



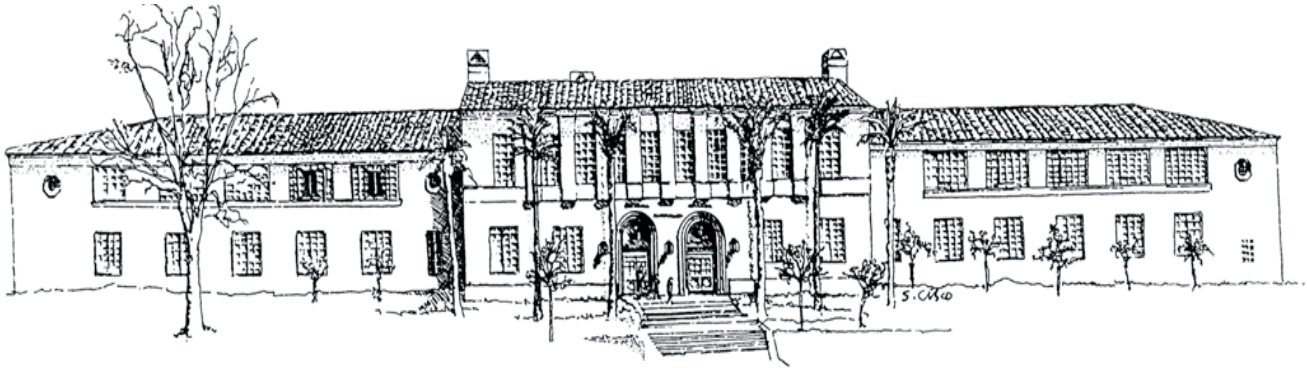
CATALOG 2019–2020
GCC Promise **FREE TUITION**
TOGETHER, WE SUCCEED



catalog 2019–2020

GLENDALE COMMUNITY COLLEGE

1500 N. Verdugo Road • Glendale, CA 91208-2809
818-240-1000 • FAX: 818-549-9436
Website: www.glendale.edu



GLENDALE COMMUNITY COLLEGE

Welcome to Glendale Community College and thank you for choosing us as you pursue your academic, career and personal goals. For over 90 years, student success has been our priority and academic excellence has been our hallmark.

Glendale Community College, through its various programs and courses, is truly one of the premier institutions in the state of California. Our commitment to our students is evidenced as you interact with our dedicated faculty and staff, explore the breadth of our educational programs, and experience our ongoing commitment to academic excellence.

As your community college of choice, the Board of Trustees, administration, faculty and staff, welcome you and wish you much success in your endeavors at Glendale Community College.

*Dr. David Viar,
Superintendent/President*

BOARD OF TRUSTEES

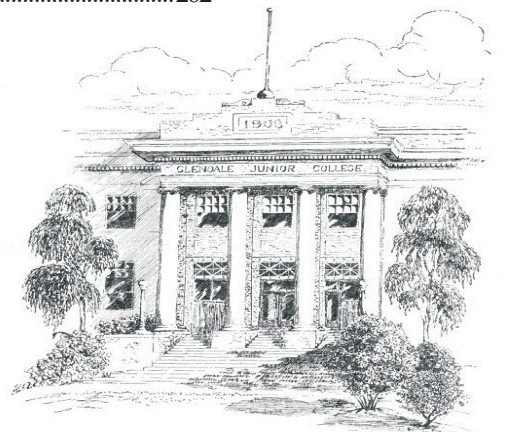
Ms. Yvette Vartanian Davis
Dr. Armine Hacopian
Dr. Vahé Peroomian
Ms. Ann H. Ransford
Mr. Anthony P. Tartaglia

The Board of Trustees of the Glendale Community College District consists of five members who are elected by the voters of the community for a four-year term. A Student Trustee is elected annually by the students and is the official representative of the students to the Board. The Superintendent/President of the District serves as Secretary to the Board. The Board meets at least once a month, and agendas are posted in accordance with the Brown Act.

The Board has authority over and responsibility for policies to assure the academic quality, integrity, and effectiveness of the student learning programs and services and the financial stability of the college. Its duties include approval of college policy, adoption of an annual budget, approval of expenditures of all District funds, approval of plans, acquisition of property for District purposes, and approval of employment of academic and classified personnel.

TABLE OF CONTENTS

Administration.....	3, 4
Division Chairs	3, 4
College Calendar	5
General Information	9
Mission and Vision Statement	9
Accreditation	10
Advisory Committees	10
Transfer to Four-year Colleges and Universities	15
Veteran Education	16
College Policies (Select).....	17
Student Services.....	21
Student Affairs and Organizations	31
Admission and Registration	33
Eligibility for Courses.....	34
Scholastic Information and Regulations	39
Graduation Requirements	53
Associate in Arts/Science Majors,	57
Associate of Arts/Science Degrees and Certificate Programs.....	57
Certificate Programs - Non Degree	76
Associate Degrees for Transfer.....	82
College and University General Education Requirements	89
Course Descriptions.....	93
Noncredit Continuing Education.....	231
Faculty and Administration.....	247
Classified Staff.....	257
Index.....	259
Campus Map	261
Off-Campus Locations	262





COLLEGE ADMINISTRATION, MANAGEMENT AND FACULTY DIVISION CHAIRS

(818) 240-1000

Superintendent/President	David Viar.....	5105
Executive Assistant to the Superintendent/President and Board of Trustees	Debra Kallas	5105
Associate Vice President, Human Resources	Victoria Simmons.....	5165
Manager, Human Resources	Val Dantzler	5174
Executive Director, Foundation	Lisa Brooks.....	5196
Director, Communications and Community Relations	Drew Sugars	5287
Chief of Police	Gary Montecuollo.....	3120, 5205
Police Sergeant	Samir Abou-Rass.....	3047
Police Sergeant	Erin Kurasz	3048
Executive Vice President, Administrative Services	Anthony Culpepper	5210
Chief Information Services Officer	Calvin Madlock.....	5281
Director, Network, Systems and Support Services	Simon Mirzayan.....	5260
Senior Database Administrator	Vacant	5185
Computer Lab Supervisor.....	Tom Starr.....	5806
Controller	Amir Nour	5208
District Accountant	Angineh Baghoomian	5209
Director, Facilities	Vacant	5222
Manager, Maintenance and Operations	Patrick Shahnazarian.....	6610
Custodial Shift Supervisor	Gus Rocha	5323
Grounds Supervisor.....	Bill Easley	5219
Director, Business Services	Susan Courtney	5124
Business Services Manager.....	Rocio Maldonado.....	5123
Performing Arts Production Manager.....	Guido Girardi.....	5635, 5613
Vice President, Instructional Services	Michael Ritterbrown	5104
Administrative Dean, Continuing and Community Education	Alfred Ramirez.....	5018
Program Director, Professional Development Center	Kimberly Edelman.....	957-0024
Program Manager, Professional Development Center.....	Ani Keshishian	957-0024
Associate Dean, Continuing and Community Education	Ramona Barrio-Sotillo.....	5056
Program Manager III, Night/Weekend Garfield Site Manager.....	Ali Kobaiissi.....	3070
Director, CalWORKs Parents Program	Aarin Edwards.....	5846
Assistant Director, Parent Support Center	Teri Ismail	3071
Computer Lab Supervisor	Vacant.....	5061, 5672
Director, Community Services Education	Kathy Seifert.....	5048
Division Chair, Noncredit English as a Second Language	Megan Ernst	5692
Division Chair, Noncredit Business & Life Skills, Continuing Education	Jan Young	3054
Dean, Instructional Services.....	Agnes Eguaras.....	5218
Division Chair, English	Sarah McLemore	5609
Division Chair, Credit English as a Second Language.....	Glenn Gardner.....	5510
Division Chair, Kinesiology.....	Jon Gold.....	3193
Division Chair, Social Science	Michael Dulay.....	5466
Division Chair, Language Arts.....	Lourdes Girardi.....	5720
Dean, Library and Learning Support Services	Eric Hanson	5579
Library Public Service Manager.....	Richmond Leung	5871
Library Technical Services Manager.....	Dzovinar Ayvazian.....	5584
Student Services Lab Manager	Andrew Stires.....	5330

COLLEGE ADMINISTRATION, MANAGEMENT AND FACULTY DIVISION CHAIRS

(818) 240-1000

Dean, Research, Planning, and Grants	Edward Karpp	5392
Program Manager III, Title V	Cathy Durham	5397
Program Manager III, Title V	Vacant	3075
Program Manager I, Instructional Services (Interim)	Daphne Dionisio	5103
Division Chair, Biology	Keith Conover	5365
Division Chair, Mathematics	Liz Russell	5797
Division Chair, Physical Science	Sevada Chamras	5630
Dean, Workforce Development, Instructional Services	Jan Swinton	5158
Associate Dean, Health Sciences	Emelyn A. Judge	5842
Associate Dean, Career Education & Workforce Development (Interim) ..	Federico Saucedo	5473
Program Manager I, Career Pathways & Strong Workforce Programs	Emma Sanchez	5155
Division Chair, Business	Michael Scott	5746
Division Chair, Technology & Aviation	Curtis Potter	5541, 5542
Division Chair, Visual & Performing Arts	Peter Green	5622
Director, Child Development Center	Jeanette Tashiro	5355
Curriculum & Scheduling Systems Manager	Nancy Traynor	5312
Vice President, Student Services	Paul Schlossman	5126
Director, Admissions & Records	Michelle Mora	5114
Program Manager III, EOPS	Elmira Nazaryan	5570
Program Manager III, Student Equity (Interim)	Yeranui Barsegyan	5424
Dean, Student Affairs	Tzoler Oukayan	5594
Program Manager I, Student Outreach (Interim)	Meg Chil-Gevorkyan	5457
Program Manager I, Multicultural & Community Engagement Center	Hoover Zariani	5789
Student Affairs Manager	Aida Avanosian	5592
Dean, Student Services	Robert Hill	5195
Program Manager III, Disabled Student Program & Services Director	Tina Andersen-Wahlberg	5488
Program Manager III, Career Services & Job Placement	Andra Hoffman Verstraete	5405
Program Manager II, Health Services	Toni Reyes	5190
Director, International Students Program	David Nelson	5887
Division Chair, Student Services	Troy Davis	5425
Associate Dean, Student Financial Aid Services	Christina Tangalakis	5429
Assistant Director, Student Financial Aid Services	Arda Najarian	5433

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. This catalog is available in alternate text upon request.

2019 CALENDAR

SUMMER 2019

- April 12Deadline for students to apply for admission for Summer 2019 and be eligible for priority registration
- April 22- May 3Check your Priority Registration Appointment Date & Time for Summer 2019
 - Online at MyGCC.glendale.edu
- April 29 - May 3Priority registration for Summer 2019
- April 26Deadline to apply for admission for Fall 2019 and be eligible for priority registration
- May 6 - June 14Open registration for Summer 2019
- May 6Summer 2019 - High School Registration
- May 6 - June 7Check your Priority Registration Appointment Date & Time for Fall 2019
 - Online at MyGCC.glendale.edu
- May 20 - May 31Priority registration for Fall 2019
- May 27Memorial Day (Observance) – Campus Closed
- June 16Residence determination date for Summer session
- June 17Instruction begins for the Summer session
- June 17 – 21Late registration for the Summer session
- June 21Deadline to ADD a 5- week & 6- week Summer session class
 Deadline to DROP from 5- week & 6- week Summer session class without a “W” notation and receive a refund
- June 24 - 28Summer session refunds are automatic for those students who dropped their classes by the appropriate due date. Requests for parking fee refunds must be initiated by the student when returning the parking permit to the Student Fees Office.
- June 25Last day to apply for Pass/No Pass in a 5- week & 6- week Summer session class
- July 4Independence Day (Observance) – Campus Closed
- July 5Deadline to DROP from 5-week summer session class with a “W” notation
- July 12Deadline to DROP from 6-week summer session class with a “W” notation
- August 23End of Summer session
- August 30Summer session grades available on MyGCC.glendale.edu
- September 3Instruction begins for Fall 2019

MAY 2019						
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It is the student’s responsibility to know and adhere to all of the dates listed above. For deadlines not listed above, refer to your MyGCC student portal located in your “My Class Schedule” for your personalized Academic Add/Drop Calendar. Dates are subject to change.

2019 CALENDAR FALL 2019

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- April 26*Deadline to apply for admission for Fall 2019 and be eligible for priority registration
- May 6 - June 7Check your Priority Registration Appointment Date and Time for Fall 2019
 - Online at MyGCC.glendale.edu
- May 20 - May 31* . . .Priority registration for the Fall 2019 semester
- June 3 - August 30 . . .Open registration for the Fall 2019 semester
- June 3Fall 2019 - High School Registration
- June 24Begin processing application for Winter and Spring 2020
- September 2Residence determination date for the Fall semester
- September 2Labor Day - Campus Closed
- September 3Instruction begins for the Fall semester
 - 16- week classes begin — first 8- week classes begin
- September 3 - 14Late registration for Fall semester
- September 7Deadline to ADD first 8- week classes
 - Deadline to DROP from first 8- week classes without a “W” notation and receive a refund
- September 10Last day to apply for Pass/No Pass in first 8- week classes
- September 14Deadline to ADD 16- week classes
 - Deadline to DROP from 16- week classes without a “W” notation and be eligible for a refund
- September 16First 6- week classes begin
- September 16 - 20 . . .Refunds are automatic for those students who dropped their class by the appropriate due date. Requests for parking fee refunds must be initiated by the student when returning the parking permit to the Student Fees Office
- September 20Last day to apply for Pass/No Pass in first 6- week classes
- September 23Deadline to ADD first 6- week classes
 - Deadline to DROP from first 6- week classes without a “W” notation and be eligible for a refund
- September 27Last day to apply for Pass/No Pass in 16- week classes
- October 12Deadline to DROP from first 6- & 8- week classes with a “W” notation
- October 14 - 18Check your Priority Registration Appointment Date and Time for Winter 2020
- October 26First 6- week & First 8- week classes end
- October 28Second 6- & 8- week classes begin
- October 28 - Nov 1 . . .Priority registration for Winter 2020 session
- October 28 - Nov 1 . . .Refunds for second 6- & 8- week classes are automatic for those students who dropped their classes by the appropriate due date. Requests for parking fee refunds must be initiated by the student when returning the parking permit to the Student Fees Office
- November 1*Deadline to apply for admission and be eligible for priority registration for Spring 2020
- November 2Deadline to ADD second 6- & 8- week classes
 - Deadline to DROP from second 6- & 8- week classes without a “W” and be eligible for a refund
- November 5Last day to apply for Pass/No Pass in second 6- & 8- week classes
- November 11Veteran’s Day Observed– Campus Closed
- November 12 - Dec 13 Check your Priority Registration Appointment Date and Time for Spring 2020
- November 18 - Dec 6* Priority registration for Spring 2020
- November 23Deadline to DROP from 16- week classes with a “W” notation
 - Deadline to DROP from second 6- week classes with a “W” notation
- November 28 - 30 . . .Thanksgiving vacation (no Saturday classes on November 30)
- December 7Deadline to DROP from second 8- week classes with a “W” notation
- December 11 - 18Final examinations for the Fall semester
- December 14Second 6- week classes end
- December 18Second 8- week classes end
 - 16- week classes end - End of the Fall semester
 - Petitions for graduation and/or certificate for the Fall semester due in the Office of Admissions and Records
- December 24 - Jan 1 . . .Winter Vacation – Campus Closed
- January 2Fall grades available on MyGCC.glendale.edu

**First time college students must apply and complete Orientation, Assessment and Student Educational Plan (SEP) by the application deadline to qualify for priority registration.*

It is the student’s responsibility to know and adhere to all of the dates listed above. For deadlines not listed above, refer to your MyGCC student portal located in your “My Class Schedule” for your personalized Academic Add/Drop Calendar. Dates are subject to change.

2020 CALENDAR WINTER 2020

- October 4.Deadline for students to apply for admissions for Winter 2020 session and be eligible for priority registration
- October 14 - 18.Check your Priority Registration Appointment Date and Time for Winter 2020
 - Online at MyGCC.glendale.edu
- October 28 - Nov 1.Priority registration for the Winter 2020 session
- November 1.Deadline to apply for admissions for Spring 2020 and be eligible for priority registration
- November 4 - Jan 3.Open registration for the Winter session
- November 12.Winter 2020 - High School Registration
- November 12 - Dec 13 Check your Priority Registration Appointment Date and Time for Spring 2020
 - Online at MyGCC.glendale.edu
- November 18 - Dec 6 Priority registration for Spring 2020 semester
- December 16.Spring 2020 - High School Registration
- Dec. 24 - Jan. 1, 2020 .Winter Vacation – Campus Closed
- January 5.Residence determination date for Winter session
- January 6.Instruction begins for the Winter session
- January 6 - 10.Late registration for Winter session
- January 9.Deadline to DROP from 4- week classes without a “W” and receive a refund
- January 10.Deadline to ADD a 5- or 6- week Winter session class
 - Deadline to DROP from 5- or 6- week Winter session class without a “W” and receive a refund
- January 10.Last day to apply for Pass/No Pass in a Winter session class
- January 13 - 17.Refunds are automatic for those students who dropped their classes by the appropriate due date. Requests for parking fee refunds must be initiated by the student when returning the parking permit to the Student Fees Office.
- January 17.Deadline to DROP from 4- week Winter session class with a “W” notation
- January 20.Martin Luther King, Jr. Day – Campus Closed
- January 24.Deadline to DROP from 5- week Winter session class with a “W” notation
- January 31.Deadline to DROP from 6- week Winter session class with a “W” notation
- January 31.Four-week classes end
- February 7.Five-week classes end
- February 13.Six week classes end
 - End of Winter session
 - Petition for graduation and/or certificate for Winter session due in the Office of Admissions and Records
- February 14.Lincoln’s Day Observed - Campus Closed
- February 17.Washington’s Day Observed - Campus Closed
- February 18.Instruction begins for the Spring 2020 semester
- February 21.Winter grades available on MyGCC.glendale.edu

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2020 CALENDAR

SPRING 2020

JANUARY 2020						
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- November 1*Deadline to apply for admissions for Spring 2020 and be eligible for priority registration
- November 12 - Dec 13 Check your Priority Registration Appointment Date and Time for Spring 2020
 - Online at MyGCC.glendale.edu
- November 18 - Dec 6* Priority registration for Spring 2020
- November 18Begin processing applications for Summer and Fall 2020
- December 9 - Feb 13 .Open registration for the Spring 2020 semester
- December 16Spring 2020 - High School Registration
- February 17.Washington’s Day Observed - Campus Closed
 - Residence determination date for the Spring semester
- February 18.Instruction begins for the Spring semester
 - 16- week classes begin - first 8- week classes begin
- February 18 – 29 . . .Late registration for Spring semester
- February 22.Deadline to ADD first 8- week classes
 - Deadline to DROP from first 8- week classes without a “W” notation and receive a refund
- February 25.Last day to apply for Pass/No Pass in first 8- week classes
- February 29.Deadline to ADD 16- week classes
 - Deadline to DROP from 16- week classes without a “W” and receive a refund
- March 2First 6- week classes begin
- March 2 - 6. Refunds are automatic for those students who dropped their classes by the appropriate due date. Requests for parking fee refunds must be initiated by the student when returning the parking permit to the Student Fees Office
- March 6Last day to apply for Pass/No Pass in 16 week classes
- March 7Deadline to ADD first 6- week classes
 - Deadline to DROP from first 6- week classes without a “W” and receive a refund
- March 10Last day to apply for Pass/No Pass in first 6- week classes.
- March 20Petitions for graduation and to have your name in the spring graduation program due in the Office of Admissions and Records
- March 27Deadline to DROP from first 6- & 8- week classes with a “W” notation
- March 31Cesar Chavez Day - Campus Closed
- April 10Deadline to apply for admission and be eligible for priority registration for Summer 2020
- April 10First 6- week & 8- week classes end
- April 13 - 18Spring Vacation
- April 20 - May 1Check your Priority Registration Appointment Date and Time for Summer 2020
 - Online at MyGCC.glendale.edu
- April 20Second 6- week & 8- week classes begin
- April 24*Deadline to apply for admission and be eligible for priority registration for Fall 2020
- April 25Deadline to ADD second 6- week & 8- week classes
 - Deadline to DROP from second 6- week & 8- week classes without a “W” and receive a refund
- April 27 - May 1Refunds for second 6- & 8- week classes are automatic for those students who dropped their classes by the appropriate due date. Requests for parking fee refunds are initiated by student when returning parking permit to the Student Fees Office
- April 28Last day to apply for Pass/No Pass in second 6- week & 8- week classes
- May 4 - May 29Check your Priority Registration Appointment Date and Time for Fall 2020
 - Online at MyGCC.glendale.edu
- May 15.Deadline to DROP from 16- week & second 6- week classes with a “W” notation
- May 18 - May 29* . .Priority registration for Fall 2020
- May 25.Memorial Day Observed - Campus Closed
- May 29.Deadline to DROP from second 8- week classes with a “W” notation
 - Second 6- week classes end
- June 3 - 10Final Examinations for the spring semester
- June 10.Commencement exercises
 - 16- week and Second 8- week classes end
 - End of Spring semester
- June 22.Spring grades available on MyGCC.glendale.edu

*First time college students must apply and complete Orientation, Assessment and Student Educational Plan (SEP) by the application deadline to qualify for priority registration.

It is the student’s responsibility to know and adhere to all of the dates listed above. For deadlines not listed above, refer to your MyGCC student portal located in your “My Class Schedule” for your personalized Academic Add/Drop Calendar. Dates are subject to change.

GENERAL INFORMATION

MISSION STATEMENT

Glendale Community College is a public community college granting certificates and associate degrees. The college serves people from a variety of geographical areas but primarily serves a diverse population of the Greater Los Angeles region that is capable of benefiting from instruction in credit, noncredit, and community education programs.

Glendale Community College exists to ensure students identify their educational goals and needs and successfully accomplish student learning in the following broad educational areas:

- Basic skills education to achieve basic foundation skills in reading, writing, mathematics, English as a Second Language, and learning and study skills which are necessary for students to succeed in college-level work.
- Lower division post-secondary education to achieve transfer to and success in obtaining a degree at a college or university.
- Career and technical education to achieve employment or enhanced career skills for job advancement.
- General education to achieve knowledge, skills and attitudes or postsecondary education success, personal enrichment, self-development, and a purposeful and meaningful life as a member of a global community.

VISION STATEMENT

Glendale Community College is the Greater Los Angeles Region's premier learning community where all students achieve their informed educational goals through outstanding instructional and student services, a comprehensive community college curriculum, and educational opportunities found in few community colleges.

INSTITUTIONAL LEARNING OUTCOMES

Institutional Learning Outcomes (ILOs) are commonly defined as the knowledge, skills, abilities, and attitudes that students are expected to develop as a result of their overall experiences with any aspect of the college, including courses, programs, and student services.

Upon successful completion at Glendale Community College, the student will be able to:

1. Communication

communicate clearly, demonstrate critical thinking, and apply knowledge utilizing writing, speaking, presenting and other modes of communication;

2. Mathematical Competency/Quantitative Reasoning

apply, interpret, and understand mathematical and quantitative concepts;

3. Information Competency

recognize an information need, or define a research topic using library and other resources to locate, evaluate, and use information or data in an ethical and legal manner;

4. Critical Thinking

analyze problems and apply knowledge; collect, synthesize, and evaluate ideas, information and data to develop arguments and derive conclusions;

5. Global Awareness and Appreciation

recognize and analyze the interconnectedness of global, national, and local concerns, analyzing cultural, political, social and environmental issues from multiple perspectives, and to appreciate similarities and differences among cultures;

6. Personal Responsibility

demonstrate and apply decision making skills and develop the capacity for self understanding and recognize lifestyles that promote physical and mental well-being.

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 with 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 (Equity Programs, Black Scholars, LA Comunidad, Guardian Scholars), EOPS, DSPS, Career, Transfer (Scholars), Adult Re-Entry, International Student Office, and Admissions & Records (Veterans, Dismissals).
- b. **Health Services:** The Health Center provides first aid, primary health care, crisis counseling, health counseling, and health 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 Associate 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 GCC.
- e. **Evening 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 Noncredit 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. For more information visit Community Service Education.
- 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 accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, 10 Commercial Boulevard, Suite 204, Novato, CA 94949, (415) 506-0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. Glendale Community College was evaluated in 2016 and is an Accredited Institution. The next scheduled evaluation will take place in 2023. Glendale Community College accepts credit for courses completed at colleges and universities that have been accredited by one of the regional accrediting associations.

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.

ALUMNI ASSOCIATION

The Glendale College Alumni Association office is located in the Foundation Office, John A. Davitt Administration Building, Room AD 149. It is free to join the Alumni Association. Alumni are active supporters of all the major initiatives of the Foundation and help to mentor students, serve on boards and donate to help students succeed. To find out about how alumni can leave a legacy to Glendale College Foundation, please call (818) 551-5196.

THE BAJA CALIFORNIA FIELD STUDIES PROGRAM

Glendale Community College has been offering field classes and field trips in the Baja California peninsula 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, courses in marine biology, natural history, oceanography, geology, history of Baja California, philosophy, psychology, health, geography, physical education, English and Spanish have been offered. The Center for Students with Disabilities has also participated in our field activities.

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 Mexican culture. Different academic experiences are integrated in a setting which results in memorable and long-lasting adventures in learning. 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 the Baja California Field Studies Program office at (818) 240-1000, ext. 3159, for application forms. You can also obtain more information and learn about current offerings at www.glendale.edu/baja.

COMMUNITY SERVICES EDUCATION

Community Services Education is a not-for-credit, fee-based extension program, designed to meet the lifelong learning needs of the community. Each semester, the program presents over 100 classes and activities that provide students with great opportunities for personal enrichment, career development, and self-improvement, as well as hundreds of online classes that cover a myriad of subjects. The program also coordinates the Summer Enrichment Program, offered in partnership with the Glendale Unified School District. To request a current catalog call (818) 240-1000, ext. 5015. You can also obtain more information and learn about current offerings at www.glendale.edu/cse.

CONTINUING EDUCATION

Continuing Education at the Garfield Campus

Glendale Community College has offered noncredit courses since the early 1930's. The Garfield Campus administers Continuing Education which includes the Business and Life Skills division and the Noncredit English as a Second Language division. Departments include ESL, Lifelong Learning, Office Business Technology, Student Success Center (ABSE), and Parent Education. Classes are held primarily at the Garfield Campus, as well as the Verdugo campus, and throughout the community. Classes are available in the mornings, afternoons, and evenings throughout the week. Counseling services are available in the Career and Counseling Center at the Garfield Campus. For more information, please call (818) 240-1000, ext. 5055.

Parent Support/Child Development Center at Garfield for children 3-5 years. Open to GCC students at either campus. We have both a State preschool program and Headstart for students who qualify. For more information, please call (818) 240-1000, ext. 3071.

Continuing Education office hours are 8:00 a.m. to 9:00 p.m. Monday through Thursday, and 8:00 a.m. to 4:30 p.m. on Friday. All Continuing Education classes are **tuition-free**. Students may enter a class at any time during the year depending upon availability. For information or to request a current schedule of classes, please call (818) 240-1000, ext. 5678 during business hours.

Workforce Investment Opportunity Act (WIOA)

The WIOA staff collaborates with the local Work Source (or One-Stop) Centers to arrange for training programs including certificates in Accounting, Medical/Dental Front Office, General Office Clerk, and Introduction to Hospitality and Tourism. Students must meet federal standards regarding unemployment status and they must be assessed prior to receiving a voucher for training. For more information, please call (818) 240-1000, ext. 5803.

Citizenship

The Garfield Campus offers English as a Second Language Citizenship classes for those who want to learn more about the history and government of the USA and prepare for their oral interview. The Citizenship Center is located at the Garfield Campus and offers information regarding citizenship eligibility, application procedures and deadlines; legal referrals; INS forms needed for naturalization; photographs for INS application or passport; typing and preparation of the INS 400 form; and assistance in preparing for the exam. For more information, please call (818) 240-1000, ext. 5717.

English as a Second Language

The Noncredit ESL program offers literacy through advanced courses. Classes are held at the Garfield Campus, Verdugo campus, and in various locations throughout Glendale. They are designed to meet the various needs of the student population. Courses are open-entry/open-exit and are **tuition-free**. In addition to the regular program, special offerings include:

- First Language Support classes in Literacy for Hispanic and Armenian students
- First Language Support classes for Hispanic students, Levels 1, 2, and 3
- Citizenship
- English for Older Adults
- College Readiness ESL
- Conversation

For more information, please call (818) 240-1000, ext. 5033.

COOPERATIVE WORK EXPERIENCE EDUCATION

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

Student Benefits of Cooperative Work Experience Education

1. Learn or improve job skills under actual working conditions.
2. Gain perspective on career goals through application of classroom theory to “real life experience.”
3. Build self-identity and confidence as a worker through individual attention given by instructor/coordinator and employers.
4. Opportunity to test personal abilities in work environments.
5. Have a more realistic approach to the job market.
6. Gain a better understanding of human relations.
7. Refer to work experience education on future job applications.

DISTANCE EDUCATION

Glendale Community College offers a variety of Distance Education courses to meet your needs including Online courses and Hybrid courses. Distance Education courses shall utilize features of the Learning Management System (LMS), Canvas, such as Course Documents, Discussion Boards, Virtual Classrooms, Groups, Assignments, External Links, Digital Drop Boxes and GradeBooks, Asynchronous and/or Synchronous* learning, etc. Internet and other technologies are used in learning exercises every week to ensure regular and effective contact between instructor and student and between student and student. Distance Education courses are equivalent to an in-person course. Courses are taught by the same qualified instructors and follow the same curriculum and standards as an in-person based course. Distance Education courses provide flexibility in scheduling and are especially helpful for self-directed learners. It is recommended that students be comfortable with computers, particularly the Internet, before taking an online or hybrid course. Make sure to read the course Ticket Note before choosing to enroll. *Synchronous refers to a learning environment in which everyone takes part at the same time. Asynchronous refers to a learning environment in which everyone does not take part at the same time.

For more information on GCC Distance Education, go to www.glendale.edu/online and click on GET STARTED. For Canvas 24/7 Technical Support available at 1-844-600-4951.

Distance Education offers three types of courses:

1. **Online Courses:** An Online course is offered fully online. Students cannot be required to meet face-to-face for office hours, orientations, homework, exams, distribution of resource materials, or any other course component. All course instructions, materials, assignments, and discussions are posted and completed online through Canvas.
2. **Hybrid Courses:** A Hybrid course is offered partly online with online content and/or activities and partly face-to-face with in-person meetings. The instructor will give an in-person orientation and in-class exams as stated in his/her syllabus.
3. **Proctored Online Courses:** Assignments and examinations in a Proctored Online Course will be submitted in an asynchronous manner, but students will be required to take tests at a proctoring facility. Your instructor will provide proctoring accommodations at GCC. Off-site proctoring services could be available at the discretion of the instructor.

Once enrolled in a Distance Education course, students must retrieve and read the Welcome Letter emailed to their GCC student email account 2-5 days prior to the beginning of the term. This Welcome Letter will explain the policies and procedures of the course and how to complete the Check-In Assignment by Thursday night of a 4-8 week course or by Sunday night of a 10-16 week course to established attendance and *not* be dropped.

Attendance, Drop & Participation Policy: Students in distance education courses are required to ‘attend’ and participate just as if they were in an in-person course. Students who do not participate, that is, who consistently do not complete assignments, quizzes, respond to forums or turn in other work, will be notified that they may be dropped from the course for non-participation. It is important that online and hybrid instructors be very clear in their Syllabus and Welcome Letters about what constitutes participation and late work.

Any portion of a course provided through distance education must be consistent with guidelines issued by the Chancellor’s Office, pursuant to section 409 of the Procedures and Standing Orders of the Board of Governors.

GLENDALE COLLEGE POLICE DEPARTMENT

The Glendale College Police Department is open 365 days a year. To report a crime or suspicious activity please call (818) 551-5205 or stop by in person at SM 153. For emergencies you may dial extension 4000 from a college phone or call (818) 551-4911 from a cell or telephone. 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 GCC 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 of the California Penal Code; however, efforts are concentrated on the college 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 at the police station 365 days a year. The police station is located in the Sierra Madre building, SM 153.

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 phone line, 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). 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 by phone. Speak clearly into the box.
3. If, for any reason, you are unable to talk into the ECB, you can summon assistance by pushing the button and waiting next to the ECB. An officer is dispatched to the ECB each time it is activated.

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. 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 GCCPD 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 GCC District property.

Informational Disclosures

The preceding 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 FBI and the California Department of Justice. Additional information including data regarding criminal activity that has occurred on our campuses and the public property adjacent to our campuses over a 3-year period is available at www.glendale.edu/police. You can also view the current Security Report at www.glendale.edu/cleryact.

GLENDALE COLLEGE FOUNDATION, INC.

Created in 1983 by a group of committed community volunteers, Glendale College Foundation, Inc. now has an endowment of more than \$13 million. That small group of volunteers has expanded into an active 35-member Board of Directors that provides guidance, support and direction every step of the way.

To accomplish its broad mission of supporting Glendale Community College, the Foundation focuses on three main goals that:

- Raise funds for GCC facilities and programs
- Create public awareness of the needs of the college
- Promote the college to businesses and the community.

Glendale College Foundation, a 501(c)(3) charitable organization and an integral part of GCC, distributes more than \$800,000 in scholarships and special grants annually. The Foundation needs the support of donors like you to continue its work into the future. Every gift, no matter the amount, is greatly appreciated. You can donate in the form of cash, stocks or credit card payments. Payroll deduction is also available as well as secure online payments at www.glendale.edu/donation.

For more information on these and other options, please stop by our office or visit our website at: www.glendale.edu/foundation or call (818) 551-5199.

H.S.E. TESTING

The High School Equivalent tests (HSE) 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 HSE tests five areas: Writing Skills, Social Studies, Science, Literature and Mathematics. The HSE Test is given at the Garfield Campus, 1122 E. Garfield Avenue, Glendale. For test dates and registration information, please call (818) 240-1000, ext. 5055. For information regarding free optional preparation courses offered at the Garfield Campus call (818) 240-1000, ext. 5686.

INTERNATIONAL STUDENTS

Glendale Community College welcomes students from all nationalities who desire to study in the United States. During any given semester, there are approximately 550 to 600 International visa students (F-1 category) enrolled full-time at the College representing over 60 countries.

International students who seek admission to GCC may receive application materials from the International Student Office, located on the third floor of the Sierra Vista Building. Prospective International applicants are encouraged to contact the office at the following: Phone: (818) 240-1000, ext. 5439 or 6645, E-mail: gcciso@glendale.edu. The GCC Website www.glendale.edu/international provides a menu option for "International Students" from the home page. Here, students can print out the International Application Forms & "Checklist" of instructions. There is also an "online" application link available. International Student Office hours are Monday through Thursday 8:30 a.m. to 5:30 p.m., and Friday 8:30 a.m. to 2:00 p.m.

In order to be admitted to GCC, International students must submit the following forms and credentials: "[International Student Application Form](#)" and required processing fee of \$60.00; official transcripts and diploma of High School record, or any college/university work completed, along with English translations; official TOEFL score min. 45 iBT exam or IELTS "band" score of 4.5 to 5 min.; Affidavit of Support Form and official bank statement certification, along with one-page personal essay. Please Note: International students under 18 years of age must show High School or Secondary School "equivalency" of completion (as defined by country system) by the time they register for classes.

Also Note: New students can be processed for "Credit ESL/language" studies without the TOEFL or IELTS exam. Please contact the International Student Office for details or use the GCC Website links provided.

Final Note: It is strongly recommended that new student applicants overseas complete the above admission requirements in a timely manner—to ensure proper class registration and given U.S. Embassy/Consulate delays and general visa processing issues.

The college offers admission to International students for the Fall and Spring semesters, along with limited class scheduling during the short-term Winter & Summer sessions. The International Student Office provides full support services for International students including academic counseling, immigration advising, a new student orientation day each semester, and special student programming activities throughout the year. The office also provides information on off-campus housing and "homestay" host family placements, and helps to administer a mandatory group health insurance plan for all students.

MYGCC.GLENDALE.EDU

MyGCC is a private website available to GCC students after they have applied for admission and have received a student ID number. Log on to MyGCC from home, or from any computer with an Internet connection. Go to MyGCC.glendale.edu 24/7. Enter your Student ID and Password, and access a wide range of information, most of it personalized. Students are responsible for activating their college issued email address and monitoring their MyGCC student portal. All official correspondence from the college will be sent to your college issued email address.

MyGCC provides students with their current and previous class schedules, registration information, student e-mail, financial aid information, and course history, including grades. Students can also change their mailing address through MyGCC. Through links, students can also connect to many GCC resources such as registration, class schedules, library workshops, scholarships, and more.

Click the links to plan your schedule, enroll in classes, make a payment, and see appointment details.

1. Log in - Online
2. Plan - Search for classes, validate prerequisites, organize schedule prior to registration.
3. Enroll - Click the Enroll button to confirm classes in your shopping cart. Click Finish Enrolling, review your new class schedule.
4. Pay-Click on make a payment to view outstanding charges.

SCHOLARS PROGRAM

www.glendale.edu/scholars

The Glendale Community College Scholars Program is the College's honors program. The Scholars Program has been created to serve the needs of academically promising students, offering them opportunities for more intensive study, plus service and collegial friendships. The Scholars Program is based on a 5-course core curriculum that participants plan individually with the Scholars Counselor. The curriculum emphasizes critical thinking and in-depth analysis of issues.

Students who successfully complete the Scholars Program benefit from enhanced admissions consideration through the UCLA College of Letters and Science, through the UCLA Transfer Alliance Program (TAP); the Scholars Program Director and Scholars Counselor certify qualified Scholars for their TAP applications to UCLA. Good standing for TAP certification and Scholars Program completion indicate a strong academic and Scholars service record. GCC is also a member of the Honors Transfer Council of California, which has a growing number of college and university transfer partners. In general, campuses nationwide recognize GCC's Scholars Program as a competitive edge on students' transfer applications.

Academic advancement and transfer assistance are the main advantages of being a Scholar. Further, also as a priority of the Scholars Program, participants perform many valuable charity and community service efforts, both on and off campus, fundraising events, and also collegial

social events and activities, including the preparation of a Scholars Journal, throughout the year. In their academic, service, and social contexts, Scholars develop bonds with fellow students. Scholars benefit from priority registration, specialized counseling, and smaller class sizes. As an organization, The Scholars Program aims to serve the campus community as well as the individual needs of its students, always mindful of the development of the well-rounded, service-oriented student.

Minimum Requirement for the Program*

- High School GPA (unweighted) of 3.25, or college GPA of 3.0
- Eligibility for English 101
- Completion of Scholars Application, which is downloaded from the Scholars Program Website.
 - Completion of the GCC Application prior to submitting the Scholars application
 - Transcripts from all high schools and colleges attended
 - Writing Sample (prompt is on the Scholars application)
 - Letter of recommendation written by an instructor or counselor who knows the student and his or her work well.

For more information, visit the website, send an email to scholars@glendale.edu, or call (818) 240-1000, ext. 5699. The Scholars Program Director's office is in LB 216.

Note: All requirements listed 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 as well as the guidelines of the California colleges for International Education, a consortium of California community colleges.

The college offers summer, winter, and spring programs to exciting places like Paris, Prague, Armenia, New Zealand, Australia, Argentina, Italy, Greece, Ireland, and other places of special interest to Glendale College students. Interested students should phone (818) 240-1000, ext. 5718 or drop by AD 145C. You can also read about our offerings on our web page at www.glendale.edu/studyabroad or email us at studyabroad@glendale.edu.

TRANSFER CREDIT

The College recognizes that students may have previous academic experience from other institutions that are comparable to our courses. The College reserves the decision to evaluate and award credit value for courses from other institutions of higher education.

Regionally Accredited Colleges/Universities

Students who wish to have college credit transferred from other regionally accredited colleges and universities need to have official transcripts mailed directly from the originating institution to the Office of Admissions & Records at GCC.

It is the function of the Admissions & Records Office at GCC to verify the official status of all incoming transcripts prior to the evaluation and posting of transfer credit. All transcripts submitted to GCC for evaluation become the property of GCC. Unofficial transcripts or copies of transcripts carried by individuals may be used for academic advising or counseling purposes only; transfer credits will NOT be posted to the GCC academic record from transcripts that are not received directly from the issuing institution.

Transfer of Credit

The student must have previously completed courses or be currently enrolled at GCC in order for incoming transcripts to be evaluated. All credit units accepted will be recorded on the GCC transcript. Once transfer credit is posted to a student transcript, it cannot be removed. A student must complete a Transcript Evaluation form with their academic counselor if courses are to be evaluated for GCC graduation, a certificate, and IGETC or Breadth certification. An evaluation may take 8 to 12 weeks to complete. Evaluations may take longer during peak periods. When requesting a transcript evaluation from out-of-state and private institutions, all courses to be evaluated must include course descriptions from the time that they were completed. All math and English courses require a course syllabus as well.

Acceptable Credit

Only lower-division degree-applicable credit will be accepted; classes must be college level rather than remedial or developmental. An upper-division course may only be accepted as subject credit for an associate degree. All courses to be used for an associate degree, certificate, IGETC, or Breadth certification must be completed with a grade of "C" or better. All questions related to acceptable credit will be forwarded to the appropriate academic department. All courses to be used for IGETC and/or Breadth certification will follow the rules outlined in the Standards of Rules, Regulations and Policies for both certifications.

Institutions Outside the United States

College credit transferred from outside the United States will need to be evaluated by an independent international credentials evaluation agency. A list of these agencies are available through the Admissions & Records Office and the International Student Center. An official copy of the evaluation must be sent to the College by the agency. It is mandatory to include the breakdown of upper/lower division coursework, the semester unit equivalency, and the grade (A-F or Pass/No Pass). No course taken outside of the United States can be used for Reading and Written Expression, Oral Communication, or the American Institution requirements. Courses can only be used for the GCC AA or AS degree; not for IGETC or Breadth certification.

TRANSFERS TO FOUR-YEAR COLLEGES AND UNIVERSITIES

Students may take courses at Glendale Community College which will qualify them to transfer to most four-year colleges and universities with junior standing. The requirements of colleges vary so 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 to develop a plan to achieve their goal of transferring. Students can utilize the Glendale Community College Transfer Center website at www.glendale.edu/transfercenter to obtain information regarding the different pathways to transfer to a four-year university from Glendale Community College.

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 151.



Professor J. Keshavarz also known as Coach K was recently the recipient of the 452nd Air Mobility Wing Airman of the year award. He serves in the United States Air Force Reserves as a “Guardian of Life” with the 752nd Medical Squadron. Coach K is the jumps coach for Glendale College Track & Field and an instructor for the Health/Kinesiology department. In this photo Coach K is flanked by Brigadier General Burger (452nd AMW Commander), Lieutenant General Ogden (4th Air Force Commander), Chief Villa (452nd AMW Command Chief) and Chief White (USAF Reserves Command Chief).

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 Certifying Official located in AA-1. The Certifying Official can be reached by calling (818) 240-1000, ext. 3360 or 5204 or by emailing gccvrc@glendale.edu.

An Intent-To-Register form must be submitted to the Veterans Certifying Official for **each semester** that they wish to receive the Montgomery GI Bill or Post 9-11 (Chapter 33) benefits.

It is the veteran’s responsibility to promptly notify the college Veterans Certifying Official of any change in program, which would affect their VA assistance. The College Veterans Certifying Official will forward all appropriate documents concerning the application to the VA processing center located in Muskogee, Oklahoma.

Veterans who are taking a course which lasts less than a semester will be paid only for the actual enrollment period.

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

Veterans must select an approved program of study, and will only be paid for courses taken from the student education plan (SEP). Veterans must see the Veteran’s counselor in the Veterans Resource Center office to develop a student education plan (SEP). An appointment can be made by calling (818) 240-1000, ext. 3360 or by emailing gccvrc@glendale.edu.

Veterans can also visit the Veteran Resource Center located in AA-1B. The Veteran Resource Center is an informational center that can assist with any questions regarding Veterans educational benefits at GCC, as well as a great opportunity to meet with other Veterans and talk about their goals. Veterans can also join the Veteran’s Association Club. For more information, visit www.glendale.edu/veterans.

SELECT GLENDALE COMMUNITY COLLEGE POLICIES

(To access all Board Policies and Administrative Regulations go to www.glendale.edu/boardpoliciesandadministrativeregulations)

ACADEMIC FREEDOM POLICY

The Board of Trustees of Glendale Community College affirms that institutions of higher education are conducted for the common good and not to further the interest of either the individual faculty member or the institution as a whole. The common good depends upon the free search for truth and its exposition.

Academic freedom is essential to these purposes and applies to all disciplines. Freedom in research is fundamental to the advancement of truth. Academic freedom in all disciplines is fundamental for the protection of the rights of the faculty and the student. It carries with it duties correlative with rights, regardless of employment status.

Academic freedom is essential for the maintenance of excellence in education, and moreover, exists so that society may have benefits of objective and independent criticism, and honest answers to scientific, social and artistic questions that might otherwise be withheld for fear of offending an influential social group or transient social attitude. Accordingly, there shall be no adverse consequences to employment status (hiring, promotion, and retention) as a result of expressions protected by academic freedom.

Academic Freedom

Faculty members are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

Faculty are entitled to freedom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject. When they communicate as individuals, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence they should at all times strive to be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.

Faculty are entitled to due process, where applicable under the provision of the Guild contract, and where applicable under the Employee Complaints procedure as conducted under the provisions of Board Policy 7216.

Academic Responsibility

Membership in the academic community imposes on students, faculty members, and administrators an obligation to respect the dignity of others, to acknowledge their right to express differing opinions, and to foster and defend intellectual honesty, in instruction and counseling, and expression on and off campus. In addition, faculty are

responsible for but not limited to policies and procedures defined in board policy, administrative regulations, and the employment contract between the District and the Guild. Students are entitled to an atmosphere conducive to learning and to even-handed treatment in all aspects of the faculty-students relationship. (BP 4030)

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 option of requiring the student to see a college counselor or assigning a lower or failing (F) for the assignment.

Violations of this policy will be reported to the 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 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.

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 5500 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 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 Activities Office in the Campus Center.

ANIMALS ON CAMPUS

Glendale Community College District is committed to providing its employees, students, and visitors with a healthy environment in which to work and study. No animals are allowed on campus except those animals that are individually trained to provide services to individuals with disabilities.

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 the Vice President, Student Services, Sierra Vista Building, third floor, (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 students the section 504 coordinator is the Vice President, Student Services, Sierra Vista Building, third floor, (818) 240-1000, ext. 5126. For employees the section 504 coordinator is the Associate Dean, Center for Students with Disabilities, San Fernando Complex, (818) 240-1000, ext. 5450.

Equal Employment Opportunity is a means to ensure that the district complies with the Employment Opportunity Act, Civil Rights Act and the Staff Diversity 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 Equal Employment Opportunity Coordinator is Cindy Pollack.

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, please refer to the Scholastic Information and Regulations section of this catalog under Grievance Procedures.

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 the Vice President, Student Services, Sierra Vista Building, third floor, (818) 240-1000, ext. 5126.

HARASSMENT POLICY

Board Policy 3430

Prohibition of Harassment

All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. The district is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation including acts of sexual violence. It shall also be free of other unlawful harassment, including that which is based on any of the following statuses: race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, or sexual orientation of any person, or because he or she is perceived to have one or more of the forgoing characteristics.

The District seeks to foster an environment in which all employees and students feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of this policy. All allegations of retaliation will be swiftly and thoroughly investigated. If the District determines that retaliation has occurred, it will take all reasonable steps within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

Any student or employee who believes that he or she has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in AR 3435 Discrimination and Harassment Investigations. Supervisors are mandated to report all incidents of harassment and retaliation that come to their attention.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities and compensation.

To this end the Superintendent/President or designee shall ensure that the institution undertakes education and training activities to counter discrimination and to prevent, minimize and/or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

The Superintendent/President or designee shall establish administrative regulations that define harassment on campus. The Superintendent/President or designee shall further establish regulations for employees, students, and other members of the campus community that provide for the investigation and resolution of complaints regarding harassment and discrimination, and procedures for students to resolve complaints of harassment and discrimination. All participants are protected from retaliatory acts by the District, its employees, students, and agents.

This policy and related written regulations (including the regulation for making complaints) shall be widely published and publicized to administrators, faculty, staff, and students, particularly when they are new to the institution, as required in Education Code 66281.5. Employees who violate the policy and regulations may be subject to disciplinary measures up to and including expulsion.

For more information on Board Policy 3430, please contact the Associate Vice President, Human Resources at (818) 240-1000, ext. 5165, or check online at www.glendale.edu.

NON-SMOKING POLICY ON CAMPUS

It is the policy of the Glendale Community College district to not allow smoking on campus. On April 15, 2013, the Board of Trustees approved a revision of [Board Policy 3570 Smoking Policy](#) which states that smoking is not permitted on any district-owned property. This policy pertains to students, faculty, staff, administrators, visitors, and the general public.

In addition, the Campus Executive Committee of Glendale Community College approved a revision of [Administrative Regulation 3570 Smoking Policy](#). Included in this revision are the following:

- Smoking is not allowed on campus or in any GCC-owned or leased facility or in any district-owned or leased vehicles. This includes all district-owned parking lots, whether inside or outside of a vehicle.
- This also applies to electronic cigarettes or other imitation cigarette devices.
- Violations to the policy are subject to a \$100 fine.

The College Police are authorized by the Board of Trustees to enforce this policy and issue citations consistent with California Government Codes 7596-7598.

An information campaign has started at GCC to inform students, staff and the public of this change in policy. Currently, the College Police are educating and enforcing this policy on all District campuses.

Additional sanctions can also be placed through other administrative means such as the Student Code of Conduct or Administrative Regulations as prescribed in campus policies and procedures.

Any person observed littering (such as throwing a cigarette on the ground) can be issued a citation, consistent with California Penal Code 374.4.

This policy does not apply to city-owned land. Information on city restrictions on smoking can be found at the following link: <http://www.glendaleca.gov/government/departments/community-development/urban-design-mobility/community-outreach/fresh-air-program>.

Reference: California Ed. Code Sec. 76030-76033(e)

STUDENT DIRECTORY INFORMATION POLICY

Certain categories of student information are considered “open” or directory information. The college policy on the sharing of directory information to outside agencies and individuals (including parents and spouses of enrolled students) is limited to: name, e-mail address; major field of study; dates of attendance; degrees, honors and awards received; and the most recent previous institution attended. A student may request that directory information not be released by signing a request form at the Office of Admissions and Records. The request form must be received by the last day of the second week of instruction for a fall or spring semester or by the last day of the first week of instruction for a winter or summer session. In that case, this information will not be disclosed except with the consent of the student or as otherwise allowed by the Family Educational Rights and Privacy Act of 1974 (FERPA). BP 5040.

STUDENT SERVICES

MISSION AND PHILOSOPHY OF STUDENT 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.

Student 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 Student 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.

Student 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, Student Services is the primary advocate on the students' behalf to provide access for all who wish to attend the college: physical access to facilities on the campus; access to programs and services; and access to the required courses.

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

BOOKSTORE

The college bookstore, located on the first floor of the Student Center uses its proceeds to promote the programs of the Associated Students. Shopping for course materials is convenient and available both in store and online. Now available, Rental and Digital programs! Visit our new website, www.glendalecc.bkstr.com where you will find textbooks, reference books, school supplies, clothing and software products. Shopping made simple. Pay by credit card and pick up your books (reservation) or have your books shipped directly to your home or business.

The bookstore is open 7:30 a.m. to 7:00 p.m. Monday through Thursday and Friday 7:30 a.m. to 1:00 p.m. Closed on Saturday, and Sunday. Please check the schedule for summer/winter hours.

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 state driver's license or state 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. (Must show ID)

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

GCC CalWORKs PARENTS PROGRAM

www.glendale.edu/calworks

The GCC CalWORKs program is the on-campus resource for parents receiving CalWORKs cash aid. Our students are low-income parents with children under 18 who attend GCC in order to pursue educational goals that will lead to a career.

The GCC CalWORKs Parents Program provides encouragement, advice, and honest feedback for a population of students who are rebuilding their lives on a foundation of education, while modeling perseverance and hard work to their children. We help students communicate with County workers (DPSS, GAIN and REP) who oversee their benefits. We process the documents that allow CalWORKs students to access crucial supportive services, including child care and reimbursement for school-related costs such as text books, supplies, transportation, and fees. We also provide funding for Work Study jobs and on-campus child care. CalWORKs students can be found in classes across all disciplines. Our students' educational goals include AA/AS Degrees, vocational certificates, preparation for transfer to four-year institutions, and improving basic skills through ESL and HSE courses.

