



catalog

2000-2001



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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 15,000 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...

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, student health center and also provides expanded instructional data processing facilities.

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 finished 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. The Library/Classroom addition and San Gabriel Building were completed in the spring of 1997 as was the Parent Education/Human Development Building adjacent to the Child Development Center.

The Aviation/Arts Building addition was completed in 1998, the Los Robles Culinary Arts Building was erected in spring 2000, and the Student Activities Center project also began in spring 2000. Remodeling of the Science buildings and construction of the Cimmarusti NASA/JPL Science Center starts in the spring of 2001. Future plans also include the Allied Health/Aviation Lab Building addition, 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	Dr. Martin Z. Pilgreen
Robert K. Holmes	Dr. Kenneth N. Sweetnam
Victor I. King	Dimitrios-Sinodinos, Student Trustee

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
Acting Dean, Admissions and Records	Sharon Combs
Dean, Information and Technology Services	Kristin J. Bruno
Dean, Letters, Arts, and Sciences	Veloris Lang
Dean, Library and Learning Resources	Ruth McKernan
Dean, Non-Credit Education	Lani Edie DeVincentis
Dean, Student Affairs	Paul A. Schlossman
Dean, Student Services	Jewel D'Aloia Price
Dean, Workforce and Economic Development	Kenneth W. Patton
Director, Communications, Marketing, and Foundation	Ann H. Ransford
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, Extended Opportunity Program and Services (EOPS)	Vicki Washington
Associate Dean, Health Services	Mary Mirch
Associate Dean, Instructional and Administrative Systems Development	Deborah Ludford
Associate Dean, Instruction and Institutional Services	Scot L. Spicer
Associate Dean, Special Projects	W. James Baugh
Associate Dean, Student Financial Aid Services	Patricia Hurley
Program Director, JTPA/CalWORKS	Karen B. Holden
Program Director, Professional Development Center	Sharleen Wagner

SUPPORT SERVICES STAFF

Accounting	Ronald K. Nakasone	Controller
	June Ghil	District Accountant
Admissions and Records	Michelle Mora	Registrar
Business Services	William Taylor	Director
Cafeteria	Candyce Walker	Manager
Child Development Center	Jeanette Tashiro	Director
Facilities	Horace Lewis	Director
	Alfred Martin	Custodial Supervisor
	Daniel Padilla	Maintenance and Operations Supervisor
Financial Aid	Dennis Schroeder	Assistant Director
Grounds	Charles Easley	Supervisor
Human Resources	Ed Bugayong	Manager
Information and Technology Services	David Roswell	Assistant Director, Instructional and Administrative Systems Development
	David Mathews	Director, Network Planning and Operations
	Michael F. Coler	Director of Operations
	Robert Erselius	Director, Academic Computing Labs
Institutional Research	Edward Karpp	Director
Library	Russell Beckett	Library Public Service Manager
Payroll	Jean Antanaitis	Supervisor
Police	Michael Southerland	Chief
	Steven Wagg	Captain
Public Information	Merry Shelburne	Public Information Officer
Student Employment	Mirta Lorenzo	Manager
Superintendent/President	Magda von Tautphoeus	Secretary to the Superintendent/President

COLLEGE ADMINISTRATION

(Continued)

PROFESSIONAL DEVELOPMENT CENTER

Director	Sharleen Wagner
CACT Director	Ken W. Patton
Program Manager I	Kevin Gasparyan
Program Manager III	Kimberly Pfeifer

DIVISION CHAIRS

Allied Health	Sharon Hall
Biology	Ronald K. Harlan
Business	Linda Serra
Business and Life Skills, Non-Credit	Jillayne Southerland
College Services	José Mercadé
English	David White
English as a Second Language, Credit	Kathleen Flynn
Non-Credit	Barbara Assadi
Health and Physical Education	James M. Sartoris
Language Arts	Jean Perry
Mathematics	Peter A. Stathis
Physical Science	Stuart Nowinski
Social Sciences	Drake C. Hawkins
Technology and Aviation	Paul Dozois
Visual and Performing Arts	Kathleen Burke-Kelly



2000 CALENDAR

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FIRST SUMMER SESSION 2000

- April 14 Last day for students to apply for admissions for summer and be eligible for priority STARS registration
- May 8 to 12 Priority telephone registration (STARS) for first and second summer sessions
- May 15 to 25 Open telephone registration for first and second summer sessions
- May 25 Walk-through registration for first and second summer sessions (9 a.m. to 8 p.m., AA1)
- May 29 Memorial Day—Campus closed
Residence determination date for the 2000 summer session
- May 30 Instruction begins for the first summer session
- May 30 to June 2 Late registration for first summer session
- June 2 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 5 through June 9
- June 6 Last day to apply for Credit/No Credit in a first summer session class
- June 16 Last day to drop a first summer session class
- June 30 End of first summer session
Petitions for graduation and/or certificate for summer session due in the Office of Admissions and Records
- July 7 Summer grades available on campus kiosk or the internet at www.glendale.cc.ca.us

SECOND SUMMER SESSION 2000

- April 14 Last day for student to apply for summer session and be eligible for priority STARS registration
- May 8 to 12 Priority telephone registration (STARS) for first and second summer sessions
- May 15 to 25 Open telephone registration for first and second summer sessions
- May 25 Walk-through registration for first and second summer sessions (9 a.m. to 8 p.m., AA1)
- May 29 Memorial Day—Campus closed
Residence determination date for the 2000 summer session
- May 30 to June 29 STARS open registration for second summer session classes only
- June 29 Walk-through registration for second summer session (9 a.m. to 3 p.m., AA1)
- June 30 End of first summer session
- July 3 Instruction begins for the second summer session
- July 4 Independence Day Observed—Legal Holiday—Campus closed
- July 3, 5 to 7 Late registration for the second summer session
- July 7 Last day to add second five week summer session class
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 10 and 14
- July 10 Last day to apply for Credit/No Credit in a second summer session class
- July 21 Last day to drop a second summer session class
Petitions for graduation and/or certificate for summer session due in the Office of Admissions and Records
- August 4 End of second summer session
- August 11 Summer grades available on campus kiosk or the internet at www.glendale.cc.ca.us

2000 CALENDAR

FALL 2000

- May 5 Last day for students to apply for admissions for the fall semester and be eligible for priority STARS registration in June
- June 5 to 23 Priority telephone registration (STARS) for the fall semester
- June 26 to Aug. 11 Open telephone registration (STARS) for the fall semester
- Aug. 11 Walk-through registration for the fall. (9 a.m. to 3 p.m., AA1)
Late telephone registration continues through Sept. 1
- Aug. 14 Residence determination date for the fall semester
Faculty Institute Day
- Aug. 15 Instruction begins for the fall semester
- Aug. 15 to Sept. 1 Late registration
- Aug. 18 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. 22 Last day to apply for Credit/No Credit in a first 8- or 9-week class
- Aug. 25 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 August 30 through September 10
- Sept. 1 Registration deadline. Last day for students to register in semester-length classes
- Sept. 2 No Saturday classes (Legal holiday—Campus closed)
- Sept. 4 Labor Day—Legal Holiday—Campus closed
- Sept. 8 Last day to apply for Credit/No Credit in semester-length classes
- Sept. 15 Last day to drop first 8 and 9-week classes
- Oct. 7 First 8-week classes end
- Oct. 13 Last day for new students to apply for admissions and be eligible for telephone registration for the spring semester
- Oct. 14 First 9-week classes end
- Oct. 16 Second 8- and 9-week classes begin
- Oct. 20 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. 24 Last day to apply for Credit/No Credit in second 8- or 9-week class
- Nov. 10 Veterans' Day Observed—Legal Holiday—Campus closed
- Nov. 13 to Dec. 8 Priority telephone registration (STARS) for the spring semester
- Nov. 17 Last day to drop second 8- and 9-week classes
- Nov. 23-24 Thanksgiving Holiday (No Saturday classes on Nov. 25)
- Dec. 8 to 15 Final examinations for the fall semester
- Dec. 11 to 20 Open telephone registration (STARS) for the spring semester
- Dec. 15 End of the fall semester
Final petitions for graduation and/or certificates for the fall semester due in the Office of Admissions and Records
- Dec. 16 to Jan. 1 Winter vacation. (Campus closed from Dec. 22 through Jan. 1)
- Dec. 22 Fall grades available on campus kiosk or the internet at www.glendale.cc.ca.us

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2000-2001 CALENDAR

SPRING 2001

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- Nov. 13 to Dec. 8.....Priority telephone registration (STARS) for the spring semester
- Dec. 11 to 20Open telephone registration (STARS) for the spring semester
- Jan. 2 to 11Open telephone registration continues.
- Jan 11Walk-through registration for the spring semester
(9 a.m. to 3 p.m., AA1)
- Jan. 15Martin Luther King Day—Legal Holiday—Campus closed
- Jan. 16Instruction begins for the spring semester
- Jan. 19Last day to add open classes 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. 23Last day to apply for Credit/No Credit in first 8- or 9-week class
- Jan. 26Last 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 between Jan. 29 and Feb. 9 at the Tuition's Office
- Feb. 2.....Registration deadline. Last day to register or add a semester-length class.
- Feb. 9.....Lincoln Day—Legal Holiday—Campus closed
(No Saturday classes on Feb. 10)
- Feb. 12.....Last day to apply for Credit/No Credit in semester-length class
- Feb. 16.....Last day to drop first 8- or 9-week classes
- Feb. 19.....Washington Day—Legal Holiday—Campus closed
(No Saturday classes on Feb. 17)
- Feb. 26.....Petitions for graduation and to have your name in the graduation program for the spring graduation ceremony due in the Office of Admissions and Records
- Mar. 10First 8-week classes end
- Mar. 17First 9-week classes end
- Mar. 19 to 24Spring vacation
- Mar. 26Second 8- and 9-week classes begin
- Mar. 30Last 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
- April 3Last day to apply for Credit/No Credit in second 8- and 9-week classes
- April 13Last day for students to apply for admission and be eligible for telephone registration (STARS) for summer
- April 27Last day to drop second 8- and 9-week classes
- May 4Last day for students to apply for admission and be eligible for telephone registration (STARS) for fall
- May 7 to 11.....Priority telephone registration (STARS) for summer 2001
- May 16 to 23.....Final examinations for the spring semester
- May 18.....Second 8-week classes end
- May 19.....Commencement exercises. Faculty Institute Day
- *May 23.....Second 9-week classes end
End of the spring semester
- May 28Memorial Day—Legal holiday—Campus closed
- June 1Grades available on campus kiosk or the internet at www.glendale.cc.ca.us
- June 4 to July 22Priority telephone registration (STARS) for fall 2001

**(If Cesar Chavez Holiday, March 31, is approved by the State Legislature, the spring 2001 semester will conclude on May 24, 2001)*

GENERAL INFORMATION

MISSION STATEMENT

Glendale Community College is a comprehensive public community college open equally to all adults or high school graduates who can benefit from its programs and services.

Its primary mission is to prepare students for successful transfer to four-year colleges and universities or for successful placement or advancement in rewarding careers. Its mission is also to serve its surrounding community through adult non-credit education and community service courses and programs.

As part of this mission, Glendale Community College considers the following to be particularly important:

- to provide a rich and rigorous curriculum that helps students understand and appreciate the artistic and cultural heritage of this society, the history and development of civilization, the scientific environment in which they live, and the challenges of their personal lives;
- to emphasize the coherence among disciplines and promote openness to the diversity of the human experience;
- to help students develop important skills that are critical for success in the modern workplace, such as verbal and written communication, numeracy, effective use of technology for work and research, information analysis and evaluation, problem solving, and the ability to work with others and conduct their lives with responsibility;
- to provide an extensive array of student services and learning tools, including state-of-the-art technology, to assist students in all aspects of their college experience.

For this purpose Glendale Community College maintains a supportive, non-discriminatory environment which enables students to reach their educational goals in an efficient and timely manner.

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 education, retirement seminars, and office skills, is offered by the Non-credit Education office.
- h. *Community services:* The college also offers a fee-based program designed to provide public service in a wide

variety of avocational, recreational, self-improvement and other career development subjects. None of these courses are offered for college credit. If you have received a traffic ticket, Traffic Violators School is held both weekends and weekdays.

- i. *Education for creative use of leisure time:* The college encourages students to develop skills and an appreciation for creative use of leisure time.
- j. *Preparation for the future:* The college urges students to become more sensitive to world crises created by a burgeoning population and by the increasing demands of people and nations upon resources. Students learn to approach these crises through the scientific method of the natural sciences and through the combined methods of the humanities and social sciences and co-curricular programs. It is important for students to realize that the structure of human society is changing and that new and different technologies will affect the transition.
- k. *Services to meet the unique needs of ethnic-minority students:* The college is committed to cultural diversity within its student body achieved by recruitment of resident Americans of various national origins and by the acceptance of a significant number of foreign-visa students. Meeting the needs of these students realistically is an important function of the college.

ACCREDITATION

Glendale Community College is fully accredited by the 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, or distribution of narcotics, other legally controlled substances, or alcoholic beverages except as expressly permitted by law and Glendale Community College regulations.

Presence on campus or at a college-sponsored function while under the influence of narcotics, other legally controlled substances, or alcoholic beverages except as expressly permitted by law and Glendale Community College regulations.

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, cardiovascular system, brain and neurological systems, addiction and death. Alcohol and drugs are not only toxic to the body, but may also result in the transmission of infections associated with intravenous drug use such as HIV and hepatitis. Pregnant women risk fetal damage and birth defects including hyperactivity, neurological abnormalities, and development difficulties.

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

Educational Program and Assistance—Where to Get Help

A list of "Chemical Dependency and Substance Abuse Referral Resources/Agencies," as well as additional information on chemical dependency and substance abuse is available from the Health Center on the first floor of the San Rafael Building. If you have any questions regarding the college policies and regulations, please contact the Student Affairs Office in the Student 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 San Rafael Building, room SR213, and the phone number is (818) 240-1000, ext. 5446.

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 our web page: <http://www.glendale.cc.ca.us/baja/>.

COOPERATIVE WORK EXPERIENCE EDUCATION (CWEE)

Cooperative Work Experience Education (CWEE) combines on-the-job experience with classroom instruction. It is designed to expand skills and knowledge and to improve self-understanding by integrating classroom study with planned supervised work experience. CWEE is based on the principle that well educated individuals develop most effectively by incorporating related education and work experience. These structured experiences in business, industry, government, and human services bring an enrichment to college studies which enhances the student's total development. It is called CWEE because the education objectives are carefully planned

and coordinated with the student's employer to provide realistic employment experience. The objectives are:

1. To provide opportunity for the student to secure employment on a part-time or full-time basis.
2. To gain realistic work experience that is meaningfully related to the student's college study program.
3. To provide the student opportunity to acquire knowledge, skills, and attitudes essential for successful employment.

Benefits of Cooperative Work Experience Education

The student:

1. Has the opportunity to learn or improve employment skills under actual working conditions.
2. Gains perspective on career goals through application of classroom theory to "real life experience."
3. Builds self-identity and confidence as a worker through individual attention given by instructor/coordinator and employers.
4. Has opportunities to test personal abilities in work environments.
5. Has a more realistic approach to the job market.
6. Will gain a better understanding of human relations.
7. May refer to work experience education on future job applications.

EVENING PROGRAMS

Glendale Community College recognizes the need to provide a comprehensive program for students who work during the day. The college offers a full range of classes between 4 p.m. and 10 p.m. Usually classes meet once or twice a week for sessions of two or three hours. Many programs of the college may be completed while attending only during the evening hours.

The teaching staff is made up of persons highly qualified to instruct these classes, including many full-time professors. Business and professional persons who have obtained proper teaching credentials also give the benefit of their knowledge and skills to the students.

The regular facilities of the college, including the library, bookstore, laboratories, health center, counseling center, career center, and snack shop are open for evening students. Counseling appointments may be arranged by telephoning (818) 240-1000, ext. 5918.

Any student who complies with established registration procedures may enroll in evening 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) sponsorship of the Glendale College Foundation Golf Classic; (2) sponsorship of the annual Glendale College Foundation Business Luncheon; (3) solicitation of memberships for the El Vaquero Racquet Club; and (4) sponsorship of various college activities.

Currently the foundation is seeking funds for a unique public/private partnership, the Cimmarusti Science Center. Plans for the center include: a geological laboratory and recording station linked to Caltech in Pasadena and JPL in La Canada Flintridge, a digital theater available to K-12 classes, a multimedia lecture hall with fiber optic connections to JPL and live NASA missions, studio learning labs, K-12 teacher training and a comprehensive outreach program to K-12 schools. Naming opportunities are available from \$500 - \$500,000.

The foundation also has a matching program to encourage an individual to create an endowment. 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 or who would like further information are invited to contact the Glendale College Foundation office in AD 149 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 \$120 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.

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.

High School Diploma

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.
TOTAL	(190 sem. hrs.)	19 cr.*

A minimum of 2 credits (20 semester hours) must be completed in residence. Courses completed at Glendale Commu-

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

*Effective fall 2001, the requirement for English will increase to 40 semester hours or 4 credits. The total credits required to obtain a high school diploma will then increase to 200 semester hours or 20 credits.

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, registration information, and related fees, 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.

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 the office of the executive vice president, 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 Associate in Arts degree. Completion of the five semester PACE curriculum satisfies the general education transfer requirements for the California State University System and many independent colleges and universities.

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.

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. For more information call (818) 240-1000, ext. 5744.

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 learning community 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 obstacles to critical thinking: prejudice, egocentricity, ethnocentricity, and vested interest.

Advantages of being a Scholar:

- Priority consideration for admission to the University of California, Irvine
- Priority consideration for admission to the University of California, Los Angeles College of Letters and Science
- Priority consideration for admission to the University of California, Riverside
- Priority consideration for admission to the University of California, Santa Cruz
- Priority consideration for admission to the University of Southern California
- Priority consideration for admission to Chapman University
- Priority consideration for admission to Occidental College
- Priority consideration for admission to Pepperdine University
- Priority consideration for admission to Pitzer College
- Priority consideration for admission to Pomona College
- Priority registration for all classes
- Special academic counseling
- The designation of "President's Scholar" on transcripts
- Eligibility for special scholarships

Eligibility for the Program:

- Minimum cumulative GPA of 3.0
- ACT score of 15; SAT score (combined) of 1000 with 450 minimum on the verbal or eligibility for English 101

- 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 has offered full semester programs in France, England, Spain, Italy, and other countries that are of special interest to Glendale College students. Six-week summer programs are also offered in Costa Rica, Ireland, 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.

Student Right-to-Know Act

In accordance with the Federal Student Right-to-Know Act, the college is required to make information about the completion and transfer rates of first-time freshmen available to current and prospective students. For current completion and transfer rates, contact the Research & Planning office in AD 135.

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 with the college Veterans Clerk located in the Admissions and Records Office.

An Intent-To-Register form must be submitted to the Veterans Clerk for each semester that they wish to receive the Montgomery GI Bill.

It is the veteran's responsibility to promptly notify the college Veterans Clerk of any change in program, which would affect his/her VA assistance.

Veterans who are 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.

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

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, second floor, SR 213 or you can call extension 5446.

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.

AMERICA READS

America Reads is the National Service Program that encourages people to learn while serving their communities. All AmeriCorps members are entitled to receive an education award after one year of service.

Ready to Read

The mission of the Ready to Read Program is to create rich, sustainable literacy programs for infants, toddlers, and preschoolers in our community and to train, educate, and inspire CalWORKs (welfare) participants to successfully transition from welfare to work.

The aim of AmeriCorps' partnership with community colleges, "Building Individual and Community Self Sufficiency Through Service," is to empower welfare recipients through community service and workforce preparation, while targeting the early literacy needs of infants, toddlers, and preschool children.

Tell Me a Story

The mission of Tell Me a Story is to create rich, sustainable literacy programs for children in our community. The members of the program (literacy leaders) are trained to use one-on-one tutoring during the school day to help children from first through third grades develop their reading skills. The literacy leaders also lead interactive storytelling and creative activities after school to inspire a life-long love of reading.

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.

CalWORKs

In response to federal welfare reform, in August, 1997, California redesigned its welfare system, naming the new program CalWORKs (California Work Opportunities and Responsibility to Kids program). Under the new requirements of CalWORKs, current welfare recipients have a 24 cumulative month limit on aid and new recipients are limited to 18 cumulative months on aid unless the county certifies there is no job currently available and the recipient participates in community service. There is an overall lifetime limit of 60 cumulative months of benefits. Community college students who are enrolled in a degree or certificate program before they are called in to the welfare-to-work program, may be eligible to finish their program rather than being required to conduct a job search. Current community college students are required to be in the classroom, labs, internships, or other work activities (including paid and unpaid work experience work/study, on-the-job training, and community service) a minimum of 32 hours a week for single parents or 35 hours a week for married couples.

Glendale Community College is providing services to two groups of students: current students enrolled in a degree or certificate program who need to meet the new work requirements of the CalWORKs program while completing their educational program; and new students who are referred by

the county welfare department for shorter term, intensive programs that lead directly to employment.

The CalWORKs office coordinates college services for students receiving cash benefits from TANF (Temporary Aid To Needy Families). Additional benefits of child care, work experience, job development and placement are available on a limited basis. For more information please call (818) 240-1000 ext. 5508 or come in to the CalWORKs office located in MT-2.

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.

COLLEGE POLICE DEPARTMENT

The Glendale Community College campus is situated in an area of natural beauty nestled in the Verdugo Mountains. While we all appreciate the inherent charm of the campus and its surrounding area, it is important to remember that the campus is not immune to crime.

The occurrence of crime is a problem in any community. The GCC Police Department is constantly working to deter criminal activity from occurring on campus. However, we cannot do it alone. As a member of the campus community you can assist the police department by notifying us immediately of anything suspicious or unusual. By acting as our eyes and ears you can become involved and participate in making Glendale Community College a safer place.

We believe that a well-informed community is better served, more capable of protecting itself, and therefore safer. Becoming aware of potential dangers and taking preventative measures will help to protect you. It also assists us in minimizing risks and keeping GCC a pleasant environment in which to pursue an education.

However, you cannot participate in preventing crime without timely and relevant information. Therefore, please take the time to read the following, and call or stop by the GCC Police Department for more information.

Steven P. Wagg
Chief of Police

About Our Department

The police department employs officers between the hours of 7:00 am to 12:00 am, 365 days a year. The department is an authorized terminal user of all local, regional, state and federal criminal justice information systems (e.g., wanted persons, DMV, stolen vehicles/property, criminal records, etc.). (Our goal is to provide timely and appropriate responses to community problems and needs.

Police Officers of the Glendale Community College Police Department are armed, duly sworn peace officers of the State of California. Empowered by section 830.32 of the California Penal Code, officers possess the same authority, and adhere to the same state-mandated standards, as municipal police officers. Therefore, under California law, the officers authority extends to any place in the state for the purpose of performing their primary duty or when making an arrest pursuant to section 836, however, we concentrate our efforts on the campus and its immediate environment. Our department enjoys a positive and close working relationship with the City of Glendale Police Department, with whom we share proximity, mutual interests, and geographic jurisdiction. GCCPD officers may work in uniform or plain-clothes. They provide a full range of police related services, including: primary emergency response; preventative patrol; initial investigation of observed, reported, or suspected crime; enforcement of all applicable laws; follow-up

and specialized criminal investigation; crime prevention; community liaison and relations; V.I.P./dignitary protection; special event security; traffic activities (enforcement and accident investigation); parking enforcement and, campus escorts of students, faculty or staff.

Persons arrested by the GCCPD officers are processed in accordance with prevailing practices in Los Angeles County, which can include: citation and release; booking into the City of Glendale Police Jail; filing of charges with, and prosecution through, the District Attorney's Office; and formal trial. Additionally, GCC affiliates (student, faculty, staff) may be subject to additional (Administrative/Code of Conduct) sanctions.

Reporting a Crime

Walking-In

You can report a crime Monday through Friday, 7:00 am to 10:30 pm, Saturdays 7:00 am to 3:00 pm at the police station. On Sundays and holidays you may have to activate one of the orange call boxes to summon an officer. There are directions posted outside the front door of the police station for summoning assistance. The police department station is located in a temporary trailer behind the Campus Center building, awaiting the completion of it's new and permanent home in the Sierra Madre building.

Emergency Call Boxes

Emergency Call Boxes (ECBs) are located in, or adjacent to, most campus parking lots. They are connected to the Police Department Communications Center by 2-way radios, and each one emits an identifier code that alerts the Police Dispatcher of the location of the box being activated. It is important for campus community members to learn the locations of ECBs, especially those located along frequently traveled campus routes (maps are available at the station which denote the locations of ECBs). To use the system:

1. Follow the instructions on the box.
2. When the button is pushed and the ECB is activated it immediately alerts the Police Dispatcher to contact you. You must push the large blue button to transmit your answer (this activates the microphone in the CB radio, allowing your response to be heard by the Dispatcher.)
3. If, for any reason, you are unable to talk into the ECB, you can summon assistance by just pushing the blue button and waiting next to the ECB. An officer is dispatched to the ECB each time it is activated.

Protecting Yourself at Home and at College

- Lock your door, even when you intend to return home shortly or even if you are just going down the hall. It takes a thief ten seconds or less to enter an open room and steal your property.
- Lock or secure doors and windows when you are alone or asleep.
- Keep emergency numbers by your phone.

- Do not leave messages on your door indicating that you are away and when you will return.
- Do not let strangers enter your premises.
- If someone asks to use your phone for an emergency call, offer to telephone for them instead of allowing him or her access.
- Do not leave keys in hiding places. Thieves will find them. Carry your keys or make sure that anyone who truly needs them has their own copy.
- Call 911 to report suspicious persons or activity in or around your neighborhood.
- Keep automatic teller machine cards in a safe place; keep your PIN number secret. When possible, only use ATMs during the day.
- Instead of carrying large sums of cash use a check or credit card.
- If you find yourself in immediate danger, call 911, try to stay calm and get away at the first opportunity.

Protect Yourself When Walking

- Avoid walking alone at night unless absolutely necessary.
- Keep to well lit commonly traveled routes.
- Avoid shortcuts and dark, isolated areas.
- If you feel threatened, cross the street, locate an emergency phone, or enter a store or place of business even if you have just left it.
- Have your door keys ready; carry them in your pocket, not buried in a purse.

Incident Reporting

The College endorses a reporting policy that strongly encourages victims to report all criminal incidents to the police immediately, regardless of their nature. It is important that all criminal activity occurring on campus be reported to ensure that appropriate action can be taken.

On-campus crime should be reported to the GCCPD, and off-campus crime needs to be reported to the law enforcement agency having jurisdiction over the location of occurrence. Emergencies are best reported using campus emergency extension 4000, and non-emergencies are better reported using campus extension 5205.

The GCCPD has the primary jurisdiction and responsibility for investigating crime and providing police service to the campus. The Glendale Community College District Police relinquish primary authority to the City of Glendale Police Department for providing operational responsibility for all Part 1 violent crime including the investigation of willful homicide, forcible rape, robbery and aggravated assault occurring on Glendale Community College District property.

Informational Disclosures

The following information has been disclosed in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Act. All information disclosed has been reported using the Uniform Crime Reporting procedures as set forth by the Federal Bureau of Investigation and the California Department of Justice.

Information on off-campus criminal activity and arrests occurring within the City of Glendale may be obtained from the Glendale Police Department.



Total Crimes Reported For: (includes attempts)	Glendale Community College			Adult Community Training Center			Total		
	1996-97	1997-98	1998-99	1996-97	1997-98	1998-99	1996-97	1997-98	1998-99
Offense Type									
Murder	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses	3	3	2	0	0	0	3	3	2
Non-Forcible Offenses	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	1	1	0	0	0	0	1	1	0
Burglary	4	4	8	0	1	1	4	5	9
Arson	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	2	2	4	0	0	0	2	2	4
Hate Crimes (by prejudices)									
Race	0	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0
Sex Orientation	0	0	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0

Number of Arrests and Referrals for Select Offenses

Offense Type (includes attempts)	Glendale Community College			Adult Community Training Center			Total		
	1996-97	1997-98	1998-99	1996-97	1997-98	1998-99	1996-97	1997-98	1998-99
Liquor Law Violations									
Arrest	0	0	3	0	0	0	0	0	3
Referral	0	0	1	0	0	0	0	0	1
Drug Law Violations									
Arrest	0	1	0	1	0	0	1	1	0
Referral	1	0	0	0	1	0	1	1	0
Weapons Law Violations									
Arrest	0	0	0	1	0	0	1	0	0
Referral	0	0	0	0	0	0	0	0	0

*All statistics shown are reported using the fiscal calendar year.

