decline; motives, manners, and morals; and problems of extremes as they explore some of the most compelling problems, questions, and issues faced by humans of both hemispheres. The course centers on critical thinking; students are challenged to analyze, synthesize, and propose original ideas through the media of reading, discussion, and writing. Lecture 3 hours. *Prerequisite:* Eligibility for English 101. *Transfer credit:* CSU, UC, USC

**102  
EAST/WEST: CULTURE AND  
CIVILIZATION FROM 1700**

3 Units

Humanities 102 is an interdisciplinary, multi-cultural, team-taught course that examines the historic push and pull of eastern and western civilizations from 1700 until the present. Important themes, events, and discoveries linking east and west are shown through literature, folklore, art history, philosophy, and science. Students compare and contrast eastern and western views of science and reason; romanticism, skepticism, and pessimism; the gradual change of traditional morals, manners, means and measures; the concept of relativity; and the quantum leap into contemporary thought as they explore some of the most compelling problems, questions, and issues faced by humans of both hemispheres. The course centers on critical thinking; students are challenged to analyze, synthesize, and propose original ideas through the media of reading, discussion, and writing. Lecture 3 hours. *Prerequisite:* Eligibility for English 101. *Transfer credit:* CSU, UC, USC

**105  
THE HUMAN STRUGGLE**

3 Units

Humanities 105 is an interdisciplinary, intercultural course designed to challenge students to 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 people of the United States and other cultures throughout 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:* Eligibility for English 101. *Transfer credit:* CSU, UC, USC

**106  
MODERN SOCIETY IN ITS MILIEUX**

3 Units

Humanities 106 is an interdisciplinary, team-taught, cross-cultural course emphasizing foreign literatures in translation. Students are encouraged to read, think, discuss and write critically in dealing with some important concerns of modern times as interpreted by different societies. Students do comparative analyses of literature from various countries in their historical, political, and social contexts. The linguistic style of each foreign language is stressed. Lecture 3 hours. *Prerequisite:* Eligibility for English 101. *Transfer credit:* CSU, UC, USC

### 110 SCIENCE, LITERATURE, AND HUMAN INSIGHT

3 Units

Humanities 110 is an interdisciplinary, intercultural team-taught course in which students 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:* Eligibility for English 101. *Transfer credit:* CSU, UC, USC

### 111 IRISH HISTORY, LITERATURE, AND CULTURE FROM THE BEGINNING TO THE PRESENT

3 Units

Humanities 111 is a broad-based, interdisciplinary team-taught course that covers the entire history of Ireland: its mythology, folklore, art, music, literature, and major political events. The course also focuses on the impact of Irish culture on England, Europe, Spain, Canada, and the United States through the centuries. Through assigned readings, discussions, and writing, the students gain critical insights into the causes and consequences of Ireland's turbulent history and struggle for independence as well as its literary and socio-political contributions to world culture and civilization. Lecture 3 hours. *Prerequisite:* Eligibility for English 101. *Transfer credit:* CSU, UC, USC

### 115 WORLD MYTHOLOGY

3 Units

Humanities 115 is an interdisciplinary course in which students analyze ancient myths in the context of the cultures from which they arose. It provides a basis for increased understanding of art forms from all over the world, including literature, painting, sculpture, and architecture. Students explore the role myths play in answering the ultimate questions of human life and in expressing the values of the societies which developed and/or perpetuated the stories. Students see the impact of psychology, oral transmission, and environment (social, geopolitical, and economic) on belief systems. Most importantly, students relate myths to questions and issues of the present day, relevant to their own lives and the lives of those with whom they share the country and the planet. Lecture 3 hours. *Prerequisite:* Eligibility for English 101. *Transfer credit:* CSU, UC, USC

### 117 CREATIVITY, CULTURE, AND SOCIETY: KALEIDOSCOPE

3 Units

Humanities 117 is an interdisciplinary, team-taught course focusing on literature, drama, dance, and film and examining their relationships with other areas of college study. The course recognizes that, like the pieces in a kaleidoscope, individual art works and art forms are only components of larger patterns. As students compare and contrast works from various cultures and times, they are encouraged to read, think, discuss, and write critically about the interaction among artist, society, and work of art. Students explore the creative process and ask what has led to, as well as what results from, works of art. Students learn to analyze, synthesize, draw inferences, propose new ideas, support theses, reach logical conclusions, and become active participants in the artistic process. Lecture 3 hours. *Prerequisite:* Eligibility for English 101. *Transfer credit:* CSU, UC, USC

### 120 LITERATURE AND THE CULTURAL ARTS

3 Units

Humanities 120 is an interdisciplinary course that focuses on the interrelationships of literature and the cultural arts (architecture, music, painting, and sculpture), with emphasis on the literature, to show not only their independence but also their synthesis. Through critical reading, discussion, and writing, students analyze the influences of each genre upon the creative impulses of the others. Humanities 120 examines literary and cultural achievements, developments, and values in the major periods of western history that served as a foundation for modern thought and letters. The course may be team taught. Lecture 3 hours. *Prerequisite:* Eligibility for English 101. *Transfer credit:* CSU, UC, USC

### 125 CROSSCURRENTS: AMERICAN SOCIAL VALUES

3 Units

Humanities 125 is an interdisciplinary course designed to enrich students' knowledge and understanding of the cultural influences of ethnic, racial and gender diversity in the shaping of American society—past and present—and to enable them to speculate critically on American society in the future. Students analyze materials from literature, history, and other disciplines. The course explores the development and current reality of commonly held American ideals, attitudes and institutions and their role in the unique balance between freedom and responsibility. Students are encouraged to develop their critical thinking skills through reading, writing, and discussion. This course may be interactively team-taught. Lecture 3 hours. *Prerequisite:* Eligibility for English 101. *Transfer credit:* CSU, UC, USC

**130  
THE INDIVIDUAL, THE GROUP, AND  
THE ORGANIZATION***3 Units*

Humanities 130 is an interdisciplinary, team taught, intercultural course that emphasizes personal and global issues, problems, and patterns of communication in the work environment as they apply to individual workers, groups and organizations. Students develop critical reading, writing, and thinking skills by analyzing and discussing an international array of essays, works of fiction, plays, poems, songs, and films concerning work, and by engaging in individual and collaborative activities designed to pose ethical and decision-making problems. Writing instruction focuses on improving composition skills. Lecture 3 hours. **Prerequisite:** Eligibility for English 101. **Transfer credit:** CSU

**135  
HUMANITIES AND THE WORLD OF  
WORK***3 Units*

Humanities 135 is an interdisciplinary course that combines instruction in fiction and non-fiction, film, ethics, problem solving, and decision making to help students examine today's multicultural society and workplace and develop values that may influence their personal and professional growth throughout their lives. Students analyze and discuss contemporary issues, problems and trends, and become familiar with the history of discrimination on the basis of color, ethnicity, gender, and sexual orientation and the impact of this discrimination on educational opportunities, career choice, and employability. Students participate in group and individual activities designed to develop and reinforce analytical skills. They also keep journals in which they react to assignments and class presentations. Critical analysis of course materials helps students learn to deal with a variety of situation and tasks they may encounter in their career fields. Lecture 3 hours. **Recommended preparation:** Eligibility for English 120 or ESL 151.

**INDEPENDENT STUDIES****101  
VOLUNTEER SERVICE***1-3 Units*

Independent Study 101 is an independent study course based on a cooperative effort between the student, a volunteering faculty member, and a community-based organization to provide real-world experience in a field of interest while at the same time filling a need in the community. Laboratory 3-9 hours. **Prerequisite:** Concurrent registration in 6 or more units. **Recommended preparation:** Eligibility for English 120 or ESL 151 or Business Administration 106. This course is designed for students who have previously completed a course with a service-learning component. **Transfer credit:** CSU

**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.) Lecture: 1-6 hours. Laboratory: 3-18 hours. **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. **Recommended preparation:** Eligibility for English 120 or ESL 151. **Note:** Not open to students with oral proficiency or who have attended schools where Italian was the language of instruction. **Transfer credit:** CSU, UC, USC

**102  
BEGINNING ITALIAN II**  
5 Units

Italian 102 is a continuation of Italian 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 (CAN ITAL 4)

**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**  
3 Units

Italian 110 is an introduction to Italian with emphasis on developing essential skills in communication. The verbal active method is used, stressing oral expression. The course also develops a working knowledge of reading and writing Italian. Lecture 3 hours. **Prerequisite:** None. **Note:** Not open to students who have oral proficiency or who have attended schools where Italian was the language of instruction. This course may be taken 2 times; a maximum of 6 units may be earned.

**111  
BASIC CONVERSATIONAL ITALIAN II**  
3 Units

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 3 hours. **Prerequisite:** Italian 110 or equivalent. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned. This course may not be taken for credit by students who have taken Italian 102 prior to Italian 111, or who take Italian 102 concurrently with Italian 111.

**112  
BASIC CONVERSATIONAL ITALIAN III**  
2 Units

Italian 112 presents the fundamentals of Italian grammar and includes training in accurate pronunciation through regular in-class drill and comprehension, speaking, reading, and writing of simple Italian. Lecture 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

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****101  
BEGINNING JAPANESE I**  
5 Units

Japanese 101 presents the fundamentals of Japanese grammar. The students are trained to pronounce correctly, to acquire a small working vocabulary for conversation and writing, and to read and write both hiragana and katakana (native Japanese alphabets). In addition to the regular class hours, the student must spend one hour a week in the language laboratory. Lecture 5 hours. **Recommended preparation:** Eligibility for English 120 and ESL 151. **Note:** Not open to students with oral proficiency or who have attended schools where Japanese was the language of instruction. **Transfer credit:** CSU, UC, USC

**102  
BEGINNING JAPANESE II**  
5 Units

Japanese 102 continues to present the fundamentals of Japanese grammar. It trains further in correct pronunciation, and presents kanji (Chinese characters). Discussions in Japanese will stress verb forms and vocabulary building. In addition to the regular class hours, the student must spend one hour a week in the language laboratory. Lecture 5 hours. **Prerequisite:** Japanese 101, or two years of Japanese in high school completed within the past two years or equivalent. **Transfer credit:** CSU, UC, USC

**110  
BASIC CONVERSATIONAL  
JAPANESE I**  
3 Units

Japanese 110 is an introduction to the Japanese language with emphasis on developing essential skills in communication. The verbal active method used stresses oral expression. This course also develops a working knowledge of reading and writing and includes the use of cassettes and films. Lecture 3 hours. **Prerequisite:** None. **Note:** Not open to students with oral proficiency or who have attended schools where Japanese was the language of instruction. This course may be taken 2 times; a maximum of 6 units may be earned.



**111  
BASIC CONVERSATIONAL  
JAPANESE II****3 Units**

Japanese 111 is a continuation of basic conversational Japanese. It teaches the students to communicate on a more advanced level and provides them with the ability to read and write for further study. Classroom activities emphasize oral expression. Reading and writing are introduced on a limited basis. Lecture 3 hours.

**Prerequisite:** Japanese 110 or equivalent.

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

**JOURNALISM****See Mass Communications****KOREAN****110  
BASIC CONVERSATIONAL KOREAN I****3 Units**

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 3 hours. **Prerequisite:** None. **Note:** Not open to students who have oral proficiency or who have attended schools where Korean was the language of instruction. This course may be taken 2 times; a maximum of 6 units may be earned.

**111  
BASIC CONVERSATIONAL KOREAN II****3 Units**

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 3 hours. **Prerequisite:** Korean 110 or equivalent. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned.

**LAW, BUSINESS****See Business Administration  
120, 125****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 under-cutting. Lecture 1 hour, laboratory 3 hours. **Prerequisite:** None.