For more information, please visit www.glendale.edu/calworks. To contact the Verdugo CalWORKs office, please call (818) 240-1000, ext. 5508, or visit SF 115. To contact the Garfield noncredit CalWORKs office, please call (818) 240-1000, ext. 5681, or visit the third floor of the Tropic Building at the Garfield Campus.

CAREER CENTER

The GCC Career Center assists students to choose a major or course of study early in their educational experience. Students are facilitated in the career exploration process by the administration of comprehensive standardized inventories, surveys, computerized systems and career tests. Students are assisted in exploring their values, interests, and abilities for application to the world of work.

The staff provides individualized career counseling, workshops, and career exploration classes.

The Career Center offers information 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 Sierra Vista Building, third floor. Call (818) 240-1000, ext. 5407 for day and evening hours.

DISABLED STUDENTS PROGRAMS AND SERVICES

Students with verified disabilities or health impairments are eligible for services through the Center for Students with Disabilities. 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 resources as well as off-campus agencies and allied health professionals. Support services and specialized instruction are provided to students based on student educational plans and contracts. Services include but are not limited to the following:

Center for Students with Disabilities

Disability Related Counseling	Mobility Orientation
Vocational Counseling	Alternate Media
Priority Registration	Interpreters for the Deaf
Registration Assistance	Note Taking Assistance
Mobility Assistance	Lip Reading Instruction
Special Parking	Job Development

Instructional Assistance Center

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

High Tech Center

Assistive Technologies	Specialized Assessment
Equipment Loan	Examination Proctoring

Special Classes

- CABOT 90, 91, 92, 93 and 94
- Dance 150
- Physical Education 130, 131, 132, 134 and 135
- Student Development 128, 143, 146

For information regarding office hours, programs or services please call (818) 240-1000, ext. 5905.

CHILD DEVELOPMENT CENTER

The nationally accredited Child Development Center on campus serves as both a laboratory school for students enrolled in Child Development courses and a demonstration site for professionals interested in best practices in early care and education for children from six months to five years of age. In addition to being NAEYC (National Association for the Education of Young Children) Accredited, the Child Development Center is a PITC (Program for Infant Toddler Care) demonstration site and hosts early childhood professionals from throughout Southern California interested in learning more about high quality programs for children 0-3 years of age. The Child Development Center operates from 7:00 a.m. - 6:00 p.m. five days a week, twelve months a year. This program is open to students, faculty and the community and is supported by parent fees.

The Day Program

The Day Program is available between the hours of 7:00 a.m. and 6:00 p.m. five days a week, 12 months a year. This program is open to students, faculty and the community. Three sessions are available: Monday through Friday; Monday, Wednesday, Friday; or Tuesday, Thursday. All sessions are full day only. Children will be admitted into the five-day sessions first, followed by children whose parents wish them to attend only two or three days weekly. The Day Program operates on a 12 month basis and is a self-supporting program funded by parent fees.

The Evening Program

The Evening Program is specifically for enrolled students of GCC. Student parents may choose from one to four nights between the hours of 6:00 p.m. and 10:00 p.m., and must enroll each semester. This program is open to children between the ages of 2 and 5 years of age. To ensure that only students who are serious about their education will be participants, all students will be required to be accountable both in course enrollment and course attendance to remain in the program.

State Preschool Program

The State Preschool Program is funded through the California State Department of Education, Child Development Division. The four-hour program is open to students who are income eligible and enrolled at GCC. The State Preschool program is available to eligible student parents of three and four-year-old children.

EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS)

EOPS programs serve students who have been affected by economic, language, social and educational barriers. The mission of the program is to facilitate the successful and timely completion of student goals and objectives. Through specialized support services and instruction, EOPS encourages enrollment, retention, certificate completion, graduation and university transfer. As part of its mission, EOPS is committed to student success by promoting communication, critical thinking, information competency, application of knowledge, and personal responsibility. The program offers a variety of services that may include, but are not limited to priority registration, orientation, counseling, instruction, book services and financial assistance. For more information on EOPS and program admission application go to the EOPS website at www.glendale.edu/eops.

Cooperative Agencies and Resources for Education (CARE)

CARE is a supplemental component of the EOPS program designed to provide educational support services and activities for students who are single parents. The goal of CARE is to reduce long term welfare dependency and support the needs of the single parent for economic self-sufficiency. CARE students must be eligible for EOPS services first. For more information on CARE and program admission requirements go to the CARE web page www.glendale.edu/care.

NOTE: The Glendale College Extended Opportunity Program and Services (EOPS) was established at GCC in 1972 and is jointly funded by the State of California and the Glendale Community College District.

EOPS and CARE financial assistance may be available to students who in addition to meeting all EOPS/CARE program entrance and continued eligibility requirements are also income eligible based on student's remaining financial need as determined by the Financial Aid Office. All EOPS/CARE awards are contingent upon EOPS/CARE funding availability.

FINANCIAL AID

The Financial Aid Office assists students who are enrolled at GCC for the purpose of earning a degree or certificate, or transferring to a four-year college or university and are seeking financial help. Funds are available to cover the cost of enrollment fees, tuition, books, transportation, and living expenses. There are 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 GCC 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) is the main application for financial aid. Applying on time is critical. The FAFSA can be completed on-line at www.FAFSA.ed.gov and submitted to the federal processor after October 1, but no later than April 1 of the previous Spring semester to receive priority consideration for the Fall semester. Applications submitted after April 1 of the previous Spring semester will still be reviewed for funds, but will be processed later than the applications received by the priority date.

After receiving the FAFSA, the federal processor will mail/email a Student Aid Report (SAR) to the student for review. If changes are necessary, make the corrections on-line at www.FAFSA.ed.gov. If no changes are necessary, keep the SAR for your records. Students are not required to submit the SAR to the Financial Aid Office. Once the Financial Aid Office receives your application directly from the federal processor, you may be asked to submit federal tax transcripts or other documents. It is important that all requested documentation be submitted as soon as possible. Financial Aid awards are made only after a student's file is complete. New students must complete an admission application and be assigned a Glendale College Student I.D. number before their financial aid application can be reviewed.

Students who are not U.S. citizens or eligible non-citizens may still qualify for state financial aid programs if classified as AB540 and should complete the CA Dream Application at www.dream.csac.ca.gov.

Notifications of required documents are emailed to students and posted to their "To Do List" on MyGCC. Award notices are also sent to the student's GCC email.

Students receiving financial aid must make satisfactory academic progress toward their educational goal. Please refer to the Satisfactory Academic Progress Policy in this catalog for more information.

All application materials and forms are available online at the Financial Aid Office website: www.glendale.edu/financialaid.

The Financial Aid staff is here to assist you. Those needing help or advice are encouraged to contact the Financial Aid Office, located in the Sierra Vista Building, third floor.

TYPES OF FINANCIAL AID

California College Promise Grant (formerly known as the Board of Governors Fee Waiver)

Effective the 2018-2019 award year, the BOG Fee Waiver became the California College Promise Grant (CCPG). This waiver is available to California residents to cover enrollment fees only. Students must demonstrate financial need by completing the Free Application for Federal Student Aid (FAFSA) students with extenuating circumstances who cannot file a FAFSA, may meet with a financial aid advisor for a paper California College Promise Grant Application.

Effective in Fall 2016, students who are eligible for a California College Promise Grant may lose their eligibility if they fail to sustain a Cumulative GPA (CGPA) of 2.0 or higher and complete more than 50 percent of their coursework. If a student's CGPA falls below 2.0 for two consecutive primary terms (fall or spring), the student is placed on academic probation. If the cumulative number of units completed is not more than 50 percent in two consecutive primary terms, the student is placed on progress probation.

Academic: Maintain a CGPA of 2.0 or higher

Progress: Complete more than 50% of coursework successfully

Any combination of two consecutive primary terms of academic and/or progress probation may result in the loss of the California College Promise Grant.

Cal Grants

The California Student Aid Commission offers grants for students attending a California college. To apply, students must complete the Free Application for Federal Student Aid (FAFSA) by March 2 for the following Fall. Some grants may be available for students who miss the March 2 deadline but file the FAFSA by September 2. Students who have completed fewer than 16 degree applicable units with a letter grade must also have a Cal Grant GPA Verification form completed by their high school or former college (This form is available in the Financial Aid Office).

Student Success Completion Grant

The SSCG grant award provides students with additional financial aid to help offset the total cost of community college attendance, and encourages full time attendance and successful on-time completion.

To be eligible for payment in the fall or winter/spring semester, you must meet all of the criteria detailed below in each semester you expect payment:

- You must receive a full-time Cal Grant B or C payment. Students Choosing to take a Leave of Absence for their Cal Grant will not be eligible to receive payment for the SSCG
- To receive \$649 in the fall or winter/spring semester, you must be enrolled in 12-14.99 units per semester
- To receive \$2,000 in the fall or winter/spring semester, you must be enrolled in 15+ units per semester
- If you are on Financial Aid Contract, only units from the courses listed on your contract will count toward your eligibility
- You must meet Satisfactory Academic Progress (SAP) Standards
- Have unmet need

Summer SSCG are awarded on a funds-available basis. Student who have received the maximum SSCG amount for fall and winter/spring (\$4,000) are not eligible for summer SSCG. Students enrolling for the summer term will be considered for a summer SSCG payment based on their unit total for the year (completed fall and winter/spring units plus enrolled summer units). Students whose summer enrollment brings their annual unit total to 24-29 will receive a summer payment amount that

brings their SSCG annual award amount to \$1,298. Students whose summer enrollment brings their annual unit total to 30+ units will receive a summer payment amount that brings their SSCG annual award amount to \$4,000.

Federal Pell Grant Program

Glendale College participates in the Federal Pell Grant Program which provides federal grants of up to a maximum of \$5,920 per year for students, depending upon the family and/or student financial information provided on the FAFSA and the student's enrollment status. Students may receive Pell Grant for up to the equivalent of six years of undergraduate study. Applicants must be US citizens or eligible non-citizens, complete the Free Application for Federal Student Aid (FAFSA), and submit any other required paperwork. All application materials and forms are available online at the Financial Aid Office website: www.glendale.edu/financialaid.

Federal Supplemental Educational Opportunity Grant (SEOG)

Glendale College participates in the Federal Supplemental Educational Opportunity Grant program which provides federal grants for students who qualify. The average grant at GCC is \$200 per semester. Applicants must meet all federal Title IV financial aid requirements, complete the Free Application for Federal Student Aid (FAFSA), and submit any other required paperwork. All application materials are available in the Financial Aid Office. Funds are very limited, and only a portion of eligible students will receive an award.

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 submit any other required paperwork. If awarded FWS, the student should contact the Job Placement Office to inquire about work opportunities.

Federal Direct Loan Program

The Federal Direct Subsidized Loan is a federally supported loan available to needy students. Eligible Glendale College students may borrow between \$500 and \$4,500 based on need and grade level. Students must be eligible for need-based aid to receive a Direct Subsidized Loan. There is no repayment or interest accrual while a student is enrolled at least half-time. Interest begins to accrue and repayment begins six months after the student is no longer enrolled at least half-time. Combined interest and principal payments begin at a minimum of \$50 per month for a maximum of 10 years. Information on other repayment plans is available by attending a Loan Workshop.

The Federal Direct Unsubsidized Loan is available for sophomore level and out-of-state students who do not demonstrate financial need or need to borrow more than the subsidized amount. While the terms of the loan are similar to those noted above, interest accrual begins immediately. Students may be eligible for an additional \$2,000-\$6,000 through this program.

FINANCIAL AID PROGRAMS

Type of Aid	Amount	Criteria	Required Forms	Must apply by:
California College Promise Grant (CCPG) (formerly BOG Fee Waiver)	Enrollment Fee (Health Fee, parking discounted with CCPG A)	CA resident Financial need	CCPG Application FAFSA	Must be processed by GCC by last day of the semester
Federal Pell Grants	Up to maximum of \$6,195, depending on need and enrollment status	High amount of financial need per FAFSA 6 year limit	FAFSA Other documents required by FAO	Applications processed throughout school year
SEOG (Supplemental Educational Opportunity Grants)	\$200 per semester	Lowest income Pell recipients Funds limited	FAFSA Other documents required by FAO	Priority date April 1st, depending on availability of funds
Cal Grant A	Received after transfer to 4-year school	CA resident Low income GPA criteria	FAFSA GPA Verification Form	March 2nd
Cal Grant B	Up to \$835/semester	CA resident Low income 4 year limit	FAFSA GPA Verification Form	March 2nd, additional September 2nd deadline for some students
Cal Grant C	Up to \$273/semester	CA resident Enrolled in vocational program	FAFSA GPA Verification Form	March 2nd
Federal Work-Study	Up to \$2,000/semester	Low income Financial need	FAFSA other documents required by FAO	Priority deadline is April 1st for following Fall semester
Federal Direct Subsidized Loan	Up to \$3500 per year for freshman-level students; sophomore-level students eligible for up to \$4500/year	Enrolled at least ½ time. Financial need.	FAFSA Loan Request Form Loan Entrance Workshop	Variable: Check with FAO
Federal Direct Unsubsidized Loan	Up to \$2000 or \$6000 per year, based on student dependency status	Enrolled at least ½ time.	FAFSA Loan Request Form Loan Entrance Workshop	Variable: Check with FAO
Student Success Completion Grant (SSCG)	\$649-\$2000/Per Term	Enrolled in at least 12+ or 15+ units	FAFS/CADAA Must be Cal Grant eligible	March 2nd

To apply for a loan under the Federal Direct Loan Program a student must complete a Free Application for Federal Student Aid (FAFSA), submit all required paperwork, and be awarded. "Loan Entrance Workshops" are offered by the Financial Aid Office.

2018-2019 GCC Cost of Attendance

The cost of attendance (COA) at GCC is based on federal guidelines and estimates by the California Student Aid Commission (CSAC). Included in the COA are school expenses such as tuition, fees, books, and supplies; living expenses such as room, board (meals), and transportation; and miscellaneous expenses.

Living with Parent (9 mos):

\$ 1,258 - Fees (per sem.: \$46/unit Enrollment Fee x 13 units*/sem + \$18 Health + \$12 Student Services)

1,971 - Books & Supplies - CSAC budget amount

6,786 - Room & Board - CSAC budget amount

3,546 - Misc. Expenses - CSAC budget amount

1,134 - Transportation

14,713 - Total

Living Away from Parents (9 mos):

\$ 1,258 - Fees (per sem.: \$46/unit Enrollment Fee x 13 units*/sem + \$18 Health + \$12 Student Services)

1,971 - Books & Supplies - CSAC budget amount

15,084 - Room & Board - CSAC budget amount

3,996 - Misc. Expenses - CSAC budget amount

1,278 - Transportation

23,587 - Total

*13 units = average number of units for students enrolled full-time during Fall 2013, per GCC Office of Planning and Research.

Fees may change due to state budget decisions. Students who are not California residents may be charged additional out-of-state fees.

FOSTER YOUTH SERVICES

The college provides personalized resources for students who are former Foster Youth through the Counseling and Financial Aid Offices. Services include academic counseling, financial aid advising, and assistance with community resources.

FOOD FOR THOUGHT PANTRY

The GCC Food Pantry was created in 2016 to understand food insecurity among GCC students, to increase awareness of hunger and poverty issues among the GCC community, and to provide food, hygiene supplies, and poverty alleviation-related information to students in need.

HEALTH CENTER

The GCC Health Center is open during most class hours and is located on the first floor of the San Rafael Building.

A Registered Nurse is available for health assessment and first aid on a walk-in basis. The nurse will also discuss personal subjects related to health and family issues, birth control and nutrition. Daily services include blood pressure screenings, low cost Tetanus shots, Tdap and MMR immunizations. No appointment is necessary for these services. TB skin testing occurs on selected dates during the semester and is free to registered students. Physicians, dietetic interns and an MFT Therapist are available for individual appointments. Specific referrals may be provided. All services are confidential (specific legal exceptions exist).

Visit the GCC Health Center's website: www.glendale.edu/healthcenter 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.

LEARNING CENTER

The Learning Center offers free instructional help to currently enrolled students. Free tutoring is provided in math, writing, and a variety of other subjects. Tutors are excellent students who have been recommended by their instructors and have taken a tutor training course. Tutoring takes place on an individual basis.

The Writing Center

The Writing Center, located in the Learning Center, provides tutorial assistance by appointment to student who need help improving their general writing skills or who are working on papers for their classes. Staffed by peer tutors and faculty tutors from the English and ESL divisions, the Writing Center helps students at any stage in the writing process.

Tutoring Services

Students are encouraged to schedule appointments with tutors in a variety of subjects, including math; most of the social, physical and biological sciences; accounting; music; many foreign languages; and a host of other subject areas. Contact the Learning Center to see how we can help you meet your educational goals.

The Learning Center Workshop Series

The Learning Center offers workshops on a variety of topics. Approximately 60 minutes long, workshops are designed to improve student comprehension of specific topics, such as run-on sentences or introductory paragraphs.

Students register for workshops through MyGCC, either before the workshop starts or at the beginning of the workshop. During the online registration, students have the option to inform their instructors of their participation. Workshops provide students with a free and fun way to enhance their academic skills. Ask your instructors if they offer extra credit for your attendance. All workshops are held in AD 232, in the back room of the Learning Center.

Smarthinking

Free online tutoring is available virtually anytime and anywhere for Glendale College students. Immediately connect and interact with a live tutor. Schedule a personal session with a tutor. Submit a question and receive a reply from a tutor. Submit a paper for a tutor to review. Logging in is easy. Simply log in to your MyGCC account, click on the Main Menu tab, and select Smarthinking.

Other Learning Center Services

Access to the Internet is also available as are instructional DVD's.

The Learning Center is located in Administration Building 232. Phone: (818) 240-1000, ext. 5333.

www.glendale.edu/learningcenter

LIBRARY

The Glendale College Library is one of the most dynamic and technologically advanced libraries in the California community college system. The Library supports the mission of the college by providing collections and services to meet the educational and professional needs of students and faculty. It is a user-friendly, state-of-the-art home to more than 120,000 books, music CDs, magazines and newspapers; 1,200 reserve textbooks; 23,000 e-books; and a variety of web accessible services and materials. Library services and resources are also available remotely on the Library's website at www.glendale.edu/library. Library hours are listed on the home page.

Librarians are available - in the library, by phone, or via email - to assist with research and to answer questions. Library research guides, how-to instructions for using the online catalog and databases, and tips for research in specific subjects are available in the library and online.

The library offers seating for 350, twelve group-study rooms, 55 web enabled computers for student use, a 27 computer library instruction lab, and workstations for those with special needs. Printers, copiers, and typewriters are also available.

The library has a strong focus on information competency and its importance to lifelong learning. Both at the reference desk and in the instruction programs, emphasis is placed on building research skills including recognizing, locating, evaluating, and using information ethically. The 2 unit credit course, Library 191, Introduction to Information Competency, is transferable to the University of California and California State University. A series of one-hour, hands-on library workshops introduce students to the basics of Library and Internet research.

The library is located on the third and fourth floors of the Library Building. Phone: (818) 240-1000, ext. 5586.

MATH DISCOVERY CENTER

The Math Discovery Center located in AS 103 offers free drop-in tutoring, computer access, workshops, Self Paced courses and counseling services. Student tutors and/or faculty members are available to answer questions and give explanations about all levels of math. Computers are available for student use providing individual interactive learning software, specific software used in math classes, and internet access to online math resources. No appointment is necessary and students should be enrolled in a math class at GCC to use the MDC. Phone: (818) 240-1000, ext. 5363. For more information, visit www.glendale.edu/MDC.

MULTICULTURAL AND COMMUNITY ENGAGEMENT CENTER

The Multicultural and Community Engagement Center initiates, implements, and sustains civic engagement opportunities that promote diversity, critical thinking, personal responsibility, and communication skills for all students.

This means working to create community service and service learning programs and projects that help students learn about the issues mentioned above and to gain skills that can be used in your personal life, as well as, your future careers. Some of the many reasons to be involved in community service/volunteer work:

- Network with people in your future career
- Explore a possible major
- Use the experience for scholarship and transfer applications
- Learn new skills
- Help those in dire need
- Use the experience on a resume
- Receive a certificate of recognition

The Center can help you find a place to start your volunteer experience with a database of approximately 200 non-profit organizations, which is updated before the start of each semester. In addition to the database, there are many programs and activities that you can participate in on and off-campus. Some of these include:

- Students Talk About Race
- 9/11 Day of Service and Remembrance
- President's Volunteer Service Award
- Volunteer Fairs

Many courses on campus also provide community service learning options to students, which is community service connected to classroom learning and improves students' understanding of the course. The Center is located in SM 267, on the balcony next to the cafeteria. For more details about these programs, check out the website at www.glendale.edu/mcec.

STUDENT SUCCESS AND SUPPORT PROGRAM

The Student Success and Support Program 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 the Student Success and Support Program is enhancing student success.

Listed below are the basic components of the Student Success and Support Program 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 an educational goal upon admission.
- Declare a program of study/major 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 services:

Orientation

Orientation workshops are offered throughout the year in academic counseling. The orientation workshop provides students with important information regarding the services programs, and courses available at the college. All new students are required to participate in orientation in order to receive priority registration. Students will learn how to use the college catalog; class schedule, and prepare a class list. For more information, contact academic counseling at (818) 240-1000, ext. 5918. Students can also complete an online orientation by visiting our website at www.glendale.edu/orientation. Click on Start Online Orientation now!

Assessment

Glendale Community College is committed to helping students succeed. The College has adopted placement policies aimed at maximizing each student's likelihood of completing transfer-level Mathematics and English courses within one-year. In many cases, this is best achieved by direct placement into transfer-level math and English, while in others it is best achieved by first taking a course one level below transfer. Placement results assist the students and counselors to determine the appropriate courses for students to enroll in during the first semester.

To receive priority registration, all new students are required to go through the placement process for English or ESL and mathematics upon application to the college and before the established priority registration deadline. For more information regarding assessment procedures, contact the Assessment Center at (818) 240-1000, ext. 5329 or use the website at www.glendale.edu/assessment.

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.

Completion of the student educational plan is required for priority registration. Students should make an appointment with their counselor to begin this process as soon as possible. Any changes in a student's educational objective should be reviewed with a counselor in order to update the student's S.E.P. for accuracy.

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.

Appeals Procedure

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

1. *Review of assessment*—Students may challenge a placement decision on the grounds that the placement does not reflect their ability in the area assessed. To challenge a placement decision, a student must see the division chair responsible for the course or their designee (see page 33 for placement policies).
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 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 vice president of instruction.
3. *Complaint of unlawful discrimination*—If a student feels that assessment, orientation, counseling, (or any other student success and support program 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.
4. *Waiver of Student Success and Support Program services*—If a student wants to waive a mandated Student Success and Support Program service, such as assessment, orientation, counseling for completion of a student educational plan, and student follow-up services, they must complete and submit a student success and support program waiver petition and return it to Admissions and Records.
2. *University Transfer Counseling*—The goal of many students at the college is to transfer to a four-year college or university. All counselors at the college prepare to assist students in preparing to transfer. It is important for students to see a counselor on a regular basis 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 local four-year institutions and can provide them with other important transfer information.
3. *Disabled Student Programs and Services*—Specialized support services and counseling are available through the Center for Students with Disabilities. 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 with a disability.
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.
5. *Financial Aid*—The Financial Aid office provides the student with advising 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*—Services for adult students who are returning to formal education after a lapse of time are offered through the Career Center. Services include career and academic counseling 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 for enrollment. However, prior to enrollment, it will be necessary for them to see a counselor and complete a student education plan; 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 their class schedule for the next semester.

The process of enrolling in classes is explained in the orientation session. Students access MyGCC Student Center online 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

Other Counseling Services

In addition to educational planning services, the college counseling staff 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.

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, and has a GPA of 2.5 or higher at GCC may apply for scholarships through their MyGCC account. 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 online during the fall or spring semesters. For more information, or to apply, go to www.glendale.edu/scholarships, or call the Scholarship Office at (818) 240-1000, ext. 5591.

STUDENT CENTER

The J. Walter Smith Student Center contains offices for the Associated Students of Glendale College (ASGCC), the Office of Student Affairs, and student club offices. Also, there 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.

STUDENT EMPLOYMENT SERVICES/ JOB PLACEMENT CENTER

The mission of the Student Employment Services is to provide ongoing, comprehensive assistance to all Glendale College students in obtaining on- and off-campus employment.

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.

The staff assists students in finding off-campus positions related to their disciplines. Off-campus jobs can be accessed through a variety of resources including local posting and online job search sites.

On-campus positions are also available for currently enrolled students. Glendale College participates in several work study programs. (i.e.: Federal Work Study, CalWORKs, Work Study, EOPS Work Study, and College Employment Program.) Visit the Job Placement Center in the Sierra Vista Building, third floor for details.

SUPPLEMENTAL INSTRUCTION (SI)/ COLLABORATIVE LEARNING

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 at (818) 240-1000, ext. 5357.

TRANSFER CENTER

The Transfer Center is designed to assist students with the process of transferring to four-year colleges and universities. We provide counseling, transfer workshops, college tours, host university representatives who advise students, a transfer information website, and maintain a library of college admissions materials. The Transfer Center is especially committed to the goal of increasing the transfer rate of under-represented students to institutions of higher learning. We are located on the third floor of the Sierra Vista Building and can be reached by phone at (818) 240-1000, ext. 5442. For more information, visit www.glendale.edu/transfercenter.

VETERAN'S RESOURCE CENTER

The Veteran's Resource Center is located in AA-1 & AA-1B. The Veteran's Resource Center is an informational center that can assist with any questions regarding Veteran's educational benefits at GCC, as well as a great opportunity to meet with other Veterans and talk about their goals. Veterans can also join the Veteran's Association Club. For more information, www.glendale.edu/veterans. Please see page 16 of this catalog for more information regarding Veteran's educational assistance.

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 J. Walter Smith Student Center. For more information, go to www.glendale.edu/as.

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.

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 and complete a minimum of 9 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 GCC student who is a member of the Associated Students may vote in an ASGCC election.

ASGCC Officers

The ASGCC Legislature consists of 21 student leaders who are elected by the student body. Elected officers include the ASGCC President, Vice President of Administration, Vice President of Finance, Vice President of Campus Activities,

Vice President of Campus Relations, and Vice President of Campus Organizations. These five positions make up the ASGCC Executive Committee. The Legislature membership also includes a total of 15 senators including three Senators of Administration, three Senators of Finance, three Senators of Campus Activities, three Senators of Campus Relations, and three Senators of Campus Organizations. There are also five Representative-at-Large members who are appointed by the Legislature.

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. For more information, go to: www.glendale.edu/journalism.

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, golf, soccer, tennis, and track and field. Women's sports include basketball, cross-country, golf, 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. For more information, please visit the college website at www.glendale.edu/athletics.

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 50 clubs and organizations give students an opportunity to explore specialized interests and serve the campus community. These groups are usually organized according to five main themes including academic achievement, cultural awareness, community service, special interests, and religious awareness.

Academic Organizations: Alpha Gamma Sigma (AGS) the Scholars, EOPS Club, SPARK, and VOICES are organizations focused on promoting student access and achievement. These groups also provide valuable service to the college community and raise funds to support scholarships.

Cultural Organizations: These groups provide students with opportunities to learn about other cultures and meet students with similar backgrounds. Cultural organizations have included the Armenian Student Association, Black Student Alliance, Korean Club, Persian Students Association, GCC Gay Straight Alliance, Hawak Kamay Filipino Club, and the International Students Association.

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 Amnesty Club, Culinary Arts Club, Investors Club, Pre-Pharmacy Club, Sociology Club, Environmental Club, and the GCC Theatre Guild.

Religious Clubs: Religious clubs offer students a chance to promote religious awareness and interact with other students with similar beliefs. Active religious clubs have included the Campus Crusade for Christ, Christ in Action, SGI Buddhist Club, Korean Christian Club, and the Christian Fellowship.

Veterans Association Club: This is a new club open to all veterans. Go to www.glendale.edu/veterans for more information.

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, or who is 18 years of age or older. Non-residents, including international students, may be admitted. Information concerning residency may be found on page 36 of this catalog.

APPLICATION

An applicant may apply for admission to the College by completing an application on-line at www.glendale.edu.

An applicant need only submit one application per academic year. An academic year is summer through spring.

High School Students

High school students in the 9th, 10th, 11th or 12th grade who are making satisfactory progress towards high school graduation are eligible to apply and enroll in classes at GCC. The student must complete the on-line application and the Selected Student form with appropriate signatures, and a current high school (unofficial) transcript. The Selected Student form and high school transcript must be submitted for each subsequent semester of attendance. If the student is accepted, the student may enroll in six units during a semester, or three units during an inter-session. In order to continue taking classes at the college after the initial semester, the student must have completed the college class with a grade of "C" or better, and remain in good standing at their high school. Once the student has graduated from their high school, the student must reapply to GCC as a high school graduate and submit proof of graduation to the Admissions and Records Office.

ASSESSMENT

Glendale Community College is committed to helping students succeed. The College has adopted placement policies aimed at maximizing each student's likelihood of completing transfer-level Mathematics and English courses within one-year. In many cases, this is best achieved by direct placement into transfer-level math and English, while in others it is best achieved by first taking a course one level below transfer. All first time students must complete the placement process for English or ESL and Mathematics prior to registering for their first semester at the College. The English and Mathematics guided placement surveys (GPS's) are administered every day. Students should bring their high school transcript. No student will be allowed to complete the placement process without a picture I.D. The Assessment Center is located in Sierra Vista Building, third floor.

English Placement

Students will complete a guided placement survey (GPS). The GPS includes questions regarding their previous academic preparation such as high school coursework and grades. If available, students should bring their high school transcript to complete the GPS. Completing the English GPS will make students eligible to take English courses at the College. Placement into English is also needed for the nursing program as well as many language, social sciences, speech, business, and humanities courses.

Mathematics Placement

Students will complete a guided placement survey (GPS). The GPS includes questions regarding previous academic preparation such as high school coursework and grades. If available, students should bring their high school transcript to complete the GPS. Once placed in a GCC mathematics course, students advance in the mathematics sequence according to course prerequisites.

Chemistry Placement

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

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) (Noncredit) Placement

This test is used to place students in noncredit ESL courses and requires an appointment.

Placement Test Policies

Placement challenges are not allowed without permission of the appropriate division chair. Results for placement are valid for only a specific period of time; see below.

Placement Results	Longevity	Test Taking Policy
Chemistry	two years	once per year
ESL Placement	two years	once per year
ESL/NCR Placement	two years	once per year

CATALOG RIGHTS

New Students

When a new student begins attending GCC, he or she will come under the catalog requirements in effect at that time; thus, a student who begins in the fall 2019 semester will follow the requirements for graduation, IGETC certification for either the CSU or UC, G.E. Certification for the CSU, and certificates of completion that are listed in the 2019-2020 GCC 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 GCC at least one semester during an academic year without missing two consecutive semesters.

Returning Students

1. Students who return to GCC to complete a degree or certificate program and would normally be placed under the new catalog requirements in effect, may petition for their original catalog year if the following conditions are met:
 - a. Student has earned 45 semester units prior to leaving GCC with a minimum GPA of 2.00 and these units are recorded on the student's official transcript at GCC. Units earned may reflect courses taken at GCC, as well as courses taken at other institutions.
 - b. Student has seen a counselor, has completed a SEP, and has officially declared a major and an educational goal (including transfer institution, if applicable).

The above does not apply to students planning to complete the general education for CSU or IGETC certification for transfer.

CLASS AUDIT POLICY

A student may audit a class at GCC 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 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, plus Health and Student Services fees, shall be payable at the time of enrollment as an auditor according to established fees by the California State Legislature and GCC District Board of Trustees. 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

Although not continuous, new and returning students who submit applications during the current academic year (summer through spring) are not required to submit more than one application per academic year. Students will be able to obtain registration date and time for any term during the academic year by going to www.MyGCC.glendale.edu.

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 experience in a given area which they may feel will substantially satisfy the stated prerequisite for a course. In this situation, the student must have a *prerequisite/corequisite challenge process* 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. Some courses have no stated prerequisite; however, many courses have expected skill levels in reading, writing, listening/speaking and math. It has been substantiated that students enrolled in a course with the stated skill levels are more successful in satisfactorily completing the course. Students should check the current schedule of classes for a complete explanation on how to match skill level to an appropriate course.

Counselors consider these factors when assisting students to complete their Student Educational Plan (SEP). Students will select courses from the SEP as they make out their programs during a registration period.

ENROLLMENT PRIORITY

Effective Fall 2014, in compliance with Title V - Enrollment Priorities, all new incoming students must be fully matriculated to receive enrollment priority for registration. Full matriculation includes completion of an assessment placement test, orientation, and counseling - Abbreviated Student Educational Plan (SEP). Timely completion of the assessment placement, orientation, and counseling - Abbreviated SEP may result in a higher registration priority. Students who do not complete this process by the admission application deadline will receive a lower registration priority. Admission application deadlines are printed in the spring and fall class schedules in addition to being posted on the Admissions and Records Important Dates Calendar online at www.glendale.edu/importantdates.

LOSS OF ENROLLMENT PRIORITY AND APPEAL PROCESS

Continuing Students would lose enrollment priority if they have either earned more than 100 units (not including non-degree applicable courses) or have been on academic or progress probation for two (2) consecutive semesters (Spring/Fall). If the student has lost their priority registration, a registration hold will be posted to the student's MyGCC student portal. The registration hold prevents the student from registering during priority registration. Once priority registration has commenced, the registration hold will automatically be released and the student will be allowed to register during open registration.

Students are allowed to appeal their Loss of Enrollment Priority in an attempt to reinstate original priority registration date/time. Students must complete & submit an "Appeal of Loss of Enrollment Priority" petition form to the Admissions and Records Office along with supporting documentation, by the petition deadline (please contact the Admissions Office for information on deadlines). Once the petition has been reviewed by the Admissions and Records Director, a decision will be rendered and the student will then be notified through their MyGCC student portal. If the petition is approved the registration hold will be removed and the student will be able to register. If the petition is denied, the student will need to register during open registration.

FEES

Fees are established by the California State Legislature and the GCC District Board of Trustees.

\$ 46 per unit	Enrollment Fee*
\$ 225 per unit	Nonresident Tuition*
\$ 18 fall/spring	Health Services Fee
\$ 14 summer/winter	
\$ 12.50	Student Services Fee**
\$ No fee	Student Photo I.D.
\$ 40 per unit	Capital Outlay Fee

Enrollment Fee: All students, resident and non-resident, must pay the basic enrollment fee of \$46 per unit for each semester or summer/ winter session.

Nonresident Tuition: Nonresident tuition is a mandatory fee of \$225 per semester unit (plus the enrollment fee of \$46 per 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 \$18 per semester and \$14 for a summer or winter 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. The health fee may be waived for individuals who are members of a bona fide religious organization that believes in prayer for healing. Membership must be documented.

Student Services Fee: The \$12.50 Student Services fee is assessed each semester and summer/ winter session. This fee provides membership in the ASGCC. 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.**Optional Fee: Students who choose to opt-out of the Student Services Fee are eligible for a refund ONLY if they complete a fee waiver at the ASGCC Business Office (SM 1st floor) within the first two weeks of the semester or intersession.

Student Photo I.D. : The card is used at the library, the bookstore, offices in College Services and instructional labs at the college. There is no fee.

Instructional Materials Fee: Various types of instructional materials may be required in some classes. For those students who wish to purchase the materials from the College, an Instructional Materials fee will be assessed. The courses that require materials or an Instructional Materials fee are noted in the Schedule of Classes. These materials include, but are not limited to, electronic data, tools, equipment, clothing, and those materials which are necessary for a student's vocational training.

Capital Outlay Fee: The capital outlay fee is \$40 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.

Supplementary Fees:

College Catalog:	\$5 per copy
Course Audit Fee:	\$15 per unit
HSE Test Fee:	\$150
	per battery of five tests or
	\$25 per test

Official College Transcript: First two are free \$10

Rush service is an additional \$5 per copy

Parking: \$45 for summer/ winter \$75 for fall/ spring

Refund Processing Fee: \$10

Returned Check/Charge Back: \$30

Verification of Enrollment: First two are free \$5

Rush service is an additional \$5

All fees are subject to change without notice.

Financial aid may be available to students who meet the qualification requirements. The enrollment fee is 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 respective department for details.*

REFUND/REPAYMENT POLICY

Refund Policy for all Students:

1. Refunds are automatic for those students who withdraw/ drop unit(s) by the due date listed in the schedule of classes and on the GCC website. There is a \$10 refund processing fee.
2. Request for parking fee refunds must be initiated by students when they return their parking permits during the specific dates indicated in the Schedule of Classes and on the GCC website. There is a \$10 refund processing fee.
3. A student will be eligible for a refund who withdraws or drops units in accordance with the following:

A. Fall and Spring Semester - Students must withdraw/ drop a class within the first two weeks of a semester length class, or within the first week of a six or eight week class.

B. Summer and Winter Session - Students must withdraw/drop a class within the first week of a five or six week class.

C. The student should check the Schedule of Classes or with the Admissions and Records Office for the drop/withdrawal date if a class is of shorter duration than those mentioned above.

Repayment Requirement Policies for Students Receiving Financial Aid:

Students who receive financial aid in the form of a Pell Grant, Cal Grant, or EOPS Grant are subject to state and federal regulations that may require repayment of all or part of the funds received if they drop some or all of their units during a semester.

Students who receive financial aid and never attend class: Federal regulations only allow students to receive financial aid for classes they actually attend. Students who receive financial aid for classes that they drop before the first day of class, or that they otherwise never attend, must return those funds.

Students who receive financial aid for classes they attend and then drop: Financial aid is based on the number of units a student is enrolled in as of the registration deadline. Students who receive financial aid for 6 units or more and then drop to less than 6 units prior to the registration deadline established by the Admissions and Records Office may be required to repay some of the funds received.

Students who drop all classes prior to completing 60% of the semester: Federal Return to Title IV (R2T4) regulations governing the federal student financial aid programs stipulate that students who withdraw from the college before completing at least 60% of the semester have not “earned” the funds they received and must repay some of their financial aid. The Financial Aid Office is required by law to notify the student of the overpayment due within 30 days, once it is determined that the student has withdrawn from school. *There is no appeal process. Federal regulations do not allow a college to make any exceptions to the Return to Title IV requirements.* Students who have not received the total amount of financial aid that they may have earned prior to withdrawing from school may be entitled to a post-withdrawal disbursement. In these cases, students will be notified within 30 days regarding the amount due them and how accepting additional funds will affect their standing under the Financial Aid Satisfactory Academic Progress policy.

Students who earn ALL fail, No Pass, and/or Withdrawal grades ('F', 'NP', 'W') or a combination of, for any term will be considered to have Unofficial withdrawn: Federal Return to Title IV regulations governing the federal student financial aid programs stipulate that students who receive All 'F', 'NP', and/or 'W's or a combination of, for the term/semester, the midpoint (50%) of that term/semester will be used as the withdrawal date. A review of financial aid students will occur after grades are processed for the prior term/semester to determine who falls in this category and requires a R2T4 calculation.

Financial Aid Overpayments: If a student owes a repayment of federal student aid, the student must repay the amount in full. If the student fails to repay the amount due, the college may refer the account to the US Department of Education and the student may lose eligibility for any further federal student financial aid.

REGISTRATION

Each student must officially register in classes. The classes should be chosen from the student's educational plan. These classes constitute the official program of the student.

All students register according to the dates and times assigned to them. To be a continuing student, the registrant must have been enrolled in the immediately prior semester or session. New and returning students who submit applications during the current academic year (summer through spring) are considered active and eligible for registration for the entire academic year, and those students will receive registration information by going to www.MyGCC.glendale.edu. For information concerning this process, consult the semester Schedule of Classes or go to the GCC website.

After the beginning of the semester, students may:

- enroll in open semester-length courses through the first week of the semester with the permission of the instructor;
- enroll in closed semester-length courses with the permission of the instructor through the second week of instruction; and
- enroll in courses less than 16 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 second 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.

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 GCC, 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 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 U.S..

Intent to establish residency in most cases cannot be proven with only one or two pieces of evidence. The more evidence you can present to show intent, the easier it is to become a California resident for tuition purposes. All documentation must be submitted to the Admissions and Records Office PRIOR to the start of the semester of attendance.

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 inter-session during which the person proposes to attend.

A “non-resident student” may be admitted to GCC, 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 Student Fees Office.

In determining the place of residence the following rules apply:

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. 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 derived 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 residence in the United States.
9. The residence of an unmarried minor alien shall be derived from his or her parents pursuant to the provisions listed above (6 & 7).

*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 (FERPA) Office 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.

STUDENT RESPONSIBILITY

Glendale Community College provides its students with a wide variety of academic assistance and support services. 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, college, or university to the Admissions and Records Office at Glendale College. All transcripts become the property of Glendale College and will not be returned.

Glendale Community College reserves the right to evaluate work completed in other colleges or universities. The external credit units and cumulative grade points will be posted on the student's Glendale College transcript. Please see page 15 of this catalog for information regarding the issuance of external transfer credit. Transfers with acceptable grades will be granted advanced standing in-so-far as the work corresponds with that of Glendale College.

Upon the written request of a student, a transcript of the student's record at Glendale College will be forwarded to a college or university, individual, firm, etc. providing that such student has no outstanding financial obligation to the college. Students are entitled to two free transcripts. Records may be withheld for monies owed the college, library fines, unreturned P.E. supplies and/or equipment, health holds, or for disciplinary problems. For more information visit our website at www.glendale.edu/transcript.



On a perfect spring day, the 2019 Glendale College Baseball Team won its 25th game of the season and clinched the Western State Conference East Baseball Title, its seventh in the past nine years and 13th overall since 1980.

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 24 units of substandard work (D's and F's completed at GCC) through a petition. The petition should be submitted to the Admissions and Records office and will be reviewed by the Petitions Committee.
2. If and when the petition is granted, all grades will remain on the permanent record and transcript. Courses will be notated on the transcript that units and grades have been disregarded from the grade point average. Academic renewal cannot be reversed.
3. The student seeking academic renewal is responsible for presenting official transcripts to the effect that the previously recorded 24 maximum units were of substandard academic performance and is not reflective of more recently demonstrated academic ability.
4. Evidence of recent academic ability as shown on official transcript must include one of the following:
 - a. 12 semester graded (A-F) units with at least a 3.00 GPA
 - b. 24 semester graded (A-F) units with at least a 2.50 GPA
 - c. 36 semester graded (A-F) units with at least a 2.00 GPA
5. There must be at least 18 months between the end of the most recent academic renewal and the date of initiation of the request and such renewal.
6. A student may request academic renewal only once.
7. A student may repeat work taken during academic renewal only if such repetition is necessary to allow normal progression toward an acceptable educational objective.
8. A student must include all work, including academic renewal, 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 shall be dropped from class for failure to attend the first class meeting during the first week of instruction if they have not made prior arrangements with the instructor. Students also may be dropped for continuous or cumulative absences for the number of hours a sixteen-week class is scheduled to meet in a two-week period.

CHANGE OF GRADES

The District recognizes the long standing prerogative of faculty to set standards of performance and to apply them to individual students. Therefore, the instructor is the final authority in determining grades that are assigned to students and that appear on their permanent academic records. The Superintendent/President or designee shall establish administrative regulations on grade changes. The following policies apply to changes of grades except for changes of Incomplete (I) and Withdrawal (W) grades.

1. 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 Admissions and Records Office. 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 Admissions and Records Office. Once the change of grade is processed, students shall be notified by the Admissions and Records Office.

Students have the right to formally appeal a 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 Dean of Instruction, then Vice President, Instructional Services. If the issue continues to be unresolved, a written appeal can be directed to the college Judicial Board. (See Grievance Policy)

CLASSIFICATION OF STUDENTS

Students are classified as follows: *Full time*—enrolled in twelve (12) or more units in a regular semester or four (4) or more units during an inter-session. *Part time*—enrolled in less than twelve (12) units during a regular semester or less than four (4) units during an inter-session. *Freshman*—one who has completed less than 30 units; *Sophomore*—one who has completed 30 units or more.

CLEARANCE OF OBLIGATIONS

Students or former students are expected to meet financial obligation due to the District. Pursuant to Title 5, Section 59410, 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

In the past, students have elected to repeat courses for different reasons including alleviating a substandard grade (F, D, NC, NP) or non-evaluative symbol (W), to improve skills or to comply with an employer's requirements. However, due to changes in regulations (Title 5 and CCCCCO), a student's ability to repeat a course is now more limited.

Under the new regulations, students will be limited to three "takes" of a course to alleviate a substandard grade. Previous enrollments will count toward the total three allowable takes per course. All substandard grades and withdrawals shall count toward the three enrollments.

Furthermore, only three types of courses may be repeatable (regardless of grade), including courses that are designed specifically for intercollegiate athletics, intercollegiate academic or vocational competition courses, or courses for which the repetition of the course is required by a University of California or California State University. All repeatable courses are indicated as such in the course description section of this catalog.

The new regulations also require grouping active participatory courses previously designated as "activities" courses into "families" and limiting enrollment in courses within the families to four experiences regardless of grade.

Course families are courses with related content where the content progresses into levels from one course to the next (Title 5 §55000) or in which the content is linked around themes. Areas that are now required to group courses into families are: Physical Education and Visual and Performing Arts. Listed below are GCC's Course Families: (For specific courses in each family, refer to the course description section of the catalog)

Course Families

ART - Ceramics; Ceramic Hand Building

STUDIO ARTS - 2D Art Foundations; Life Drawing; Oil Media; Water Media; Printmaking; Special Projects in Studio Arts; Sculpture; and 3D Design

DANCE - Ballet Technique; Modern Dance Technique; Jazz Technique; American Vernacular Dances; Cultural Dance; Choreographic Studies; Performance Skills; Production Studies; and Movement for Theatre

MUSIC - Piano; Classical Guitar; Contemporary Guitar; Voice Training

THEATRE ARTS - Acting; Directing, Playwriting, Management; Costume and Makeup; Scenic and Lighting, Technical Theatre: Stagecraft/Building; Musical Theatre; Theatre Production-Rehearsal and Performance; Technical Theatre Production-Running Crew

PHYSICAL EDUCATION/KINESIOLOGY - Adapted P.E., Badminton, Basketball, Cardio Fitness, Cycling, Golf, Martial Arts, Motor Performance Fitness, Soccer/Football, Tennis, Volleyball

Petitioning for Additional Enrollments

There are exceptions under which a student may be allowed to enroll in a class to alleviate a substandard grade. Students may petition to enroll in a class for a third time (second repeat) by completing the *Request for Third Enrollment* form. The student must obtain approvals from the instructor and division chair. The student must register in person at the Admissions and Records Office during the first week of a semester/intersession.

GCC may permit one additional enrollment in the same credit class for the fourth time, but the student will need to submit a *Petition to Waive College Requirement* form (Admissions and Records Office). The petition only allows a student to repeat a course due to significant lapse of time (3 years) since the course was last taken, OR when there are specific documented extenuating circumstances such as flood, fire, or other extraordinary conditions beyond the student's control. No additional units attempted or grade points are allowed for the repeated course.

For further information on how these new regulations may affect you, please see your counselor. Information about the new regulations can be found on the State Chancellor's Office website: <http://extranet.cccco.edu/Divisions/Legal/Discrimination.aspx>.

In computing the grade-point average of a student who repeats a course in which a "D", "F", "NC", or "NP" grade was received, the previous grade is disregarded and the new one is counted in calculation of the student's GPA if the new grade is equal to or higher than the original grade. After satisfactory completion of a course, students should submit a *Request to Count the Higher Grade* petition to the Admissions and Records Office in order to have their academic records adjusted. The original grade on the academic record will not be changed or eradicated.

In some cases, students may also be able to repeat a course for credit when the student has "used up" the four class experiences within a family. For repeatable courses, a student may petition to enroll in a course for additional experiences if the course is determined to be legally mandated (i.e. First Aid), required to meet industry standards, or due to extenuating circumstances (Per Title 5 § 55040 (8) & (9), and § 55045).

Students with disabilities can repeat a special class for students with disabilities any number of times when an individualized determination verifies that such repetition is required as a disability-related accommodation for the student for one of the reasons specified in Title 5 § 56029.

For questions and assistance regarding petitioning for additional enrollments to alleviate a substandard grade or repeat a class past the four experiences, see your college counselor.

CREDIT FOR ADVANCED PLACEMENT EXAMINATIONS

GCC recognizes the Advanced Placement (AP) Program of the College Entrance Examination Board. Course credit is granted for AP Exams 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. AP credit may be granted for fulfillment of GCC's degree requirements, GE breath certification for the CSU, and IGETC. However, when a student transfers to any other college or university, that institution routinely re-evaluates AP units in accordance with its own internal policies. Thus, AP units remain intact and do not transfer as GCC courses. For AP credit for transfer to a four-year college/university, see the Transfer Center.

It is the student's responsibility to petition for credit through the Admissions and Records Office. 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 Admissions and Records Office.

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

Credit for AP 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 GCC.

The maximum number of credits allowable for Advanced Placement—including any Credit by Exam units—shall not exceed 30 units. Credit by Exam transferred from other institutions is counted toward this maximum.

CREDIT BY EXAMINATION

Students currently registered in the college and are in good standing and who believe they 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 exam if they enrolled in the course and received a letter grade of "I", "D", "NP" or "F". Students may not petition for credit by exam 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 Exam only once in a particular course. If a course has already been taken for credit, it is not repeatable for Credit by Exam.

Students wishing to challenge courses approved for examination must obtain the form "Petition for Credit by Examination" from their counselor and discuss eligibility according to criteria set up by the college.

Units for which credit is given pursuant to these exams will not be counted in determining the 12 semester units of credit in residence required for graduation with an Associate degree.

Courses open to Credit by Exam include the following:

- Accounting 110
- Administration of Justice 101, 110, 116, 118, 120
- Architecture 101
- AT 114 (Commercial Pilot Certificate required), 120 (Private Pilot Certificate required), 122 (Instrument Rating required), 125 (Instrument Rating required), 135 (FAA Commercial Pilot Certificate required or satisfactory score on FAA Commercial Pilot Knowledge Exam)
- Business Administration 111, 112, 113, 114, 115, 204
- CABOT 104, 162, 205, 206, 208, 210, 265, 270, 275, 276
- Chemistry 101, 102, 110
- CS/IS 135
- Economics 101*, 102*
- Electronics and Computer Technology 110
- Engineering 101
- Geology 101
- Health 101, 102, 104, 106
- History 101*, 102*, 117*, 118*
- Machine Technology 101, 111
- Metallurgy 150
- Nursing Science (all)
- Political Science 101*, 106
- Psychology 101*
- Technical Education 142, 143

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

*Also available through CLEP

College Level Examination Program Policy (CLEP)

CLEP is designed to award academic credit to students who have completed 12 or more semester units in residence at GCC with a cumulative GPA of at least 2.0 and have gained the equivalency of college course work through means other than enrollment in a formal college program.

Glendale College also grants credit for some of the various subject exams. 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 exams will not be counted in determining the 12 semester hours of credit in residence required for graduation, nor will CLEP credit be used toward IGETC certification.