Updated information regarding criminal incidents occurring on campus are available at the GCC Police station during regular business hours.

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	Instructional Assistance Center
Disability Related Counseling	Learning Disabilities Program
Vocational Counseling	Learning Strategies Instruction
Priority Registration	Specialized Tutoring
Registration Assistance	Examination Proctoring
Mobility Assistance	Specialized Assessment
Special Parking	High Tech Center
Mobility Orientation	Assistive Technologies
Readers	Equipment Loan
Books on Tape	Braille Materials
Interpreters for the Deaf	Visual Aids
Note Takers	
Adapted Physical Education	
Lip Reading Instruction	

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.

ENGLISH LABORATORY

The English Laboratory is a Macintosh-based computer laboratory open to all staff and students who have paid the campus technology fee. Services include word processing programs, practice programs in reading and English grammar, and access to the Internet. Reading students can work on laboratory work and use hundreds of professional and teacher-authored programs in vocabulary, reading comprehension, and word attack skills. Writing students benefit from various programs in sentence combining and paragraph writing, and also from the free availability of word processing programs, which, with the help of online spelling checkers and other support, aid them in producing better papers. Instructional aides are available to answer questions about reading and writing and in the use of the materials.

The English Laboratory is in Administration AD 238. Phone: (818) 240-1000, ext. 5339. E-mail: eng.lab@glendale.cc.ca.us. <http://english.glendale.cc.ca.us/eng.lab.html>.

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). Each semester EOPS offers a book service to eligible students.

EOPS also offers a Cooperative Agencies Resources for Education (CARE) program, designed to reduce long term AFDC/TANF welfare dependency and support the needs of single parents for economic self sufficiency. Funding from this program provides books and supplies for classes, gas vouchers, bus passes, and CARE grants.

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. Funds are available to cover the cost of enrollment fees and/or tuition, books, transportation, and partial living expenses. 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 completed to apply for financial aid. Applying on time is critical. The completed FAFSA should be mailed to the federal processor after January 1, but no later than April 15 of the previous spring semester, in order to ensure funds

TYPES OF FINANCIAL AID

Type of Aid	Amount	Criteria	Required Forms	Must apply by:
Board of Governors Fee Waiver (BOGW)	Enrollment & health fees	CA resident	- BOG Application - FAFSA Form	13 th week of semester
Federal Pell Grants	\$400 – 3300 Depending on need and enrollment status	High amount of financial need per FAFSA	- FAFSA Form - Other documents required by FAO	Priority date 4/15/2000 Applications processed during semester
SEOG (Supplemental Educational Opportunity Grants)	\$150 per semester	Lowest income Pell recipients	- FAFSA Form - Other documents required by FAO	Priority date 4/15/00
Cal Grant A	Awarded after transfer to 4-year school	CA resident Low income GPA criteria	- FAFSA - GPA Verification Form	March 2 nd , 2000
Cal Grant B	Up to \$705/semester	CA resident Less than 16 completed college units Low income	- FAFSA - GPA Verification Form	March 2 nd , 2000
Cal Grant C	Up to \$530/semester	CA resident Enrolled in vocational program	- FAFSA - GPA Verification Form	March 2 nd , 2000
Federal Work-Study	Can earn up to semester award depending on hours worked	Low income	- FAFSA - Supplemental forms required by Financial Aid Office	Priority deadline is 4/15/2000
Federal Subsidized Stafford Loan (student loan program provided through the college and commercial lenders)	Up to \$2625 per year; sophomore-level students may be eligible for up to \$3500/year	Enrolled at least ½ time Interest and payments begin 6 months after no longer enrolled at least ½-time	- FAFSA - Loan application - Supplemental forms - Loan counseling session required	November 15 for Fall Semester April 15 for Spring Semester
Federal Unsubsidized Stafford Loan (student loan program provided through the college and commercial lenders)	Up to \$4000 per year	Enrolled at least ½-time Interest begins accruing immediately	- FAFSA - Loan application - Supplemental forms - Loan counseling session required	November 15 for Fall Semester April 15 for Spring Semester

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 April 15 of the previous spring semester may still receive funds (if eligible), but they will be made available later in the academic year.

After receiving the 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 the address listed on the form. 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 other 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 the last day of the previous spring semester 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 Fernando Complex, SF 110. 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 waiver is equal to the community college enrollment 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 March 2 for the following fall. 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 \$3300 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.

Federal Supplemental Educational Opportunity Grant (SEOG)

Glendale Community College participates in the Federal Supplemental Educational Opportunity Grant program which provides federal grants for students who qualify. The average grant at Glendale Community College is \$200 per semester. 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 not to exceed 8.25% 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 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 Glendale Community College Health Center is open Monday through Friday during most class hours and is found on the first floor of the San Rafael Building. Daily services include, blood pressure screening, vision screening and hearing tests, tetanus, measles-mumps-rubella immunizations, and assistance with health/insurance questions. A registered nurse is available for health assessment, first aid and crisis counseling. They will also discuss such subjects as health and family issues, birth control and nutrition. They have many outside referrals available for registered students who may need help. No appointment is necessary for these services.

TB skin testing and anonymous HIV testing occur on selected dates during the semester. Students may schedule appointments with physicians, nurse practitioners, and mental health interns. All services are confidential. (Specific legal exceptions do exist.)

A Health Resource Center is in the Health Center. It contains a computer with Internet access. CD-ROM programs on health subjects are available for research on class projects or general health knowledge. Literature, from magazine and newspaper articles about health related subjects, is available for check out and is updated daily. Books, video tapes and audio cassettes, on diet and nutrition, stress, exercise, AIDS and STD's, are available for student use in the Health Center.

All services are paid for through the Student Health Fee except some laboratory work.

Visit the Glendale Community College Health Center's website: www.glendale.cc.ca.us/health or call (818) 551-5189.

Medical Emergency and Student Accident Policy

If you have a medical emergency on campus or are a witness to an emergency situation, contact College Police, ext. 4000 or the Health Center, ext. 5189 immediately. Nurses are available to triage, or provide first aid. If paramedics need to be called, College Police or Health Center staff can expedite response time.

In the event you are involved in an accident while on campus or at a supervised activity, the accident must be

reported immediately to the Health Center. If the accident occurs on campus, the staff of the Health Center will provide first aid. The College Police should be called if the injury occurs when the Health Center is closed. If the accident occurs off campus, it is essential for the accident to be reported to the Health Center staff during working hours as soon as possible. The College does have Student Accident Insurance to assist students with the costs associated with accidents that occur as a result of a student activity, but this policy is a secondary policy. This means that if the student needs to go to the hospital or see a physician, the student must first follow all of the rules of their private insurance. The Student Accident Insurance is designed to assist with additional charges. If the injured individual does not report the accident to the Health Center in a timely manner, there is no guarantee that any of the costs associated with care will be covered.

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. You must call the Job Placement Center for JOBTRAK registration information.

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

On-campus positions are also available for currently enrolled students. Glendale Community College participates in the Federal College Work Study program, and also has a program totally funded by the college. Positions are available in most areas of the college. Students interested in the Federal Work Study program are required to apply for federal financial aid.

LEARNING CENTER

The Learning Center at Glendale Community College offers free help to any student or staff member who wants to improve or build skills. Services provided by the Center are:

- Computer-assisted instruction in mathematics, English, reading, or general science.
- Free tutoring in any subject either for individuals or in small groups.

- Help with written assignments for students in any class through our Writing Center.
- Instructional video tapes and compact disks free loan library for use in the Center or at home.
- Access to the Internet through our CAI Lab.

Offices in the Learning Center include:

The Writing Center

The Writing Center provides tutorial assistance on a first-come, first-served basis to students who need help in improving their general writing skills or who are working on specific papers and/or projects. Staffed by writing technicians and student tutors, the Writing Center helps students with organization and mechanics. Sessions focus on the purpose of the assignment and the types of organization that lend themselves to that purpose. If a student's work indicates a major problem with mechanics, one or more examples of the problem will be pointed out, and the student will be shown how to identify and correct similar errors. Handouts on grammar and essay organization are available. Editing and proofreading services are not provided. The Writing Center also offers computer-assisted instruction software on vocabulary building, "idiom demons," writing about literature, organizing a paragraph, and critical thinking.

Videos, Audio Tapes, and Compact Disks Library

Students enrolled in telecourses may borrow videos for home use. Tutorial videos and audio tapes on a variety of subjects and study skills techniques are available for use in the Learning Center. Materials placed in the Center by faculty as part of class assignments (videos, CD ROMs, tapes) are available for use in the Learning Center. In addition to making use of the services described above, many students find the Learning Center a comfortable place to study.

Computer-Assisted Instruction (CAI Lab)

The Center's PassKey learning system helps students gain proficiency in mathematics, reading, English grammar, or general science in a series of lessons that specifically address individual needs as recommended by instructors, or they may use the system's diagnostic tools to determine which skills need work. Access to the Internet is also available through the CAI computers.

Tutoring Center

The Tutoring Center provides many services:

- **Group Tutoring**
Tutoring in small groups is available when there is a demand and when students' schedules permit. In addition to being aided by a tutor, students in these groups have the opportunity to practice what they're learning while they work together, teaching each other and learning from each other. Group tutoring has worked well with math, foreign languages, history, ESL reading, and ESL conversation.

- **One-to-One Tutoring**

Whenever possible—and most often it is—our Tutoring Coordinator finds tutors to assist students who feel the need for tutoring in any college subject. After being recommended by their instructors, individual tutors register with the Center and place a schedule of their available hours in our files. Students' requests are then matched to tutors' schedules.

- **Tutor Training**

Once they have been recommended by an instructor, tutors are eligible for a specially designed paraprofessional course, Student Development 150—Tutor Training. This one unit credit/no credit class provides tutors with a background in the various approaches to successful learning and an introduction to the diversity in teaching and learning styles. An International Tutoring Certificate is available to students who meet the requirements of the Tutor Training Program.

The Learning Center is located in Administration 232. Phone: (818) 240-1000, ext. 5333. <http://english.glendale.cc.ca.us/learning.center.html>. E-mail: learning.center@glendale.cc.ca.us.

LIBRARY

Newly expanded and renovated, the Glendale Community College Library serves the entire college community. The emphasis is on service and providing the resources, personal assistance, and environment to meet your individual learning and study needs. The Library is open Monday through Saturday and library services are also available remotely, 24 hours a day, 7 days a week, on the Library's Web site at www.glendale.cc.ca.us/library.

Professional librarians are available at all times to assist you with your research and provide instruction in the use of library resources. "Pathfinders" such as guides to the library, instructions for using the on-line catalog and electronic databases, and tips on research in particular subjects, are available free to students, faculty, and others.

The library collections (both paper and electronic) consist of over 100,000 reference works, indexes, periodicals, books, pamphlets, cassettes and CD recordings, professionally selected to meet the curricular needs of Glendale College students and faculty. The on-line catalog, on-line reference resources, on-line newspaper and periodical databases, and the Internet can be accessed from all library computers, from throughout the campus network, and in most cases from home.

Library faculty also teach both credit courses and non-credit workshops. Library 101, Introduction To Information Resources and Research Methods, is a 2 unit course that is transferable to the University of California and California State University. Ongoing library orientation workshops cover the basics of finding, evaluating, and using information from various sources.

MATH/SCIENCE CENTER

The Math/Science Center offers drop-in tutoring, and audio-visual 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 PB 202, is open daily 7 a.m. to 7 p.m. (7 a.m. to 2 p.m. 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 orienta-

tion 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 which is presented by a member of the college counseling 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 Academic Counseling 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 for students 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 for 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 currently enrolled student who has completed at least 12 units of college credit at Glendale Community College may apply for scholarships or grants through the Scholarship Office. Selections are made by the GCC Scholarship Committee or award sponsors based on academic achievement, financial need, campus leadership, or other criteria established by the scholarship donors. Interested students may submit a single application during the fall or spring filing periods to be considered for all GCC scholarships for an entire school year. For more information, please call the Scholarship Office at (818) 240-1000, ext. 5591.

Aimee Braun Memorial

An annual scholarship is awarded to an outstanding dance student who is pursuing a career in dance.

Albert Clemens

Established in honor of Mr. Clemens, former president of the Glendale College Foundation, this scholarship is awarded annually to a transferring student who is pursuing a career in special education.

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.

Alpha Upsilon Chapter of Delta Kappa Gamma

A scholarship is awarded to a transferring education major who intends to pursue a teaching career.

Alumni Association Scholarship (GCC)

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

American Association of University Women Scholarship

The American Association of University Women awards two annual scholarships to female students who are graduating from Glendale Community College, and transferring to a four year school.

American Business Women's Association, Verdugo Glen Chapter

An annual scholarship is awarded to an outstanding female student who is transferring to a four-year college or university.

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.

Ann Grassi Memorial

A grant is awarded to one or two students majoring in choreographic studies.

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.

Apffel Gourmet Coffee Company Scholarship

Scholarship funding will be provided by the Edward Apffel Company in support of students currently enrolled in the Culinary Arts Program.

Arnulfo Casillas Memorial

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

ASGCC Fine Arts Scholarship

Sponsored by the Associated Students of Glendale Community College, this scholarship is awarded each year to an outstanding student in the Visual and Performing Arts program.

Assistance League of Glendale Scholarship

The Assistance League of Glendale awards two annual scholarships to female students who are transferring to a four year school. Eligibility criteria include involvement in campus activities and community services.

Associated Students of Glendale Community College Grants

Grants are awarded each semester to continuing students who have financial need and are involved in campus activities.

Aulden O. Schlatter Scholarship

A scholarship has been donated by friends to honor Aulden O. Schlatter, a former 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 Maintenance Instructor's Award

Scholarships are awarded annually to outstanding students in the Aviation Maintenance 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.

Lee Norris Memorial

Established in memory of Lee Norris, a former aviation and transportation instructor, this award is given annually to a student in the Aviation Program.

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 who are continuing at Glendale Community College or transferring to upper division studies.

Burtis and Opal Taylor

A scholarship has been established by Dr. and Mrs. Taylor to assist continuing students who have financial need. Dr. Taylor served as superintendent of Glendale Community College from 1967 to 1982.

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 Danforth Memorial

Established in memory of Charles Danforth, a former social science professor at Glendale Community College, this scholarship is awarded annually to a graduating student who is majoring in social science.

Charles Gibson Academic Achievement Scholarship

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

Charles Lazzaretto Memorial

Established in memory of Chuck Lazzaretto, a former Glendale Community College police cadet and Glendale Police Department officer, this scholarship is awarded annually to a student majoring in criminal justice administration.

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 who is in need of financial assistance 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.

Cindy Zerman-Duncan Memorial Athletic Scholarship

This award was established by Mr. and Mrs. Fred Zerman in memory of their daughter Cindy. The scholarship will be awarded annually to a sophomore member of the women's tennis team who will be transferring to a four-year college or university.

College Women's Club of Pasadena

Scholarships are awarded annually to female students who have demonstrated outstanding academic achievement and intend to transfer to a four-year college or university.

Collin Guilmette Memorial

A scholarship has been established by the Social Science Division in memory of Mr. Guilmette, a former History professor at Glendale Community College. The award will go to a transferring student who is majoring in History.

Colton-Field Academic Achievement Scholarship

Established by political science professor, Mona Field, and her family, this scholarship is awarded annually to a transferring student majoring in social science or language arts.

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.

David Christ Memorial Scholarship

Established in memory of a former GCC aviation instructor, David Christ, this scholarship is awarded to a student in the Aviation Program.

Dean McKennon Memorial Scholarship

An annual award is made to a continuing 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 transferring 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 ASGCC to honor Drake C. Hawkins, professor of political science and division chair. The award is based on academic achievement.

Drake C. Hawkins Scholarship in Political Science

A scholarship is awarded in honor of Drake Hawkins, professor of political science and Social Science Division chair

at Glendale Community College, to a student who has demonstrated excellence in political science.

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.

Early Childhood Education

Scholarships are awarded annually to outstanding students who are majoring in early childhood education.

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.

Edward Sarkissian Memorial

A scholarship established by the ASGCC in memory of Mr. Sarkissian, a former director of the Glendale College Bookstore.

Eleanor Kentner Kohler Memorial Scholarship

An annual award is given to a continuing student with outstanding talent in art or poetry.

Electronics & Computer Technology (ECT) Scholarship

A scholarship in honor of Mack Jones, retired Professor of Electronics, is awarded by 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.

Ercil Adams Memorial

Established in memory of Ercil Adams, a former English professor at Glendale Community College, this scholarship is awarded annually to a graduating student who is majoring in English.

Ernest and Patricia Horton Philosophy Scholarship

Established by Ernest and Patricia Horton, this scholarship is awarded annually to a transferring student majoring in philosophy.

Evans Family Scholarship

Established by Mr. and Mrs. Charles Evans, this scholarship is awarded annually to a continuing student who is planning to transfer to a four-year institution.

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/transferring 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.

Gary W. Parker Mathematics Scholarship

The GCC Mathematics Division established this scholarship in honor of Dr. Gary Parker. It is awarded annually to an outstanding student who is majoring in mathematics.

Gary W. Parker Memorial Scholarship

Established in honor of Dr. Gary Parker, former GCC Dean of Admissions and Records, this scholarship is awarded annually to a continuing international student with a g.p.a. of 3.0 or higher.

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.

Glendale Community College Guild

An annual scholarship is awarded to an outstanding student who has been involved in campus activities and community service.

Glendale Rotary Foundation

Annual scholarships are awarded to outstanding students in the Adult Re-entry Program.

Glendale Sunrise Rotary on Entrance Scholarship

Several scholarships are awarded annually to graduates from local high schools who intend to enroll at Glendale Community College. Recipients must demonstrate high academic achievement and involvement in community service activities.

Gorham Family Scholarship

Established in honor of Mrs. Judy Gorham in recognition of her dedicated service to the students of Glendale College. This scholarship is awarded annually to a continuing student who is a single parent.

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 C. Steele Memorial

Established in memory of Helen Steele, a former physical education professor at Glendale Community College, this scholarship is awarded to a female student who is majoring in physical education.

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.

Holmes Family Scholarship

A scholarship established by the Holmes family is awarded annually to an outstanding continuing student.

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.

Insurance Brokers and Agents of Glendale, Burbank, and Pasadena

An annual scholarship is awarded to an outstanding continuing student who has an interest in pursuing a career in the insurance industry.

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.

Irene Steinhilber Memorial

An annual scholarship is awarded to an outstanding political science major who has been involved in campus and community service activities.

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.

Jeanne Rees Memorial Scholarship

A scholarship, in memory of Jeanne M. Rees, a long-time employee of Glendale Community College, is awarded annually to a student assistant, in financial need, to help with

expenses at Glendale Community College. The student must be employed in the College Library.

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.

Jim Sartoris Cardinal and Gold

Established in honor of Jim Sartoris, Glendale Community College Athletic Director and Physical Education Professor, this award is given annually to a student athlete who is transferring to a four-year college or university.

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.

Joann Knickelbein Memorial

Established by the Glendale Association of Realtors in memory of Mrs. Knickelbein, a longtime community leader and realtor, this scholarship is awarded annually to a student who has demonstrated high academic achievement and financial need.

Joe Thomas Journalism Scholarship

Established in memory of former GCC journalism instructor, Joe Thomas, this scholarship is awarded to students who are pursuing careers in journalism.

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 B. Keller Memorial

An annual scholarship is awarded to a continuing student who is majoring in engineering, mathematics, or music.

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.

Johnneta Van Avery Memorial Scholarship

A scholarship in memory of Johnneta Van Avery, a former classified staff member at Glendale Community College, has been donated by her family and friends. The scholarship

will be awarded yearly to a woman over the age of 25 pursuing a career in the RN program.

Kazanjian Family Scholarship

Established by Mr. Phillip Kazanjian, former member of the Glendale Community College Board of Trustees, this scholarship is awarded annually to a transferring disabled student.

Ken and Betty Sweetnam Scholarship

Member of the GCC Board of Trustees, Dr. Ken Sweetnam, and his wife, Betty, established this annual award for transferring students who are majoring in engineering.

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.

Knight Insurance/FYE Scholarship

These scholarships are awarded to outstanding students in the Glendale Community College First Year Experience (FYE) Program who intend to transfer to four-year colleges or universities.

La Crescenta Women's Club

A scholarship is awarded annually to an outstanding student who is transferring to a four-year college or university.

Lani De Vincentis and Karen Holden-Ferkich

A scholarship is awarded to a graduate of the Glendale Community College High School Diploma/GED Program who shows promise for academic achievement in college.

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.

Linda Nibley Memorial

An annual scholarship is awarded to a transferring English major in memory of Linda Stirling Nibley, a former professor of English at Glendale Community College.

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 Scholarship

A scholarship established in memory of Mrs. Venola by her husband and family is awarded annually to a continuing female student who is the most senior student enrolled and carrying at least 12 units in college work.

Lorenna Elise Seelos Memorial Scholarship

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

Los Angeles County Medical Association Award

Three awards are given to help nursing students with college expenses while attending Glendale Community College.

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.

Luigi L. Sabatini Memorial

A scholarship is awarded annually to a continuing or transferring technology major with a 3.0 GPA or higher.

Mabel Minor Summerville Memorial

Scholarships are awarded annually to outstanding students in the Nursing Program.

Magda von Tautphoeus

Established by Mrs. von Tautphoeus, a long-time college employee, this scholarship is awarded annually to an outstanding ceramics student.

"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 scholarship has been donated by friends of Margaret Voegelé in memory of her husband, Christian, and in recognition of her long and distinguished service as executive secretary in the office of the superintendent/president.

Maria and Teresa Rivas Scholarship Fund

An annual scholarship is awarded to a female Hispanic student with financial need and a 3.0 GPA.

Mark David Hansen Memorial Scholarship

Family and friends of former GCC student, Mark David Hansen, established this scholarship to assist continuing students in the Drug and Alcohol Studies Program.

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.

Mathematics Teacher Scholarship

A scholarship is awarded to students who are interested in becoming mathematics teachers at the high school or college levels.

Michael Coomes Memorial

A scholarship is awarded in memory of Mr. Coomes, a former art instructor at Glendale Community College, to a continuing student majoring in fine arts.

Michael Daly Memorial

An annual scholarship is awarded in memory of Mr. Daly, a former English professor at Glendale Community College.

Michael Winston Sutherland Memorial Scholarship

A scholarship is awarded annually to a continuing or transferring student who has demonstrated academic achievement. Funds for this scholarship have been donated by the family and friends of Michael to remember his dedication to his work, his love for life and logic.

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).

Milton Young Memorial

Established in memory of Milton Young, a former professor of music at Glendale Community College, this award is given annually to an outstanding music major.

Montgomery Family Scholarship

Richard Montgomery established this scholarship in memory of his wife and his son. The scholarship will provide financial assistance to a deserving Glendale Community College student each year.

Music Grant

An award is given each semester to a student in the Music Program who has demonstrated financial need and outstanding academic achievement.

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 L. DeFrain Memorial

A scholarship is awarded annually to an outstanding business law student in memory of Patricia L. DeFrain, a former professor of business at Glendale Community College.

Patricia A. Lienhard Academic Achievement Scholarship

A scholarship has been established by the Associated Stu-

dents to honor Dr. Patricia A. Lienhard, former vice president, college services. Award is based on academic achievement.

Patricia A. Lienhard Memorial

Two scholarships are awarded annually to students in the Adult Re-entry Program in memory of Dr. Patricia Lienhard, former vice president of college services at Glendale Community College.

President's Merit Award for Scholars

This scholarship is awarded each semester to an outstanding student who is continuing at Glendale College.

Vera Mc Gillivray Scholarship

Established in honor of Ms. Vera Mc Gillivray in recognition of her dedicated service to Glendale Community College, this scholarship is awarded annually to a continuing student involved in community service and volunteerism.

PATRONS CLUB SCHOLARSHIPS**Visual Arts Scholarship**

A scholarship is awarded to a student majoring in art which may include ceramics, photography or art. The student must have a GPA of 2.5 or better and must be a full time student continuing at Glendale Community College or transferring.

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. This scholarship commemorates the 50th anniversary of Glendale Community College.

Golden 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. This scholarship commemorates the 50th anniversary of Patron's Club.

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 full time student who is

majoring in music and is continuing at Glendale Community College or transferring. The student must have a GPA of 2.5 or better.

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 full time student who is continuing at Glendale Community College or transferring. The student must have a GPA of 2.5 or better.

Theatre Arts Scholarship

A scholarship is awarded to a full time student who is majoring in Theatre Arts and is continuing at Glendale Community College or transferring. The student must have a GPA of 2.5 or better.

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.

Presidents Advisory Council Scholarship

Scholarships are awarded each year by the President's Advisory Council to students who have returned to college and who have maintained exemplary academic records.

Priscilla Mahnken Memorial

Established in memory of Priscilla Mahnken, a long-time community leader, this scholarship is awarded to a single parent who is involved in community service activities.

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.

Ralph I. Levy Memorial

Established in memory of Mr. Levy by his family, this scholarship is awarded annually to a biology major who intends to pursue a career in medicine.

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 Haskins Memorial

A scholarship is awarded annually to a graduating student who is majoring in science or computer science.

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 performing arts students by Mr. Robert Pike Whitten. Mr. Whitten has established these scholarships to encourage and financially assist students pursuing a career in the performing 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.

Samuel Vazzana Family Scholarship

A scholarship is awarded to a disabled student with financial need and outstanding academic achievement.

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.

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.

Shirley Seeley Memorial

Sponsored by the Glendale Community College Alumni Association in memory of Mrs. Seeley, a local business woman and community leader, this scholarship is awarded annually to a student majoring in music.

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.

Teching Huang Memorial Scholarship

Glendale Community College faculty and staff initiated this scholarship fund in memory of Mr. Teching Huang, father of Culinary Arts professor, Yeimei Wang. The Wang family will award the scholarship each year to an outstanding international student who is majoring in Culinary Arts or Nutrition.

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.

Theresa Greco Memorial

An annual scholarship is awarded in memory of Mrs. Greco, a long-time Glendale Community College employee and former president of the Glendale College Patrons Club.

Tim Richards Foundation

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

Tye Veden Scholar Awards (GCC)

The awards will go to transferring students who have completed the College Scholars Program and have given special services above and beyond the call of duty to that program.

Walter R. Huber Art Scholarship

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

Wayne Striker Memorial Scholarship

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

William H. Fell Memorial Scholarship

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

William Kunze Memorial

A scholarship is awarded annually to a male re-entry student in honor of Dr. Kunze, a former counselor at 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.

Women of the Moose

A scholarship is awarded annually to an outstanding student in the Nursing Program.

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.

STUDENT CENTER

The J. Walter Smith Student Center contains offices for the Associated Students of Glendale Community College (ASGCC), the Office of Student Affairs, and work and office for student clubs. Also included in the building is a conference center with meeting rooms that members of the campus community may reserve for social and business functions. Arrangements for the use of Student Center meeting rooms may be made through the Office of Student Affairs at (818) 240-1000, ext. 5592.

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.

STUDENT AFFAIRS & ORGANIZATIONS

The Office of Student Affairs 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 six 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 10 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 Administra-

tion, 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, track and field and softball.

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 Affairs, 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 Affairs.



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 retesting is not allowed without permission of the division chair.

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 2000 semester will follow the requirements for graduation, G.E. certification for the CSU, and certificates of completion that are listed in the 2000-2001 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

Fees are established by the California State Legislature and the Glendale Community College District Board of Trustees. All fees are subject to change.

\$ 11 per unit	Enrollment Fee*
\$120 per unit	Nonresident Tuition
\$ 11	Health Services Fee
\$ 10	Student Services Fee
\$ 7	Student Photo I.D. Fee

Enrollment Fee: All students, resident and non-resident, must pay the basic enrollment fee of \$11 per unit for each semester or summer inter-session.

Nonresident Tuition: The tuition is \$120 per semester unit for students who are residents of other states, who are foreign nationals or who have taken legal residence in California for less than one year.

Health Services Fee: A Health Services fee of \$11 per semester and \$8 for the summer inter-session is required of all students. Services include blood pressure screening, vision screening and hearing tests, tetanus, measles, mumps, and rubella immunizations, and assistance with health insurance questions. A registered nurse is available, and students may schedule appointments with physicians, nurse practitioners, and mental health counselors.