## MASS COMMUNICATIONS

### 101 INTRODUCTION TO MASS COMMUNICATIONS

3 Units

Mass Communications 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. **Recommended preparation:** Eligibility for English 101. **Transfer credit:** CSU, UC, USC (CAN JOUR 4)

### 102 REPORTING THE NEWS

3 Units

Mass Communications 102 is an introductory course in the gathering and writing of news, features, and editorials. Emphasis on clear and concise written expression with laboratory drill in English fundamentals. Study of news sources, acceptable forms for stories, style and methods of various media, elementary editing, and law and ethics of communication. Newspapers and other media at the local community level as well as the national metropolitan levels are utilized. Lecture 3 hours, laboratory 1 hour. **Prerequisite:** Eligibility for English 101. **Transfer credit:** CSU, UC, USC (CAN JOUR 2)

### 103 STUDENT PUBLICATIONS STAFF

3 Units

Mass Communications 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:** Mass Communications 102, professional publication experience or newspaper experience on the college level. **Transfer credit:** CSU

### 104 STUDENT PUBLICATIONS EDITORS

3 Units

Mass Communications 104 is an advanced course in writing news, feature, and editorial copy, copy reading and editing, headline writing, newspaper layout and makeup, and the mechanics of newspaper production. Study of law and ethics of the press and over-all emphasis on the function and responsibility of the newspaper. Second semester stress is on interpretative reporting. Class produces the campus newspaper El Vaquero. Lecture 2 hours, laboratory 4 hours. **Prerequisite:** Mass Communications 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

**106  
INTRODUCTION TO BROADCAST  
JOURNALISM**

3 Units

Mass Communications 106 covers the process of gathering, writing, editing, and presenting the news on radio and television. Particular emphasis is placed on writing for broadcast, news judgment, visual considerations versus sound, interviewing techniques, ethics, scripting, and news organizations infrastructure. Lecture 3 hours. *Prerequisite:* None. *Transfer credit:* CSU

**107  
MAGAZINE WRITING**

3 Units

Mass Communications 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 free-lance market for feature writers is discussed. Lecture 3 hours. *Recommended preparation:* 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

Mass Communications 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

**MATERIALS AND  
PROCESSES****146  
MATERIALS AND PROCESSES**

3 Units

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. *Recommended preparation:* Eligibility for English 120 or ESL 151. *Transfer credit:* CSU

**MATHEMATICS**

All students who have not taken a Mathematics course at Glendale College are required to take a mathematics placement examination before enrolling in any mathematics course except Mathematics 190. 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, polynomial functions, exponential and logarithmic functions, systems of equations, matrices, remainder and factor theorems, and mathematical induction. Lecture 3 hours. *Prerequisite:* Placement is based on a composite of test scores and academic background or satisfactory completion of Mathematics 101. (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, the factor theorem, logarithms, second and third order determinants. Lecture 5 hours. *Prerequisite:* Placement is based on a composite of test scores and academic background or satisfactory completion of Mathematics 141, or 146, or 148.

**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, and polar coordinates. Lecture 3 hours. *Prerequisite:* Placement is based on a composite of test scores and academic background or satisfactory completion of Mathematics 101. *Recommended preparation:* Mathematics 140. *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, limits, rules and integration using various techniques. Applications of both differentiation and integration are covered. Lecture 5 hours. *Prerequisite:* Placement is based on a composite of test scores and academic background or satisfactory completion of Mathematics 110, or 100 and 102. *Transfer credit:* CSU, UC, USC (CAN MATH 18)

**104  
CALCULUS AND ANALYTIC  
GEOMETRY**

5 Units

Mathematics 104 is a study of transcendental functions, techniques of integration, polar coordinates, parametric equations, 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 three 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)

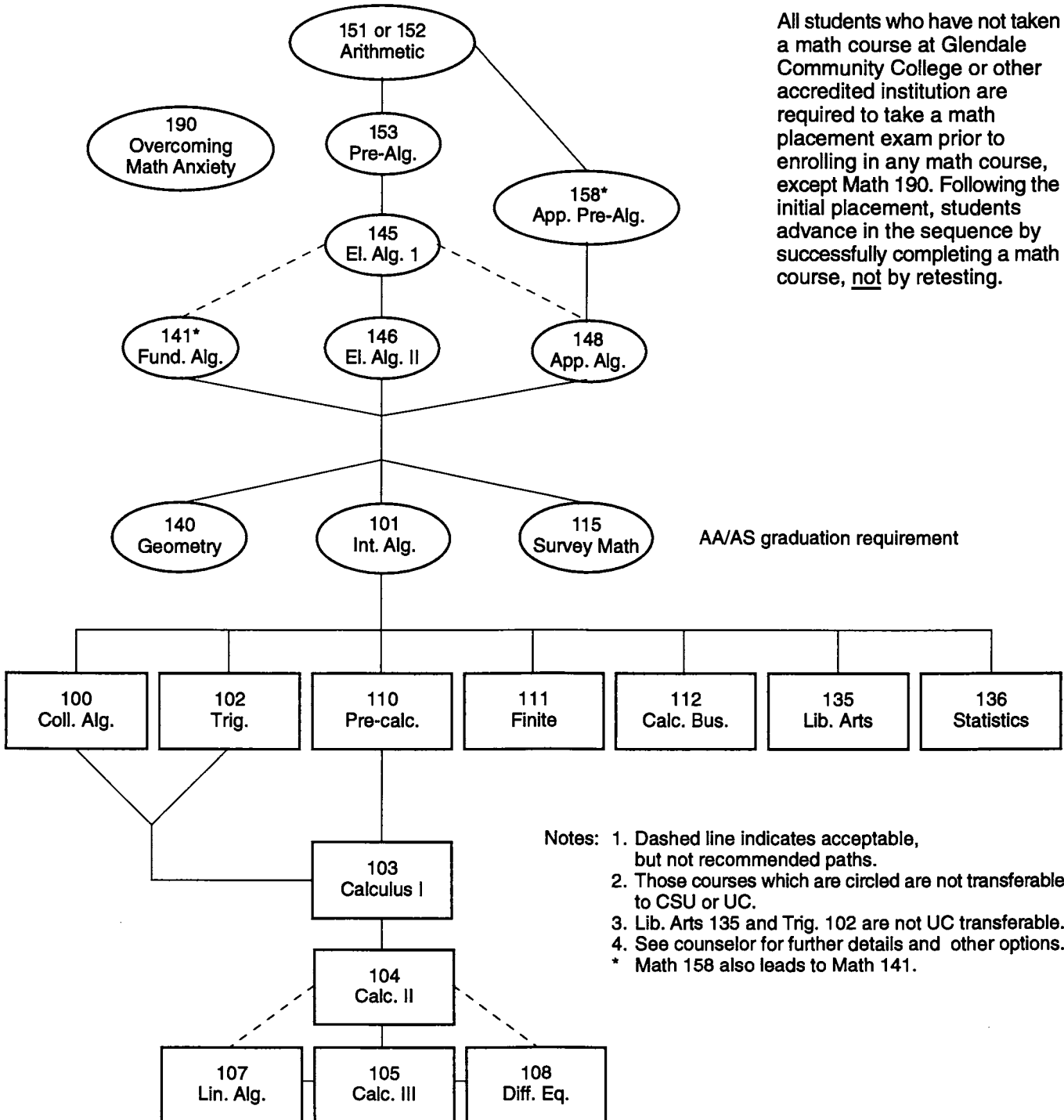
**107  
LINEAR ALGEBRA**

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. *Recommended preparation:* Mathematics 105. *Transfer credit:* CSU, UC, USC (CAN MATH 26)

# MATH SEQUENCE

All students who have not taken a math course at Glendale Community College or other accredited institution are required to take a math placement exam prior to enrolling in any math course, except Math 190. Following the initial placement, students advance in the sequence by successfully completing a math course, not by retesting.



- Notes:
1. Dashed line indicates acceptable, but not recommended paths.
  2. Those courses which are circled are not transferable to CSU or UC.
  3. Lib. Arts 135 and Trig. 102 are not UC transferable.
  4. See counselor for further details and other options.
- \* Math 158 also leads to Math 141.

**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. **Recommended preparation:** Mathematics 105. **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:** Placement is based on a composite of test scores and academic background or satisfactory completion of Mathematics 101. **Recommended preparation:** Mathematics 140. **Note:** A maximum of 6 units may be earned from any combination of Mathematics 100, 102, and 110. **Transfer credit:** CSU, UC, USC (CAN MATH 16)

**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, logic and set theory, probability with an introduction to statistics; Markov chains; and game theory. Lecture 5 hours. **Prerequisite:** Placement is based on a composite of test scores and academic background or satisfactory completion of Mathematics 101. **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:** Placement is based on a composite of test scores and academic background or satisfactory completion of Mathematics 101. **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:** Placement is based on a composite of test scores and academic background or satisfactory completion of Mathematics 141, or 146 or 148.

**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, probability and statistical inference. Lecture 3 hours. **Prerequisite:** Placement is based on a composite of test scores and academic background or satisfactory completion of Mathematics 101. **Transfer credit:** CSU

**136  
STATISTICS***3 Units*

Mathematics 136 is a one-semester course designed for students whose major requires a course in statistics. Topics in this course include: the nature of statistical methods, types of data, introductory probability, sampling theory, experimental design, confidence intervals, hypothesis testing, regression analysis, and decision making. Emphasis is placed on the application of statistical concepts and the interpretation of results. Lecture 3 hours. **Prerequisite:** Placement is based on a composite of test scores and academic background or satisfactory completion of Mathematics 101. **Note:** A maximum of 3 units may be earned for Mathematics 136, Economics 107, Political Science 107, Psychology 107, or Sociology 107. **Transfer credit:** CSU, UC, USC (CAN STAT 2)

**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:** Placement is based on a composite of test scores and academic background or satisfactory completion of Mathematics 141, or 146 or 148.

**141  
BEGINNING ALGEBRA***4 Units*

Mathematics 141 is a one semester review course in the fundamental operations of algebra. The course focuses on solution of linear and quadratic equations, algebraic operations, factoring algebraic fractions, exponents and radicals, and systems of linear equations. This course is the equivalent of one year of algebra in high school and is designed for students to review their algebra. Lecture 5 hours. **Prerequisite:** Placement is based on a composite of test scores and academic background or satisfactory completion of Mathematics 145 or 158. **Note:** This course may not be taken for credit by students who have completed Mathematics 146 or 148. A maximum of 4 units will be granted for Mathematics 141 and 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 includes signed numbers, solution of linear equations, algebraic manipulations, powers, polynomials, factoring, and rational expressions. 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:* Placement based on a composite of test scores and academic background or satisfactory completion of Mathematics 153 or 158. *Note:* This course may not be taken for credit by students who have completed Mathematics 141 or 148.

**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 graphing linear equations, solving linear systems, roots and radicals, and quadratic equations. Lecture 4 hours. *Prerequisite:* Mathematics 145. *Note:* This course may not be taken for credit by students who have completed Mathematics 141 or 148.

**148  
APPLIED ALGEBRA**  
4 Units

Mathematics 148 is a continuation of Mathematics 158 and completes the topics covered in one full year of algebra as taught in the secondary schools. The course investigates problem-solving techniques in the context of "real-life" situations. The fundamental operations of algebra, including solutions to quadratic equations, are covered. Students use powers, roots, systems of linear equations, factoring, and formulas to solve problems. Radicals and rational expressions and equations are also covered. Students participate in laboratory exercises that use mathematical principles learned in the lectures and from the text. Lecture 4 hours, laboratory 1 hour. *Prerequisite:* Placement based on a composite of test scores and academic background or satisfactory completion of Mathematics 145 or 158. *Note:* This course may not be taken for credit by students who have completed Mathematics 141 or 146. A maximum of 4 units may be earned for Mathematics 148 and 145.

**151  
BASIC ARITHMETIC**  
½-2 Units  
**NON-DEGREE APPLICABLE**

Mathematics 151 is a self-paced 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:* Placement is based on a composite of test scores and academic background. *Note:* The student will receive ½ unit of credit for each module successfully completed. A maximum of 2 units may be earned for Mathematics 151 and 152.

**152  
BASIC MATHEMATICS**  
2 Units  
**NON-DEGREE APPLICABLE**

Mathematics 152 is a lecture-based 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:* Placement is based on a composite of test scores and academic background. *Recommended preparation:* Eligibility for English 189 or ESL 131 or planning to enroll in ESL 121 during the same semester. *Note:* A maximum of 2 units may be earned for Mathematics 151 and 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:* Placement is based on a composite of test scores and academic background or 2 units of credit in Mathematics 151 or satisfactory completion of Mathematics 152. *Note:* A maximum of 3 units may be earned for Mathematics 153 and 158.

**158  
APPLIED PREALGEBRA**  
3 Units  
**NON-DEGREE APPLICABLE**

Mathematics 158 is a course in the fundamental process of prealgebra which investigates problem-solving techniques in the context of "real-life" situations. Students learn the arithmetic of signed numbers and different ways to represent numbers. Students learn to use calculators and measuring tools while participating in laboratory exercises that use the mathematical principles learned in the lecture and problem-solving sessions. Metric and English unit measurements, formulas, ratios, and proportions are explained. Introductory geometry is covered. The course should be selected by students who have never successfully completed the first year of high school algebra. Lecture 3 hours, laboratory 1 hour. *Prerequisite:* Placement is based on a composite of test scores and academic background or 2 units of credit in Mathematics 151, or satisfactory completion of Mathematics 152. *Note:* A maximum of 3 units will be granted for Mathematics 153 and 158.

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

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**MATHEMATICS, BUSINESS**

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See Business Office  
Technology 110

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**MATHEMATICS,  
TECHNICAL**

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See Technical Education 142,  
143; Electronics & Computer

**METALLURGY**

**150 PRINCIPLES OF METALLURGY AND HEAT TREATING**  
(Also listed as Metals 150)  
3 Units

Metallurgy 150 is the study of principles governing the selection, use, and treatment of metals and alloys in manufacturing and related technologies. Lecture 3 hours. *Prerequisite:* None. *Note:* This course may not be taken for credit by students who have completed Metals 150.