CREDIT FOR ADVANCED PLACEMENT EXAMINATIONS

Advanced Placement (AP) Exam	Glendale College Associate Degree (Major/or GE)	CSU General Education	CSU Units Earned Toward Transfer	IGETC	UC Units Earned Toward Transfer
Art History	Score of 3, 4, or 5: ART 101 3 units	Area C1 or C2	6 semester units	Area 3A or 3B	8 quarter/5.3 semester units
Art Studio (Drawing) 2-D Portfolio 3-D Portfolio	Score 3, 4, or 5 (Drawing): ART 150 3 units	N/A	3 semester units	N/A	8 quarter/5.3 semester units
Biology	Score of 3, 4 or 5: BIOL 122 4 units	Area B2 and B3 4 semester units	6 semester units	Area 5B and 5C 4 semester units	8 quarter/5.3 semester units
Calculus AB	Score of 3: MATH 100 3 units Score of 4 or 5: MATH 103 5 units	Area B4 3 semester units	3 semester units <i>Only 1 AP Calc Exam may be used for transfer</i>	Area 2A 3 semester units	4 quarter/2.7 semester units
Calculus BC	Score of 3 or less: <i>Follow Calc AB subscore</i> Score of 4 or 5: MATH 103 & 104 10 units	Area B4 3 semester units	6 semester units <i>Only 1 AP Calc Exam may be used for transfer</i>	Area 2A 3 semester units	8 quarter/5.3 semester units
Chemistry	Score of 3, 4, 5: CHEM 110 5 units	Areas B1 and B3 4 semester units	4 semester units	Area 5A and 5C 4 semester units	8 quarter/5.3 semester units
Chinese Language & Culture	Score of 3 CHIN 101 5 units Score of 4 or 5: CHIN 101 & 102 10 units	Area C2 3 semester units	6 semester units	Area 3B and 6A 3 semester units	8 quarter/5.3 semester units
Computer Science A	Score of 3, 4, 5: CS/IS 112 3 units	N/A	3-6 semester units <i>Consult appropriate CSU Catalogue for accurate units</i>	N/A	2 quarter/1.3 semester units
Computer Science AB	Score of 3, 4 or 5: CS/IS 130 4 units	N/A	6 semester units <i>Maximum credit for both AP CS A/AB exams is 6 semester units.</i>	N/A	4 quarter/2.7 semester units (No longer offered)
Economics-Microeconomics	Score of 3, 4 or 5: ECON 101 3 units	Area D2 3 semester units	3 semester units	Area 4B 3 semester units	4 quarter/2.7 semester units
Economics-Macroeconomics	Score of 3, 4 or 5: ECON 102 3 units	Area D2 3 semester units	3 semester units	Area 4B 3 semester units	4 quarter/2.7 semester units
English-Language & Composition	Score of 3, 4, 5: ENGL 101 3 units	Area A2 3 semester units	6 semester units	Area 1A 3 semester units	8 quarter/5.3 semester units
English-Literature & Composition	Score of 3, 4, 5: ENGL 101 3 units or 3 units in GE 9 c. 2	Area A2 or C2 3 semester units	6 semester units <i>Maximum credit for 1 AP English exam may be used toward transfer</i>	Area 1A or 3B 3 semester units	8 quarter/5.3 semester units <i>Maximum credit for 1 AP English exam may be used toward transfer</i>
Environmental Science	Score of 3, 4, 5: 3 units of GE Natural Science	Area B2 & B3 <i>Removed Fall 2009 ≠ Area B1 and B3</i> 4 units	4 semester units	Area 5A and 5C	4 quarter/2.7 semester units
French Language & Culture	Score of 3: FREN 101 5 units Score of 4 or 5: FREN 101 & 102 10 units	Area C2 3 semester units	6 semester units	Area 3B and 6A 3 semester units	8 quarter/5.3 semester units
French Literature	Score of 3, 4, 5: 3 units of GE 9 c. 2	Area C2 3 semester units <i>Removed Fall 2009 ≠.</i>	6 semester units	Area 3B and 6A 3 semester units	8 quarter/5.3 semester units

Advanced Placement (AP) Exam	Glendale College Associate Degree (Major/or GE)	CSU General Education	CSU Units Earned Toward Transfer	IGETC	UC Units Earned Toward Transfer
German Language & Culture	Score of 3: GERMAN 101 5 units Score of 4 or 5: GERMAN 101 & 102 10 units	Area C2 3 semester units	6 semester units	Area 3B and 6A 3 semester units	8 quarter/5.3 semester units
Government & Politics-Comparative	Score of 3, 4 or 5: POL S 102 3 units	Area D8 3 semester units	3 semester units	Area 4H 3 semester units	4 quarter/2.7 semester units
Government & Politics-United States	Score of 3, 4 or 5: <i>Satisfies American Institutions graduation requirement. ±Does not fulfill California Govt. Requirement</i>	Area D8 & US 2± 3 semester units <i>±Does not fulfill California Govt. Requirement</i>	3 semester units	Area 4H and US 3 semester units	4 quarter/2.7 semester units
History-European	Score of 3, 4 or 5: HIST 101 & 102 6 units	Area C2 or D6 3 semester units	6 semester units	Area 3B or 4F 3 semester units	8 quarter/5.3 semester units
History-United States	Score of 3, 4 or 5: HIST 117 & 118 6 units	Area C2 or D6 & US-1 3 semester units	6 semester units	Area 3B or 4F 3 semester units	8 quarter/5.3 semester units
History-World	Score of 3, 4 or 5: HIST 140 & 141 6 units	Area C2 or D6 3 semester units	6 semester units	Area 3B or 4F 3 semester units	8 quarter/5.3 semester units
Human Geography	Score of 3, 4 or 5: GEOG 102 3 units	Area D5 3 semester units	3 semester units	Area 4E 3 semester units	4 quarter/2.7 semester units
Italian Language & Culture	Score of 3: ITAL 101 5 units Score of 4 or 5: ITAL 101 & 102 10 units	Area C2 3 semester units	6 semester units	Area 3B and 6A 3 semester units	8 quarter/5.3 semester units
Japanese Language & Culture	Score of 3: JAPAN 101 5 units Score of 4 or 5: JAPAN 101 & 102 10 units	Area C2 3 semester units	6 semester units	Area 3B and 6A 3 semester units	8 quarter/5.3 semester units
Latin	Score of 3, 4 or 5:	Area C2 3 semester units	6 semester units		8 quarter/5.3 semester units
Latin Literature	Score of 3, 4, 5: 3 units of GE 9 c. 2	Area C2 3 semester units <i>Removed Fall 2009 ≠</i>	6 semester units	Area 3B and 6A 3 semester units	4 quarter/2.7 semester units
Latin Vergil	Score of 3, 4, 5: 3 units of GE 9 c.2	Area C2 3 semester units <i>Removed Fall 2012 ≠</i>	3 semester units	Area 3B and 6A 3 semester units	4 quarter/2.7 semester units
Music Theory	Score of 3, 4 or 5: MUSIC 102 3 units	Area C1 3 semester units <i>Removed Fall 2009 ≠</i>	6 semester units		8 quarter/5.3 semester units

Advanced Placement (AP) Exam	Glendale College Associate Degree (Major/or GE)	CSU General Education	CSU Units Earned Toward Transfer	IGETC	UC Units Earned Toward Transfer
Physics 1	Score of 3 PHY 110 3 units Score of 4 or 5: PHY 105 4 units	Areas B1 and B3 4 semester units	4 semester units	Area 5A and 5C 4 semester units	8 quarter/5.3 semester units ^{oo}
Physics 2	Score of 3 PHY 110 3 units Score of 4 or 5: PHY 106 4 units	Areas B1 and B3 4 semester units	4 semester units	Area 5A and 5C 4 semester units	8 quarter/5.3 semester units ^{oo}
Physics B	Score of 3 PHY 110 3 units Score of 4 or 5: PHY 105 4 units	Areas B1 and B3 4 semester units <i>Removed Fall 2013 †</i>	6 semester units	Area 5A and 5C 4 semester units <i>Physics 1 & 2 exams replaced Physics B in May 2015</i>	8 quarter/5.3 semester units ^{oo}
Physics C Electricity/ Magnetism	Score of 3: PHY 110 3 units Score of 4 or 5: PHY 106 4 units	Areas B1 and B3 4 semester units	4 semester units	Area 5A and 5C 4 semester units	4 quarter/2.7 semester units ^{oo}
Physics C Mechanics	Score of 3: PHY 110 3 units Score of 4 or 5: PHY 105 4 units	Areas B1 and B3 4 semester units	4 semester units	Area 5A and 5C 4 semester units	4 quarter/2.7 semester units ^{oo} ^{oo} Maximum credit for Physics exams is 8 quarter units/5.3 semester units.
Psychology	Score of 3, 4 or 5: PSYCH 101 3 units	Area D9 3 semester units	3 semester units	Area 4I 3 semester units	4 quarter/2.7 semester units
Spanish Language & Culture	Score of 3: SPAN 101 5 units Score of 4 or 5: SPAN 101 & 102 10 units	Area C2 3 semester units	6 semester units	Area 3B and 6A 3 semester units	8 quarter/5.3 semester units
Spanish Literature & Culture	Score of 3, 4 or 5: SPAN 124H 3 units	Area C2 3 semester units	6 semester units	Area 3B and 6A 3 semester units	8 quarter/5.3 semester units
Statistics	Score of 3, 4 or 5: MATH 136 4 units	Area B4 3 semester units	3 semester units	Area 2A 3 semester units	4 quarter/2.7 semester units

† Per CSU Executive Order 1036, students seeking to use this AP subject exam for GE certification prior to transfer must have passed the exam before this term.

CREDIT FOR INTERNATIONAL BACCALAUREATE EXAMINATIONS

GCC recognizes the International Baccalaureate (IB) Examinations. Course credit is granted for IB Exams with a score of four or higher if the division concerned has determined that the material covered is comparable to a specific course offering within that division. IB credit may be granted for fulfillment of GCC's degree requirements, GE breath certification for the CSU, and IGETC. However, when a student transfers to any other college or university, that institution routinely re-evaluates IB units in accordance with its own internal policies. Thus, IB units remain intact and do not transfer as GCC courses. For IB credit for transfer to a four-year college/university, see the Transfer Center.

It is the student's responsibility to petition for credit through the Admissions and Records Office. Since several universities

require a minimum score in order to receive subject credit, students must discuss the applicability of IB credit with an academic counselor prior to submitting a petition to the Admissions and Records Office.

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

Credit for IB 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 GCC.

The maximum number of credits allowable for International Baccalaureate—including any Credit by Exam units—shall not exceed 30 units. Credit by Exam transferred from other institutions is counted toward this maximum.

CREDIT FOR INTERNATIONAL BACCALAUREATE EXAMINATIONS

International Baccalaureate (IB) Exam	Glendale College Associate Degree (Major/or GE)	CSU General Education	CSU Units Earned Toward Transfer	IGETC	UC Units Earned Toward Transfer
Biology HL	Score of 5, 6, or 7: BIOL 122 4 semester units	Score of 5, 6, or 7: Area B2 3 semester units	6 semester units	Score of 5, 6, or 7: Area 5B (no lab) 3 semester units	8 quarter/5.3 semester units
Chemistry HL	Score of 5, 6, or 7: GE 9a. Natural Science 3 semester units	Score of 5, 6, or 7: Area B1 3 semester units	6 semester units	Score of 5, 6, or 7: Area 5A (no lab) 3 semester units	8 quarter/5.3 semester units
Economics HL	Score of 5, 6, or 7: GE 9b. ECON 102 3 semester units	Score of 5, 6, or 7: Area D2 3 semester units	6 semester units	Score of 5, 6, or 7: Area 4 3 semester units	8 quarter/5.3 semester units
Geography HL	Score of 5, 6, or 7: GE 9b. GEOG 101 3 semester units	Score of 5, 6, or 7: Area D5 3 semester units	6 semester units	Score of 5, 6, or 7: Area 4 3 semester units	8 quarter/5.3 semester units
History (any region) HL	Score of 5, 6, or 7: GE 9b. Social Science 3 semester units	Score of 5, 6, or 7: Area C2 or D6 3 semester units	6 semester units	Score of 5, 6, or 7: Area 3B or 4 3 semester units	8 quarter/5.3 semester units
Language A Literature HL	Score of 4, 5, 6, or 7: GE 9c.2. Arts, Foreign Language, Literature & Philosophy 3 semester units	Score of 4, 5, 6, or 7: Area C2 3 semester units Removed Fall 2013	6 semester units	Score of 5, 6, or 7: Area 3B and 6A 3 semester units	8 quarter/5.3 semester units
Language A Language and Literature HL	Score of 4, 5, 6, or 7: GE 9c.2. Arts, Foreign Language, Literature & Philosophy 3 semester units	Score of 4, 5, 6, or 7: Area C2 3 semester units Removed Fall 2013	6 semester units	Score of 5, 6, or 7: Area 3B and 6A 3 semester units	8 quarter/5.3 semester units
Language A1 (any language) HL	Score of 4, 5, 6, or 7: GE 9c.2. Arts, Foreign Language, Literature & Philosophy 3 semester units	Score of 4, 5, 6, or 7: Area C2 3 semester units	6 semester units	Score of 5, 6, or 7: Area 3B 3 semester units	8 quarter/5.3 semester units
Language A2 (any language) HL	Score of 4, 5, 6, or 7: GE 9c.2. Arts, Foreign Language, Literature & Philosophy 3 semester units	Score of 4, 5, 6, or 7: Area C2 3 semester units	6 semester units	Score of 5, 6, or 7: Area 3B 3 semester units	8 quarter/5.3 semester units
Language B (any language) HL	Score of 4, 5, 6, or 7: GE 9c.2. Arts, Foreign Language, Literature & Philosophy 3 semester units	Score of 4, 5, 6, or 7: N/A 0 semester units	6 semester units	Score of 5, 6, or 7: Area 6A 3 semester units	8 quarter/5.3 semester units
Mathematics HL	Score of 4, 5, 6, or 7: Math Proficiency and GE 9d.2. 3 semester units	Score of 4, 5, 6, or 7: Area B4 3 semester units	6 semester units	Score of 5, 6, or 7: Area 2A 3 semester units	8 quarter/5.3 semester units
Physics HL	Score of 5, 6, or 7: GE 9a. Natural Science 3 semester units	Score of 5, 6, or 7: Area B1 3 semester units	6 semester units	Score of 5, 6, or 7: Area 5A 3 semester units	8 quarter/5.3 semester units
Psychology HL	Score of 5, 6, or 7: PSYCH 101 3 semester units	Score of 5, 6, or 7: Area D9 3 semester units	3 semester units	Score of 5, 6, or 7: Area 4 3 semester units	8 quarter/5.3 semester units
Theatre HL	Score of 4, 5, 6, or 7: GE 9c.2. Arts, Foreign Language, Literature & Philosophy 3 semester units	Score of 4, 5, 6, or 7: Area C1 3 semester units	6 semester units	Score of 5, 6, or 7: Area 3A 3 semester units	8 quarter/5.3 semester units
World Religions HL	Score of 5, 6, or 7: GE 9c.2. PHIL 115 3 semester units	N/A	N/A	N/A	N/A

Please cross-reference individual campus catalogs to determine how IB examinations are granted for subject credit. Transfer GE information was obtained from both the CSU AA-2015-19 MOU and IGETC Standards V. 1.7 documents.

CREDIT FOR MILITARY TRAINING

Glendale 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 showing an honorable discharge.

Applicants desiring credit for military training will be required to provide appropriate documents before credit for military service can be granted (see page 16). Credit awarded for military training may include credit for hygiene and physical education toward the Associate degree.

PASS/NO PASS COURSES (P/NP)

There are two categories of Pass/No Pass courses.

The first category consists of courses which must be taken on a P/NP basis only. Courses in this category include:

- Accounting 121, 155, 156
- Art 158, 288
- CABOT 93, 206, 208, 209
- Chemistry 298
- English 120, 182, 183, 189, 191, 199
- Internship 50 - (all except KIN 50) ADST
- Mathematics 155, 190, 255, 301, 341
- Nursing Science 201, 202, 203, 204, 216, 219, 255
- Nutrition 201
- Physical Education 134
- Real Estate 165
- Social Science 146
- Student Development 100, 101, 103, 125, 127, 128, 129, 141, 143

The second category consists of courses which may be selected at the student's option. The student must complete the Petition for Pass/No Pass and have it on file in the Office of Admissions and Records by Friday of the fourth week for a semester-length class or by Tuesday of the second week for all other classes.

Students electing to take classes on a P/NP 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 "P". If the instructor-assigned grade is "D" or "F," the course grade is recorded as "NP".

Units earned on a P/NP basis will not be used to calculate GPA's. However, units attempted for which "NP" is recorded shall be considered in progress probation and dismissal procedures.

Transfer institutions generally require letter grades in MAJOR or PREREQUISITE courses. Each university/college has its own policy regarding courses taken PASS/NO PASS. Therefore, each student is responsible for verifying the P/NP policy of the transfer institutions. Information can be obtained through each college's catalog. For questions regarding P/NP, please see an Academic Counselor. Once a petition is filed to take a class as P/NP, no student shall be permitted to change his/her enrollment to receive a letter grade of A to F.

Courses which may be selected by petition for Pass/No Pass:

- Accounting 110, 120, 130, 150, 157, 160, 165, 170, 175, 180, 201, 202, 210, 220, 225, 230, 235

- Administration of Justice (all)
- Alcohol/Drug Studies 101, 103, 110
- American Sign Language 101, 102, 103, 104, 105, 202
- Anthropology 101, 102, 103, 104, 105, 111, 114
- Architecture (all except 106, 141)
- Armenian 101, 102, 115, 116, 125, 126, 127
- Art (all except 158, 257, 288)
- Aviation and Transportation 112, 113
- Biology 131
- Business Administration (all)
- Chemistry 110
- Child Development (all except 158, 175, 176)
- Chinese (all)
- CABOT (all except 50, 90, 92, 93, 94, 206, 208, 209, 260)
- Compute Science/Information Systems (all except 50)
- Culinary Arts (all)
- Dance (all except 50, 158)
- Economics 101, 102
- English 103, 105, 106, 109 - 112, 114 - 117, 122, 123, 125, 127, 128
- ESL 115, 116, 123, 125, 133, 135, 137, 141, 145, 151, 155
- Ethnic Studies 101, 102, 110, 111, 124, 125, 132, 164
- Fire Technology (all)
- French 101, 102, 103, 104
- Geography 101, 103, 106, 107, 110, 111, 155, 160
- Geology 101, 105, 111, 112
- Health 101, 102, 104, 106
- History 101, 102, 106, 111, 111H, 113, 115, 118H, 119 - 122, 131, 132, 133, 133H, 136, 152
- Hotel Restaurant Management (all except 256)
- Humanities 105, 110, 111, 115, 117, 120, 125, 130, 135
- Italian 101, 102, 103, 104
- Japanese (all)
- Journalism 110
- Kinesiology 50
- Korean (all)
- Library 100, 190, 191
- Linguistics 101
- Math 15, 30, 30+, 90, 90+, 101, 118, 119, 120, 130, 131, 141, 144, 145, 146, 219, 220, 220S, 245, 246
- Media Arts 101, 103, 111, 112, 117, 202, 207, 290
- Medical Office Administration 101, 187
- Music (all)
- Nutrition (all except 201)
- Philosophy (all)
- Photography (all)
- P.E. 101, 102, 130, 131, 132, 135, 140, 141, 150, 151, 152, 180, 181, 182, 202, 203, 204, 210, 211, 215 - 221, 238, 239, 240, 261, 262, 263, 274, 275, 276, 295 (except 134)
- Physical Science 131
- Physics 110
- Political Science 102, 106, 108, 110, 111, 112
- Psychology (all)
- Real Estate (all except 162, 163, 164 and 165)
- Social Science 120, 127, 130, 134, 145
- Sociology (all)
- Spanish 101, 102, 103, 104, 115
- Speech Communication 104, 105, 108
- Student Development 145
- Theatre Arts 100, 101, 102, 103, 104, 107, 109, 110, 111, 121, 122, 123, 129, 134, 140

FINAL EXAMINATIONS

At the end of each semester a final examination schedule is followed. Students must attend all classes in accordance with the 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.

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)
- P - Pass (Pass indicates a "C" grade or better—units, not counted in GPA)
- NP- No Pass (No Pass indicates lower than a "C" grade—units not awarded in GPA but included in computation of progress probation)

Grade-Point Average (GPA)

The GPA is computed by dividing the total number of grade points earned by the GPA units. A "W" notation does not enter into computation of the GPA. Also, such computations do not include the unit value of courses for which "P" or "NP" 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 according to the course repetition policy. 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 GPA.

- I - Incomplete (Included in the computation of progress probation)
- W - Withdrawn (Included in computation of progress probation)
- IP - In Progress—To be used when class extends beyond the normal end-of an academic term
- RD - Report Delayed
- MW - Military withdrawal- to be used when student receives military orders

An incomplete grade, "I", may be assigned for academic work not completed for unforeseeable emergencies and/or justifiable reasons at the end of the term. The instructor must complete the Contract for Award of Incomplete Grade including conditions for removal of the "I" and the grade to be assigned in lieu of the "I". The instructor will generate this contract when final grades are entered online. The student will have until the end of the following regular

semester to complete the work as noted in the contract. This information will be sent to the student from the Admissions and Records office. A final grade shall be assigned when the work stipulated in the Contract has been completed and evaluated or when the time limit for completing the work has passed. Incomplete grades cannot be awarded after the submission of the class grades. There are no extensions to the Contract, and students cannot register in the course to complete the Incomplete. The course cannot be retaken until the Incomplete is resolved.

GRIEVANCE PROCEDURES

Glendale Community College District is committed to providing a prompt and equitable means of resolving student complaints against actions taken by the college and its employees. In accordance with applicable State and Federal laws, the district maintains grievance procedures that are available to any student who reasonably believes a college decision or action has adversely affected his or her status, rights, or privileges as a student.

What can a student grieve?

Students may file grievances against actions by GCC employees in areas including, but not limited to the following: the exercise of rights of free expression; violation of published GCC rules, Board policies, and administrative regulations; academic decisions that may affect a course grade; and the assignment of final course grades (according to prescribed legal limits).

Where can a student get a copy of the GCC student grievance procedures?

Copies of GCC Board Policy 5530 and Administrative Regulations 5530 can be obtained from a division chairperson, the Dean of Student Affairs, the Dean of Instructional Services, the Dean of Student Services, and the Director of Admissions and Records. Additionally, students may access these regulations on the GCC website at www.glendale.edu.

Non-Grade Grievances

A student may address a complaint about an action taken by a college employee that does not involve course grades through the grievance process. Informal meetings and discussions between persons directly involved in a non-grade grievance are essential at the outset of the dispute and are encouraged at all stages. If a student cannot resolve a non-grade grievance directly with the involved GCC employee, the student may request a meeting with the appropriate administrator/manager or division chairperson. The administrator/manager or division chairperson shall meet with the student and the employee in an attempt to resolve the issue and may meet with the student and GCC employee either jointly or separately. If no informal resolution is reached with the administrator/manager or division chairperson that is satisfactory to the student, the student may request an administrative hearing with the appropriate senior GCC administrator as follows: Instructional Services employees: Vice President, Instructional Services or designee; Student Services employees: Vice President, Student Services or designee; Administrative Services employees: Executive

Vice President, Administrative Services or designee; College Administrators: Superintendent/President or designee. The senior administrator shall meet with student and GCC employee either jointly or separately to attempt to settle grievance through mediation, negotiated agreement, or another mutually acceptable resolution. The final outcome or resolution will be communicated to the involved parties within ten instructional days after the conclusion of the hearing process.

Most complaints, grievances or disciplinary matters can be resolved at the campus level. This is the quickest and most successful way of resolving issues involving a California community college. Issues that are not resolved at the campus level may be presented to:

- The CCC Chancellor's Office if your complaint does not concern CCC's compliance with academic program quality and accrediting standards. Complete the web form at <http://californiacommunitycolleges.cccco.edu/ComplaintsForm.aspx>.
- The Chancellor's Office website at <http://extranet.cccco.edu/Divisions/Legal/Discrimination.aspx> if your complaint involves unlawful discrimination.
- The Accrediting Commission for Community and Junior Colleges (ACCJC) at <http://www.accjc.org/complaint-process> if your complaint is associated with the institution's compliance with academic program quality

and accrediting standards. ACCJC is the agency that accredits the academic programs of the California Community Colleges.

Grade Appeals

This procedure provides a means of resolving a student's dispute of an academic decision (such as temporary removal from a lab or classroom setting) or the assigned final grade for a course. A student has the right initially to an informal review and explanation of his or her grade by the instructor who in turn is obligated to provide such a review. However, a student may only appeal a grade or academic decision if he or she is prepared to carry the burden of proving one or more of the following conditions as specified by law: a mistake in the assignment of the grade or in the process of its recording, fraud, bad faith, or incompetence.

A student shall initiate the process by filing a grade appeal with the instructor within the next regular semester (as specified in the applicable class schedule) following the award of the original grade. The student is expected to make a reasonable effort to resolve the matter on an informal basis with the instructor. If the student and instructor cannot settle the grade appeal, the student may request a meeting with the appropriate division chairperson. The division chairperson will then meet with the student and the instructor either jointly or separately to attempt to work out the grievance.

Subject	Step 1	Step 2	Step 3	Step 4	Step 5
Academic Honesty	Instructor	Division Chair	Dean of Instruction	Vice President of Instructional Services	Judicial Board
Accessibility Matters	Program Manager, Center for Students with Disabilities		Vice President of Student Services		
Admission and Registration	Director of Admission and Records		Vice President of Student Services		
Student Misconduct	Instructor/ Staff Member	Division Chair/ Supervisor	Dean of Student Affairs		Judicial Board
Discrimination or Harassment	Associate Vice President, Human Resources				
Sexual Misconduct	Vice President of Student Services				
Financial Aid	Assistant Director of Student Financial Aid		Vice President of Student Services		
Grade Appeals	Instructor	Division Chair	Dean of Instruction	Vice President of Instructional Services	Judicial Board
Non-Grade Grievances	Instructor/ Staff Member	Division Chair/ Supervisor	Appropriate Vice President		
Student Success and Support Programs	Dean of Student Services		Vice President of Student Services		
Residency	Director of Admission and Records		Vice President of Student Services		
College Police and Parking	College Police Department	Chief of Police	Superintendent/President		

If the student cannot resolve the grade appeal with the instructor and division chairperson, then the student may request a conference with the appropriate dean. The dean will meet with the student and instructor either jointly or separately to resolve the grade appeal through compromise, negotiated settlement, or a recommendation that is satisfactory to all involved parties. If the dean is unable to resolve the complaint, and the student wishes to continue the grade appeal process, then the student may submit a written request to the Vice President, Instructional Services. If the issue continues to be unresolved a written appeal for a formal grade appeal hearing with the Campus Judicial Board.

The Campus Judicial Board will conduct a closed hearing and based on the examination of supporting documents and testimony may take the following actions: Accept the formal grade appeal and recommend an administrative grade change; reject the formal grade appeal; make related recommendations as appropriate.

The Board will issue a written decision that includes a determination of whether the student established a rationale for a grade change according to applicable laws, and recommendations for the relief, if any, that should be afforded to the student. These findings are then submitted to the Superintendent/President for a final review.

After receiving the report of findings and recommended actions from the Campus Judicial Board, the Superintendent/President will issue a written decision to the involved parties that include his or her conclusions and directives. The Superintendent/President's decision shall be final and binding in all formal grade appeal hearings.

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 GPA.

Dean's Honors

All students who are in good standing and 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 are eligible for Dean's Honors. An earned grade of NP or I 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 degree-applicable work completed at Glendale Community College.

PETITIONS PROCEDURE

Students with extenuating 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. The Petition to Waive College Requirement must be supported with appropriate documentation.

The notation of withdrawal "W" is not expunged from a transcript for any reason other than California Education Code, Title 5, Section 55024.

REMEDIAL COURSEWORK LIMIT POLICY

Glendale 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. The Superintendent/President or designee shall establish administrative regulations on remedial coursework. (Title 5, Section 55002)

STANDARDS OF SCHOLARSHIP

Glendale Community College interprets a "C" average as a satisfactory scholarship standard.

Students who fail to maintain satisfactory scholarship shall be placed on academic or progress probation and shall be dismissed.

1. Academic Probation

A student shall be placed on academic probation if the student's cumulative grade-point average for all semester units attempted at GCC is less than 2.0.

2. Progress Probation

A student who has enrolled in a cumulative total of at least twelve (12) semester units shall be placed on progress probation if the percentage of all units in which a student has enrolled for which grades of "W", "I" and "NC" or "NP" are recorded reaches or exceeds fifty percent (50%).

3. Dismissal

a. A student on probation (academic, progress or a combination of both) who earns any form of probationary status during enrollment at the end of the third consecutive semester of attendance shall be dismissed and shall not be reinstated until at least one semester (fall or spring) has elapsed after the dismissal. Students on dismissal are only allowed to enroll in a short term session for winter or summer.

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

Appeal of Dismissal

Following the notification of dismissal from the college, students may appeal the dismissal action by filing a reinstatement petition with the Director of Admissions and Records. The written petition must include the extenuating and verifiable circumstances that warrant an exception to the dismissal action. The petition must be filed with the time lines outlined below or the student waives the rights to appeal the dismissal action.

If the appeal is approved, the student shall be required to participate in a prescribed intervention and complete a reinstatement contract, which shall include the maximum number of units in which he/she shall enroll. Failure to comply with terms and conditions of contract may result in a subsequent dismissal.

Timeline for Appeals

Appeals for reinstatement must be received by the Director of Admissions and Records by August 1 for the fall semester, and by January 31 for the spring semester.

Financial Aid Satisfactory Progress (SAP)

In order to receive financial aid, students must meet the Glendale Community College Standards of Scholarship. In addition, students are expected to meet the following standards required to maintain eligibility for federal or state financial assistance.

General Requirements:

Eligible Program—A student must be enrolled in an educational program which leads to a degree or certificate that the student has not previously earned and which requires at least two semesters of study. There are a few programs at GCC that are NOT eligible for financial aid. For more information regarding ineligible programs, please contact the financial aid office.

Review of Previous College Records—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 financial aid. Previous enrollment at Glendale College and units transferred from other institutions will be included in determining the student's maximum time frame and SAP requirements for remaining eligibility for Title IV funds.

Course Repetitions — Course repetitions within federal policy will be allowed. Students on contract may repeat a course they have previously failed if it is necessary for completion of the degree or certificate, listed on their SEP and approved by a counselor (Dropped courses and grades of W will not count as the allowed retake). Students may repeat, with aid, the previously failed course or courses until they receive a passing grade in the course (no F, I, W grades). Students on contract may repeat a course they have previously passed one time only if it is necessary for a degree or certificate, listed on the SEP and approved by a counselor (grades of F on the retake course count as the one allowable retake and no further retakes will be funded).

Financial Aid Satisfactory Academic Progress (SAP) Standards

1. Complete Educational Goal Within Maximum Time Frame

Students pursuing a degree or transfer program are allowed a maximum of 90 attempted units within which to complete their educational objective. Students enrolled in a certificate program must complete their program within 45 attempted units. Attempted units are units in which the student received a grade, a W, or a P/NP. All attempted units, including units transferred from other colleges, are included in this calculation, except for ESL and remedial units. Students not meeting this standard are placed on Term Dismissal. Students exceeding these maximums are placed on Term Dismissal. Students with prior degrees are automatically placed on Term Dismissal.

2. Successful Progression Toward Educational Goal

Students must successfully complete at least 67% of all attempted units to meet financial aid eligibility requirements. Attempted units are any units in which the student is enrolled beyond the deadline to drop the class. All attempted units, including units transferred from other colleges, are included in this calculation. Units with grades of F, W, NP and IP are not successfully completed.

3. Maintain a 2.0 Grade Point Average Requirement

Students must maintain an official GCC cumulative Grade Point Average (GPA) of at least 2.0 to be eligible for financial aid programs. Grades transferred in from other colleges are included in this calculation.

SAP Warning and Dismissal

Students' compliance with Financial Aid Satisfactory Academic Progress Standards is measured each semester. Students who are warned that they are in danger of not meeting one or more of the Financial Aid Satisfactory Academic Progress standards must meet the standard(s) by the end of the semester in order to remain eligible for financial aid. Students not meeting this standard after the "Warning" semester are placed on SAP Dismissal and are no longer eligible for financial aid.

Appeal Process for SAP Dismissal or Term Dismissal

Students may appeal their SAP Dismissal or Term Dismissal from financial aid if failure to meet SAP requirements is due to mitigating circumstances beyond the student's control. The appeal should include documentation of the mitigating circumstances. Not all appeals are approved. Students appealing a dismissal as a result of not meeting progress standards may be reinstated for one semester and must meet all Satisfactory Academic Progress standards by the end of that semester. Students appealing a dismissal due to exceeding the Maximum Time Frame for completing an eligible program may be allowed to continue on a Financial Aid Contract. Only the courses on the Financial Aid Contract will count toward financial aid eligibility and must be successfully completed for the student to remain eligible for financial aid. Appeal approvals are effective as of the semester the appeal is approved and are not retroactive to prior semesters.

Appeals to Count the Higher Grade and for Academic Renewal may impact your financial aid eligibility. Please consult a financial aid advisor if you are pursuing one of these appeals.

Academic Dismissal

Students who are placed on Academic Dismissal by the College are not eligible for financial aid. There is no Financial Aid appeal process for this status.

Appeal process for Loss of the CA College Promise Grant (formerly the BOG Fee Waiver)

Students who are eligible for the CA College Promise Grant must meet the Glendale Community College Standards of Scholarship for Academic AND Progress Probation.

If a student fails to meet the minimum requirement for academic and/or progress probation for two (2) consecutive primary terms they will lose their CA College Promise Grant eligibility. Students may appeal the loss of their CA College Promise Grant with the Financial Aid Office if failure to meet academic and/or progress probation is/was due to one of the following extenuating circumstances:

- Verified accident, illness, or other circumstances beyond your control
- Changes in economic situation
- Evidence of inability to obtain essential support services
- Disability accommodations not received in a timely manner
- Successful appeal based on significant academic improvement

In Addition, a student can be reinstated if he/she:

- Improves his/her CGPA or course completion to meet the academic and progress standards
- Not attend GCC for two consecutive primary terms (any combination of fall/spring semesters)

STANDARDS OF STUDENT CONDUCT

The Standards of Student Conduct provide a prompt and equitable means to address alleged student violations of the college's behavioral regulations. Students who violate college policies and behavioral regulations shall be subject to the disciplinary procedures outlined in the *Standards of Student Conduct*, GCC Administrative Regulation 5500. These procedures are not intended to substitute for criminal or civil proceedings that may be initiated by other agencies.

Prohibited conduct that may subject a student to disciplinary sanctions includes, but is not limited to the following:

1. Disruption of the orderly operation of the college, including but not limited to the delivery of GCC instructional, administrative, or student services; campus activities sponsored or sanctioned by GCC; other authorized non GCC activities when the act occurs on GCC premises.
2. Violation of published GCC rules, Board policies, and administrative regulations.
3. Knowingly furnishing false information to any GCC employee or campus office for the purpose of completing GCC documents, applications, or forms processed by the college.
4. Forgery, alteration, or other unauthorized use of GCC documents, applications, records, identification, or forms processed by the college.
5. Unauthorized possession or duplication of keys to any GCC premises, entry into or use of any GCC premises, or use of GCC supplies and equipment.
6. Cheating, plagiarism, or other violations of GCC policies and administrative regulations governing academic honesty.
7. Misuse of GCC computer systems in violation of GCC board of policies and regulations governing the use of computer and communications technology.
8. Gaming, gambling, or participating in other activities for the purposes of wagering or betting funds.
9. Soliciting or assisting another to perform any act that would violate the *Standards of Student Conduct* and subject a student to disciplinary sanctions.
10. Violation of judicial and statutory standards of obscenity; engaging in lewd or indecent behavior on campus or at a campus function.
11. Violation of federal, state, or local law on GCC premises, or at GCC sponsored or supervised activities.
12. Use, possession, or distribution of narcotics, other legally controlled substances, or alcoholic beverages except as expressly permitted by law and GCC regulations.
13. Failure to comply with directions of GCC employees who are acting within the scope of their job responsibilities.
14. 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 GCC regulations.
15. Abusive behavior directed toward, or hazing of, a member of the campus community or a campus visitor.
16. Illegal or unauthorized possession or use of firearms, explosives, other weapons, or dangerous chemicals.
17. Sexual harassment of a member of the campus community or a campus visitor including, but not limited to unwelcome sexual advances; requests for sexual favors; other verbal, non verbal, or physical conduct of a sexual nature in violation of GCC board policies and administrative regulations on sexual harassment, and applicable State and Federal laws.
18. Verbal abuse, threats, intimidation, harassment, coercion or other conduct that threatens or endangers the health and safety of a member of the campus community or a college visitor.
19. 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.
20. Theft or attempted theft of GCC property, or property of a member of the campus community or campus visitor.
21. Actual or attempted vandalism or destruction of GCC property, or property of a member of the campus community or campus visitor.

22. The use of any electronic listening or recording device in any classroom without the prior consent of the instructor, except as necessary to provide reasonable accommodations for students with disabilities.

23. Selling, preparing, or distributing recorded course materials for any purpose unless authorized by the instructor in writing.

Authorized disciplinary sanctions for violations of student behavioral regulations include, but are not limited to written reprimand, loss of privileges, restitution, temporary removal from class, suspension, and permanent expulsion. The college administers these sanctions through the *Standards of Student Conduct* and provides involved students with their due process rights guaranteed by State and Federal constitutional protections. Copies of the *Standards of Student Conduct* are available in the Student Affairs Office located in the J.W. Smith Student Center.

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.

Students may not register in more than 19 units, including wait-list units, in a fall or spring semester.

WITHDRAWAL/COURSE DROP POLICY

Once enrolled in courses, students are not considered dropped or withdrawn unless:

- They have dropped the course Online via MyGCC or
- They have dropped the course with an Add/Drop form in person at the Admissions & Records office.

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 five weeks in length and less than a semester in length; or
- During the first 20% of a course which is less than five weeks in length

Students who drop or are dropped from semester length courses after the second week and prior to the end of the 12th week will receive grades of "W" on their permanent academic records.

In order to receive a grade of "W" in a five-week summer/winter session course, a student must drop by the end of the third week, and by the end of the fourth week for a six-week summer/winter session class.

Any courses of duration not listed above adhere to a pro rata schedule for deadlines.

A student must drop a course during the period stated to not receive a withdrawal notation (W). There are no extenuating circumstances to remove a "W" from a student record. If circumstances occur after the final drop date to receive a "W", the student may petition (see page 48 of this section). 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 notation of "W" and must be assigned a letter grade in the "A" through "F" category, or "P/NP" in those courses so designated.

According to California Education Code, Title 5, Section 55024, the number of times that a student may withdraw from a class is limited. See your counselor for procedures and policies.

GRADUATION REQUIREMENTS ASSOCIATE OF ARTS/ASSOCIATE OF SCIENCE DEGREES

Glendale Community College shall confer the degree of Associate of Arts or Associate of Science upon a student who has satisfactorily completed all of the requirements for graduation. At GCC, a student is allowed to petition for one Associate in Arts or Associate in Arts for Transfer degree (AA or AA-T) and one Associate in Science or Associate in Science for Transfer degree (AS or AS-T) for a total of two Associate degrees. However, if a student seeks to earn additional degrees for employment purposes, or for four-year university admission requirements, he or she may do so if:

- The student has met the minimum requirements for the proposed major/certificate; and
- At least 12 required units in the proposed major are separate and distinct from the required units of the student's first and second degrees earned at GCC; and
- The student has achieved a minimum GPA of 2.0 for all units attempted in pursuit of the degree; and
- The student has completed a graduation petition with an academic counselor, preferably during the beginning of the final semester.

If all of the above requirements are met, the student may be able to petition for more than one degree during the same semester.

The Associate degree is granted to persons who file a Petition for Graduation in the Admissions and Records Office, who are not on academic probation, and who have completed 12 semester units of the required college curriculum of 60 degree applicable semester units at GCC. Exceptions to the residence requirement can be made by the Board of Trustees when an injustice or undue hardship would result. The completion of the required 60 semester units must include all of the following:

MAJOR

1. The requirement for the **Associate in Arts/Science** degree may be met by completing a *Major* with a minimum of **18 semester units**: The approved Majors are listed on the following pages.

List of AA/AS Majors

Biological Sciences	Mass Communications
Business Administration	Mathematics
Choreographic Studies and Dance Technique	Music
Engineering	Physical Science
English	Social Sciences
Foreign Language	Speech/Communications
Health Science	Theater Arts
Interdisciplinary Humanities	Visual Arts

The requirements for the **Associate in Art/Science** degree may be met by completing an approved major/certificate program of **18 semester units or more**. The approved majors/certificate programs are listed on the following pages.

When a course required for a Major is also an approved general education course, the course may be double-counted. However, units are only counted once to satisfy the 60 unit requirement for the Associate Degree.

AMERICAN INSTITUTIONS/STATE & LOCAL GOVERNMENT

2. **Three semester units** in American Institutions and State & Local Government are required: POL S 101**, 106.
(*Students who complete POL S 101 before Spring 2014 must also complete POL S 106).

U.S. HISTORY

3. **Three semester units** in American History are required: ECON 111/HIST 116; HIST 111(CD), 111H(CD), 117, 118, 118H.

MATHEMATICS

4. Evidence of proficiency in mathematics is required. This requirement may be fulfilled with a grade of "C" or better in MATH 30, 30+, 90, 90+, 101, 118, 120, 130, 131, or 220AB (2 units).

HEALTH

5. **Three semester units** of community and personal hygiene are required: HLTH 104, 106; PSYCH 111(CD)* or equivalent will satisfy this requirement.

PHYSICAL EDUCATION

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

FIRST AID

7. **One semester unit** in first aid and CPR is required: HLTH 101, 102; EMT 140.

CULTURAL DIVERSITY

8. **Three semester units** in Cultural Diversity are 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 CHLDV 156, SPCH 115.

GENERAL EDUCATION

9. **Eighteen (18) semester units** of general education including at least one course in each of the following areas:

a. **Natural Science.** One course (**3 semester units**)

ANTHR 101, 111; ASTRO 102, 103, 110, 120; AT 122; BIOL 101, 102, 103, 112, 114, 115, 120, 121, 122, 123, 125, 125H, 126, 131, 298; CHEM 101, 102, 105, 106, 110, 120, 121; GEOG 101, 107, 111; GEOL 101, 101H 102, 103, 104, 105, 111, 111H, 112, 120; OCEAN 115, 116; PHYS 101, 101H, 102, 103, 105, 106, 110; PHSCI 131; PSYCH 103.

b. **Social Sciences.** One course (**3 semester units**)

ANTHR 102(CD), 102H(CD), 103, 104, 105(CD); BUSAD 110; ECON 101, 102, 102H; ETHS 101(CD), 102(CD), 110(CD), 111(CD), 120(CD), 121(CD), 123(CD), 124(CD), 125(CD), 132(CD), 164(CD), 165(CD), 166(CD); GEOG 102(CD), 103, 106, 110, 114; HIST 101, 102, 103, 104, 105, 106, 113, 115(CD), 119, 120, 121, 122, 131, 132, 133, 136, 140, 141; MCOMM 101; POL S 102, 103, 104, 110, 111; PSYCH 101, 101H, 104, 105, 106, 110, 111(CD)*, 113(CD), 115, 131, 150; SOC S 101, 120, 127(CD), 134; SOC 101, 102, 103, 104, 105, 131; SPCH 108.

c. **Humanities.** Two courses (**6 semester units**)—one from each of the two areas below.

1. **Interdisciplinary Humanities—3 semester units** required: HUMAN 105(CD), 105H(CD), 106, 110, 111, 115(CD), 117, 120, 125(CD), 130, 135(CD).

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

ARMEN 101, 102, 115, 116, 117, 125, 126, 127; ART 101, 101H, 102, 102H, 103, 104, 105, 106, 107, 108, 109, 111, 112, 113, 115, 116, 118, 119, 120, 121, 125, 199; CHIN 101, 102; DANCE 100, 102; ENGL 102*, 103, 105, 106, 109, 110, 111, 116, 117, 122, 123, 125, 127, 128; FREN 101, 102, 103, 104; ITAL 101, 102, 103, 104; JAPAN 101, 102, 103, 104; KOREA 101, 102; LING 101; MUSIC 101, 120, 121, 122, 125, 126, 127, 211; PHIL 101, 113(CD), 114(CD), 115(CD), 116, 118(CD), 119, 120, 121; SPAN 101, 102, 103, 104, 115, 131; SPCH 106, T ART 101, 102, 107.

d. **Language and Rationality.** At least two courses (**6 semester units**) one from each of the two areas below.

1. **English Composition—3 semester units**

Evidence of proficiency in written English is required. This requirement may be fulfilled with a grade of “C” or better in ENGL 101 or 101+ or 101H.

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

ACCTG 101, 102; BUSAD 120; CABOT 102, 105; CS/IS 101, 125, 130, 135, 137, 139, 165, 172, 180; ENGR 132, 156; ENGL 102*, 102H, 104, 222; JOURN 102, 107; MATH 100, 101, 102, 103, 103E, 103EH, 103H, 104, 104E, 104EH, 104H, 105, 105H, 107, 107H, 108, 108H, 110, 110A, 110B, 112, 118, 119, 120, 130, 131, 133, 135, 136, 138, 139, 219, 220; PHIL 117, 123; SPCH 100, 101, 103, 104, 105; T ED 143.

NOTE: Graduation requirements 2, 3, 5, and 7 can be satisfied by examination. See a counselor for details.

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

**Students who complete POLS 101 prior to spring 2014 must also complete POLS 106.

DEFINITIONS OF GENERAL EDUCATION

AREA A: NATURAL SCIENCE (3 UNITS)

Courses included in this area examine the physical universe, its life forms, and its natural phenomena. Courses must include content, assignments, and methods of instruction and evaluation in which students apply experimental methodology, the testing of hypotheses, and systematic questioning to theoretical, laboratory, and field scenarios. In doing so, students develop an understanding of the basic concepts in the physical and biological sciences while developing an appreciation of the scientific method.

AREA B: SOCIAL SCIENCES (3 UNITS)

Courses approved for this area must analyze human behavior in relation to human social, political and economic institutions. Courses appropriate to this area include those in social science disciplines which develop in their students an understanding of cultural and social organizations in multiple paradigms including those of different ethnic or cultural groups. Coursework provides students the opportunity to apply methodologies used by social scientists, historians, and philosophers to theoretical examples and real-world issues and problems. Courses also include discussion of topics and methodologies within the context of their historical, contemporary, and geographical settings.

AREA C: HUMANITIES (6 UNITS)

1. Interdisciplinary Humanities (3 units)

Courses included in this category require students to analyze and appreciate works of philosophical, historical, literary, aesthetic, and cultural importance within a diverse context focusing on both Western and non-Western cultures at various points in history. Courses approved for this area should address the cultural and artistic expression of human beings. Courses emphasize both multidisciplinary and interdisciplinary approaches drawing on theories, interpretations, and issues from a variety of academic fields including but not limited to those in the humanities, visual arts, and social sciences. Coursework emphasizes students' responses to humanistic works through expository, analytical and research essays and other assignments designed to evidence students' growing understanding of harmonies between and discords among disciplines methodologies, ideologies, and topics of interest. In doing so, students make informed judgements regarding artistic and cultural creation.

Courses approved for this area must deal with the cultural and artistic expression of human beings. The courses will ensure opportunities for students to develop an awareness of the ways in which people throughout the ages and in different cultures have responded to themselves and the world around them in artistic and cultural creation and help students develop aesthetic understanding and an ability to make judgments.

2. Arts, Foreign Language, Literature, and Philosophy (3 units)

Courses included in this category require students to analyze and appreciate works of philosophical, historical, literary, aesthetic, and cultural importance within a diverse context focusing on both Western and non-Western cultures. In doing so, students evaluate artistic and cultural creation. Performance and studio arts courses are included in this area if they focus on the integration of history, theory, and criticism relevant to the field. For foreign language courses, the coursework should focus on the written and oral language as well as the history, culture, and other attributes of the country associated with the language. For conversational courses, there must be a prerequisite course equivalent to the third year of high school study or one year of college level language.

AREA D: LANGUAGE AND RATIONALITY (6 UNITS)

1. English Composition (3 units)

This general education area is fulfilled by a student's completion of English 101. The course includes substantial instruction and practice in expository, analytical, and research essay writing at the college level with a minimum of 6,000 words being written. The course also requires a substantial amount of reading of significant literature. 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.

2. Communication and Analytical Thinking (3 units)

Courses approved for this category must ensure opportunities for students to develop logical thought, clear and precise expression and critical evaluation of communication. Courses foster students' abilities to distinguish fact from judgement, and belief from knowledge. Students learn to critique ideas and theories and to apply course concepts to critically analyze and engage with real world and theoretical problems and issues. Course assignments emphasizing oral and written forms, emphasize writing as appropriate and, in particular, analytical and evaluative writing including research. For courses in computer science, these may include courses focused on programming languages but not general computer classes. For courses in Mathematics, these may include courses focused on quantitative reasoning.

DEGREE AND CERTIFICATE PROGRAMS

Associate in Arts/Science for Transfer (AA-T/AS-T)

Administration of Justice	Early Childhood Education	Journalism	Political Science
Anthropology	English	Kinesiology	Psychology
Art History	Film, Television & Electronic	Mathematics	Spanish
Biology	Media	Music	Studio Arts
Business Administration	Geography	Philosophy	Theatre Arts
Communication Studies	History	Physics	Sociology

Associate in Arts/Science Majors

Biological Science	Foreign Language (2 options)	Physical Science (5 options)
Business Administration	Health Science (2 options)	Social Sciences
Choreographic Studies and Dance Techniques	Interdisciplinary Humanities	Speech/Communications
Engineering (4 options)	Mass Communications	Theatre Arts (2 options)
English	Mathematics	Visual Arts (6 options)
	Music	

Associate in Arts/Science Majors (Certificate Programs) Certificates of completion are offered in the following:

Accounting	Computer Applications and Business	Health Information Technology
Addiction Studies Counseling	Office Technologies	Insurance Specialist: Property & Casualty
Administration of Justice	Administrative Assistant	IT Technician II: Help Desk User Support
Architectural Drafting & Design	General Office	IT Technician III
Art	Computer Information Systems	Machinist
Aviation and Transportation	Computer Science	Management
Aviation Administration	Computer Software Technician	Marketing
Pilot Training	Dance Teaching	Mass Communications
Bookkeeping	Dietetic Services Supervisor	Medical Office
Business Administration	Digital Character Design	Administrative Medical Assistant
Entrepreneurship/Small Business	Electronics & Computer Technology	Medical Coding Assistant
Financial Planning & Investment	Electronics Technology Technician	Medical Front Office
General Business	Engineering Technology - CAD & Design Drafting	Music
International Business	Fire Technology	Photography
Ceramics	Foreign Language	Real Estate Appraisal
Child Development	Armenian Language	Real Estate Broker
Teacher	French Language	Registered Nursing
Infant/Toddler	Italian Language	Restaurant Management
School-Age Care	Japanese Language	Web Development
Master Teacher	Spanish Language	Welding
Site Supervisor	Graphic Design	
Choreographic Studies & Dance Technique		

Certificates Non-Degree

Aviation and Transportation Flight Attendant	Engineering Civil	Medical Office
Business Information Worker	Electrical	Dental Front Office/Billing & Coding
Cinematography and Editing	Mechanical, Aerospace, & Manufacturing	Basic Medical Billing and Coding
Computer Programmer	Fitness Specialist	Receptionist/Office Clerk
Computer Support Technician	Human Resources Assistant	Tax Preparer
Computerized Accounting Specialist	IGETC	Technical Theatre
Creative Writing	Insurance Professional	Verdugo Fire Academy
CSU, Breadth	IT Technician I: Computer Retail Sales & Support	Verdugo Recruit Fire Academy
Digital Content Specialist		Unix/Linux System Administrator

The certificates listed above meet Title 5 codes, and are approved by the California Community College Chancellor's Office. Certificates listed in any other publication (including on-line) that are not listed above may not be valid certificate programs. Please check with the Admissions Office.

MAJOR REQUIREMENTS FOR THE ASSOCIATE IN ARTS/SCIENCE DEGREES

The following is a list of the majors and certificate programs and their requirements that satisfy the Associate in Arts/Science degree(s) for Glendale Community College.

Please note: all courses used to satisfy the majors for the Associate degrees must be completed with a grade of "C" or better.

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 Achievement shall be issued upon request by the Office of Admissions and Records to students who qualify 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 12 semester units.
3. At least 12 units of the required courses must be completed at Glendale Community College; therefore, to earn a certificate that requires 12 units, all courses must be completed at GCC.
4. Students pursuing certificate programs of less than 16 units are not eligible for financial aid.
5. Students pursuing an Associate in Arts/Associate in Science degree need to complete the graduation requirements in addition to the certificate requirements.

ACCOUNTING AS DEGREE OR CERTIFICATE

Program Learning Outcomes: Upon completion of this certificate program, students will be able to demonstrate the ability to read and understand the contents of a corporation's annual report. Students will be composing entry-level correspondence and respond to correspondence initiated by others. Students will be able to create, edit, and print worksheets using formulas and statistics, date and time, financial and logical functions to solve business information. Students must complete all required courses for a total of 34-35 units.

REQUIRED COURSES: ACCTG 101, 102, 120; BUSAD 101, 120; CABOT 105 or BUSAD 106*, 270 or ACCTG 180; CS/IS 101.

A minimum of 5 units must be selected from the following: ACCTG 110**, 121, 130, 150, 155, 156, 157, 160, 165, 170, 175, 180***, 201, 202, 210, 220, 225, 230, 235; BUSAD 106*, 131, 135, 136; CABOT 106, 271; ECON 101, 102; INTERN 50 (ACCTG).

*CABOT 105 is appropriate for certificate students.