Student Services Fee: The \$10 Student Services fee is assessed each semester and summer inter-session. This fee provides membership in the A.S.G.C.C. In addition, payment of the fee funds and allows student access to various college activities: the college bookstore, the college newspaper, inter-collegiate athletics, scholarship program, the emergency loan fund and instructional support.

Student Photo I.D. Fee: All new students are asked to purchase a photo I.D. card. The fee for the photo I.D. is \$7, and is charged only once. The card is used at the library, the bookstore, offices in College Services and instructional labs at the college.

Technology Fee: The technology fee of \$10 allows students access to the Internet and to establish e-mail accounts. This is a service for students that do not have access off campus to the Internet or if a class requires Internet or PC access.

Supplementary Fees:

- Class Schedule:** \$1 per copy
- College Catalog:** \$4 per copy
- Course Audit Fee:** \$15 per unit
- I.D. Card Validation:** \$1
- GED Test Fee:** \$38 per battery of tests or \$10 per test

Official College

Transcript: \$5

Immediate service for processing transcripts is an additional \$5 per copy

Parking: \$20 for both summer sessions
\$45 for fall or spring semester

Refund Processing Fee: \$10

Returned Check: \$30

Verification of Enrollment: \$5

Financial aid may be available to students who meet the qualification requirements. The enrollment fee and the health services fee are waived for students who qualify for financial aid. Students with questions concerning financial aid eligibility should contact the college Financial Aid Office.

* Mandatory Fee. There is an exemption procedure for fees that are not mandated by the California State Legislature. Contact the Admissions and Records Office for details.

REFUND/REPAYMENT POLICY

Refund Policy for all Students:

1. 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.
2. 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.
3. 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.

Pro-Rata Policy for new students receiving Title IV Federal Financial Aid.

1. A refund calculation will be applied to all first time students who receive federal financial assistance (federal grants, loans, or work assistance) and withdraw from all

classes or are dropped from all classes by the instructors in a given semester. The following chart outlines the calculations that are used.

Standard Semester (18 weeks x 60% = 10.8 weeks)

<i>Total Withdrawal During Week</i>	<i>Remaining Portion of Semester</i>	<i>Percentage Refund (rounded down)</i>
1	.94	100%*
2	.94	100%*
3	.83	80%
4	.78	70%
5	.72	70%
6	.67	60%
7	.61	60%
8	.56	50%
9	.50	50%
10	.44	40%
11	.39	30%
12 & later		none

*California Education Code allows a 100% refund of tuition and enrollment fees for students who withdraw during the first two weeks of the semester. Since federal regulations dictate that the student receive the largest refund available, these students will receive a 100% refund.

2. The college will collect the allowed administrative fee, equal to 5% of the tuition and fees assessed the student, not to exceed \$100 per federal regulations. If the amount of refund is less than \$25, Glendale Community College will be exempt from the refund calculations.
3. The calculated refund will be credited to the Title IV programs in the following priority:
 - a. Outstanding balances of FFELP loans
 - b. Federal Pell Grants
 - c. Federal SEOG grants
4. When a first time financial aid recipient completely withdraws or is withdrawn by all instructors on or after the first day of the semester, Glendale Community College will determine whether the student received an overpayment of financial aid funds for non-institutional expenses.
 - a. The overpayment is the difference between the amount received as cash disbursements and the amount of expenses incurred for non-institutional costs during the portion of the payment period that the student was actually enrolled. Federal Work Study and Family Educational Loans are not considered in determining the amount of cash disbursements made to students.
 - b. The expenses incurred by the student for a standard 36 week academic year will be assessed as follows:
 - Books and supplies are calculated at 50% through the third week of the semester and 100% after the third week.
 - Room, food, personal, transportation, and child care are pro-rated weekly or any fraction thereof at a rate of 1/36th per week.

5. Glendale Community College will take the following steps to contact students and request repayments:
 - a. A letter of explanation/invoice will be sent to the student.
 - b. The debt will be posted to the students' record which will block the student from future registration and hold all student transcripts.
6. If a student received a cash disbursement of Title IV funds (other than FWS or Part B loans) and owes a repayment, a portion will be returned to the Title IV programs from which the student received funds. The Title IV portion of the repayment is the lesser of:
 - a. The amount of Title IV funds received for the payment period or
 - b. $(\text{Title IV Award}^*/\text{Total Assistance}^*) \times \text{Overpayment}^*$ (Less FWS and Part B loans)
7. Repayments are distributed back to the Title IV programs in the following priority:
 - a. Federal SEOG grants
 - b. Federal Pell grants
 - c. Cal Grants

Repayments are returned to the appropriate program within 30 days of the date the student makes the repayment.

8. A student who owes a repayment on any Title IV program is ineligible for further Title IV assistance until the full repayment has been made. A notation will be made on outgoing financial aid transcripts for such students indicating an outstanding debt.

REGISTRATION

Each student must officially register in classes chosen from a Student Educational Plan. These classes constitute the official program of the student.

All continuing students register according to the dates and times assigned to them on 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, ext. 5901.

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.

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 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. 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

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.

Glendale Community College reserves the right to evaluate work completed in other colleges or universities. 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.

Upon the written 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.



The annual Dance Performance features student dancers and choreographers. The Community Orchestra schedules several performances throughout the year.



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 at the end-of-the-term. These grades become a part of the student's permanent 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 must be completed by the instructor, signed by the division chairperson, and submitted to 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 or course content has been revised. No additional units attempted or grade points are allowed for the repeated course.

4. Repetitions are permitted in specific classes in which skills or proficiencies are enhanced through supervised repetitions and practices, or where active participating experience in individual study or group assignments is the basic means by which learning objectives are achieved. Catalog descriptions of courses in which repetitions are permitted will 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

Name of Examination	Score	Credit Granted
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
- Nursing Science (all)
- Political Science 101*, 105
- Psychology 101*
- Sociology 101*
- Technical Education 142, 143

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 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, 145
- Armenian 110, 111
- Art 158
- Business Office Technology 130, 200
- Chinese 110, 111, 112
- Computer Science/Information Systems 99, 104, 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 116, 117, 127, 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
- Nursing Science 101, 102, 201, 202, 203, 204
- Photography 104, 119
- Physical Education 101, 102
- 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 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, 104
- Architecture (all)
- Armenian 115, 116
- Art (all except 158)
- Aviation and Transportation 112, 113
- 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, 117, 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 106, 107, 111, 112, 212, 222, 226
- 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 115, 123, 125, 133, 135, 141, 145, 151, 155
- Ethnic Studies 101, 102, 110, 111, 122, 124, 125, 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
- Library 101
- Mathematics 101, 140, 141, 145, 146, 148, 158, 201
- Media Arts 101, 102, 104, 111, 218
- Music (all except 140, 239)
- Paleontology 101
- Philosophy (all)
- Photography (all except 104, 119)

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
 Theatre Arts 101, 102, 103, 104, 107, 108, 109, 110, 121, 122, 123, 129, 130, 131, 133, 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 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

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. An earned grade of NC, disqualifies a student for Dean's Honors.

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 Office of Admissions and Records.

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 re-admitted 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**—No change of educational objective is permitted after students have reached

the 72 unit maximum, unless there are extenuating circumstances which may be taken into account during the appeal process. Prior educational work completed is evaluated according to Standard 2 above.

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 pursuing a degree or transfer program are allowed a maximum of 72 degree applicable units within which to complete their educational objective. Students enrolled in a certificate program must complete the program within the number of units as stated in the college catalog. 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.

A grade of "W" will not 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.

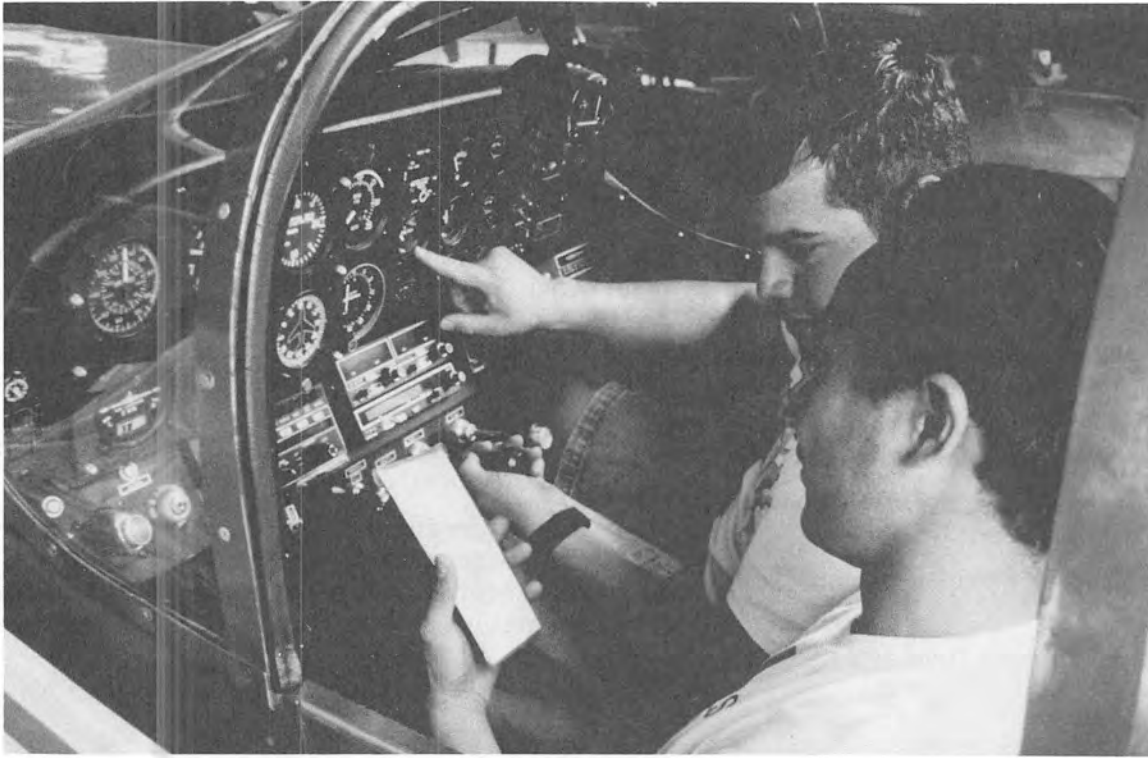
In order to receive a grade of "W" in a six-week summer intersession course, a student must drop by the end of the third week.

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

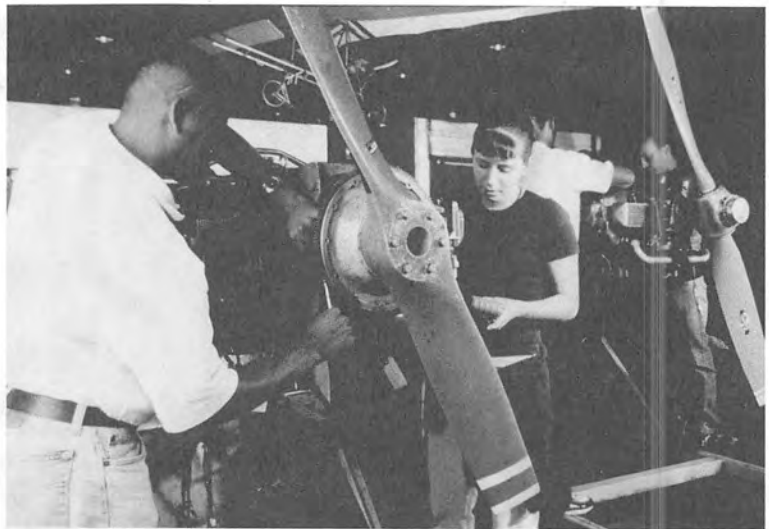
Upon petition, students may drop or be dropped subsequent to the designated deadlines for extenuating circumstances. The petition must be received by the chairperson of the Petitions Committee within the first semester following the semester or term in which the course was scheduled. Extenuating circumstances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





The Aviation Department offers a full range of courses, including pilot training and airframe maintenance.



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	Mathematics
Business Administration	Media/Communications
Choreographic Studies and Dance Technique	Music Physical Education
English	Physical Science
Foreign Language	Social Science
Interdisciplinary Humanities	Speech/Communications TheatreArts
Health Science	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 with a grade of "C" or better, Mathematics 101, 115, 119-120, 140, 201 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 102, 103, 110, 120; Aviation and Transportation 122; Biology 101, 102, 103, 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, 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, 104; Business Administration 110; Economics 101, 102, 105; Ethnic Studies 101(CD), 102(CD), 110(CD), 111(CD), 122(CD), 124(CD), 125(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 101, 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; Chinese 101; Egyptian Hieroglyphs 101, 102; English 102*, 103, 105, 106, 107, 108, 109, 110, 111, 114, 115, 116, 117, 121, 122, 123, 124(CD), 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; Korean 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, 139, 140, 145, 150, 155, 156, 160, 165, 172, 180; Economics 107; Electronics and Computer Technology 109; 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, 119, 120, 128, 130, 135, 136, 138, 140, 141, 145, 146, 148, 201; 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 GENERAL EDUCATION 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 79).

OR

The 37-39 units as stipulated by Glendale Community College's IGETC requirements (see page 78).

2. Glendale Community College's American Institutions, State and Local Government, and American History requirement (see numbers 2, 3, & 4 on page 59).
3. Glendale Community College's Cultural Diversity requirement (see #9 on page 59). This course may also be used in satisfying either Glendale Community College's Cal State Breadth or IGETC requirements.

DEGREE AND CERTIFICATE PROGRAMS

	AA	AS	CERT.
Accounting		X	X
Administration of Justice		X	X
Advertising Art		X	X
Alcohol/Drug Studies Specialist		X	X
Animation			
Classical Animation		X	X
Digital Animation		X	X
Architectural Drafting and Design		X	X
Art		X	X
Art History		X	X
Aviation and Transportation			
Aviation Administration		X	X
Flight Attendant		X	X
FAA Powerplant License			X
FAA Powerplant and Airframe License		X	X
Pilot Training		X	X
Biological Science	X		
Bookkeeping		X	X
Business Administration			
(see AA majors)	X		
Business Administration (see AS majors and certificates)			
General Business Option		X	X
Small Business Option		X	X
Financial Planning and Investment Option		X	X
International Business Option		X	X
Business Office Technology			
Administrative Assistant Option		X	X
Executive Secretary Option		X	X
Legal Secretary Option		X	X
Secretary Option		X	X
General Office Option		X	X
Ceramics		X	X
Child Development			
Teacher		X	X
Infant/Toddler Teacher		X	X
School-Age Care Teacher		X	X
Master Teacher		X	X
Site Supervisor		X	X
Choreographic Studies and Dance Technique			
(see AS majors and certificates)		X	X
Choreographic Studies and Dance Techniques			
(see AA majors)	X		
Clerical Trainee			X
Computer Aided Manufacturing		X	X
Computer Information Systems		X	X
Computer Numerical Control Technician		X	X
Computer Operator			X
Computer Programmer			X
Computer Science		X	X
Computer Software Technician		X	X
Computer Support Technician			X
Cosmetology		X	X
Culinary Arts		X	X
Desktop Publishing		X	X
Desktop Publishing Technician			X
Dietary Service Supervisor		X	X
Drafting/Electro-Mechanical Design		X	X

DEGREE AND CERTIFICATE PROGRAMS (Cont'd.)

	AA	AS	CERT.
Electro/Mechanical Fabrication Technician			X
Electronics and Computer Technology			
Automation Systems Technician		X	X
Computer Systems Technician		X	X
Electronics Engineering Technician		X	X
Electronics and Computer Technology Non-Degree Options			
Computer Repair Technician			X
Electronics Technician—Apprentice			X
English	X		
Escrow		X	X
Fashion Design Merchandising		X	X
Fire Technology		X	X
Foreign Language	X		
General Education Transfer Studies	X		
Health Science	X		
Hotel/Restaurant Management		X	X
Interdisciplinary Humanities	X		
International Business Specialist			X
Machine and Manufacturing Technology			
Machinist Option		X	X
Manufacturing Technician Option			X
Management		X	X
Manufacturing Engineering		X	X
Marketing		X	X
Marketing Specialist			X
Mass Communications		X	X
Mathematics	X		
Media/Communications	X		
Medical Administrative Services			
Medical Secretary		X	X
Medical Front Office		X	X
Medical Transcription		X	X
Music (see AA majors)	X		
Music (see AS majors and certificates)		X	X
Nursing		X	X
Photography		X	X
Physical Education	X		
Physical Science	X		
Real Estate		X	X
Recreation Leadership		X	X
Small Business Specialist			X
Social Science	X		
Speech/Communication	X		
Television Production			
Corporate Television Option		X	X
Mass Media Option		X	X
Videography Option		X	X
Theatre Arts	X		
Theatre Arts—General Certificate		X	X
Visual Arts	X		
Art History			
Two Dimensional			
Graphic Arts			
Three Dimensional			
Photography			
Animation	X		
Web Publishing Specialist		X	X
Welding, Occupational (Combination Welder)		X	X

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.

HEALTH SCIENCE

Required Core (14 units):

Option A: Biology 115 (or Biology 122), 120; Chemistry 110 or 120

Option B: Biology 120, 121; Chemistry 110 or 120

Electives (6 units): Choose one course from each category

Category 1—Speech: Speech 100, 101, 103

Category 2—Social Science: Anthropology 102, Psychology 101, Sociology 101

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.

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. a racket sport
- b. a team sport
- c. an individual sport
- d. 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 (minimum 6 units) 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 (different from above) with a course from each of four of the following disciplines: Anthropology; Economics; Ethnic Studies; Geography; History; Philosophy; Political Science; Psychology; Sociology; Social Science.

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: Graphic Art

- Required: Art 101 or 102, 130, 132, 134.
- Select 3 courses from: Art 135, 136, 146, 150, 156.

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.

Option 6: Animation

- Required: Art 101 or 102, 130, 150, 152, 201, 205, 206; Humanities 115.

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 a grade of "C" or better 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 12 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 free-lance artist.

These courses are required: Art 102, 130, 131, 134, 135, 136, 137, either Art 140 or Computer Science/Information Systems 206 (or equivalent), Art 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.

ANIMATION

The animation certificates are designed to provide academic and hands-on learning experiences for individuals planning on a career in the field of animation.

Classical Animation

These courses are required: Art 101 or 102, 130, 146, 150, 152, 153, 201, 205, 206, and Theatre Arts 108.

Digital Animation

These courses are required: Art 101 or 102, 146, 152, 201, 205, 206, 220, 232; Photography 121 and 122.

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 130 or 150; Business Administration 152; Drafting 141; Technical Education 140, 142*.

The following courses are recommended: Art 130; Cooperative Education 102.

* 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

The Flight Service-Airline and Travel Careers program prepares men and women of all ages to compete for the highly

prized positions available as flight attendants in the airline and travel industry. As training progresses students perform volunteer service at area airports in order to gain invaluable public personal contact experience.

The following courses are required: Aviation and Transportation 129, 132, 134, 137, 151; Computer Information Systems 105; English 120 or ESL 151; Health 102; Internship 150; Sociology 101.

A minimum of 8 units must be selected from the following electives: Aviation and Transportation 120, 130; Cooperative Education 102; Geography 102.

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 112, 113, 120, 121, 122, 123, 124, 125.

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.

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. In all options, substitutions for some of the above classes may be made with department approval.

BUSINESS OFFICE TECHNOLOGY

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, 210 or 254.

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 Administration 152; 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 required if student tests lower than 80 words per minute.

Legal Secretary

Required courses: Core curriculum; Business Administration 152; 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 required if student tests lower than 80 words per minute.

** 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 required if student tests lower than 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: In all options, substitutions for some of the above classes may be made with department approval.

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

The following Glendale Community College Child Development Certificate options are designed to support and encourage the professional development of students who aim for a career in: Infant, Toddler, and Preschool Education; School Age Child Care; and Early Childhood Administration and Supervision. Each certificate is outlined in acknowledgment of the California Child Development Permit, which is issued through the California Commission on Teacher Credentialing. At present, this permit is required of employees of Early Childhood Education programs licensed under Title V. The permit enables an educator to move along a career ladder which supports a hierarchy of professional goals and competencies relative to employment and leadership.

Teacher

These courses are required: Child Development 133, 135, 138, 140, 141, 142.

A minimum of two courses (6 units) must be selected from the following: Child Development 151, 152, 155, 156, 158 (or Dance 158), 210.

Select a minimum of 16 units with at least one course from each of the following Glendale Community College Associate Degree General Education areas (see AA/AS requirements):

- 10.a. Natural Science or 10.d. (2). Mathematics courses only AND
- 10.b. Social Science AND
- 10.c. Humanities AND
- 10.d.(1). English Composition

Infant/Toddler Teacher

These courses are required: Child Development 133, 135, 138, 140, 141*, 142, 147.

A minimum of one course must be selected from the following: Child Development 151, 152, 155, 156, 158 (or Dance 158).

Select a minimum of 16 units with at least one course from each of the following Glendale Community College Associate Degree General Education areas (see AA/AS requirements):

- 10.a. Natural Science or 10.d. (2). Mathematics courses only AND
- 10.b. Social Science AND
- 10.c. Humanities AND
- 10.d.(1). English Composition

*NOTE: To complete this certificate, Child Development 141 must be taken with placement in an Infant/Toddler setting for laboratory experience.

School-Age Care Teacher

These courses are required: Child Development 133, 135, 136, 137, 138, 140, 141*, 142.

Select a minimum of 16 units with at least one course from each of the following Glendale Community College Associate Degree General Education areas (see AA/AS requirements):

- 10.a. Natural Science or 10.d. (2). Mathematics courses only AND
- 10.b. Social Science AND
- 10.c. Humanities AND
- 10.d.(1). English Composition

*NOTE: To complete this certificate, Child Development 141 must be taken with placement in an School-Age setting for laboratory experience.

Master Teacher

These courses are required: Child Development 133, 135, 138, 140, 141, 142.

A minimum of two courses must be selected from the following: Child Development 136, 137, 147.

Complete one of the following specialties for 6 units:

Music: Child Development 152 and Child Development/Dance 158

Special Needs: Child Development 155 and Sign Language 101

Cultural Diversity: Child Development 156 and Social Science 121

Curriculum: Child Development 151 and 210.

Select a minimum of 16 units with at least one course from each of the following Glendale Community College Associate Degree General Education areas (see AA/AS requirements):

- 10.a. Natural Science or 10.d. (2). Mathematics courses only AND
- 10.b. Social Science AND
- 10.c. Humanities AND
- 10.d.(1). English Composition

Site Supervisor

These courses are required: Child Development 133, 135, 138, 140, 141, 142, 156, 174, 175, 176.

A minimum of two courses (6 units) must be selected from the following: Child Development 136, 137, 147, 151, 152, 155, 158 (or Dance 158), 210.

NOTE: In addition to above, students must also complete the requirements for the Associate in Science degree.

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 AIDED MANUFACTURING

These courses are required: Computer Aided Manufacturing 210, 220, 230, 240; Machine Technology 107, 112; Metals 150; Technical Education 140, 142*.

Choose a minimum of 4 units from the following: Computer Aided Manufacturing 211, 231; Cooperative Education 102; Drafting 129.

COMPUTER INFORMATION SYSTEMS

This curriculum is designed for those 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) or English 101; Computer Science/Information Systems 101, 110, 120 or 135, 172, 190, 191.

Additional Courses

Business Administration 110; Computer Science/Information Systems 102, 115, 116, 120, 130, 135, 137, 139, 140; 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)

The student completing this certificate will have a basic knowledge of the operation of computer systems in a business environment. To earn a certificate the student must complete the required CORE courses totaling 19-20 units.

CORE CURRICULUM

Business Office Technology 102; Computer Science/Information Systems 101, 172 or 201 and 206 and 208, 190, 191; Electronics and Computer Technology 112.

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.**

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 totaling 22-23 units.

CORE CURRICULUM

Business Office Technology 102; Computer Science/Information Systems 101, 110, 120 or 130, 135, 137 or 139.

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 SCIENCE

This program is designed for those 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 or 139, 190; Physics 105.

Additional Courses:

Business Administration 110; Computer Science/Information Systems 135, 172,; Electronics and Computer Technology 103, 110, 124; 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, 139, 191, 201, 206, 208; Electronics and Computer Technology 100, 101, 102, 124, 201, 204

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

COMPUTER SUPPORT TECHNICIAN

(Formerly Microcomputer Software Operator and User Support Technician)

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. To earn a certificate the student must complete the required courses.

These courses are required: Business Office Technology 102; Business Administration 110; Computer Science/Information Systems 101, 110, 172 or 201 and 206 and 208, 190, 191.

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.

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 semes-

ters 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; Culinary Arts 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 certificate is designed for students to develop key concepts and essential skills for contemporary desktop publishing. 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, Computer Science/Information Systems 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; Computer Science/Information Systems 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 103, 105; Materials and Processes 146; Physics 110; Technical Education 140, 142*, 143 or Mathematics 141.

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, 109, 113, 124, 201, 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 129, 141; Electronics and Computer Technology 202, 223, 224; Engineering 130.

Computer Systems Technician

Core Curriculum; Computer Science/Information Systems 105; Electronics and Computer Technology 112, 204, 212.

Automation Systems Technician

Core Curriculum; Computer Integrated Manufacturing 101, 102, 201; Drafting 129; Welding 117.

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 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.

ELECTRONICS AND COMPUTER TECHNOLOGY NON-DEGREE OPTIONS**Computer Repair Technician**

These courses are required: Electronics and Computer Technology 103, 110, 112, 124, 212, 226.

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

Electronics Technician—Apprentice

These courses are required: Electronics and Computer Technology 103, 106, 107, 113, 210; 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/Information 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

Machinist Option:

These courses are required: Computer Aided Manufacturing

210, 230; Machine Technology 101, 102, 103, 104; Metals 150; Technical Education 140, 142*.

The following courses are recommended: Computer Aided Manufacturing 211, 231; 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, 148, 152, 159, 231, 232, 233, 234, 235, 236, 237, 240.

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. The nursing assistant class (CNA/HHA) is approved by the California Department of Health Services.

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.

D. Certified Nursing Assistant and Home Health Aide

This program qualifies the student to apply for the certifying examination as a certified nursing assistant and home health aide. A written statement of completion is awarded when the class is successfully completed.

NOTE: The State of California may NOT certify nursing assistants or home health aides who have been convicted of a Penal Code Violation. contact the Division Office for further information.

II. PROGRAM REQUIREMENTS**A. General Requirements**

1. All required coursework for 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. For the vocational and registered programs, 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.

B. Generic ADN

1. Required prerequisite courses (or their equivalent) include Biology 112, Microbiology; Biology 120, Human Anatomy; Biology 121, Physiology; Psychology 101, General Psychology; and eligibility to enroll in English 101 and Mathematics 145.
2. Coursework required for certificate/licensure includes Biology 112, 120, 121; English 101; Nursing Science 200, 205, 206, 207, 210, 211, 212, 213, 214, 215, 222, 223; Psychology 101; Speech 101.
3. 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: Current licensure as an LVN in the State of California.
 - b. Required prerequisite courses: Same as Generic ADN.
 - c. Coursework required for certificate/licensure includes Biology 112, 120, 121; English 101; Nursing Science 213, 214, 215, 217, and 222; Psychology 101, Speech 101;
 - d. A.S. graduation requirements: Same as Generic ADN.

NOTE: A student may apply to take the NCLEX-RN without completion of degree requirements when coursework required for licensure (B.2. or C.c. has been completed. Please see the Nursing Department.

2. 30-Unit Option

- a. Prerequisite requirement: Current license as an LVN in the State of California.
- b. Prerequisite courses: Biology 121, Physiology and Biology 112, Microbiology.
- c. Coursework required for licensure includes Nursing Science 213, 214, 215, 217, and 222.

D. Vocational Nursing

1. Prerequisite requirement: Current CNA certificate.
2. Prerequisite courses: Biology 115, Human Biology; Psychology 101, General Psychology; Psychology 106, Developmental Psychology; and eligibility to enroll in English 120/ESL 151 and Mathematics 145.
3. Coursework required for licensure includes Biology 115; Nursing Science 100, 101, 102, 105, 106, 107, 108, 109, 110, 111, 112, 113, 124, 130, 131, 132, 133, and 134; Psychology 101 and 106.

E. Certified Nursing Assistant and Home Health Aid

1. Prerequisite requirement: Obtain permission to enroll and application from counselor. Submit California Department of Health Services fees, fingerprints, and applications to the Allied Health Office prior to deadline.
2. Prerequisite courses: Eligibility to enroll in English 120/ESL 151 and Mathematics 153.