**METALS**

**150 PRINCIPLES OF METALLURGY AND HEAT TREATING**  
(Also listed as Metallurgy 150)  
3 Units

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**

Some music courses were renumbered in Spring, 1994. Use the following list to find the new course numbers

OLD COURSE NUMBERS	NEW COURSE NUMBERS
130	230
131	231
132	236, 237
133	232, 233
134	234, 235
139	239
151	146, 147
178	238

The following music performance/ensemble courses may be offered for fewer than the stated units: Music 141, 143, 144, 145, 146, 147, 152, 159, 170, 230, 231, 232, 233, 234, 235, 236, 237, 238.

**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:* None. *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. *Recommended preparation:* Study of piano is strongly recommended. Students should have some knowledge of rhythmic patterns, scales, intervals and notation. *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. *Note:* For the non-pianist, concurrent study of piano is strongly recommended. Students should have some knowledge of scales, intervals, key signatures, triad notation and identification, time signatures and note values. *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 104. (Music 104 may be taken concurrently.) *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 and Music 105. (Music 105 may be taken concurrently.) *Note:* For the nonpianist concurrent study of piano is strongly recommended. *Transfer credit:* CSU, UC, USC

**110 MUSIC/ART APPRECIATION**  
(Also listed as Art 110)  
3 Units

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. **Recommended preparation:** It is strongly recommended that students entering Music 125 be able to read music well enough to identify key signatures and transpositions, and be able to follow a musical score. **Note:** Students are required to attend six (6) concerts featuring music from the historical periods being studied, and to submit six (6) concert reports. Students are urged to take Music 125 and 126 within the same academic year. **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. **Recommended preparation:** It is strongly recommended that students entering Music 126 be able to read music well enough to identify key signatures and transpositions, and be able to follow a musical score. **Note:** Students are required to attend six (6) concerts featuring music from the historical periods being studied, and to submit six (6) concert reports. Students are urged to take Music 125 and 126 within the same academic year. **Transfer credit:** CSU, UC, USC (CAN MUS 10)

### 127 WORLD MUSIC

3 Units

Music 127 is designed to provide non-majors with a broader understanding of the multi-cultural world community. Students are introduced to non-western music as it occurs in Africa, the Middle East and Asia. Musical expression is viewed as an outgrowth of diverse cultural needs. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

### 128 MUSIC OF AMERICA

3 Units

Music 128 is a survey of the music from Provincial America to the present day, focusing on the major musical forms of each historical period and the events that influenced them. Historical information and musical examples of hymnody, gospel, folk, frontier music, rag-time, jazz, music theatre, concert music, motion picture, television, and electronic music will be included. The course is designed for elective credit for music majors and humanities. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

### 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 4 times; a maximum of 8 units may be earned.

### 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 2 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 2 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 2 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

### 140 APPLIED MUSIC

2 Units

Music 140 is a course in individual and ensemble performance. Students receive eight hours of private instruction on a solo instrument. Emphasis is on solo performance through individual instruction and participation in a recital class and on ensemble performance through participation in a performing laboratory. Lecture 1 hour, laboratory 3½ hours. **Prerequisite:** None. **Note:** An audition is required. The student must demonstrate a basic proficiency on his or her instrument. This course may be taken 4 times; a maximum of 8 units may be earned. **Transfer credit:** CSU, UC, USC



**141  
CONCERT BAND**  
*½-1 Unit*

Music 141 is for students who wish to learn the techniques used in performing concert band literature, and who wish to perform with other instrumentalists. Emphasis is placed on developing music reading skills and gaining additional familiarity with the stylistic differences between composers. Selected works are rehearsed and performed. Lecture 1 hour, laboratory 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  
JAZZ BAND**  
*½-1 Unit*

Music 143 is for students who wish to learn the techniques used in performing jazz and big band literature, and who wish to perform with other instrumentalists or with singers. Emphasis is placed on developing music reading skills and gaining additional familiarity with improvisational techniques. Selected works by 20th-century composers are rehearsed and performed. Lecture 1 hour, laboratory 2 hours. **Prerequisite:** Ability to perform in a proficient manner on the trumpet, trombone, saxophone, drums, bass, guitar, or piano. **Note:** This course may be taken 4 times; a maximum of 4 units may be earned. Membership is limited and an audition may be required. **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, orchestra, or chamber music ensemble. **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

**146  
COMMUNITY ORCHESTRA:  
LITERATURE 1725-1850**  
*½-1 Unit*

Music 146 is a performance class which emphasizes standard orchestral repertoire from the Baroque era through the romantic period. Literature includes overtures, symphonies and suites. Emphasis is placed on interpretation and style. 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

**147  
COMMUNITY ORCHESTRA:  
LITERATURE 1825-1950**  
*½-1 Unit*

Music 147 is a performance class which emphasizes standard orchestral repertoire from the Romantic era through the twentieth century. Concerto literature and programmatic music are featured. Emphasis is placed on interpretation and style. 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**

*½-1 Unit*

Music 159 is for students who wish to learn the techniques used in performing guitar duos, trios, and quartets and who wish to perform with other instruments or with singers. Emphasis is placed on developing music reading skills and gaining additional familiarity with the guitar and its potential as an ensemble instrument. Selected works from the various periods of music history are rehearsed, and performed. Lecture 1 hour, laboratory 2 hours. **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 nylon strings for use in class and for practice outside of class. An audition may be required. (Prior to Fall 1991, Music 159 was Classical Guitar IV.) **Transfer credit:** CSU, UC, USC

**160  
PIANO I**

*2 Units*

Music 160 is designed for students who wish to gain an elementary knowledge of piano keyboard and the rudiments of music reading. The content of the course will be based on the assumption that students have had no previous musical training. Lecture 2 hours. **Prerequisite:** None. **Note:** Music 160 is not open to students having previous instruction or experience in piano playing. This course may be taken 2 times; a maximum of 4 units may be earned. It is recommended that the student have a piano available for practice and is expected to practice one (1) hour a day. **Transfer credit:** CSU, UC, USC

**161  
PIANO II**

*2 Units*

Music 161 is a course for the advancement of the beginning pianist in skills, interpretation and tonal coloring. Lecture 2 hours. **Prerequisite:** Music 160 or one-half year of piano experience. **Note:** This course may be taken 2 times; a maximum of 4 units may be earned. It is recommended that the student has a piano available for practice and is expected to practice one (1) hour a day. **Transfer credit:** CSU, UC, USC

**162  
PIANO III**

*2 Units*

Music 162 covers the theory and interpretation of works from the preclassical, classical, and romantic periods as well as modern or contemporary music. Emphasis on development of technique, style, tone-color, dynamics and phrasing. Lecture 2, hours.

**Prerequisite:** Music 161 or one year of piano experience. **Note:** This course may be taken 2 times; a maximum of 4 units may be earned. It is recommended that the student has a piano available for practice and is expected to practice one (1) hour a day. **Transfer credit:** CSU, UC, USC

**163  
PIANO 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, UC, USC

**170  
MUSIC THEATRE WORKSHOP**

*3 Units*

Music 170 is designed to provide training and experience in the art of musical theatre. Performance of a major production 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

**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.

**230  
CHORUS**

*½-1 Unit*

Music 230 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 3 hours. **Prerequisite:** None. **Note:** An audition is required. This course may be taken 4 times; a maximum of 4 units may be earned. **Transfer credit:** CSU, UC, USC

**231  
COLLEGE CHOIR**

*1 Unit*

Music 231 is a beginning course in the appreciation and performance of advanced choral literature, with special emphasis on principles of part singing, vocal control, interpretation, diction, phrasing, and breath control. Public performances may be required. Lecture 3 hours. **Prerequisite:** None. **Note:** Students must demonstrate the ability to match pitches and maintain steady rhythm. An audition may be required. This course may be taken 4 times; a maximum of 4 units may be earned. **Transfer credit:** CSU, UC, USC

**232  
CHAMBER CHORALE: WINTER PRODUCTIONS**

*1 Unit*

Music 232 is a course in the appreciation and performance of choral literature written for treble voices. Emphasis is placed on music written prior to 1800 and appropriate seasonal literature. Public performance is required. Lecture 3 hours. **Prerequisite:** None. **Note:** Students must have the ability to match pitches and maintain a steady rhythm. An audition is required. This course may be taken 4 times; a maximum of 4 units may be earned. **Transfer credit:** CSU, UC, USC

**233  
CHAMBER CHORALE: FESTIVAL**

*½-1 Unit*

Music 233 is a course in the appreciation and performance of choral literature written for treble voices. Emphasis is placed on music written after 1800 and other art music suitable for performance at adjudicated festivals. Public performance is required. Lecture 3 hours. **Prerequisite:** None. **Note:** Students must have the ability to match pitches and maintain a steady rhythm. An audition is required. This course may be taken 4 times; a maximum of 4 units may be earned. **Transfer credit:** CSU, UC, USC

**234  
CONCERT SINGERS: MADRIGAL  
FEASTE***½-1 Unit*

Music 234 is a course in the appreciation and performance of traditional choral literature. Emphasis is placed on music composed prior to 1700. Public performance is required. Lecture 3 hours. **Prerequisite:** None. **Note:** Students must demonstrate the ability to match pitches and maintain steady rhythm. An audition is required. This course may be taken 4 times; a maximum of 4 units may be earned. **Transfer credit:** CSU, UC, USC

**235  
CONCERT SINGERS:  
MASTERWORKS***½-1 Unit*

Music 235 is a course in the appreciation and performance of traditional choral literature. Emphasis is placed on music composed after 1700. Public performance is required. Lecture 3 hours. **Prerequisite:** None. **Note:** Students must demonstrate the ability to match pitches and maintain steady rhythm. An audition is required. This course may be taken 4 times; a maximum of 4 units may be earned. **Transfer credit:** CSU, UC, USC

**236  
VOCAL ENSEMBLE: HOLIDAY  
REVIEW***½-1 Unit*

Music 236 is the study and performance of choral literature composed for small vocal ensembles. Vocal music in both popular and jazz idioms is studied. Traditional seasonal music is emphasized. Some of the music may be choreographed. Lecture 3 hours. **Prerequisite:** None. **Note:** An audition is required. Membership in other performance groups may be required. This course may be taken 4 times; a maximum of 4 units may be earned. **Transfer credit:** CSU, UC, USC

**237  
VOCAL ENSEMBLE: BROADWAY/  
JAZZ CLASSICS***½-1 Unit*

Music 237 is the study and performance of choral literature composed for small vocal ensembles. Vocal music in both popular and jazz idioms is studied. Broadway show music is emphasized. Some of the music may be choreographed. Lecture 3 hours. **Prerequisite:** None. **Note:** An audition is required. Membership in other performance groups may be required. This course may be taken 4 times; a maximum of 4 units may be earned. **Transfer credit:** CSU, UC, USC

**238  
CHORALOGRAPHY***½-1 Unit*

Music 238 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 3 hours. **Prerequisite:** None. **Corequisite:** Music 236 or 237. **Note:** An audition with the instructor is required. Membership in other performance groups may be required. This course may be taken 4 times; a maximum of 4 units may be earned. **Transfer credit:** UC, USC

**239  
TOUR CHOIR***½-1 Unit*

Music 239 is a course which offers singers the opportunity to travel and perform choral masterworks in the great performance halls and churches of the world. Emphasis is placed on a combination of American literature and on the literature of the countries that are visited on the tour. All solo material is performed by members of the tour choir. Lecture 3 hours. **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 4 units may be earned. See instructor for estimated cost. **Transfer credit:** CSU

**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**

The Nursing Programs offered by the Allied Health Division are described in the Associate in Science Majors and Certificate Programs section of this catalog. All prerequisites must be completed with a grade of "C" or better.

Vocational Nursing students must complete the following courses in the prescribed sequence: First semester—Allied Health 101, 103, 107, 108; second semester—Allied Health 112, 114, 116, 122, and summer session—Allied Health 113 and 123. Allied Health 118 or its equivalent must be taken prior to or concurrently with the second semester.

Registered Nursing students must complete the following courses in the prescribed sequence: First semester—Nursing 101, 103, 105; second semester—Nursing 107, 109; third semester—Nursing 211, 213, 215, and fourth semester—Nursing 219, and 221.

Career Ladder LVN-RN students must complete the following courses in the prescribed sequence: First semester—Nursing 211, 213, 215, 217; and second semester—Nursing 219, 221.

**EMERGENCY MEDICAL  
TECHNICIAN****140  
EMERGENCY MEDICAL TECHNICIAN  
(Formerly Emergency Medical  
Technology 101)***6½ Units*

Allied Health 140 is a training program which provides the student with the opportunity to acquire the knowledge and skills needed to provide emergency care and transportation of the sick and injured. The course includes 24 hours of hospital and ambulance experience. Lecture 6 hours, laboratory 1½ hours. **Prerequisite:** Eligibility for English 120 or ESL 151. On the first day of class students must be in possession of a Class "C" CPR card which is valid for the entire semester. **Note:** Upon completion of Allied Health 140 with a grade of "C" or better, the student is eligible to take the Los Angeles County Department of Health Services examination for certification as an EMT-I. Certification is required for employment as an ambulance attendant in California. Many fire departments require EMT-I certification as a prerequisite to application and testing.