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

***If not used to fulfill CORE requirement

ADDICTION STUDIES COUNSELING AS DEGREE OR CERTIFICATE

Program Learning Outcomes: Upon completion of this program, students will be able to demonstrate the ability to utilize their counseling and cognitive abilities necessary to integrate the counselor skills and ethical standards learned in the preceding Alcohol/Drug Studies Counseling program courses. 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. During the capstone internship classes, students will be able to demonstrate the ability to utilize their counseling and cognitive abilities necessary to integrate the counselor skills and ethical standards learned in the preceding Alcohol/Drug Studies Counseling program courses. Students will be able to demonstrate the cognitive and counseling abilities necessary to integrate the counselor competencies and standards learned in a two year Alcohol/Drug Studies Counseling program, including evidence-based theory and competencies inherent in entry level alcohol/drug counselor positions. To earn a certificate the student must complete the core courses and selected courses from each section as designated, for a total of 42 units.

This 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): ADST 101, 103, 105.

BEHAVIORAL COURSES: REQUIRED: PSYCH 101.

Select 3 units from: PSYCH, 104, 110; ETH S 121***; SOC 101.

REQUIRED SKILL COURSES: ADST 110, 112, 119.

REQUIRED INTERNSHIP COURSES (8 units): ADST 50 and ADST 152, 153.

Select 3 units: ADST 111, 114.

FIELD EXPERIENCE (4 units): ADST 154.

CULTURAL DIVERSITY (3 units): ANTHR 102; CHLDV 156; ENGL 124; ETH S 101, 102, 110, 111, 120, 121***, 123, 124, 125, 132, 164; HIST 111, 115; HUMAN 105, 105H, 115, 125, 135; MUSIC 128; PHIL 113, 114, 118; PSYCH 111, 113; SOC S 127.

***ETH S 121 may be counted in one area only.

ADMINISTRATION OF JUSTICE AS DEGREE OR CERTIFICATE

This degree or certificate is designed to provide a broad-based education in the areas of law enforcement, corrections and the judicial system. The program is appropriate for students seeking employment as a law enforcement officer, correctional officer, probation or parole officer, or as a legal professional such as a paralegal or attorney. Students will demonstrate an understanding of the major components and function of the criminal justice system in America. Students will demonstrate knowledge of criminal laws in California. Students will define ethics in law enforcement and the consequences of unethical behavior. Students must complete all required courses for a total of 30 units. **Program Learning Outcomes:** Upon completion of this program, students will demonstrate an understanding of concepts in: criminal law, law enforcement procedures, crisis intervention, legal aspects of evidence and forensic science; discuss the aspects of community relations; discuss the techniques used in investigation procedures; and discuss the different aspects of special crimes.

REQUIRED COURSES: ADMJ 101, 103, 110, 117, 118, 120, 134, 170. A minimum of six units from the following: ADMJ 107, 108, 116, 129, 130, 165, 202.

RECOMMENDED COURSES: ADMJ 201, SPCH 101.

VISUAL ARTS - ANIMATION AA DEGREE

Program Learning Outcomes: Upon completion of this program, college-age students and avocational learners gain skills allowing for transfer to 4-year colleges or entry into the workplace; and Industry-workers retrain themselves to diversify their work options within animation, gaming, or visual effects.

REQUIRED COURSES: ART 101 or 102, 130, 150, 152, 201, 205, 206; HUMAN 115.

ARCHITECTURAL DRAFTING AND DESIGN AS DEGREE OR CERTIFICATE

This degree or certificate is designed to prepare students to work in the field of architectural drafting and design. The objectives are to give students skills to create architectural designs, apply local and regional codes to their design, and select the proper construction techniques. This program differs from other design programs due to the nature of the type of structures being designed. The focus is on residential and building designs and their related construction documents. Students must complete the required courses and choose additional courses to total a minimum of 42 - 45 units. **Program Learning Outcomes:** Upon completion of this program, students will demonstrate techniques to accomplish drawings utilizing different computer aided design (CAD) software; develop a portfolio of their work (this portfolio will show the students best work from different classes within the department, discuss building construction techniques, principles, and building code); demonstrate skills in the production of working drawings of residential and commercial structures; and discuss how design/drawing techniques, application of the International Building Code (IBC), building construction techniques, and other standards affect the design of their structure.

REQUIRED COURSES: ARCH 101, 103, 105, 106, 120, 125, 130, 135, 102 or 141 or 250; ART 130 or 150; BUSAD 152 or SPCH 101; ENGR 109

Select one course from the following: T ED 140*, ENGL 101, 102, 104, 120*

Select one course from the following: T ED 142* or MATH 100 or 101.

*Units earned for this course may not be counted toward graduation.

ART AS DEGREE OR CERTIFICATE

Program Learning Outcomes: Students will be able to demonstrate skill in a broad range of media, materials and processes, define and use core concepts in 2D or 3D art, where applicable, produce original work that demonstrates a high level of craft, describe, analyze and provide criticism of works of art in various media, prepare and organize art works for exhibition, if applicable, and understand safe and hazard-free use of art materials and equipment. For students who are interested in art as a career, the following courses (from one of the two options) are required:

REQUIRED COURSES: ART 101, 102, 130, 131, 150, 152, 179, 280;

Select one of the following options:

TWO-DIMENSIONAL: ART 160, 166;

Select three units from: ART 138, 180, 186.

Select three units from: ART 164, 170, or PHOTO 101.

THREE-DIMENSIONAL: ART 138, 180, 186, 187, 190.

VISUAL ARTS - ART HISTORY AA DEGREE

Students will be able to use the specialized vocabulary of art history; identify examples of art objects depending on course (ancient, Renaissance, etc.); and analyze the cultural significance of art objects studied. **Program Learning Outcomes:** Upon completion of this program, students will be able to analyze cultural significance of art objects studied Identify specific examples of art Apply the specialized vocabulary of art history.

REQUIRED COURSES: ART 101, 102, 130.

Select three courses from the following: ART 103, 104, 105, 106, 107, 108, 109, 112, 113, 116, 118, 120, 121, 138, 150, 199.

VISUAL ARTS - TWO/THREE DIMENSIONAL AA DEGREE

Program Learning Outcomes: Upon completion of this program, students will be able to define and use core concepts in 2D and 3D art; demonstrate skill in a broad range of media, materials and processes; describe, analyze and provide criticism of works of art in various media; prepare and organize art works for exhibition, if applicable; understand safe and hazard-free use of art materials and equipment; produce original work the demonstrate a high level of craft; prepare artist statements, resumes and collateral written materials; and relate works of art to ideas from the study of art history and the humanities. Select one of the following:

TWO-DIMENSIONAL:

REQUIRED COURSES: ART 101 or 102, 130, 150.

Select three courses from the following: ART 131, 151, 152, 160, 164, 166, 170, 179, 280; PHOTO 101.

THREE-DIMENSIONAL:

REQUIRED COURSES: ART 101 or 102, 130, 138.

Select three courses from the following: ART 152, 157, 179, 180, 181, 186, 187, 190, 280.

AVIATION AND TRANSPORTATION AS DEGREE OR CERTIFICATE

AVIATION ADMINISTRATION

This degree or certificate is designed for those who wish to enter civil aviation work as clerks, agents, station and traffic managers, or fixed base operators. **Program Learning Outcomes:** Upon completion of this program, students will demonstrate an understanding of the differences and similarities between general aviation and commercial aviation; demonstrate the skills required to establish and manage airport operations; and identify effective techniques of flight training and flight school management.

REQUIRED COURSES: AT 120, 128; BUSAD 101; ENGL 101; PSYCH 101; SPCH 101.

A minimum of four units from the following: AT 121, 122, 123, 124, 125, 126, 127, 129, 131, 132, 134, 136; ACCTG 101 (or 105 and 106), 102, 110; CS/IS 100, 101; ECON 101, 102.

PILOT TRAINING

Program Learning Outcomes: Upon completion of this program, students will demonstrate the skills required to successfully pass the FAA knowledge exam appropriate to the rating sought. Students will demonstrate an understanding of Federal Aviation Regulations and proficiency in cross country flight planning. Students will demonstrate practical skills required to pass FAA practical testing for the rating sought.

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 AT 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 AT 120*.

REQUIRED COURSES: AT 112, 113, 120, 121, 122, 123, 124, 125.

RECOMMENDED COURSES: AT 134, 136.

*AT 120 may be taken credit by exam.

BIOLOGICAL SCIENCE AS DEGREE

The AS degree in Biological Sciences provides a strong foundation for transfer to a 4 year university in order to complete a BS in Biology or related fields. It may also provide appropriate training for employment in biological laboratories, museums, and/or educational outreach. Students may petition to use IGETC for STEM majors in place of our local GE requirements. Students must complete all required core courses for a total of 39 units. **Program Learning Outcomes:** Upon completion of this program, students will be able to describe and demonstrate correct use of laboratory equipment; be well-prepared for upper-division biology courses; and be well-qualified as transfer students to a 4 year university biology program.

REQUIRED COURSES: BIOL 101, 102; CHEM 101, 102, 105, 106; MATH 103, 104.

BOOKKEEPING AS DEGREE OR CERTIFICATE

Program Learning Outcomes: Upon completion of this program, the student will understand accounting terms and uses as they apply to business; have knowledge of financial statements and their importance to a business, vendors, creditors, and customers; be able to identify the standard elements on the Windows 7 desktop and demonstrate basic mouse operations; to understand basic computer terminologies, and become familiar with global information systems to be able to sign on to an account and use common utilities, including e-mail, Web browsers, and searching a variety of databases for information; and be able to set-up and process a company's accounting information and Payroll System through the use of computers.

REQUIRED COURSES: ACCTG 110 or 101, 120, 130; BUSAD 101; CABOT 105, 106, 110.

A minimum of five units from the following: ACCTG 101*, 102, 121, 150, 155, 156, 157, 160, 165, 180; BUSAD 106, 110, 120, 162; CABOT 208, 260, 270, 271; CS/IS 100, 101; INTERN 50 (ACCTG).

*If not used to fulfill CORE requirement.

BUSINESS ADMINISTRATION AA DEGREE

Program Learning Outcomes: Upon completion of this program, students will be able to recognize, analyze, and assess current economic challenges facing global and domestic businesses; analyze, evaluate, and explain business problems using basic concepts and terminology of accounting and finance; and understand and apply the four P's of marketing, business law, investments, and management.

REQUIRED COURSES: ACCTG 101, 102; BUSAD 101, 120; CS/IS 100 or 101.

BUSINESS ADMINISTRATION AS DEGREE OR CERTIFICATE

ENTREPRENEURSHIP/SMALL BUSINESS

Program Learning Outcomes: Upon completion of this program, students will understand and apply the business skills necessary to start or manage a successful small business; be able to create a written business plan; and be able to set-up a payroll system and interpret the data from various forms.

REQUIRED COURSES: ACCTG 110 or 101, 130, 170; BUSAD 101, 106 (or CABOT 105), 110 or 120, 158, 162; CS/IS 100 or 101 or CABOT 260.

FINANCIAL PLANNING AND INVESTMENT

Program Learning Outcomes: Upon completion of this program, students will be able to understand the terminology of finance and express themselves analytically using time value of money concepts, liquidity analysis, profitability analysis, and equity management concepts; be able to apply the tools of investing to determine the appropriateness of an investment; and be able to develop and prepare a personal income statement and balance sheet.

REQUIRED COURSES: ACCTG 110 or 101; BUSAD 101, 106 (or CABOT 105), 131, 134; CS/IS 100 or 101 or CABOT 260.

Select two courses from the following: ACCTG 150; BUSAD 120, 135, 136.

GENERAL BUSINESS

Program Learning Outcomes: Upon completion of this program, students will be able to recognize, analyze, and assess current economic challenges facing global and domestic businesses; be able to analyze, evaluate, and explain business problems using basic concepts and terminology of accounting and finance; and be able to understand and apply the four P's of marketing, business law, investments, management, and marketing.

REQUIRED COURSES: ACCTG 110 or 101; BUSAD 101, 106 (or CABOT 105), 110; CS/IS 100 or 101 or CABOT 260.

Select three courses from the following: BUSAD 120, 134, 135, 141, 162.

INTERNATIONAL BUSINESS

Program Learning Outcomes: This 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. Students will learn to evaluate cross-cultural issues of marketing a product or service; explain the functions of the U.S. customs Agency and other regulatory agencies; and describe the documentation required by each agency. This program is designed for both the individual entrepreneur and the established company executive.

REQUIRED COURSES: ACCTG 110 or 101; BUSAD 101, 106 (or CABOT 105), 170; CS/IS 100 or 101 or CABOT 260.

Select three courses from the following: BUSAD 120, 158, 162, 175, 176.

CERAMICS AS DEGREE OR CERTIFICATE

This degree or certificate is designed for students wishing to prepare for employment in the commercial ceramic industry. Emphasis is on job-related skills such as production forming techniques, surface design techniques, glaze formulation and application, chemical safety, and kiln technology. The certificate is also designed for those setting up their own production studios to work as independent artists. Students will demonstrate skill in a broad range of ceramic techniques, define and use core concepts used in the ceramic area, produce original work that demonstrates a high level of craft, and describe, analyze and provide criticism of ceramic work. Students must complete all required courses for a total of 27 units. **Program Learning Outcomes:** Upon completion of this program, student will be able to define and use core concepts used in the ceramic area; describe, analyze and provide criticism of ceramic work; produce original work that demonstrates a high level of craft; and demonstrate skill in a broad range of ceramic techniques.

REQUIRED COURSES: ART 130, 186, 187, 188, 190, 191, 192, 193, 195.

RECOMMENDED COURSES: ART 111

CHILD DEVELOPMENT AS DEGREE OR CERTIFICATE

The following degree or certificate options are designed to support and encourage the professional development of students who aim for a career in: Infant, Toddler, and/or Preschool Education; School Age Child Care; and/ or Early Childhood Administration and Supervision. Each certificate is aligned with the California Child Development Permit, which is issued through the California Commission on Teacher Credentialing. 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. **Program Learning Outcomes:** Upon completion of this program, students will develop an understanding of young children, and of the multiple interacting influences on children's development and learning in order to create environments that are healthy, respectful, supportive and challenging for all children; understand and value the importance and complex characteristics of children's families and communities; use this understanding to create respectful, reciprocal relationships that support and empower families and involve families in their children's learning and development; articulate and understand the goals, benefits, and uses of observation and assessment, develop competence in the use of observation, documentation and assessment techniques and tools to support teaching and learning in partnership with families and other professionals; plan and implement developmentally appropriate, culturally and linguistically relevant experiences that promote and/or support development and learning for all young children; and identify as a member of the early childhood profession, understand and use ethical guidelines and other professional standards related to early childhood practice.

The following General Education courses are required for the Teacher — Preschool, Infant/Toddler or School Age Care, and Master Teacher and Site Supervisor certificates.

*Select 16 units from the Glendale College Associate Degree General Education area 9A-D (see AA/AS requirements) with at least one course from each of the following areas:

- 9a. Natural Science **OR** 9d.(2). Mathematics course
- 9b. Social Science
- 9c. Humanities
- 9d.(1). English Composition

For students completing an AS degree in Child Development, Glendale Community College requires that you satisfy additional courses in American Institutions/State & Local Government, U.S. History, Mathematics, Health, Physical Education, First Aid, Cultural Diversity, as well as the major. Please see Graduation Requirements areas 1-8 in the catalog.

TEACHER

This curriculum is designed for those students who plan careers in teaching in a preschool setting. The curriculum requires completion of 24 units of Child Development courses plus 16 units of General Education courses. This certificate is aligned with the California Child Development Permit, which is issued through the California Commission on Teacher Credentialing.

REQUIRED COURSES: CHLDV 133, 135, 138, 140, 141, 142, 150, 156, 181.

INFANT/TODDLER

This curriculum is designed for those students who plan careers in teaching in an infant/toddler education setting. The curriculum requires completion of 27 units of Child Development courses plus a minimum of 16 units of General Education courses, necessary for the California Child Development Permit.

REQUIRED COURSES: CHLDV 133, 135, 138, 140, 141, 142, 147, 150, 156, 180.

SCHOOL-AGE CARE

This curriculum is designed for those students who plan careers in teaching in a school-age child care setting. The curriculum requires completion of 27 units of Child Development courses plus 16 units of General Education, necessary for the California Child Development Permit.

REQUIRED COURSES: CHLDV 133, 135, 137, 138, 140, 141, 142, 150, 156, 182.

MASTER TEACHER

This curriculum is designed for those students who plan teaching careers in an early childhood setting. The program requires completion of the 27 units of Child Development curriculum plus 16 units of General Education courses, necessary for the California Child Development Permit.

REQUIRED COURSES: CHLDV 133, 135, 138, 140, 141, 142, 150, 156, 176, 180 or 181 or 182.

SITE SUPERVISOR

This curriculum is designed for those students who plan careers in early childhood administration and supervision. The program requires completion of 33 units in Child Development plus the completion of the requirements for the Associate in Science degree.

REQUIRED COURSES: CHLDV 133, 135, 138, 140, 141, 142, 150, 156, 174, 175, 176, 180 or 181 or 182.

CHOREOGRAPHIC STUDIES AND DANCE TECHNIQUES AA DEGREE

This program is designed to prepare students for transfer to four year institutions or to work in the dance industry. Students gain the knowledge, skills and abilities required to audition as commercial dancer, company dancer, or choreographer. Students must complete all required core courses for a total of 24.5 - 25 units. **Program Learning Outcomes:** Upon completion of this program, students will be able to integrate technical dance skills using correct body alignment and muscle coordination and compare various dance forms in relation to historical and cultural context.

REQUIRED COURSES: DANCE 100, 111, 116, 121, 129, 130, 131, 135 and 136, 140 or 127 or 128; BIOL 115.

CHOREOGRAPHIC STUDIES AND DANCE TECHNIQUE AS DEGREE OR CERTIFICATE

This degree or certificate is designed to provide academic and hands-on learning experience for individuals planning a career as dancer or choreographer in commercial dance or in dance companies. Students gain the knowledge, skills and abilities required to transfer to a four-year college or audition for work in the dance industry. Students must complete the required courses and choose additional courses to total a minimum of 25 units. **Program Learning Outcomes:** Upon completion of this program, students will be able to demonstrate technical dance skills using correct body alignment and muscle coordination; and explain dance vocabulary of various dance styles. This curriculum is designed for students who plan careers in commercial and concert dance.

REQUIRED COURSES: DANCE 100 or 102; DANCE 114, 117, 122, 127, 129, 130, 135 or 136, 137, 190 or 194.

A minimum of six units from the following courses: ART 102, 125, 130; DANCE 124, 126, 127 or 128; KIN 157; HUMAN 115, 120; MUSIC 101, 135, 230, 236, 237; T ART 101, 103, 104, 109, 123, 173.

COMPUTER APPLICATIONS AND BUSINESS OFFICE TECHNOLOGIES AS DEGREE OR CERTIFICATE**ADMINISTRATIVE ASSISTANT**

This degree or certificate prepares students for employment in an office setting performing clerical job duties, such as word-processing business correspondence, operating office equipment, micro-computer operation, scheduling appointments, coordinating and overseeing office functions. The coursework is comprised of traditional business concepts which encompass accounting principles, human relations as they apply to the business environment, general office procedures, written business communications, management speaking techniques, and Microsoft Office applications. Special emphasis is placed on providing comprehensive instruction in the structure, mechanics, and strategies of technical writing, as well as oral communications. Students will focus on the development and proper use of English vocabulary, both general and specialized, critical thinking and composition skills, effective speaking and interviewing techniques. Students must complete all required core courses for a total of 30-31 units. **Program Learning Outcomes:** Upon completion of this program, the student will be able to initiate and respond to correspondence effectively while using the latest automated technology, system software (Windows), and application software (Word, Excel, and Outlook) to perform more advanced skills; become familiar with Global information systems to be able to sign on to an account and use common utilities, including e-mail and Web browsers to search a variety of databases for information; acquire the necessary knowledge and skills of accounting and bookkeeping to be able to use journals and ledgers to prepare balance sheets and income statements and be able to translate accounting records into a basis for sound decision making in a variety of businesses; be able to use a variety of office procedures to perform such tasks as sorting mail, filing and processing documents; develop interpersonal skills to conduct and participate in job interviews, practice effective human relation skills in business, handle telephone conversations with ease, and develop skills to communicate more effectively with customers and other employees verbally; and type by touch at a minimum of thirty (30) words a minute and to create, edit, and format advanced features for any business document including forms, medical and legal forms, resumes, job applications, bibliographies, footnotes/endnotes, newsletters.

REQUIRED COURSES: BUSAD 106 or 152; CABOT 101, 102, 103, 104, 205, 208, 265, 270;

A minimum of six units from the following courses: ACCTG 110; BUSAD 110; CABOT 110, 266, 285.

*A minimum speed is required for each individual certificate program.

GENERAL OFFICE

This degree or certificate is designed to train students to meet the needs for qualified office staff skilled in office procedures including filing and processing documents; writing and editing documents; communicating with employees and clients; and working with office technologies and Windows OS system software. Students must complete all required core courses for a total of 28 units. **Program Learning Outcomes:** Upon completion of this program, the student will be able to use a variety of office procedures to perform such tasks as sorting mail and answering telephones; filing and processing documents; edit and revise memos, e-mails, letters and reports; the student will be able to identify the personal traits that lead to effective human relation skills in business and develop skills to work more effectively with customers and other employees, including communicating with clients verbally face-to-face and over the telephone; the student will be able to perform basic operations in Word, Excel, Access, and PowerPoint; compose entry-level correspondence using appropriate business language and cohesive, grammatically correct sentences; become familiar with Global information systems and be able to sign on to an account and use common utilities including e-mail and Web browsers to search a variety of databases for information; the student will be able to utilize the Windows operating system and to understand basic computer terminologies; and the student will be able to type by touch at a minimum of thirty (30) words a minute and to create, edit, and format advanced features for any business document including forms, medical and legal forms, resumes, job applications, bibliographies, footnotes/endnotes, newsletters.

REQUIRED COURSES: BUSAD 110; CABOT 101, 102, 103, 104, 105, 110, 208, 205, 260.

*A minimum speed is required for each individual certificate program.

**COMPUTER INFORMATION SYSTEMS
AS DEGREE OR CERTIFICATE**

This degree or certificate is designed to prepare students for employment in the IT workforce as entry-level Programmers, entry-level Database Programmers, Application Analysts, Programmer Analysts, Business Analysts, System Analysts, PC Support Specialists, Technical Support, User Support Specialists and etc. Students will demonstrate their proficiency through performance in laboratory exercises and objective examinations. The student will analyze simple business or technical problems relevant to programming, and prepare solutions to them; implement a program in either C/C++ or Java, using objects; and demonstrate an understanding of the operations and processes of a computer relevant to programming. To earn a certificate, students must complete the required core courses, and choose other courses from the additional courses listed to total 32 units. **Program Learning Outcomes:** Upon completion of this program, the student will analyze simple business or technical problems relevant to programming, and prepare solutions to them; implement a program in either C/C++ or Java, using objects; and demonstrate an understanding of the operations and processes of a computer relevant to programming.

REQUIRED COURSES: BUSAD 106 or ENGL 101, CS/IS 101, 112, 151 or 135, 172, 190, 260

Select at least eight units from the following: BUSAD 110; CS/IS 130, 135, 137, 139, 174, 193, 234, 261, 262, CS/IS 50 (3 units); ENTRE 101, 102

**COMPUTER SCIENCE
AS DEGREE OR CERTIFICATE**

This degree or certificate is designed for those students interested in computer science, either as a professional concentration, or for transfer to a four-year computer science program. Upon completion of this certificate program, students will be able to name the four basic parts of computer organization and have a working knowledge of assembly language. Students will be able to describe recursion, linked lists, queues, and stacks and algorithm efficiency, as well as, procedural, functional, logic and object-oriented programming languages. Students must complete the required courses and choose additional courses to total a minimum of 37 units. **Program Learning Outcomes:** Upon completion of this program, students will prepare a software project to implement a single scientific, mathematical, business, or technical function.

REQUIRED COURSES: CS/IS 165, 166, 211, 212, 280.

ADDITIONAL COURSES: (20 units) CS/IS 101, 112, 125, 130, 135, 137, 139, 172, 174, 190; MATH 103, 104, 107; PHIL 123; PHY 101.

COMPUTER SOFTWARE TECHNICIAN AS DEGREE OR CERTIFICATE

This degree or certificate is designed to train students to meet the rapidly growing need for qualified hardware/software technicians, having a blend of hardware and software skills. Students will write a computer program using C/C++, Java, or Visual Basic. Students must complete all required CORE courses, and choose other courses from the additional courses listed to total 24 units. **Program Learning Outcomes:** Upon completion of this program, the student will write a computer program using either C/C++, Java, or Visual Basic; and demonstrate the ability to independently create, save, modify and print a document using a word processing program and appropriate assistive technology.

REQUIRED COURSES: CS/IS 101, 112 or 135, 190.

ADDITIONAL COURSES: BUSAD 106, 110; CS/IS 130, 135, 137, 139; ENTRE 101, 102.

RECOMMENDED PREPARATION: CABOT 206, 208.

DANCE TEACHING AS DEGREE OR CERTIFICATE

This degree or certificate is designed to prepare students for transfer to four year institutions or enter the workforce teaching dance to all age groups in private studios, fitness centers, community centers, and school and after school programs. Students must complete the required courses and choose additional courses to total a minimum of 30 - 31 units. **Program Learning Outcomes:** Upon completion of this certificate program, students will be able to teach technical dance skills using correct body alignment and muscle coordination, design dance lesson plans for children, adults, and seniors, and create dance programs for private studios, fitness centers, and community centers.

REQUIRED COURSES: DANCE 100, 107, 130, 135 or 136, 158; HLTH 101 and KIN 157 or BIOL 120; DANCE 50.

SELECT ONE OF THREE OPTIONS:

OPTION ONE — DANCE 114, 116, 121.

OPTION TWO — DANCE 111, 117, 121.

OPTION THREE — DANCE 111, 116, 137.

A minimum of six units from the following courses: DANCE 124, 125, 127, 131; BUSAD 158, 162; MUSIC 101; PSYCH 106; SOC S 101; T ART 173.

DIETETIC SERVICES SUPERVISOR AS DEGREE OR CERTIFICATE

This degree or certificate prepares students to supervise healthcare facilities as food service supervisors in convalescent, nursing and retirement homes. The curriculum focuses on the fundamentals of culinary science, sanitation, nutrition, modified diets, and sound management practices. Students must complete all required core courses for a total of 23 units. **Program Learning Outcomes:** Students will demonstrate cooking techniques commonly found in professional food service establishments. Students will plan sanitation policies and practices at an ongoing food service establishment. Students will evaluate patients' nutritional needs and formulate appropriate diets.

REQUIRED COURSES: CULIN 111 or 112, 113, 116; HRM 256; NUTR 114, 118; NUTR 50 (3 units).

DIGITAL CHARACTER DESIGN AS DEGREE OR CERTIFICATE

This degree or certificate is designed to train students to meet the need for qualified entry-level animation, visual effects, and video game artists to have a range of production skills including storyboarding, 2-D and 3-D keyframe animation, 2-D and 3-D character and environment design, and motion graphic design. Students are also prepared to transfer to baccalaureate degree programs in animation. Students must complete all required core courses, and choose a specialization option, so as to reach a total of 18-32 units. **Program Learning Outcomes:** Upon completion of this program, college-age students and avocational learners will gain skills allowing for transfer to 4-year colleges or entry into the workplace; and industry workers will retrain themselves to diversify their work options within animation, gaming, or visual effects. In the animation industry, workers obtain highly specialized positions such as: digital modeler, character designer, character set-up artist, and texture artist. This certificate allows for specialization in the area of animation design; however, design and digital production skills are required for any worker entering the field. This certificate will allow students to obtain both a certificate and legitimate employment skills.

REQUIRED COURSES: ART 152, 201, 230; PHOTO 121.

Select one of the following options:

DIGITAL MODELING: ART 231, 232.

MOTION GRAPHICS: ART 220, 221.

CHARACTER RIGGING & ANIMATION: ART 153, 233, 234, 235.

3D TEXTURING: ART 130, 237, 238.

DIGITAL SCULPTURE: ART 245, 246.

ANIMATION DESIGN: ART 205, 209, 210.

ELECTRONICS & COMPUTER TECHNOLOGY — ELECTRONICS TECHNOLOGY TECHNICIAN AS DEGREE OR CERTIFICATE

This degree or certificate is designed to provide knowledge and training for entry into electronics and electrical industry career areas. Students must complete all required core courses for a total of 23.5 units. **Program Learning Outcomes:** Upon completion of this program, students will have knowledge and training for entry into electronics and electrical industries; demonstrate knowledge in electrical and voltage concepts; demonstrate knowledge in photovoltaic concepts; and have knowledge of California State Contractors and Electronics Technician Association examinations.

REQUIRED COURSES: ECT 100, 110, 113, 160, 161, 201; ECT 162 or 163; ENGR 100.

ENGINEERING AS DEGREE

CIVIL ENGINEERING

Students completing an AS degree in civil engineering develop abilities in mathematics, basic sciences, engineering topics such as structural statics, as well as general education subjects that complement technical content. Students must complete all required courses for a total of 37 units. **Program Learning Outcomes:** Upon completion of this program, students will apply knowledge of mathematics, science and engineering; identify, form and solve engineering problems, and demonstrate introductory skills using modern engineering tools necessary for engineering practice. The AS degree in civil engineering prepares students for transfer to a 4-year civil engineering university program.

REQUIRED COURSES: MATH 103, 104; PHY 101, 102; CHEM 101;
A minimum of twelve units from the following courses:
ENGR 100, 122, 140, 141, 152, 156, 180, 230, 240, 241.

COMPUTER ENGINEERING

Students completing an AS degree in Computer Engineering develop abilities in discrete mathematics, basic sciences, engineering topics such as circuit design, as well as general education subjects that complement technical content. Students must complete all required courses for a total of 37 units. **Program Learning Outcomes:** Upon completion of this program, students will apply knowledge of mathematics, science and engineering; identify, form and solve engineering problems, and demonstrate introductory skills using modern engineering tools necessary for engineering practice. The AS degree in Computer Engineering prepares students for transfer to a 4-year computer engineering university program.

REQUIRED COURSES: MATH 103, 104, 108; PHY 101, 102;
A minimum of twelve units from the following courses:
ENGR 100, 125, 240; CS/IS 125, 211

ELECTRICAL ENGINEERING

Students completing an AS degree in Electrical Engineering develop abilities in mathematics, basic sciences, engineering topics such as circuit design, as well as general education subjects that complement technical content. Students must complete all required courses for a total of 37 units. **Program Learning Outcomes:** Upon completion of this program, students will apply knowledge of mathematics, science and engineering; identify, form and solve engineering problems, and demonstrate introductory skills using modern engineering tools necessary for engineering practice. The AS degree in Electrical Engineering prepares students for transfer to a 4-year electrical engineering university program.

REQUIRED COURSES: MATH 103, 104, 108; PHY 101, 102;

A minimum of twelve units from the following courses:
ENGR 100, 125, 131, 132, 140, 152, 240.

MECHANICAL ENGINEERING

Students completing an AS degree in Mechanical Engineering develop abilities in mathematics, basic sciences, engineering topics such as mechanics, as well as general education subjects that complement technical content. Students must complete all required courses for a total 37 units. **Program Learning Outcomes:** Upon completion of this program, students will apply knowledge of mathematics, science and engineering; identify, form and solve engineering problems, and demonstrate introductory skills using modern engineering tools necessary for engineering practice. The AS degree in Mechanical Engineering prepares students for transfer to a 4-year mechanical engineering university program.

REQUIRED COURSES: MATH 103, 104; PHY 101, 102; CHEM 101

A minimum of twelve units from the following courses:
ENGR 100, 122, 140, 141, 152, 156, 230, 240, 241.

ENGINEERING TECHNOLOGY - CAD & DESIGN DRAFTING AS DEGREE OR CERTIFICATE

This degree or certificate prepares students with training to work in industry as a CAD designer, engineering drafter or drafting technician or technologist. The program includes instruction in both 2-D and 3-D computer aided drafting and design software such as AutoCAD and SOLIDWORKS. Motivated students can complete the required courses in one year by taking courses during the winter and summer sessions and online in addition to the traditional fall and winter sessions. Students must complete all required core courses for a total of 21 units. **Program Learning Outcomes:** Upon completion of this program, Students will demonstrate skills in the production of working drawings of engineering structures; demonstrate techniques to accomplish drawings and 3D models utilizing different various computer aided design (CAD) software; and discuss how the design process and design/drawing techniques are used with other engineering processes to create a finished product.

REQUIRED COURSES: ENGR 100, 101, 102, 109, 110, 111, 112.

ENGLISH AA DEGREE

Students completing an AA degree in English develop core competencies in several areas including communication, critical thinking, global awareness, information competency, and personal responsibility. This is achieved through the study of texts and the enhancement of reading, writing, and research skills. **Program Learning Outcomes:** Upon completion of this program, students will be able to apply literary and rhetorical concepts in order to critically read, write, think, and research.

REQUIRED COURSES: ENGL 105** and 106** or ENGL 109** and 110**.

A minimum of twelve units from the following courses: ENGL 101, 102, 103, 104, 105**, 106**, 107, 108, 109**, 110**, 112, 116, 117, 122, 123, 125, 127, 128.

**These courses may not be used in more than one area.

FIRE TECHNOLOGY AS DEGREE OR CERTIFICATE

This degree or certificate is offered for students interested in preparing for careers in fire prevention and fire fighting. The courses also provide in-service and upgrade instruction for fire fighting personnel. Students will demonstrate the skills required in the field of fire technology. These skills include: fire prevention techniques, behavior of fire, fire-fighting tactics and strategy, and the equipment used in fire protection. Other topics may include: fire investigation, hazardous materials, building construction, and crisis intervention. **Program Learning Outcomes:** Upon completion of this program, students will discuss the skills required for fire prevention techniques; discuss the aspects of fire behavior; discuss the skills required for fire-fighting tactics and strategy; and discuss the skills required for the use of equipment used in fire protection.

REQUIRED COURSES: FIRE 101, 102, 103, 104, 105.

A minimum of twelve units from the following courses: FIRE 106, 107, 108, 109, 110, 111, 112, 114, 115, 116, 117, 118, 119, 151; ADMJ 117.

RECOMMENDED COURSES: ADMJ 101, 103, 107; SPCH 101.

FOREIGN LANGUAGE AA DEGREE

Program Learning Outcomes: Upon completion of this program, students will demonstrate increased reading and listening comprehension of the target languages; utilize oral and written communicative skills to produce the target languages; and demonstrate increased knowledge of the target languages' cultures.

REQUIRED COURSES: A minimum of 18 units in one of the following options:

Option 1: Any French or Spanish language (title will reflect the language chosen).

Option 2: Ten (10) units in any one foreign language and Eight (8) units in another.

FOREIGN LANGUAGE AA DEGREE OR CERTIFICATE

ARMENIAN LANGUAGE

The degree or certificate in Armenian Language provides a rigorous academic preparation in the Armenian Language. Students are prepared to transfer to baccalaureate degree programs in Armenian or Near Eastern Languages, as well as Music, Linguistics, Art History and related fields. This degree or certificate also meets the needs of those in the community who wish to gain aptitudes in foreign languages or may enter the job market in fields that may require knowledge of a foreign language such as Armenian. Students develop competency in the ability to comprehend, speak, read, and write in Armenian, while at the same time learn to think critically by analyzing works of literature and other manifestations of culture. Students must complete all required courses for a minimum of 18 units. **Program Learning Outcomes:** Upon completion of this program, students will demonstrate increased reading and listening comprehension of the target languages. Utilize oral and written communicative skills to produce the target languages. Demonstrate increased knowledge of the target language's cultures.

REQUIRED COURSES: ARMEN 101 or 115, 102 or 116, 117.

Select one course from the following: ARMEN 125, 126, 127; ETH S 164; HIST 121.

FRENCH LANGUAGE

The degree or certificate in French Language provides rigorous academic preparation in the French language. Students are prepared to transfer to baccalaureate degree programs in French or Romance Languages, as well as Music, Linguistics, Art History and related fields. This degree or certificate also meets the needs of those in the community who wish to gain aptitudes in foreign languages or may enter the job market in fields that may require knowledge of a foreign language such as French. Students develop competency in the ability to comprehend, speak, read, and write in French, while at the same time learn to think critically by analyzing works of literature and other manifestations of culture. Students must complete all required courses for a minimum of 18-20 units. **Program Learning Outcomes:** Upon completion of this program, students will demonstrate increased reading and listening comprehension of the target languages. Utilize oral and written communicative skills to produce the target languages. Demonstrate increased knowledge of the target language's cultures.

REQUIRED COURSES: FREN 101, 102, 103, 104.

If 20 units have not been reached in the required core, select one from the following (3 units): ART 107; ENGL 110; LING 101; HIST 101; HUMAN 120; MUSIC 125.

ITALIAN LANGUAGE

The degree or certificate in Italian Language provides rigorous academic preparation in Italian Language. Students are prepared to transfer to baccalaureate degree programs in Italian or Romance Languages, as well as Music, Linguistics, Art History and related fields. This degree or certificate also meets the needs of those in the community who wish to gain aptitudes in foreign languages or may enter the job market in fields that may require knowledge of a foreign language such as Italian. Students develop competency in the ability to comprehend, speak, read, and write in Italian, while at the same time learning to think critically by analyzing works of literature and other manifestations of culture. Students must complete all required courses for a minimum of 18-20 units. **Program Learning Outcomes:** Upon completion of this program, students will demonstrate increased reading and listening comprehension of the target languages. Utilize oral and written communicative skills to produce the target languages. Demonstrate increased knowledge of the target language's cultures.

REQUIRED COURSES: ITAL 101, 102, 103, 104.

If 20 units have not been reached in the required core, select one from the following (3 units): ITAL 130; ART 102, 104, 105, 106; LING 101; HIST 101; MUSIC 120; HUMAN 120.

JAPANESE LANGUAGE

The degree or certificate in Japanese Language provides a rigorous academic preparation in the Japanese Language. Students are prepared to transfer to baccalaureate degree programs in Japanese or Asian Languages, as well as Music, Linguistics, Art History and related fields. This degree also meets the needs of those in the community who wish to gain aptitudes in foreign languages or may enter the job market in fields that may require knowledge of a foreign language such as Japanese. Students develop competency in the ability to comprehend, speak, read, and write in Japanese, while at the same time learn to think critically by analyzing works of literature and other manifestations of culture. Students must complete all required courses for a minimum of 18-20 units. **Program Learning Outcomes:** Upon completion of this program, students will demonstrate increased reading and listening comprehension of the target languages. Utilize oral and written communicative skills to produce the target languages. Demonstrate increased knowledge of the target language's cultures.

REQUIRED COURSES: JAPAN 101, 102, 103, 104.

If 20 units have not been reached in the required core, select one from the following (3 units): ETHS 124; HIST 119, 120; LING 101; PHILO 114.

SPANISH LANGUAGE

The degree or certificate in Spanish Language provides a rigorous academic preparation in the Spanish language. Students are prepared to transfer to baccalaureate degree programs in Spanish or Romance Languages, as well as Linguistics. This degree or certificate also meets the needs of those in the community who wish to gain aptitudes in foreign languages or may enter the job market in fields that may require knowledge of a foreign language such as Spanish. Students develop competency in the ability to comprehend, speak, read, and write in Spanish, while at the same time learn to think critically by analyzing works of literature and other manifestations of culture. Students must complete all required courses for a minimum of 18-20 units. **Program Learning Outcomes:** Upon completion of this program, students will demonstrate increased reading and listening comprehension of the target languages. Utilize oral and written communicative skills to produce the target languages. Demonstrate increased knowledge of the target language's cultures.

REQUIRED COURSES: SPAN 101, 102, 103, or 115, 104

If 20 units have not been reached in the required core, select one from the following (3 units): ETHS 101, 102, 120; HIST 103, 104, 105, 113; LING 101; SPAN 124H.

GRAPHIC DESIGN

AA DEGREE OR CERTIFICATE

(Previously Visual Arts - Graphic Design)

The degree or certificate is focused on the develop core competencies in several areas including visual communication, critical thinking, foundational design principles, user experience design, user interface design, use of industry compliant hardware and software, and the role of personal responsibility within continual professional development. Strong emphasis is placed on the creation of a portfolio to demonstrate the same core competencies stressed throughout the curriculum. Students are prepared to seek employment in the advertising/graphic design industry as entry-level production designers or junior graphic designers. The Degree also prepares students to enter four year graphic design programs as earn four year degrees such as a BFA in Graphic Design, a BA in Graphic Design, and Communication Design. Students must complete all required courses for a minimum of 30 units. **Program Learning Outcomes:** Upon completion of this program, students will be able to continually develop curriculum incorporating the critical elements of Graphic Design; continually develop curriculum incorporating the industry standard technical elements of Graphic Design; and demonstrate articulation with surrounding 4 year institutions and with the local Graphic Design Community.

REQUIRED COURSES: ART 132, 133, 134, 135, 136, 137, 250, 251, 255; PHOTO 160.

HEALTH INFORMATION TECHNOLOGY AS DEGREE OR CERTIFICATE

*Health Information Technology Associate Degree Program (HIT) is currently **not** accredited through the AHIMA accreditation process. This may affect employment opportunities for degree and certificate holders.*

This degree or certificate is designed to prepare students for a position as a Health Information Technician. Health Information Technicians perform computer and manual technical and organizational activities with medical records/health information including collecting, analyzing, integrating, protecting, securing and managing health care information work in various health care settings. HIT differs from Medical Office Administration in that HIT deals with cumulative data analysis while Medical Office Administration deals with the information of one patient at a time. Due to the breadth of this multidisciplinary program, it is required by the industry, and American Health Information Management Association accreditation, a higher number of units is required for this program than for a standard AS degree. Students must complete all required courses for a minimum of 42 units. **Program Learning Outcomes** Upon completion of this program students will analyze and communicate clinical and statistical data to improve patient care and facilitate financial planning. Apply and demonstrate knowledge of legal, ethical, accreditation and certification standards as they relate to health information. Participate in planning and implementing clinical and administrative information systems in traditional and alternative healthcare settings. Apply federal and state mandates that regulate standards for data storage, retrieval, retention and security procedures specific to the health information management field. Demonstrate the ability to work effectively as an individual and collaboratively in a group to resolve health information management challenges in a changing healthcare environment.

REQUIRED COURSES: MOA 180, 182; HIT 182, 184, 186, 190, 193, 194, 195, 196, 197, 198; BIOL 114; BUSAD 50.

HEALTH SCIENCE AA DEGREE

Program Learning Outcomes: Upon completion of this program, students will be able to identify anatomical structures and describe the functions of important systems in the human body; be accepted to a nursing program; and be well-prepared for courses in the nursing program or a 4-year university program of their choice.

REQUIRED COURSES: A minimum of 14 units in one of the following options and additional 6 elective units is required.

Option A: BIOL 115 or BIOL 122, 120; CHEM 110 or 120.

Option B: BIOL 120, 121; CHEM 110 or 120.

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

Category 1—Speech: SPCH 100, 101, 103.

Category 2—Social Science: ANTHR 102, PSYCH 101, SOC 101.

INSURANCE SPECIALIST: PROPERTY & CASUALTY AS DEGREE OR CERTIFICATE

Program Learning Outcomes: Upon completion of this program, students will learn to describe and apply insurance concepts such as principles of indemnity, valued policy, and liability limits; describe elements of a contract, insurance contracts, and conditions commonly found in property and liability insurance policies; discuss loss exposures, personal risk insurance, and types of personal insurance policies. Students must complete all required courses for a total of 36-40 units.

REQUIRED COURSES: ACCTG 101; BUSAD 101, 106, 111, 112, 113, 114, 115, 116, 120, 50 (1 unit); CABOT 270; CS/IS 100 or CABOT 260 or 270.

RECOMMENDED COURSES: BUSAD 203 or 204.

INTERDISCIPLINARY HUMANITIES AA DEGREE

Program Learning Outcomes: Upon completion of this program, students will apply literary, rhetorical, and interdisciplinary studies concepts, and discipline-specific concepts (such as dance or French) in order to critically read, write, think, and research about the idea of creativity.

Option: Creativity

Select 6 units from: HUMAN 106, 117, 120.

Select 3 units from: HUMAN 105, 110.

Select 9 units from at least 3 of the following disciplines: ANTHR 101; ART 150, 186; BIOL 123; DANCE 110, 115, 120, 130; ENGL 103, 111; ETH S 101; PHILO 116, 117; SPAN 105, 106; T ART 103, 104, 109, 121, 123, 134.

IT TECHNICIAN II: HELP DESK USER SUPPORT AS DEGREE OR CERTIFICATE

This degree or certificate is the second stage of the statewide IT Technician pathway and prepares students to further develop their IT Technician Skills. While completing the network and server security coursework, students gain practical experience as they learn how to use Help Desk software. As student's complete coursework, they are encouraged to complete the aligned industry valued certifications such as CompTIA Network+, CompTIA Security+, Microsoft Server, and Microsoft Desktop. Students who have completed Stage 1 of the IT Technician pathway along with this stage are prepared for positions such as Computer User Support Specialists, Computer Network Support Specialists, and IT retail supervisory positions. Students must complete all core courses to a total of 32 units. **Program Learning Outcomes:** Upon completion of this program, students will be able to provide technical assistance to computer users and Support Specialists to analyze, test, troubleshoot, and evaluate existing network systems and Internet systems or a segment of a network system, and perform network maintenance to ensure networks operate correctly with minimal interruption.

REQUIRED COURSES: BUSAD 101, 106, 204; CABOT 260; CS/IS 101, 186, 190, 194, 196, 197.

IT TECHNICIAN III AS DEGREE OR CERTIFICATE

This degree or certificate degree is the third stage of the statewide IT Technician pathway and equips students with the advanced IT skills required of an IT Technician. As student's complete coursework, they are encouraged to complete the aligned industry valued certifications such as CompTIA Linux+, Cisco Certified Entry Networking Technician (CCENT), and the Certified Ethical Hacker (CEH). Students who have completed Stage I and II of the IT Technician pathway along with this stage are prepared for positions such as Computer Systems Analysts, Information Security Analysts, Network and Computer Systems Administrators, and IT wholesale/retail supervisory positions. Students must complete all core courses to a total of 42 units.

Program Learning Outcomes: Upon completion of this program, students will be able to demonstrate system and network administration concepts; and understand and demonstrate Cyber Security concepts and their integration into Business Operations.

REQUIRED COURSES: BUSAD 101, 106, 204; CABOT 260; CS/IS 101, 174, 186, 187, 190, 194, 193, 196, 197.

MACHINIST AS DEGREE OR CERTIFICATE

Program Learning Outcomes: Upon completion of this program, students will demonstrate the skills required in the field of machine and manufacturing technology, such as computer numerical machining (CNC) for various machine tools; demonstrate the skills required in the field of machine and manufacturing technology, such as use of manual machining equipment; demonstrate the skills required in the field of machine and manufacturing technology, such as metallurgy and heat treating; and demonstrate the skills required in the field of machine and manufacturing technology, such as technical mathematics.

REQUIRED COURSES: MACH 101, 102, 103, 104; MTLGY 150.

MANAGEMENT AS DEGREE OR CERTIFICATE

Program Learning Outcomes: Upon completion of this program students will have learned the five functions of a manager: planning, organizing, staffing, leading and controlling. The student will learn to listen effectively, and plan, present, and evaluate various types and lengths of speeches and other oral presentations.

REQUIRED COURSES: ACCTG 110 or 101; BUSAD 101, 106 (or CABOT 105), 110, 120 or 144, 141, 152 (or SPCH 101 or 111); CS/IS 100 or 101 or CABOT 260.

MARKETING AS DEGREE OR CERTIFICATE

Program Learning Outcomes: Upon completion of this program, students will be able to recognize and develop an appreciation for customer need, and to understand and apply the four P's of marketing: Product, Price, Place (distribution), and Promotion, as well as develop a basic marketing plan and implement a strategy.

REQUIRED COURSES: ACCTG 110 or 101; BUSAD 101, 106 or CABOT 105, 162, 164, 166; CS/IS 100 or 101 or CABOT 260.

Select one course from the following: BUSAD 136, 152 (or SPCH 100 or 111); CABOT 280.

MASS COMMUNICATIONS AA DEGREE

This program prepares students to recognize and replicate the methods by which the Mass Media inform and persuade, with language or pictures, and the cognitive and emotional impact mass media messages have on the audience. Students are prepared to transfer to baccalaureate degree programs in mass communications and communications, including public relations. Students must complete all required core courses and choose other courses from the additional course listed to total 18 units.

Program Learning Outcomes: Upon completion of this program, students will be able to analyze and differentiate the primary influences of dominant mass media on major cultural practices and social and political institutions; and research and explain the historical influences of dominant communication technologies on society, culture and human behavior.

REQUIRED COURSES: ENGL 101; JOURN 102, 103, 104; MCOMM/JOURN 101.

A minimum of three units from the following courses: JOURN 106, 107; MCOMM/JOURN 49**; MCOMM 120.

**A maximum of 6 units in MCOMM/JOURN 49 may be counted toward the 18 units required.

MASS COMMUNICATIONS AS DEGREE OR CERTIFICATE

This degree or certificate is designed to train students to meet the need for qualified public relations and other communications professionals through instruction in nonfiction writing, media production, media theory and media literacy. Students must complete all required core courses, and choose other courses from the additional courses listed to total 24 units. **Program Learning Outcomes:** Upon completion of this program, students will be able to analyze and differentiate the primary influences of dominant mass media on major cultural practices and social and political institutions; research and explain the historical influences of dominant communication technologies on society, culture and human behavior.

REQUIRED COURSES: MCOMM/JOURN 101; JOURN 102, 103 or 104, 107; ENGL 101, 102 or 104.

A minimum of three units from the following courses: CABOT 206, 208; CS/IS 123; JOURN 106; MEDIA 101, 111.

A minimum of three units from the following courses: ECON 101; ENGL 105, 106, 109, 110, 111, 116, 122, 123, 125, 127, 128; HIST 140, 141; POL S 101.

MATHEMATICS AA DEGREE

This program prepares students for study in STEM fields requiring the skills to solve applications using derivatives, integrals, differential equations, and linear algebra. Students are also prepared to transfer to baccalaureate degree programs in mathematics. Students must complete all core courses to a total of 25 units. **Program Learning Outcomes:** Upon completion of this program, students will be able to solve applications in math and science using derivatives, integrals, differential equations and linear algebra; evaluate limits, derivatives and integrals; solve a variety of rudimentary and second order differential equations; and analyze, synthesize and evaluate theorems in Linear Algebra.

REQUIRED COURSES: MATH 103, 104, 105, 107, 108.

MEDIA - SEE CINEMATOGRAPHY AND EDITING

VISUAL ARTS - MEDIA ARTS AA DEGREE

Program Learning Outcomes: Upon completion of this program, students will demonstrate an effective ability to work as a member of a team to achieve the challenges of technical and conceptual goals of the project from origination to the completion of the high quality final deliverable media productions; demonstrate mastery of conceptual editing techniques to support storytelling and solving story problems through the use of editing dialogue, sound design, music, and sound effects to complete the creation of the master for final deliverables; and demonstrate an understanding of composition, film language and lighting techniques to support the creative vision of the director. Students must complete all required courses for a total of 20 units.

REQUIRED COURSES: ENGL 112 or JOURN 102 or MEDIA 120; MCOMM 101; MEDIA 101, 107, 110 and 112, 290.

MEDICAL OFFICE AS DEGREE OR CERTIFICATE

ADMINISTRATIVE MEDICAL ASSISTANT

This degree or certificate is designed to prepare the student for employment as an administrative medical assistant in a physician's office or clinic including performing administrative duties, communicating effectively with patients, applying HIPAA rules, and educating patients regarding office policies. Students must complete all core courses to a total of 28 units.

Program Learning Outcomes: Upon completion of this program students will be able to schedule appointments, perform medical office duties, handle financial matters including medical insurance collection, manage electronic health records and other ancillary medical records, and to complete the insurance and reimbursement process. The required internship in the medical office of a physician's clinic provides the student with the administrative experience necessary to enter the workforce.

REQUIRED COURSES: MOA 180, 182, 183, 185; HIT 182, 184, 193; BIOL 114; BUSAD 204, 50 (3 units).