F. 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.

CERTIFIED TAX PREPARER

This certificate is designed to train students to prepare both federal and state income taxes. This certificate will allow the student to become certified by the state to prepare taxes. The student must complete all CORE courses totaling 15-16 units.

Core courses: Accounting 101 or Accounting 110, 130, 150, 155 and 160.

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: Mass Communications 101, 102, 106; Media Arts 101, 102, 104, 107; 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; Media Arts 111; Speech 100; Theatre Arts 140.

VIDEOGRAPHY OPTION

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

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

CORPORATE TELEVISION OPTION

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

A minimum of 3 units must be selected from the following: Art 130; Cooperative Education 102 (2 units); Internship 150 (3 units); Media Arts 111; Business Office Technology 200; Psychology 114.

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, 133, 134, 140.

WEB PUBLISHING SPECIALIST

This certificate is designed to train students to use the computer efficiently for World Wide Web publishing. The student must complete all CORE courses and then choose additional units to complete a total of 32 units.

CORE CURRICULUM

Computer Science/Information Systems 101 or 105, 126, 139, 190, 191, 192.

Additional Courses:

Art 130, 131, 134, 135, 136, 137; Business Administration 162, 166; Computer Science/Information Systems 123, 124; 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.

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.



The Nursing Science Department
offers both vocational and
registered nursing programs.



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 2000**

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, 111

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, 103, 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+; Chinese 101; French 101; German 101; Italian 101; Japanese 101; Korean 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.

**See Counselor for 2000/2001 update.

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, 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; thereafter English 102 must be used in Area A only.

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*, 103, 112*, 115*, 120*, 121*, 122*, 123, 125, 126*, 127, 128*, 130*, 132, 135*, 137*
*Denotes laboratory activity.

PHYSICAL SCIENCE:

Astronomy 102*, 103, 110, 120
Chemistry 101*, 102*, 103*, 105*, 106*, 107*, 110*, 114*, 120*, 121*
Geography 101, 111
Geology 101, 102, 103, 104, 105*, 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, 138

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

PHILOSOPHY:

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

FOREIGN LANGUAGE:

Armenian 101, 102, 115, 116
Chinese 101
French 101, 102, 103, 104
German 101, 102, 103, 104
Italian 101, 102, 103, 104
Japanese 101, 102
Korean 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, 104
Ethnic Studies 101, 102, 110, 111, 122, 124, 125, 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)

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

†See GCC Counselor for 2000/2001 update.

UNIVERSITY OF SOUTHERN CALIFORNIA

GENERAL EDUCATION CATEGORIES AND THE DIVERSITY REQUIREMENT

Effective January 1, 2000 through August 31, 2001

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 may use transfer courses to fulfill the lower division writing requirement (shown below). GE categories IV and VI and the upper division writing requirement must be taken at USC. Students may not fulfill GE or writing requirements with transfer courses taken after starting at USC. Diversity and foreign language requirements may be fulfilled with transfer courses taken before entering, or during a summer term after entering USC.

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>

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 designation MULTI.

LOWER DIVISION WRITING REQUIREMENT: Any of the courses below fulfills the lower division writing requirement if completed before starting at USC (an additional upper division writing course will need to be completed at USC):

ENGLISH 102; 104

FOREIGN LANGUAGE SKILL LEVEL: Certain USC majors must complete the third semester (or fifth quarter) of a college-level foreign language with a passing grade (C- or higher), or pass 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 advised, (but not 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.

TRANSFERABLE GENERAL EDUCATION CATEGORIES:

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

GEOGRAPHY 101 with 111

GEOLOGY 101 with 111; 105; 110

OCEANOGRAPHY 115 with 116

PHYSICAL SCIENCE 131

PHYSICS 101; 105

CATEGORY V: Arts and Letters

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:

—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 enrolls at USC, he or she must complete all remaining GE and writing requirements at USC.

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.

Planning to Transfer?

ASSIST is a computerized student-transfer information system that can be accessed over the World Wide Web. It displays reports of how course credits earned at one California college or university can be applied when transferred to another. ASSIST is the official repository of articulation for California's colleges and universities and therefore provides the most accurate and up-to-date information available about student transfer in California.

www.assist.org

Your official source for California articulation and student transfer information.



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 101-102	Intro Appl.	5-2
Econ 101	Microeconomics	3
Econ 102	Macroeconomics	3
Math 112	BusCalc	5
OR		
Math 103	Calc I	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 190	Ceram Handbldg	3
Photo 101	Intro	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

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, 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
Math 136	Statistics	3

CSU, NORTHRIDGE**B.S. Business Administration**

Acctg 101	Prin Acctg I	5
Acctg 102	Prin Acctg II	5
BusAd 120	Bus Law I	3
CS/IS 101-102	Intro Appl.	5-2
Econ 101	Microeconomics	3
Econ 102	Macroeconomics	3
Math 112	Bus Calc	5
OR		
Math 103	Calc I	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

OR

Phys 101-102	Engr Physics	5-4
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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 107	Linear Algebra	3
Math 108	Diff Equat	3
CS/IS 150	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**

See GCC counselor

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 135 & 136	ChildDev.	3-3
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

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
OR		
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
Math 136	Statistics	3
Math 112	Bus Calc	5
OR		
Math 103	Calc I	5

COMPUTER SCIENCE**CSU, LOS ANGELES****B.S. Computer Science**

CS/IS 135	C/CH	4
CS/IS 160	Assembly	4
Math 103-104	Calc I-II	5-5
Math 136	Statistics	3
Phys 101-102	Engr Physics	5-4

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
Chem 101	General	5
Geog 101/111	Physical/Lab	3-1
Geol 101/111	Physical/Lab	3-1
Physics 101	Engr Phys	5

CRIMINAL JUSTICE**CSU, LOS ANGELES****B.S. Criminal Justice**

ADMJ 101	Intro	3
ADMJ 103	Crim Law	3

DEAF STUDIES**CSU, NORTHRIDGE****B.A. Deaf Studies**

Take after transfer.

EARTH SCIENCE**CSU, NORTHRIDGE****B.A. Earth Science**

Chem 101-102	General	5-5
Geol 101 & 111	Physical & Lab	3-1
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
Math 136	Statistics	3

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

See GCC Counselor

CSU, NORTHRIDGE

B.S. Engineering

Chem 101	General	5
Drafting 141	CAD	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
Select 1 from:		
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 101-102	General	4-5
OR		
Biol 121	Physiology	4
Biol 122	Intro Biol	4
Chem 101-102	General	5-5
OR		
Chem 120-121	Fundamentals	5-5
Chem 105-106*	Organic	5-5
Math 110	Precalculus	5
Math 136*	Statistics	3
Phys 105-106	General	4-4

*upper division alternatives available after transfer.

FAMILY ENVIRONMENTAL SCIENCES

CSU, NORTHRIDGE

B.S. Family Environmental Sciences
See GCC counselor.

FIRE PROTECTION ADMINISTRATION AND TECHNOLOGY

CSU, LOS ANGELES

B.S. Degree

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
Math 136	Statistics	3

Multiple Subject Credential Option:
See GCC counselor.

CSU, NORTHRIDGE

B.A. Geography

Geog 101	Physical	3
Geog 102	Cultural	3

GEOLOGY/GEOPHYSICS

CSU, LOS ANGELES

B.S. Geology

Chem 101-102	General	5-5
Geol 105	Hist Earth Sci	4
Geol 101/111	Physical/Lab	3-1
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

Other options available. See GCC counselor.

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 120-121	Anat-Physiol	5-4
Chem 101	General	5
CS/IS 101	Intro	5
Culin 125	Nutrition	3
Health 101*	First Aid	1
Health 104	Health Ed	3
Math 100	College Alg	3
Phys 105	General	4
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
Math 136	Statistics	3
Psych 101	General	3
Soc 101	Intro	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

Hist 101-102	Western Europe	3-3
OR		
Hist 107-109	Civilization	3-3-3
Hist 117	History of US	3
Hist 118	History of US	3
Choose 1 from:		
Hist 103-104	Latin America	3-5
Hist 119	Far East	3
Hist 120	Far East	3

HUMANITIES

CSU, NORTHRIDGE

B.A. Humanities

Music 120	Hist/Appr Music	3
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INDUSTRIAL ARTS

CSU, LOS ANGELES

B.A. Industrial Arts

Bus Ad 154	Indust Safety	3
Draft 131	Tech Drafting	5
OR		
Engr 101	Engr Drawing	3
ECT 101	Elect CIR I (DC)	3
Photo 101	Intro	3

INDUSTRIAL TECHNOLOGY

CSU, LOS ANGELES

B.S. Industrial Technology

Aviation Administration Option:

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

Printing Management Option:

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

Production Technology Option:

Math 100	College Algebra	3
BusAd 154	Industrial Safety	3
CS/IS 120	Basic II	2
Chem 120	Fundamentals	5

Select 8 semester units from the following:

Draft 131	Tech Drafting	5
OR		
Engr 101	Engr Drawing	3
ECT 101	Basic Elect I	4
Photo 101	Intro	3

Required Management Courses:

Acctg 101-102	Prin of Acctg I&II	5-5
Math 136	Statistics	3
Math 112	Calc for Business	5

JAPANESE

CSU, LOS ANGELES

B.A. Japanese

Japan 101-102	Beg. I-II	5-5
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JOURNALISM

CSU, NORTHRIDGE

B.A. Journalism

MComm 101	Mass Comm	3
MComm 102	Reporting News	3

LATIN AMERICAN STUDIES

CSU, LOS ANGELES

B.A. Latin American Studies

General Option:

Anthro 102	Cultural	3
Geog 102	Cultural	3
Eth St 101	Lat Amer Cult Expr	3
Span 103-104	Inter Span I&II	4-4

Multiple Subject Credential:

See GCC counselor.

LEISURE STUDIES AND RECREATION

CSU, NORTHRIDGE

B.S. Recreation

Therapeutic Recreation Option:

Biol 120	Human Anatomy	5
Biol 121	Physiology	4
Rec L 105	PE and Rec L	2

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 135	C/C++	4
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OR

CS/IS 150	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 135	C/C++	4
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OR

CS/IS 150	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

MICROBIOLOGY

CSU, LOS ANGELES

B.A. Microbiology

Biol 101-102	General	4-5
Chem 101-102	General	5-5
Chem 103	Quant Anal	4
Math 100	College Alg	3
Math 102	Trig	3
Phys 105-106	General	4-4

MUSIC

CSU, LOS ANGELES

B.A. Music

See GCC counselor.

CSU, NORTHRIDGE

B.A. Music & Bachelor of Music

See GCC counselor.

NATURAL SCIENCE

CSU, LOS ANGELES

B.S. Natural Science

Astr 110-120 & 102	Astronomy Observ	3-3 2
Biol 101-102	General	4-5
Chem 101-102	General	5-5
Geol 101/111	Physical/Lab	3-1
Geol 102	Disasters	3
Ocean 115/116	Ocean/Lab	3-1
Math 103-104	Calc I & II	5-5
Phys 105-106	General	4-4

NURSING

CSU, LOS ANGELES

B.S. Nursing

Required Prerequisites:

Biol 112	Microbiology	4
Biol 120-121	Anatomy-Physiol	5-4
Chem 120	Fundamentals	5
Culin 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
OR		
Chem 120*	Fundamentals	5
CS/IS 101	Intro	5
Math 110	Precalculus	5
OR		
Math 112	Calc for Business	5
OR		
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:

Anthr 102	Cultural	3
OR		
Soc 101	Intro	3
Biol 112	Microbiology	4
Biol 120-121	Anatomy-Physiol	5-4
Chem 120-121	Fundamentals	5-5
Culin 111	Beg Food Prep	5
Econ 105	American Economy	3
Psych 101	General	3

PAN-AFRICAN STUDIES

CSU, LOS ANGELES

B.A. Afro-American Studies

Hist 131	Africa Post 1800	3
Eth S 132	Afro-Amer Exp	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
OR		
Chem 120	Fundamentals	5
Physics 105	General Phys	4

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
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.A. Biomedical Physics

Biol 101-102	General	4-5
Biol 121	Physiology	4
Chem 101-102	General	5-5
Chem 105-106*	Organic	5-5
Math 103-104	Calc I-II	5-5
Phys 105-106	General	4-4

*upper division alternatives available after transfer

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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POLITICAL SCIENCE

CSU, LOS ANGELES

B.A. Political Science

Pol S 101	Intro Govt	3
and		
Pol S 106	State & Local	1
Pol S 102	Mod Comp Govt	3
Math 136	Statistics	3

OPTIONS: See GCC counselor.

CSU, NORTHRIDGE

B.A. Political Science

Pol S 101	Intro Govt	3
and		
Pol S 106	State & Local	1
Pol S 102	Mod Comp Govt	3
OR		
Pol S 103	World Politics	3

PSYCHOLOGY

CSU, LOS ANGELES

B.A. Psychology

Psych 101	General	3
Psych 103	Physiological	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

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

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 Rlgns	3
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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
Math 136	Statistics	3

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

Soc 101	Intro	3
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
Span 105	Conv Span	3

CSU, NORTHRIDGE**B.A. Spanish**

Span 103-104	Int Span I-II	4-4
Span 105	Conv Span	3
OR		
Span 106	Conv Span	3

SPEECH COMMUNICATION**CSU, LOS ANGELES****B.A. Speech Communication**

See GCC counselor.

THEATRE ARTS**CSU, LOS ANGELES****B.A. Theatre Arts and Dance**

See GCC counselor.

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
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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 FINANCIAL ACCOUNTING

5 Units

Accounting 101 introduces students to the use of accounting information, and to analysis using accounting and financial concepts and terminology. Accounting information is presented from the user's viewpoint. The course covers financial accounting, dealing with such topics as the accounting cycle, revenue and expense recognition, internal control, external reporting requirements, financial statement analysis, and asset, liability, and owners' equity valuation. 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) (ACCTG 101 & 102 CAN BUS SEQ A)

102 MANAGERIAL ACCOUNTING

5 Units

Accounting 102 continues student development in the use of accounting concepts. It presents managerial accounting from an information-user, decision-making viewpoint. Emphasis is placed on developing students' ability to critically judge and evaluate issues covered in the course. The majority of the course covers managerial accounting for business operations, stressing four-year college transfer expectations, with the remainder concerned with financial management, and evaluating businesses. 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) (ACCTG 101 & 102 CAN BUS SEQ A)

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 and state 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 and state 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 Internal Revenue Service. Lecture 3 hours. **Prerequisite:** Accounting 150 or equivalent. **Note:** This course may be taken 4 times; a maximum of 12 units may be earned. **Transfer credit:** CSU

**ADMINISTRATION OF
JUSTICE**

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

**101
INTRODUCTION TO THE
ADMINISTRATION OF JUSTICE**

3 Units

Administration of Justice 101 covers the history and philosophy of administration of justice in America; recapitulation of the system; identification of the various sub-systems, role expectations, and their interrelationships; theories of crime, punishment, and rehabilitation; ethics, education, and training for professionalism in the system. Lecture 3 hours. **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.

ALCOHOL/DRUG STUDIES

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)

104 MAGIC, RELIGION, AND WITCHCRAFT 3 Units

Anthropology 104 is a cross-cultural and evolutionary survey of the supernatural. The course includes an examination of magic and witchcraft practices, and the different functions they play in world societies. Religious beliefs, symbolism, and ritual are examined from an anthropological perspective. Lecture 3 hours. **Recommended preparation:** Eligibility for English 120 or ESL 151. **Transfer credit:** CSU, UC

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. Recommended for art majors. **Transfer credit:** CSU

102 ARCHITECTURAL DRAFTING AND DESIGN 3 Units

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

103 DESCRIPTIVE GEOMETRY 3 Units

Architecture 103 is an applied science treating of graphic representation of lines, planes, surfaces, and solids. Architectural applications are used for subject matter. Simple shades and shadows. Lecture 2 hours, laboratory 4 hours. **Prerequisite:** 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**

ARMENIAN

101 BEGINNING ARMENIAN I 5 Units

Armenian 101 covers the Armenian alphabet, its letters and their sounds, and the fundamentals of Armenian grammar. Students are taught to pronounce correctly, to acquire a practical vocabulary, and to understand, read, write and speak simple Armenian. Lecture 5 hours. **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

ART

ART HISTORY

**101
SURVEY OF ART HISTORY I**
3 Units

Art 101 is a survey of architecture, painting, and sculpture from their origins in prehistoric times to early Gothic periods of western culture. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC (CAN ART 2) (Art 101 & 102 CAN ART SEQ A)

**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) (Art 101 & 102 CAN ART SEQ A)

**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
MIEVEAL 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 PRECOLUMBIAN ART OF THE AMERICAS

(Formerly Art of the Americas I
Before 1600)
3 Units

Art 112 is a study of the arts of Precolumbian Mesoamerica and Andean South America. Major monuments of sculpture, architecture, ceramics, and textiles from civilizations including the Maya, Aztec, and Inca are examined in their cultural contexts. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

113 ART OF THE AMERICAS (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 TYPOGRAPHY I (Formerly Lettering)

3 Units

Art 132 is an introduction to basic composition and principles of typography. The course includes a survey of type from its origins to current technology and an introduction to typographic nomenclature and type specification. Using hand skills and the Macintosh computer, projects focus on typographic design, resonance and composition. Students develop skills regarding visually interesting letter forms and their uses in typographic design. Critiques of final art projects focus on appropriate solutions, visual interest, and craftsmanship. Lecture 2 hours, studio 4 hours. **Prerequisite:** Art 130. **Transfer credit:** CSU

134 GRAPHIC DESIGN I (Formerly Advertising Design I)

3 Units

Art 134 is an introduction to the art of visual communication. Through a series of projects, the course introduces students to the fundamentals of design, problem solving strategies, and historical and practical aspects of graphic design. Using the Macintosh computer and traditional design materials and processes, students develop both hand and computer skills. Students are introduced to the use of current software applications and local service bureaus for the final production of assigned projects. During class critiques of final art projects, the verbal and visual presentation skills necessary to communicate with future clients are introduced. Critiques focus on appropriate solutions, visual interest and craftsmanship. Lecture 2 hours, studio 4 hours. **Prerequisite:** Art 132. (Art 132 may be taken concurrently.) **Transfer credit:** CSU

135
GRAPHIC DESIGN II
 (Formerly Advertising Design II)
 3 Units

Art 135 provides the creative and analytical methods used to create appropriate and visually interesting graphic designs. Course projects explore alternative methods for creating design imagery. Macintosh computer skills are further developed using current software applications. During class critiques of final art projects, the verbal and visual presentation skills necessary to communicate with future clients are further developed. Lecture 2 hours, studio 4 hours. **Prerequisite:** Art 134. **Transfer credit:** CSU

136
GRAPHIC DESIGN III
 (Formerly Advanced Advertising Design I)
 3 Units

Art 136 is an advanced design course. Students develop complex graphic identities, logos and publication structures. Students experiment with two dimensional graphics on three dimensional forms. Visual and verbal skills are studied to instruct students in the professional skills needed in creative design presentations. Students develop computer skills by using current software applications. Class critiques of final art projects focus on appropriate solutions, visual interest, and craftsmanship. Lecture 2 hours, studio 4 hours. **Prerequisite:** Art 135. **Transfer credit:** CSU

137
GRAPHIC DESIGN IV
 (Formerly Advanced Advertising Design II)
 3 Units

Art 137 includes extensive study of visual communication and graphic identities. Course projects provide in-depth investigation of problem solving strategies and design fundamentals used in the creative process of design. Through the development and synthesis of concept, image, and text, students begin to formulate a personal language to express a personal vision. Multi-faceted projects continue the students' development of problem solving and project management skills. The most appropriate computer software, hand tools, and techniques are used to produce portfolio quality designs. During class critiques of final art projects the verbal and visual presentation skills needed to communicate with future clients are emphasized. Critiques focus on appropriate solutions, visual interest, and craftsmanship. Lecture 2 hours, studio 4 hours. **Prerequisite:** Art 136. **Recommended preparation:** Photography 121 or Computer Science/Information Systems 126. **Note:** This course may be taken 4 times; a maximum of 12 units may be earned. **Transfer credit:** CSU

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

146
VISUAL LITERACY
 3 Units

Art 146 is an introduction to the creative problem solving process. This course provides students with a fundamental understanding of strategies for achieving creative and innovative solutions which emphasize personal interpretation and expression. Students analyze various modes of problem solving, image generation, and image combination to select the appropriate mode for creating visual imagery. Projects introduce the use of metaphor, cliché, symbol, art history, and signifiers in art conceptualization. Lecture 2 hours, studio 4 hours. **Recommended preparation:** Art 130. **Transfer credit:** CSU, UC

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

158
LIFE DRAWING LABORATORY
 1 Unit

NON-DEGREE APPLICABLE

Art 158 enables life drawing students to have additional supervised life drawing studio time, and to increase their technical drawing and design skills relative to concurrent enrollment in a life drawing course. Studio 4 hours. **Corequisite:** Enrollment in one of the following: Art 152, 153, 154, 155, 201, 205, or 206. **Note:** This course may be taken 4 times; a maximum of 4 units may be earned.

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
SCULPTURE**

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 4 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 4 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 4 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 4 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 4 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 5 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 (lusters, china paints, and decals). Students learn how to load and fire an electric kiln. Lecture 2 hours, studio 4 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 4 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 4 hours. **Prerequisite:** Art 187 or 191. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned.

**198
HISTORY OF WORLD CERAMICS**
3 Units

Art 198 is a survey of the most important and influential periods of pre-historic, Mediterranean, European, Middle Eastern, Pre-Columbian, and Asian ceramic art. Lecture 3 hours. **Prerequisite:** none. **Transfer credit:** UC, CSU

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.

**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.

**207
ANIMATION PRE-PRODUCTION**
3 Units

Art 207 provides students the opportunity to build upon their knowledge of the fundamental concepts and techniques of classical animation. Students learn the procedures involved in developing a creative idea in a situation modeled on the professional animation film production process. Emphasis is placed on developing interesting characters in a simple story. Lecture 2 hours, studio 2 hours. **Prerequisite:** Art 206 or equivalent.

208
ANIMATION PRODUCTION
 3 Units

Art 208 offers the student experience with the production and post-production aspects of creating a traditional character animated project. Students learn the procedures involved in bringing a creative idea from concept to final product. The focus of the semester is the creation of a short film in a pencil-test format. Lecture 3 hours, studio 2 hours. **Prerequisite:** Art 207 or equivalent.

210
ANIMATION STORYBOARDS
 3 Units

Art 210 prepares students to analyze scripts and represent a story visually for film or videotape. Issues of basic story structure, character development, staging, continuity, clarity, and appeal in visual design are examined. Students focus on translating written text into a storyboard with an emphasis on maintaining story flow and using camera angles and movement. Lecture 2 hours, studio 2 hours. **Prerequisite:** Art 201 or equivalent. **Recommended preparation:** Art 130, 205, 206, English 115 or 116, and Theatre Arts 103. **Note:** This course may be taken 4 times; a maximum of 12 units may be earned.

218
INTERACTIVE MULTIMEDIA II
(Also listed as Computer Science/
Information Systems 218 and Media
Arts 218)
 3 Units

Art 218 provides students with advanced training and experience in the creation of interactive multimedia programs. Industry standard software, such as Macromedia Director, is used with primary emphasis placed on the authoring process. Topics covered in the course include: Lingo scripting, interface design, navigation principles, cross-platform development, integration of audio, video, animated and virtual reality (VR) elements; and distribution for CD-ROM, DVD, and the Internet. Students create their own multimedia CD-ROM as a final project. Lecture 2 hours, laboratory 4 hours. **Prerequisite:** Media Arts 111 or Computer Science/Information Systems 111. **Recommended preparation:** Art 146, 220, and Media Arts 101. **Note:** This course may not be taken for credit by students who have completed Computer Science/Information Systems 218 or Media Arts 218.

220
TWO DIMENSIONAL DIGITAL
ANIMATION
 3 Units

Art 220, a Macintosh course, introduces various two dimensional animation techniques and styles using current software applications. The course focuses on creating two dimensional digital animation with photos, video, or flat art, by using storyboarding concepts, digitizing images for the computer, and digitally manipulating motion, timing, framing, sequencing, and sound. Concept development and effective use of composition, color and motion, are emphasized throughout the course. Lecture 2 hours, studio 4 hours. **Prerequisite:** Photography 122, or equivalent. **Recommended preparation:** Art 205, 210, and either Photography 112 or Theatre Arts 133. **Note:** This course may be taken 4 times; a maximum of 12 units may be earned. **Transfer credit:** CSU

230
INTRODUCTION TO THREE-
DIMENSIONAL ANIMATION AND
MODELING
 3 Units

Art 230 familiarizes students with key concepts and terminology in three-dimensional digital animation and modeling. The focus of the course is on basic movement, perspective, and theory. Topics including inverse kinematics, dynamic simulations, and motion capture are discussed. Lecture 2 hours, studio hours 4. **Prerequisite:** Art 138 and Art 220 or equivalents. **Recommended preparation:** Theatre Arts 133. **Note:** This course may be taken 4 times; a maximum of 12 units may be earned. **Transfer credit:** CSU

231
THREE-DIMENSIONAL ANIMATION I
 3 Units

Art 231 emphasizes fundamental character set-up and keyframing techniques. Students learn forward and inverse kinematic animation techniques. Lighting, surfaces texturing, and rendering skills are developed. Lecture 2 hours, studio 4 hours. **Prerequisite:** Art 230 or equivalent.

232
THREE DIMENSIONAL ANIMATION II
 3 Units

Art 232 explores character set-up and design. Sophisticated skeleton inverse kinematics is explored. Advanced keyframing, shading, and rendering techniques are examined and used. Students learn to develop and implement dynamic simulations and visual effects. Lecture 2 hours, studio 4 hours. **Prerequisite:** Art 231 or equivalent. **Transfer credit:** CSU

239
3D ANIMATION LAB
 1 Unit

Art 239 is a supplemental laboratory course designed to help students further develop their production skills using three-dimensional digital animation media on the SGI platform. Laboratory 6 hours. **Prerequisite:** Art 232, featuring Maya software on the SGI platform, or equivalent (may be taken concurrently). **Note:** This course may be taken 4 times. A maximum of 4 units may be earned.

INTERIOR DESIGN,
See Art 141

FASHION ILLUSTRATION,
See Fashion Design
Merchandising 123
See also PHOTOGRAPHY

ASTRONOMY

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 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 110 or 120. **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.

**112
PRIVATE PILOT LABORATORY I***1-2 Units*

Aviation and Transportation 112 is a flight training laboratory course intended to begin the student's preparation for the Federal Aviation Administration Private Pilot Certificate Oral and Practical Tests. Topics covered include: preflight inspection, weather briefings, starting procedures and use of checklists, taxi procedures, normal and cross wind takeoffs and landings, slips, four fundamentals of aircraft control, emergency procedures, traffic patterns, ground reference maneuvers, stalls, and radio communications. Laboratory 6 hours. **Prerequisite:** Aviation and Transportation 120. (Aviation and Transportation 120 may be taken concurrently.)

**113
PRIVATE PILOT LABORATORY II***1-3 Units*

Aviation and Transportation 113 is a flight training laboratory course intended to complete the student's preparation for the Federal Aviation Administration Private Pilot Certificate Oral and Practical Tests. Topics covered include: night flying techniques, short and soft field takeoffs and landings, navigation, emergency procedures, power on/off stalls, s-turns across a road, turns around a point, and instrument flight procedures. Laboratory 9 hours. **Prerequisite:** Aviation and Transportation 112 or equivalent. **Corequisite:** Aviation and Transportation 121.

**114
INSTRUMENT FLIGHT LAB***4 Units*

Aviation and Transportation 114 is a flight training laboratory course instructing students to operate an airplane by reference to instruments. Topics include: basic and advanced attitude instrument flying, recovery from unusual attitudes, holding patterns, IFR en-route procedures, IFR cross-country planning, departure and arrival procedures, and precision and non-precision approach procedures. Lecture 2 hours, laboratory 6 hours. **Prerequisites:** Aviation and Transportation 113 or possession of a FAA Private Pilot Certificate (Single Engine Land) and; Aviation and Transportation 125 or proof of satisfactory completion of FAA Instrument Rating Knowledge Examination (AT 125 may be taken concurrently).

**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 AMERICAN AVIATION TRAVEL HISTORY AND OPERATIONS

3 Units

Aviation and Transportation 134 introduces the students to aviation travel history and the manner in which related events have affected the nation socially, economically and politically. This study of aviation emphasizes the development, testing, and utilization of aircraft in California. Lecture 3 hours. **Recommended preparation:** Eligibility for English 120 or ESL 151.