**141  
EMERGENCY MEDICAL  
TECHNOLOGY REFRESHER  
COURSE  
(Formerly Emergency Medical  
Technology 102)**

*1½ Units*

Allied Health 141 provides the California Emergency Medical Technician with an update of recent procedural and regulatory changes in EMT practice. New and previously learned competencies related to equipment and techniques employed in emergency care are emphasized. Critical content for emergency response and treatment is reviewed. Lecture 5 hours (5 weeks). **Prerequisite:** Completion of Allied Health 140 or the equivalent with a "C" or better. **Note:** This course may be taken 4 times; a maximum of 6 units may be earned.

## NURSING, VOCATIONAL

**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:** Selection for enrollment in the Vocational Nursing Program and completion of Allied Health 105 or Biology 115, Psychology 101 and 106 (or equivalents) and eligibility for English 120 or ESL 151. **Recommended preparation for non-native English speakers:** Eligibility for ESL 135.

**103  
BASIC PHARMACOLOGY FOR  
NURSES**

**(Also listed as Nursing 103)**

*2 Units*

Allied Health 103 provides the vocational 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:** Selection for enrollment in the Vocational Nursing Program and eligibility for Mathematics 145.

**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. **Recommended preparation:** Eligibility for English 120 or ESL 151.

**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:** Selection for enrollment in the Vocational Nursing Program.

**108  
CLINICAL NURSING**

*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 18 hours. **Prerequisite:** Selection for enrollment in the Vocational Nursing Program.

**112  
MEDICAL-SURGICAL NURSING**

*4 Units*

Allied Health 112 is a study of the anatomical and physiological functions of the body. 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 4 hours. **Prerequisite:** Completion of preceding Vocational Nursing sequence or equivalent.

**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:** Continued enrollment in the Vocational Nursing Program.

**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:** Completion of preceding Vocational Nursing sequence or equivalent.

**116  
INTRODUCTORY PEDIATRICS**

*2 Units*

Allied Health 116 utilizes the nursing process 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:** Allied Health 101, 103, 105, 107, 108. **Corequisite:** Allied Health 122.

**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:** None.

**122  
CLINICAL NURSING***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.

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 21 hours. **Prerequisite:** Completion of preceding Vocational Nursing sequence or equivalent.

**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 (11 weeks). **Prerequisite:** Continued enrollment in the Vocational Nursing Program.

**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.

**NURSING, REGISTERED****101  
FUNDAMENTALS OF NURSING***5 Units*

Nursing 101 is the first nursing course in the Registered Nurse Program. The course focuses on the study of basic nursing knowledge, attitudes, and psychomotor skills necessary in promoting, maintaining, and restoring health. Emphasis is on identifying the conceptual framework of the program, application of the nursing process, and fundamentals of nursing. Lecture 2 hours, clinical laboratory 9 hours. **Prerequisite:** Selection for enrollment in the Registered Nursing Program and completion of Biology 112, 120, and 121, (or equivalents), and eligibility for English 101. **Recommended preparation for non-native English speakers:** Eligibility for ESL 135. **Transfer credit:** CSU, USC

**103  
BASIC PHARMACOLOGY FOR NURSES****(Also listed as Allied Health 103)**  
*2 Units*

Nursing 103 provides the 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:** Selection for enrollment in the Registered Nursing Program and eligibility for Mathematics 145. **Transfer credit:** CSU, USC

**105  
INTRODUCTION TO MEDICAL-SURGICAL NURSING I***5 Units*

Nursing 105 is a continuation of Nursing 101. The course focuses on the study of basic nursing skills and concepts to promote, maintain, and restore health. Emphasis is on application of the nursing process, communication, introductory medical-surgical nursing, and the care of the gerontic patient/client. Lecture 2 hours, clinical laboratory 9 hours. **Prerequisite:** Completion of Nursing 101. **Transfer credit:** CSU, USC

**107  
MEDICAL-SURGICAL NURSING II***4½ Units*

Nursing 107 involves care of adults experiencing health problems related to the gastrointestinal system, endocrine and immune systems, sexual and reproductive systems, and the sensory system. Emphasis is placed upon the study and application of basic concepts and basic principles in caring for medical and surgical patients. Lecture 4 hours, clinical laboratory 15 hours (nine weeks). **Prerequisite:** Completion of the first semester Registered Nursing sequence or equivalent. **Transfer credit:** CSU, USC

**109  
MEDICAL-SURGICAL NURSING III***4½ Units*

Nursing 109 involves the study of nursing care of hospitalized patients with respiratory, cardiovascular, dermatologic, hematopoietic, and neoplastic disorders, including fluid and electrolyte and acid base imbalances. Emphasis is placed on the study and application of basic concepts and basic principles in caring for medical and surgical patients. Lecture 4 hours, clinical laboratory 15 hours (nine weeks). **Prerequisite:** Completion of Nursing 107 or equivalent. **Transfer credit:** CSU, USC

**211  
OBSTETRIC NURSING***4 Units*

Nursing 211 is the study of basic nursing care during pregnancy, labor delivery, postpartum, and newborn periods. Knowledge and skills in the nursing care of obstetric patients with complications and of high risk newborns are emphasized. The student is prepared to provide safe and effective care for the patient and supportive care to the family. Emphasis is on physiological care which integrates emotional, cultural, and social aspects of patient care. Opportunities are provided for students to visit local community health facilities devoted to the needs of pregnant patients' families. Lecture 7½ hours, clinical laboratory 13½ hours (six weeks). **Prerequisite:** Completion of the second semester Registered Nursing sequence or equivalent or completion of the Vocational Nursing Program and selection for enrollment in the Career Ladder Program. **Transfer credit:** CSU, USC

**213  
PEDIATRIC NURSING**

4 Units

Nursing 213 is the study of basic nursing care related to childhood diseases. This course prepares the student to provide safe and effective care for the patient and supportive care for the family utilizing the nursing process. Emphasis is on the physiological care that integrates the emotional, cultural, and social aspects of patient care. Opportunities are provided for students to visit local community health facilities devoted to the needs of sick children and their families. Lecture 7½ hours, clinical laboratory 13½ hours (six weeks). **Prerequisite:** Completion of the second semester Registered Nursing sequence or equivalent or completion of the Vocational Nursing Program and selection for enrollment in the Career Ladder Program. **Transfer credit:** CSU, USC

**215  
MENTAL HEALTH/PSYCHIATRIC NURSING**

4 Units

Nursing 215 focuses on the dynamics of adult clients undergoing acute and chronic psychosocial stress. The nursing process, including interviewing skills, is presented within a framework of total mental health team management. The roles of the various team members are examined, along with a variety of treatment modalities. The causes of stress are identified from various theoretical perspectives. The student is encouraged to undertake self-exploration and develop a concept of man that includes adaptation and human need fulfillment. The course provides the student with knowledge and understanding of the interrelatedness of environmental, cultural, and ethnic factors affecting adaptation along the health-illness continuum. Lecture 7½ hours, laboratory 13½ hours (six weeks). **Prerequisite:** Completion of the second semester Registered Nursing sequence or equivalent or completion of the Vocational Nursing Program and selection for enrollment in the Career Ladder Program. **Transfer credit:** CSU, USC

**217  
LVN-RN BRIDGE COURSE**

1 Unit

Nursing 217 is an introduction for the LVN to the concepts central to registered nursing practice. The course clarifies the philosophy and theme which serve as the foundation for the registered nurse curriculum at Glendale Community College. It fosters clinical application of the nursing process and its integration into nursing practice. Lecture 3 hours (6 weeks). **Prerequisite:** Selection for the Career Ladder Nursing Program. **Note:** Successful completion of this course is required for the Career Ladder student to remain enrolled in the Nursing Department. **Transfer credit:** CSU

**219  
NURSING PROCESS AND PATIENT CARE MANAGEMENT**

5 Units

Nursing 219 is the study and application of selected nursing concepts and knowledge in relation to their impact on the health problems and needs of the individual, family, and community. It focuses on the pathophysiological aspects of the acute and chronic medical-surgical health problems, including the assessment and management of care. Pharmacology, nutrition and diet therapy, fluid and electrolytes, ethical and legal issues, patient teaching and communication skills are integrated. Lecture 5 hours, clinical laboratory 15 hours (nine weeks). **Prerequisite:** Completion of the third semester Registered Nursing sequence or equivalent and for Career Ladder students, successful completion of NCLEX-PN with subsequent licensure. **Transfer credit:** CSU, USC

**221  
NURSING PROCESS AND NURSING LEADERSHIP**

5 Units

Nursing 221 is the study and application of selected nursing concepts as they relate to the care of clients with selected acute medical-surgical conditions. Clinical aspects of pharmacology, diet therapy, and fluid and electrolytes are integrated. Students are also provided beginning leadership and management experiences. Interdisciplinary teamwork, teaching, and collaborative planning are major experiences. Lecture 5 hours, clinical laboratory 15 hours (nine weeks). **Prerequisite:** Completion of the third semester Registered Nursing sequence or equivalent and for Career Ladder students, successful completion of NCLEX-PN with subsequent licensure. **Transfer credit:** CSU, USC

**NUTRITION**

See Culinary Arts

**OCEANOGRAPHY****115  
OCEANOGRAPHY**

3 Units

Oceanography 115 is an introduction to the physical, chemical, and geological aspects of oceanography. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

**116  
OCEANOGRAPHY LABORATORY**

1 Unit

Oceanography 116 is an introduction to the common laboratory practices and exercises on the physiochemical and geological aspects of oceanography. Laboratory 3 hours per week including 8 hours of supervised observations and data collection aboard an oceanographic research vessel. **Prerequisite:** Oceanography 115. (Oceanography 115 may be taken concurrently.) **Transfer credit:** CSU, UC, USC

**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 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. **Recommended preparation:** 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. **Recommended preparation:** 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. **Recommended preparation:** 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. **Recommended preparation:** 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. **Recommended preparation:** Eligibility for English 101. **Transfer credit:** CSU, UC, USC (CAN PHIL 4)

**117  
INTRODUCTION TO LOGIC****3 Units**

Philosophy 117 is a study of the structure and function of language, inductive and deductive forms of reasoning and argumentation. Includes the study of formal argumentation, the methods of experimental inquiry, the nature of scientific hypothesis, and probability theory. Lecture 3 hours. **Recommended preparation:** Eligibility for English 101. **Transfer credit:** CSU, UC, USC (CAN PHIL 6)

**118  
WOMEN, THE EARTH, AND THE  
DIVINE****3 Units**

Philosophy 118 introduces students to the relationship between social domination of women and domination of the rest of nature. The goal of this course is to help students develop skills in analyzing the impact of the world's major religions on the lives of women in both the majority and minority cultures and on the life of the planet earth. Topics covered are the definition of values, a study in viewpoints of the major religious traditions, such as Hinduism, Buddhism, Judaism, Christianity and Islam. This course also offers a brief assessment of the consequences of such attitudes in creating and/or solving women's as well as environmental problems in the United States. Emphasis is placed on developing judgment in the use of primary or secondary sources, and helping students discern what sources they should or should not trust. The course considers the differences among applications of deliberately selected value systems with respect to the treatment of women in the United States. In addition, it presents how the treatment of women in minority cultures affects cross cultural understanding and affects the attitudes of the majority towards minorities. Lecture 3 hours. **Recommended preparation:** Eligibility for English 120 or ESL 151. **Transfer credit:** CSU, UC

**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. **Recommended preparation:** 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. **Recommended preparation:** 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. **Recommended preparation:** 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. **Recommended preparation:** Eligibility for English 101. **Transfer credit:** CSU, UC, USC

## PHOTOGRAPHY

### 101 INTRODUCTION TO PHOTOGRAPHY 3 Units

Photography 101 is an introductory black and white photo course covering basic camera types; camera operations; characteristics of light, film, paper; film processing; print enlargement; darkroom procedures and safety; print finishing; and compositional theory. Aesthetic concerns and technical skills are developed and applied to photographing print quality, and print presentation. The course consists of: lectures, demonstrations, specific shooting and printing assignments; and class critiques. Students must have a manually adjustable 35mm or 2¼ camera. Lecture 2 hours, studio 2 hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

### 102 INTRODUCTION TO DARKROOM 3 Units

Photography 102 enables photography students to increase their laboratory skills relative to concurrent enrollment in photography courses. Lecture 2 hours, studio 2 hours. *Prerequisite:* Concurrent enrollment in a Glendale Community College photography course. *Note:* This course may be taken 3 times; a maximum of 9 units may be earned. *Transfer credit:* CSU

### 103 INTERMEDIATE PHOTOGRAPHY 3 Units

Photography 103 is an intermediate level black-and-white course which covers the characteristics of various types of black-and-white films, papers, developers, printing techniques, and methods in handcoloring. There is an emphasis on print quality, aesthetics, advanced techniques and concepts in photography through photographic assignments. Lecture 2 hours, studio 2 hours. *Prerequisite:* Photography 101 or equivalent. *Note:* This course may be taken 2 times; a maximum of 6 units may be earned. *Transfer credit:* CSU

### 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

### 112 STUDIO LIGHTING 3 Units

Photography 112 covers lighting principles and introduces studio lighting, equipment, and techniques. Lecture 2 hours, studio 2 hours. *Prerequisite:* Photography 101 or equivalent. *Recommended preparation:* Art 130. *Note:* This course may be taken 2 times; a maximum of 6 units may be earned.