MEDICAL CODING ASSISTANT

This degree or certificate is designed to prepare the student for a position as a medical coder in an acute care hospital, clinic or physician's office, long-term care facility, and other health care settings. **Program Learning Outcomes:** Upon completion of this program students gain competencies in the application of biomedical knowledge and legal, ethical, and medical standards, the communication and analysis of statistical data and in planning and implementation of clinical informational and data systems. Coders ensure that valid codes are applied to medical diagnoses and procedures per coding classification guidelines. They facilitate reimbursement, analyze patient outcomes, and medical research. Due to the breadth of this multidiscipline program, required by the industry, and AHIMA accreditation, a higher number of units is required for this program.

REQUIRED COURSES: MOA 180, 182, 183; HIT 182, 184, 194, 193, 195, 196; BIOL 114; BUSAD 50.

MEDICAL FRONT OFFICE

This degree or certificate is designed for students who are preparing for a position in offices of physicians, medical clinics, hospitals, and allied facilities. These students will acquire basic communication skills, learn specialized medical terminologies needed to complete appropriate forms in preparing, maintaining/filing, and charting medical records including insurance claims; use appropriate computer programs to key basic documents and navigate the Internet. Students must complete all core courses to a total of 24-25 units. **Program Learning Outcomes:** Upon completion of this program, the student will acquire the basic communication skills; learn the specialized medical terminologies needed to complete appropriate forms in preparing, maintaining/filing, and charting medical records including insurance claims; and use appropriate computer programs to key basic documents and to navigate the Internet (the student should achieve a minimum speed of 25 words per minute).

REQUIRED COURSES: CABOT 102, 103, 104, 110, 205*, 208; MOA 181 or 182, 185.

Select one course from the following: CABOT 105; 50 (3 units); MOA 183.

*A minimum speed is required for each individual certificate program.

**MUSIC
AA DEGREE**

Students will be able to demonstrate technical skills requisite for artistic self-expression in at least one major performance area at a level appropriate for the particular music concentration; demonstrate an understanding of the common elements and organizational patterns of music and their interaction, and the ability to employ this understanding in aural, verbal, and visual analysis; demonstrate a basic knowledge of music history through the present time; and demonstrate keyboard competency in intermediate to advanced piano performance literature. **Program Learning Outcomes:** Upon completion of this program, students will be able to demonstrate an understanding of the common elements and organizational patterns of music and their interaction, and the ability to employ this understanding in aural, verbal, and visual analyses; demonstrate a basic knowledge of music history through the present time. Demonstrate keyboard competency in intermediate to advanced piano performance literature; and demonstrate technical skills requisite for artistic self-expression in at least one major performance area at a level appropriate for the particular music concentration.

REQUIRED COURSES: MUSIC 103 or 113, 125, 126, 201, 202, 203, 211, 212, 213.

Two units of MUSIC 140.

Four semester units (4 units) from: MUSIC 143, 144, 145, 146, 147, 148, 152, 230, 231, 232, 233, 235, 236, 237, 240, 241, 242.

**MUSIC
AS DEGREE OR CERTIFICATE**

Program Learning Outcomes: Upon completion of this program, students will be able to demonstrate intermediate technical skills requisite for artistic self-expression in at least one major performance area at a level appropriate for the particular music concentration. Students will demonstrate fundamental theoretical and historical analytical music score skills, and demonstrate basic keyboard competency in introductory piano performance literature. The courses are divided into four categories: core classes, instrumental and vocal classes, performing ensembles, and electives.

REQUIRED COURSES: MUSIC 201, 211.

Select one course from the following: MUSIC 120, 121, 122, 125, 126, 127.

One unit of MUSIC 140.

Select one course (2 units) from: MUSIC 135, 136, 137.

Select one course (2 units) from: MUSIC 160, 161, 162, 163, 164, 165, 166.

Four semester units (4 units) from: Music 143, 144, 145, 146, 147, 148, 152, 230, 231, 232, 233, 235, 236, 237, 240, 241, 242.

Electives (8 units required): MUSIC 103, 113, 121, 122, 127, 150, 153, 154, 155, 156, 157, 158, 171, 176, 177, 178, 185, 186.

NURSING - SEE REGISTERED NURSING**PHOTOGRAPHY
AS DEGREE OR CERTIFICATE**

This degree or certificate is designed to prepare students for a professional photographic practice. Our students pursue careers in a wide range of photographic practices, from commercial and fine art to documentary and event photography. Many practicing photographers attend classes to refine and update their existing skills. Students seek employment as photographers, photography assistants or as digital retouchers. Courses are designed to encourage students to pursue individual projects while developing their technical ability. Students in the degree and certificate programs are required to learn both traditional and digital photography techniques. **Program Learning Outcomes:** Upon completion of this program, students will be able to produce a cohesive photographic project that is conceptually and technically well developed; demonstrate proficiency in available light photography; demonstrate proficiency in studio strobe lighting Proficiency in digital photography workflows and color; and demonstrate proficiency in black and white processing/printing.

REQUIRED COURSES: ART 199; PHOTO 101, 103, 106, 112, 130.

Select one course from: PHOTO 107, 118, 140, 142.

RECOMMENDED COURSES : PHOTO 105, 115, 121, and 145.

VISUAL ARTS - PHOTOGRAPHY AA DEGREE

Program Learning Outcomes: The student will be proficient in black and white processing/printing; digital photography workflows and color; and proficient in available light photography. The student will be able to produce a cohesive photographic project that is conceptually and technically well developed.

REQUIRED COURSES: ART 199; PHOTO 101, 106, 130.
Minimum of 4 units from: PHOTO 107, 118, 140, 142.
RECOMMENDED COURSES: PHOTO 103, 115, 121, 145.

PHYSICAL SCIENCE AA DEGREE

Program Learning Outcomes: Upon completion of this program, students will be able to explain the difference between evidence and theory in science and cite an example in their explanation; use instruments and computers to accurately measure, graph, and analyze physical properties (these instruments will include calipers, micrometers, mass balances, spectrometers, interferometers, and digital oscilloscopes depending upon which courses the student had taken); interface computers and sensors using digital conversion technology and the Data Studio Software package to perform experiments in mechanics, electricity and magnetism, thermodynamics, and chemistry

REQUIRED COURSES: A minimum of 18 units from at least two of the following 3 categories:
Category 1: PHYS 101, 102, 103, 105, 106
Category 2: CHEM 101, 102, 103, 105, 106
Category 3: ASTRO 102, 103, 110, 120;
 GEOL 101, 102, 103, 104, 105, 111, 112, 120;
 OCEAN 115, 116; PALEO 101.

PHYSICAL SCIENCE AS DEGREE

The Physical Science AS degree provides the students with a solid foundation of Physical sciences with emphasis either in Chemistry, Physics, Astronomy, or Earth Science. The Program emphasizes critical thinking, data analysis, and problem-solving in its approach to learning. Students understand and demonstrate the scientific laws and theories and the applications thereof, in their chosen emphasis. Students must complete all required courses for a minimum of 18-24 units.

ASTRONOMY

Program Learning Outcomes: Upon completion of this program, students will be able to identify, compare and contrast physical properties of astronomical objects; visualize the general structure and scale of the universe and our place within it; locate, identify and contrast prominent astronomical objects in the night sky; identify and comprehend the purpose of elementary equations used in astronomy and describe the functions; use of basic astronomical tools.

REQUIRED COURSES: PHY 110; CHEM 110; OCEAN 115 or GEOL 101; ASTRO 110 or 120; 102 and 110 or 120.

CHEMISTRY

Program Learning Outcomes: Upon completion of this program, students will be able to compare and contrast the general chemistry performance exam taken at Glendale Community College with the national performance norm, reported by the American Chemical Society.

REQUIRED COURSES: PHY 110; CHEM 110; OCEAN 115 or GEOL 101; ASTRO 110 or 120; CHEM 101 and 102.

EARTH SCIENCE

Program Learning Outcomes: Upon completion of this program, students will be able to apply scientific method of thinking to analyze and critically evaluate relevant literature and information, and the use of evidence for support; communicate effectively in a variety of ways, such as scientific writing, visualization of data and ideas, or through oral communication; solve quantitative problems, analyze results from data and measurements, form hypotheses from data, test hypotheses; recognize the interdisciplinary nature of science and enjoy the process of learning science.

REQUIRED COURSES: PHY 110; CHEM 110; OCEAN 115 or GEOL 101; ASTRO 110 or 120; GEOL 102 and OCEAN 116 or GEOL 111 or GEOL 112.

PHYSICS

Program Learning Outcomes: Upon completion of this program, students will be able to explain the difference between evidence and theory in science and cite an example in their explanation; use instruments and computers to accurately measure, graph, and analyze physical properties (these instruments will include calipers, micrometers, mass balances, spectrometers, interferometers, and digital oscilloscopes depending upon which courses the student had taken); interface computers and sensors using digital conversion technology and the Data Studio Software package to perform experiments in mechanics, electricity and magnetism, thermodynamics, and chemistry.

REQUIRED COURSES: PHY 110; CHEM 110; OCEAN 115 or GEOL 101; ASTRO 110 or 120; PHY 105 and 106.

REAL ESTATE APPRAISAL AS DEGREE OR CERTIFICATE

In the Real Estate curriculum, the California Office of Real Estate Appraisal (OREA) determines the courses required to attain an appraisal license, including: 1) Trainee License, 2) Residential License, and 3) Certified Residential Licenses. Many of these courses are also applicable to the salesperson's or broker's license of the California Department of Real Estate (DRE). In certain cases, courses can be used for both OREA and DRE requirements. (See the Real Estate Broker Certificate). **Program Learning Outcomes:** Students will be able to apply the basic principles and procedures used in valuing residential properties. They will be able to choose the appropriate method to determine value for a specific property, estimate gross income and calculate expenses for income producing property and meet Appraisal Qualifications Board (AQB) licensing requirements for filling out forms and completing the USPAP form.

REQUIRED COURSES: RE 101, 130, 140, 150, 161, 162, 163, 164, 165. A minimum of three units must be selected from the following to complete a total of 29 units: ACCTG 101 or 110; BUSAD 120; RE 180, 190, 195, 250.

REAL ESTATE BROKER AS DEGREE OR CERTIFICATE

In the Real Estate curriculum, special attention is given to the California license requirements. A student must take the Real Estate Principles course (RE 101), a Real Estate Practice course (RE 120), and one other real estate course before taking the state examination. An applicant for the broker's license must have taken the eight (8) real estate courses required for this Real Estate Certificate before taking the California State Broker Examination. Students will develop a clear action plan to launch a successful real estate career upon graduation. **Program Learning Outcomes:** Upon completion of this program, students will be able to develop a clear action plan to launch a successful real estate career after graduation; and meet the requirements necessary to take and pass the California Department of Real Estate Brokers licensing exam.

REQUIRED COURSES: RE 101, 120, 130, 140, 150, 162 or 163. A minimum of six units from the following courses: ACCTG 101 or 110; BUSAD 120; RE 161, 164, 180, 190, 195, 250.

NOTE: After completing all 24.5 units required for this certificate, a Real Estate Internship course is recommended.

REGISTERED NURSING AS DEGREE OR CERTIFICATE

Program Learning Outcomes: Upon completion of this program, students will be able to demonstrate the cognitive skills necessary to integrate the nursing concepts learned in a two year ADN program, including clinical evidence-based concepts inherent in entry level registered nursing practice; demonstrate cognitive skills necessary to integrate the nursing concepts learned in the first year of the ADN program; and demonstrate the psychomotor skills necessary to integrate the nursing concepts learned in a two year ADN program, including clinical evidence-based concepts inherent in entry level registered nursing practice. Glendale College offers programs leading to a certificate or degree in Registered Nursing (RN). The program of study of the Department of Nursing is approved by the California Board of Registered Nursing (BRN). Students will be able to demonstrate the cognitive skills necessary to integrate the nursing concepts learned in a two year ADN program, including clinical evidence-based concepts inherent in entry level registered nursing practice. Students will be able to demonstrate cognitive skills necessary to integrate the nursing concepts learned in the first year of the ADN program. Students will be able to demonstrate the psychomotor skills necessary to integrate the nursing concepts learned in a two-year ADN program, including clinical evidence-based concepts inherent in entry level registered nursing practice. For further information visit the website at www.glendale.edu/nursing.

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 national licensing examination (NCLEX-RN) and RN licensure in California.
- B. **ADVANCED PLACEMENT OPTIONS (LVN-RN)**
Plans A and B provide advanced placement access into the RN curriculum for the LVN whose license is active and in good standing in California.
 1. **PLAN A—CAREER LADDER**
Qualifies the student for an AS degree with a major in Nursing. Graduates are eligible to apply for the national licensing examination (NCLEX-RN) and RN licensure in California.
 2. **PLAN B—30 UNIT OPTION**
Qualifies the student to meet the BRN requirements for eligibility to apply for the licensing examination and licensure in California. (NCLEX-RN). The student receives a certificate of completion but is not considered a graduate of Glendale College or the Department of Nursing. A license obtained through this option may not qualify the graduate for licensure by endorsement in other states.

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

II. PROGRAM REQUIREMENTS

A. GENERAL REQUIREMENTS

1. All required coursework in the Department of Nursing programs must be completed with a "C" or better.
2. Applicants must meet the placement and testing requirements for the program for which they are applying.
3. Proof of high school graduation, a higher degree, GED, California Proficiency Exam, or foreign high school evaluated as equivalent to an American high school diploma.
4. Students accepted into the Nursing Program must comply with current department policies which include: possession of current Fire Safety and CPR cards; complete a physical exam, lab tests, and immunizations; be free from physical, mental, and emotional disorders which may prevent them from performing tasks and responsibilities in nursing; and undergo drug screening and a background check as required by clinical affiliates prior to being allowed into a clinical setting. Students with questions regarding these requirements may contact the division office.

B. GENERIC ADN

1. Required prerequisite courses (or their equivalent) include BIOL 112*, Microbiology; BIOL 120*, Human Anatomy; BIOL 121*, Physiology; PSYCH 101, General Psychology; ENGL 101, Freshman English; and eligibility to enroll in MATH 101.

*There is a 7-year recency requirement for BIOL 112, 120 and 121. See Academic Counseling to petition extenuating circumstances.

2. Coursework required for certificate/licensure includes BIOL 112, 120, 121; ENGL 101; NS 200, 201, 205, 208, 210, 211, 212, 213, 214, 215, 216 or 220, 222, 223; PSYCH 101; SPCH 101.
3. Graduation requirements*: Any course or courses satisfying the Humanities (6 units); Multicultural course; American History, American Institutions, State and Local Government, and Mathematics proficiency. (Please see Index for graduation requirements). *Students who have a BA/BS (any major) from a regionally accredited college or university can receive an AS degree when completing the prerequisites; SPCH 101; and the Nursing program.

C. LVN-RN

1. CAREER LADDER

- a. Prerequisite requirement: Current active California VN licensure in good standing.
- b. Required prerequisite courses: Same as Generic ADN program.
- c. Coursework required for certificate/licensure: BIOL 112, 120, 121; ENGL 101; NS 213, 214, 215, 216 or 220, 217, 218 and 222; PSYCH 101, SPCH 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 (II.B.2. or II.C.c.) has been completed. Please see the Nursing Department for further information.

2. 30-UNIT OPTION

- a. Prerequisite requirement: Current active California VN license in good standing.
- b. Prerequisite courses: BIOL 121, Physiology and BIOL 112, Microbiology.
- c. Coursework required for licensure includes NS 213, 214, 215, 216 or 220, 217, 218 and 222.

- D. Transfer and challenge opportunities are available by departmental policy. Please consult the Counseling Department or the Department of Nursing or the webpage (www.glendale.edu/nursing) for further information.

RESTAURANT MANAGEMENT AS DEGREE OR CERTIFICATE

This degree or certificate provides students with the professional preparation required to meet the new trends and demands of management in the food service industry. Certificate courses focus on the fundamentals of operating a food service establishment, emphasizing personnel supervision, purchasing, menu development, cost control, and beverage service, as well as other aspects of management. **Program Learning Outcomes:** Upon completion of this program, students will demonstrate skills and knowledge required in the field of restaurant management including: professional cooking, sanitation practices, institutional purchasing, beverage and bar operations, banquet and catering presentation, and management principles for food service personnel.

REQUIRED COURSES: CULIN 111, 113, 116, HRM 115, 117, 201, 203, 207, 214 or 216, 256; CULIN 50 (six units).

RECOMMENDED COURSES: BUSAD 144, CABOT 102; CULIN 112.

SOCIAL SCIENCES AA DEGREE

Program Learning Outcomes: Upon completion of this program, the student will have developed a broad and critical understanding of the complex interconnections between the human and environmental forces in their world. The student will be able to demonstrate critical thinking skills and a basic understanding of the complex interrelationships between human kind and the biophysical environment. Students must complete all required courses for a minimum of 18 units.

REQUIRED COURSES: A minimum of 18 units from the following:

1. Select courses (minimum 6 units) to satisfy each of the following 3 areas:

American Institutions: POL S 101.

(Students who complete POL S 101 before Spring 2014 must also complete POL S 106).

State and Local Government: POL S 106

American History: ECON 111 or HIST 116; HIST 111, 117*, 118*.

2. Select 12 units from four different disciplines: ANTHR 101, 102, 103, 104, 105, 111; ECON 101, 102, 102H, 111; ETH S 101, 102, 110, 111, 120, 121, 123, 125, 132, 164, 165, 166; GEOG 101, 102, 103, 106, 107, 110, 111, 114, 155; HIST 101, 102, 103, 104, 105, 106, 113, 115, 116, 117*, 118*, 120, 121, 122, 132, 136, 140, 141, 152, PHIL 101, 115, 116, 117, 118, 119, 120; POL S 102, 103, 104, 108, 110, 111, 112; PSYCH 101, 101H 103, 104, 105, 106, 110, 111, 113, 115, 131, 150, 200, 203; SOC S 101, 105, 110, 127, 130, 134; SOC 101, 102, 103, 104, 105, 131, 140.

*These courses may not be used in more than one area.

SPEECH/COMMUNICATION AA DEGREE

Program Learning Outcomes: Upon completion of this program, students will be able to demonstrate oral and written communication skills to produce effective speeches; demonstrate increased appreciation of the speech communication process, and demonstrate the ability to apply critical thinking skills in the areas of speaking and listening.

Complete the required courses and choose from either option 1 or 2 to complete the Speech/Communication major for the AA degree.

REQUIRED COURSES: ENGL 101 and SPCH 101.

Select three courses from the following: SPCH 100, 103, 104, 106, 108.

Option 1 - Select one course: PSYCH 101 or SOC 101.

Option 2 - Select three units from: SPCH 107, 111, 115, 120, 160.

THEATRE ARTS AA DEGREE

Choose from one of the following options:

Option 1: General

Students completing an Associate in Arts in Theatre Arts: General learn to identify theatre as a collaborative art form; analyze a play from script to performance; apply skills and knowledge of theatre in preparation for transfer; and identify theatre terms and occupations. Students must complete all required courses for a minimum of 25-29 units. **Program Learning Outcomes:** Upon completion of this program, students will be able to apply skills and knowledge of theatre in preparation for transferability or vocation; analyze a play from script to performance; identify theatre terms and occupations; and identify theatre as a collaborative art form.

REQUIRED COURSES: T ART 101, 171.

Three units from: T ART 100, 103.

Four units from: T ART 160, 161, 162, 163, 164, 180, 181, 182, 183, 184.

Nine units from: DANCE 130, 140, 145; SPCH 105; T ART 102, 107, 109, 110, 121, 122, 123, 129.

One course from: ENGL 116, 125; HUMAN 117; SPCH 105; T ART 104, 106, 111, 140, 155.

Option 2: Acting

Students completing an Associate in Arts in Acting will learn to demonstrate respect and appreciate plays and theatre as a collaborative art form; analyze and evaluate play scripts; apply skills and knowledge of theatre in preparation for transfer; demonstrate a basic knowledge of physical stage and dramatic text terminology; and interpret and implement verbal and written instructions. Students must complete all required courses for a minimum of 28-38.5 units. **Program Learning Outcomes:** Upon completion of this program, students will be able to apply skills and knowledge of theatre in preparation for transferability or vocation; analyze a play from script to performance; identify theatre terms and occupations; and identify theatre as a collaborative art form.

REQUIRED COURSES: T ART 101, 103, 107, 109, 111, 129.

Two units from: DANCE 125, 145, 190.

Four units from: T ART 123, 171, 180, 181, 182, 183, 184.

Four units from: T ART 106, 155, 160, 161, 162, 163, 164.

Three units from: ENGL 116, 125; HUMAN 117; MUSIC 135, 170; SPCH 101, 105, 106; T ART 102, 104, 121, 134, 140.

WEB DEVELOPMENT AS DEGREE OR CERTIFICATE

This degree or certificate is designed for both the IT professional and the college student seeking a thorough preparation for the field of Web development. Course work includes Internet technologies, Web graphic design skills, programming and scripting for the Web. Students must complete all required courses for a minimum of 24 units. **Program Learning Outcomes:** Upon successful completion of this program, the student will be able to use industry standard tools and techniques to produce, publish and maintain Websites and Web content. A major skill-building project spanning three semesters is included in the course work.

REQUIRED COURSES: CS/IS 255, 260, 261, 262, 264, 265, 266.

A minimum of nine units from the following courses: CS/IS 112, 172, 190, 234, ENTRE 101, 102.

WELDING AS DEGREE OR CERTIFICATE

Program Learning Outcomes: Students will demonstrate the skills necessary to read engineering drawings and solve technical mathematics problems as they relate to welding tasks. Students will complete introductory and advanced level welding projects using various techniques and procedures. Students will discuss metallurgical concepts, heat treating procedures, and machine tool technology concepts. Students must complete all required courses for a minimum of 19-20 units.

REQUIRED COURSES: ENGR 102; WELD 117, 118 or 121, 122, 123, 124, 125 or 126 (1 unit); MTLGY 150.

CERTIFICATE PROGRAMS - NON-DEGREE

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 Achievement shall be issued upon request by the Office of Admissions and Records to students who qualify 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 12 semester units.
3. At least 12 units of the required courses must be completed at Glendale Community College; therefore, to earn a certificate that requires 12 units, all courses must be completed at GCC.
4. Students pursuing certificate programs of less than 16 units are not eligible for financial aid.

The following certificates do not satisfy the major requirements for an AA/AS degree.

AVIATION AND TRANSPORTATION – FLIGHT ATTENDANT

The Flight Service-Airline and Travel Careers program prepares men and women of all ages to compete for positions available as flight attendants in the airline and travel industry. As training progresses, students perform volunteer service at area airports to gain invaluable public personal contact experience. Students must complete all required courses to total 24 units. **Program Learning Outcomes:** Students will demonstrate skills required to seek and obtain employment as a flight attendant; identify and assess behavior patterns associated with panic; demonstrate knowledge of location and use of aircraft emergency equipment, and demonstrate skills required during emergency evacuation of aircraft.

REQUIRED COURSES: AT 129, 130, 132, 137, 138; HLTH 102; BUSAD 152; GEOG 101.

BUSINESS INFORMATION WORKER (BIW)

The Business Information Worker (BIW) Certificate of Achievement is designed to prepare students for entry-level office and administrative support in a variety of job positions, including general office clerks, retail salespersons, customer service representatives, receptionists, and information clerks, hospitality and tourism, financial services and real estate. Students can be expected to learn the following: Basic oral and written communications, Basic computer application skills, including beginning Excel, Word, and Outlook, The fundamentals of computer systems, Critical thinking and problem solving skills, Construct and modify solutions to very simple personal, educational or business needs applying use of office workplace computer programs. With a solid foundation in Microsoft Windows and Microsoft Office, as well as strong digital and web literacy skills, students will be better prepared to meet the workforce demands of today's business environment. Students must complete all required courses to total 22 units. **Program Learning Outcomes:** Upon successful completion of the Certificate of Achievement in Business Information Worker, students will be able to: produce basic business correspondence and reports with appropriate formatting using Word; maintain an office calendar for one or more individuals; develop simple spreadsheets with charting; discuss computer equipment and programming system needs; troubleshoot basic computer problems; communicate, make informed decisions, and handle personnel problems in office environments

REQUIRED COURSES: BUSAD 106, 110; CABOT 205, 208, 265, 270, 285; CS/IS 100.

CINEMATOGRAPHY AND EDITING

Program Learning Outcomes: Upon completion of this program, students will demonstrate an effective ability to work as a member of a team to achieve the challenges of technical and conceptual goals of the project from origination to the completion of the high quality final deliverable media productions; demonstrate mastery of conceptual editing techniques to support storytelling and solving story problems through the use of editing dialogue, sound design, music, and sound effects to complete the creation of the master for final deliverables; and demonstrate an understanding of composition, film language and lighting techniques to support the creative vision of the director.

REQUIRED COURSES: ENGL 112; MEDIA 103, 107, 110, 112, 213, 290; PHOTO 121.

Select at least three units from the following: ART 210, 220; MEDIA 105; PHOTO 106, 130; T ART 100.

COMPUTER PROGRAMMER

Program Learning Outcomes: Upon completion of this program, the student will be able to analyze a programming task/problem; based on that analysis, design and implement an object oriented program using multiple classes in a high level language; and demonstrate the ability to independently create, save, modify and print a document using a word processing program and appropriate assistive technology.

REQUIRED COURSES: CABOT 102; CS/IS 101, 112, 130, 135, 137, 139.

COMPUTER SUPPORT TECHNICIAN

Program Learning Outcomes: Upon completion of this program, the student will demonstrate an understanding of computer structure and operations. Students will possess a basic knowledge of computer operation and capabilities with the skills to troubleshoot problems or aid in user support.

REQUIRED COURSES: CABOT 102, BUSAD 110; CS/IS 101, 112, 172, 190.

RECOMMENDED PREPARATION: CABOT 206 or 208.

COMPUTERIZED ACCOUNTING SPECIALIST

This certificate is designed to train students in the major computerized accounting packages in demand by local employers. Mastery of these types of programs will provide the foundation necessary for students to understand and adapt to other programs which may be utilized in small to mid-sized businesses. **Program Learning Outcomes:** Upon completion of this program, the student will be able to understand accounting terms and uses as they apply to business. Knowledge of financial statements and their importance to a business, vendors, creditors and customers; be able to utilize a windows operating system; understand basic computer terminologies; and become familiar with Global information systems; to be able to sign on to an account and use common utilities, including e-mail and Web browsers, and searching a variety of databases for information; set-up and process a company's accounting information and Payroll System through the use of computers; and develop advanced skills in assorted accounting software.

REQUIRED COURSES: ACCTG 110, 120, 121, 130, 180.

CREATIVE WRITING

The certificate in Creative Writing Program provides a comprehensive foundation in the study and practice of Creative Writing. This certificate also meets the needs of those in the community who wish to express their imagination, think critically, or enter the job market in fields that require knowledge of critical thinking and writing principles. Students develop competency in the ability to write clearly and thoughtfully, as well as to revise their written work. Additionally, students gain advanced reading and comprehension skills, and are exposed to multi-cultural texts and resources. Students must complete all required courses for a minimum of 18 units. **Program Learning Outcomes:** Upon completion of this program, the student will be able to demonstrate increased reading and writing comprehension of English. Demonstrate creative and critical thinking as it applies to writing and reading. Demonstrate increased knowledge of the principles of Creative Writing.

REQUIRED COURSES: ENGL 102, 103, 123

Three units from the following: ENGL 110, 111, 117, 127;

Six units from the following: ENGL 112, 212, ENGL 114, 115, 118; T ARTS 155.

CSU – GENERAL EDUCATION

This certificate of completion will be awarded to a student who completes the general education requirements (totaling 39 units) as stated on page 90 of this catalog. After completing all requirements, students must request CSU Breadth certification to be posted to their official GCC transcript by submitting the Transcript Request form to the Admissions & Records Office.

For **Program Learning Outcomes** please see page 89 in the GCC catalog

DIGITAL CONTENT SPECIALIST

This certificate will provide the creative and technical skills to create, edit, optimize, and distribute digital content including web graphics, photographic images, and video. Completers will be able to develop, deploy, and manage web servers and optimize digital content for deployment on client side websites. The program will provide the employment skills required for Digital Content Creators, Digital Content Management while providing skills to support Photographers, Graphic Designers and Video Editors. Students must complete all required core courses for a total of 25 units. **Program Learning Outcomes:** Upon successful completion of the required coursework, the student will be able to design, create, and manage webpages using current software and technology; create an industry-ready motion graphic animation; produce, optimize, and distribute industry-ready image, video and audio content, for the Web and mobile devices; produce, optimize and distribute industry-ready images for the Web; create and manage a client-side Website and server; create, modify, organize, and upload Web-specific files to a server; create databases and tables in SQL (Structured Query Language) database.

REQUIRED COURSES ART 134, 220, 251; CS/IS 260, 261; MEDIA 103, 105; PHOTO 130.

ENGINEERING**CIVIL**

The Engineering: Civil track program at Glendale College is designed to satisfy the lower division requirements of a 4-year civil engineering program so that students can transfer to an ABET accredited university and complete their training in two years (60 units or less). Emphasis is placed on articulating to the California State University, CSU and University of California, UC systems. Students develop a foundational mixture of analytical knowledge and practical project based hands-on skills that prepares them to succeed in a range of civil engineering topics such as environmental, geotechnical, structural and transportation engineering as well as sustainability and design. Students must complete all required courses to total 72-73 units. **Program Learning Outcomes:** Upon successful completion of the civil engineering certificate program for transfer, students should be able to: use science and mathematical skills required for occupational needs; design a system, component, or process with supervision of a licensed engineer to meet desired needs; analyze engineering problems and make appropriate decisions with the supervision of a licensed engineer; demonstrate appropriate technical written, verbal and drawing, communication skills; work effectively in a team and exercise initiative and function in a leadership role.

REQUIRED COURSES: MATH 103, 104, 105, 108, PHY 101, 102, 103; CHEM 101; BIOL 102 or GEOL 101 and 111 or GEOL 102 and 112; ENGR 100, 101, 109, 140, 152, 156, 230, 240, 241.

ELECTRICAL

The Engineering: Electrical track program at Glendale College is designed to satisfy the lower division requirements of a 4-year electrical engineering program so that students can transfer to an ABET accredited university and complete their training in two years (60 units or less). Emphasis is placed on articulating to the California State University (CSU) and University of California (UC) systems. Students develop a foundational mixture of analytical knowledge and practical project based hands-on skills that prepares them to succeed in a range of electrical engineering topics such as power, biomedical, digital electronics, communications and systems engineering as well as sustainability and design. Students must complete all required courses to total 65 units. **Program Learning Outcomes:** Upon successful completion of the electrical engineering certificate program for transfer, students should be able to: use science and mathematical skills required for occupational needs; design a system, component, or process with supervision of a licensed engineer to meet desired needs; analyze engineering problems and make appropriate decisions with the supervision of a licensed engineer; demonstrate appropriate technical written, verbal and drawing, communication skills; work effectively in a team and exercise initiative and function in a leadership role.

REQUIRED COURSES: MATH 103, 104, 105, 108; PHY 101, 102, 103; CHEM 101; ENGR 100, 131, 132, 140, 152, 156, 240; CS/IS 135.

MECHANICAL, AEROSPACE, AND MANUFACTURING

The Engineering: Mechanical, Aerospace, Manufacturing track program at Glendale College is designed to satisfy the lower division requirements of a 4-year mechanical engineering program so that students can transfer to an ABET accredited university and complete their training in two years (60 units or less). Emphasis is placed on articulating to the California State University, CSU and University of California, UC systems. Students develop a foundational mixture of analytical knowledge and practical project based hands-on skills that prepares them to succeed in a range of mechanical engineering topics such as energy, machine design, fluid and thermal sciences, sustainability and design. Students must complete all required courses to total 61 units. **Program Learning Outcomes:** Upon successful completion of the mechanical engineering certificate program, students should be able to: use science and mathematical skills required for occupational needs; design a system, component, or process with supervision of a licensed engineer to meet desired needs; analyze engineering problems and make appropriate decisions with the supervision of a licensed engineer; demonstrate appropriate technical written, verbal and drawing, communication skills; work effectively in a team and exercise initiative and function in a leadership role.

REQUIRED COURSES: MATH 103, 104, 105, 108; PHY 101, 102, 103; CHEM 101; ENGR 100, 101, 111, 140, 152, 156, 230, 241.

FITNESS SPECIALIST

The Fitness Specialist Certificate is designed to prepare students with the knowledge, skills and abilities required to become Personal Trainers and/or Group Fitness Instructors. It is primarily geared toward preparing students to successfully obtain certifications from NASM, NSCA (for personal training) or ACE (for group fitness instruction), and to develop comprehensive knowledge of scientific evidence, tools and protocols specific to the fitness industry. Practical experience is integrated into curriculum for the development of skill mastery. Students are recommended to have basic knowledge of human biology, basic English writing and speaking skills, and the ability to perform moderate physical activity before beginning this program. Students must complete all required core courses for a total of 24.5 - 25.5 units. **Program Learning Outcomes:** Upon completion of this program students will demonstrate the knowledge, skills and abilities required for the NASM-CPT and NSCA-CPT exams; demonstrate the knowledge, skills and abilities required for the ACE - GFI exam; demonstrate understanding of the fundamental science of kinesiology and apply its principles to assess, design, implement and lead fitness programs for individuals and groups in a diverse population; and utilize universal risk management strategies.

REQUIRED COURSES: KIN 151, 155, 156, 167, 168; HLTH 102.

Three units from the following: HLTH 128; KIN 157, 158; BUSAD 158; ENTRE 101, 102.

Select two classes from the following: PE 108, 110, 111, 180, 220, 221, Dance 101, 190, 194; KIN 50; COED 101.

RECOMMENDED PREPARATION: BIOL 115 and ENGL 120 or BIOL 114 and ESL 151.

FIRE ACADEMY

VERDUGO FIRE ACADEMY

Program Learning Outcomes: Upon completion of this program, students will be able to discuss the skills required for fire prevention techniques; discuss the aspects of fire behavior; discuss the skills required for fire-fighting tactics and strategy; and discuss the skills required for the use of equipment used in fire protection. The Verdugo Fire Academy is a State Board of Fire Services and California State Fire Marshall's accredited Regional Fire Academy sponsored by Glendale College and the Glendale Fire Department. Students receive a variety of California State Fire Marshall's certificates upon graduation from the Academy.

REQUIRED COURSES: FIRE 116, 117, 118, 119; EMT 139, 140.

VERDUGO RECRUIT FIRE ACADEMY

Program Learning Outcomes: Upon completion of this program, students will discuss the skills required for fire prevention techniques; discuss the aspects of fire behavior; discuss the skills required for fire-fighting tactics and strategy; and discuss the skills required for the use of equipment used in fire protection. The Verdugo Recruit Academy is for new hire firefighters from the Area C fire agencies. The Area C fire agencies include Glendale, Burbank, Pasadena and other foothill fire departments for a total of 11 cities participating. Recruits from these agencies receive uniform training to assure consistent application of fire fighting practices within the Area C dispatch communities.

REQUIRED COURSES: FIRE 120; EMT 139, 140.

HUMAN RESOURCES ASSISTANT

This certificate is designed for students who intend to seek employment in a Human Resources department in private industry or in a governmental agency (e.g. city, county, state, school district, etc.). This coursework will help to prepare students for entry-level positions with job titles such as HR Assistant, HR Clerk, HR Technician, etc. This coursework also helps prepare students for the Professional Human Resources Certification and Senior Professional Human Resources Certification examinations. Students must complete all required courses to total 20 units. **Program Learning Outcomes:** Upon completion of this program, students will learn to apply the principles and methods involved in the recruitment, selection and placement of employees with regard to affirmative action programs, training, experience and aptitudes. Students will be able to model techniques of effective customer and employee relations.

REQUIRED COURSES: BUSAD 110 or 203, 144; CABOT 265, 270, 285, 105 or BUSAD 106; BUSAD 50 (2 units) (Must be in a Human Resources office).

IGETC

This certificate of completion will be awarded to a student who completes the general education requirements as stated on page 91 of this catalog. After completing all requirements, students must request IGETC certification to be posted to their official GCC transcript by submitting the Transcript Request form to the Admissions & Records office.

For **Program Learning Outcomes** please see page 89 in the GCC catalog.

INSURANCE PROFESSIONAL

This certificate is designed for students who already have a two-year or higher degree and/or have employment experience in an insurance office or an insurance-related business. This coursework will help prepare students for positions above entry-level, such as appraiser, agent, estimator, senior administrative assistant, broker, underwriter, and senior sales associate. Completion of this program will also help prepare students for insurance certifications. This program is approved by the Insurance Education Association (IEA). Students learn to describe elements of a contract, insurance contracts, and conditions commonly found in property and liability insurance policies. Students must complete all required courses to total 16 - 17 units. **Program Learning Outcomes:** Upon completion of this program, students will learn to discuss loss exposures, personal risk insurance, and types of personal insurance policies, as well as, define commercial insurance and commercial insurance policies.

REQUIRED COURSES: BUSAD 112, 113, 114, 115.

Select courses from the following to complete 6-7 units: ACCTG 101; BUSAD 101, 106, 120; CABOT 270; CS/IS 100 or 101 or CABOT 260; BUSAD 50*.

*This course is recommended only for students with no insurance office experience.

IT TECHNICIAN I: COMPUTER RETAIL SALES SUPPORT

The Computer Retail Sales and Support Certificate of Achievement is the first stage of the statewide IT Technician pathway and prepares students to develop their fundamental IT Technician Skills. While completing coursework in customer service, communication, Microsoft Office, and information systems coursework, along with earning the CompTIA A+ industry certification, students gain practical experience as they learn how to succeed in an IT retail environment. Upon completion of this program, students would be qualified for entry level IT positions such as Retail Salespersons, Customer Service Representatives, Retail Sales Workers, and Sales Representatives. Students must complete all required courses to total 20 units. **Program Learning Outcomes:** Upon completion of this program, students will be able to demonstrate an understanding of business operations, customer service skills, Microsoft office applications and information systems; and be able to troubleshoot OS and computer hardware problems.

REQUIRED COURSES: BUSAD 101, 106, 204; CABOT 260; CS/IS 101, 194.

MEDICAL OFFICE

DENTAL FRONT OFFICE/BILLING AND CODING

Program Learning Outcomes: The student will learn specialized medical (orthodontics/dentistry), terminologies needed to complete appropriate forms in preparing, maintaining/filing, and charting medical records including insurance claims and using the Internet. This certificate program is designed for students who are preparing for a position in the office of dentists, dental clinics, oral surgeons' offices, orthodontist offices, and allied facilities. Students must complete all required courses to total 18 - 19 units.

REQUIRED COURSES: MOA 187; CABOT 102, 103, 104, 50* (3 units)
*(Must be in a dental office).

Select one of the following courses: CABOT 105 or 260.

BASIC MEDICAL BILLING AND CODING

Program Learning Outcomes: Upon completion of this program, the student will learn specialized medical terminologies needed to complete appropriate forms in preparing, maintaining/filing, and charting medical records including insurance claims. The student will learn to use appropriate computer programs to create needed documents/correspondence in performing medical billing and coding, including using the Internet. This certificate is designed for students who are preparing for a position as a medical biller/coder and will work in a physician's office, a medical clinic, a hospital, or a billing agency. Students must complete all required courses to total 18 - 19 units.

REQUIRED COURSES: MOA 181 or 182, 183; CABOT 102, 208, 205, 50* (3 units).

*Must be in a medical office or medical facility.

RECEPTIONIST/OFFICE CLERK

This certificate is designed to train students to meet the needs for qualified office receptionists and clerks with emerging skills in office procedures including answering phones, document processing and filing, and document creation. Program completers are familiar with basic computer terminology and basic email functions, web browsers, and databases. Students must complete all required core courses for a total of 18 units. **Program Learning Outcomes:** Upon completion of this program, the student will be able to use a variety of office procedures to perform such tasks as sorting mail, answering telephones, and filing and processing documents using the latest computer technologies; be able to identify the personal traits that lead to effective human relation skills in business and develop skills to work more effectively with customers and other employees in a business environment; be able to type by touch at a minimum of twenty-five (25) words a minute to produce cohesive, grammatically correct sentences, to create, edit, and format basic business letters, business reports, academic reports, memorandum, envelopes and labels; be able to identify the standard elements on the Windows 7 desktop and demonstrate basic mouse operations; to understand basic computer terminologies; and become familiar with Global information systems to be able to sign on to an account and use common utilities, including e-mail and Web browsers, and searching a variety of databases for information.

REQUIRED COURSES: CABOT 101, 102, 103, 104, 110, 205, 208.

TAX PREPARER

This certificate is designed to train students in the preparation of Federal and California state income tax returns. Students will develop a working knowledge of Federal and State Income tax law as it applies to individuals. **Program Learning Outcomes:** Upon completion of this program, students will be able to demonstrate ability to read and understand the contents of a corporation's annual report ; develop a working knowledge of Federal and State Income tax law as it applies to individuals; and be able to prepare an individual tax return. The student must complete all CORE courses totaling 17-18 units.

REQUIRED COURSES: ACCTG 101 or 110, 130, 150, 155, 156, 160.

TECHNICAL THEATRE

This certificate provides training in basic technical theatre skills for career employment in production and performance within the theatre industry. Students must complete all required courses for a minimum of 21 units. **Program Learning Outcomes:** Upon completion of this program, students will apply skills and knowledge of theatre in preparation for transferability or vocation; be able to analyze a play from script to performance; be able to identify theatre terms and occupations ; and will identify theatre as a collaborative art form.

REQUIRED COURSES: T ARTS 101, 171, 173.

Three units from the following: T ARTS 100, 103, 172.

Four units from the following: T ARTS 180, 181, 182, 183, 184.

Four units from the following: T ARTS 121, 122, 123, 109, 110.

UNIX/LINUX SYSTEM ADMINISTRATOR

Program Learning Outcomes: Upon successful completion of this certificate program, the student will be able to install, configure and maintain an industry standard computer with the Unix/Linux operating system that is connected to the Internet.

REQUIRED COURSES: CS/IS 172, 174, 190.

Additional Course (select one or more): CS/IS 112, 135, 151, 193, 196, 197.



ASSOCIATE DEGREES FOR TRANSFER AA-T/AS-T

California Community Colleges are now offering associate degrees for transfer to the CSU. These may include Associate in Arts (AA-T) or Associate in Science (AS-T) degrees. These degrees are designed to provide a clear pathway to a CSU major and baccalaureate degree. California Community College students who are awarded an AA-T or AS-T degree are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU campus or to a program that is deemed similar to their community college major. However, this degree may not be the best option for students intending to transfer to a particular CSU campus or to a university or college that is not part of the CSU system.

Students who have been awarded an AA-T or AS-T degree are able to complete their remaining requirements for the baccalaureate degree within 60 semester or 90 quarter units. Current and prospective community college students are encouraged to meet with a counselor to review their options for transfer and to develop an educational plan that best meets their goals and needs.

The following is required for all AA-T or AS-T degrees:

1. Minimum of 60 CSU-transferable semester units.
2. Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework. While a minimum of 2.0 is required for admission, some majors may require a higher GPA. Please consult with a counselor for more information.
3. Students must complete all CSU General Education-Breadth (CSU GE Breadth) or the Intersegmental General Education Transfer Curriculum (IGETC) requirements with a grade of "C" or better. The Pass/No Pass grading option is not appropriate for the CSU "Golden Four" requirements (CSU Breadth areas A1, A2, A3, and B4 or IGETC areas 1A, 1B, 1C, and 2).
4. Certified completion of the CSU GE Breadth or IGETC patterns.
5. Completion of a minimum of 18 semester units in an AA-T or AS-T major. All courses in the major must be completed with a grade of C or better or a "P" if the course is taken on a "Pass-No Pass" basis (title 5 § 55063).

*Units for major may be double-counted for CSUGE or IGETC

**Elective units to reach 60 unit total must be CSU transferable

CSUGE (40 units) or IGETC (37-39 units)

Total Units Required for Degree (60 units)

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 public California college or university can be applied when transferred to another. ASSIST is the official repository of articulation for California's public colleges and universities and 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.



AS-T — ADMINISTRATION OF JUSTICE

The AS-T in Administration of Justice is designed to prepare the student for transfer to a four-year institution of higher education and is specifically intended to satisfy lower-division requirements for a baccalaureate degree in Administration of Justice at a California State University. The knowledge and skills offered in this degree lead students to develop foundational knowledge in the field of administration of justice including topics and issues related to global, national, and local aspects within this field of study. **Program Learning Outcomes:** Upon completion of the program, students will demonstrate an understanding of the major components and function of the criminal justice system in America; demonstrate knowledge of criminal laws in California, and define ethics in law enforcement and the consequences of unethical behavior.

Required Core: ADMJ 101 and 103;

List A: Select two courses (6 units) ADMJ 116, 118, 120;

List B: Select two courses (6 units) Any course from List A not used above; MATH 136; PSYCH 101; SOC 101.

Required Units for Major: 18-19 units*

AA-T — ANTHROPOLOGY

The AA-T in Anthropology is designed to prepare the student for transfer to four-year institutions of higher education and is specifically intended to satisfy lower-division requirements for a baccalaureate degree in anthropology at a California State University. The knowledge and skills offered in this degree lead students to develop foundational knowledge in the field of anthropology including those topics and issues related to global, national, and local aspects of the field of study. **Program Learning Outcomes:** Upon completion of this program, students will be able to analyze and describe how culture acts as our primary adaptive response.

Required Core: ANTH 101 and 111, 102, 103;

List A: Select one course (3 units) ANTH 104, 105;

List B: Select one to two courses (3-5 units) Any course from List A not used above; BIOL 101, 102, 120, 123; GEOG 101 & 111; GEOL 101 & 111, 102 & 112; SOC S 200;

List C: Select one course (3 units) Any course from List A or B not used above; ETH S 101, 125; GEOG 103; HIST 133, 140; HUMAN 115; PHILO 113, 114.

Required Units for Major: 19.5-21 units*

AA-T — ART HISTORY

The AA-T in Art History is designed to prepare the student for transfer to four-year institutions of higher education and is specifically intended to satisfy lower-division requirements for a baccalaureate degree in art history at a California State University. The knowledge and skills offered in this degree lead students to develop foundational knowledge in the field of art history including topics and issues related to global, national, and local aspects of the field of study. **Program Learning Outcomes:** Upon completion of this program, students will be able to identify major topics, developments, debates, and issues of art history; apply their knowledge of key concepts in art history to discuss, analyze, and synthesize a variety of theoretical and practical foci within the discipline; and gain a global, national, and local perspective on issues pertaining to art history preparing them for multiple pathways to future study and career opportunities.

Required Core: ART 101, 102, and 150;

List A: Select one course (3 units) ART 108 or 109, 112 or 115, 116;

List B: Select one course (3 units) ART 130, 138, 152, 180, 186, 220; PHOTO 101;

List C: Select one course (3 units) Any List A or B course not already used; ART 103 or 104 or 105 or 107 or 111.

Required Units for Major: 18-19 units*

AS-T BIOLOGY

The AS-T in Biology provides a foundation in biology for students planning to transfer into a baccalaureate program in biology. Successful completion of the transfer degree guarantees the student acceptance to a California State University to pursue a baccalaureate degree in biology or a related field. **Program Learning Outcomes:** Upon completion of this program, students will be able to describe and demonstrate correct use of biology laboratory equipment, be well-prepared for upper division biology courses, and be well-qualified as transfer students to a four-year university biology program.

Required Core: BIOL 101, 102;

List A: CHEM 101, 102, MATH 103, PHYS 105 and 106 or PHYS 101 and 102;

LIST B: BIOL 103 or MATH 136.

Required Units for Major: 36-38 units*

AS-T — BUSINESS ADMINISTRATION

The AS-T in Business Administration is designed to provide students with the common core of lower division courses required to transfer and pursue a baccalaureate degree in Business Administration. This includes business degrees with options such as accounting, finance, human resources management, international business, management, operations management, and marketing. The AS-T in Business Administration degree aligns with the CSU Bachelor of Science in Business Administration. **Program Learning Outcomes:** Upon completion of this program, students will be able to recognize, analyze, and assess current economic challenges facing global and domestic businesses; analyze, evaluate, and explain business problems using basic concepts and terminology of accounting and finance; and understand and apply the four P's of marketing, business law, investments, and management.

Required Core: ACCTG 101, 102; BUSAD 120; ECON 101, 102;

List A: MATH 136;

List B: Select two courses (8 units) CS/IS 101; BUSAD 101 or 106.

Required Units for Major: 31 units*

AA-T — COMMUNICATION STUDIES

The AA-T in Communication Studies is designed to prepare the student for transfer to four-year institutions of higher education and specifically intended to satisfy lower-division requirements for the Baccalaureate Degree in Communication Studies at a California State University. The knowledge and skills offered in this degree help our students build satisfying and productive relationships in their careers as well as in their personal and civic lives. **Program Learning Outcomes:** Upon completion of this program, students will be able to demonstrate oral and written communication skills to produce effective speeches; demonstrate increased appreciation of the speech communication process, and demonstrate the ability to apply critical thinking skills in the areas of speaking and listening.

Required Core: SPCH 101;

List A: Select two courses (6 units) SPCH 100, 103, or 104;

List B: Select two courses (6 units) Any course from list A not used above; JOURN/MCOMM 101; SPCH 106, 108, 160, 107 or 111 or 115 or 120;

List C: Select one course (3 units) Any course from List A or B not used above; ENGL 102 or 102H or 104; JOURN 102; PSYCH 101 or 101H; SOC 101.

Required Units for Major: 18*

AS-T — EARLY CHILDHOOD EDUCATION

The AS-T in Early Childhood Education is designed to prepare the student for transfer to a four-year institution of higher education and is specifically intended to satisfy lower-division requirements for a baccalaureate degree in Child Development at a California State University. The knowledge and skills offered in this degree lead students to develop foundational knowledge in the field of Child Development including those topics and issues related to global, national, and local aspects of the field of study. **Program Learning Outcomes:** Upon completion of this program, students will be able to promote Child Development by developing an understanding of young children and their needs, as well as, the multiple interacting influences on children's development and learning in order to create healthy, respectful supportive and challenging environments for all children; build family and community relationships; observe, document and assess child development and learning to support young children and families; plan, implement and evaluate developmentally appropriate, culturally and linguistically relevant experiences that promote and/or support development and learning for all children; and identify and conduct themselves as members of the early childhood profession, using ethical guidelines and other professional standards related to early childhood best practices.

Required Core: CHLDV 133, 135, 138, 140, 141*, 142, 150, 156, 180*, or 181*, or 182* (*141 must be taken concurrently with 180, or 181, or 182).

Required Units for Major: 24 units*

AA-T — ENGLISH

The AA-T in English is designed to prepare the student for transfer to four-year institutions of higher education and is specifically intended to satisfy lower-division requirements for a baccalaureate degree in English at a California State University. **Program Learning Outcomes:** The knowledge and skills offered in this degree lead students to develop foundational knowledge in grammar, composition, literary analysis, and logical argumentation in the field of English. These skills provide tools for inquiry into local, national, and global topics within the discipline.

Required Core: ENGL 102, 104;

List A: Select two courses (6 units) ENGL 105, 106, 109, 110, 122, 123;

List B: Select one course (3 units) Any course from List A not already used; ENGL 103, 114, 115, 116, 125;

List C: Select one (3 units) Any course from List A or B not already used; ENGL 111, 117, 127, 222; HUMAN 115; LING 101; T ART 101; SPAN 124H.

Required Units for Major: 18*

AS-T — FILM, TELEVISION AND ELECTRONIC MEDIA

The AA-T in Film, Television and Electronic Media is designed to prepare the student for transfer to four year institutions of higher education and is specifically intended to satisfy lower-division requirements for a baccalaureate degree in Film, Television, and Media or related fields. The knowledge and skills offered in this degree lead students to develop foundational knowledge in the field of Media Arts including those topics and issues related to global, national, and local aspects of the field of study. **Program Learning Outcomes:** Upon completion of this program, the students will have the skill to apply concepts of composition, film language and lighting techniques to support the creative vision of the director; collaborate effectively as a member of a team to achieve the challenges of technical and conceptual goals of a project from origination to the completion of the high quality final deliverable media production; utilize conceptual editing techniques to support storytelling and solve story problems through the use of editing dialogue, sound design, music, and sound effects to complete the creation of the master for final deliverables.

Required Core: MCOMM 101, MEDIA 110

List A: Select one course from each area (6 units)

Area 1: Audio MEDIA 107

Area 2: Video or Film Production: MEDIA 101, 103

List B: Select one course (3 units) ENGL 112

List C: Select one course (3 units) ART 220; MEDIA 213

Required Units for Major: 18 units

AA-T — GEOGRAPHY

The AA-T in Geography is designed to prepare the student for transfer to four year institutions of higher education and is specifically intended to satisfy lower-division requirements for a baccalaureate degree in geography at a California State University. **Program Learning Outcomes:** Upon completion of this program, the student will have the knowledge and skills offered to develop foundational knowledge in the field of geography including those topics and issues related to global, national, and local aspects of the field of study.