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.

137
AIRLINE TRAVEL CAREERS
 3 Units

Aviation and Transportation 137 is designed for students pursuing careers in airline travel. The course presents the current industry hiring qualifications and requirements for entry level industry employees. Lecture 3 hours. **Recommended preparation:** Eligibility for English 120 or ESL 151.

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 Powerplant Rating. **Transfer credit: CSU**

145
AIRFRAME MAINTENANCE AND OVERHAUL
 9 Units

Aviation and Transportation 145 consists of theoretical study and practical application of structural repairs to aircraft including woodwork, riveting, layout practices and repairs to metal structures, hydraulic and pneumatic systems, landing gear systems and airframe anti-icing and de-icing systems. The course content is based on standards required for 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.

151 INFLIGHT TRAVEL SAFETY

1 Unit

Aviation and Transportation 151 surveys travel safety precautions and federal regulations pertaining to air travel. Course topics include passenger psychology, ground and inflight safety equipment, anti-terrorism and hijacking concerns. Lecture 1 hour. **Recommended preparation:** Health 102.

BIOLOGY

101 GENERAL BIOLOGY

4 Units

Biology 101 is the first half of a one-year course designed for biological science majors. It covers fundamental biological principles and processes from the philosophy of the scientific method through biochemistry, molecular biology, cell respiration and photosynthesis, cell structure and function, mitosis and meiosis, Mendelian genetics, molecular genetics and gene regulation. Lecture 3 hours, discussion 1 hour, laboratory 2 hours. **Prerequisite:** Chemistry 101. **Transfer credit:** CSU, UC, USC (CAN BIOL 2) (Biology 101 & 102 CAN BIOL SEQ A)

102 GENERAL BIOLOGY

5 Units

Biology 102 provides a continuation of the study of fundamental biological processes introduced in Biology 101. The course begins with developmental processes, followed by anatomy and physiology of plants and the anatomy and physiology of animals. The final unit covers evolutionary biology, systematics, chemosynthetic theories of the origin of life, population biology, and ecological principles. Laboratory is essentially a separate course involving a student research project on *Drosophila* genetics, developmental biology labs, and an extensive survey of biodiversity. Lecture 3 hours, discussion 2 hours, laboratory 4 hours. **Prerequisite:** Biology 101 and Chemistry 101. **Transfer credit:** CSU, UC, USC (CAN BIOL 6) (Biology 101 & 102 CAN BIOL SEQ A)

103 MOLECULAR BIOLOGY AND GENETICS

4 Units

Biology 103 is an extension of the study of molecular biology, cell biology and genetics introduced in Biology 101/102. This course examines the structure and function of nucleic acids and proteins in the living cell, as well as how these molecules are studied and manipulated in the laboratory. Topics include regulation of gene expression, recombinant DNA technology, chromosome mapping and viral and prokaryotic genetics. Lecture 4 hours. **Prerequisite:** Biology 101 and Chemistry 105 (Chemistry 105 may be taken concurrently). **Transfer credit:** CSU

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) (BIOL120 & 121 CAN BIOL SEQ B)*

**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) (BIOL120 & 121 CAN BIOL SEQ B)*

**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**

BOTANY,See *Biology 135, 137***BUSINESS DIVISION**

Accounting, See p. 88
Advertising, See *Business Administration 166*
Business Administration, See p. 108
Business Office Technology, See p. 111
Computer Science/Information Systems, See p. 119
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. 160
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. 191
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, UC*

106 WRITTEN BUSINESS COMMUNICATIONS (Formerly Business General 110)
3 Units

Business Administration 106 is a writing course for students completing programs in business. The course prepares students to accomplish tasks and solve problems through the written word. The mechanics, strategies, and processes of technical writing, as well as creative and critical thinking skills, are applied to a variety of tasks which simulate typical events in business. Techniques are covered for creating effective business letters, information summaries, proposals, and reports, including references and research sources and appropriate styles and formats. In addition, original essays responding to a review of rhetorical works in the fields of business and economics are prepared. The impact of organizational procedures on business communications is explored, and the automated technology which facilitates this communication is applied to a variety of tasks common to the business organization. Lecture 4 hours.
Prerequisite: Business Office Technology 103 and one of the following:
 1. Eligibility for English 120, or
 2. Eligibility for ESL 151, or
 3. Successful completion of Business Office Technology 102. **Recommended preparation:** Keyboarding skill at the rate of 30 w.p.m. **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, effective use of visuals in oral presentations, interviewing, bridges and barriers to communications, and what to do about rumors. Lecture 3 hours. **Recommended preparation:** One of the following: Composite of academic background and professional experience; or Eligibility for Business Administration 106 or English 120 or ESL 151 or ESL 155. **Transfer credit:** CSU

**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)
4 Units**

Business Office Technology 102 is a course designed to help students improve their written communication in English. The course offers a systematic approach to building a foundation in the structure, mechanics, and application of the English language to the business environment by constructing and editing sentences, paragraphs, and documents for logical expression of thought using proper sentence structure, grammar, syntax, punctuation, and business vocabulary. Appropriate computer software is used. Students develop composition skills at progressively complex levels. Lecture 4 hours. **Prerequisite:** Business Office Technology 103. (Business Office Technology 103 may be taken concurrently), and one of the following:

1. Eligibility for English 191, or
2. Eligibility for ESL 141.

Recommended preparation: Keyboarding skill at the rate of 25 w.p.m. or concurrent enrollment in a keyboarding course. **Note:** This course allows one unit of credit for students who have completed English 101, and 2 units of credit for students who have completed English 120 or English 131.

**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 storage 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 shorthand for classroom and vocational use. Adaptable for note-making 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. **Prerequisite:** Business Office Technology 205 or equivalent and Computer Science/Information Technology 208. **Recommended preparation:** Eligibility for one of the following: Business Administration 106 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 with same software or equivalent.

CHEMISTRY

**101
GENERAL CHEMISTRY
5 Units**

Chemistry 101 is a course in fundamental chemistry designed to set forth the most important facts and theories with which chemistry is concerned. Basic laws and chemical calculations are stressed. Lecture 3 hours, discussion 2 hours, laboratory 4 hours. **Prerequisite:** All three of the following must be satisfied.

1. Eligibility for English 120 or ESL 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) (CHEM 101 & 102 CAN CHEM SEQ A)

**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) (CHEM 101 & 102 CAN CHEM SEQ A)**

**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.

CHILD DEVELOPMENT

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.

133 INTRODUCTION TO EARLY CHILDHOOD EDUCATION 3 Units

Child Development 133 introduces the beginning student to Early Childhood Education, the discipline's history, theories, the career ladder within the profession, and educational preparation options. An introductory experience in the campus laboratory school as a classroom aide provides initial exposure to observation, routines, and responsibilities in an early childhood classroom. Particular emphasis is on observation in all contexts, recording tools and assessment methods. The course work does not assume a depth background in developmental theory. The course meets the recommendation of the California Community Colleges Home Economics Program Plan for child development students. Lecture 2 hours, laboratory 3 hours. **Recommended preparation:** Eligibility for English 120 or ESL 151.

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
 4 Units

Child Development 140 is an introduction to preschool teaching and the distinctive features, curricula, and traditions of this field. Attention is given to the value of emergent curriculum planning in all areas of the program. Opportunities to observe preschool child behavior and the role of the preschool teacher in various settings are provided. This course meets the requirements of the California Commission on Teacher Credentialing 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, laboratory 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 program, first as an observer, then as a classroom assistant, and finally as a classroom teacher. Practicum sites are chosen based on certificate goals, and vary relative to the student's chosen age group: infant/toddler, preschool, school-age. Practicum assignments are done at the Glendale Community College Child Development Center Laboratory, or in community sites under the supervision of a state approved mentor. Questions arising from field practice experience form a foundation for the lecture component of the course, along with content related to professional preparation and development. This course meets the requirements of the California Commission on Teacher Credentialing 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 140, and verification of TB clearance. **Note:** This course may be taken 3 times; a maximum of 9 units may be earned. **Transfer credit:** CSU

142
HOME, SCHOOL, AND COMMUNITY RELATIONS
 3 Units

Child Development 142 explores the responsibilities of the home, the school, and the community to each other. The students develop a resource file which includes the locations and services of various community agencies—voluntary, private, and public. This course meets the requirements of the California Commission of Teacher Preparation and Licensing for teachers of child development centers, extended day care centers, and other publicly funded children's centers; and, also meets the requirements of the California Administrative Code, Title 22 for teachers and directors of state licensed preschools, day nurseries, and infant centers. Lecture 3 hours. **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

CHINESE

**101
BEGINNING CHINESE I**
5 Units

Chinese 101 teaches the fundamentals of Chinese grammar. Students are trained to pronounce Chinese (Mandarin) correctly, to acquire a small working vocabulary which they use in conversation and phonetic writing, to read and write in phonetic transcription and to read and write approximately 150 Chinese characters. Lecture 5 hours, laboratory ½ hour. **Recommended preparation:** Eligibility for English 120 or ESL 151. **Note:** In addition to the regular class hours, the student must spend one-half hour a week in the foreign language laboratory. **Transfer credit:** CSU, UC

**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.

COLLOQUIA

**150
COLLOQUIA**
1-3 Units

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

COMPUTER AIDED MANUFACTURING

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

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

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.

COMPUTER INTEGRATED MANUFACTURING

101 ROBOTICS TECHNOLOGY 3 Units

Computer Integrated Manufacturing 101 provides a comprehensive study in the fundamentals of robotics and related technology. Specific areas of concentration include power and positioning, robot actuators and motors, motion control, microcontroller and microprocessor technology and programming concepts, communication interfacing, data acquisition, sensors, voice synthesis, and industrial applications. Laboratory work comprises experimental work with CIM Lab robots. Lecture 2 hours, laboratory 4 hours. **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**

COMPUTER SCIENCE/ INFORMATION SYSTEMS

99 ORIENTATION TO COMPUTER SKILLS ½ Unit

NON-DEGREE APPLICABLE

Computer Science/Information Systems 99 is designed to provide orientation in laboratory procedures to students wishing to have access to the computer laboratories. Lecture 1 hour. **Prerequisite:** None. **Corequisite:** Concurrent enrollment in any class at Glendale Community College.

101 INTRODUCTION TO COMPUTER AND INFORMATION SYSTEMS

5 Units

Computer Science/Information Systems 101 is an in-depth study course designed to present the concepts and technology of processing information to students who plan to continue their studies in business information systems or computer science or who plan to work in the field. Two hour lecture/discussion sections are held in micro-computer equipped classrooms, where instructors teach application software, including word processing, spreadsheet and database packages. Lecture 5 hours, 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

104 SELF-PACED INTRODUCTION TO ADAPTED WORD PROCESSING

1 Unit

NON-DEGREE APPLICABLE

Computer Science/Information Systems 104 is designed to provide individualized, self-paced instruction to students with disabilities. The course combines specially designed assistive computer technology and a word processing application program to enhance basic skill acquisition and facilitate production of simple written documents. Lecture 1 hour, laboratory 2 hours. **Recommended preparation:** Eligibility for English 189 or ESL 131 or ESL 133. **Note:** This course may be taken 3 times; a maximum of 3 units may be earned.

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 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

106 INTRODUCTION TO ADAPTED WORD PROCESSING FOR STUDENTS WITH VISUAL IMPAIRMENTS

3 Units

NON-DEGREE APPLICABLE

Computer Science/Information Systems 106 is designed to instruct students with visual impairments. The course combines either screen reading or text enlarging assistive computer technology and a word processing application program in order to enhance basic skill acquisition and facilitate production of written documents and academic assignments. Lecture 2 hours, laboratory 3 hours. **Recommended preparation:** Moderate keyboarding skills and ability to read Braille or enlarged text. **Note:** This course may be taken 4 times; a maximum of 12 units may be earned.

107 ADAPTED WORD PROCESSING

3 Units

Computer Science/Information Systems 107 is designed to instruct students with disabilities in the use of the combination of specially designed assistive computer technology and a word processing application program to enhance basic skill acquisition and facilitate production of written documents and academic assignments. Lecture 2 hours, laboratory 3 hours. **Prerequisite:** Computer Science/Information Systems 104 or 106 or equivalent. **Recommended preparation:** Eligibility for English 191 or ESL 141. **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.

109 ADVANCED ADAPTED APPLICATIONS

3 Units

NON-DEGREE APPLICABLE

Computer Science/Information Systems 109 is designed to instruct students with disabilities to use assistive computer technology and mainstream application programs in order to facilitate production of written documents. Concepts related to basic spreadsheet/database applications and advanced word processing features are included. Lecture 2 hours, laboratory 3 hours. **Prerequisite:** Computer Science/Information Systems 107 or equivalent. **Note:** This course may be taken 4 times; a maximum of 12 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 flow-charting 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
INTERACTIVE MULTIMEDIA I
(Also listed as Media Arts 111)
3 Units**

Computer Science/Information Systems 111 introduces students to the aesthetics and techniques employed in the creation of interactive multimedia programs. Topics presented in the course include: project planning, interactive design principles, digital video and audio, computer animation, graphics, and cross-platform distribution. Students create projects using industry standard software such as Macromedia Director. Lecture 2 hours, laboratory 4 hours. **Recommended preparation:** Computer Science/Information Systems 206 or equivalent. **Note:** This course may not be taken for credit by students who have completed Media Arts 111. **Transfer credit: CSU**

**115
MICROCOMPUTER APPLICATIONS
4 Units**

Computer Science/Information Systems 115 is intended to acquaint students with the capabilities of microcomputer systems and their software. Emphasis is placed on familiarization with the commonly used aspects of general applications packages. Students are taught the skills necessary to solve realistic problems using readily available existing software. Lecture 3 hours, laboratory 3 hours. **Prerequisite:** Computer Science/Information Systems 200 or Business Office Technology 205 or equivalent and Computer Science/Information Systems 208 or equivalent. **Recommended preparation:** Eligibility for English 120 or ESL 151 or Business Administration 106. **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.

**117
MICROSOFT OFFICE USER
SPECIALIST
5 Units**

Computer Science/Information Systems 117 is a continuation of Computer Science/Information Systems 115 (Microcomputer Applications) using Microsoft Office. This course prepares the student for the optional Microsoft Proficient/Expert level certification exams for the current Microsoft Office software programs. Lecture 4 hours, laboratory 3 hours. **Prerequisite:** One of the following: 1. Computer Science/Information Systems 115; 2. Business Office Technology 254 (MS Word) and Computer Science/Information Systems 116 (MS PowerPoint) and Computer Science/Information Systems 102 (MS Excel and MS Access).

**118
INTRODUCTION TO 2D/3D GRAPHIC
SOFTWARE
3 Units**

Computer Science/Information Systems 118 teaches the fundamentals of a microcomputer 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

**139
JAVA***4 Units*

Computer Science/Information Systems 139 is a hands-on course where the student works with programs to develop a knowledge of Java concepts in an interactive environment. Standalone applications and network applets are created and tested across operating systems and hardware platforms. Lecture 3 hours, laboratory 3 hours. **Prerequisite:** Computer Science/Information Systems 135 or equivalent experience, or 2 years of working experience in computer programming. **Transfer credit:** CSU, UC

140 COBOL PROGRAMMING I

4 Units

Computer Science/Information Systems 140 presents the elements and capabilities of COBOL (common business oriented language), using a structured approach. COBOL programming applies to most common computer system configurations and business problem-solving applications. The course includes rules for COBOL words, statements, divisions, literal, editing, and other features. Lecture 3 hours, laboratory 3 hours. **Prerequisite:** 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 3 hours, laboratory 2 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 minicomputer in current industrial use. A detailed discussion of the language and the VAX architecture is presented. This course is intended for the computing professional and/or the serious computer student. Lecture 3 hours, laboratory 3 hours. **Prerequisite:** Computer Science/Information Systems 101 or equivalent, and two semesters of programming beyond Computer Science/Information Systems 110; or two years of full-time professional programming experience. **Transfer credit:** CSU, UC, USC

170 LARGE COMPUTER OPERATING SYSTEMS

4 Units

Computer Science/Information Systems 170 is designed to acquaint the student with the standard large scale operating system. Topics include control language, file structures, input/output techniques, virtual memory, multi-programming/processing concepts, memory allocation, security and inter-program transfer and communication. Lecture 3 hours, laboratory 3 hours. **Prerequisite:** Computer Science/Information Systems 101 or equivalent, and two semesters of programming beyond Computer Science/Information Systems 110; or two years of full-time professional programming experience. **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, UC**

**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**
1 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 satisfies the requirement for an 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, windows, and perform other standard windows operations, and to perform simple internet searches. Lecture 2 hours, laboratory 1 hour. (9 weeks). **Prerequisite:** None. **Note:** This course may be taken 4 times using different operating systems; a maximum of 4 units may be earned.

209 ADVANCED WINDOWS

1 Unit

Computer Science/Information Systems 209 reviews the fundamental skills taught in Computer Science/Information Systems 208 and continues with more advanced features. Topics covered include modifying the desktop work environment, customizing with control panel, and advanced file and document management. Lecture 2 hours, Lab 1 hour. **Prerequisite:** Computer Science/Information Systems 208 or equivalent. **Recommended preparation:** Knowledge of computer keyboarding. **Note:** This course may be taken 4 times using different operating systems; a maximum of 4 units may be earned.

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 of 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**

218 INTERACTIVE MULTIMEDIA II (Also listed as Art 218 and Media Arts 218)

3 Units

Computer Science/Information Systems 218 provides students with advanced training and experience in the creation of interactive multimedia programs. Industry standard software, such as Macromedia Director, is used with primary emphasis placed on the authoring process. Topics covered in the course include: Lingo scripting, interface design, navigation principles, cross-platform development, integration of audio, video, animated and virtual reality (VR) elements, and distribution for CD-ROM, DVD, and the Internet. Students create their own multimedia CD-ROM as a final project. Lecture 2 hours, laboratory 4 hours. **Prerequisite:** Media Arts 111 or Computer Science/Information Systems 111. **Recommended preparation:** Art 146, 220, and Media Arts 101. **Note:** This course may not be taken for credit by students who have completed Art 218 or Media Arts 218.

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, laboratory 1 hour (9 weeks). **Prerequisite:** Computer Science/Information Systems 230 or equivalent. **Note:** This course may be taken 4 times using different software or hardware; a maximum of 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**

COOPERATIVE EDUCATION

101 GENERAL WORK EXPERIENCE

1-3 Units

Cooperative Education 101 is the supervised employment of students with the intent of assisting them in acquiring desirable work habits, developing career awareness, and promoting positive attitudes about jobs and the world of work. Laboratory 5-15 hours. **Corequisite:** Concurrent enrollment in 7 units, including Cooperative Education. **Note:** This course may be taken 4 times. Not to exceed 6 units for Cooperative Education 101. A maximum of 16 units may be earned for all Cooperative Education.

102 OCCUPATIONAL WORK EXPERIENCE

1-4 Units

Cooperative Education 102 expands occupational learning opportunities and career awareness programs for students through employment in occupational fields for which their college majors are designed. Emphasis is placed on synthesizing and applying the knowledge gained in other course work to the work environment using the development of measurable job-related objectives the students accomplish during the course. Laboratory 5-20 hours. **Corequisite:** Employment related to major and concurrent registration in 7 units (including Cooperative Education). **Recommended preparation:** ESL 151 or English 120 or Business Administration 106. **Note:** The course may be taken 4 times; a maximum of 16 units may be earned for all Cooperative Education. **Transfer credit: CSU**

COSMETOLOGY

Students are granted one unit of credit for each 40 hours of lecture and laboratory attendance each semester for a maximum of 16 units and a total of 48 units for the entire 1,600 hours as required by the Board of Cosmetology for licensing as a Cosmetologist. The completion of Cosmetology 111, 112, 113, and 114 qualifies students to take the Cosmetology State Board Examination. The student must attend a minimum of 25 hours per week for 10 units and a maximum of 40 hours per week for 16 units.

111 ELEMENTS OF COSMETOLOGY (See Note)

Cosmetology 111 is the introduction to study of basic sciences of the hair, skin, scalp, sanitation, sterilization and hygiene recognition of conditions of the skin, scalp and hair. Preparation training in theory and practical operation. Practical application of skills in shampooing, curl construction, basic hair cutting, comb-out procedures, responsibilities as a receptionist, ethics of the profession, as well as personal hygiene. Lecture and laboratory 25/40 hours. **Prerequisite:** High school graduation or possession of G.E.D. (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**
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**
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**
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**
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**
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**
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**
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**
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**
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. **Prerequisite:** Culinary Arts 114. **Recommended preparation:** Eligibility for English 120 or ESL 151.

**122
INTERNATIONAL COOKING**
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**
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**
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
(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**
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**
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**
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**
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**
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.

**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 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 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 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 1½-2½ hours. **Prerequisite:** Dance 111 or equivalent. (Dance 111 may be taken concurrently.) **Note:** An audition may be required. No more than 12 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 1½-2½ hours. **Prerequisite:** Dance 111 or equivalent. (Dance 111 may be taken concurrently.) **Note:** An audition may be required. No more than 12 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 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 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 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 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 1½-3½ hours. **Prerequisite:** Dance 121 or equivalent. (Dance 121 may be taken concurrently.) **Note:** An audition may be required. No more than 12 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 1½-3½ hours. **Prerequisite:** Dance 121 or equivalent. (Dance 121 may be taken concurrently.) **Note:** An audition may be required. No more than 12 units may be earned from any combination of Dance 122, 123, or 178. **Transfer credit:** CSU, UC, USC

125
TAP DANCE
1-2½ Units

Dance 125 provides students with practical experience in basic tap dance techniques. Through discussion and movement, the course emphasizes the development of coordination, rhythm, and performance skills. Students learn tap dance combinations and dances. A brief history of the development of the tap dance medium is included. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Recommended preparation:** Eligibility for English 120 or ESL 151. **Transfer credit:** CSU, UC

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 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 1½-3 hours. **Prerequisite:** One of the following: Dance 110, 115, 120, or equivalent. **Note:** An audition may be required. No more than 12 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 1½-3 hours. **Prerequisite:** One of the following: Dance 110, 115, 120, or equivalent. **Note:** An audition may be required. No more than 12 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 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 1½-5½ hours. **Prerequisite:** One of the following: Dance 112, 113, 116, 122, 123 or equivalent. **Note:** An audition may be required. No more than 12 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 1½-5½ hours. **Prerequisite:** One of the following: Dance 112, 113, 116, 122, 123 or equivalent. **Note:** An audition may be required. No more than 12 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 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 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 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 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
(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 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 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 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 1½-3½ hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

DATA PROCESSING,

See COMPUTER SCIENCE/
INFORMATION SYSTEMS

DRAFTING

129 MACHINE TRADES BLUEPRINT READING

2 Units

Drafting 129 is a study of the fundamentals of orthographic drawing to develop the student's ability to understand and utilize the information presented on a blueprint. Such areas as size dimensional systems, tolerancing, S1 metrics, value engineering and related industrial terminology are presented to strengthen the student's ability to interpret an engineering drawing. Lecture 2 hours, laboratory 1 hour. **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, S 1 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. **Transfer credit:** CSU

**150
ADVANCED COMPUTER AIDED DRAFTING LABORATORY***1-4 Units*

Drafting 150 allows students or industry workers to improve and update their drafting and architecture skills. Techniques are practiced using drafting software. Inspection standards for the purpose of job advancement are presented. Laboratory 3-12 hours. **Prerequisite:** Drafting 140 or equivalent.

**151
COMPUTER AIDED DRAFTING LABORATORY***1-4 Units*

Drafting 151 provides practice drafting and engineering computer equipment. Students work on individual projects. Training received in this course develops an ability to visualize and perform various computer functions necessary in the drafting/engineering trade. Laboratory 3-12 hours. **Prerequisite:** Drafting 141 or equivalent.

**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.

ECONOMICS**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

**110
ECONOMICS OF THE ENVIRONMENT**
3 Units

Economics 110 searches for an economic understanding of contemporary environmental problems. Economic theory is used to explain why there is inefficient resource use and pollution. Public policy to correct environmental problems is examined critically, looking at the costs and benefits of such programs as Superfund cleanup, government regulation, and market incentives. The course also studies the effect of environmental problems and policies on wealth distribution, economic growth and international relations. Lecture 3 hours. **Recommended preparation:** Eligibility for English 120 or ESL 151. **Transfer credit:** UC, 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. **Corequisite:** Electronics and Computer Technology 109.

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:** Electronics and Computer Technology 100 and 109. (Electronics and Computer Technology 100 and 109 may be taken concurrently.) **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

106 FUNDAMENTALS OF ELECTRONICS I

4 Units

Electronics and Computer Technology 106 presents a basic course in a one-year program to develop the skills and knowledge necessary for qualification as an entry-level electronics technician. The course introduces the fundamentals of electronics Direct Current (DC) resistive and Alternating Current (AC) reactive principles and circuits. Students gain practical hands-on experience in constructing and analyzing electronic circuits in laboratory experiments, using state-of-the-art electronic test equipment. Lecture 3 hours, laboratory 3 hours. **Recommended preparation:** Eligibility for English 120 or ESL 151. Completion of, or concurrent enrollment in Mathematics 145 or equivalent.

**107
FUNDAMENTALS OF ELECTRONICS II**
4 Units

Electronics and Computer Technology 107 continues the study of Electronics and Computer Technology 106. Electronics and Computer Technology 107 presents the study of electronics principles and circuits in a one-year program to develop the skills and knowledge necessary to qualify as an entry-level electronics technician. This course discusses and analyzes solid-state components and circuits, including diodes, bipolar junction and field effect transistors, integrated circuits, and their applications. Hands-on laboratory work in constructing and testing solid-state circuits is emphasized. Lecture 3 hours, laboratory 3 hours. **Prerequisite:** Electronics and Computer Technology 106. **Recommended preparation:** Eligibility for English 120 or ESL 151. Completion of Math 145 or equivalent.

**109
BASIC FOR ELECTRONICS
CIRCUITS**
3 Units

Electronics and Computer Technology 109 introduces a diagnostic form of analysis of electronic circuits, integrating the use of the programming language BASIC with fundamental electronics mathematics. Students explore the elementary concepts of BASIC germane to electronics mathematics and apply them to the solution of electronic circuit problems. All applications are practiced using computers in the Electronics and Computer Technology Department lab. Specific areas of concentration include writing and running elementary programs in BASIC and using BASIC programming and electronic mathematics concepts and procedures to perform calculations in solving electronic DC and AC circuit configuration problems. Lecture 3 hours. **Corequisite:** Electronics and Computer Technology 100.

**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**
3 Units

Electronics and Computer Technology 210 is a comprehensive study of the theory of operation, characteristics, and applications of electronics specialized test and measurement instruments, including analog and digital meters, oscilloscopes, oscillators, generators, electronic counters, and impedance bridge networks. Precision measurements and relevant mathematical procedures are emphasized in the test, measurement and analysis of the operational parameters and performance of electronic printed circuits. Lecture 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**
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**
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.

**226
ADVANCED MICROCOMPUTER AND NETWORK TROUBLESHOOTING**
4 Units

Electronics and Computer Technology 226 is an advanced course that reinforces content presented in Electronics and Computer Technology 112 and 212 by discussing current Windows and Macintosh operating systems. This course also introduces laser printer troubleshooting and repair. As an added component this course prepares students for the A+ professional computer technician certification examination. Lecture 3 hours, laboratory 3 hours. **Prerequisite:** Electronics and Computer Technology 112 and 212 or equivalent.

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

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—4 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 -----

REQUIRED _____

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

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

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) (ENGL 101 & 102 CAN ENGL SEQ A)

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) (ENGL 101 & 102 CAN ENGL SEQ A)

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) (ENGL 105 & 106 CAN ENGL SEQ B)

**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) (ENGL 105 & 106 CAN ENGL SEQ B)

**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

**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 students who want to prepare for the writing required in college classes and other settings. 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. Lecture 4 hours. **Prerequisite:** English 191 or placement based on a composite of test scores and academic background. **Recommended preparation:** English 192. (English 192 may be taken concurrently.)

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) (ENGL 122 & 123 CAN ENGL SEQ C)

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) (ENGL 122 & 123 CAN ENGL SEQ C)

124 CONTEMPORARY LITERATURE

3 Units

English 124 is an introduction to representative literature after World War II, focusing on fiction, drama and poetry. The course explores recent advances in technology, multicultural diversity, and gender equity, plus other artistic, political and cultural developments and how these changes have affected contemporary literature; emphasis is on American authors, including recent immigrants. 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 120 or ESL 151. **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**

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.