### 114 VIEW CAMERA 3 Units

Photography 114 explores basic view camera operations related to outdoor and studio shooting. The course covers aperture and shutter features, camera movements, exposure calculations, film handling, and processing. Lecture 2 hours, studio 2 hours. *Prerequisite:* Photography 101 or equivalent. *Recommended preparation:* Art 130, Photography 112. *Note:* This course may be taken 2 times; a maximum of 6 units may be earned.



**PHYSICAL EDUCATION**

The Physical Education department offers 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, 228. Individuals may be exempt from the physical education requirement upon presentation of evidence that they meet one of the following: 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 activity classes may be taken four (4) times; a maximum of six (6) units may be earned in any one course. All classes are coeducational unless otherwise noted.

**105**  
**STEP AEROBICS**  
**(Also Listed as Dance 105)**  
1-2½ Units

Physical Education 105 is a contemporary, high intensity, low impact fitness class, designed for both men and women, to improve each participant's strength, flexibility, and cardiovascular fitness level through steady-state stepping movements. The student is exposed to a graduated continuous system of rhythmic stepping at various platform heights. The class includes lecture on basic nutrition, exercise concepts, and stress management as the factors apply to a personal fitness program. Class sessions include a warm-up, an exercise routine fitted to each student's level of fitness, and a cool down. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** None. **Note:** Physical Education 105/Dance 105 may be taken 4 times; a maximum of 6 units may be earned. **Transfer credit:** CSU, UC

**120**  
**INTRODUCTION TO PHYSICAL EDUCATION**  
½ -2½ Units

Physical Education 120 is a course designed to acquaint prospective teachers with the social, physical, and professional demands of physical education. A preview of the profession of physical education as a whole is gained through testing, class recitation and field trips. Opportunities in health and recreation are explored. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** None. **Note:** Recommended for physical education majors. This course will not fulfill physical education activity requirements. **Transfer credit:** CSU, UC, USC

**124**  
**SPORTS OFFICIATING—VOLLEYBALL, BASKETBALL**  
2 Units

Physical Education 124 is a course in the theoretical and practical techniques of officiating basketball and volleyball. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** None. **Note:** Recommended for physical education majors and recreation majors and for prospective community youth leaders. **Transfer credit:** CSU, UC, USC

**125**  
**SPORTS OFFICIATING**  
2 Units

Physical Education 125 is a theory and practical course in the techniques of officiating basketball, volleyball, softball, and track and field. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** Participation in basketball, volleyball, and softball. **Note:** Recommended for physical education and recreation majors and for prospective community youth leaders. This course will not fulfill physical education activity requirements. **Transfer credit:** CSU, UC, USC

**126**  
**SPORTS OFFICIATING—TRACK AND FIELD, SOFTBALL**  
2 Units

Physical Education 126 is a course in the theoretical and practical techniques of officiating softball and track and field. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** None. **Note:** Recommended for physical education majors and recreation majors and for prospective community youth leaders. **Transfer credit:** CSU, UC, USC

**127**  
**PHYSICAL EDUCATION ACTIVITIES**  
½-2½ Units

Physical Education 127 is instruction in the fundamentals of individual activities and seasonal sports. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

**128**  
**NUTRITION AND PHYSICAL FITNESS**  
**(Also listed as Health 128 and Culinary Arts 128)**  
3 Units

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 Culinary Arts 128. This course will not fulfill physical education activity requirements. **Transfer credit:** CSU, UC, USC

**129**  
**STRENGTH AND CONDITIONING FOR INTERCOLLEGIATE ATHLETICS**  
½-2½ Units

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 ½-1½ hours, laboratory 1½-3½ hours. **Recommended preparation:** 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***½-2½ Units*

Physical Education 130 is a diversified program of developmental activities for students with disabilities which prevent their participation in a regular physical education program. The emphasis is on the student's remaining abilities, not their disabilities. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

**131  
SELF-DEFENSE FOR THE DISABLED***1-2½ Units*

Physical Education 131 is a diversified program of self-defense training and lecture topics that focus on the ability of the disabled to protect and defend themselves. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None. *Transfer credit:* CSU

**132  
ADAPTED AQUATICS***1-2½ Units*

Physical Education 132 is a diversified program of aquatics for students with disabilities which prevent their participation in a regular physical education aquatics program. The emphasis is on the student's remaining abilities and adapting them to facilitate swimming, water aerobics, and aquatic skills proficiency. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None. *Note:* This course is specially designed for students who meet Title V eligibility requirements for Disabled Student Program and Services. *Transfer credit:* CSU

**140  
BEGINNING BADMINTON***½-2½ Units*

Physical Education 140 is instruction in the rules and practice in individual fundamentals, development of singles and doubles play, and competitive participation. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

**141  
INTERMEDIATE BADMINTON***½-2½ Units*

Physical Education 141 is additional practice and more detailed instruction in fundamentals, development of singles and doubles play, and court strategy. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* Physical Education 140. *Transfer credit:* CSU, UC, USC

**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, UC, USC

**147  
OFF-SEASON TRAINING FOR  
INTERCOLLEGIATE BASEBALL***½-2½ Units*

Physical Education 147 is instruction in rules and game strategy for baseball as well as practice in fundamental techniques of throwing, fielding, batting, and team play. Fall Semester only. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

**148  
INTERCOLLEGIATE BASEBALL***½-2½ Units*

Physical Education 148 is development of team play for competitive participation. Spring Semester only. Daily. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* Some previous playing experience in baseball. *Note:* Limited to students trying out for the varsity team. *Transfer credit:* CSU, UC, USC

**149  
BASEBALL THEORY***2 Units*

Physical Education 149 covers the theoretical foundations of the sport of baseball. Lecture 2 hours, laboratory 1 hour. *Prerequisite:* None. *Note:* Physical Education 149 is recommended for Physical Education majors and students planning to participate in varsity baseball. *Transfer credit:* CSU, UC, 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  
INTERCOLLEGIATE BASKETBALL—  
MEN***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  
INTERCOLLEGIATE BASKETBALL—  
WOMEN***½-2½ Units*

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

**164  
RHYTHMIC AEROBICS  
(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  
INTERCOLLEGIATE CROSS COUNTRY—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  
INTERCOLLEGIATE CROSS COUNTRY—WOMEN***2½ Units*

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

**194  
STRUCTURAL DYNAMICS AND STRETCH****(Also listed as Dance 194)***½-2½ Units*

Physical Education 194 provides practical experience through exercise in conjunction with discussion periods to enable the student to develop a knowledge of body-mind interaction in the area of athletics. The student learns how to influence and control this interaction, with regard to pain and energy flow, suppleness, relaxation, stretch and strength factors. Lecture 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, USC

**197  
OFF-SEASON TRAINING FOR INTERCOLLEGIATE 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  
INTERCOLLEGIATE FOOTBALL***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  
INTERCOLLEGIATE GOLF***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

**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

**228  
SOCCER THEORY***2 Units*

Physical Education 228 is designed for men and women. It covers the theoretical foundations of the sport of soccer, with emphasis on strategy, game tactics, philosophy, and FIFA laws of the game. Lecture 2 hours, laboratory 1 hour. *Prerequisite:* None. *Note:* Physical Education 228 is recommended for Physical Education majors and students planning to participate in varsity soccer. *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  
INTERCOLLEGIATE SOCCER—MEN***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. *Recommended preparation:* Some previous playing experience in 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  
INTERCOLLEGIATE SOFTBALL***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

**241  
SOCCER—WOMEN***½-2½ Units*

Physical Education 241 offers instruction and practice in the basic fundamentals, techniques, and rules of soccer. Students learn the development of team play, with emphasis on offensive and defensive strategy. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None. *Transfer credit:* CSU

**243  
INTERCOLLEGIATE SOCCER—  
WOMEN***2½ Units*

Physical Education 243 is instruction and practice in intercollegiate play including techniques, rules, strategy, and history as well as comprehensive physical training. Lecture 1½ hours, laboratory 3½ hours. *Prerequisite:* None. *Note:* Some experience playing soccer is recommended.

**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  
INTERCOLLEGIATE TENNIS—MEN***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  
INTERCOLLEGIATE TENNIS—  
WOMEN***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  
OFF-SEASON TRAINING FOR  
INTERCOLLEGIATE 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  
INTERCOLLEGIATE TRACK AND  
FIELD—MEN***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  
INTERCOLLEGIATE TRACK AND  
FIELD—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

**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  
INTERCOLLEGIATE VOLLEYBALL—  
MEN***½-2½ Units*

Physical Education 281 offers 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  
INTERCOLLEGIATE VOLLEYBALL—  
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

**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, UC 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, UC, USC

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**PHYSICAL SCIENCE**

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**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

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**PHYSICS**

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**101  
ENGINEERING PHYSICS***5 Units*

Physics 101 involves the study of mechanics and properties of matter. The course is an intensive study of motion, dynamics and statics, oscillations, wave motion, and sound, with emphasis upon vector analytical methods. The MacIntosh computer and spreadsheets are 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 14)

**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. Lecture 3 hours, discussion 1 hour, laboratory 2 hours. **Prerequisite:** Algebra and trigonometry (Mathematics 102 or 110, or equivalent). **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

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**APPLIED PHYSICS**

See Technical Education 145

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**PHYSIOLOGY**

See Biology 121

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**POLICE SCIENCE**

See Administration of Justice

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**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. **Recommended preparation:** 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 125 or 126 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. **Recommended preparation:** 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. **Recommended preparation:** Eligibility for English 120 or ESL 151. **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) **Recommended preparation:** Eligibility for English 120 or ESL 151. **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**  
(Also listed as Economics 107,  
Psychology 107, Sociology 107)  
3 Units

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 emphasizes both descriptive and inferential techniques of analyzing scientific data. Lecture 3 hours. **Recommended preparation:** Mathematics 141 or one year of high school algebra or equivalent and eligibility for English 101. **Note:** A maximum of three units may be earned for Political Science 107, Economics 107, Psychology 107, Sociology 107, or Mathematics 136. **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 is multidimensional, using lecture, discussion, and debate techniques. Lecture 3 hours. **Recommended preparation:** Eligibility for English 120 or ESL 151. **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. **Recommended preparation:** Eligibility for English 120 or ESL 151. **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. **Recommended preparation:** English 191 or eligibility for ESL 151 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.

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**PRESCHOOL CHILD**

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**See Child Development 135**

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**PSYCHOLOGY**

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**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. **Recommended preparation:** Eligibility for English 101. **Note:** Sophomore standing preferred. **Transfer credit: CSU, UC, USC (CAN PSY 2)**

**103  
PSYCHOLOGICAL PSYCHOLOGY**  
3 Units

Psychology 103 is a exploration of the relationship between mind and body, emphasizing the neurological correlates of behavior. The course includes the structure and functions of the nervous system, methodology, concepts of physiological psychology, and current developments. Lecture 3 hours. **Prerequisite:** Psychology 101. **Transfer credit: CSU, UC, USC**

**104  
SOCIAL PSYCHOLOGY**  
3 Units

Psychology 104 deals with people as social beings. Topics covered include moral development, cooperation and competition, 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 focuses on internal and external anatomy, physiological functioning and dysfunctioning, causes and possible corrections of dysfunctions. It covers 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**

**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. **Recommended preparation:** Eligibility for English 101. **Transfer credit:** CSU, UC, USC

**107  
INTRODUCTION TO STATISTICS  
(Also listed as Economics 107,  
Political Science 107, Sociology 107)****3 Units**

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 emphasizes both descriptive and inferential techniques of analyzing scientific data. Lecture 3 hours. **Recommended preparation:** Mathematics 141 or one year of high school algebra or equivalent and eligibility for English 101. **Note:** A maximum of three units may be earned for Psychology 107, Economics 107, Political Science 107, Sociology 107, or Mathematics 136. **Transfer credit:** CSU

**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 examines historical and contemporary attitudes and practices and the historical factors that have influenced significant changes between the two. Various kinds of losses are defined and explored. Stages of dying, death preparation, and stages of grieving and recovery are included together with recommendations from modern experts for facilitating recovery. Lecture 3 hours. **Recommended preparation:** Eligibility for English 120 or ESL 151. **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. **Recommended preparation:** Eligibility for English 120 or ESL 151. **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 are 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. **Recommended preparation:** Eligibility for English 120 or ESL 151. **Transfer credit:** CSU

**111  
WOMEN: MIND AND BODY****3 Units**

Psychology 111 is an investigation into traditional and nontraditional medical model health delivery systems, with special emphasis on women and their bodies. Major topics covered are women as research subjects, cross-cultural perspectives on the use of health care, and current research findings on menstruation, pregnancy, menopause, sexually transmitted diseases, HIV, cancer, and cardiovascular diseases. Psychological concepts of fitness, nutritional awareness, belief systems and emotional management, and stress reduction are addressed. Lecture 3 hours. **Recommended preparation:** Eligibility for English 120 or ESL 151. **Transfer credit:** CSU, UC