Required Core: GEOG 101, 102, 111;

List A: Select two courses (6 -9 units) GEOG 103, 107, 110; 155, 160;

List B: Select two courses (6 units) Any course from List A not already used; ANTH 102; GEOL 101.

Required Units for Major: 18 - 20 units*

AA-T — HISTORY

The AA-T in History is designed to prepare the student for transfer to four-year institutions of higher education and is specifically intended to satisfy the lower division requirements for the Baccalaureate Degree in History at a California State University. The knowledge and skills offered in this degree lead students to develop foundational knowledge in the field of history including those topics and issues related to global, national, and local aspects of the field of study. **Program Learning Outcomes:** Upon completion of this program, students will engage in wide reading, deep thinking, and clear communication about the vast record of human experience. Students will learn how to discover facts, weigh interpretations, and draw conclusions in order to comprehend the present, envision alternative scenarios, and identify with generations to come.

Required Core: HIST 117, 118;

List A: (6 units) HIST 101 or 140, 102 or 141;

List B: Select one course from each area:

Area 1: (3 units) Any list A course not already used; ANTHR 102; ART 118; HIST 103, 104, 105, 111, 113, 115, 119, 120, 121, 131, 132; ETH S 101, 102, 110, 120, 121, 123, 124, 125, 132, 164; GEOG 102, 103; POL S 110; ENGL 111, 124; SPAN 102.

Area 2: (3 units) Any history course (including list A courses not already used) or any non-history course from the humanities or social sciences related to history; ART 113; ENGL 111, 124; HIST 132, 136, 152; PHIL 113, 114, 118, 121; POL S 101, 110, 110H, 111; SOC S 101, 134; SPCH 108.

Required Units for Major: 18 units*

AA-T — JOURNALISM

The AA-T in Journalism is designed to prepare the student for transfer to four-year institutions of higher education and is specifically intended to satisfy the lower-division requirements for a baccalaureate degree in Journalism at a California State University. **Program Learning Outcomes:** Upon completion of this program, the student will have the skills necessary to recognize and produce well-written news and feature articles; the ability to visually present news material (articles and pictures) in an appealing way; and demonstrate knowledge of what is newsworthy.

Required Core: JOURN 102, 103; MCOMM 101;

List A: Select one (3 units) JOURN 104, 110, 250;

List B: Select two courses (6 units) ENGL 104; PHOTO 101; POL S 101.

Required Units for Major: 18-19 units*

AA-T — KINESIOLOGY

The AA-T in Kinesiology is designed to provide a fundamental understanding of principles and theories related to human movement, anatomy, physiology, mechanics and motor learning. The completion of the required coursework will satisfy lower division kinesiology requirements needed to transfer to most four year institutions. This degree is intended for students who are interested in pursuing a variety of majors in the Kinesiology field. **Program Learning Outcomes:** Upon completion of this program, the student will have the skills necessary to be successful in upper division courses at the university. The student will be able to demonstrate critical thinking skills necessary to understand and analyze knowledge specific to kinesiology; exhibit knowledge of the skeletal and neuromuscular structures of the human body; demonstrate oral and written communication that meets appropriate professional and scientific standards in kinesiology; perform basic motor skills and apply a variety of concepts, theories, and methods common to kinesiology to bridge the gap between theory and practice; and apply and access universal risk management tools used to promote safe practices in physical activity.

Required Core: KIN 100; BIOL 120 and 121;

Select one course from any of the following Movement Based Course areas for a minimum of three (3) units:

Combative: PE 131, 215, 217;

Dance: DANCE 110, 111, 115, 116, 120, 121, 124, 124, 125, 126, 127, 128, 129, 131, 133, 138;

Fitness: PE 102, 108, 110, 111, 167, 168, 180, 181, 295; DANCE 190, 194;

Individual Sports: PE 140, 141, 202, 203, 261, 262;

Team Sports: PE 150, 151, 210, 211, 238, 239, 274, 275.

List A: Select two courses (6 units minimum)

BIOL 115; CHEM 101 or 120; HLTH 102; MATH 136; PHY 105.

Required Units for Major: 22-26 units*

AS-T — MATHEMATICS

The AS-T in Mathematics provides students with the mathematical concepts and skills to attain upper division status in mathematics at most four-year colleges and universities. This coursework will satisfy the lower division mathematics requirements at the California State University. Successful completion of the transfer degree in Mathematics guarantees the student acceptance to the California State University. Students also have the mathematical preparation to transfer to baccalaureate programs in Mathematics, Physics, Engineering, or Computer Science. Students must complete all core courses and choose other courses from the additional courses listed to a total of 23-25 units. **Program Learning Outcomes:** Upon completion of this program, students will be able to solve applications in math and science using derivatives, integrals, differential equations and linear algebra; evaluate limits, derivatives and integrals; solve a variety of rudimentary and second order differential equations; and analyze, synthesize and evaluate theorems in Linear Algebra.

Required Core: MATH 103 or 103H, 104 or 104H, and 105 or 105H;

List A: Select one course MATH 107, 107H, 108, 108H;

List B: Select one course from the following: Any course from List A not used above; CS/IS 112, 135, 139; MATH 136; PHY 101, 101H.

Required Units for Major: 23-25 units*

AA-T MUSIC

The AA-T Music designed to prepare the student for transfer to four year institutions of higher education and is specifically intended to satisfy lower-division requirements for a baccalaureate degree in music at a California State University. The knowledge and skills offered in this degree lead students to develop foundational knowledge in the field of music including those topics and issues related to global, national, and local aspects of the field of study. **Program Learning Outcomes:** Upon completion of this program, students will be able to identify major topics, developments, debates, and issues in music, students will be able to apply their knowledge of key concepts in music to discuss, analyze, and synthesize a variety of theoretical and practical foci in music. Students will be able to gain a global, national, and local perspective on issues pertaining to music preparing them for multiple pathways for future study and career opportunities

Required Core: MUSIC 201, 202, 203, 204, 211, 212, 213, 214;

Required two units: MUSIC 140;

Select four courses (4 units) MUSIC 143, 146, 147, 230, 231, 240, 241, 242.

Required Units for Major: 22 units*

AA-T — PHILOSOPHY

The AA-T in Philosophy is designed to prepare the student for transfer to four-year institutions of higher education and is specifically intended to satisfy the lower division requirements for the Baccalaureate Degree in Philosophy at a California State University. The knowledge and skills offered in this degree lead students to develop foundational knowledge in the field of philosophy including those topics and issues related to global, national, and local aspects of the field of study. **Program Learning Outcomes:** Upon completion of this program, students will be able to identify and evaluate arguments. Students will be able to recognize the importance of reasoning in seeking truth. Students will be able to articulate and distinguish competing theories and perspectives.

Required Core: Select two courses
PHILO 117 or 123; PHILO 101 or 116;

List A: Select one course (3 units) PHILO 119, 120;

List B: Select two courses (6 units) Any course from List A not used above; HIST 101, 102; PHILO 113 or 114 or 121; PHILO 112 or 118;

List C: Select one course (3 units) Any course from List A or B not used above: HUMAN 105, 106, 110, 111, 115, 117, 125, 130; PHILO 112 or 118 (if not used above).

Required Units for Major: 18-20 units*

AS-T — PHYSICS

The AS-T in Physics provides a foundation in physics and mathematics for students planning to transfer into a baccalaureate program in physics or physics education. Successful completion of the transfer degree in Physics guarantees the student acceptance to a California State University to pursue a baccalaureate degree in Physics or a related Field. **Program Learning Outcomes:** Upon completion of this program, students will be able to apply appropriate physical laws and mathematical techniques to analyze various physical situations. Students will be able to perform various scientific experiments and to analyze data to check agreement with theoretical predictions.

Required Core: PHY 101, 102, 103; MATH 103, 104, 105.

Required Units for Major: 28 units*

AA-T — POLITICAL SCIENCE

The AA-T in Political Science is designed to prepare the student for transfer to four-year institutions of higher education and is specifically intended to satisfy the lower division requirements for the Baccalaureate Degree in Political Science at a California State University. The knowledge and skills offered in this degree lead students to develop foundational knowledge in the field of political science including those topics and issues related to global, national, and local aspects of the field of study. **Program Learning Outcomes:** Upon completion of this program, students will be able to critically analyze and evaluate political institutions and processes in their state, national and international environments.

Required Core: POL S 101 (POLS 106 is also required if POLS 101 is completed prior to Spring 2014);

List A: Select three courses (9 units) MATH 136; POL S 102, 103, 104;

List B: Select two courses (6 units) ANTHR 102; ETH S 102, 120, 121, 123, 132; GEOG 102; HIST 104, 117, 118; MCOMM 101; POL S 108, 110, 111; SOC 102.

Required Units for Major: 18-19 units*

AA-T — PSYCHOLOGY

The AA-T in Psychology is designed to prepare the student for transfer to four-year institutions of higher education and is specifically intended to satisfy the lower division requirements for the Baccalaureate Degree in Psychology at a California State University. The knowledge and skills offered in this degree lead students to develop foundational knowledge in the field of psychology including those topics and issues related to global, national, and local aspects of the field of study. **Program Learning Outcomes:** Upon completion of this program, students will be able to communicate how genetics and environmental factors interact to affect behaviors. Students will be able to critically analyze research articles.

Required Core: MATH 136; PSYCH 101 or 101H; SOC S 200;

List A: Select one course BIOL 115, 122; PSYCH 103;

List B: (3 units) Any course from List A not already used; PSYCH 104;

List C: (3 units) Any course from List A or B not already used; ANTHR 102; BIOL 120; CHEM 101, 102; ENGL 102, 104; PSYCH 105, 106, 110, 111, 113, 115, 131, 203; SOC 101.

Required Units for Major: 19.5-20.5 units*

AA-T — SOCIOLOGY

The AA-T in Sociology is designed to prepare the student for transfer to four-year institutions of higher education and specifically intended to satisfy the lower division requirements for the Baccalaureate Degree in Sociology at a California State University. The major has been designed to meet lower-division requirements for Sociology majors at most transfer institutions. **Program Learning Outcomes:** Upon completion of this program, students will be able to critically analyze and evaluate social phenomena, which involve social institutions and processes, within various contexts from the local to the global.

Required Core: SOC 101;

Select two courses (6 units) SOC 102, SOC S 200 or PSYCH 200, MATH 136

List A: Select two courses (6 units) Any Required Core course not already used. PSYCH/SOC 131, SOC 103, 104; ETH S 121; PSYCH 104

List B: Select one courses (3 units) Any course not used above; SOC 105 or 140; PSYCH 101, 101H, ETH S 102, 111, 123, 125, 132, 165, 166, SOC S 101, 110, 130; ANTHR 102, GEOG 102; HIST 152.

Required Units for Major: 18.5-19.5 units*

AA-T — SPANISH

The AA-T in Spanish is designed to prepare the student for transfer to four-year institutions of higher education and is specifically intended to satisfy lower-division requirements for a baccalaureate degree in Spanish at a California State University. The knowledge and skills offered in this degree lead students to develop foundational knowledge in the field of Spanish including grammar, composition, oral expression, and literary analysis in the field of Spanish. These skills also provide tools for inquiry into local, national, and global topics within the discipline. This degree is extremely relevant due to the high percentage of Speakers that live in California. **Program Learning Outcomes:** Upon completion of this program, students will be able to demonstrate reading and listening comprehension skills, and oral and written communicative skills in Spanish. Students will be able to demonstrate a broad knowledge of the cultures of the Spanish speaking world and the history and/or literature of Spanish speaking countries as a foundation for upper-division courses in Spanish.

Required Core: SPAN 101, 102, 103 or 115, 104;

List A: Select one course (3 units) HIST 103, 104; SPAN 125, 126.

Required Units for Major: 23 units*

AA-T - STUDIO ARTS

The AA-T in Studio Arts prepares students for transfer to four year institutions and satisfies lower division requirements for a baccalaureate degree in Studio Art at California State University. Studio Arts AA-T degree recipients will demonstrate skill in a range of two dimensional and/or three dimensional media, complete a portfolio of original artworks, and apply knowledge of art history, contemporary art, and public culture to a critical understanding of art-making in society. **Program Learning Outcomes:** Upon completion of this program, students will be able to demonstrate intermediate mastery in a range of 2D/3D visual media; employ basic concepts in 2D design and drawing, or 3D design and drawing-for-sculpture; create portfolio-ready, original artworks; and discuss and apply visual concepts and aesthetics from art history, contemporary art, and popular culture.

Required Core: ART 102, 130, 138, 150;

List A: Select one (3 units) ART 101, 109, 116;

List B: Select three (9 units) ART 144, 151 or 152, 160, 170, 180, 186, 220; PHOTO 101.

Required Units for Major: 24-25 units*

AA-T — THEATRE ARTS

The AA-T in Theatre Arts is designed to prepare the student for transfer to four-year institutions of higher education and is specifically intended to satisfy the lower division requirements for the Baccalaureate Degree in Theatre Arts at a California State University. The knowledge and skills offered in this degree lead students to develop foundational knowledge in the field of Theatre Arts including those topics and issues related to global, national, and local aspects of the field of study. Students have a variety of courses in the fundamentals of theatre including the areas for dramatic criticism, theory, performance, technical stage, and preparation in all aspects of theatre arts production. **Program Learning Outcomes:** Upon completion of this program, students will be able to identify major topics, ideas, debates and issues in theater arts. Students will be able to apply their knowledge of key concepts in theatre arts to discuss, analyze, and synthesize a variety of theoretical and practical foci within the discipline. Students will be able to gain a global, national, and local perspective on issues pertaining to the theatre arts preparing them for multiple pathways for future study and career opportunities.

Required Core: (9 units) T ART 101 or 102, 103, 160 or 161 or 162 or 163 or 164 or 180 or 181 or 182 or 183 or 184;

List A: Select three courses (9 units) T ART 104, 107, 109 & 110, 123, 160* or 161* or 162* or 163* or 164* or 180* or 181* or 182* or 183* or 184*.

*If not used in Required Core.

Required Units for Major: 18-19 units*

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.

Transfer courses are designed to parallel lower-division offerings at four-year colleges and universities. Through the transfer curriculum, GCC students may complete freshman and sophomore requirements and transfer to the university with junior or upper division status. With careful planning, students may also complete graduation requirements for the Associate in Arts /Science, or AA-T/AS-T degree at the same time that they are completing the Baccalaureate degree requirements.

A student may transfer a maximum of 70 units from a community college to campuses of either the University of California or the California State University systems. It is advised (and at some schools required) that students transfer with at least 60 transferable units to ensure that they are admitted to the four-year institution with junior or upper division status.

The following pages list 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.

CSU BREADTH & IGETC GENERAL EDUCATION REQUIREMENTS FOR CERTIFICATION

Listed below are the Program Learning Outcomes (PLOs) for the general education requirements for certification to the California State University and/or the University of California. GCC offers certification through CSU or IGETC as a certificate program, as well as part of the AA-T and AS-T degree requirements. After completion of all requirements.

Mathematical Competency: Students will be able to understand, interpret, and manipulate numeric or symbolic information.

Information Competency: Students will be able to recognize the need for information and define a research topic.

Critical Thinking: Students will be able to evaluate the credibility and significance of information, effectively interpret, analyze, synthesize, explain and infer concepts and ideas; solve problems and make decisions; and construct and deconstruct arguments.

Global Awareness: Students will be able to recognize and analyze the interconnectedness of global, national, and local concerns, analyzing cultural, political, social and environmental issues from multiple perspectives; they recognize the interdependence of the global environment and humanity.

Personal Responsibility: Students will be able to demonstrate an understanding of the consequences, both positive and negative, of their own actions; set personal, academic, and career goals; and seek and utilize the appropriate resources to reach such goals.

In order for students to show completion of their general education requirements, upon completion of all requirements, students must request CSU Breadth or IGETC certification be posted to their official GCC transcript by completing the Transcript Request Form, checking the appropriate box (CSU or IGETC), and submitting it to the Admissions & Records Office.

THE CALIFORNIA STATE UNIVERSITY

2019-2020

GENERAL EDUCATION REQUIREMENTS

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 GCC for the summer 1987 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, American History, and the principles of state and local government. This CSU graduation requirement may be completed prior to transfer. In accordance with Ex. Order 405 the following requirements are satisfied as indicated:

American Institutions: POL S 101

(POL S 101 completed in Spring 2014 or after satisfies both American Institutions and State and Local Government)

State and Local Government: POL S 101, 106

(POL S 101 completed in Spring 2014 or after satisfies both American Institutions and State and Local Government)

American History: ECON 111; HIST 111, 111H, 116, 117, 118, 118H

Breadth Requirement

Breadth Requirement courses which the president of GCC or the 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, ENGLISH LANGUAGE, AND CRITICAL THINKING (9 units)

A1 - SPCH 101; BUSAD 152

A2 - ENGL 101, 101+, 101H

A3 - ENGL 102, 102H, 104; HUMAN 105, 105H*, 110; PHIL 117, 123; SPCH 100, 103, 104

B. SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING (9 units)

Select one course from each of the following: Physical Sciences, Biological Sciences and Mathematics. One Science course (either Physical or Biological) must include a lab activity.

B1 - PHYSICAL SCIENCE:

ASTRO 102, 103, 110, 120

CHEM 101, 102, 105, 106, 110, 120, 121

GEOG 101, 107, 111

GEOL 101, 101H, 102, 103, 104, 105, 111, 111H, 112, 115, 120

OCEAN 115, 116

PHYS SCI 131

PHY 101, 101H, 102, 103, 105, 106, 110

Lab courses are underlined (B3).

B2 - BIOLOGICAL SCIENCE:

ANTHR 101, 111

BIOL 101, 102, 103, 112, 114, 115, 120, 121, 122, 123, 125, 125H, 126

PSYCH 103, 203

Lab courses are underlined (B3).

B4 - MATHEMATICS:

MATH 100, 102, 103, 103E, 103EH, 103H, 104, 104E, 104EH, 104H, 105, 105H, 107, 107H, 108, 108H, 110, 110A, 110B, 112, 133, 135, 136, 136H, 138

BUSAD 131

C. ARTS AND HUMANITIES (9 units)

9 semester units with at least one course each in Arts and Humanities.

C1 - ARTS:

ART 101, 101H, 102, 102H, 103, 104, 105, 106, 107, 108, 109, 111, 112, 113, 115, 116, 118, 119, 120, 121, 125, 138, 199

DANCE 100, 102

ENGL 103

HUMAN 117*, 120*

MEDIA 110

MUSIC 101, 120, 121, 122, 125, 126, 127, 202, 203, 211, 212, 213

T ART 101, 102, 155*

C2 - HUMANITIES:

ARMEN 101, 102, 103, 104, 115, 116, 117, 125, 126, 127,

CHIN 101, 102

ECON 111* (Same as HIST 116)

ENGL 105, 106, 109, 110, 111, 114, 115, 116, 117, 118, 122, 123, 125, 127, 128, 130

FREN 101, 102, 103, 104

HIST 101*, 104*, 111, 111H, 116* (Same as ECON 111), 117, 118*,

119*, 120*, 131*, 133H*, 136*, 140%, 141H*, 152*%

HUMAN 105H*, 106, 111, 115, 117*, 120*, 125, 130

ITAL 101, 102, 103, 104

JAPAN 101, 102, 103, 104

KOREA 101, 102

PHIL 101, 112, 113, 114, 115, 116, 118, 119, 120, 121

SPAN 101, 102, 103, 104, 115, 116, 124H, 125, 126, 131

SPCH 106

T ART 107, 155*

C1 or C2 (1 additional course from either category above)

*May be used in only one (1) area.

% If completed Fall 2013 or after

D. SOCIAL, POLITICAL AND ECONOMIC INSTITUTIONS (9 units)

Courses must be selected from at least two disciplines.

ANTHR 102, 102H, 103, 104, 105, 114, 150

ECON 101, 102, 102H, 111 (same as HIST 116), 170

ETH S 101, 102, 110, 111, 120, 121, 123, 124, 125, 132, 164, 166

GEOG 102, 103, 106, 110, 170, 171

HIST 101*, 102, 103, 104*, 105, 106, 113, 115*, 118*, 118H, 119*, 120*,

121, 122, 131*, 132, 133, 133H*, 135, 136*, 140%, 141%, 141H*, 152*

JOURN 101

LING 101

MCOMM 101

POL S 101, 102, 103, 104%, 110, 110H, 111, 115, 170, 171

PSYCH 101, 101H, 104, 115, 131*%, 150

SOC S 101, 105, 110, 120, 127, 130

SOC 101, 101H, 102, 103, 108, 131*%, 140, 171

SPCH 108, 115

*May be used in only one (1) area.

% If completed Fall 2013 or after

E. LIFELONG UNDERSTANDING AND SELF-DEVELOPMENT (3 units)

CHLDV 135

ATHPE, DANCE, KIN, PE (all activity courses) (1 unit only)

HLTH 102, 104, 106

KIN 100

NUTR 125

PSYCH 105, 106, 110, 111, 113, 131* (Same as SOC 131)

SOC S 134

SOC 104, 105, 131* (Same as PSYCH 131)

ST DV 125%, 145

*May be used in only one (1) area.

% If completed Fall 2013 or after

INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM

Valid through Summer 2020

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)
ENGL 101+, 101H+

GROUP B: CRITICAL THINKING—ENGLISH COMPOSITION

(1 course, 3 semester units)
ENGL 102+, 102H+, 104

GROUP C: ORAL COMMUNICATION (CSU ONLY)

(1 course, 3 semester units)
SPCH 101

AREA 2— MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING

(1 course, 3 semester units)
MATH 100+, 103+, 103E+, 103EH+, 103H, 104+, 104E+, 104EH+, 104H+, 105+, 105H+, 107+, 107H+, 108+, 108H+, 110+, 110A+, 110B+, 112+, 133, 135, 136+, 136H+

AREA 3— ARTS AND HUMANITIES

(3 courses, 9 semester units)
At least 1 course from Arts and 1 from Humanities.

(Area 3A) ARTS COURSES:

ART 101+, 101H+, 102+, 102H+, 103+, 104+, 105+, 106+, 107+, 108, 109, 111, 112, 113, 115, 116, 118, 119, 120+, 121+, 125, 199
DANCE 100, 102
MUSIC 101, 120+, 121, 122, 125+, 126+, 127, 211+
T ART 101, 102, 107

(Area 3B) HUMANITIES COURSES:

ARMEN 102+, 103, 104, 116+, 117, 125, 126, 127
CHIN 102*
ECON 111* (same as HIST 116)
ENGL 105, 106, 109, 110, 111, 116, 117, 122, 123, 125, 128
FREN 102, 103, 104
HIST 101*+, 102+, 103*, 104, 105, 106, 111+, 111H+, 113, 115, 116* (same as ECON 111), 117+, 118*+, 119*, 120*, 121, 131*, 132, 133, 136*, 140, 141+, 141H+, 152*
HUMAN 105+, 105H+, 106, 110, 111, 115, 117, 120, 125
ITAL 102, 103, 104
JAPAN 102, 103, 104
KOREA 102
PHIL 101, 113, 114, 115, 116, 118, 119, 120, 121
SPAN 102+, 103, 104, 115, 124H, 125, 126, 131

*May be used in only one (1) area.

AREA 4— SOCIAL AND BEHAVIORAL SCIENCES

(3 courses, 9 semester units)
Courses from at least two disciplines or an interdisciplinary sequence.

ANTHR 102+, 102H+, 103, 104, 105, 114, 150
ECON 101, 102+ 102H+, 111* (same as HIST 116), 170
ETH S 101, 102, 110, 111, 120, 121, 123, 124, 125, 132, 164, 165, 166
GEOG 102, 103, 106, 110, 170, 171
HIST 101*%, 103*%, 116* (same as ECON 111), 118*%, 118H, 119*%, 120*%, 122, 131*%, 135, 136*, 152*
JOURN 101+
LING 101
MCOMM 101+
POL S 101, 102, 103+, 104, 108, 110, 111, 115, 170, 171
PSYCH 101+, 101H+, 103**+, 104, 106, 113, 115, 131% (Same as SOC 131), 150
SOC S 101, 105, 1110, 120, 127, 130, 134,
SOC 101+, 101H+, 102, 103, 104, 105, 108, 131% (Same as PSYCH 131), 140, 171
SPCH 108, 115

*May be used in only one (1) area.

**Psych 103 may be used if taken before Fall 2011

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.

(Area 5a) PHYSICAL SCIENCE COURSES:

ASTRO 102, 110+, 120+
CHEM 101+, 102+, 105, 106, 110+, 120+, 121+
GEOG 101, 107, 111
GEOL 101+, 101H+, 102, 103, 105, 111+, 111H+, 112, 115
OCEAN 115, 116
PHY SCI 131+
PHY 101+, 101H+, 102+, 103+, 105+, 106+, 110+
Lab courses are underlined (5C)

(Area 5b) BIOLOGICAL SCIENCES:

ANTHR 101, 111
BIOL 101+, 102+, 103+, 112, 115+, 120+, 121+, 122+, 123, 125+, 125H+, 126;
PSYCH 103*, 203
Lab courses are underlined (5C)

LANGUAGE OTHER THAN ENGLISH (UC REQUIREMENT ONLY)

Proficiency equivalent to two years of high school in the same language.
ASL 101; ARMEN 101+, 115+; CHIN 101; FREN 101; ITAL 101; JAPAN 101; KOREA 101; SPAN 101+, 115+.

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

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

American History: ECON 111; HIST 111, 116, 117, 118

American Institutions: POL S 101

(POL S 101 completed in Spring 2014 or after satisfies both American Institutions and State and Local Government)

State and Local Government: POL S 101, 106

(POL S 101 completed in Spring 2014 or after satisfies both American Institutions and State and Local Government)

+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.

% COURSE SATISFIES AREA IF TAKEN FALL 2103 OR AFTER.

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

UNIVERSITY OF SOUTHERN CALIFORNIA

Effective Fall 2018 through Summer 2019

GENERAL EDUCATION ARTICULATION AGREEMENT

GENERAL EDUCATION CORE LITERACY REQUIREMENTS:

Students are required to take 8 courses from 6 GE Core Literacy areas. Students may fulfill any GE Core Literacy Requirement with transfer coursework taken before starting USC, but are required to take at least two GE Core Literacy courses from the Dornsife College of Letters, Arts and Sciences after starting at USC.

College courses taken before *high school graduation* can fulfill GE requirements, but not the lower-division writing requirement, or the foreign language requirement, nor can they earn USC course equivalence.

For a complete USC articulation agreement visit <https://camel2.usc.edu/articagrmrt/artic.aspx>

TRANSFERABLE GENERAL EDUCATION CATEGORIES:

CATEGORY A: The Arts (1 course required)

ART 101, 101H, 102, 102H, 103, 104, 105, 106, 107, 108, 109, 111, 112, 113, 115, 116, 119, 120, 121, 125, 199
DANCE 100, 102
ENGL 116, 117
HUMAN 117
MUSIC 120, 121, 122, 125, 126, 127
T ART 101, 102, 107

CATEGORY B: Humanistic Inquiry (2 courses required)

ENGL 105, 106, 109, 110, 111, 122, 123, 125, 128
HIST 101, 102, 103, 113, 117, 118, 119, 120, 131, 133, 140, 141
HUMAN 105, 105H, 106, 110, 111, 115, 120, 125
PHIL 101, 113, 114, 116, 119, 120, 121
POL S 104
SPAN 124H

CATEGORY C: Social Analysis (2 courses required)

ANTH 102, 102H, 103, 104, 105, 150
ECON 110, 111
ETH S 101, 102, 110, 120, 121, 123, 124, 125, 132, 164
GEOG 102, 103, 106, 110
HIST 104, 105, 106, 111, 115, 116, 121, 122, 132, 135, 136, 152
POL S 101, 103, 108, 110, 110H, 111
PSYCH 113
SOC S 130, 131, 132, 134, 136
SOC 101, 102, 103, 104

CATEGORY D: Life Sciences (1 course required)

ANTH 101 with 111
BIOL 101, 115, 121, 122, 125 with 126, 125H with 126
PSYCH 103 with 203

CATEGORY E: Physical Science (1 course required)

CHEM 101, 120
GEOG 101 with 111
GEOL 101 with 111, 101H with 111, 102 with 112, 105 with 115
OCEAN 115 with 116
PHY S 131
PHY 101, 101H, 105

CATEGORY F: Quantitative Reasoning (1 course required)

ECON 101, 102, 102H, 105
MATH 100, 103, 103H, 110, 110A, 112, 133, 135, 136
PHIL 123

GENERAL EDUCATION GLOBAL PERSPECTIVES:

Students may fulfill GE Global Perspectives with transfer courses taken before entering USC, or in summer terms after starting at USC, courses in the Global Perspectives categories can be used to satisfy requirements in the Core Literacies as well. A single course can satisfy one Global Perspective and one Core Literacy requirement.

CATEGORY G: Citizenship in a Global Era (1 course required)

ETH S 164
HIST 105, 121, 126
POL S 103, 110, 110H, 111
SOC S 136

CATEGORY H: Traditions and Historical Foundations (1 course required)

ART 101, 101H, 102, 102H, 103, 104, 105, 106, 108, 109, 112, 115, 116, 120, 121
HIST 101, 102, 103, 117, 118, 119, 120, 140, 141
HUMAN 115
MUSIC 125, 126
PHIL 113, 114, 119, 120
POL S 104
T ART 102

LOWER DIVISION WRITING REQUIREMENT:

Any course below fulfills the lower division writing requirement *if completed after graduating from high school and before starting at USC:*

ENGLISH 102, 102H, 104

COURSES THAT FULFILL FOREIGN LANGUAGE LEVELS:

Many majors require a third-semester foreign language course or equivalent. (The International Relations major requires the equivalent of a fourth semester.) Courses that fulfill foreign language levels if completed after graduating from high school are listed below. Students will be **required** to take a foreign language placement exam to continue in language courses at USC

LANGUAGE REQUIREMENT First Level:

ARMEN 101, 115; CHIN 101; FREN 101; ITAL 101; JAPAN 101;
KOREAN 101; SPAN 115

LANGUAGE REQUIREMENT Second Level:

ARMEN 102, 116; CHIN 102; FREN 102; ITAL 102; JAPAN 102;
KOREAN 102; SPAN 116

LANGUAGE REQUIREMENT Third Level:

ARMEN 103, 117; FREN 103; ITAL 103; JAPAN 103; SPAN 103

LANGUAGE REQUIREMENT Fourth Level:

ARMEN 104; FREN 104; ITAL 104; JAPAN 104; SPAN 104

POLICIES REGARDING GE COURSES:

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

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

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 P."

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 has been judged by individual departments to be important to success in a 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 55003 (p) 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.

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.

COURSE FAMILIES

New regulations require grouping active participatory courses previously designated as “activities” courses into “families” and limiting enrollment in courses within the families to four experiences regardless of grade.

Course families are courses with related content where the content progresses into levels from one course to the next (Title 5 §55000) or in which the content is linked around themes. Areas required to group courses into families are Physical Education and Visual and Performing Arts. Here are GCC’s Course Families:

ART - Ceramics; Ceramic Hand Building

STUDIO ARTS - 2D Art Foundations; Life Drawing; Oil Media; Water Media; Printmaking; Special Projects in Studio Arts; Sculpture; and 3D Design

DANCE - Ballet Technique; Modern Dance Technique; Jazz Technique; American Vernacular Dances; Cultural Dance; Choreographic Studies; Performance Skills; Production Studies; and Movement for Theatre

MUSIC - Piano; Classical Guitar; Contemporary Guitar; Voice Training

THEATRE ARTS - Acting; Directing, Playwriting, Management; Costume and Makeup; Scenic and Lighting, Technical Theatre: Stagecraft/Building; Theatre Production-Rehearsal and Performance

PHYSICAL EDUCATION/KINESIOLOGY - Adapted Physical Education; Badminton; Basketball; Cardio Fitness; Cycling; Golf; Martial Arts; Motor Performance Fitness; Soccer/Football; Tennis; Volleyball

COURSE ID NUMBERING SYSTEM (C-ID)

The Course ID Numbering System (C-ID) is a statewide numbering system independent from the course numbers assigned by local California community colleges. A C-ID number next to a course signals that participating California colleges and universities have determined that courses offered by other California community colleges are comparable in content and scope to courses offered on their own campuses, regardless of their unique titles or local course number. Thus, if a schedule of classes or catalog lists a course bearing a C-ID number, for example, COMM 110, students at that college can be assured that it will be accepted in lieu of a course bearing the C-ID COMM 110 designation at another community college. In other words, the C-ID designation can be used to identify comparable courses at different community colleges. Students may consult the ASSIST database at www.assist.org for specific information on C-ID course designations. Students can confirm how each college’s course will be accepted at a particular four-year college or university for transfer credit.

The C-ID numbering system is useful for students attending more than one community college and is applied to any of the transferable courses students need as preparation for transfer. Because these course requirements may change and because courses may be modified and qualified for or deleted from the C-ID database, students should always check with a counselor to determine how C-ID designated courses fit into their educational plans for transfer. Counselors can always help students interpret or explain this information.

All courses that have been approved for C-ID designation at Glendale Community College include the C-ID number within the course description as listed on the following pages.

ACCOUNTING

50

ACCOUNTING INTERNSHIP

1.0 to 3.0 Units

ACCTG 50 is a discipline-specific course, which allows students to earn from 1.0 – 3.0 units for a structured, supervised internship either on-campus or off-campus under the supervision of a faculty advisor. It is designed to provide students with appropriate preparation and a hands-on work experience in one of the following fields: Public accounting, Management accounting, Governmental accounting, and Internal auditing. The purpose of this class is to enhance students' knowledge, skill levels, and professional competency in their targeted career. This course is recommended for the self-motivated student, and requires faculty advisor approval to register. *Note:* Students must arrange an approved internship prior to enrolling in this class. Complete two or more courses within your program before attempting an internship. *Note:* This course is Pass/No Pass only. *Recommended Preparation* or concurrent enrollment: Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU.

**101
FINANCIAL ACCOUNTING**

5.0 Units

ACCTG 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, cash flow, financial statement analysis, GAAP, IFRS and asset, liability, and stockholder's equity valuation. Ethical issues and open-ended exercises requiring critical judgment and narrative response by students may be used throughout the course. *Note:* ACCTG 101 may not be taken by students who have completed ACCTG 106 with a grade of "C" or better. Lecture 5 hours. *Recommended Preparation:* Concurrent enrollment or completion of CABOT 260 or 270 or equivalent spreadsheet experience. *Prerequisite:* None *Course Typically Offered:* Winter/Spring/Summer/Fall. *Transfer Credit:* CSU, UC, USC. (C-ID ACCT 110)

**102
MANAGERIAL ACCOUNTING**

5.0 Units

ACCTG 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:* ACCTG 101 or equivalent. *Recommended Preparation:* Concurrent enrollment or completion of CABOT 260 or 270, or equivalent spreadsheet experience. *Course Typically Offered:* Winter/Spring/Summer/Fall. *Transfer Credit:* CSU, UC, USC. (C-ID ACCT 120)

**110
BASIC ACCOUNTING I**

4.0 Units

ACCTG 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. *Note:* This course is suitable for students to prepare for ACCTG 101 and for those interested in financial recordkeeping for small business. No credit will be awarded for ACCTG 110 if taken concurrently with ACCTG 101 or after completion of ACCTG 101 or ACCTG 102. Lecture 4 hours. *Prerequisite:* None. *Course Typically Offered:* Fall/Spring.

**120
COMPUTERIZED ACCOUNTING SYSTEMS**

3.0 Units

ACCTG 120 provides students with computer skills required for employment in the field of computerized accounting. This course provides an introduction to the basics of accounting application software for bookkeepers, accountants, and business managers. Lecture 3 hours. *Recommended Preparation:* Concurrent Enrollment in Accounting 101 or Accounting 110 or equivalent experience in accounting. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU.

**121
ADVANCED COMPUTERIZED ACCOUNTING**

3.0 Units

ACCTG 121 is an advanced course allowing students to learn computerized accounting skills using two of the most used accounting programs, prepare sophisticated practice sets from assorted accounting software. *Note:* This course is Pass/No Pass only. Lecture 3 hours. *Recommended Preparation:* ACCTG 101, ACCTG 110, ACCTG 120, OBT 97 or equivalent. *Course Typically Offered:* Fall/Winter.

**130
PAYROLL ACCOUNTING**

3.0 Units

ACCTG 130 is an 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-Payroll Accounting. Lecture 3 hours. *Recommended Preparation:* ACCTG 101, ACCTG 110 or equivalent. *Course Typically Offered:* Fall/Spring.

**150
PRINCIPLES OF INCOME TAXATION**

3.0 Units

ACCTG 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. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU

**155
VOLUNTEER INCOME TAX ASSISTANCE (VITA) I**

3.0 Units

ACCTG 155 is a course that teaches the fundamental knowledge of Federal and State Income Tax Preparation. The concentration will be on the tax information for the low income and elderly and computer generated tax returns. *Note:* This course is Pass/No Pass only. Lecture 3 hours. *Prerequisite:* ACCTG 150 or equivalent. *Course Typically Offered:* Winter (Every Other Year).

**156
VOLUNTEER INCOME TAX
ASSISTANCE (VITA) II**
1.0 Unit

ACCTG 156 is a course in which students learn and apply the fundamental knowledge of income tax preparation. With the assistance of the instructor and state and federal agents, the students will assist low income and elderly citizens in the preparation of Federal and State tax forms. *Note:* This course is Pass/No Pass only. Lecture 0.5 hour/Laboratory 2 hours. *Prerequisite:* ACCTG 155 or equivalent. *Note:* May be taken 4 times for credit. *Course Typically Offered:* Spring.

**157
VOLUNTEER INCOME TAX
ASSISTANCE (VITA) LEADERSHIP**
1.0 Unit

ACCTG 157 is a course in which students learn and apply leadership skills by aiding first year VITA volunteers in interviewing and preparing state and federal taxes. Students will guide and direct VITA Volunteers in assisting low-income and elderly citizens in the preparation of their federal and state tax forms. Lecture 0.5 hour/Laboratory 2 hours. *Prerequisite:* ACCTG 156 or equivalent. *Note:* May be taken 4 times for credit. *Course Typically Offered:* Fall/Spring.

**160
ADVANCED INCOME TAX**
3.0 Units

ACCTG 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:* ACCTG 150 or equivalent. *Course Typically Offered:* Spring. *Transfer Credit:* CSU.

**165
TAX PLANNING, TAX RESEARCH,
AND TAX FRAUD**
3.0 Units

ACCTG 165 is a course in the principles of tax planning and tax research. Topics include general principles of tax planning, self-employed versus employee tax planning, family tax planning, fixed and other assets tax planning, deduction tax planning, retirement planning, tax research procedures, Internal Revenue Code, treasury and judicial interruptions, primary and secondary courses and tax procedures. Lecture 3 hours. *Recommended Preparation:* ACCTG 150. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU.

**170
CALIFORNIA BUSINESS TAXES**
2.0 Units

ACCTG 170 is an advanced course in California non-income business taxation. Topics include sales and use taxes, real and personal property taxes, withholding on dispositions of real estate, environmental taxes and fees, city business license taxes, and miscellaneous taxes. Lecture 2 hours. *Prerequisite:* ACCTG 101 or equivalent. *Course Typically Offered:* Spring (Every Other Year).

**175
ESTATE, GIFT, AND TRUST
TAXATION**
2.0 Units

ACCTG 175 covers estate, gift, and trust taxation. Topics include computation of gross estate tax, valuation of gross estate, deductions from the gross estate, transfers by gift, basis of property transferred by gift, present and future interests, exclusions from gift taxes, generation-skipping transfer tax (GST), and taxation of trusts. Lecture 2 hours. *Recommended Preparation:* ACCTG 150 or equivalent.

**180
FINANCIAL ANALYSIS AND
COMMUNICATIONS**
2.0 Units

ACCTG 180 is a course in which the students apply the tools of the accounting profession to solve problems and complex case studies common in the industry. Topics include the use of general ledger, database, and spreadsheet programs, advanced financial ratios, extensive budget creation with variance analysis, and real-time adjustments, setting up a general ledger package, decision making formulas, creating financial statements and producing spreadsheet for various accounting decisions. Lecture 2 hours. *Recommended Preparation:* ACCTG 101 or equivalent; and CABOT 260 or CABOT 265 or CABOT 270 or equivalent. *Course Typically Offered:* Fall/Spring.

**201
INTERMEDIATE ACCOUNTING I**
5.0 Units

ACCTG 201 is an advanced course in financial accounting. Topics include the income statement preparation, statement of cash flow, time value of money, income measurement, balance sheet preparation, cash and receivables, and inventories. Lecture 5 hours. *Prerequisite:* ACCTG 101 or equivalent. *Course Typically Offered:* Fall (Every Other Year).

**202
INTERMEDIATE ACCOUNTING II**
5.0 Units

ACCTG 202 is a course that further develops the concepts of liabilities and owner's equity. The course covers short and long term liabilities, leases, pensions and payroll liabilities, corporate income taxes, detailed preparation of Statement of Cash Flows, presentation of accounting changes and errors and disclosure and reporting responsibilities of a corporation. Lecture 5 hours. *Prerequisite:* ACCTG 101 or equivalent. *Course Typically Offered:* Spring (Every Other Year).

**210
ADVANCED ACCOUNTING**
5.0 Units

ACCTG 210 is an advanced course in financial accounting. Topics include business combinations, consolidated statements, goodwill, intercompany transactions, cash flow, earnings per share, special issues in investments, subsidiary equity transactions, leverage buyouts and partnerships. Lecture 5 hours. *Prerequisite:* ACCTG 201 or equivalent. *Course Typically Offered:* Spring (Every Other Year).

**220
COST ACCOUNTING**
3.0 Units

ACCTG 220 is an advanced course in managerial accounting. Topics include job costing, product costing, process costing, joint-process costing, activity based costing systems, support service costs, value chain, quality management, cost-volume-profit models, budgeting, variance analysis, capital investment decisions, and transfer pricing. Lecture 3 hours. *Prerequisite:* ACCTG 102 or equivalent. *Course Typically Offered:* Spring (Every Other Year).

225
AUDITING
3.0 Units

ACCTG 225 is an advanced course that addresses the concepts of audit evidence and materiality. Topics include the audit profession, audit risks, audit analysis, statistical sampling, planning the audit, conducting the audit, and reporting the results of an audit. Lecture 3 hours. *Prerequisite:* ACCTG 101. *Course Typically Offered:* Fall/Spring.

230
ACCOUNTING INFORMATION SYSTEMS
3.0 Units

ACCTG 230 is an advanced course that addresses the concepts of information and database systems used in a business. Topics include accounting information systems, data communications, database systems, information systems and processes, and other areas covered on the uniform CPA exam. Lecture/Demonstration 3 hours. *Prerequisite:* ACCTG 101 or equivalent. *Course Typically Offered:* Spring.

235
FRAUD EXAMINATION
3.0 Units

ACCTG 235 is an advanced course that addresses the principles and methodology of fraud detection and deterrence. The course includes such topics as skimming, cash larceny, check tampering, register disbursement schemes, billing schemes, payroll and expense reimbursement schemes, non-cash misappropriations, corruption, accounting principles and fraud, fraudulent financial statements, and interviewing witnesses. Lecture 3 hours. *Prerequisite:* ACCTG 101 or equivalent. *Course Typically Offered:* Fall.

250
ACCOUNTING ETHICS
3.0 Units

ACCTG 250 is an advanced course that addresses the concepts of ethical reasoning and the decision process. Topics include the professional judgment, corporate governance, American Institute of Certified Public Accountants (AICPA) code of conduct, accounting fraud, legal and regulatory obligations, earnings management, quality of financial reporting and International Financial Reporting Standards (IFRS) ethics. Lecture 3 hours. *Prerequisite:* ACCTG 101. *Course Typically Offered:* Spring. *Transfer Credit:* CSU

ADMINISTRATION OF JUSTICE

101
INTRODUCTION TO THE ADMINISTRATION OF JUSTICE
3.0 Units

ADMJ 101 covers the history and philosophy of administration of justice in America, recapitulation of the system, identification of the various subsystems, 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 ENGL 120 or ESL 151. *Transfer Credit:* CSU, UC, USC. (C-ID AJ 110)

103
CONCEPTS OF CRIMINAL LAW
3.0 Units

ADMJ 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. This course utilizes case law and case studies to introduce students to criminal law. The completion of this course offers a foundation upon which upper-division criminal justice course will build. Lecture 3 hours. *Prerequisite:* ADMJ 101 or equivalent. *Transfer Credit:* CSU, UC, USC. (C-ID AJ 120)

107
COMMUNITY RELATIONS
3.0 Units

ADMJ 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:* ADMJ 101 or equivalent. *Transfer Credit:* CSU.

110
PRINCIPLES & PROCEDURES OF THE JUSTICE SYSTEM
3.0 Units

ADMJ 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:* None. *Transfer Credit:* CSU.

116
CRIMINAL INVESTIGATION
3.0 Units

ADMJ 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:* ADMJ 101 or equivalent. *Transfer Credit:* CSU. (C-ID AJ 140)

117
CRISIS INTERVENTION
3.0 Units

ADMJ 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:* None.

118
YOUTHFUL OFFENDERS
3.0 Units

ADMJ 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:* ADMJ 101 or equivalent (ADMJ 101 may be taken concurrently.) *Transfer Credit:* CSU. (C-ID AJ 220)

**120
LEGAL ASPECTS OF EVIDENCE**
3.0 Units

ADMJ 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:* ADMJ 101 or equivalent. *Transfer Credit:* CSU. (C-ID AJ 124)

**129
SPECIAL CRIMES AND DANGEROUS DRUGS**
3.0 Units

ADMJ 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 ENGL 120 or ESL 151.

**130
LAW ENFORCEMENT SUPERVISION AND MANAGEMENT**
3.0 Units

ADMJ 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:* ADMJ 101 or equivalent.

**134
REPORT WRITING**
3.0 Units

ADMJ 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 ENGL 120 or ESL 151.

**155
FIREARMS TRAINING**
1.5 Units

ADMJ 155 is presented to fulfill the requirements of the P.C. 832 Module II training specifications. Lecture 1 hour/Laboratory 1.5 hours. *Prerequisite:* None.

**165
INTRODUCTION TO FORENSIC SCIENCE**
3.0 Units

ADMJ 165 focuses on the history and principles of forensic science. Topics include crime scene investigation, identification, individualization, and collection and preservation of physical evidence; the establishment of identity through fingerprints, dental records, and DNA; biological and trace evidence; health and safety issues at the crime scene; and crime scene documentation through case notes, photography, videography, and sketches. Lecture 3 hours. *Prerequisite:* ADMJ 101 or equivalent.

**170
ETHICS IN LAW ENFORCEMENT**
3.0 Units

ADMJ 170 defines the principles of a person's character as they relate to ethics. It examines how ethical choices impact the professional law enforcement environment and the subsequent effect on police service. Additionally, the course considers how character and personal values influence the training, supervision, management, and leadership of successful law enforcement organizations. This course addresses the implications of societal changes and the challenges they create in modern police work. Lecture 3 hours. *Recommended Preparation:* ADMJ 101 and Eligibility for ENGL 101.

**201
INTRODUCTION TO HOMELAND SECURITY**
3.0 Units

ADMJ 201 will introduce students to the vocabulary and important components of Homeland Security. The importance of the agencies associated with Homeland Security and their interrelated duties and relationships will be discussed. Students will examine historical events that impact Homeland Security, and explore state, national, and international laws impacting Homeland Security. The most critical threats confronting Homeland Security will be examined. Lecture 3 hours. *Prerequisite:* None.

**202
INTELLIGENCE ANALYSIS AND SECURITY MANAGEMENT FOR HOMELAND SECURITY**
3.0 Units

ADMJ 202 examines intelligence analysis and its relationship to the security management of terrorist attacks, man-made disasters, and natural disasters. It also explores vulnerabilities of the United States national defense and private sectors, as well as the threats posed to these institutions by terrorists, man-made disasters, and natural disasters. Students will discuss substantive issues regarding intelligence support of Homeland Security measures implemented by the United States and explore how the intelligence community operates. Lecture 3 hours. *Recommended Preparation:* ADMJ 201 and Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU.

**203
TRANSPORTATION SECURITY AND BORDER PATROL**
3.0 Units

ADMJ 203 provides an overview of modern border and transportation security challenges, as well as different methods employed to address these challenges. The course covers the time period from post 9-11 to the present. The course explores topics associated with border security and security for transportation infrastructure, including: seaports, ships, aircraft, airports, trains, train stations, trucks, highways, bridges, rail lines, pipelines, and buses. The course includes an exploration of technological solutions employed to enhance security of borders and transportation systems. Students are required to discuss the legal, economic, political, and cultural concerns and impacts associated with transportation and border security. The course is designed to develop students' understanding of the variety of challenges inherent in transportation and border security. Lecture 3 hours. *Recommended Preparation:* Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU.

ALCOHOL/DRUG STUDIES**50
ALCOHOL AND DRUG STUDIES
INTERNSHIP**

1 Unit

ADST 50 is a discipline-specific course, which allows students to earn 1.0 unit in a structured, supervised internship off-campus site under the supervision of a faculty advisor and/or instructor. It is designed to provide students with appropriate preparation and a hands-on work experience in the chemical dependency, co-occurring or medical chemical detoxification treatment settings. The purpose of this class is to enhance students' knowledge, skill levels, and professional competency in their targeted career. This course is required and is to be taken simultaneously with those students taking AD ST 152 or AD ST 153 and requires faculty advisor approval to register. *Note:* This course is Pass/No Pass only. Laboratory 3 - 6 hours *Recommended Preparation:* Eligibility for ENGL 120 or ESL 151. *Concurrent enrollment:* AD ST 152 or AD ST 153. *Prerequisites:* AD ST 110 and AD ST 112. *Transfer Credit:* CSU.

**101
ALCOHOL/DRUG ABUSE AND
DEPENDENCY**

3.0 Units

ADST 101 surveys the use and abuse of alcohol and other drugs in various cultures, their acute and chronic effects on the human body, and the development of psychological and physical dependence. An overview of current theories in dependency is presented. The course addresses the consequences of chemical dependency on the individual, the family system, and society. Lecture 3 hours. *Recommended Preparation:* Eligibility for ENGL 120 or ESL 151. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU.

**103
CHEMICAL DEPENDENCY:
INTERVENTION, TREATMENT, AND
RECOVERY**

3.0 Units

ADST 103 uses a biopsychosocial perspective to introduce students to the process of intervention, treatment, and recovery. The course introduces crisis intervention, treatment techniques, and other essential tools and methodologies needed to help the chemically dependent person overcome addiction. Lecture 3 hours. *Prerequisite:* AD ST 101 or equivalent (AD ST 101 may be taken concurrently.) *Recommended Preparation:* PSYCH 101. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU.

**105
PHARMACOLOGY: ALCOHOL AND
OTHER DRUGS**

3.0 Units

ADST 105 emphasizes the specific action and effects of psychoactive drugs, including beverage alcohol, on the human brain and body. The history of drugs as substances of abuse is presented along with the pharmacological and physiological implications of tolerance and habituation. The part played by pharmacological therapy as a component of current abuse and addiction treatment models is examined. Several prevention models are also presented. Lecture 3 hours. *Prerequisite:* AD ST 101 and 103 (AD ST 101 and AD ST 103 may be taken concurrently.) *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU.

**110
COUNSELING TECHNIQUES AND
CASE MANAGEMENT**

3.0 Units

ADST 110 is designed to prepare the student for the field experiences of the addiction counseling internship. It examines several models of addiction counseling and the theoretical rationale of each. The course emphasizes therapeutic traits needed by a counselor working with a chemically addicted population. The course also includes the competencies/functions of a counselor, legal and ethical issues in counseling, and case management of individuals, groups and families. Issues of personal and professional growth are also discussed. Lecture 3 hours. *Prerequisite:* AD ST 101 and 103. *Recommended Preparation:* PSYCH 101. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU.

**111
FAMILY DYNAMICS AND ADDICTION**

3.0 Units

ADST 111 introduces the student to the individual and group dynamics present within the family in which chemical dependency exists. Family systems and personality theories are presented and applied to the treatment of the family as a unit. The theoretical and practical aspects of counseling are presented and cover the active phases of addiction and early stages of recovery. Lecture 3 hours. *Prerequisite:* AD ST 101 and 103. *Recommended Preparation:* PSYCH 101. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU.