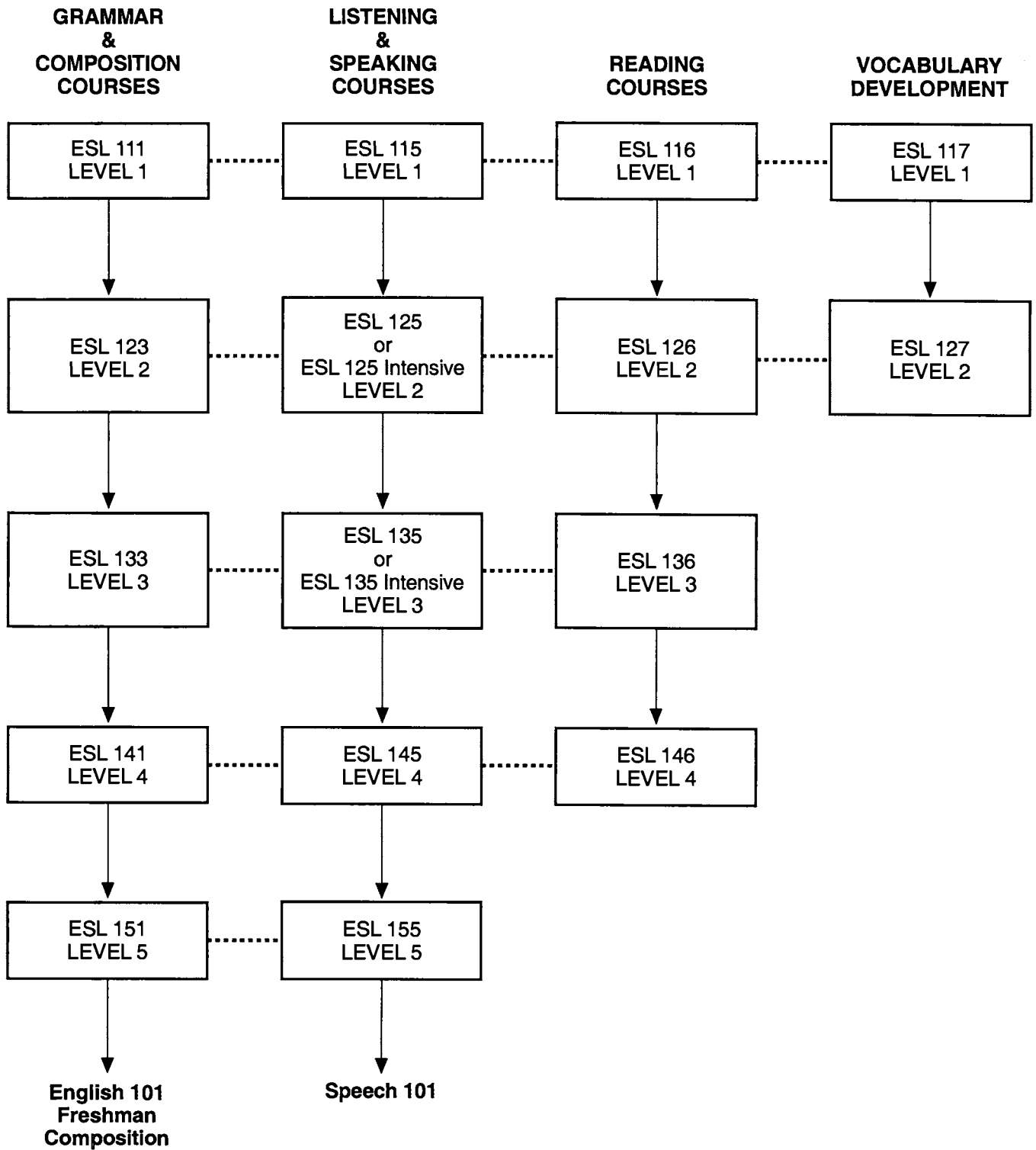
**191
WRITING WORKSHOP II**

4 Units

NON-DEGREE APPLICABLE

English 191 is designed for students who need to practice writing more thoughtful and well-organized short compositions in standard English. Conducted as a writing workshop, the class also involves reading, and discussion of articles, stories and possibly longer works. 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 and organizational format of written English and improves their ability to compose, edit, and revise sentences, paragraphs, and short compositions. Lecture 4 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 4 times; a maximum of 4 units may be earned. All 4 units must be satisfactorily completed to advance to English 120.

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.

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.

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. ESL 121 (or 123) must be taken prior to or concurrently with ESL 126. **Recommended preparation:** Concurrent enrollment in an appropriate ESL listening and speaking course and an ESL grammar and writing course.

**127
LISTENING COMPREHENSION &
VOCABULARY DEVELOPMENT II***3 Units***NON-DEGREE APPLICABLE**

English as a Second Language 127 is a telecourse designed to help high-beginning to intermediate 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 or satisfactory completion of ESL 117. **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 135. The course grade will be "Credit" or "No Credit." There will be no letter grades for ESL 127.

**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. ESL 131 (or 133) must be taken prior to or concurrently with ESL 136. **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

3 Units

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. ESL 141 must be taken prior to or concurrently with ESL 146. **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.

ETHNIC STUDIES

**101
LATIN AMERICAN CULTURAL
EXPRESSION**
3 Units

Ethnic Studies 101 surveys the cultural background that has shaped the present Latin American societies. The course 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

**125
NATIVE AMERICAN STUDIES**
3 Units

Ethnic Studies 125 examines indigenous American societies, from before European contact through the present. This historical examination compares regional cultural groups, using an interdisciplinary approach to reach an understanding of pre-literate peoples. A primary goal is to develop skills for critical cross-cultural comparisons. Lecture 3 hours. **Recommended preparation:** Eligibility for English 120 or ESL 151. **Transfer credit:** CSU

**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

**FASHION DESIGN
MERCHANDISING**

**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. **Transfer credit:** CSU

**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 I**
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.

124 FASHION ILLUSTRATION II

2 Units

Fashion Design Merchandising 124 is a continuation of Fashion Design Merchandising 123. Students with prior knowledge of clothing construction and basic fashion sketching techniques gain the opportunity to communicate visually. Apparel designs and construction details are rendered in depth for the target customer, selling season, and apparel purpose. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** Fashion Design Merchandising 123 or equivalent. **Note:** This course may be taken 2 times. A maximum of 4 units may be earned.

168 FASHION MERCHANDISING (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 213 or equivalent. **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 presents 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. Fire Technology 101 meets or exceeds the California State Fire Marshal's Office core requirement for Fire 1. 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

102 FIRE BEHAVIOR AND COMBUSTION

3 Units

Fire Technology 102 offers instruction in fire behavior and control, matter and energy, units of measurement, flammable liquids, toxic gases, chemicals, radioactive hazards, and fire fighting techniques. Fire Technology 102 meets or exceeds the California State Fire Marshal's Office core requirement for Fire 5. Lecture 3 hours. **Prerequisite:** Fire Technology 101 or equivalent. **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.

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. Fire Technology 103 meets or exceeds the California State Fire Marshal's Office core requirement for Fire 2. 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. Fire Technology 105 meets or exceeds the California State Fire Marshal's Office core requirement for Fire 3. 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. Fire Technology 115 meets or exceeds the California State Fire Marshal's Office core requirement for Fire 4. Lecture 3 hours. **Prerequisite:** Fire Technology 101. **Transfer credit:** CSU

116 FIRE ACADEMY I

15 Units

Fire Technology 116 is designed to train students in the theory and practice of firefighting technology. Topics include organization of the fire service, characteristics and the behavior of fire, fire hazard properties of materials, extinguishing agents, and fire protection systems. This course together with Fire Technology 117, Fire Academy II, meets the State Board of Fire Services requirements for designation as a Firefighter I. Lecture 12 hours, laboratory 9 hours. **Recommended Preparation:** Eligibility for English 120 or ESL 151.

117 FIRE ACADEMY II

9 Units

Fire Technology 117 is designed to train students in the theory and practice of firefighting technology. Topics include building construction and assemblies, basic firefighting tactics, rescue, fire prevention, and physical fitness. This course together with Fire Technology 116, fire Academy I, meets the State Board of Fire Services requirements for designation as a Firefighter I. Lecture 4 hours, laboratory 15 hours. **Prerequisite:** Fire Technology 116.

**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 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) (FREN 101 & 102 CAN FREN SEQ A)

**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) (FREN 101 & 102 CAN FREN SEQ A)

**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 6) (FREN 103 & 104 CAN FREN SEQ B)

**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) (FREN 103 & 104 CAN FREN SEQ B)

**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

GEOGRAPHY

101 PHYSICAL GEOGRAPHY

3 Units

Geography 101 is a study of the basic physical elements of geography, their correlation and integrated patterns of world distribution. Special attention is given to the earth and its astronomical relationships, weather, climate, and landforms. Lecture 3 hours. **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 occupation. 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

106 HUMAN IMPACT ON THE ENVIRONMENT

3 Units

Geography 106 is a description and analysis of humanity's impact on the natural environment over time. Natural earth systems and natural climatic change are studied in the context of geologic time, followed by systematic analyses of human impact on the atmosphere, hydrosphere, lithosphere, and biosphere. Emphasis is placed on the human activities that cause environmental change, as well as potential solutions and pathways to sustainability. Lecture 3 hours. **Prerequisite:** none. **Transfer credit:** UC, CSU

110 GEOGRAPHY OF CALIFORNIA

3 Units

Geography 110 is a systematic study of the spatial distributions of California's biophysical 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, UC, USC

114 GEOGRAPHY OF BAJA CALIFORNIA

2 Units

Geography 114 is a field study of Mexico's Baja California peninsula using the geographic methodology. Emphasis is placed on the physical and cultural landscape; students are exposed to basic geographic data collection techniques and concepts, allowing for students to observe and document elements of Baja California's climate, hydrology, wildlife, geomorphology, agriculture, economy, religion, and history, and how these elements interact to create Baja's unique landscape and culture. Lecture 2 hours. **Prerequisite:** Geography 101 or 102 or 105 or 110 or equivalent. **Note:** This class is taught in conjunction with a field trip to Baja California. **Transfer credit:** CSU

GEOLOGY

**101
PHYSICAL GEOLOGY**
3 Units

Geology 101 is a study of the physical materials and processes of the earth. Lecture 3 hours. **Prerequisite:** None. **Note:** This course may not be taken for credit by students who have completed Geology 110. Second semester standing or a good high school record is recommended. **Transfer credit:** *CSU, UC, USC*

**102
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; 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; Oceanography 115; Paleontology 101; or equivalent. **Transfer credit:** *CSU, UC, USC (CAN GEOL 4)*

**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, UC, USC*

GERMAN

**101
BEGINNING GERMAN I**
5 Units

German 101 presents the fundamentals of German grammar. The students learn accurate pronunciation and a working vocabulary which they will use in conversation and writing. Students will read and express themselves in simple prose. The student must spend one hour a week in the laboratory. Lecture 5 hours. **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) (GERM 101 & 102 CAN GERM SEQ A)*

**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) (GERM 101 & 102 CAN GERM SEQ A)**

**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) (GERM 103 & 104 CAN GERM SEQ B)**

**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) (GERM 103 & 104 CAN GERM SEQ B)**

**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**

HEALTH**101
FIRST AID**
1 Unit

Health 101 covers prevention and cause of accidents or sudden illness. It meets the requirements of the American Red Cross for certification in 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*

HISTORY**101
HISTORY OF WESTERN EUROPE**
3 Units

History 101 studies the growth of western European civilization from the decline of the Roman Empire to the 17th Century. An introduction to the study of history, giving a general perspective of the development of those political, economic, and social institutions which explain our present-day civilization. An attempt is made to orient the student's thinking to present world problems. Lecture 3 hours. **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) (HIST 101 & 102 CAN HIST SEQ A)*

**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) (HIST 101 & 102 CAN HIST SEQ A)*

**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, USC**

116
ECONOMIC HISTORY OF THE UNITED STATES
 (Also listed as Economics 111)
 3 Units

History 116 is a history of the economic development of the United States from its settlement to the present. Emphasis is placed on the growth and development of economic institutions, slavery, reconstruction, work, the industrial revolution, workers' movement, and U.S. imperialism. This course meets the California State requirements in American History. Lecture 3 hours. **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) (HIST 117 & 118 CAN HIST SEQ B)**

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) (HIST 117 & 118 CAN HIST SEQ B)**

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, UC, USC**

131
A HISTORY OF AFRICA SINCE 1800
 3 Units

History 131 surveys the development of Africa from 1800 to the present. Themes to be covered include: colonialization and underdevelopment, neo-colonialism, nationalism and African independence movements. Case studies of individual African countries 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
 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, geo-political, 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 (CAN ITAL 2) (ITAL 101 & 102 CAN ITAL SEQ A)**

**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) (ITAL 101 & 102 CAN ITAL SEQ A)**

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.

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

101
BEGINNING KOREAN I
5 Units

Korean 101 teaches the fundamentals of Korean grammar. Students are trained to pronounce Korean correctly, to acquire a small working vocabulary which they use in conversation and writing, and to read and write in the native Korean alphabet. Lecture 5 hours, laboratory ½ hour. **Recommended preparation:** Eligibility for English 120 or ESL 151. **Note:** Not open to students who have oral proficiency or who have attended schools where Korean was the language of instruction. In addition to the regular class hours, the student must spend one-half hour a week in the foreign language laboratory. **Transfer credit:** CSU, UC

102
BEGINNING KOREAN II
5 Units

Korean 102 continues to present the fundamentals of Korean grammar. Students are trained to pronounce Korean correctly, to acquire a small working vocabulary which they use in conversation and writing, and to read and write in the native Korean alphabet. Lecture 5 hours, laboratory ½ hour. **Prerequisite:** Korean 101 or equivalent. **Note:** In addition to the regular class hours, the student must spend one-half hour a week in the foreign language laboratory. **Transfer credit:** CSU, UC

**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

LIBRARY

**101
INTRODUCTION TO INFORMATION
RESOURCES AND RESEARCH
METHODS
2 Units**

Library 101 introduces methods of contemporary research through the use of online databases and the Internet, as well as traditional print materials. Collaborative efforts lead to well-researched and accurately documented term paper presentations. Lecture 1½ hours, laboratory 1½ hours. **Recommended preparation:** Eligibility for English 120 or ESL 151 or Business Administration 106, concurrent enrollment in Computer Science/Information Systems 191. **Transfer credit:** CSU, UC

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

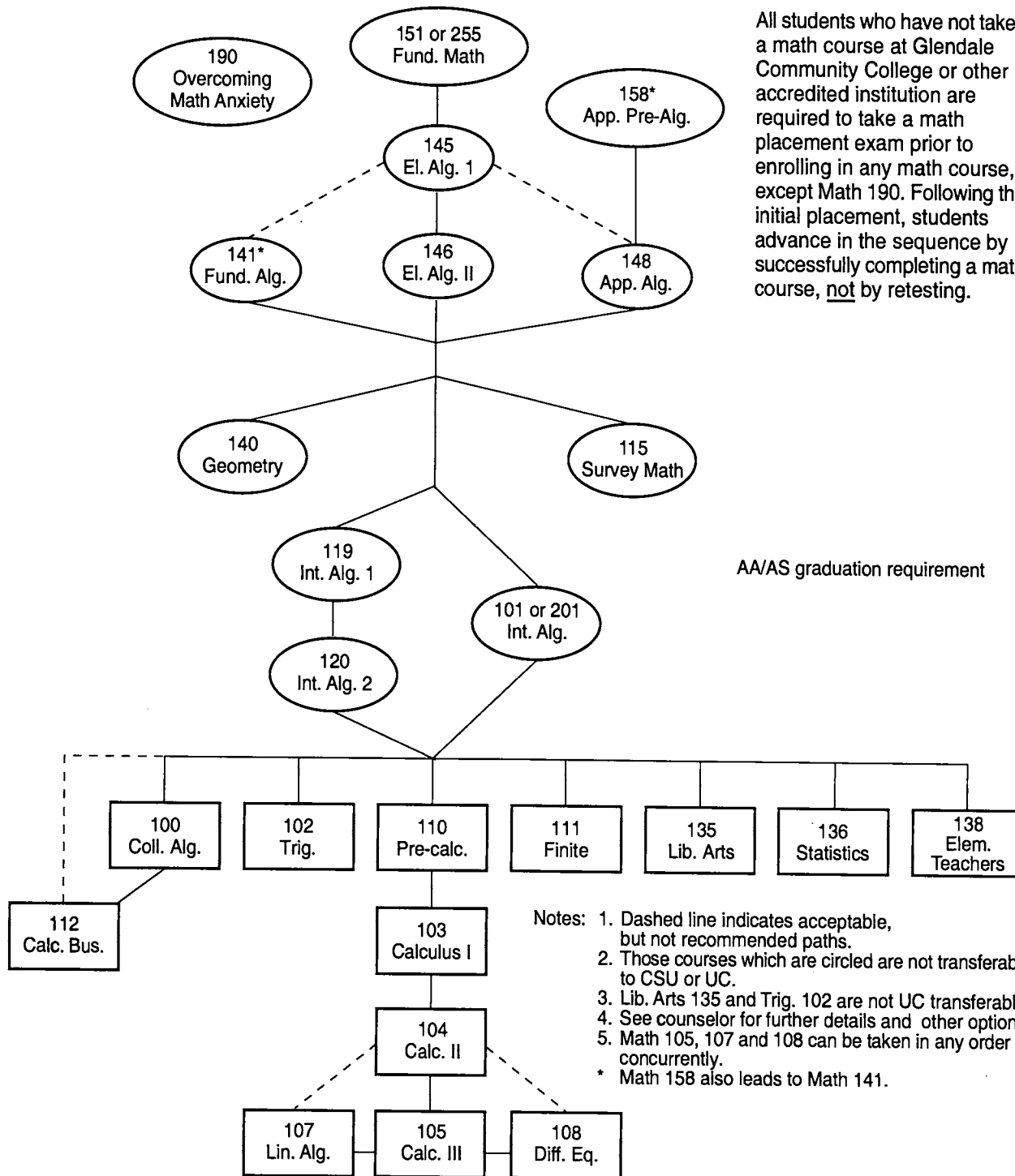
104 STUDENT PUBLICATIONS EDITORS

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

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.



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 detailed study of the basic concepts of algebra, including first and second degree equations and inequalities, graphs of linear and quadratic functions, conic sections, polynomial functions, exponential functions, logarithmic functions, systems of equations including Gaussian elimination. 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. **Transfer credit:** CSU, UC, USC (CAN MATH 18) (MATH 103 & 104 CAN MATH SEQ B) (MATH 103 & 104 & 105 CAN MATH SEQ C)

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) (MATH 103 & 104 CAN MATH SEQ B) (MATH 103 & 104 & 105 CAN MATH SEQ C)

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) (MATH 103 & 104 & 105 CAN MATH SEQ C)

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)

**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. **Recommended preparation:** Mathematics 100. **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)

**138
MATHEMATICS FOR ELEMENTARY
TEACHERS***3 Units*

Mathematics 138 is a one-semester course designed for prospective elementary school teachers. Topics in this course include: problem-solving techniques, set operations, functions, number theory, ratio, proportion and percent, and math study skills. 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, UC, USC

**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.

**155
ALGEBRA BASICS**

4 Units

NON-DEGREE APPLICABLE

Mathematics 155 is a remedial course designed to prepare students for their first course in algebra. It includes the fundamental processes of arithmetic and prealgebra. It is designed to develop skill in computation using whole numbers, fractions, decimals, percents, and properties of the decimal number system with an emphasis on the arithmetic of signed numbers. Rules of exponents, first-degree equations, fundamental facts about geometry with regard to area and perimeter are also included. Study and test-taking techniques related to mathematics are also covered. Lecture 5 hours. **Prerequisite:** Placement is based on a composite of test scores and academic background. **Note:** A maximum of 4 units of credit will be granted for Mathematics 151, Mathematics 152, Mathematics 153, and Mathematics 155.

**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.

**201
INTERMEDIATE ALGEBRA***1-5 Units*

Mathematics 201 is a self-paced course that covers those topics commonly taught in the second year of high school algebra. Topics include: properties of real numbers, properties of exponents (rational), functions and their inverses; simplifying rational, exponential, and logarithmic expressions; using determinants; graphing lines, parabolas, ellipses, and hyperbolas; solving linear, absolute value, quadratic, exponential and logarithmic equations and inequalities; arithmetic and geometric sequences and series; the binomial expansion. Lecture 4 hours, laboratory 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. **Note:** This course may be taken 4 times; a maximum of 5 units may be earned for Mathematics 101 and 201.

**255
FUNDAMENTALS OF MATHEMATICS***1-4 Units***NON-DEGREE APPLICABLE**

Mathematics 255 is a self-paced basic skill course designed to prepare students for their first course in algebra. It includes the fundamental processes of arithmetic and prealgebra. It is designed to develop skill in computation using whole numbers, fractions, decimals, percents, and properties of the decimal number system with an emphasis on the arithmetic of signed numbers. Rules of exponents, first-degree equations, fundamental facts about geometry with regard to area and perimeter are included. Study and test-taking techniques related to mathematics are also covered. Lecture 5 hours, lab 2 hours. **Prerequisite:** Placement is based on a composite of test scores and academic background. **Note:** This course may be taken 4 times. A maximum of 4 units of credit will be granted for Mathematics 151, Mathematics 152, Mathematics 153, Mathematics 155, and Mathematics 255. This course is Credit/No Credit only.

MATHEMATICS, BUSINESS

See Business Office
Technology 110

**MATHEMATICS,
TECHNICAL**

See Technical Education 142,
143; Electronics & Computer
Technology 100

MEDIA ARTS

**101
VIDEO PRODUCTION I
(Formerly Television 101)***3 Units*

Media Arts 101 provides students with a basic overview of the aesthetics and techniques required in the production of video programs. The topics to be covered include: basic principles of videography, recognizing and using video and audio equipment, editing, lighting, and video graphics. Projects consist of hands-on experiences in production situations in the Glendale College Television Studio and on location. Lecture 2 hours, laboratory 4 hours. **Prerequisite:** None. **Transfer credit:** CSU

**102
VIDEO PRODUCTION II
(Formerly Television 102)***3 Units*

Media Arts 102 is an intermediate-level video production class. Emphasis is placed on digital video production techniques including: non-linear editing, digital video acquisition and effects, titles, and compression. Industry standard software, such as Adobe Premiere and Quicktime, are used and current video technologies are examined. Students gain a working familiarity with all aspects of the Glendale College Television (GCTV) Studio and Media Arts Computer Lab. Lecture 2 hours, laboratory 4 hours. **Prerequisite:** Media Arts 101 or equivalent. **Transfer credit:** CSU

**104
VIDEO PRODUCTION PRACTICUM
(Formerly Television 104)***3 Units*

Media Arts 104 is designed to provide a realistic working experience in video production. Emphasis is placed on the actual production of television programs for the campus and community. Students gain experience through direct use of the production capabilities of the GCTV (Glendale College Television) Studio and involvement in developing programming operations for the educational cable channel. Students may also create independent video productions in order to build a portfolio of video production work. Studio 6 hours. **Prerequisite:** Media Arts 101 or equivalent. **Recommended preparation:** Media Arts 102, Theatre Arts 133. **Note:** This course may be taken 3 times; a maximum of 9 units may be earned. **Transfer credit:** CSU

**107
AUDIO PRODUCTION
(Formerly Television 107)***3 Units*

Media Arts 107 teaches students the basic principles, aesthetics, and techniques used in the production of audio programs and soundtracks for video programs. Specific topics covered in the course include: magnetic recording, digital recording and editing, selection and use of microphones, sound studio operation, multi-tracking, mixing, editing, and synchronization with video. Hands-on experience with professional equipment is emphasized. Lecture 2 hours, laboratory 4 hours. **Prerequisite:** None. **Transfer credit:** CSU

**111
INTERACTIVE MULTIMEDIA I
(Formerly Television 111)
(Also listed as Computer Science/
Information Systems 111)
3 Units**

Media Arts 111 introduces students to the aesthetics and techniques employed in the creation of interactive multimedia programs. Topics presented in the course include: project planning, interactive design principles, digital video and audio, computer animation, graphics, and cross-platform distribution. Students create projects using industry standard software such as Macromedia Director. Lecture 2 hours, laboratory 4 hours. **Recommended preparation:** Computer Science/Information Systems 206 or equivalent. **Note:** This course may not be taken for credit by students who have completed Computer Science/Information Systems 111. **Transfer credit: CSU**

**218
INTERACTIVE MULTIMEDIA II
(Formerly Television 218)
(Also listed as Art 218 and Computer
Science/Information Systems 218)
3 Units**

Media Arts 218 provides students with advanced training and experience in the creation of interactive multimedia programs. Industry standard software, such as Macromedia Director, is used with primary emphasis placed on the authoring process. Topics covered in the course include: Lingo scripting, interface design, navigation principles, cross-platform development; integration of audio, video, animated, and virtual reality (VR) elements; and distribution for CD-ROM, DVD, and the Internet. Students create their own multimedia CD-ROM as a final project. Lecture 2 hours, laboratory 4 hours. **Prerequisite:** Media Arts 111 or Computer Science/Information Systems 111. **Recommended preparation:** Art 146, Art 220, and Media Arts 101. **Note:** This course may not be taken for credit by students who have completed Art 218 or Computer Science/Information Systems 218.

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

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 an elementary knowledge of music and music notation. Students should be able to read bass and treble clefs, notes and note values, time signatures and key signatures, identify notes of a piano keyboard, and have a basic understanding of melody, harmony and rhythm. Using this basic knowledge, fundamental concepts such as scales, intervals, chords, and transposition are studied. These musical concepts are then applied in ear training, analysis, and compositional exercises in preparation for musicianship and harmony courses. Lecture 3 hours. **Recommended preparation:** It is strongly recommended that students entering Music 102 be able to read music (clefs, note values, time and key signatures) and identify notes on a piano keyboard. It is also recommended that students have access to a piano keyboard. **Transfer credit: CSU, UC, USC**

**103
KEYBOARD HARMONY
1 Unit**

Music 103 is designed for students who have a basic knowledge of music and music notation. Students review bass and treble clefs, notes and note values, meter signatures and key signatures; identify notes of a piano keyboard; and develop a basic understanding of melody, harmony, and rhythm. In addition, students learn basic piano technique and begin the study of harmony in the context of the piano keyboard. These concepts are used in the analysis and performance of musical exercises and literature. This course prepares students for advanced harmony and musicianship classes. Lecture 1 hour, laboratory 1 hour. **Prerequisite:** None. **Note:** Music 103 is designed for students who have a basic knowledge of music. Students should be able to read musical notation and understand concepts of melody, harmony, and rhythm. **Transfer credit: CSU, UC**

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. **Corequisite:** Music 107. **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. **Corequisite:** Music 108. **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. **Corequisite:** Music 104. **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. **Corequisite:** Music 105. **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) (MUS 125 & 126 CAN MUS SEQ B)

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) (MUS 125 & 126 CAN MUS SEQ B)

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. Performance 3 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. Performance 3 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, UC, USC

144
WOODWIND ENSEMBLE
1 Unit

Music 144 is a small instrumental group which plays for college and community activities. Emphasis is on balance, dynamics, phrasing, and interpretation. Performance 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. Performance 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. Performance 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. Performance 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

148
CHAMBER MUSIC
½-1 Unit

Music 148 is a performance class which emphasizes standard chamber music repertoire from the Baroque era through the 20th century. Ensembles from duos to quintets explore literature from various periods and for various instrumentations. Emphasis is placed on interpretation and style. Performance 3 hours. **Prerequisite:** Ability to perform on a standard string, wind, or keyboard 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

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. Performance 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. Performance 3 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. Performance 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. Performance 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. Performance 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. Performance 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. Performance 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. Performance 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. Performance 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: JAZZ/SHOW
CLASSICS***½-1 Unit*

Music 237 is the study and performance of choral literature composed for small vocal ensembles. Vocal music in both show (popular) and jazz idioms is studied. Some of the music may be choreographed. Performance 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. Performance 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:** CSU, 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. Performance 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

**240
CONCERT SINGERS:
HOLIDAY CONCERT***½-1 Unit*

Music 240 is a course in the appreciation and performance of traditional choral literature. Emphasis is placed on non-orchestral music composed for the winter holiday season. Public performance is required. Performance 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

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 Allied Health Division offers a variety of courses and programs in the health care field. Semester length courses include the Emergency Medical Technician and Nursing Assistant classes, both of which prepare students to apply for and take their respective certifying examinations. An Alcohol/Drug Studies Program is also offered (see listing under that heading in this catalog). Programs in Vocational Nursing (one year), Registered Nursing (four semesters), and a VN-RN Career Ladder Option (two semesters) are available. These programs are described in the Associate in Science Majors and Certificate programs section of this catalog.