**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. **Recommended preparation:** Eligibility for English 120 or ESL 151. **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 are studied and the specific skills for the achievement of effective communication are explored. The application of communication skills to the building of interpersonal relationships, the resolution of conflicts, and the attainment of personal growth are included in this course of study. Lecture 3 hours. **Recommended preparation:** Eligibility for English 120 or ESL 151. **Transfer credit:** CSU

**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 INTIMATE  
RELATIONSHIPS  
(Also listed as Sociology 131)****3 Units**

Psychology 131 studies, with an emphasis on psychological and sociological theories and research, the development of traditional and contemporary patterns of people living together. Topics examined include the historical development of marriage, diverse lifestyles (including single-parenting, the blended family, and gay and lesbian partnerships), partner compatibility, communication techniques, intimacy, conflict, child-rearing, dissolution of partnerships, and speculation about the future of relationships. Lecture 3 hours. **Recommended preparation:** Eligibility for English 120 or ESL 151. **Note:** This course may not be taken for credit by students who have completed Sociology 131. **Transfer credit:** CSU



**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

**120  
REAL ESTATE PRACTICE**  
3 Units

Real Estate 120 covers the day-to-day operations from the viewpoint of the real estate salesperson. The topics covered include: listing, prospecting, advertising, financing, sales techniques, escrow, and ethics. This course applies toward the State of California's educational requirement for the salesperson's and broker's examination. Lecture 3 hours. **Recommended preparation:** Real Estate 101. **Transfer credit:** CSU

**125  
REAL ESTATE SALES SOFTWARE**  
1 Unit

Real Estate 125 is designed to introduce students to computers and teach them how to use the computer as a tool in the real estate industry. The course's primary emphasis is on understanding the theories and concepts of the computer and how use of the computer is going to change the concepts and theories taught in other real estate courses. Current software emphasizing database management and remote communicating is taught. Lecture 1 hour, laboratory 3 hours (9 weeks). **Recommended preparation:** Real Estate 101. **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. **Recommended preparation:** Real Estate 101. **Transfer credit:** CSU

**140  
LEGAL ASPECTS OF REAL ESTATE**  
3 Units

Real Estate 140 is a study of California real estate law, including rights incident to property ownerships and management, agency, contracts, and application to real estate transfer, conveyancing, probate proceedings, trust deeds, and foreclosure, as well as recent legislation governing real estate transactions. This course applies toward education requirement of broker's examination. Lecture 3 hours. **Recommended preparation:** Real Estate 101. **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. **Recommended preparation:** Real Estate 101. **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. **Recommended preparation:** Real Estate 101. **Transfer credit:** CSU

**170  
REAL ESTATE BROKERAGE  
(Office Administration)  
3 Units**

Real Estate 170 covers every aspect of real estate business from the broker's point of view. Brokerage office topics include: what it takes to open, run, and maintain a real estate office, including the management functions of planning, organizing, staffing, directing, and controlling. Also covered are important areas such as the law of agency, ethical responsibilities, training salespeople, and advertising. This course applies toward the State of California's educational requirement for the salesperson's and broker's examination. Lecture 3 hours. *Recommended preparation:* Real Estate 101. *Transfer credit:* CSU

**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. *Recommended preparation:* Real Estate 101. *Transfer credit:* CSU

**200  
BUYING AND SELLING A BUSINESS  
(Also listed as Business Administration 138)  
3 Units**

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. *Recommended preparation:* Real Estate 101. *Note:* This course may not be taken for credit by students who have completed Finance 200 or Business Administration 138. *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. *Recommended preparation:* Real Estate 101. *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.

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**RECREATION  
LEADERSHIP**

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**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 helps 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

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**RUSSIAN**

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**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. *Recommended preparation:* Eligibility for English 120 or ESL 151. *Note:* Not open to students with oral proficiency or who have attended schools where Russian was the language of instruction. *Transfer credit:* CSU, UC, USC

**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 preparation:* Eligibility for English 120 or ESL 151. *Note:* This class is not designed for native speakers of Russian. *Transfer credit:* CSU, UC, USC

**110  
BASIC CONVERSATIONAL  
RUSSIAN I  
3 Units**

Russian 110 teaches the fundamentals of grammar and correct pronunciation so that the student can employ a small working vocabulary in conversation and writing. The ability to read simple Russian is also developed. Lecture 3 hours. *Prerequisite:* None. *Note:* Not open to students who have oral proficiency or who have attended schools where Russian was the language of instruction. This course may be taken 2 times; a maximum of 6 units may be earned.

**111  
BASIC CONVERSATIONAL  
RUSSIAN II  
3 Units**

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 3 hours. *Prerequisite:* Russian 110 or equivalent. *Note:* This course may be taken 2 times; a maximum of 6 units may be earned.

**SECRETARIAL STUDIES**See **Business Office Technology****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, UC, USC

**102  
SIGN LANGUAGE II**  
4 Units

Sign Language 102 is designed to provide a continuation of the introductory course. The major focus of this course is to develop students' Sign Language vocabulary and comprehension of signed material. 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, UC, USC

**103  
SIGN LANGUAGE III**  
4 Units

Sign Language 103 expands on the first courses by developing smooth transitions in production of Sign Language in dialogue form. Emphasis is placed on realistic dialogue situations and discussion groups conducted in the target language. 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, UC, USC

**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. **Recommended preparation:** Eligibility for English 120 or ESL 151. **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. **Recommended preparation:** Eligibility for English 120 or ESL 151. **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 focuses on the Chicano experience after the signing of the Treaty of Guadalupe Hidalgo in 1848. The course continues to explore and analyze the contemporary problems of the Chicano people throughout the nation. Special attention is given to such topics as: immigration, political and labor participation, education, the family and cultural expression. Lecture 3 hours. **Recommended preparation:** Eligibility for English 120 or ESL 151. **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. **Recommended preparation:** Eligibility for English 120 or ESL 151. **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. **Recommended preparation:** Eligibility for English 120 or ESL 151. **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. **Recommended preparation:** Eligibility for English 120 or ESL 151. **Note:** Social Science 125 and 126 are designed for F1 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*

**127  
LOS ANGELES COUNTY:  
HISTORY, POLITICS, AND CULTURE**  
3 Units

Social Science 127 examines one of the most culturally diverse places on Earth—Los Angeles County. The region is viewed in three contexts: its history, its portrayals in literature, and the issues it faces today. The historic underpinnings of the region are explored from the Gabrielino people of the Spanish, Mexican, and United States eras. This course includes the stories of ethnic and racial groups, including some not often associated with the area's history. The last segment of the course examines contemporary issues, opportunities, and problems facing Los Angeles County. Lecture 3 hours. *Recommended preparation:* Eligibility for English 120 or ESL 151. *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. *Recommended preparation:* Eligibility for English 120 or ESL 151. *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. *Recommended preparation:* Eligibility for English 120 or ESL 151. *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 uses 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. *Recommended preparation:* Eligibility for English 120 or ESL 151. *Transfer credit: CSU, UC, USC*

**136  
WAR: HISTORY, CAUSES,  
SOLUTIONS**  
(Also listed as History 136)  
3 Units

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. *Recommended preparation:* 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*

**145  
INTRODUCTION TO COMMUNITY  
VOLUNTEERISM**  
2 Units

Social Science 145 is designed to give students an academic background in volunteerism as well as to allow them an opportunity to do community volunteer work for credit. It fits in with national legislation (1993) promoted to create greater commitment to society on the part of today's college students. The course includes 1 lecture hour per week and 3 lab hours of volunteer work per week. Lecture 1 hour, laboratory 3 hours. *Recommended preparation:* Eligibility for English 120 or ESL 151. *Transfer credit: CSU*

**146  
COMMUNITY VOLUNTEERISM  
LABORATORY***1 Unit*

Social Science 146 is designed to give students who have successfully completed the Introduction to Community Volunteerism class a chance to continue volunteer service under supervision. Students complete three lab hours of volunteer work per week as well as meet with the instructor and submit a complete journal. Laboratory 3 hours. **Prerequisite:** Social Science 145. **Note:** This course may be taken 3 times; a maximum of 3 units may be earned. **Transfer credit:** CSU

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**SOCIOLOGY**

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**101  
INTRODUCTION TO SOCIOLOGY***3 Units*

Sociology 101 is an introduction to sociology, its methods and resources. The course focuses on the following areas: society and culture, personality organization, 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. **Recommended preparation:** Eligibility for English 120 or ESL 151. **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. **Recommended preparation:** Eligibility for English 120 or ESL 151. **Transfer credit:** CSU, UC, USC

**105  
INTRODUCTION TO GERONTOLOGY  
(Also listed as Psychology 109)***3 Units*

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. **Recommended preparation:** Eligibility for English 120 or ESL 151. **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  
(Also listed as Economics 107,  
Political Science 107, Psychology  
107)***3 Units*

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 emphasizes both descriptive and inferential techniques of analyzing scientific data. Lecture 3 hours. **Recommended preparation:** Mathematics 141 or one year of high school algebra or equivalent and eligibility for English 101. **Note:** A maximum of 3 units may be earned for Sociology 107, Economics 107, Political Science 107, Psychology 107, or Mathematics 136. **Transfer credit:** CSU

**131  
MARRIAGE AND INTIMATE  
RELATIONSHIPS****(Also listed as Psychology 131)***3 Units*

Sociology 131 studies, with an emphasis on psychological and sociological theories and research, the development of traditional and contemporary patterns of people living together. Topics examined include the historical development of marriage, diverse lifestyles (including single-parenting, the blended family, and gay and lesbian partnerships), partner compatibility, communication techniques, intimacy, conflict, child-rearing, dissolution of partnerships, and speculation about the future of relationships. Lecture 3 hours. **Recommended preparation:** Eligibility for English 120 or ESL 151. **Note:** This course may not be taken for credit by students who have completed Psychology 131. **Transfer credit:** CSU

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**SPANISH**

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**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. The class is taught primarily in Spanish. Students may enroll concurrently in Spanish 110. Lecture 5 hours, laboratory ½ hour. **Prerequisite:** Eligibility for English 120 or ESL 151. **Note:** Not open to students with oral proficiency or who have attended schools where Spanish was the language of instruction. 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-half hour each week in the laboratory. **Transfer credit:** CSU, UC, USC (CAN SPAN 2)

**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, laboratory ½ hour. **Prerequisite:** Spanish 101 or two years of Spanish in high school completed within the past two years or equivalent. **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 (CAN SPAN 4)

**103  
INTERMEDIATE SPANISH I**  
5 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 5 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 (CAN SPAN 8)

**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 (CAN SPAN 10)

**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**  
3 Units

Spanish 110 is an introduction to Spanish with emphasis on developing essential skills in communication. The verbal active method used stresses oral expression. The course develops a working knowledge of reading and writing as well. Lecture 3 hours. **Prerequisite:** None. **Note:** Not open to students who have oral proficiency or who have attended schools where Spanish was the language of instruction. This course may not be taken for credit by students who have completed Spanish 115 and/or 116. This course may be taken 2 times; a maximum of 6 units may be earned.

**111  
BASIC CONVERSATIONAL SPANISH II**  
3 Units

Spanish 111 is an introduction to Spanish with emphasis on developing essential skills in communication. The verbal active method used stresses oral expression. The course develops a working knowledge of reading and writing as well. It includes use of tapes or cassettes in the language laboratory. Lecture 3 hours. **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 6 units may be earned.

**112  
BASIC CONVERSATIONAL SPANISH III**  
3 Units

Spanish 112 presents the fundamentals of Spanish grammar. It includes training in accurate pronunciation and comprehension, speaking, reading, and writing of simple Spanish. Oral expression is stressed. Lecture 3 hours. **Prerequisite:** Spanish 111 or equivalent. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned.

**113  
BASIC CONVERSATIONAL SPANISH IV**  
3 Units

Spanish 113 presents a completion of the fundamentals of Spanish grammar. It includes continued training in correct pronunciation, diction and intonation. It also provides training in reading comprehension of prose of increasing difficulty and discussion of Spanish of cultural readings. Lecture 3 hours. **Prerequisite:** Spanish 112 or equivalent. **Note:** This course may be taken 2 times; a maximum of 6 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

**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. **Recommended preparation:** Eligibility for English 120 or ESL 151. **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 2 hours. **Prerequisite:** None.

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**SPECIAL PROJECTS**

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**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.