**112
GROUP COUNSELING AND THE
THERAPEUTIC PROCESS**

3.0 Units

ADST 112 is an introduction to the dynamics of group interaction and the facilitator functions of the counselor. The course emphasizes group process and management in the "here and now" as a method of bringing about behavioral change. The course includes a strong experiential component as all students participate as both members and facilitators in group process throughout the semester. Lecture 3 hours. *Prerequisite:* AD ST 101 and 103. *Recommended Preparation:* PSYCH 101. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU.

**114
SPECIAL POPULATIONS**

3.0 Units

ADST 114 examines the degree to which ethnicity, cultural factors, and sexual identity can contribute to the misuse of alcohol and other drugs. Discussions include various ethnic populations as well as gender, sexual orientation, and life span issues related to substance use and abuse. Lecture 3 hours. *Prerequisite:* AD ST 101 and 103. *Recommended Preparation:* PSYCH 104 or ETH S 121. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU.

**119
CHEMICAL DEPENDENCY AND CO-
OCCURRING DISORDERS**

3.0 Units

ADST 119 assists the student to better understand and interact with clients with various mental health disorders that complicate coexisting substance abuse problems. It includes personality and mood disorders and various other pathologies, as well as organic brain disorder and their synergistic effect with alcohol and other drugs. The course also covers the diagnostic, therapeutic, and recovery phases for these clients. Lecture 3 hours. *Prerequisite:* AD ST 105 or equivalent (AD ST 105 may be taken concurrently.) *Recommended Preparation:* PSYCH 115. *Course Typically Offered:* Fall/Spring.

**150
SELF-HELP GROUPS AND
RECOVERY**

2.0 Units

ADST 150 provides students with an opportunity to observe and evaluate Alcoholics Anonymous and several other self-help groups involved in the treatment of alcohol/drug dependency and related disorders. Alcoholics Anonymous is studied as the foundation or blueprint for emerging self-help groups. The 'Twelve Steps' of recovery from Alcoholics Anonymous are studied from both a psychological and self-help perspective. Lecture 2 hours. *Prerequisite:* AD ST 101 and AD ST 103. *Recommended Preparation:* Eligibility for ENGL 120 or ESL 151.

**152
INTERNSHIP I**

3.0 Units

ADST 152 is one of two semester-length internships in which the student is assigned to an alcohol/drug related treatment program or agency to acquire work experience. The student functions under agency supervision to gain case management experience which may include working with individuals, couples, and/or families, as well as groups. The course explores the extent to which knowledge of personal family history impacts counselor competencies and relationships with agencies and clients. Internship experiences are explored as they relate to lecture content. The internship hours apply to the additional hours required for state/national credentialing. Lecture 3 hours. *Prerequisite:* AD ST 110 and 112 or equivalent. *Corequisite* AD ST 50 (1 Unit). *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU.

**153
INTERNSHIP II**

3.0 Units

ADST 153 is one of two semester-length internships in which the student is assigned to an alcohol/drug related program or agency. The student functions under agency supervision to gain case management experience which may include working with individuals, couples, and/or families, as well as groups. Course theory focuses on legal and ethical issues, including relationships with clients, colleagues, and agencies. Internship experiences are explored as they relate to lecture content. The internship hours apply to the additional hours required for state/national credentialing. Lecture 3 hours. *Prerequisite:* AD ST 110 and 112 or equivalent. *Corequisite* AD ST 50 (1 Unit). *Transfer Credit:* CSU.

**154
SELF-HELP GROUPS, RECOVERY &
COMMUNITY NETWORKING**

4.0 Units

ADST 154 provides students with an opportunity to attend, observe and evaluate Alcoholics Anonymous, Al-Anon, Narcotics Anonymous, Gamblers Anonymous and other self-help groups involved in the treatment of alcohol/drug dependency and related disorders. Alcoholics Anonymous is studied as the foundation and blueprint for other well utilized self-help groups. The class provides an opportunity for the student to survey and analyze a variety of resources in the community involved in the treatment of alcohol and drug dependency. In analyzing the facilities, students examine policies and procedures as well as employment opportunities and expectations regarding services. Lecture 4 hours. *Recommended Preparation:* Eligibility for ENGL 120 or ESL 151. *Prerequisite:* AD ST 103 or equivalent. *Course Typically Offered:* Summer. *Transfer Credit:* CSU.

**AMERICAN SIGN
LANGUAGE**

**101
AMERICAN SIGN LANGUAGE I**

4.0 Units

ASL 101 is an introductory course that provides instruction on deafness, deaf culture, and the language used by the deaf community. *Note:* This course not intended for students with proficiency in ASL or who have attended schools where ASL was the language of instruction. Lecture 4.5 hour. *Recommended Preparation:* Eligibility for ENGL 120 or ESL 151. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC.

**102
AMERICAN SIGN LANGUAGE II**

4.0 Units

ASL 102 is designed to provide a continuation of the introductory course. The major focus of this course is to develop students' American Sign Language vocabulary and comprehension of signed material. Lecture 4.5 hour. *Prerequisite:* ASL 101 or equivalent. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC.

**103
AMERICAN SIGN LANGUAGE III**

4.0 Units

ASL 103 expands on the first courses by developing smooth transitions in production of American Sign Language in dialogue form. Emphasis is placed on realistic dialogue situations and discussion groups conducted in the target language. Lecture 4.5 hour. *Prerequisite:* ASL 102 or equivalent. *Course Typically Offered:* Spring. *Transfer Credit:* CSU, UC, USC.

**104
AMERICAN SIGN LANGUAGE IV**

4.0 Units

ASL 104 is a continued expansion of the preceding three courses emphasizing the course of dialogue form and develops narrative forms such as story telling and daily events. Emphasis will be placed on realistic dialogue situations and abstract situations. Conducted in the target language. Lecture 4 hours/Laboratory 0.5 hour. *Prerequisite:* ASL 103 or equivalent. *Transfer Credit:* CSU, UC, USC.

**105
CONVERSATIONAL AMERICAN SIGN
LANGUAGE I**

2.0 Units

ASL 105 offers intensive practice in expression and comprehension of American Sign Language. It provides the student with practical conversation practice on everyday topics, including culture, and allows for expansion of vocabulary and use of hand-shapes. This class allows for opportunities to interact with fellow students and the instructor in order to improve conversational skills. Lecture 2 hours. *Prerequisite:* ASL 101 or equivalent. *Note:* May be taken 3 times for credit. *Transfer Credit:* CSU.

**202
THEORY AND PROCESS
OF INTERPRETING FOR
PROFESSIONAL INTERPRETERS**

3.0 Units

ASL 202 is a skills based course for working interpreters to improve their interpreting skills by incorporating current theories of interpreting into their own work. The course presents an overview of current models of interpreting and models of cognitive processing. Weekly on-camera practice and self-critique will be utilized to improve individual work. *Note:* This course is designed for non-certified working interpreters interested in pursuing their certification as well as certified working interpreters needing to earn Continuing Education Units for their Certification Maintenance Program for Registry of Interpreters for the Deaf (RID) and the National Association of the Deaf (NAD). Lecture 3 hours. *Prerequisite:* None.

ANTHROPOLOGY

101 PHYSICAL ANTHROPOLOGY

3.0 Units

ANTHR 101 introduces the concepts, methods of inquiry, and scientific explanations for biological evolution and its application to the human species. Issues and topics will include, but are not limited to, genetics, evolutionary theory, human variation and biocultural adaptations, comparative primate anatomy and behavior, and the fossil evidence for human evolution. The scientific method serves as foundation of the course. The course may include a lab component. Lecture 3 hours. **Recommended Preparation:** ENGL 191 or ESL 141. **Course Typically Offered:** Winter/Spring/Summer/Fall. **Transfer Credit:** CSU, UC, USC. (C-ID ANTH 110)

102 CULTURAL ANTHROPOLOGY

3.0 Units

ANTHR 102 explores how anthropologists study and compare human culture. Cultural anthropologists seek to understand the broad arc of human experience focusing on a set of central issues: how people around the world make their living (subsistence patterns); how they organize themselves socially, politically and economically; how they communicate; how they relate to each other through family and kinship ties; what they believe about the world (belief systems); how they express themselves creatively (expressive culture); how they make distinctions among themselves such as through applying gender, racial and ethnic identity labels; how they have shaped and been shaped by social inequalities such as colonialism; and how they navigate culture change, and processes of globalization that affect us all. Ethnographic case studies highlight these similarities and differences and introduce students to how anthropologists do their work, employ professional anthropological research ethics, and apply their perspectives and skills to understand humans around the globe. Lecture 3 hours. **Prerequisite:** Eligibility for ENGL 120 or ESL 151. **Course Typically Offered:** Winter/Spring/Summer/Fall. **Transfer Credit:** CSU, UC, USC. (C-ID ANTH 120)

102H HONORS CULTURAL ANTHROPOLOGY

3.0 Units

ANTHR 102H explores how anthropologists study and compare human culture. Cultural anthropologists seek to understand the broad arc of human experience focusing on a set of central issues: how people around the world make their living (subsistence patterns); how they organize themselves socially, politically and economically; how they communicate; how they relate to each other through family and kinship ties; what they believe about the world (belief systems); how they express themselves creatively (expressive culture); how they make distinctions among themselves such as through applying gender, racial and ethnic identity labels; how they have shaped and been shaped by social inequalities such as colonialism; and how they navigate culture change, and processes of globalization that affect us all. Ethnographic case studies highlight these similarities and differences and introduce students to how anthropologists do their work, employ professional anthropological research ethics, and apply their perspectives and skills to understand humans around the globe. The honors course presents students with the opportunity to complete an original, individual research project or paper and present the findings to the class. Lecture 3 hours. **Prerequisite:** Eligibility for ENGL 120 or ESL 151. **Transfer Credit:** CSU, UC, USC. (C-ID ANTH 120)

103 PREHISTORY

3.0 Units

ANTHR 103 is an introductory course students interpret archaeological materials and information to see how archaeologists can reconstruct and inform our understanding of prehistory and periods of early history. Stress is placed on studying worldwide prehistoric cultural sequences and exploring the transformative processes and cultural changes leading into the historic periods of developing civilizations. The course specifically addresses early and significant examples of domestication, urbanization, developing social stratification, social conflict, manifestations of religious activities and advances in technological development. **Note:** This course is eligible to be taken on a Pass/No Pass basis. Lecture 3 hours. **Recommended Preparation:** Eligibility for ENGL 120 or ESL 151. **Course Typically Offered:** Fall. **Transfer Credit:** CSU, UC, USC.

104 MAGIC, RELIGION, AND WITCHCRAFT

3.0 Units

ANTHR 104 is a cross-cultural survey of religion and the supernatural. The course includes an examination of magic, witchcraft, and forms of religious expression in a wide variety of cultures around the world. The course considers the forms and functions of supernatural beliefs and rituals in various societies to derive insight into the roles of religious beliefs and institutions in human life. The course covers ritual, witchcraft, magic, symbolism, altered states of consciousness, and religious change. Lecture 3 hours. **Recommended Preparation:** ENGL 191 or ESL 141 or equivalent. **Course Typically Offered:** Fall/Spring. **Transfer Credit:** CSU, UC, USC.

105 CULTURE AND COMMUNICATION

3.0 Units

ANTHR 105 is an introductory course that serves as a foundation for understanding language from an anthropological perspective, addressing such core questions as how, what, when, where, why and with whom we communicate. This course surveys three core areas in linguistic anthropology--structural linguistics: phonetics, phonology, morphology and syntax, as well as the biocultural basis of language; historical linguistics: origins and evolution/change, dialects, and language families; and sociocultural linguistics: language acquisition in cultural context, emphasizing the relationship between language and culture, and issues of language conservation and loss. Lecture 3 hours. **Recommended Preparation:** ENGL 191 or ESL 141 or equivalent. **Course Typically Offered:** Spring. **Transfer Credit:** CSU, UC, USC. (C-ID ANTH 130)

111 PHYSICAL ANTHROPOLOGY LABORATORY

1.0 Unit

ANTHR 111 is the laboratory course for Physical Anthropology. Laboratory exercises include the observation and interpretation of: natural selection and evolution; Mendelian, molecular, and population genetics; non-human primate anatomy, taxonomy, and behavior; fossil evidence of hominid evolution; forensic anthropology; human osteology; and human physical variation. Laboratory 3 hours. **Prerequisite:** ANTHR 101 (may be taken concurrently). **Recommended Preparation:** Eligibility for ENGL 120 or ESL 151 **Course Typically Offered:** Fall/Spring. **Transfer Credit:** CSU, UC, USC. (C-ID ANTH 115L)

**114
GENDER, SEXUALITY, AND
CULTURE**
3.0 Units

ANTHR 114 examines how people identify and experience gender, sex, and sexuality in a variety of cultural and historical contexts. The course considers the construction and performance of gendered identities and sexual practices from the holistic perspective of anthropological theories and methodology. Students will consider the interplay of the biological with the cultural. Comparative materials from indigenous, non-Western, non-industrial cultures as well as Western and globalized societies will be used to illustrate course concepts. Cultural institutions are framed as fundamental in creating, defining, and reinforcing categories of gender and sex. Economy, politics, nation/state, ethnicity, religion, kinship, worldview, language, and other categories of identity and difference will be explored as they relate to gender, sex, and sexuality. Lecture 3 hours. *Recommended Preparation:* Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU, UC.

**150
ARCHAEOLOGY**
3.0 Units

ANTHR 150 is an introduction to the study of concepts, theories, data and models of anthropological archaeology that contribute to our knowledge of the human past. The course includes a discussion of the nature of scientific inquiry; the history and interdisciplinary nature of archaeological research; dating techniques; methods of survey, excavation, analysis, and interpretation; cultural resource management; professional ethics; and selected cultural sequences. Lecture 3 hours. *Recommended Preparation:* Eligibility for ENGL 120 or ESL 151. *Course Typically Offered:* Spring. *Transfer Credit:* CSU, UC, USC. (C-ID ANTH 150)

ARCHITECTURE

**101
DRAFTING AND BASIC DESIGN**
3.0 Units

ARCH 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 1.5 hours/Laboratory 4.5 hours. *Recommended Preparation:* ART 130, Eligibility for ENGL 120 or ESL 151 *Transfer Credit:* CSU.

**102
ARCHITECTURAL DRAFTING AND
DESIGN**
3.0 Units

ARCH 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 1.5 hours/Laboratory 4.5 hours. *Prerequisite:* ARCH 101 or equivalent. *Recommended Preparation:* ENGR 109. *Transfer Credit:* CSU.

**103
DESCRIPTIVE GEOMETRY**
3.0 Units

ARCH 103 is a study of the applied science of graphical representation of lines, planes, surfaces, and solids. Architectural applications are used for subject matter including simple shades and shadows. *Note:* This course is required for architecture majors. This course may not be taken for credit by students who have completed ENGR 103. Lecture 1.5 hours/Laboratory 4.5 hours. *Prerequisite:* ARCH 101 or equivalent. *Recommended Preparation:* ENGR 109. *Transfer Credit:* CSU, UC, USC.

**105
PERSPECTIVE GRAPHICS WITH
INTRODUCTION TO SKETCHUP AND
RHINOCEROS**
3.0 Units

ARCH 105 is a course in technical perspective. Skills are developed in manual drawing techniques of various architectural subjects using formal two-dimensional methods. Introduction to two three-dimensional drawing programs, SketchUp and Rhinoceros is also included. Software topics include graphics user interface, surface editing, rendering, 2d drawing, extrusions, lofting, and digital output. Lecture 1.5 hours/Laboratory 4.5 hours. *Prerequisite:* ARCH 101 or equivalent. *Transfer Credit:* CSU, UC, USC.

**106
BUILDING CODES**
3.0 Units

ARCH 106 offers students fundamental instruction regarding the use of current, relevant codes and standards required to review and check plans and specifications in compliance with non-structural aspects of the uniform Building Code (UBC). Lecture 3 hours. *Prerequisite:* ARCH 101 or equivalent. *Recommended Preparation:* Eligibility for ENGL 120 or ESL 151.

**108
ARCHITECTURAL PRINT READING**
3.0 Units

ARCH 108 covers all aspects of architectural print reading including orthographic projection, basic view utilization, residential and commercial standards, dimensioning techniques, uniform building code (UBC), and architectural terminology including abbreviations and symbols. *Note:* ARCH 108 may not be taken for credit by students who have credit for ARCH 101, 102, 103, 105. Lecture 3 hours. *Prerequisite:* None.

**113
INTRODUCTION TO GEOSPATIAL
TECHNOLOGY FOR ARCHITECTS
AND ENGINEERS**
3.0 Units

ARCH 113 teaches the fundamentals of the Geographic Information System (GIS) software and its application in the Architectural and Engineering fields. Emphasis is placed on applied lessons to: create and modifying maps, solve spatial analysis problems, and import/export data for use with Computer Aided Design (CAD) software. Lecture 2 hours/Laboratory 4 hours. *Recommended Preparation:* ENGR 109 and knowledge of Microsoft Excel.

**120
RESIDENTIAL ARCHITECTURAL
DESIGN I**
3.0 Units

ARCH 120 presents a study of the numerous considerations required to build a two story dwelling. Discussion covers fundamentals of design, structural considerations, building code considerations, and techniques of construction. Lecture 1.5 hours/Laboratory 4.5 hours. *Prerequisite:* ARCH 102 or equivalent. *Recommended Preparation:* ENGR 109, ARCH 105 ARCH 250. *Transfer Credit:* CSU.

**125
RESIDENTIAL ARCHITECTURAL
DESIGN II**
3.0 Units

ARCH 125 presents a study of the numerous considerations required to build a typical two story, four unit townhouse or apartment complex. Discussion reviews fundamentals of design, building code considerations, techniques of construction, working drawings and construction details. Additional work includes structural considerations, heating, insulation, sound proofing, sanitary systems, foundation design, presentation techniques, and model building techniques. Lecture 1.5 hours/Laboratory 4.5 hours. *Prerequisite:* ARCH 120 or equivalent. *Recommended Preparation:* ENGR 109, ARCH 250. *Transfer Credit:* CSU.

130 COMMERCIAL ARCHITECTURAL DESIGN I

3.0 Units

ARCH 130 is a study of the concepts of basic commercial building construction. Emphasis is placed on the planning and design of a small commercial retail center of concrete block construction. Current construction techniques and applicable building codes are covered. Lecture 1.5 hours/Laboratory 4.5 hours. *Prerequisite:* ARCH 102 or equivalent. *Recommended Preparation:* ARCH 120, ARCH 250. *Transfer Credit:* CSU.

135 COMMERCIAL ARCHITECTURAL DESIGN II

3.0 Units

ARCH 135 is a study of the concepts of two story commercial building construction. Emphasis is placed on the basic planning and design of medium sized, two-story commercial buildings of concrete block or tilt-wall construction. Current construction techniques and applicable building codes are covered. Lecture 1.5 hours/Laboratory 4.5 hours. *Prerequisite:* ARCH 130. *Recommended Preparation:* ENGR 109, ARCH 250. *Transfer Credit:* CSU.

141 INTERIOR DESIGN

3.0 Units

ARCH 141 begins with the study of the floor plan and architecture 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. *Note:* This course may not be taken for credit by students who have completed ART 141. Lecture 1.5 hours/Laboratory 4.5 hours. *Recommended Preparation:* ARCH 101 or equivalent. *Transfer Credit:* CSU.

142 ADVANCED INTERIOR DESIGN

3.0 Units

ARCH 142 is a concentrated, in depth exploration of the dynamics of space planning and design, along with the design development phases for residential and commercial structures. The student develops drawings and studies models to describe the characteristics of the interior space and construction techniques of the structure. The complete design and documentation process is addressed including: building and program analysis, space planning, lighting design, colors, finishes, furniture, and accessories. Each component evolves from the schematic design phase, through design development, to the final presentation phase. Lecture 1.5 hours/Laboratory 4.5 hours. *Prerequisite:* ARCH 141 or ART 141 or equivalent. *Transfer Credit:* CSU.

150 BASIC RHINOCEROS APPLICATIONS

3.0 Units

ARCH 150 teaches the fundamentals of Rhinoceros software, its use as a design tool, and the ability to digitally fabricate the designs. Topics include freeform modeling in the NURBS (Non-Uniform Rational B-Splines) environment, complex surface editing, digital output, rendering, creating presentations, and integrating Rhinoceros with other CAD programs and into a productive workflow. Lecture 2 hours/Laboratory 4 hours. *Recommended Preparation:* ARCH 101 or ENGR 101 or equivalent.

160 ARCHITECTURAL COMPUTER AIDED DRAFTING LABORATORY

2.0 Units

ARCH 160 provides practice using computer-aided drafting (CAD) software. Students will complete architecture-related projects of their own choosing to further develop their CAD skills. Students will also improve their architectural design skills by completing increasingly complex architectural projects. Laboratory 6 hours. *Prerequisite:* ARCH 250 or ENGR 109 or equivalent.

229 INTRODUCTION TO 3DS MAX FOR ARCHITECTURE AND ENGINEERING

3.0 Units

ARCH 229 teaches the fundamentals of 3DS MAX and its use in the Architecture and Engineering industry. Topics include residential and commercial building walk-throughs, rendering, and lighting, adding textures and creating presentation files for residential and commercial architecture and engineering development. Current industry standard digital animation software will be used. Lecture 2 hours/Laboratory 4 hours. *Prerequisite:* ENGR 109 or ARCH 250 or equivalent.

230 ADVANCED 3DS MAX FOR ARCHITECTURE AND ENGINEERING

3.0 Units

ARCH 230 teaches advanced features of the 3ds Max software program. Topics include: advanced architectural and engineering projects, importing of drawing geometry from AutoCAD and other computer-aided-design (CAD) programs, and advanced lighting and texturing techniques. Current industry standard digital animation software (3ds Max) will be used. Lecture 2 hours/Laboratory 4 hours. *Prerequisite:* ARCH 229 or equivalent.

240 ARCHITECTURAL PORTFOLIO DEVELOPMENT

2.5 Units

ARCH 240 provides instruction in the creation of an architectural portfolio. Topics include usage of software, page layout, and specific portfolio requirements for colleges. Also included is instruction to assemble a collection of sketches, ideas and written descriptions related to a project. Students will develop new or existing projects for use in their portfolio. Portfolios will be used for transfer purposes and as a record of work completed. Lecture 1 hour/Laboratory 4.5 hours. *Prerequisite:* ARCH 120, 130, and 250; or equivalent.

250 INTRODUCTION TO AUTODESK REVIT ARCHITECTURE

3.0 Units

ARCH 250 teaches the fundamentals of the latest version of Autodesk Revit Architecture design software. Projects of a residential and commercial nature are utilized. Techniques used in the creation of floor plans, section views, elevations, schedules, and other construction documents are covered. Lecture 2 hours/Laboratory 3 hours. *Prerequisite:* ARCH 101 or equivalent.

**251
ADVANCED REVIT ARCHITECTURE**
3.0 Units

ARCH 251 teaches the advanced features of the Autodesk Revit Architecture design software. Topics include: creating building elements with parametric features, family creation under Imperial Templates, and importing and exporting drawing files. Lecture 2 hours/Laboratory 4 hours. *Prerequisite:* ARCH 250 or equivalent.

**252
INTRODUCTION TO REVIT MEP AND STRUCTURE**
3.0 Units

ARCH 252 teaches the features of the latest versions of the Autodesk Revit MEP (Mechanical, Electrical and Piping) and the Revit Structure software programs. Topics include design and documentation of mechanical, electrical, and piping systems for commercial and residential structures; the use of structural components; the development of structural plans and details. Lecture 2 hours/Laboratory 4 hours. *Prerequisite:* ARCH 250 or equivalent.

ARMENIAN

**101
BEGINNING ARMENIAN I**
5.0 Units

ARMEN 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. Basic knowledge of the Armenian Culture is presented. *Note:* This course may not be taken for credit by students who have completed ARMEN 115, 116 or 117. Students with oral proficiency or who have attended schools where Armenian was the language of instruction should enroll in ARMEN 115. Lecture 5 hours. *Recommended Preparation:* Eligibility for ENGL 120 or ESL 151. *Course Typically Offered:* Fall/Spring/Summer. *Transfer Credit:* CSU, UC, USC.

**102
BEGINNING ARMENIAN II**
5.0 Units

ARMEN 102 continues the development of fundamental language skills, including comprehension, reading, listening, and more advanced writing skills. The student continues to acquire a practical vocabulary for speaking everyday Armenian. Students read simple texts in poetry and prose that are culturally significant. *Note:* This class may not be taken for credit by students who have completed ARMEN 115, 116 or 117. Lecture 5 hours. *Prerequisite:* ARMEN 101 or equivalent. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC.

**115
ARMENIAN FOR THE ARMENIAN SPEAKING I**
5.0 Units

ARMEN 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. Students study the structure of the Armenian language, basic grammar, spelling rules, vocabulary, composition, and oral communication. Students read and discuss literary works in Armenian that are culturally significant. *Note:* This course may not be taken for credit by students who have completed ARMEN 101 or 102. Students with oral proficiency or who have attended schools where Armenian was the language of instruction should enroll in ARMEN 115. Lecture 5 hours. *Recommended Preparation:* Eligibility for ENGL 120 or ESL 151. *Course Typically Offered:* Winter/Spring/Summer/Fall. *Transfer Credit:* CSU, UC, USC.

**116
ARMENIAN FOR THE ARMENIAN SPEAKING II**
5.0 Units

ARMEN 116 continues to emphasize reading comprehension, composition, oral communication, spelling rules, intensive vocabulary, and a more advanced study of the structure of the Armenian language. Students read and discuss literary works that are culturally significant in Armenian. *Note:* This course may not be taken for credit by students who have completed ARMEN 101 or 102. Students with oral proficiency or who have attended schools where Armenian was the language of instruction should enroll in ARMEN 115, 116, or 117, depending on their level. Lecture 5 hours. *Prerequisite:* ARMEN 115 or equivalent. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC.

**117
ARMENIAN FOR THE ARMENIAN SPEAKING III**
5.0 Units

ARMEN 117 emphasizes critical thinking and writing skills using Armenian literature. 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 which provide advanced vocabulary and grammatical structures. Students work to eliminate weaknesses in grammar. Emphasis is placed upon syntax, sentence structure, and idiomatic usage. Writing forms and strategies are taught within the contexts of contemporary ideas and cultural diversity as reflected in selected readings. Lecture 5 hours. *Prerequisite:* ARMEN 102 or 116 or equivalent *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC.

**125
ANCIENT AND MEDIEVAL ARMENIAN LITERATURE**
3.0 Units

ARMEN 125 provides students with a basic knowledge of Armenian literature and culture from the 5th to the 19th century. Topics covered include the characteristics and evolution of the Armenian language, an overview of Armenian mythology, and ancient and medieval literature. Lecture 3 hours. *Prerequisite:* ARMEN 102 or 115 or equivalent *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC.

**126
ARMENIAN LITERATURE IN THE ENLIGHTENMENT ERA**
3.0 Units

ARMEN 126 provides students with a basic knowledge of Armenian literature from the early 19th century to the early 20th century. Topics covered include the impact of the European Enlightenment on Armenian literature, culture, secularism, and language reform in the mid 19th century. Emphasis is placed upon literary movements such as classicism and romanticism, as well as realism and critical realism in late 19th century Armenian literature. Lecture 3 hours. *Prerequisite:* ARMEN 102 or 115 or equivalent *Course Typically Offered:* Fall. *Transfer Credit:* CSU, UC, USC.

127
20TH AND 21ST CENTURY
ARMENIAN LITERATURE
 3.0 Units

ARMEN 127 provides students with a basic knowledge of Armenian literature from the early 1900s to contemporary authors. Topics covered include the revolutionary poems of the 1920s in Soviet Armenia, the “literature of nostalgia” of the post-genocide Armenian Diaspora, literary hardship and stagnation in Stalinist-era Armenian literature, the stable period of post-Stalinist Armenia, and contemporary literature in both Armenia and the Armenian Diaspora. Lecture 3 hours. *Prerequisite:* ARMEN 102 or 115 or equivalent *Course Typically Offered:* Spring. *Transfer Credit:* CSU, UC, USC.

ART

Art includes two families: Ceramics, and Studio Arts. (See page 94 for more information on course families)

The Ceramics Family includes:

Ceramics (Art 186, 187, 188, 189). The Ceramics Family encompasses a variety of courses on different forming/glazing techniques; and Ceramic Hand Building (Art 190, 191, 192). The Ceramic Hand Building Family focuses on hand building techniques, such as slab, pinch, mold, and coil and includes study of design and decorative techniques.

The Studio Arts Families include:

2D Art Foundations (Art 130, 131, 150, 151). The 2D Art Foundations family includes courses that provide fundamental knowledge of the elements of design and pictorial organization. These courses are basic and foundational for art students; Life Drawing (Art 152, 153, 158). The Life Drawing Family contains courses in drawing the human figure from life where students develop awareness of the relationship between movement and form; Oil Media (Art 160, 161, 166). The Oil Media Family includes courses that develop skill, technique, and composition in drawing and painting using media such as oils and acrylics;

Water Media (Art 164, 165). Students taking courses in the Water Media Family study water color medium and techniques and are exposed to the specific challenges found when using this media;

Printmaking (Art 170, 171). The Printmaking Family exposes students to various printing processes including linoleum cuts, woodcuts, engraving, drypoint, etching, aquatint, and intaglio. It emphasizes the technical and expressive qualities of using the various media; Special Projects (Art 144, 157, 179, 280). The Special Projects in Studio Arts Family allows students to develop art portfolios. It includes capstone courses, pre-transfer courses, and specific courses required by transfer partners;

Sculpture (Art 180, 181). The Sculpture Family exposes students to the problems of historical and contemporary interest and importance in sculpture. These courses lead the student through exploratory investigations of various media and techniques, including clay modeling, plaster, stone carving, and mixed media.

101
ART HISTORY: PREHISTORIC-GOTHIC
 3.0 Units

ART 101 is a survey of architecture, painting, sculpture, and related art forms created by early western cultures and civilizations. The visual arts of prehistoric times, Mesopotamia, ancient Egypt, Greece, and Rome and the development of Christian art from its origins through the medieval era are discussed. Emphasis is placed on integrating the development of art forms with the geographic, social, political, philosophical, and religious characteristics of these cultures. Lecture 3 hours. *Prerequisite:* None. *Course Typically Offered:* Winter/Spring/Summer/Fall. *Transfer Credit:* CSU, UC, USC. (C-ID ARTH 110)

101H
HONORS ART HISTORY: PREHISTORIC-GOTHIC
 3.0 Units

ART 101H is a survey of architecture, painting, sculpture, and related art forms created by early western cultures and civilizations. The visual arts of prehistoric times, Mesopotamia, ancient Egypt, Greece, and Rome and the development of Christian art from its origins through the medieval era are discussed. Emphasis is placed on integrating the development of art forms with the geographic, social, political, philosophical, and religious characteristics of these cultures. The honors course will be enhanced in one or more of the following ways: 1. Students will take essay exams that require analysis of artworks in terms of style, subject matter, and social and historical context. 2. Students will read assignments prior to class sessions in order to use class time more productively for further analysis and discussion of specific examples. 3. Students will read and prepare a written analysis of one or more journal articles from scholarly art historical publications. 4. Students will visit a local art museum and write an analysis of a work of art. This analysis must include a discussion of the subject matter and style of the artwork selected as well as a discussion of how it reflects the time in which the object was created. 5. Students will be required to write a traditional 5-10 page term paper on a topic relevant to the content of the course. This paper must be correctly cited and referenced. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC.

102
ART HISTORY: RENAISSANCE-MODERN
 3.0 Units

ART 102 is a survey of western architecture, painting, and sculpture from the Renaissance to modern times. The visual arts of the Renaissance, Baroque, and Modern periods in Europe and the United States are discussed. Emphasis is placed on integrating the development of art forms with the geographic, social, political, philosophical, and religious characteristics of these cultures. Lecture 3 hours. *Prerequisite:* None. *Course Typically Offered:* Winter/Spring/Summer/Fall. *Transfer Credit:* CSU, UC, USC. (C-ID ARTH 120)

102H
HONORS ART HISTORY: RENAISSANCE-MODERN
 3.0 Units

ART 102H is a survey of western architecture, painting, and sculpture from the Renaissance to modern times. The visual arts of the Renaissance, Baroque, and Modern periods in Europe and the United States are discussed. Emphasis is placed on integrating the development of art forms with the geographic, social, political, philosophical, and religious characteristics of these cultures. The honors course will be enhanced in one or more of the following ways: 1. Students will take essay exams that require analysis of artworks in terms of style, subject matter, and social and historical context. 2. Students will read assignments prior to class sessions in order to use class time more productively for further analysis and discussion of specific examples. 3. Students will read and prepare a written analysis of one or more journal articles from scholarly art historical publications. 4. Students will visit a local art museum and write an analysis of a work of art. This analysis must include a discussion of the subject matter and style of the artwork selected as well as a discussion of how it reflects the time in which the object was created. 5. Students will be required to write a traditional 5-10 page term paper on a topic relevant to the content of the course. This paper must be correctly cited and referenced. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC.

103
ANCIENT ART
 3.0 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**
3.0 Units

ART 104 provides an in-depth study of the architecture, painting, and sculpture of ancient Greece and Rome. Emphasis is placed on the interaction of religious ideas, economic trends, philosophy, and politics of the period and the art objects that are produced during the time period. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC.

**105
MIEVEAL ART**
3.0 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**
3.0 Units

ART 106 is a survey of the art, sculpture, and architecture in the West from the early Renaissance through the Baroque periods (1300-1750). Emphasis is placed on the interaction of religious ideas, economic trends, philosophy and politics of the period and the art objects that were produced during this time period. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC.

**107
MODERN ART**
3.0 Units

ART 107 is a survey of the growth of Nineteenth and Twentieth Century trends in painting, sculpture, and architecture in Europe and the United States. It explores the relationship between contemporary art and our historical and social values. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC.

**108
ART OF THE EASTERN WORLD I**
3.0 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. *Course Typically Offered:* Fall. *Transfer Credit:* CSU, UC, USC.

**109
ART OF THE EASTERN WORLD II**
3.0 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 Asian Art from 1200-1850 will also be considered. *Note:* for this course to be approved as meeting the C-ID requirement, the student must also successfully complete ART 108. Lecture 3 hours. *Prerequisite:* ART 108 or equivalent. *Course Typically Offered:* Spring. *Transfer Credit:* CSU, UC, USC.

**111
HISTORY OF WORLD CERAMICS**
3.0 Units

ART 111 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. *Course Typically Offered:* Fall. *Transfer Credit:* CSU, UC, USC.

**112
PRECOLUMBIAN ART OF THE AMERICAS**
3.0 Units

ART 112 is a study of the arts of Pre-Columbian 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. *Course Typically Offered:* Spring. *Transfer Credit:* CSU, UC, USC. (C-ID ARTH 145)

**113
AMERICAN ART**
3.0 Units

ART 113 is a survey of art covering major artists, stylistic movements, and cultural trends within the borders of the United States from the Colonial period to WWII. Emphasis is placed on the relationship between art of the United States and European culture, as well as the indigenous influences directing the artistic tradition. The course will concentrate on integrating the development of art forms with the geographic, social, political, philosophical and religious character of the culture. Lecture 3 hours. *Prerequisite:* None. *Course Typically Offered:* Spring. *Transfer Credit:* CSU, UC, USC.

**115
SURVEY OF NON-WESTERN ART HISTORY**
3.0 Units

ART 115 is a survey of the art outside the western European tradition, focusing on the major artistic traditions of Africa, Asia, Oceania, North America, and South America from ancient times up to the impact of European contact. The course will focus on the role of visual arts in non-western cultural perspectives, including models of sacred ritual, social authority, medium, and of the human form. Emphasis will be placed on recognition of major art works, their artistic traditions, and of what these reveal about the cultural norms and attitudes that produced them. Lecture 3 hours. *Prerequisite:* None. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC.

**116
ART OF AFRICA, OCEANIA, AND NORTH AMERICA**
3.0 Units

ART 116 is a survey of visual culture within select regions in Africa, Oceania, and indigenous North America emphasizing historical, religious, and socio-cultural contexts. The course will focus on the role of visual arts, including models of sacred ritual, social authority, medium, and of the human form. The relationship of art to its cultural perspective, including social status, gender, belief systems, the environment, and lifecycle stages, is also addressed. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC. (C-ID ARTH 140)

**118
WOMEN IN VISUAL ARTS**
3.0 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.

**119
CONTEMPORARY ART**
3.0 Units

ART 119 is a survey of contemporary art from 1970 until the present. Students will explore the origins and full development of postmodern and subsequent aesthetic philosophies in the United States and Europe. The course emphasizes the emergence of non-traditional media, as well as painting and sculpture, within the social and political characteristics of the contemporary world. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC.

120 HISTORY OF WESTERN ARCHITECTURE FROM PREHISTORY TO 1300

3.0 Units

ART 120 follows the historical development of western architecture from prehistory to ca. 1300. Sites, buildings, and design will be examined in the context in which they were produced. Selected periods and cultures covered include: the Ancient Near East and Egypt, Aegean and Greece, Etruscan and Roman, Early Christian and Byzantine, Islamic, Carolingian and Ottonian, Romanesque, and Gothic. Lecture 3 hours. *Prerequisite:* None. *Course Typically Offered:* Fall. *Transfer Credit:* CSU, UC, USC.

121 HISTORY OF ARCHITECTURE II

3.0 Units

ART 121 is a survey course of architectural styles from the Renaissance to the present. *Note:* This course may not be taken for credit by students who have completed Art 180 prior to Fall 1986 (History of Architecture). Lecture 3 hours. *Prerequisite:* None. *Course Typically Offered:* Spring. *Transfer Credit:* CSU, UC, USC.

125 MOTION PICTURE HISTORY AND CULTURE

3.0 Units

ART 125 is an introduction to the history of cinema from the perspective of its influence on popular culture, as well as the reverse influence of historic events and cultural shifts upon the creation of cinematic art. Other topics will include the assimilation of major artistic movements within the art of cinema, and the development of film theory. Lecture 3 hours. *Prerequisite:* None. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC.

130 2-D FOUNDATIONS

3.0 Units

ART 130 is an introduction to the concepts, applications, and historical references related to two-dimensional art and composition. The course includes the study of the basic principles and elements of line, shape, texture, value, color and spatial illusion. Students will develop a visual vocabulary for creative expression. The course includes lecture presentations, studio projects, problem solving, and written assignments. Lecture 2 hours/Studio 2 hours. *Prerequisite:* None. *Course Typically Offered:* Winter/Spring/Summer/Fall. *Transfer Credit:* CSU, UC, USC. (C-ID ARTS 100) (*Art Foundation Family*)

131 DESIGN II

3.0 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 or equivalent. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC. (*Art Foundation Family*)

132 TYPOGRAPHY

3.0 Units

ART 132 is an introduction to the history, theory and application of letter forms and typography as they apply to graphics, advertising and other disciplines within design and visual communication. Projects cover principles of typography, letter structure, typeface selection, fundamentals of computer typesetting and typographic layout. Lecture 2 hours/Laboratory 3 hours. *Recommended Preparation:* ART 133. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU.

133 DIGITAL ILLUSTRATION

3.0 Units

ART 133 is a beginning level digital illustration course. Students explore illustration style, problem solving, and the creative use of Adobe Illustrator on the Macintosh computer. Students create projects using course information. The course covers various problem solving methods, appropriate solutions for spot illustrations, and basic Illustrator tools: palettes, creating and converting anchor points, creating and reshaping paths, basic coloring, gradients, layers, and creating, styling, and editing type. Lecture 2 hours/Laboratory 3 hours. *Recommended Preparation:* ART 150 or equivalent. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU.

134 GRAPHIC DESIGN FOUNDATIONS

3.0 Units

ART 134 is an introduction to the tools and techniques of graphic design problem solving. The history of graphic design is integrated as a foundation for current technique. Adobe InDesign on the Macintosh platform is the primary software utilized for the final production of assigned projects. Students explore aspects of graphic imagery, typography, and layout. The creation of portfolio level work is stressed throughout the course. Presentation skills necessary to communicate with future clients are introduced. Critiques focus on appropriate solutions, visual interest, and craftsmanship. Lecture 2 hours/Laboratory 3 hours. *Prerequisite:* ART 132 or equivalent (ART 132 can be taken concurrently). *Recommended Preparation:* ART 133 or equivalent, PHOTO 121 or equivalent. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU.

135 DIGITAL PUBLICATION DESIGN

3.0 Units

ART 135 focuses on the principles of graphic design to create layouts that can be viewed across multiple platforms. Emphasis is placed on industry standard software such as Adobe InDesign, on the Macintosh platform. Students integrate typography and graphics to create a variety of projects that explore the technical and aesthetic nature of digital publication design through print and electronic publication (EPUB). The creation of portfolio level work is stressed throughout the course. Verbal and visual presentation skills necessary to communicate with future clients are emphasized. Critiques focus on appropriate solutions, visual interest and craftsmanship. Lecture 2 hours/Laboratory 3 hours. *Prerequisite:* ART 132 or equivalent. *Recommended Preparation:* ART 133, 134, and PHOTO 121 or equivalent. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU.

136 GRAPHIC DESIGN IDENTITY AND LOGO DEVELOPMENT

3.0 Units

ART 136 focuses on the creation of logos for use as a distinctive symbol of a company, object, publication, person, service, or idea. Emphasis is placed on the basic graphic design principles of typography and color as well as overall layout, to create effective visual communication. The creation of portfolio level work is stressed throughout the course. During class critiques of assigned projects, the verbal and visual presentation skills necessary to communicate with future clients are a priority. Critiques focus on appropriate solutions, visual interest, and craftsmanship. Lecture 2 hours/Laboratory 3 hours. *Prerequisite:* ART 135 or equivalent (ART 135 can be taken concurrently). *Recommended Preparation:* ART 132, ART 133 or equivalent, ART 134 or equivalent, ART 135 or equivalent. *Course Typically Offered:* Spring. *Transfer Credit:* CSU.

137 GRAPHIC DESIGN PORTFOLIO

3.0 Units

ART 137 provides students with instruction in the development of a graphic design portfolio, representative of technical and creative skills and career objectives. Portfolio organization, resume presentation and overall Graphic Design skills are stressed. Students are required to develop a portfolio using current technology, and existing portfolio pieces as well as established approaches and practices that have remained constant and continue to apply to all types of presentations. Critiques focus on appropriate solutions, visual interest, and craftsmanship. Lecture 2 hours/Laboratory 3 hours. *Prerequisite:* Art 136 or equivalent (ART 136 can be taken concurrently). *Recommended Preparation:* Art 132 or equivalent, ART 133 or equivalent, Art 134 or equivalent, Art 135 or equivalent. *Course Typically Offered:* Fall. *Transfer Credit:* CSU.

138 3-D FOUNDATIONS

3.0 Units

ART 138 is an introduction to the concepts, applications, and historical references related to three-dimensional design and spatial composition, including the study of the elements and organizing principles of design as they apply to three-dimensional space and form. Students develop a visual vocabulary for creative expression through lecture presentations and use of appropriate materials for non-representational three-dimensional studio projects. Lecture 2 hours/Studio 2 hours. *Prerequisite:* None. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC. (C-ID ARTS 101)

139 INTRODUCTION TO PRE-PRESS

3.0 Units

ART 139 is an introduction to pre-press for those desiring retraining and those entering the field. Current pre-press concerns and trends are analyzed and discussed. Topics include: computer software and hardware, chromatics, images, documents, networks and communication, output, reviewing and proofing, paper, and printing. Lecture 2 hours/Studio 4 hours. *Prerequisite:* None. *Note:* May be taken 3 times for credit.

141 INTERIOR DESIGN

3.0 Units

ART 141 begins with the study of the floor plan and architecture 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. *Note:* This course may not be taken for credit by students who have completed ARCH 141. Lecture 1.5 hours/Laboratory 4.5 hours. *Recommended Preparation:* ARCH 101 or equivalent. *Transfer Credit:* CSU.

144 COLOR THEORY

3.0 Units

ART 144 focuses on the study of the principles, theories, and applications of additive and subtractive color in two dimensions. Topics include major historical and contemporary color systems, production of projects in applied color, and the elements of design as they apply to color. Lecture 2.5 hours/Laboratory 1.5 hours. *Prerequisite:* ART 130 or equivalent. *Transfer Credit:* CSU. (C-ID ARTS 270) (*Special Projects Family*)

150 DRAWING FOUNDATIONS

3.0 Units

ART 150 is an introduction to principles, elements, and practices of drawing, employing a wide range of subject matter and drawing media. The course focuses on perceptually based drawing, observational skills, technical abilities, and creative responses to materials and subject matter. Lecture 2.5 hours/Laboratory 1.5 hours. *Recommended Preparation:* ART 130 or equivalent. *Course Typically Offered:* Winter/Spring/Summer/Fall. *Transfer Credit:* CSU, UC, USC. (C-ID ARTS 110) (*Art Foundation Family*)

151 INTERMEDIATE DRAWING

3.0 Units

ART 151 is an exploration of artistic concepts, styles, and creative expression related to intermediate-level drawing. The course focuses on complex subject matter and concepts using a variety of drawing mediums, techniques, and methodologies. Students in this course build on fundamental drawing skills to develop personalized approaches to content and materials in exercises covering multiple historical and contemporary approaches to drawing. Lecture 2.5 hours/Laboratory 1.5 hours. *Prerequisite:* ART 150 or equivalent. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC. (C-ID ARTS 205) (*Art Foundation Family*)

152 FIGURE DRAWING

3.0 Units

ART 152 is an introduction to drawing the human figure from observation using a wide variety of drawing media and techniques. Topics include an introduction to human anatomy and the historical and contemporary roles of figure drawing in the visual arts. Students in this course will learn both descriptive and interpretive approaches to drawing the figure. Lecture 2.5 hours/Laboratory 1.5 hours. *Prerequisite:* ART 150 or equivalent. (ART 150 may be taken concurrently.) *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC. (C-ID ARTS 200) (*Life Drawing Family*)

153
INTERMEDIATE FIGURE DRAWING
3.0 Units

ART 153 is the continuation of basic studies in drawing the figure from life. Further emphasis and attention is given to the development of technique, composition, form and movement in drawing the figure. Expressive use of media, content and narrative, and the development of original projects is explored. Lecture 2.5 hours/Laboratory 1.5 hours. *Prerequisite:* ART 152 or equivalent. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC. (*Life Drawing Family*)

157
GALLERY STUDIES/ART PRESENTATION
3.0 Units

ART 157 is an introduction to the principles and practices for gallery/museum presentations of various art media. The course includes: basic preparatory and curatorial work; installation techniques in a professional gallery setting utilizing various art media; publicity; and administrative tasks and procedures. Also included is the development of a personal artist statement, resume, visual materials and a cover letter for individual portfolio presentation. Lecture 2.5 hours/Laboratory 1.5 hours. *Prerequisite:* None. *Course Typically Offered:* Fall. *Transfer Credit:* CSU. (*Special Projects Family*)

158
LIFE DRAWING LABORATORY
1.0 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 current enrollment in a life drawing course. *Note:* This course is Pass/No Pass only. Laboratory 3 hours. *Corequisite:* Enrollment in one of the following: ART 152 or 201 or 205, or 206. *Course Typically Offered:* Fall/Spring. (*Life Drawing Family*)

160
PAINTING I
3.0 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 2.5 hours/Laboratory 1.5 hours. *Prerequisite:* ART 150 or equivalent. (ART 150 may be taken concurrently.) *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC. (C-ID ARTS 210) (*Oil Media Family*)

161
PAINTING II
3.0 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 or equivalent. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC. (*Oil Media Family*)

164
WATER COLOR I
3.0 Units

ART 164 is a study of water color medium and techniques. The problems of painting are directed with a regard for special qualities of water color. Class assignments include various approaches to landscape painting, still life, and figure painting. Other studio problems emphasizing abstraction and non-objective painting are explored. Outdoor painting trips are used to help gain experience and skills in landscape painting. Lecture 2 hours/Studio 2 hours. *Prerequisite:* ART 150 or equivalent. (ART 150 may be taken concurrently.) *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC. (*Water Media Family*)

165
WATER COLOR II
3.0 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 or equivalent. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC. (*Water Media Family*)

166
FIGURE PAINTING
3.0 Units

ART 166 is an intermediate studio art course that focuses on painting the human figure from life. Students will combine their knowledge of life drawing and painting to complete a series of figure paintings. Class time will include material demonstrations of techniques in painting, lectures focused on classical and contemporary approaches to the human body, and studio practice from live models. This course will also emphasize color mixing as it relates to figuration and will address advanced topics in composition and aesthetics. Lecture 2 hours/Studio 2 hours. *Prerequisite:* ART 152 or equivalent. *Recommended Preparation:* ART 160. *Course Typically Offered:* Fall/Spring. (*Oil Media Family*)

170
PRINTMAKING I
3.0 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 2.5 hours/Laboratory 1.5 hours. *Prerequisite:* ART 130 or 150 or equivalent. *Course Typically Offered:* Spring. *Transfer Credit:* CSU, UC, USC. (*Print Making Family*)

171
PRINTMAKING II
3.0 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 or equivalent. *Course Typically Offered:* Spring. *Transfer Credit:* CSU, UC, USC. (*Print Making Family*)

174
SCREEN PRINTING FUNDAMENTALS
3.0 Units

ART 174 is an introduction to water-based screen printing. The course includes an introduction to the use of screen printing for fine art and commercial purposes, a survey of equipment and processes, instruction in various methods of stencil preparation and an investigation of printing with a variety of contemporary methods. Students can expect lectures, demonstrations and independent work time. The course concludes with student completion of at least one multiple screen poster print. Lecture 2.5 hours/Laboratory 1.5 hours. *Recommended Preparation:* ART 130 or equivalent.

**175
INTERMEDIATE SCREEN PRINTING**
3.0 Units

ART 175 is an intermediate course in screen printing. In addition to a review of basic screen printing, the course presents intermediate topics including traditional and digital half-toning, process color separations, spot varnishes and coatings, and commercial fabric and plastic processes. Lecture 2.5 hours/Laboratory 1.5 hours. *Prerequisite:* ART 174.

**179
PORTFOLIO PRESENTATION FOR
STUDIO ARTISTS**
3.0 Units

ART 179 is an intermediate studio art course that assists students with preparation of a professional quality fine-art portfolio for use in transfer, exhibition, or employment. Students will refine and develop a coherent body of artwork that reflects their technical skill, creativity, and style. Students will also learn to write artist statements and artist resumes, document their work in photographic and digital form, and sharpen their presentation skills. Lecture 2.5 hours/Laboratory 1.5 hours. *Prerequisite:* ART 130 or equivalent. *Recommended Preparation:* ART 152. (*Special Projects Family*)

**180
SCULPTURE FUNDAMENTALS**
3.0 Units

ART 180 is an introduction to three-dimensional sculptural principles, techniques, and concepts utilizing a wide range of materials and practices. Various sculpture methods are practiced with attention to creative self-expression and historical context. Lecture 2.5 hours/Laboratory 1.5 hours. *Prerequisite:* ART 130 or equivalent. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC. (*Sculpture Family*)

**181
SCULPTURE II**
3.0 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 or equivalent. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC. (*Sculpture Family*)

**186
CERAMICS I**
3.0 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 design techniques, such as stamping, carving, slip and oxide decoration, wax resist and glaze application methods are covered. Introductory clay and glaze composition are covered as well as basic kiln design. Lecture 2.5 hours/Laboratory 1.5 hours. *Prerequisite:* None. *Course Typically Offered:* Winter/Spring/Summer/Fall. *Transfer Credit:* CSU, UC, USC. (*Ceramics Family*)

**187
CERAMICS II**
3.0 Units

ART 187 is a continued study in the fundamentals of the ceramic process that focuses on wheel throwing techniques. These skills are sharpened by concentrated exercises to increase the student's ability to produce work of greater quality, size, and range of form. Students research, formulate, and test a glaze of their own choice. Various methods of firing ceramic vessels are explored. Lecture 2.5 hours/Laboratory 1.5 hours. *Prerequisite:* ART 186 or equivalent. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC. (*Ceramics Family*)

**188
ADVANCED CERAMICS I**
3.0 Units

ART 188 is an advanced course involving work on the potter's wheel requiring consistency and accuracy of results. Students learn how to create ceramic vessels of matching sizes and shapes by designing and forming multiples and sets of objects. Awareness of three-dimensional form and surface design are heightened by individual and group critiques. The students work towards a more individual statement by further experimentation with a variety of clay bodies, glazes, and firing techniques. Under supervision the students assist in a loading and firing of kilns. Lecture 2.5 hours/Laboratory 1.5 hours. *Prerequisite:* ART 187 or equivalent. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC. (*Ceramics Family*)

**189
ADVANCED CERAMICS II**
3.0 Units

ART 189 is a course designed for the advanced student who wishes to pursue an individual direction in depth. Students propose a semester research project, concentrating on specific techniques, materials, and firing procedures. Upon instructor approval of the proposal, students are expected to work semi-independently, formulating personal clay bodies, glazes, and firing techniques. Reading and research assignments are made where applicable. A written analysis of a current ceramic exhibition is required. Lecture 2.5 hours/Laboratory 1.5 hours. *Prerequisite:* ART 188 or equivalent. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC. (*Ceramics Family*)

**190
CERAMIC HANDBUILDING**
3.0 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 nonfunctional objects. The class explores traditional hand-built pottery as well as contemporary, expressive, hand-built forms. Lecture 2.5 hours/Laboratory 1.5 hours. *Prerequisite:* None. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC. (*Ceramics Hand Building Family*)

191 ADVANCED CERAMIC HANDBUILDING

3.0 Units

ART 191 allows the 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 2.5 hours/Laboratory 1.5 hours. *Prerequisite:* ART 190 or equivalent. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC. (*Ceramics Hand Building Family*)

192 EARTHENWARE

3.0 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 and wheel. Students experiment with earthenware clay bodies, glazes, underglazes, and slips. Specific projects include glaze formulation and testing, underglazing, majolica (in-glaze painting), and overglazing (lusters, China paints, and decals). Lecture 2.5 hours/Laboratory 1.5 hours. *Prerequisite:* ART 186 or 190 or equivalent. *Recommended Preparation:* ART 130. *Transfer Credit:* CSU, UC, USC.