ALLIED HEALTH**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.

**145
NURSING ASSISTANT: LONG TERM
CARE AND HOME HEALTH**
6½ Units

Allied Health 145 offers the student an introduction to basic nursing and the health care field by working with residents and patients in long term care and home settings. Emphasizing the role of the certified nursing assistant on the health care team, the needs of the long term and aging patient are studied. Nursing skills and clinical procedures, patient needs, inter-personal skills, safety, nutrition, rehabilitation, and supervised clinical experiences are included. Lecture 4 hours, laboratory 7½ hours. **Prerequisite:** Eligibility for English 120 or ESL 151 and eligibility for Mathematics 153. Possess a current CPR card (Class "C" or BCLS). **Note:** This is a short term course which is offered only as Credit/No Credit. Health clearance is required. Students successfully completing this course receive documentation of course completion and are eligible to apply to the State of California to take the written and manual skills test for certification as a nursing assistant. Students who complete the course and receive certification also receive a Home Health Aide Certificate. Applicants for state certification may be denied certification by the state for prior convictions which substantially relate to the qualifications and duties of a nurse assistant or home health aide (AB 3477).

NURSING SCIENCE

VOCATIONAL NURSING

**100
VOCATIONAL NURSING
PERSPECTIVES**
1½ Units

Nursing Science 100 presents an overview of current health and nursing practice issues with their historical influences. Topics provide the beginning vocational nursing student an overview of historical and philosophical viewpoints regarding regulatory scopes of practice, ethics and law, interdisciplinary health care, communication, health, and health care delivery trends. Lecture 1½ hours. **Prerequisite:** Selection for enrollment in the Vocational Nursing Program. **Transfer credit: CSU**

**101
VOCATIONAL NURSING SEMINAR I**
1 Unit

Nursing Science 101 provides an enrichment opportunity for level one vocational nursing students to further explore the application of medical-surgical, fundamentals, and pharmacologic classroom content to the clinical situation. The course includes discussion, demonstration, computer simulation, guided practice, and audiovisual presentations. Laboratory 3 hours. **Prerequisite:** Selection for enrollment in the Vocational Nursing Program. **Corequisite:** Enrollment in the first semester of the Vocational Nursing Program. **Transfer credit: CSU**

**102
VOCATIONAL NURSING SEMINAR II**
1½ Units

Nursing Science 102 provides an enrichment opportunity for level two vocational nursing students to further explore the application of medical-surgical, mental health, and pharmacologic classroom content to the clinical situation. The course includes discussion, demonstration, computer simulation, guided practice, and audiovisual presentations. Lecture 1 hour, laboratory 1½ hours. **Prerequisite:** Completion of the first semester of the Vocational Nursing Program, or previous completion of equivalent coursework. **Corequisite:** Enrollment in the second semester of the Vocational Nursing Program. **Transfer credit: CSU**

**105
ESSENTIALS OF MEDICATION
ADMINISTRATION FOR THE
VOCATIONAL NURSE**
½ Unit

Nursing Science 105 is an introductory course for the vocational nursing student which presents the basic knowledge required for safe medication administration. This course is the foundation for the subsequent two course pharmacology sequence and emphasizes the ability of the student to calculate correct drug dosages. The role of the nurse in pharmacologic therapy is presented, stressing individual accountability in the administration of medication. The way drugs work, their absorption, routes of administration, and rationale for use are thoroughly studied. Federal and state regulations which pertain to the administration of medications and regulation of controlled substances are examined. Lecture ½ hour. **Prerequisite:** Selection for enrollment in the Vocational Nursing Program. **Transfer credit: CSU**

**106
VOCATIONAL NURSING
PHARMACOLOGY I**
1 Unit

Nursing Science 106 is the first of two pharmacology courses and introduces the vocational nursing student to the basic knowledge of pharmacology required to administer medications. The nursing process and unmet human needs provide a framework for the study of selected classes of medications. The role of the nurse in promoting safe and effective pharmacologic therapy is stressed. The importance of health team communication and patient teaching regarding medication administration is incorporated throughout the course. Lecture 1 hour. **Prerequisite:** Completion of Nursing Science 105 or previous completion of equivalent coursework. **Transfer credit: CSU**

**107
VOCATIONAL NURSING
PHARMACOLOGY II**
1½ Units

Nursing Science 107 continues the study and application of pharmacokinetics, pharmacodynamics, and pharmacotherapeutics for the vocational nursing student. The nursing process and unmet human needs are utilized as a basis to provide a framework for the study of selected classes of medications. Emphasis is placed on teaching the patient/family and promoting compliance in medication management. Legal and ethical issues related to medication administration are stressed. Lecture 1½ hours. **Prerequisite:** Nursing Science 106 and the first semester of the Vocational Nursing Program, or previous completion of equivalent coursework. **Transfer credit: CSU**

**108
BASIC NUTRITION IN NURSING**
2 Units

Nursing Science 108 focuses on basic principles of nutrition and their application to health and the life cycle. This course provides an introduction to medical nutrition therapy and emphasizes the importance of the nurse's role in reinforcement of diet and nutrition in all aspects of patient care. Lecture 2 hours. **Prerequisite:** None. **Note:** This course may be taken prior to registering for the nursing program and beginning nursing classes.

**109
BASIC MENTAL HEALTH CONCEPTS
IN NURSING***1½ Units*

Nursing Science 109 is a combined theory and clinical course which explores basic concepts of psychiatric/mental health nursing that benefits the vocational nursing student in understanding patients affected by psychosocial health needs. The course facilitates the care of patients in a variety of settings who are experiencing psychological problems due to physical and/or emotional factors. The course provides an introductory framework for focused psychosocial assessment while utilizing therapeutic communication skills within a nurse/patient relationship. The student applies the nursing process in the clinical area. Important nursing implications in giving psychotropic medications are discussed. Lecture 1 hour, laboratory 1½ hours. **Prerequisite:** Completion of the first semester of the Vocational Nursing Program, or previous completion of equivalent coursework.

**110
FUNDAMENTALS OF VOCATIONAL
NURSING***1½ Units*

Nursing Science 110 introduces the vocational nursing student to the core concepts, principles, and clinical skills common to all areas and levels of nursing practice. It presents the delivery of nursing care based on a hierarchy of universal human needs which impact health, quality of life, and achievement of potential. The entry level student is introduced to the components and use of the nursing process. The student is introduced to health care resources for electronic information retrieval. This course provides the basic platform of nursing knowledge, skills, and caring upon which subsequent nursing courses build. Lecture 1½ hours. **Prerequisite:** Selection for enrollment in the Vocational Nursing Program. **Corequisite:** Nursing Science 100, 101, 111, and 105. **Transfer credit:** CSU

**111
VOCATIONAL MEDICAL-SURGICAL
NURSING I***3 Units*

Nursing Science 111 introduces the vocational nursing student to the basic concepts involved in caring for the patient with a medical-surgical health problem. The course emphasizes unmet human needs and the nursing process as an organizing framework for nursing knowledge and skills. Health care needs of the older adult are emphasized. This course continues to emphasize acquisition and use of electronically obtained information related to nursing and health care. Lecture 3 hours. **Prerequisite:** Selection for enrollment in the Vocational Nursing Program. **Corequisite:** Nursing Science 100, 101, 105, and 131 or previous completion of equivalent coursework.

**112
VOCATIONAL MEDICAL-SURGICAL
NURSING II***3½ Units*

Nursing Science 112 continues, for the vocational nursing student, the study of the adult with unmet needs resulting from major health problems. This course addresses the needs of patients across the lifespan who require more complex nursing interventions and skills. Content also includes an introduction to rudimentary leadership and supervision as well as contemporary practice issues. The student is encouraged to build on competencies gained from the previous semester in electronic acquisition and use of health care information. Lecture 3 hours. **Prerequisite:** Completion of the first semester of the Vocational Nursing Program or its equivalent. **Corequisite:** Enrollment in the second semester vocational nursing curriculum.

**113
VOCATIONAL MEDICAL-SURGICAL
NURSING III***2½ Units*

Nursing Science 113 continues the study of the adult with unmet needs resulting from major health problems. This course addresses the needs of patients who require more complex nursing interventions and skills. The student is encouraged to build on medical-surgical knowledge and competencies gained in the previous semester. Lecture 2½ hours. **Prerequisite:** Completion of the first semester of the Vocational Nursing Program or its equivalent. **Corequisite:** Nursing Science 133. **Note:** Nursing Science 113 is offered only during summer session.

**124
VOCATIONAL MATERNAL CHILD
HEALTH NURSING***3 Units*

Nursing Science 124 focuses the vocational nursing student on the needs of the growing family and incorporates both maternity and pediatric nursing content. The nursing process is stressed as the student learns to adapt previously acquired knowledge to the unmet needs of the maternity and pediatric patient. Emphasis is placed on the observation and direct care of the normal maternity patient/family and the pediatric patient/family experiencing commonly encountered health problems. Lecture 3 hours. **Prerequisite:** Completion of the first year of the Vocational Nursing Program, or the equivalent. **Corequisite:** Enrollment in the second semester vocational nursing curriculum.

**130
VOCATIONAL NURSING
FUNDAMENTALS LABORATORY***2½ Units*

Nursing Science 130 introduces the vocational nursing student to the clinical setting and provides the opportunity to apply theoretical content and basic nursing skills. Clinical experiences include ambulatory, acute, and/or long-term health care settings, and simulated experiences in the College Nursing Skills Laboratory. Laboratory 7½ hours. **Prerequisite:** Selection for enrollment in the Vocational Nursing Program. **Corequisite:** Nursing Science 100, 101, 105, 110 and 111.

**131
MEDICAL-SURGICAL VOCATIONAL
NURSING I LABORATORY***2½ Units*

Nursing Science 131 continues clinical experiences in the medical-surgical setting for the level one vocational nursing student. Emphasis is placed on the health care needs of the elderly with acute and/or chronic health problems. Clinical experiences include ambulatory, acute and/or long-term health care settings and simulated experiences in the College Nursing Skills Laboratory. Laboratory 7½ hours. **Prerequisite:** Nursing Science 105, 110, 130. **Corequisite:** Nursing Science 100, 101, 106, 111, or previous completion of equivalent coursework.

**132
MEDICAL-SURGICAL VOCATIONAL
NURSING II LABORATORY**
2½ Units

Nursing Science 132 provides clinical experiences with patients across the life span who require more complex nursing interventions and skills. Experiences are designed to provide an opportunity for the student to apply classroom content, use the nursing process, and build medical-surgical skills in varied settings. Concepts of supervision and rudimentary leadership are applied to the health care setting. The complexity of assignments which provide supervisory experiences in the clinical area is tailored to student level/placement in the curricular sequence. Laboratory 7½ hours. **Prerequisite:** Completion of the first semester of the Vocational Nursing Program or its equivalent. **Corequisite:** Enrollment in second semester vocational nursing curriculum.

**133
MEDICAL-SURGICAL VOCATIONAL
NURSING III LABORATORY**
4 Units

Nursing Science 133 provides a continuation of clinical experiences for the vocational nursing student with medical-surgical patients. Clinical rotations are designed to provide an opportunity for the student to apply classroom content, use the nursing process, and build medical-surgical skills. The complexity of assignments in the clinical area is tailored to student level/placement in the curricular sequence. Laboratory 12 hours. **Prerequisite:** Completion of the first semester of the Vocational Nursing Program or its equivalent. **Corequisite:** Nursing Science 113. **Note:** Nursing Science 133 is offered only during summer session.

**134
MATERNAL CHILD HEALTH
LABORATORY**
2½ Units

Nursing Science 134 provides the opportunity for the vocational nursing student to apply maternal-child health content in the clinical setting. Direct care of patients commonly encountered in maternal-child health care settings is emphasized. The nursing process is utilized as the student learns to adapt previously learned clinical skills to the unmet needs of the maternity and pediatric patient/client in varied settings. Laboratory 7½ hours. **Prerequisite:** Completion of the first year of the Vocational Nursing Program, or completion of previous equivalent coursework. **Corequisite:** Enrollment in the second semester vocational nursing curriculum.

REGISTERED NURSING

**200
NURSING PERSPECTIVES**
1½ Units

Nursing Science 200 presents an overview of current health and nursing practice issues with their historical influences. Topics provide the novice nurse an overview of historical and philosophical viewpoints regarding regulatory scopes of practice, ethics and law, interdisciplinary roles, communication, health, and health care delivery trends. Lecture 1½ hours. **Prerequisite:** Selection for enrollment in the Registered Nursing Program. **Transfer credit:** CSU

**201
NURSING SEMINAR I**
1 Unit

Nursing Science 201 provides an enrichment opportunity for all level one nursing students to further explore the application of medical-surgical, fundamentals, and pharmacologic classroom content to the clinical situation. The course includes discussion, demonstration, computer simulation, guided practice, and audiovisual presentations. Laboratory 3 hours. **Prerequisite:** Selection for enrollment in the Registered Nursing Program. **Corequisite:** Enrollment in the first semester of the Registered Nursing Program. **Note:** This is an optional but highly recommended class in the Registered Nursing curriculum. **Transfer credit:** CSU

**202
NURSING SEMINAR II**
1½ Units

Nursing Science 202 provides an enrichment opportunity for all level two nursing students to further explore the application of medical-surgical, psychiatric, and pharmacologic classroom content to the clinical situation. The course includes discussion, demonstration, computer simulation, guided practice, and audiovisual presentations. Lecture 1 hour, laboratory 1½ hours. **Prerequisite:** Completion of the first semester of the Registered Nursing Program, or previous completion of equivalent coursework. **Corequisite:** Enrollment in the second semester of the Registered Nursing Program. **Note:** This is an optional but highly recommended class in the Registered Nursing curriculum. **Transfer credit:** CSU

**203
NURSING SEMINAR III**
1½ Units

Nursing Science 203 provides an enrichment opportunity for all level three nursing students to further explore the application of medical-surgical and maternal-child health classroom content to the clinical situation. Lifespan scenarios are given application emphasis. This course includes discussion, demonstration, computer simulation, guided practice, and audiovisual presentations. Lecture 1 hour, laboratory 1½ hours. **Prerequisite:** Completion of the second semester of the Registered Nursing Program, or completion of previous equivalent coursework; or selection for the Career Ladder LVN-RN Program. **Corequisite:** Enrollment in the third semester of the Registered Nursing Program. **Note:** This is an optional but strongly recommended class in the Registered Nursing curriculum. **Transfer credit:** CSU

**204
NURSING SEMINAR IV**
1 Unit

Nursing Science 204 provides an enrichment opportunity for all level four nursing students to further explore the application of medical-surgical nursing and leadership classroom content to the contemporary clinical situation. The class provides an arena for the student to practice career-planning and employment-seeking strategies as well as arrhythmia detection/identification and advanced intravenous skills. This course includes discussion, demonstration, computer simulation, guided practice, and audiovisual presentations. Lecture ½ hour, laboratory 1½ hours. **Prerequisite:** Completion of the third semester of the Registered Nursing Program, or previous completion of equivalent coursework. **Corequisite:** Enrollment in the fourth semester of the Registered Nursing Program. **Note:** An optional but highly recommended class in the Registered Nursing curriculum. **Transfer credit:** CSU

**205
ESSENTIALS OF MEDICATION
ADMINISTRATION**

½ Unit

Nursing Science 205 is an introductory course which presents the basic knowledge required for safe medication administration. This course is the foundation for the subsequent two course pharmacology sequence and emphasizes the ability of the student to calculate correct drug dosages. The role of the nurse in pharmacologic therapy is presented, stressing individual accountability in the administration of medication. The way drugs work, their absorption, routes of administration, and rationale for use are thoroughly studied. Federal and state regulations which pertain to the administration of medications and regulation of controlled substances are examined. Lecture ½ hour. **Prerequisite:** Selection for enrollment in the Registered Nursing Program. **Transfer credit:** *CSU*

**206
NURSING PHARMACOLOGY I**

1 Unit

Nursing Science 206 is the first of two pharmacology courses and introduces the nursing student to the basic knowledge of pharmacology required to administer medications. The nursing process and unmet human needs provide a framework for the study of selected classes of medications. The role of the nurse in promoting safe and effective pharmacologic therapy is stressed. The importance of health team communication and patient teaching regarding medication administration is incorporated throughout the course. Lecture 1 hour. **Prerequisite:** Nursing Science 205 or previous completion of equivalent coursework. **Transfer credit:** *CSU*

**207
NURSING PHARMACOLOGY II**

1½ Units

Nursing Science 207 continues the study and application of pharmacokinetics, pharmacodynamics, and pharmacotherapeutics. The nursing process and unmet human needs are utilized as a basis to provide a framework for the study of selected classes of medications. Emphasis is placed on teaching the patient/family and promoting compliance in medication management. Legal and ethical issues related to medication administration are stressed. Lecture 1½ hours. **Prerequisite:** Nursing Science 206 and the first semester of the Registered Nursing Program, or previous completion of equivalent course-work. **Transfer credit:** *CSU*

**210
FUNDAMENTALS OF NURSING**

4 Units

Nursing Science 210 introduces the core concepts, principles, and clinical skills common to all areas and levels of nursing practice. It presents the delivery of nursing care based on a hierarchy of universal human needs which impact health, quality of life, and achievement of potential. The entry level student is introduced to the components and use of the nursing process. This course provides the basic platform of nursing knowledge, skills, and caring upon which subsequent nursing courses build. The student is introduced to health care resources for electronic information retrieval. Clinical experiences in the ambulatory and/or acute and long-term care health care settings and simulated experiences in the College Nursing Skills Laboratory are included. Lecture 1½ hours, laboratory 7½ hours. **Prerequisite:** Selection for enrollment in the Registered Nursing Program. **Corequisite:** Nursing Science 200 and 205 or previous completion of equivalent coursework. **Recommended preparation:** Concurrent enrollment in Nursing Science 201. **Transfer credit:** *CSU*

**211
MEDICAL-SURGICAL NURSING I**

4 Units

Nursing Science 211 introduces the student to the basic concepts involved in caring for the patient with a medical-surgical health problem. The course stresses unmet human needs and the nursing process as organizing frameworks for nursing knowledge and skills. Health care needs of the older adult are emphasized. This course continues to emphasize access and use of electronically obtained information related to nursing and health care. Clinical experiences which provide an opportunity for the student to apply theoretical concepts and utilize basic clinical skills are included. Lecture 1½ hours, laboratory 7½ hours. **Prerequisite:** Nursing Science 205 and 210, or previous completion of equivalent coursework. **Corequisite:** Nursing Science 200 and 206 or previous completion of equivalent coursework. **Transfer credit:** *CSU*

**212
MEDICAL-SURGICAL NURSING II**

4½ Units

Nursing Science 212 continues the study of the adult with unmet needs resulting from health problems. This course addresses the needs of patients across the adult life span whose health care needs require more complex nursing interventions and skill using the nursing process. The student is encouraged to build on skills gained from the previous semester in electronic acquisition and use of health care information. Clinical experiences are included which provide an opportunity for the student to apply theoretical concepts, think critically, and build clinical skills. Lecture 2 hours, laboratory 7½ hours. **Prerequisite:** Completion of the first semester of the Registered Nursing Program, or previous completion of equivalent coursework. **Corequisite:** Nursing Science 207 or previous completion of equivalent coursework. **Recommended preparation:** Concurrent enrollment in Nursing Science 202 is highly recommended. **Transfer credit:** *CSU*

**213
MEDICAL-SURGICAL NURSING III**

4½ Units

Nursing Science 213 continues the study of the adult and the aging adult with unmet needs resulting from increasingly complex health problems. This course addresses the needs of patients/clients whose health care needs require complex nursing interventions and competence using the nursing process. Physical assessment is reintroduced at a more complex level, building on previous knowledge and experiences. A portion of clinical assignments focuses on the aging adult with complicated health care needs. Clinical experiences include acute and community-based experiences which provide an opportunity for the student to apply theoretical concepts, demonstrate critical thinking, and increase clinical skills. Lecture 2 hours, laboratory 7½ hours. **Prerequisite:**

- Completion of the first year of the Registered Nursing Program, or previous completion of equivalent coursework; or
- Selection for enrollment in the Career Ladder LVN-RN Program.

Recommended preparation: Concurrent enrollment in Nursing Science 203. **Transfer credit:** *CSU*

214
MEDICAL-SURGICAL NURSING IV
 6 Units

Nursing Science 214 continues the study of the adult with unmet needs resulting from complex health problems. This course addresses the needs of patients/clients whose health care needs require complex nursing interventions and proficiency in the use of the nursing process. Content includes licensure issues and leadership principles in preparation for entry into practice as a licensed registered nurse. Clinical experiences are structured in a preceptorship format to provide a greater opportunity for the student to apply theoretical concepts and manage multiple priorities, as well as refine critical thinking and clinical skills. Lecture 2½ hours, laboratory 10½ hours. **Prerequisite:** Completion of the third semester of the Registered Nursing Program. **Recommended preparation:** Concurrent enrollment in Nursing Science 204. **Transfer credit: CSU**

215
NURSING PRACTICE IN
CONTEMPORARY SETTINGS
 3 Units

Nursing Science 215 provides the fourth semester nursing student with the opportunity to integrate and apply previously learned skills and knowledge from all areas of nursing practice to new, current, and/or evolving health care settings. Classroom content focuses on the forces which have influenced modern health care in America as well as the sociological, political, and economic issues which shape the delivery of contemporary health care and the practice of nursing. Classroom and clinical experiences assist the student to acquire additional proficiency which will assist in securing an entry level registered nurse position. Lecture 1½ hours, laboratory 4½ hours. **Prerequisite:** Completion of the third semester of the Registered Nursing Program. **Corequisite:** Nursing Science 214. **Recommended preparation:** Concurrent enrollment in Nursing Science 204. **Transfer credit: CSU**

217
LVN-RN BRIDGE COURSE
(Formerly Nursing 217)
 1 Unit

Nursing Science 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**

222
PSYCHIATRIC NURSING
 3½ Units

Nursing Science 222 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. Therapeutic relationship is presented as a means of expressing caring. The causes of stress are identified from various theoretical perspectives. The student is encouraged to undertake self exploration and develop a concept of the individual that includes the ability to adapt as a result of successful human need fulfillment. The course provides the student with knowledge and understanding of the interrelatedness of developmental, environmental, cultural, socioeconomic and ethnic factors affecting psychosocial adaptation along the health-illness continuum. Laboratory experiences in mental health settings are included. Lecture 2 hours, laboratory 4½ hours.

Prerequisite:

- Completion of the first semester of the generic Registered Nursing Program, or completion of previous equivalent coursework; or
- Selection for enrollment in the Career Ladder LVN-RN Program.

Corequisite: Nursing Science 207 or previous completion of equivalent coursework is required for the generic student. **Recommended preparation:** Concurrent enrollment in Nursing Science 202 is highly recommended. **Transfer credit: CSU**

223
MATERNAL CHILD HEALTH
 5½ Units

Nursing Science 223 focuses on the needs of the growing family and incorporates both maternity and pediatric nursing content. The nursing process is stressed as the student learns to adapt previously learned skills and knowledge to the unmet needs of the maternity and pediatric patient. Observation and direct care of normal and high risk populations are included. Theory and clinical experiences are structured to provide the second year nursing student with the opportunity to develop essential linkages for decision making and prioritization unique to this specialty. Lecture 3½ hours, laboratory 6 hours. **Prerequisite:** Completion of the first year of the Registered Nursing Program, or completion of previous equivalent coursework. **Recommended preparation:** Concurrent enrollment in Nursing Science 203. **Transfer credit: CSU**

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, USC*

**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 4 hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

102
BLACK AND WHITE DARKROOM LABORATORY
 1 Unit

NON-DEGREE APPLICABLE

Photography 102 enables photography students to have additional supervised black and white studio time, and to increase their technical and design skills relative to concurrent enrollment in a black and white photography course. Studio 4 hours. **Corequisite:** Enrollment in one of the following: Photography 101, 103, 105, 107 (for students working in black and white photography), 108, 112, or 114. **Note:** This course may be taken 4 times; a maximum of 4 units may be earned.

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 hand-coloring. There is an emphasis on print quality, aesthetics, advanced techniques and concepts in photography through photographic assignments. Lecture 2 hours, studio 4 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

104
COLOR DARKROOM LABORATORY
 1 Unit

NON-DEGREE APPLICABLE

Photography 104 enables photography students to have additional supervised color studio time, and to increase their technical and design skills relative to concurrent enrollment in a color photography course. Studio 4 hours. **Corequisite:** Enrollment in one of the following: Photography 107 (for students working with color negatives or slides), 109 or 110. **Note:** This course may be taken 4 times; a maximum of 4 units may be earned.

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 4 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 4 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 4 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 4 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 4 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 4 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 4 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.

119 PHOTO COMPUTER LABORATORY 1 Unit

NON-DEGREE APPLICABLE

Photography 119 enables photography students to have additional supervised computer studio time, and to increase their technical and design skills relative to concurrent enrollment in a photography computer course. Studio 4 hours. **Corequisite:** Enrollment in one of the following: Photography 121, 122, or 123. **Note:** This course may be taken 4 times; a maximum of 4 units may be earned.

121 IMAGING WITH PHOTOSHOP I 3 Units

Photography 121 is a beginning level Photoshop course for the Macintosh computer. The course covers basic Photoshop tools, layers, channels, image adjustments, composite imaging, scanning, and output. Image designs and concepts are emphasized throughout the course. Lecture 2 hours, studio 4 hours. **Prerequisite:** Art 130 or Photography 101 or equivalent. **Recommended preparation:** Art 150 and Photography 109 or 110. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned.

122 IMAGING WITH PHOTOSHOP II 3 Units

Photography 122 is an intermediate level Photoshop course for the Macintosh computer. Photoshop is combined with current imaging programs to create special effects and composite photographs with text. Students' technical, aesthetic, and conceptual skills are developed throughout the course. Lecture 2 hours, studio 4 hours. **Prerequisite:** Photography 121 or equivalent. **Recommended preparation:** Art 130, 134, 150, 160, Photography 103 and 109 or 110. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned.

123 WEB PAGE DESIGN 3 Units

Photography 123 is an advanced level Photoshop course for the Macintosh. Multimedia and interactive photographic projects and portfolios are created by combining Photoshop with current webpage and multimedia programs. Design and concept are emphasized throughout the course. Lecture 2 hours, studio 4 hours. **Prerequisite:** Photography 122 or equivalent. **Recommended preparation:** Art 130, 134, 150, 160, Photography 103 and 109 or 110. **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 activity requirement: Physical Education 120, 124, 125, 126, 128, 146, 149, 195, 196, 228, 236. 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.