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**SPEECH  
COMMUNICATIONS**

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**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. **Recommended preparation:** Eligibility for English 101. ESL students should complete ESL 155. **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, but not limited to, informative and persuasive speaking. This course satisfies speech requirements of those expecting to transfer to colleges and universities. Lecture 3 hours. **Prerequisite:** Eligibility for English 101. **Transfer credit:** CSU, UC, USC (CAN SPCH 4)

## 102 PUBLIC SPEAKING

3 Units

Speech 102 places emphasis on the development of further effectiveness in the organization and delivery of speeches, and on the preparation of students for effective participation in group discussion and debate. Lecture 3 hours. **Prerequisite:** Speech 101. **Transfer credit:** CSU, UC, USC

## 103 GROUP DISCUSSION

3 Units

Speech 103 involves techniques and theories of discussion with emphasis on group productivity and oral communication in groups. Use of logical, clear reasoning in research, analysis of problems, effectiveness of participation, and leadership in the discussion mode are also examined. Class activities include role playing, problem solving, panel discussions, and symposium forum discussions. Lecture 3 hours. **Recommended preparation:** Eligibility for English 101. ESL students should complete ESL 155. **Transfer credit:** CSU, UC, USC

## 104 ARGUMENTATION AND DEBATE

3 Units

Speech 104 is designed to provide students with an understanding of the factors affecting basic argumentation and debate on a day-to-day basis and to provide laboratory experiences aimed at developing skills in such areas as language, listening, assertiveness, conflict resolution, non-verbal behaviors, group problem solving, and cross cultural communication. The instructional approach is deductive-inductive-deductive, involving lecture/discussions, formal, in-class debates and critical analysis of contemporary issues. Lecture 3 hours. **Prerequisite:** One of the following:

1. Speech 101
2. Speech 103
3. high school public speaking
4. high school debate

**Transfer credit:** CSU, UC, USC (CAN SPCH 6)

## 105 VOICE AND DICTION

3 Units

Speech 105 is designed to improve vocal quality and force, pitch flexibility, rate, articulation, and pronunciation. The student develops an understanding of the speech mechanism. Emphasis is placed on improvement through increased self-perception and practice exercises. Lecture 3 hours. **Recommended preparation:** Eligibility for English 101. ESL students should complete ESL 155. **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 learn to use their voices and articulation techniques to communicate emotional energy through the words of the text. Class exercises and instructor feedback are used to teach these concepts and to focus on the students' individual strengths and weaknesses. Selected students are chosen to participate in a reader's theatre production. Lecture 3 hours. **Prerequisite:** Speech 105. **Recommended preparation:** Eligibility for English 101. **Note:** An audition may be required. **Transfer credit:** CSU, UC, USC

## 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. **Recommended preparation:** Eligibility for English 101. ESL students should complete ESL 155. **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:** None. **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 is 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:** None. **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:** None. **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:** None.

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## STATISTICS

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See Economics 107, Political Science 107, Psychology 107, Sociology 107, Mathematics 136



**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 Student Development 145. This course allows ½ unit of credit for students who have earned one unit or are enrolled in this course for one unit, and have completed Student Development 145. 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:** None.

**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. This course allows ½ unit of credit for students who have completed Student Development 145.

**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. **Note:** This course may not be taken for credit by students who have completed Student Development 145.

**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:* None. *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 Notetaking, 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 or 145. 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 Notetaking, and preparing for examinations. Laboratory 3 hours. *Recommended preparation:* Eligibility for English 164. *Note:* This course may not be taken for credit by students who have completed Student Development 141 or 145.

**143**  
**STUDY SKILLS LAB**  
 ½-2 Units  
**NON-DEGREE APPLICABLE**

Student Development 143 is a laboratory course designed to meet the individualized needs of students with disabilities. Specialized tutoring is offered to assist students in developing compensatory strategies necessary for success in mainstream classes and daily living. Laboratory 1½-6 hours. *Prerequisite:* None.

**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. *Note:* This course may not be taken for credit by students who have completed Student Development 145.

**145**  
**ACADEMIC SUCCESS**  
 2 Units

Student Development 145 is a performance-oriented course designed to increase success in college. Students will develop their own success plans through self-evaluation and by learning to use specific techniques and resources. They will select a major and develop a Student Educational Plan. Topics covered include self-motivation and discipline, memory development, time management, study skills and techniques, short and long-term goal setting, college resources, and problemsolving techniques. Lecture 2 hours, laboratory 1 hour. *Prerequisite:* None. *Note:* This course allows ½ unit of credit for students who have completed all of the following: Student Development courses: 100, 125, and 127. This course allows 1 unit of credit for students who have completed Student Development 141, 142, or 144. This course allows 1½ units of credit for students who have completed Student Development 100 or 125 or 127. *Transfer credit:* CSU

**146**  
**EFFECTIVE STUDY TECHNIQUES**  
 1 Unit  
**NON-DEGREE APPLICABLE**

Student Development 146 is a lecture course designed to familiarize students with disabilities with memory techniques, test preparation strategies, time management, and notetaking skills. This course helps students develop critical thinking skills as well as compensatory strategies. Lecture 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 learn the basic techniques of relaxation, breathing processes, self awareness and assertiveness training. Students develop a stress reduction program to enhance their lives and learn 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.

**171**  
**STUDENT LEADERSHIP**  
 1 Unit

Student Development 171 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 1 hour, discussion 1 hour. *Prerequisite:* None. *Note:* Open to all students interested in developing leadership skills. Officers of all student organizations are urged to enroll. This course may not be taken for credit by students who have completed Social Science 141.

**TECHNICAL DIVISION**

**Administration of Justice,**  
See p. 77

**Architecture,** See p. 80

**Child Growth & Development,**  
See p. 100

**Clothing-Textiles,** See p. 130

**Computer Aided Manufacturing,**  
See p. 104

**Computer Integrated Manufacturing,**  
See p. 104

**Cooperative Education,** See p. 110

**Cosmetology,** See p. 110

**Culinary Arts,** See p. 111

**Drafting,** See p. 115

**Educational Media Technology,**  
See p. 117

**Electronics and Computer  
Technology,** See p. 117

**Engineering,** See p. 119

**Fashion Design Merchandising,**  
See p. 130

**Fire Technology,** See p. 131

**Hotel Restaurant Management,**  
See p. 140

**Machine Technology,** See p. 144

**Materials and Processes,** See p. 146

**Metallurgy,** See p. 150

**Preschool Education,** See p. 100

**Quality Assurance,** See p. 168

**Quality Control,** See p. 168

**Technical Education,** See p. 178

**Television,** See p. 178

**Welding,** See p. 180

**Work Experience,** See Cooperative  
Education

**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. **Recommended preparation:** Eligibility for English 120 or ESL 151. **Note:** Technical Education 140 is required in Architectural Drafting and Design and Drafting/Electro-Mechanical Design certificate programs.

**142  
TECHNICAL MATHEMATICS I**  
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 II**  
3 Units

Technical Education 143 is an advanced study 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.

**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. *Recommended preparation:* Eligibility for English 120 or ESL 151. *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. *Recommended preparation:* English 120 or ESL 151. *Note:* This course may not be taken for credit by students who have completed Computer Science/Information Systems 111. *Transfer credit:* CSU

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## BROADCASTING- JOURNALISM

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See Mass Communications 106

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## THEATRE ARTS

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### 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 uses 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 140 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 141. (Dance 141 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, UC, USC

### 107 DRAMA HERITAGE

3 Units

Theatre Arts 107 is a survey of dramatic literature from the classical to the modern period from the production point of view. Periods of study include Greek, Medieval, Renaissance, Restoration, and Modern Realism. The course combines 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 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**  
1-3 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 3 hours. **Recommended preparation:** Fashion 103. **Note:** This course may be taken 4 times; a maximum of 8 units may be earned. A proportionate amount of work is required according to the number of units elected by the students (2 to be arranged hrs. per unit). **Transfer credit:** CSU, UC, USC

**130  
PERFORMING ARTS TECHNICAL  
SUPPORT**  
1-3 Units

Theatre Arts 130 teaches the technical support aspects for the performing arts, including: dance, music, and theatre arts. Through lecture and laboratory experiences the students are prepared to stage manage, run sound, run lights, manage props, execute scenery changes using the fly system, and manage costumes for productions. Lecture 1 hour, laboratory/studio 3-9 hours. **Prerequisite:** None. **Note:** This course may be taken 4 times; a maximum of 12 units may be earned. **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 is 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  
(Also listed as Business Administration 151)**  
3 Units

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. **Recommended corequisite:** 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

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**WELDING**

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**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. **Recommended preparation:** Eligibility for English 120 or ESL 151. **Note:** This course may be taken 4 times; a maximum of 12 units may be earned. **Transfer credit:** CSU

**118  
GENERAL WELDING**  
2-3 Units

Welding 118 consists of theory and techniques in basic Shielded Metal Arc Welding and Flux Cored Arc Welding. The student is given experience in applying the principles by individual practice on a sequence of selected plates and manipulative exercises on mild steel. Lecture 1-2 hours, laboratory 3-4 hours. **Prerequisite:** Welding 117. **Note:** This course may be taken 4 times; a maximum of 12 units may be earned.

### 121 OCCUPATIONAL WELDING

5 Units

Welding 121 is the first in a series of occupational welding courses designed to prepare the student for employment in the welding industry. It covers the theory of welding processes, welding safety, terms, basic metallurgy, and the fundamentals of metal arc and oxyacetylene welding. Lecture 3 hours, laboratory 6 hours. **Recommended preparation:** Eligibility for English 120 or ESL 151. **Note:** This course may be taken 3 times; a maximum of 15 units may be earned.

### 122 OCCUPATIONAL WELDING

5 Units

Welding 122 is second in a series of occupational welding courses designed to prepare the student for employment in the welding industry. It covers fundamentals of blueprint reading, interpreting shop drawings and sketches, advanced metal arc and 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 preparation:** Eligibility for English 120 or ESL 151. **Note:** This course may be taken 3 times; a maximum of 15 units may be earned.

### 123 OCCUPATIONAL WELDING

5 Units

Welding 123 is third in a series of occupational welding courses designed to prepare the student for employment in the welding industry. It covers basic preparation for welding certification, advanced metal arc, tungsten inert gas, metal inert gas, and 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 preparation:** Eligibility for English 120 or ESL 151. **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 metal arc, tungsten inert gas, and metal inert gas arc welding. Lecture 3 hours, laboratory 9 hours. **Prerequisite:** Eligibility for English 120 or ESL 151 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 metal 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.



Theatre Arts students brought their production of a new play, *Air Born*, to the Fringe Festival in Edinburgh, Scotland.

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### **OFF-CAMPUS LOCATIONS**

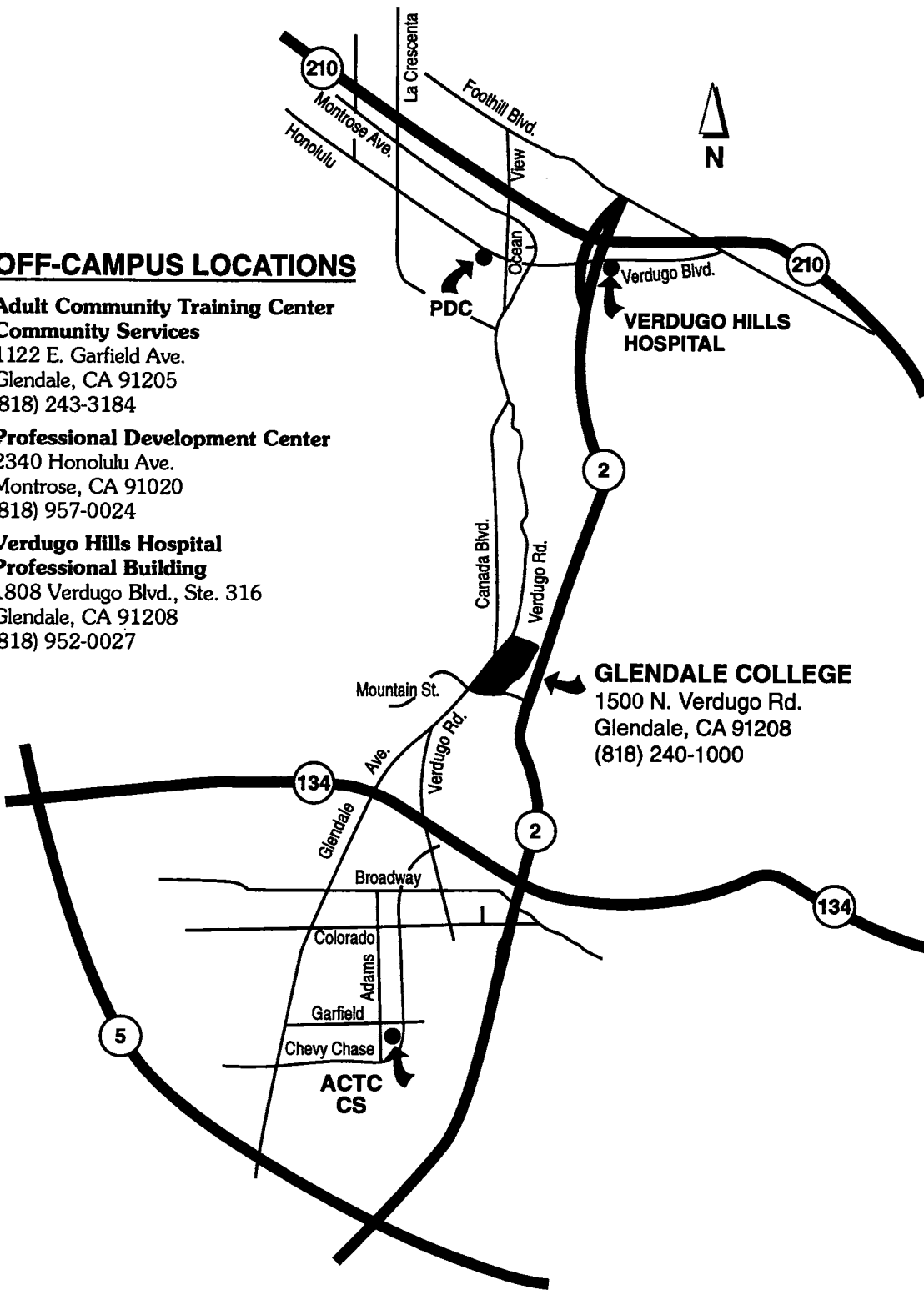
**Adult Community Training Center  
Community Services**  
1122 E. Garfield Ave.  
Glendale, CA 91205  
(818) 243-3184

**Professional Development Center**  
2340 Honolulu Ave.  
Montrose, CA 91020  
(818) 957-0024

**Verdugo Hills Hospital  
Professional Building**  
1808 Verdugo Blvd., Ste. 316  
Glendale, CA 91208  
(818) 952-0027

**LENDALE COLLEGE**  
1500 N. Verdugo Rd.  
Glendale, CA 91208  
(818) 240-1000

**ACTC  
CS**



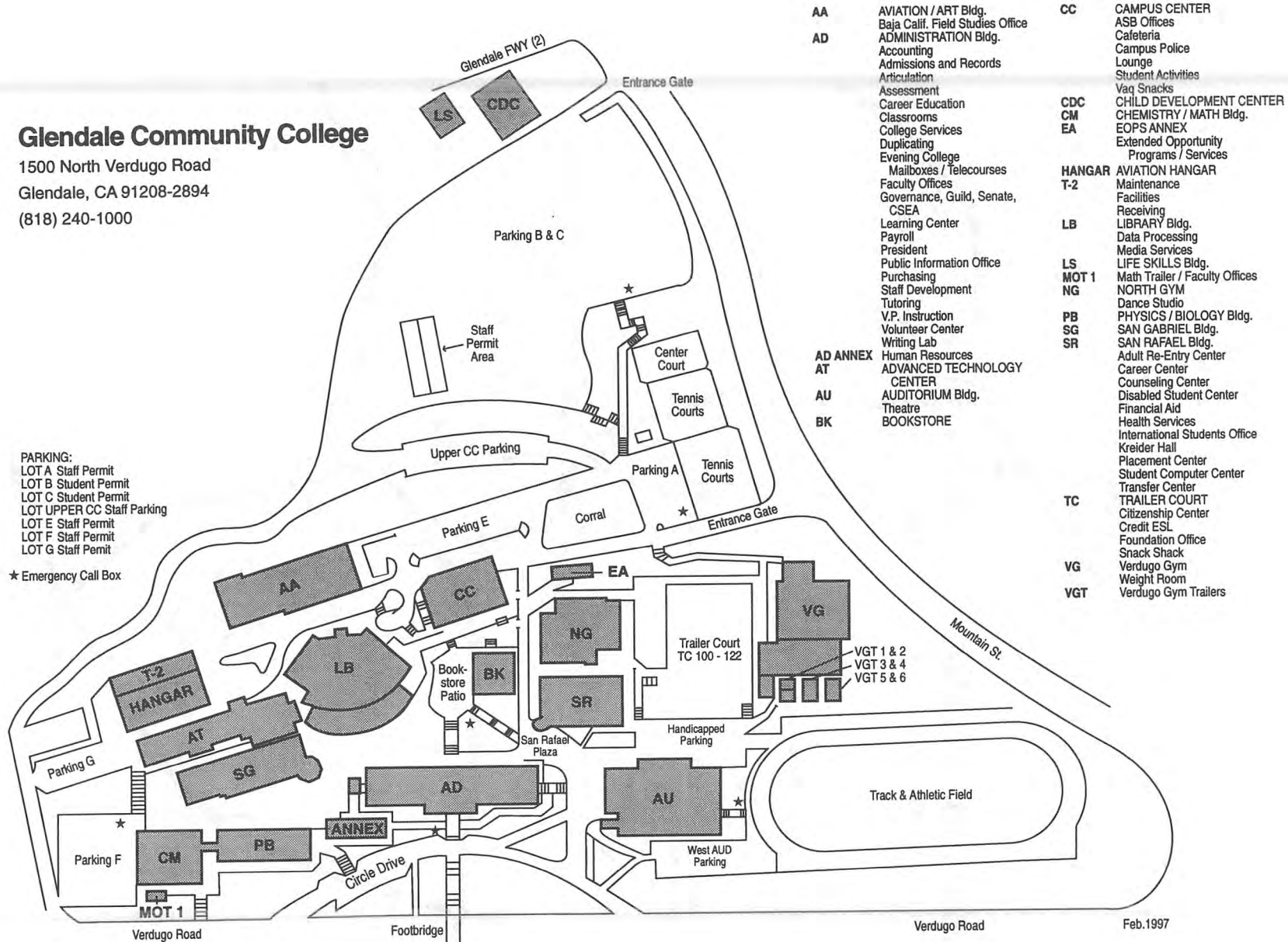


# Glendale Community College

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

**PARKING:**  
 LOT A Staff Permit  
 LOT B Student Permit  
 LOT C Student Permit  
 LOT UPPER CC Staff Parking  
 LOT E Staff Permit  
 LOT F Staff Permit  
 LOT G Staff Permit

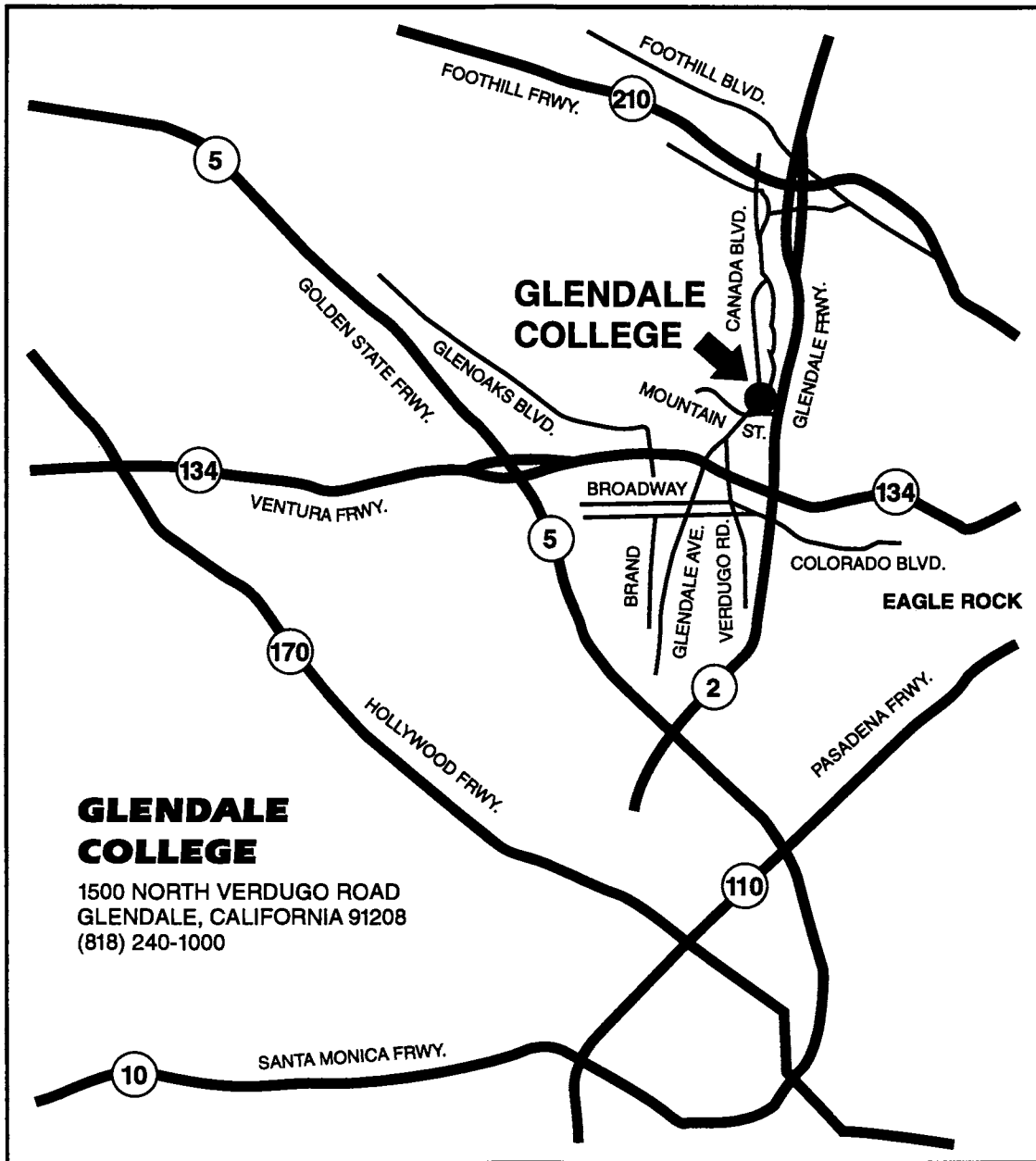
★ Emergency Call Box



- |                 |                                  |               |                                |
|-----------------|----------------------------------|---------------|--------------------------------|
| <b>AA</b>       | AVIATION / ART Bldg.             | <b>CC</b>     | CAMPUS CENTER                  |
| <b>AD</b>       | Baja Calif. Field Studies Office |               | ASB Offices                    |
|                 | ADMINISTRATION Bldg.             |               | Cafeteria                      |
|                 | Accounting                       |               | Campus Police                  |
|                 | Admissions and Records           |               | Lounge                         |
|                 | Articulation                     |               | Student Activities             |
|                 | Assessment                       |               | Vaq Snacks                     |
|                 | Career Education                 | <b>CDC</b>    | CHILD DEVELOPMENT CENTER       |
|                 | Classrooms                       | <b>CM</b>     | CHEMISTRY / MATH Bldg.         |
|                 | College Services                 | <b>EA</b>     | EOPS ANNEX                     |
|                 | Duplicating                      |               | Extended Opportunity           |
|                 | Evening College                  |               | Programs / Services            |
|                 | Mailboxes / Telecourses          | <b>HANGAR</b> | AVIATION HANGAR                |
|                 | Faculty Offices                  | <b>T-2</b>    | Maintenance                    |
|                 | Governance, Guild, Senate,       |               | Facilities                     |
|                 | CSEA                             |               | Receiving                      |
|                 | Learning Center                  | <b>LB</b>     | LIBRARY Bldg.                  |
|                 | Payroll                          |               | Data Processing                |
|                 | President                        |               | Media Services                 |
|                 | Public Information Office        | <b>LS</b>     | LIFE SKILLS Bldg.              |
|                 | Purchasing                       | <b>MOT 1</b>  | Math Trailer / Faculty Offices |
|                 | Staff Development                | <b>NG</b>     | NORTH GYM                      |
|                 | Tutoring                         |               | Dance Studio                   |
|                 | V.P. Instruction                 | <b>PB</b>     | PHYSICS / BIOLOGY Bldg.        |
|                 | Volunteer Center                 | <b>SG</b>     | SAN GABRIEL Bldg.              |
|                 | Writing Lab                      | <b>SR</b>     | SAN RAFAEL Bldg.               |
| <b>AD ANNEX</b> | Human Resources                  |               | Adult Re-Entry Center          |
| <b>AT</b>       | ADVANCED TECHNOLOGY              |               | Career Center                  |
|                 | CENTER                           |               | Counseling Center              |
| <b>AU</b>       | AUDITORIUM Bldg.                 |               | Disabled Student Center        |
|                 | Theatre                          |               | Financial Aid                  |
| <b>BK</b>       | BOOKSTORE                        |               | Health Services                |
|                 |                                  |               | International Students Office  |
|                 |                                  |               | Kreider Hall                   |
|                 |                                  |               | Placement Center               |
|                 |                                  |               | Student Computer Center        |
|                 |                                  |               | Transfer Center                |
|                 |                                  | <b>TC</b>     | TRAILER COURT                  |
|                 |                                  |               | Citizenship Center             |
|                 |                                  |               | Credit ESL                     |
|                 |                                  |               | Foundation Office              |
|                 |                                  |               | Snack Shack                    |
|                 |                                  | <b>VG</b>     | Verdugo Gym                    |
|                 |                                  | <b>VGT</b>    | Weight Room                    |
|                 |                                  |               | Verdugo Gym Trailers           |

Feb. 1997

## HOW TO GET TO GLENDALE COMMUNITY COLLEGE



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**1500 North Verdugo Road • Glendale, California 91208**