101 WELLNESS AND FITNESS LABORATORY 1-2½ Units

Physical Education 101 is an open laboratory physical fitness course designed to develop and encourage positive attitudes and habits with regard to cardiovascular efficiency, body composition, muscular strength, endurance, and flexibility. Students are assessed in these areas and an individual fitness profile is established. fitness activities primarily utilize exercise equipment which is organized into an aerobic super circuit. Additional activities are prescribed in an aerobic machine arena, a body parts weight training area, and a flexibility area. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

**102
CARDIOVASCULAR FITNESS**
1-2½ Units

Physical Education 102 is an open laboratory physical fitness course designed to enhance the student's cardiovascular fitness level. The course emphasizes the development of positive attitudes and habits with regard to cardiovascular efficiency, body composition, muscular toning, and flexibility. Students are assessed in these areas and an individual fitness profile is established. Fitness activities primarily utilize exercise equipment which is organized into an aerobic super circuit. Additional activities are prescribed in an aerobic machine arena, cross training area, and a flexibility area. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** None. **Transfer credit:** CSU, UC

**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, USC

**106
ADVANCED STEP AEROBICS**
1-2½ Units

Physical Education 106 is an advanced level, high intensity, low impact aerobic exercise class which utilizes sophisticated aerobic choreography to promote kinesiological awareness and mind/body integration. Students perform continuous, intricate, rhythmical stepping combinations, using a platform of increasing heights to promote cardiovascular fitness. Topics such as target heart rate, exercise technique, flexibility training, nutrition, and exercise-related injuries are discussed, as they pertain to lifestyle wellness. Classes include a warm-up, complex step combinations, a cool-down, a muscle strengthening/toning component, and flexibility training. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** Physical Education 105 or equivalent. **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, UC, USC**

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, UC, USC**

133
LIFETIME FITNESS AND WELLNESS
FOR THE DISABLED
 2 Units

Physical Education 133 is a diversified program of fitness, participation, and lecture activities for students with disabilities. It focuses on the unique wellness needs of this population. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** None. **Note:** The course is specially designed for students who meet Title V eligibility requirements for the Disabled Student Programs and Services. **Transfer credit: CSU, UC, USC**

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
WEIGHT TRAINING AND
CONDITIONING
(Formerly 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 WEIGHT TRAINING
AND CONDITIONING**

**(Formerly 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

236
SOFTBALL THEORY
2 Units

Physical Education 236 covers the theoretical foundations of the sport of softball. Lecture 2 hours, laboratory 1 hour. **Prerequisite:** None. **Note:** Physical Education 236 is recommended for Physical Education majors and students planning to participate in the Intercollegiate Varsity Softball 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, UC, USC

**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. **Transfer credit:** *CSU, UC, USC*

**246
OFF-SEASON TRAINING FOR
INTERCOLLEGIATE SOCCER**

½-2½ Units

Physical Education 246 offers instruction and practice in the fundamentals, techniques, and rules of intercollegiate soccer. Students practice the components of team play at the intercollegiate level, with emphasis on offensive and defensive strategy. An off-season conditioning and training program is included to help prepare students for the intercollegiate season. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** None. **Transfer credit:** *CSU, UC, USC*

**261
BEGINNING TENNIS**

½-2½ Units

Physical Education 261 offers instruction and practice in the basic strokes, fundamental techniques and rules of the game. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** None. **Transfer credit:** *CSU, UC, USC*

**262
INTERMEDIATE TENNIS**

½-2½ Units

Physical Education 262 offers instruction and practice in individual fundamentals, development of team play and court strategy in tennis. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** Some previous playing experience in tennis. **Transfer credit:** *CSU, UC, USC*

**263
ADVANCED TENNIS**

½-2½ Units

Physical Education 263 offers individual instruction and development of advanced techniques for competitive participation. Lecture ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** Physical Education 262 or equivalent. **Transfer credit:** *CSU, UC, USC*

**266
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*

**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 cardiovascular 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*

PHYSICAL SCIENCE

**131
GENERAL PHYSICAL SCIENCE***4 Units*

Physical Science 131 is designed to give a cultural appreciation of the scientific method and an elementary working knowledge of the fields studied. Emphasis is placed on the scientific theories. The course is an integrated survey of physics, chemistry, geology, and astronomy. Elementary mathematical concepts are introduced as required. Lecture 4 hours, discussion 1 hour, laboratory 1 hour. **Prerequisite:** None. **Transfer credit:** *CSU, UC, USC*

PHYSICS

**101
ENGINEERING PHYSICS***5 Units*

Physics 101 involves the study of mechanics and properties of matter. 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) (PHYS 101 & 102 & 103 CAN PHYS SEQ B)*

**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) (PHYS 101 & 102 & 103 CAN PHYS SEQ B)*

**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) (PHYS 101 & 102 & 103 CAN PHYS SEQ B)*

**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) (PHYS 105 & 106 CAN PHYS SEQ A)*

**106
GENERAL PHYSICS***4 Units*

Physics 106 is a general course that focuses on the study of light, electricity, magnetism, and modern physics. It includes 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) (PHYS 105 & 106 CAN PHYS SEQ A)*

**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:** None. **Note:** This course may not be taken for credit by students who have completed Physics 101 or 105. **Transfer credit:** *CSU, UC, USC*

APPLIED PHYSICS

See Technical Education 145

PHYSIOLOGY

See Biology 121

POLICE SCIENCE

See Administration of Justice

POLITICAL SCIENCE

**101
INTRODUCTION TO GOVERNMENT**
 3 Units

Political Science 101 is an introduction to the principles and problems of government in the United States with emphasis placed on the Federal government and politics at the national level. Political Science 101 meets the California State requirement in the United States Constitution. Lecture 3 hours. **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 Social Science 125 or 126, 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.

PRESCHOOL CHILD

See Child Development 135

PSYCHOLOGY

**101
GENERAL PSYCHOLOGY***3 Units*

Psychology 101 is an intensive study of human behavior. The course examines scientific principles, biological basis of behavior, sensation, perception, learning, memory, motivation, thinking, individual differences, intelligence, personality, behavior disorders, and therapeutic behavior change. Lecture 3 hours. **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 an exploration of the relationship between mind and body, emphasizing the neurological correlates of behavior. The course includes the structure and functions of the nervous system, methodology, concepts of physiological psychology, and current developments. Lecture 3 hours. **Prerequisite:** Psychology 101. **Transfer credit:** *CSU, UC, USC*

**104
SOCIAL PSYCHOLOGY***3 Units*

Psychology 104 deals with people as social beings. Topics covered include moral development, cooperation and competition, violence and war aggression, prejudice, attitudes, conformity, sexual behavior, group processes, non-verbal communication, interpersonal attraction, and altruism. Lecture 3 hours. **Prerequisite:** Psychology 101. **Transfer credit:** *CSU, UC, USC*

**105
PSYCHOLOGY OF HUMAN
SEXUALITY***3 Units*

Psychology 105 is a survey of human sexuality. The course 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. **Recommended preparation:** Eligibility for English 120 or ESL 151. **Transfer credit:** *CSU, UC, USC*

**106
DEVELOPMENTAL PSYCHOLOGY***3 Units*

Psychology 106 is the study of the psychological development of the person from the prenatal period through old age and death. This course emphasizes theories and their applications to physical, cognitive, social, and emotional development throughout the human life-span. Lecture 3 hours. **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, USC

**113
PSYCHOLOGY OF WOMEN**
3 Units

Psychology 113 is a study of the psychological factors which contribute to the present emotional, sexual and economic status of the American woman. This study is designed to help the student better understand the experiences of women through the examination of family structure, social structure, female 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

180
MORTGAGE LOAN BROKERING
 3 Units

Real Estate 180 details the requirements for granting licenses to loan on real property in California. Lecture 3 hours. **Recommended preparation:** Real Estate 101 or equivalent. **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.

RECREATION LEADERSHIP

105 PHYSICAL EDUCATION AND RECREATION FOR THE HANDICAPPED

2 Units

Recreation Leadership 105 is designed to train people to provide physical education and recreational activities for the handicapped, this course 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

RUSSIAN

101 BEGINNING RUSSIAN I

5 Units

Russian 101 presents the fundamentals of Russian grammar. The skills of listening comprehension, speaking, reading, and writing are developed at a basic level. In addition to the regular class hours, the student must spend one hour a week in the language laboratory. Lecture 5 hours. **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

SOCIOLOGY

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

SPANISH

101
BEGINNING SPANISH I
 5 Units

Spanish 101 teaches the fundamentals of Spanish grammar. Students are trained to pronounce Spanish correctly, to acquire a small working vocabulary which they use in conversation and writing, and to read simple Spanish. The class is taught primarily in Spanish. Students may enroll concurrently in Spanish 110. Lecture 5 hours, laboratory ½ hour. **Recommended preparation:** 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) (SPAN 101 & 102 CAN SPAN SEQ A)

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) (SPAN 101 & 102 CAN SPAN SEQ A)

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) (SPAN 103 & 104 CAN SPAN SEQ B)

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) (SPAN 103 & 104 CAN SPAN SEQ B)

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.

SPECIAL PROJECTS**150
SPECIAL PROJECTS****1-3 Units**

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

**SPEECH
COMMUNICATIONS****100
INTERPERSONAL COMMUNICATION****3 Units**

Speech 100 is designed to provide students with an understanding of factors affecting human communication on a day-to-day basis and to provide laboratory experiences aimed at developing skills in such areas as language, listening, assertiveness, conflict resolution, nonverbal behaviors, group problem solving, and cross cultural communication. The instructional approach is deductive-inductive-deductive, involving lecture/discussions, activities demonstrating concepts covered, and further lecture/discussion for purposes of additional clarification. Lecture 3 hours. **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. **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

STATISTICS

See Economics 107, Political Science 107, Psychology 107, Sociology 107, Mathematics 136

STUDENT DEVELOPMENT

A maximum of 6 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 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.

**126
JOB SEARCH STRATEGIES***1 Unit*

Student Development 126 is a course designed to teach methods in job search skills. Students learn how to prepare a job resume and cover letter, how to prepare for a job interview, and how to locate sources of job leads. Lecture 1 hour. **Prerequisite:** None. **Note:** This course may be taken 2 times; a maximum of 2 units may be earned.

**127
MAJOR EXPLORATION***½ Unit*

Student Development 127 is a course designed to help students identify majors they might be interested in pursuing. Emphasis is placed on introducing students to the required education and training needed for a particular major. Students analyze factors such as interests, values, and skills that influence their choice of a major. Lecture ½ hour. **Prerequisite:** None. 128

**VOCATIONAL PLANNING FOR
STUDENTS WITH DISABILITIES***1-2 Units*

Student Development 128 is a course designed to help students with disabilities choose a career goal by assessing and analyzing values, aptitudes, skills, and interests and relating them to a career area and to their specific disabilities. Decision-making strategies are taught, and a tentative vocational plan is developed. Lecture 1-2 hours. **Prerequisite:** 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 in conjunction with this course. This course may be taken 2 times; a maximum of 2 units may be earned.

**142
STUDY SKILLS***1 Unit***NON-DEGREE APPLICABLE**

Student Development 142 places special emphasis on the time schedule, the discovery of the nature and extent of reading difficulties, outlining the lecture and reading assignments, efficient use of the facilities for study, developing skill in Note-taking, and preparing for examinations. Laboratory 3 hours. **Prerequisite:** None.

**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
IMPROVING COLLEGE
PERFORMANCE***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 AND LIFE SUCCESS
 3 Units

Student Development 145 is a survey course designed to increase academic and life success throughout the life span. Students develop their own academic and life success plans through both cognitive and affective techniques and knowledge. Students learn and apply learning theories and problem-solving skills in areas such as: self-motivation and discipline, memory development, time management, study skills and techniques, personal management skills, theories of personality, values and interests, self-esteem, and life transitions and changes. Lecture 3 hours. **Prerequisite:** None. **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. 89
- Architecture, See p. 92
- Child Growth & Development, See p. 115
- Clothing-Textiles, See p. 147
- Computer Aided Manufacturing, See p. 119
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- Technical Education, See p. 201
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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-pendants, controllers, and sensors. Hands-on experience in the use and positioning of actual robot trainers is emphasized. Lecture 2 hours, laboratory 1 hour. (9 weeks) **Prerequisite:** None.

TELEVISION

See Media Arts

**BROADCASTING-
JOURNALISM**

See Mass Communications 106

THEATRE ARTS

**101
INTRODUCTION TO THEATRE,
TELEVISION AND MOTION
PICTURES***3 Units*

Theatre Arts 101 is designed to give students a broad introduction to the performing arts and technical skills of television, film, and theatre. The course 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

**108
INTRODUCTION TO ACTING***3 Units*

Theatre Arts 108 is designed for the non-acting major. Students are introduced to the skills of the contemporary stage performer. Emphasis is placed on developing a stage presence, overcoming stage fright, and becoming a more astute observer of stage performance. Lecture 3 hours, laboratory 2 hours. **Prerequisite:** None. **Note:** During the semester, students are expected to attend one performance of each Glendale College Theatre Arts Department production as part of the learning process about acting. **Transfer credit:** CSU, UC

**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 Design Merchandising 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

129
BACKSTAGE LAB FOR PERFORMERS
1 Unit

Theatre Arts 129 is a course designed to introduce performance students to the backstage aspects of technical theatre. Students work on projects that directly support the dance, music or theatre production in which they are concurrently enrolled. Through the analysis and implementation of production designs for scenery, lights and sound, they gain a greater understanding of the relationship between performance and the backstage support. Laboratory 3 hours. **Corequisite:** Enrollment in one of the following: Dance 134, 135; Music 143, 146, 147, 170, 231, 234, 235, 236, 237; Theatre Arts 105. **Recommended preparation:** Theatre Arts 130 or 131. **Note:** This course may be taken 4 times; a maximum of 4 units may be earned.

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

133
ART OF LIGHTING DESIGN
2 Units

Theatre Arts 133 is designed for students who have a basic knowledge of visual or performing arts. Students learn how to use artificial light sources to create an appropriate environment for a variety of entertainment media, including animation, and theatre and dance productions. Applying basic techniques of lighting composition, students use highlights, shadows, textures, and colors to achieve the desired effects. Lighting designs are created using virtual lighting simulations on a computer. These programs are used in the analysis and performance of design exercises. Lecture 2 hours, laboratory 1 hour. **Recommended preparation:** Computer Science/Information Systems 206 or equivalent. **Note:** Theatre Arts 133 is designed for students who have completed at least one course in visual arts, dance, media arts, music, or theatre arts. **Transfer credit:** CSU, UC

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 133 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**

WELDING

117
INTRODUCTION TO WELDING
 1-3 Units

Welding 117 consists of oxyacetylene welding, flame cutting, (manual and automatic), bronze and silver brazing and soldering. These processes are discussed and demonstrated. The student is given experience in applying the principles by individual practice on a sequence of selected plates and manipulative exercises on various metals. Lecture 1-2 hours, laboratory 3-4 hours. **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.

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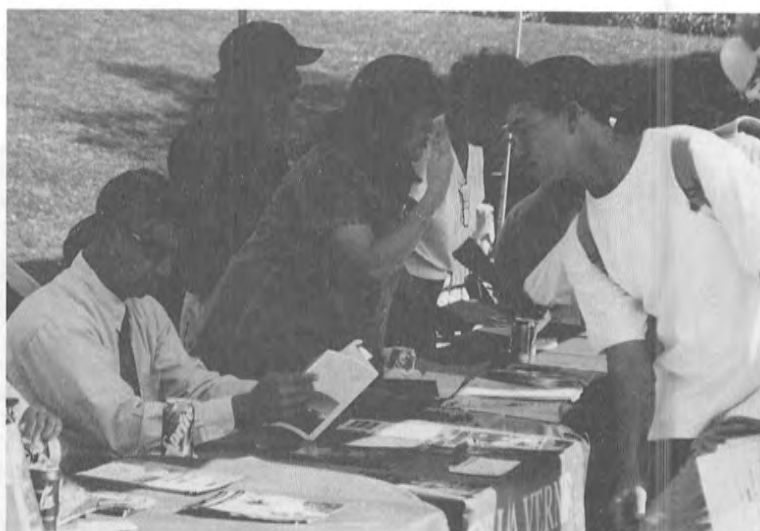
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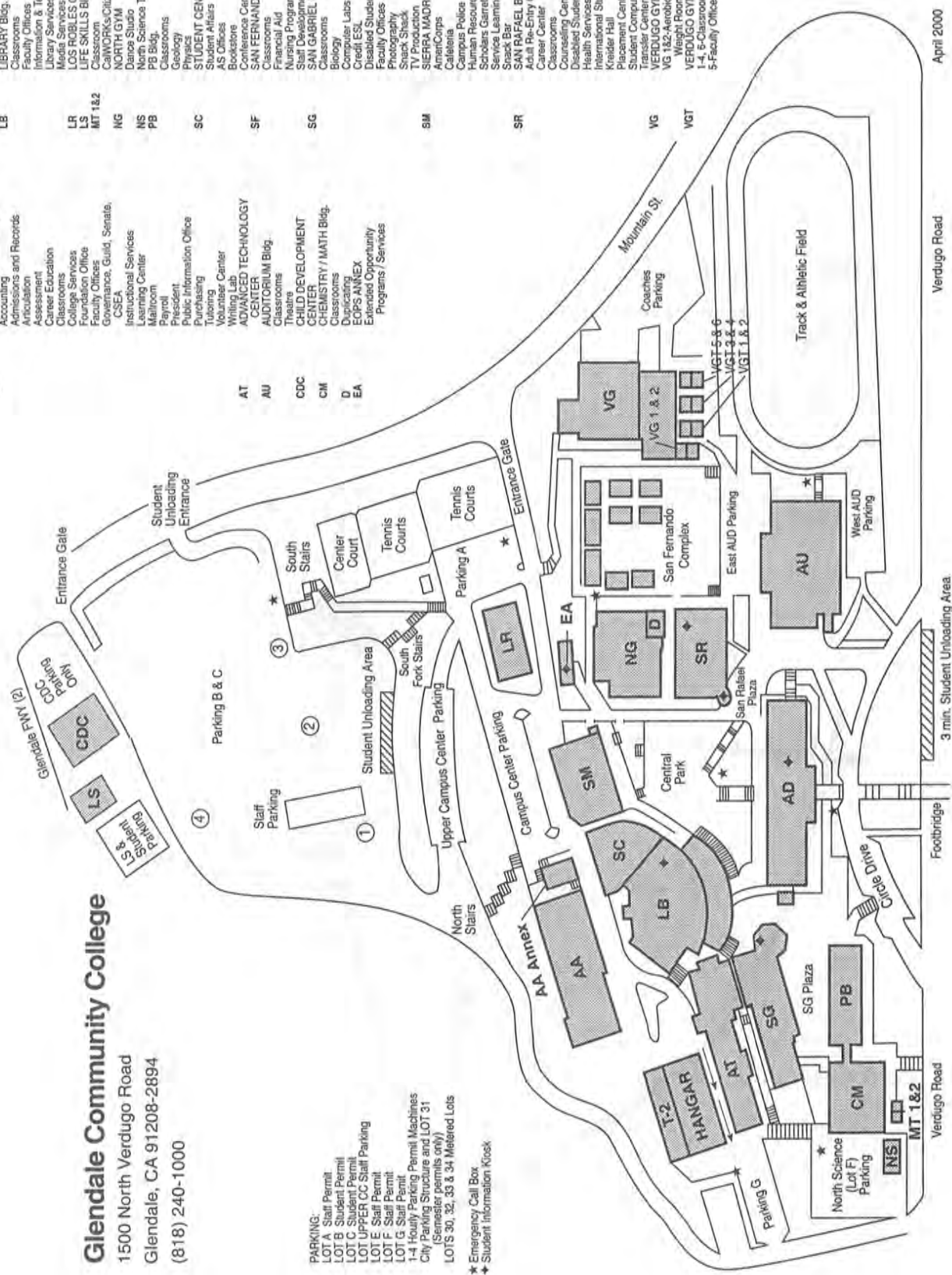
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AA	AVIATION / ART Bldg Big Cat Field Studies Offices Chickadee RECEPTION	AVIATION HANGAR Facilities Maintenance Receiving
AD	ADMINISTRATION Bldg. Accounting Admissions and Records Articulation Assessment Career Education Classrooms Foundation Offices Faculty Offices General, Guild, Senate, CSEA Instructional Services Learning Center Mailroom Payroll President Public Information Office Purchasing Tutoring Visitor Center Workshop	T-2 LB LR LS MT 1&2 NG NS PB SC SF SG SM SR VG VGT
AT	ADVANCED TECHNOLOGY CENTER AUDITORIUM Bldg. Classrooms Theatre	BOOKSTORE COUNSELLOR CENTER SAN FERNANDO Complex Classrooms Financial Aid Nursing Programs Staff Development SAN GABRIEL Bldg. Classrooms Biology Computer Labs Dietetics Disability Services High Tech Center Faculty Offices Photography Shark Shack TV Production
AU	CHILD DEVELOPMENT CENTER CHEMISTRY / MATH Bldg. Classrooms Engineering EX Extended Opportunity Programs / Services	SIERRA MADRE Bldg. AnnexCorps Cafeteria Campus Police Human Resources Snoozers Garret Service Learning Center Service Building SAN RAFAEL Bldg. Adult Re-Entry Center Career Center Classrooms Counseling Center Disabled Student Center Health Services International Students Office Knicker Hall Placement Center Student Computer Center Tutoring Center VERDUGO GYM VERDUGO GYM 1&2-Aerobics & Weight Room VERDUGO GYM Trailers 1-4, 5-Classrooms 5-Faculty Offices
CDC		
CM		
D		
EA		

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 D UPPER CC Staff Parking
LOT E Staff Permit
LOT F Staff Permit
LOT G Staff Permit
1-4 Hourly Parking Permit Machines
City Parking Structure and LOT 31
(Semester permits only)
LOTS 30, 32, 33 & 34 Metered Lots

★ Emergency Call Box
✦ Student Information Kiosk



April 2000

Verdugo Road

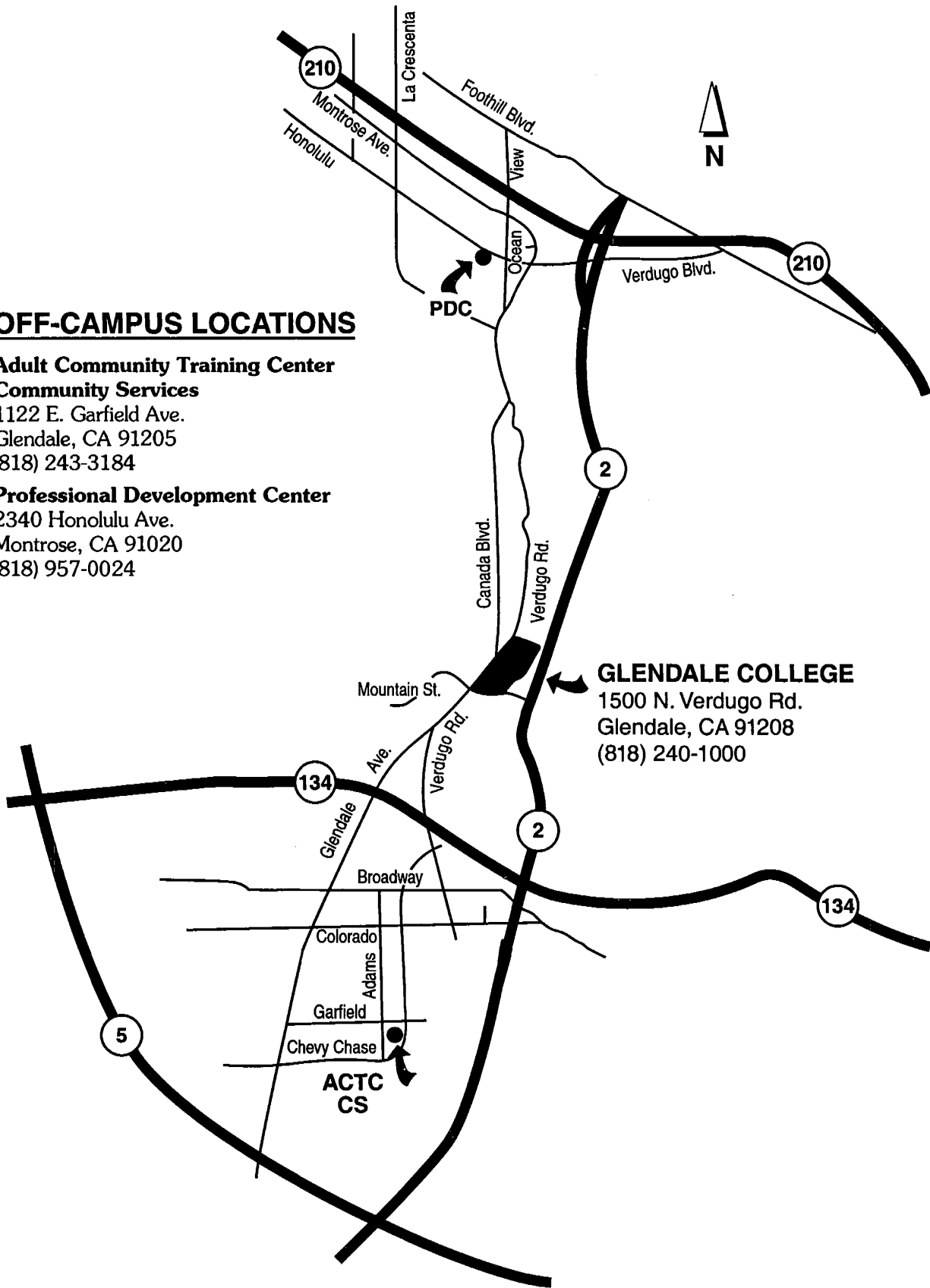
3 min. Student Unloading Area

Verdugo Road

OFF-CAMPUS LOCATIONS

**Adult Community Training Center
Community Services**
1122 E. Garfield Ave.
Glendale, CA 91205
(818) 243-3184

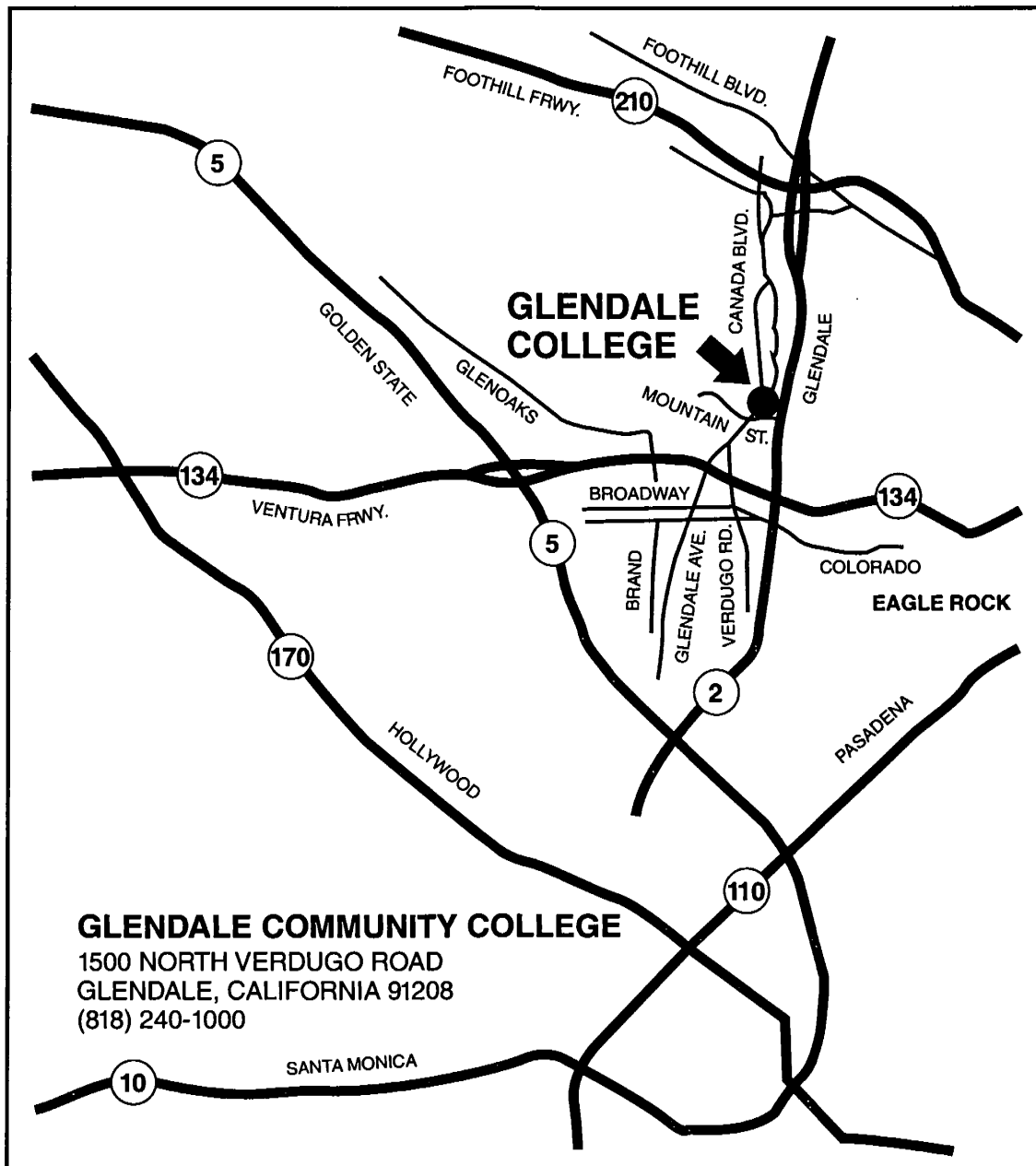
Professional Development Center
2340 Honolulu Ave.
Montrose, CA 91020
(818) 957-0024



GLENDALE COLLEGE
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Glendale, CA 91208
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HOW TO GET TO GLENDALE COMMUNITY COLLEGE



NOTES



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