193 RAKU

3.0 Units

ART 193 is an introductory course in ceramics dealing exclusively with the raku firing process. Projects are drawn from a variety of forming methods including coil, slab, pinch and wheel, which will be fired by the Japanese raku process. Students prepare Raku clays and glazes to use in the execution of their projects. Lecture 2 hours/Studio 2 hours. *Prerequisite:* ART 186 or 190 or equivalent. *Recommended Preparation:* ART 130. *Course Typically Offered:* Fall. *Transfer Credit:* CSU, UC, USC.

194 ADVANCED RAKU

3.0 Units

ART 194 is an advanced course in ceramics dealing exclusively with the raku firing process. Students propose and execute an advanced research project in Raku forming and firing techniques. Students develop and select Raku clays, glazes, and firing techniques to use in the execution of their research project. Advanced firing procedures are emphasized. Lecture 2.5 hours/Laboratory 1.5 hours. *Prerequisite:* ART 193 or equivalent. *Transfer Credit:* CSU, UC, USC.

195 GLAZE CALCULATION

3.0 Units

ART 195 is an introduction to basic glaze and clay calculations. The students learn to calculate molecular weights, molecular glaze formulas, and batch recipes. Students use general glaze theory with calculating procedures to analyze and substitute (or create from the 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 student for employment in the ceramic industry. Lecture 2.5 hours/Laboratory 1.5 hours. *Prerequisite:* ART 187 or 191 or equivalent. *Transfer Credit:* CSU.

196 ADVANCED EARTHENWARE

3.0 Units

ART 196 is an advanced course in ceramics, dealing specifically with earthenware, or low-fired ceramics. Students experiment with earthenware clay bodies, glazes, underglazes, and slips. Students propose an individual research project to study a specific earthenware technique in depth. Students may choose to focus on glaze formulation and testing, underglazing, majolica (in-glaze painting), or overglazing (lusters, China paints, and decals). Students learn technique specific loading and firing techniques for the electric kiln. Oxidation firing effects will be explored. Lecture 2 hours/Studio 2 hours. *Prerequisite:* ART 192 or equivalent. *Transfer Credit:* CSU, UC, USC.

199 HISTORY OF PHOTOGRAPHY

3.0 Units

ART 199 is a survey of international photography from its beginnings through contemporary developments in the field. Students examine photography as a medium of artistic and social communication. Lecture 3 hours. *Prerequisite:* None. *Course Typically Offered:* Spring. *Transfer Credit:* CSU, UC, USC.

201 DRAWING FOR ANIMATION

3.0 Units

ART 201 introduces students to drawing for animation. Learning to draw from the imagination is a primary goal of this course. Students learn to analyze and construct the human figure and animals as well as to create environments for animated characters. Topics discussed include gesture and attitude drawing, structure, weight, anatomy, and perspective. Drapery and lighting are also be discussed. Lecture 2 hours/Studio 2 hours. *Prerequisite:* ART 152 or equivalent. *Recommended Preparation:* ART 130. *Course Typically Offered:* Fall. *Transfer Credit:* CSU.

205 FUNDAMENTALS OF ANIMATION I

3.0 Units

ART 205 provides students with instruction in the fundamental principles of traditional animation with a focus on timing. Students learn to apply drawing and observation skills to a series of animation pencil tests. Principles such as squash and stretch, overlapping action, and anticipation are discussed. Other topics include creating effective key poses and attitude drawings. Lecture 2 hours/Studio 2 hours. *Prerequisite:* ART 201 or equivalent.

206 FUNDAMENTALS OF ANIMATION II

3.0 Units

ART 206 provides students with the opportunity to conceive and execute an animated short film, which requires the student to use representational skills in service of expressing a well-designed story idea. Lecture 2 hours/Studio 2 hours. *Prerequisite:* ART 205 or equivalent. *Recommended Preparation:* ART 130.

209 INTRODUCTION TO CHARACTER DESIGN

3.0 Units

ART 209 introduces students to character design for animation. Students explore and develop traits of particular characters and particular archetypes. Students draw from life as well as from the imagination. Topics to be discussed include shape, silhouette, color, caricature, underlying structure, and costume. Students will be expected to keep a sketchbook and to create model sheets for their own personal designs. Lecture 2 hours/Studio 2 hours. *Prerequisite:* ART 201 or equivalent. *Transfer Credit:* CSU.

210 INTRODUCTION TO ANIMATION STORYBOARD

3.0 Units

ART 210 prepares students to analyze scripts and to represent stories visually for animation. Students explore how elements of cinematic storytelling such as composition, staging and editing are used to support and enhance story. Acting for animation and producing industry-standard storyboards are discussed. Lecture 2 hours/Studio 2 hours. *Prerequisite:* ART 201 or equivalent. *Course Typically Offered:* Spring.

220 INTRODUCTION TO MOTION GRAPHICS

3.0 Units

ART 220 provides students with introductory instruction in motion graphics, compositing, visual effects, and animation techniques using Adobe After Effects. Students learn to use digitally scanned photography or artwork, vector based content, video, and audio to create animated sequences. Fundamental aesthetic concepts in creating motion graphics are covered, including composition, color, motion, and timing. Students are exposed to basic technical concepts, such as aspect ratio, output type, and compression/decompression. Lecture 2 hours/Studio 2 hours. *Recommended Preparation:* PHOTO 121 or equivalent. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU.

221 ADVANCED MOTION GRAPHICS

3.0 Units

ART 221 provides students with advanced instruction in motion graphics and compositing techniques using Adobe After Effects. Students learn to create broadcast-quality motion graphic animations. Building on the skills learned in ART 220, students are required in this course to realize their designs with a high degree of fidelity to their original design concepts. Lecture 2 hours/Studio 2 hours. *Prerequisite:* ART 220 or equivalent. *Course Typically Offered:* Fall/Spring.

229 INTRODUCTION TO 3D STUDIO MAX

1.5 Units

ART 229 teaches the fundamentals of 3DS MAX. Students will acquire basic modeling, rendering, lighting, texturing, and animation skills. Issues associated with creating presentation files for product development will be discussed. *Note:* Current industry standard digital animation software will be used. Lecture 1 hour/Studio 2 hours. *Recommended Preparation:* Basic computer skills.

230 INTRODUCTION TO 3-D COMPUTER GRAPHICS

3.0 Units

ART 230 introduces students to the Maya user interface and essential modeling, rendering, character set up, and animation tools and techniques. This course is intended to provide the student with an understanding of theoretical concepts required for future projects. *Note:* Current industry standard digital animation software (Maya) will be used. Lecture 2.5 hours/Laboratory 1.5 hours. *Recommended Preparation:* CABOT 206 and ART 152. *Course Typically Offered:* Winter/Spring/Summer/Fall.

231 INORGANIC MODELING

3.0 Units

ART 231 provides foundation instruction in the modeling of inorganic objects, such as vehicles, furniture, or buildings. The course begins with a thorough review of the modeling interface. Students learn to apply polygonal modeling techniques to create game-ready or cinema-ready three-dimensional objects. Methods of optimizing geometries for output are covered. *Note:* Current industry standard digital animation software (Maya) will be used. Lecture 2.5 hours/Laboratory 1.5 hours. *Recommended Preparation:* ART 230 or equivalent. *Course Typically Offered:* Fall/Spring.

232 ORGANIC MODELING

3.0 Units

ART 232 provides instruction in the modeling of organic objects, such as the human body, the body of an animal, or a fantasy character. Students learn to apply polygon and non uniform rational b-spline (NURBS) modeling techniques to create game-ready or cinema-ready three-dimensional computer graphic (CG) characters. *Note:* Current industry standard digital animation software will be used. Lecture 2.5 hours/Laboratory 1.5 hours. *Prerequisite:* ART 231 or equivalent. *Course Typically Offered:* Fall/Spring.

233 CHARACTER SET-UP/KINEMATICS

3.0 Units

ART 233 provides students with training in character set-up techniques. The course begins with a thorough review of the animation and character set-up toolset. Skills taught include installation of the skeleton within wireframe mesh, establishment of animation controls such as inverse kinematic (IK) handles and set-driven-key relationships, and binding of mesh to skeleton using rigid and smooth models. *Note:* Current industry standard digital animation software (Maya) will be used. Lecture 2.5 hours/Laboratory 1.5 hours. *Recommended Preparation:* ART 230 or equivalent. *Course Typically Offered:* Fall/Spring.

234 ADVANCED 3D CHARACTER SET-UP

3.0 Units

ART 234 provides students with advanced training in character set-up techniques. Skills covered include binding of the character using joints and influence objects, installation and modification of the Full-Body Inverse Kinematic (FBIK) skeleton, the creation of blendshape targets, and the facial animation control system. The student will be encouraged to design a character set-up and test it for use in an animated scene. *Note:* Current industry standard digital animation software will be used. Lecture 2 hours/Studio 2 hours. *Prerequisite:* ART 233 or equivalent. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU.

235 3D CHARACTER ANIMATION

3.0 Units

ART 235 provides students with three dimensional (3-D) character animation training. The course begins with a thorough review of the animation toolset. Equal emphasis is placed on technical competence and aesthetic sensitivity. Topics covered include animation controls to pose a character, forward and inverse kinematic animation, keyframes and breakdowns, timing and movement, and audio/dialog track. *Note:* Current industry standard digital animation software (Maya) will be used. Lecture 2.5 hours/Laboratory 1.5 hours. *Recommended Preparation:* ART 230 or equivalent. *Course Typically Offered:* Fall.

237 CREATING TEXTURES FOR 3D ANIMATION

3.0 Units

ART 237 provides introductory instruction in the theory and practice of texturing three dimensional (3-D) computer graphic objects. The course begins with a thorough general review of the Maya interface. Maya's rendering module is then discussed in depth so that students understand thoroughly how texturing functions within the overall rendering process. Students learn how to unwrap UV's on a polygon object and create a UV snapshot. *Note:* Current industry standard digital animation software (Maya) will be used. Lecture 2.5 hours/Laboratory 1.5 hours. *Recommended Preparation:* ART 230 or equivalent.

238 ADVANCED TEXTURING FOR 3D ANIMATION

3.0 Units

ART 238 provides instruction in advanced texturing of 3-D objects for integration into a 3-D game environment or photo-real cinematic sequence. This class is entirely project-based. The instructor leads the students through the texturing process for a 3-D character and a complex inorganic object. The process of unwrapping UV's and painting textures in Photoshop is covered with the focus on developing real world production skills. *Note:* Current industry standard digital animation software will be used. Lecture 2.5 hours/Laboratory 1.5 hours. *Prerequisite:* ART 237 or equivalent. *Transfer Credit:* CSU.

240 INTRODUCTION TO JEWELRY

3.0 Units

ART 240 is an introduction to fundamental jewelry/metalsmithing techniques and materials with emphasis on design, fabrication, forming, and casting. Techniques include: piercing, soldering, finishes, patinas, bezel setting stones, and lost wax casting. Lecture 2 hours/Studio 2 hours. *Prerequisite:* None. *Transfer Credit:* CSU.

241 INTERMEDIATE JEWELRY

3.0 Units

ART 241 is a continued study in the fundamentals of jewelry and metalsmithing. Students will gain greater proficiency in fabrication, forming, and casting while exploring articulated and embellished forms. Class experience will cover jewelry concepts, design, production, and presentation. Lecture 2 hours/Studio 2 hours. *Prerequisite:* ART 240 or equivalent. *Transfer Credit:* CSU.

245 3-D DIGITAL CHARACTER DESIGN I

3.0 Units

ART 245 provides students with foundation instruction in digital character sculpture, enabling students to create a basic polygonal mesh in Maya, import this mesh into a digital sculpture software application, and then use the software to add sculptural and textural detail to it. The entire toolset of the digital sculpture software is covered, in addition to practical concerns involved in integrating digital sculptural content into movies or games. *Note:* Current industry standard digital animation software (ZBrush or Mudbox) will be used. Lecture 2.5 hours/Laboratory 1.5 hours. *Recommended Preparation:* ART 230 or equivalent. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU

246 3-D DIGITAL CHARACTER DESIGN II

3.0 Units

ART 246 provides students with advanced instruction in digital character sculpture, building on skills acquired in ART 245. At the end of the course, students will sculpt and texture a highly realistic digital character. The course is project-based and runs as a traditional art studio course, with the instructor guiding students through the stages of character creation. *Note:* Current industry standard digital animation software (ZBrush or Mudbox) will be used. Lecture 2.5 hours/Laboratory 1.5 hours. *Prerequisite:* ART 245 or equivalent. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU.

250 WEB GRAPHICS

3.0 Units

ART 250 is an introductory Web graphic course that covers Web design principles and Web graphic creation and preparation for use in the design of Web sites. Emphasis is placed on project planning and Web environment issues that affect design. Students create assigned projects with industry standard software: Adobe Illustrator and Photoshop. Concept and design are emphasized throughout the course. Lecture 2 hours/Laboratory 3 hours. *Recommended Preparation:* ART 133, PHOTO 121. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU.

251 WEB AND MOBILE LAYOUT

3.0 Units

ART 251 is an intermediate level Web and Mobile design course that uses industry standard software to design, create, publish, and manage Web sites and mobile content. Design quality and concept are emphasized throughout the course. Lecture 2 hours/Laboratory 3 hours. *Prerequisite:* ART 250 or equivalent (ART 250 can be taken concurrently). *Course Typically Offered:* Fall. *Transfer Credit:* CSU

255 WEB MOTION GRAPHICS

3.0 Units

ART 255 is a Web and device design course using industry standard software to create spot and full-page interactive, vector-based animations for publication to multiple platforms for use on desktop and mobile devices. Design quality and concept are emphasized throughout the course. Lecture 2 hours/Laboratory 3 hours. *Prerequisite:* ART 250 or equivalent (ART 250 can be taken concurrently). *Course Typically Offered:* Spring. *Transfer Credit:* CSU.

257 ADVANCED WEB DESIGN WITH FLASH

4.0 Units

ART 257 is an Adobe Flash course that covers Action Scripting for Web designers. Emphasis is placed on project planning and Web environment issues that affect design. Students create projects with industry standard software such as Adobe Illustrator in addition to Adobe Flash. Aesthetic presentation and its relationship to design ergonomics are emphasized throughout the course. Lecture 2 hours/Studio 4 hours. *Prerequisite:* ART 255/PHOTO 255 or equivalent.

267 INTRODUCTION TO GAME DEVELOPMENT

3.0 Units

ART 267 presents a detailed overview of the game development process, addressing subjects such as game technologies, content creation strategies, production techniques, game psychology, and criteria that determine game success. Career paths in the game entertainment field will be discussed, as well as the history of video game design and programming. The student will examine future industry predictions and the relationship between industry inner workings and production tools. Lecture 3 hours. *Prerequisite:* None. *Course Typically Offered:* Fall.

**268
GAME PLAY MECHANICS AND
PROTOTYPING**

3.0 Units

ART 268 trains students in the design of a complete game concept document. Lectures will focus on case studies of successful games and game concept presentations, with special attention paid to the factors that make a game concept marketable both conceptually and in terms of game-play. Students will be given assignments to analyze the strengths and weaknesses of game design proposals. Game authoring software will be fully described so that students are able to envision using software components to create game content. The class ends with a final project in which students create and present their own game concept documents. Lecture/Demonstration 3 hours. *Recommended Preparation:* ART 267 or CS/IS 267 or equivalent. *Course Typically Offered:* Spring.

**270
3D GAME LEVEL DESIGN I**

3.0 Units

ART 270 introduces students to the tools and concepts used to create levels for games and simulations using a level design editor. Students will apply basic principles of game design, including the design of rules, a core game mechanic, victory, and loss conditions using industry-standard game development toolsets. Current industry-standard game development software will be used. Lecture/Demonstration 4 hours. *Prerequisite:* ART 267 or CS/IS 267 or equivalent. *Recommended Preparation:* ART 230. *Course Typically Offered:* Fall.

**271
3D GAME LEVEL DESIGN II**

3.0 Units

ART 271 covers advanced subjects in 3D Game Level Design, such as material construction, volumes, physics objects, particle systems, and the game environment animation system. Students will be encouraged to incorporate externally generated content into the game environment. Current industry standard game development software will be used. Lecture/Demonstration 4 hours. *Prerequisite:* ART 270 or equivalent. *Recommended Preparation:* ART 231, ART 235, ART 237 or ART 245. *Course Typically Offered:* Fall.

**280
CURRENT TECHNIQUES AND
TRENDS IN STUDIO ARTS**

3.0 Units

ART 280 is an intermediate studio art course that considers alternative technical and practical methods in drawing, painting, print-making, and mixed-media art. The course will examine trends in the studio techniques, fabrication processes, and presentation methods of currently exhibiting fine artists. The course will encourage students to apply these non-traditional methods to the ways they conceive, plan, execute and exhibit their own work. Lecture 2 hours/Studio 2 hours. *Prerequisite:* ART 130 or equivalent. *Recommended Preparation:* ART 150, and 152 or 160. *Transfer Credit:* CSU. (*Special Projects Family*)

**282
METHODS IN WOOD SCULPTURE**

3.0 Units

ART 282 explores a variety of techniques in basic wood working for the sculptor. Using both hand tools and power tools, students become familiar with the procedures for creating an object from wood. There will be an emphasis on safety in the shop. Lecture 2 hours/Studio 2 hours. *Recommended Preparation:* ART 138 or equivalent; Eligibility for ENGL 191 or ESL 141.

**285
SCULPTURE LAB**

1.0 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. Laboratory 3 hours. *Corequisite:* Enrollment in one of the following: ART 138 or 180 or 181. *Course Typically Offered:* Fall/Spring.

**286
PORTRAIT SCULPTURE**

3.0 Units

ART 286 is an introduction to traditional and contemporary portrait sculpture. Students learn technical modeling and casting skills, the physical and expressive possibilities of the human head, and appropriate use of tools and materials. Lecture 2 hours/Studio 2 hours. *Recommended Preparation:* ART 138 or equivalent, ART 180 or equivalent, and eligibility for ENGL 191 or ESL 141.

**287
ANATOMY FOR THE SCULPTOR**

3.0 Units

ART 287 introduces the sculptor to human anatomy through the ecorche technique. Using a live model and other references, the student will sculpt a human figure from the skeleton up through the musculature to the fatty tissues and the skin. The medium will be the industry standard polymer clay on an aluminum armature. Lecture 2 hours/Studio 2 hours. *Recommended Preparation:* ART 138 or equivalent, ART 180 or equivalent, and eligibility for ENGL 191 or ESL 141.

**288
THREE-DIMENSIONAL DESIGN LAB**

1.0 Unit

NON-DEGREE APPLICABLE

ART 288 enables 3-D design students to have additional supervised studio time, and to increase their laboratory skills relative to concurrent enrollment in 3-D design classes. *Note:* This course is Pass/No Pass only. Studio 4 hours. *Corequisite:* ART 138. *Course Typically Offered:* Fall/Spring.

ASTRONOMY

**102
OBSERVATIONAL ASTRONOMY**

1.0 Unit

ASTRO 102 maps the sky by means of bright stars and constellations. Small telescopes are used for observing celestial objects. Laboratory 3 hours. *Prerequisite:* ASTRO 110 or 120. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC.

**103
TOPICS IN MODERN ASTRONOMY**

3.0 Units

ASTRO 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:* ASTRO 110 or 120. *Transfer Credit:* CSU.

**110
ASTRONOMY OF THE SOLAR
SYSTEM**

3.0 Units

ASTRO 110 is a survey of the Sun, planets, moons, and other objects that make up the solar system with a consideration towards applying this knowledge to new findings in astronomy such as exoplanets. Topics may include the history of astronomy, the practice of modern science, solar system formation, planetary geology, planetary atmospheres, the physics of astronomy (gravity, light, conservation laws, etc.), telescopes and observational methods, exoplanets, and the search for life in the universe. Lecture 3 hours. *Recommended Preparation:* Eligibility for ENGL 101. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC.

**120
ASTRONOMY OF STARS AND
GALAXIES**

3.0 Units

ASTRO 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. *Recommended Preparation:* Eligibility for ENGL 101. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC.

**ATHLETICS AND PHYSICAL
EDUCATION**

**100
STRENGTH AND CONDITIONING
FOR INTERCOLLEGIATE ATHLETICS**

1.0 to 2.5 Units

ATHPE 100 is designed for intercollegiate athletes. Students are provided with instruction in sport-specific training techniques with the goal of improving overall muscular strength, endurance, and power. Students learn to develop and maintain a strength and conditioning program using sport-specific drills and equipment. *Note:* This class is structured to provide strength and conditioning programs specific to intercollegiate athletics during participation in an intercollegiate sport. If a student has taken PE 129 prior to Fall 2017, such classes will count towards the four total enrollment limit. Lecture 0.5-1.5 hours/Laboratory 1.5-3.0 hours. *Prerequisite:* None. *Note:* May be taken 4 times for credit. *Course Typically Offered:* Winter/Spring/Summer/Fall. *Transfer Credit:* CSU, UC, USC.

**101
STRENGTH AND CONDITIONING
FOR INTERCOLLEGIATE ATHLETES**

1.5 Units

ATHPE 101 is designed for intercollegiate athletic training in short sessions. Students will be provided with instruction in sport-specific training techniques with the goal of improving overall muscular strength, endurance, and power. Students will develop and maintain a strength and conditioning program using sport-specific drills and equipment. *Note:* This class is structured to provide strength and conditioning programs specific to intercollegiate athletics during the short session. *Note:* This course is Pass/No Pass only. Lecture 0.5 hours/Laboratory 3.0 hours. *Prerequisite:* None. *Note:* May be taken 4 times for credit. *Transfer Credit:* CSU, UC.

**103
INTERCOLLEGIATE BASEBALL**

2.5 Units

ATHPE 103 is an advanced course designed for students who plan to compete at the collegiate level in the sport of baseball. This course emphasizes conditioning, advanced skill, theory, tactics, strategy and intercollegiate competition. Student-athletes are required to meet the standards for the California Community College Athletic Association (CCCCA) eligibility guidelines and decorum policies. *Note:* ATHPE 103 is designed for intercollegiate baseball. Lecture 1.5 hours/Laboratory 3 hours. *Prerequisite:* None. *Note:* May be taken 4 times for credit. *Course Typically Offered:* Spring. *Transfer Credit:* CSU, UC, USC.

**104
OFF-SEASON TRAINING FOR
BASEBALL**

1.0 to 2.5 Units

ATHPE 104 provides instruction and practice for intercollegiate baseball, focusing on fundamental techniques of competitive baseball. This course is designed to provide further advancement in fundamental skill, team strategies, effective communication, and conditioning for intercollegiate competition. *Note:* ATHPE 104 is off-season training for students who are interested in competing on the intercollegiate baseball team. Lecture 0.5-1.5 hours/Laboratory 1.5-3.0 hours. *Prerequisite:* None. *Note:* May be taken 4 times for credit. *Course Typically Offered:* Fall. *Transfer Credit:* CSU, UC, USC.

**106
WOMEN'S INTERCOLLEGIATE
BASKETBALL**

2.5 Units

ATHPE 106 is an advanced course designed for students who plan to compete at the collegiate level in the sport of women's basketball. This course emphasizes advanced skill, theory, tactics, strategy and intercollegiate competition. Student-athletes are required to meet the standards of the California Community College Athletic Association (CCCCA) eligibility guidelines and decorum policies. *Note:* ATHPE 106 is designed for the intercollegiate women's basketball team. *Note:* If a student has taken PE 160 prior to Fall 2016, such classes will count towards the four total enrollment limit. Lecture 1.5 hours/Laboratory 3 hours. *Prerequisite:* None. *Note:* May be taken 4 times for credit. *Course Typically Offered:* Fall. *Transfer Credit:* CSU, UC, USC.

**107
OFF-SEASON TRAINING FOR
INTERCOLLEGIATE WOMEN'S
BASKETBALL**

1.0 to 2.5 Units

ATHPE 107 provides instruction and practice for intercollegiate women's basketball focusing on fundamental techniques of competitive women's basketball. This course is designed to provide further advancement in individual skill, team strategies, effective communication, and conditioning for intercollegiate competition. *Note:* ATHPE 107 is off-season training for students who are interested in competing on an intercollegiate women's basketball team. *Note:* If a student has taken PE 156 prior to Fall 2016, such classes will count towards the four total enrollment limit. Lecture 0.5-1.5 hours/Laboratory 1.5-3.0 hours. *Prerequisite:* None. *Note:* May be taken 4 times for credit. *Transfer Credit:* CSU, UC, USC.

**108
MEN'S INTERCOLLEGIATE
BASKETBALL**

2.5 Units

ATHPE 108 is an advanced course designed for students who plan to compete at the collegiate level in the sport of men's basketball. This course emphasizes advanced skill, theory, tactics, strategy and intercollegiate competition. Student-athletes are required to meet the standards of the California Community College Athletic Association (CCCCA) eligibility guidelines and decorum policies. *Note:* ATHPE 108 is designed for the intercollegiate men's basketball team. *Note:* If a student has taken PE 157 prior to Fall 2016, such classes will count towards the four total enrollment limit. Lecture 1.5 hours/Laboratory 3 hours. *Prerequisite:* None. *Note:* May be taken 4 times for credit. *Course Typically Offered:* Fall. *Transfer Credit:* CSU, UC, USC.

**109
OFF-SEASON TRAINING FOR
INTERCOLLEGIATE MEN'S
BASKETBALL**

1.0 to 2.5 Units

ATHPE 109 provides instruction and practice for intercollegiate men's basketball focusing on fundamental techniques of competitive men's basketball. This course is designed to provide further advancement in individual skill, team strategies, effective communication, and conditioning for intercollegiate competition. *Note:* ATHPE 109 is off-season training for students who are interested in competing on an intercollegiate men's basketball team. *Note:* If a student has taken PE 155 prior to Fall 2016, such classes will count towards the four total enrollment limit. Lecture 0.5-1.5 hours/Laboratory 1.5-3.0 hours. *Prerequisite:* None. *Note:* May be taken 4 times for credit. *Transfer Credit:* CSU, UC, USC.

**111
WOMEN'S INTERCOLLEGIATE
CROSS COUNTRY**

2.5 Units

ATHPE 111 is an advanced course designed for students who plan to compete at the collegiate level in the sport of women's cross country. This course emphasizes advanced skill, theory, tactics, strategy and intercollegiate competition. Student athletes are required to meet the standards of the California Community College Athletic Association (CCCCAA) eligibility guidelines and decorum policies. *Note:* ATHPE 111 is designed for the intercollegiate women's cross country team. Lecture 1.5 hours/Laboratory 3 hours. *Prerequisite:* None. *Note:* May be taken 4 times for credit. *Course Typically Offered:* Fall. *Transfer Credit:* CSU, UC, USC.

**112
MEN'S INTERCOLLEGIATE CROSS
COUNTRY**

2.5 Units

ATHPE 112 is an advanced course designed for students who plan to compete at the collegiate level in the sport of men's cross country. This course emphasizes advanced skill, theory, tactics, strategy and intercollegiate competition. Student athletes are required to meet the standards of the California Community College Athletic Association (CCCCAA) eligibility guidelines and decorum policies. *Note:* ATHPE 112 is designed for the intercollegiate men's cross country team. Lecture 1.5 hours/Laboratory 3 hours. *Prerequisite:* None. *Note:* May be taken 4 times for credit. *Course Typically Offered:* Fall. *Transfer Credit:* CSU, UC, USC.

**113
OFF-SEASON TRAINING FOR
INTERCOLLEGIATE CROSS
COUNTRY**

1.0 to 2.5 Units

ATHPE 113 provides instruction and practice for intercollegiate women's and men's cross country focusing on fundamental techniques of running. This course is designed to provide further advancement in individual skill, team strategies, effective communication, and conditioning for intercollegiate competition. *Note:* ATHPE 113 is off-season training for students who are interested in competing on an intercollegiate women's and men's cross country team. Lecture 0.5-1.5 hours/Laboratory 1.5-3.0 hours. *Prerequisite:* None. *Note:* May be taken 4 times for credit. *Course Typically Offered:* Fall. *Transfer Credit:* CSU, UC, USC.

**117
INTERCOLLEGIATE FOOTBALL**

2.5 Units

ATHPE 117 is an advanced course designed for students who plan to compete at the collegiate level in the sport of football. This course emphasizes conditioning, advanced skill, theory, tactics, strategy and intercollegiate competition. Student-athletes are required to meet the standards for the California Community College Athletic Association (CCCCAA) eligibility guidelines and decorum policies. *Note:* ATHPE 117 is designed for intercollegiate football. *Note:* If a student has taken PE 198 prior to Fall 2016, such classes will count towards the four total enrollment limit. Lecture 1.5 hours/Laboratory 3 hours. *Prerequisite:* None. *Note:* May be taken 4 times for credit. *Course Typically Offered:* Fall. *Transfer Credit:* CSU, UC, USC.

**118
OFF-SEASON TRAINING FOR
INTERCOLLEGIATE FOOTBALL**

1.0 to 2.5 Units

ATHPE 118 provides instruction and practice for intercollegiate football focusing on fundamental techniques of competitive football. This course is designed to provide further advancement in fundamental skill, team strategies, effective communication, and conditioning for intercollegiate competition. *Note:* ATHPE 118 is off-season training for students who are interested in competing on the intercollegiate football team. *Note:* If a student has taken PE 197 prior to Fall 2016, such classes will count towards the four total enrollment limit. Lecture 0.5-1.5 hours/Laboratory 1.5-3.0 hours. *Prerequisite:* None. *Note:* May be taken 4 times for credit. *Course Typically Offered:* Spring. *Transfer Credit:* CSU, UC, USC.

**120
INTERCOLLEGIATE WOMEN'S GOLF**

2.5 Units

ATHPE 120 is an advanced course designed for students who plan to compete at the collegiate level in the sport of women's golf. This course emphasizes advanced skill, theory, tactics, strategy and intercollegiate competition. Student-athletes are required to meet the standards of the California Community College Athletic Association (CCCCAA) eligibility guidelines and decorum policies. *Note:* ATHPE 120 is designed for the intercollegiate women's golf team. If a student has taken PE 205 prior to Fall 2016, such classes will count towards the four total enrollment limit. Each student-athlete must provide their own golf clubs. Lecture 1.5 hours/Laboratory 3 hours. *Prerequisite:* None. *Note:* May be taken 4 times for credit. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC.

**121
OFF-SEASON TRAINING FOR
INTERCOLLEGIATE WOMEN'S GOLF**

1.0 to 2.5 Units

ATHPE 121 provides instruction and practice for intercollegiate women's golf focusing on fundamental techniques of competitive women's golf. This course is designed to provide further advancement in individual skill, team strategies, effective communication, and conditioning for intercollegiate competition. *Note:* ATHPE 121 is off-season training for students who are interested in competing on an intercollegiate women's golf team. Each student-athlete must provide their own golf clubs. Lecture 0.5-1.5 hours/Laboratory 1.5-3.0 hours. *Prerequisite:* None. *Note:* May be taken 4 times for credit. *Transfer Credit:* CSU, UC, USC.

**122
INTERCOLLEGIATE MEN'S GOLF**

2.5 Units

ATHPE 122 is an advanced course designed for students who plan to compete at the collegiate level in the sport of men's golf. This course emphasizes advanced skill, theory, tactics, strategy and intercollegiate competition. Student-athletes are required to meet the standards of the California Community College Athletic Association (CCCCAA) eligibility guidelines and decorum policies. *Note:* ATHPE 122 is designed for the intercollegiate men's golf team. Each student-athlete must provide their own golf clubs. Lecture 1.5 hours/Laboratory 3 hours. *Prerequisite:* None. *Note:* May be taken 4 times for credit. *Transfer Credit:* CSU, UC, USC.

**123
OFF-SEASON TRAINING FOR
INTERCOLLEGIATE MEN'S GOLF**

1.0 to 2.5 Units

ATHPE 123 provides instruction and practice for intercollegiate men's golf focusing on fundamental techniques of competitive men's golf. This course is designed to provide further advancement in individual skill, team strategies, effective communication, and conditioning for intercollegiate competition. *Note:* ATHPE 123 is off-season training for students who are interested in competing on an intercollegiate men's golf team. Each student-athlete must provide their own golf clubs. Lecture 0.5-1.5 hours/Laboratory 1.5-3.0 hours. *Prerequisite:* None. *Note:* May be taken 4 times for credit. *Transfer Credit:* CSU, UC.

**125
WOMEN'S INTERCOLLEGIATE
SOCCER**

2.5 Units

ATHPE 125 is an advanced course designed for students who plan to compete at the collegiate level in the sport of women's soccer. This course emphasizes advanced skill, theory, tactics, strategy and intercollegiate competition. Student-athletes are required to meet the standards of the California Community College Athletic Association (CCCCAA) eligibility guidelines and decorum policies. Student-athletes will need to be familiar with both the Federation International Football Association (FIFA) and the National Collegiate Athletic Association (NCAA). *Note:* ATHPE 125 is designed for the intercollegiate women's soccer team. Lecture/Demonstration 1.5/Laboratory 3 hours. *Prerequisite:* None. *Note:* May be taken 4 times for credit. *Course Typically Offered:* Fall. *Transfer Credit:* CSU, UC, USC.

**126
OFF-SEASON TRAINING FOR
INTERCOLLEGIATE WOMEN'S
SOCCER**

1.0 to 2.5 Units

ATHPE 126 provides instruction and practice for intercollegiate women's soccer focusing on fundamental techniques of competitive soccer. This course is designed to provide further advancement in individual skill, team strategies, effective communication, and conditioning for intercollegiate competition. *Note:* ATHPE 126 is off-season training for students who are interested in competing on an intercollegiate women's soccer team. Lecture 0.5-1.5 hours/Laboratory 1.5-3.0 hours. *Prerequisite:* None. *Note:* May be taken 4 times for credit. *Transfer Credit:* CSU, UC, USC.

**127
MEN'S INTERCOLLEGIATE SOCCER**

2.5 Units

ATHPE 127 is an advanced course designed for students who plan to compete at the collegiate level in the sport of men's soccer. This course emphasizes advanced skill, theory, tactics, strategy and intercollegiate competition. Student-athletes are required to meet the standards of the California Community College Athletic Association (CCCCAA) eligibility guidelines and decorum policies. Student-athletes will need to be familiar with both the Federation International Football Association (FIFA) and the National Collegiate Athletic Association (NCAA). *Note:* ATHPE 127 is designed for the intercollegiate men's soccer team. Lecture/Demonstration 1.5/Laboratory 3 hours. *Prerequisite:* None. *Note:* May be taken 4 times for credit. *Transfer Credit:* CSU, UC, USC.

**128
OFF-SEASON TRAINING FOR
INTERCOLLEGIATE MEN'S SOCCER**

1.0 to 2.5 Units

ATHPE 128 provides instruction and practice for intercollegiate men's soccer focusing on fundamental techniques of competitive soccer. This course is designed to provide further advancement in individual skill, team strategies, effective communication, and conditioning for intercollegiate competition. *Note:* ATHPE 128 is off-season training for students who are interested in competing on an intercollegiate men's soccer team. Lecture 0.5-1.5 hours/Laboratory 1.5-3.0 hours. *Prerequisite:* None. *Note:* May be taken 4 times for credit. *Course Typically Offered:* Spring. *Transfer Credit:* CSU, UC, USC.

**130
INTERCOLLEGIATE SOFTBALL**

2.5 Units

ATHPE 130 is an advanced course designed for students who plan to compete at the collegiate level in the sport of softball. This course emphasizes conditioning, advanced skill, theory, tactics, strategy and intercollegiate competition. Student-athletes are required to meet the standards of the California Community College Athletic Association (CCCCAA) eligibility guidelines and decorum policies. *Note:* ATHPE 130 is designed for intercollegiate softball. If a student has taken PE 235 prior to Fall 2016, such classes will count towards the four total enrollment limit. Lecture 1.5 hours/Laboratory 3 hours. *Prerequisite:* None. *Note:* May be taken 4 times for credit. *Course Typically Offered:* Spring. *Transfer Credit:* CSU, UC, USC.

**131
OFF-SEASON TRAINING FOR
INTERCOLLEGIATE SOFTBALL**

1.0 to 2.5 Units

ATHPE 131 provides instruction and practice for intercollegiate softball focusing on fundamental techniques of competitive softball. This course is designed to provide further advancement in fundamental skill, team strategies, effective communication, and conditioning for intercollegiate competition. *Note:* ATHPE 131 is off-season training for students who are interested in competing on the intercollegiate softball team. *Note:* If a student has taken PE 234 prior to Fall 2016, such classes will count towards the four total enrollment limit. Lecture 0.5-1.5 hours/Laboratory 1.5-3.0 hours. *Prerequisite:* None. *Note:* May be taken 4 times for credit. *Course Typically Offered:* Fall. *Transfer Credit:* CSU, UC, USC.

**133
INTERCOLLEGIATE WOMEN'S
TENNIS**

2.5 Units

ATHPE 133 is an advanced course designed for students who plan to compete at the collegiate level in the sport of women's tennis. This course emphasizes advanced skill, theory, tactics, strategy and intercollegiate competition. Student-athletes are required to meet the standards of the California Community College Athletic Association (CCCCAA) eligibility guidelines and decorum policies. *Note:* ATHPE 133 is designed for the intercollegiate women's tennis team. *Note:* If a student has taken PE 267 prior to Fall 2016, such classes will count towards the four total enrollment limit. Each student-athlete must provide their own tennis rackets. Lecture 1.5 hours/Laboratory 3 hours. *Prerequisite:* None. *Note:* May be taken 4 times for credit. *Course Typically Offered:* Spring. *Transfer Credit:* CSU, UC, USC.



Congratulations to Molly Mercer - Athletic Counselor for being voted by student athletes as an honorary captain and most helpful faculty member.

**134
OFF-SEASON TRAINING FOR
INTERCOLLEGIATE WOMEN'S
TENNIS**

1.0 to 2.5 Units

ATHPE 134 provides instruction and practice for intercollegiate women's tennis focusing on fundamental techniques of competitive women's tennis. This course is designed to provide further advancement in individual skill, team strategies, effective communication, and conditioning for intercollegiate competition. *Note:* ATHPE 134 is off-season training for students who are interested in competing on an intercollegiate women's tennis team. Each student-athlete must provide their own tennis rackets. Lecture 0.5-1.5 hours/Laboratory 1.5-3.0 hours. *Prerequisite:* None. *Note:* May be taken 4 times for credit. *Transfer Credit:* CSU, UC, USC.

**135
INTERCOLLEGIATE MEN'S TENNIS**

2.5 Units

ATHPE 135 is an advanced course designed for students who plan to compete at the collegiate level in the sport of men's tennis. This course emphasizes advanced skill, theory, tactics, strategy and intercollegiate competition. Student-athletes are required to meet the standards of the California Community College Athletic Association (CCCCAA) eligibility guidelines and decorum policies. *Note:* ATHPE 135 is designed for the intercollegiate men's tennis team. *Note:* If a student has taken PE 266 prior to Fall 2016, such classes will count towards the four total enrollment limit. Each student-athlete must provide their own tennis rackets. Lecture 1.5 hours/Laboratory 3 hours. *Prerequisite:* None. *Note:* May be taken 4 times for credit. *Course Typically Offered:* Spring. *Transfer Credit:* CSU, UC, USC.

**136
OFF-SEASON TRAINING FOR
INTERCOLLEGIATE MEN'S TENNIS**

1.0 to 2.5 Units

ATHPE 136 provides instruction and practice for intercollegiate men's tennis focusing on fundamental techniques of competitive men's tennis. This course is designed to provide further advancement in individual skill, team strategies, effective communication, and conditioning for intercollegiate competition. *Note:* ATHPE 136 is off-season training for students who are interested in competing on an intercollegiate men's tennis team. Each student-athlete must provide their own tennis rackets. Lecture 0.5-1.5 hours/Laboratory 1.5-3.0 hours. *Prerequisite:* None. *Note:* May be taken 4 times for credit. *Transfer Credit:* CSU, UC, USC.

**138
WOMEN'S INTERCOLLEGIATE
TRACK AND FIELD**

2.5 Units

ATHPE 138 is an advanced course designed for students who plan to compete at the collegiate level in the sport of women's track and field. This course emphasizes advanced skill, theory, tactics, strategy and intercollegiate competition. Student athletes are required to meet the standards of the California Community College Athletic Association (CCCCAA) eligibility guidelines and decorum policies. *Note:* ATHPE 138 is designed for the intercollegiate women's track and field team. Lecture 1.5 hours/Laboratory 3 hours. *Prerequisite:* None. *Note:* May be taken 4 times for credit. *Course Typically Offered:* Spring. *Transfer Credit:* CSU, UC, USC.

**139
MEN'S INTERCOLLEGIATE TRACK
AND FIELD**

2.5 Units

ATHPE 139 is an advanced course designed for students who plan to compete at the collegiate level in the sport of men's track and field. This course emphasizes advanced skill, theory, tactics, strategy and intercollegiate competition. Student athletes are required to meet the standards of the California Community College Athletic Association (CCCCAA) eligibility guidelines and decorum policies. *Note:* ATHPE 139 is designed for the intercollegiate men's track and field team. Lecture 1.5 hours/Laboratory 3 hours. *Prerequisite:* None. *Note:* May be taken 4 times for credit. *Course Typically Offered:* Spring. *Transfer Credit:* CSU, UC, USC.

**140
OFF-SEASON TRAINING FOR
INTERCOLLEGIATE TRACK AND
FIELD**

1.0 to 2.5 Units

ATHPE 140 provides instruction and practice for intercollegiate women's and men's track and field focusing on fundamental techniques of running and field events. This course is designed to provide further advancement in individual skill, team strategies effective communication, and conditioning for intercollegiate competition. *Note:* ATHPE 140 is off-season training for students who are interested in competing on an intercollegiate women's and men's track and field team. Lecture 0.5-1.5 hours/Laboratory 1.5-3.0 hours. *Prerequisite:* None. *Note:* May be taken 4 times for credit. *Course Typically Offered:* Fall. *Transfer Credit:* CSU, UC, USC.

**143
WOMEN'S INTERCOLLEGIATE
VOLLEYBALL**

2.5 Units

ATHPE 143 is an advanced course designed for students who plan to compete at the collegiate level in the sport of women's volleyball. This course emphasizes advanced skill, theory, tactics, strategy and intercollegiate competition. Student-athletes are required to meet the standards of the California Community College Athletic Association (CCCCAA) eligibility guidelines and decorum policies. *Note:* ATHPE 143 is designed for the intercollegiate volleyball team. Lecture/Demonstration 1.5/Laboratory 3 hours. *Prerequisite:* None. *Note:* May be taken 4 times for credit. *Course Typically Offered:* Fall. *Transfer Credit:* CSU, UC, USC.

**144
OFF-SEASON TRAINING FOR
INTERCOLLEGIATE VOLLEYBALL**

1.0 to 2.5 Units

ATHPE 144 provides instruction and practice for intercollegiate volleyball focusing on fundamental techniques of competitive volleyball. This course is designed to provide further advancement in individual skill, team strategies, effective communication, and conditioning for intercollegiate competition. *Note:* ATHPE 144 is off-season training for students who are interested in competing on an intercollegiate volleyball team. Lecture 0.5-1.5 hours/Laboratory 1.5-3.0 hours. *Prerequisite:* None. *Note:* May be taken 4 times for credit. *Course Typically Offered:* Spring. *Transfer Credit:* CSU, UC, USC.

**145
WOMEN'S INTERCOLLEGIATE
BEACH VOLLEYBALL**

2.5 Units

ATHPE 145 is an advanced course designed for students who plan to compete at the collegiate level in the sport of women's beach volleyball. This course emphasizes advanced skill, theory, tactics, strategy and intercollegiate competition. Student-athletes are required to meet the standards of the California Community College Athletic Association (CCCCAA) eligibility guidelines and decorum policies. *Note:* ATHPE 145 is designed for the intercollegiate beach volleyball team. Lecture 1.5 hours/Laboratory 3 hours. *Prerequisite:* None. *Note:* May be taken 4 times for credit. *Transfer Credit:* CSU, UC, USC.

**150
BASEBALL CONDITIONING**

1.5 Units

(Previously ATHPE 102)

ATHPE 150 is designed for the student-athlete and is intended to provide focused strength and conditioning exercises with an emphasis on safety, injury prevention, rules, and game plays for baseball. *Note:* ATHPE 150 is designed for the intercollegiate baseball team. A combination of ATHPE 150 and/or ATHPE 102 can be taken for up to 4 times for credit. Laboratory 4.5 hours. *Prerequisite:* None. *Note:* May be taken 4 times for credit. *Course Typically Offered:* Spring. *Transfer Credit:* CSU, UC, USC.

**153
CROSS-COUNTRY CONDITIONING**

1.5 Units

ATHPE 153 is designed for the student-athlete and is intended to provide focused strength and conditioning exercises with an emphasis on safety, injury prevention, rules, and strategies for cross-country. *Note:* ATHPE 153 is designed for the cross-country team. Laboratory 4.5 hours. *Prerequisite:* None. *Note:* May be taken 4 times for credit.

**155
FOOTBALL CONDITIONING**

1.5 Units

(Previously ATHPE 116)

ATHPE 155 is designed for the student-athlete interested in conditioning for intercollegiate football. The course is intended to provide strength and conditioning exercises with an emphasis on safety, injury prevention, rules, and game plays for football. *Note:* ATHPE 155 is designed for the intercollegiate football team. A combination of ATHPE 155 and/or ATHPE 116 can be taken for up to 4 times for credit. Laboratory 4.5 hours. *Prerequisite:* None. *Note:* May be taken 4 times for credit. *Transfer Credit:* CSU, UC, USC.

**158
WOMEN'S SOCCER CONDITIONING**

1.5 Units

ATHPE 158 is designed for the student-athlete and is intended to provide focused strength and conditioning exercises with an emphasis on safety, injury prevention, rules, and game plays for soccer. *Note:* ATHPE 158 is designed for the intercollegiate women's soccer team. Laboratory 4.5 hours. *Prerequisite:* None. *Note:* May be taken 4 times for credit.

**159
MEN'S SOCCER CONDITIONING**

1.5 Units

ATHPE 159 is designed for the student-athlete and is intended to provide focused strength and conditioning exercises with an emphasis on safety, injury prevention, rules, and game plays for soccer. *Note:* ATHPE 159 is designed for the intercollegiate men's soccer team. Laboratory 4.5 hours. *Prerequisite:* None. *Note:* May be taken 4 times for credit.

**160
SOFTBALL CONDITIONING**

1.5 Units

ATHPE 160 is designed for the student-athlete and is intended to provide focused strength and conditioning exercises with an emphasis on safety, injury prevention, rules, and game plays for softball. *Note:* May be taken 4 times for credit. ATHPE 160 is designed for the intercollegiate softball team. Laboratory 4.5 hours. *Prerequisite:* None. *Note:* May be taken 4 times for credit.

**161
WOMEN'S TENNIS CONDITIONING**

1.5 Units

ATHPE 161 is designed for the student-athlete and is intended to provide focused strength and conditioning exercises with an emphasis on safety, injury prevention, rules, and game plays for women's tennis. *Note:* ATHPE 161 is designed for the intercollegiate women's tennis team. Laboratory 4.5 hours. *Prerequisite:* None. *Note:* May be taken 4 times for credit.

**162
MEN'S TENNIS CONDITIONING**

1.5 Units

ATHPE 162 is designed for the student-athlete and is intended to provide focused strength and conditioning exercises with an emphasis on safety, injury prevention, rules, and game plays for men's tennis. *Note:* ATHPE 162 is designed for the intercollegiate men's tennis team. Laboratory 4.5 hours. *Prerequisite:* None. *Note:* May be taken 4 times for credit.

**163
TRACK AND FIELD CONDITIONING**

1.5 Units

ATHPE 163 is designed for the student-athlete and is intended to provide focused strength and conditioning exercises with an emphasis on safety, injury prevention, rules, and strategies for track and field. *Note:* ATHPE 163 is designed for the intercollegiate track and field team. Laboratory 4.5 hours. *Prerequisite:* None. *Note:* May be taken 4 times for credit.

**165
VOLLEYBALL CONDITIONING**

1.5 Units

ATHPE 165 is designed for the student-athlete and is intended to provide focused strength and conditioning exercises with an emphasis on safety, injury prevention, rules, and game plays for volleyball. *Note:* ATHPE 165 is designed for the intercollegiate women's volleyball team. Laboratory 4.5 hours. *Prerequisite:* None. *Note:* May be taken 4 times for credit.

**AVIATION &
TRANSPORTATION**

**112
PRIVATE PILOT LABORATORY I**

2.0 Units

AT 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:* AT 120 or equivalent.

**113
PRIVATE PILOT LABORATORY II**

3.0 Units

AT 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:* AT 112 or equivalent.

**114
INSTRUMENT FLIGHT LAB**

4.0 Units

AT 114 is a flight training lab 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. *Prerequisite:* AT 113 or possession of an FAA Private Pilot Certificate (Single Engine Land) and AT 125 or proof of satisfactory completion of FAA Instrument Rating Knowledge Examination (AT 125 may be taken concurrently.)

**115
COMMERCIAL FLIGHT TRAINING**
4.0 Units

AT 115 is a flight training lab course preparing the student for the Federal Aviation Administration Commercial Pilot Practical Examination. Topics addressed include: operation of complex and high-performance aircraft including the use of constant-speed propellers and retractable landing gear, maximum performance takeoffs and landings, steep turns, chandelles, lazy eights, and eights on pylons. Students will log fifteen hours of complex aircraft time. Lecture 2 hours/Laboratory 6 hours. *Prerequisite:* AT 114 or possession of FAA Private Pilot Certificate (airplane, single-engine land) with a minimum of 200 hours of flight time, and; AT 135 or proof of completion of the FAA Commercial Pilot Knowledge Exam (AT 135 may be taken concurrently.)

**120
PRIVATE PILOT GROUND SCHOOL**
5.0 Units

AT 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**
3.0 Units

AT 121 introduces the student to the aspect of dead-reckoning and pilotage navigation using the aeronautical chart. Composite navigation and vector analysis using the flight computer familiarizes the student with the practical features of navigation. Lecture 3 hours. *Prerequisite:* None. *Recommended Preparation:* completion of AT 120 or possession of a private pilot's certificate. *Transfer Credit:* CSU.

**122
METEOROLOGY**
3.0 Units

AT 122 presents the basic principles of meteorology with emphasis placed on the physical laws that operate in the atmosphere, particularly as they affect aircraft flight. Weather maps, reports, and forecasts and their interpretation are stressed. Lecture 3 hours. *Prerequisite:* None. *Recommended Preparation:* completion of AT 120 or possession of a private pilot's certificate. *Transfer Credit:* CSU.

**123
AIRCRAFT STRUCTURE AND
AERODYNAMICS**
3.0 Units

AT 123 provides the pilot with the necessary understanding of the aerodynamics of the aircraft and of the construction techniques and processes involved in the building of aircraft. This course meets the requirements for commercial pilots in the study of aircraft. Lecture 3 hours. *Prerequisite:* None. *Recommended Preparation:* completion of AT 120 or possession of a private pilot's certificate. *Transfer Credit:* CSU.

**124
RADIO PROCEDURES AND FLIGHT
REGULATIONS**
3.0 Units

AT 124 is designed to provide the commercial pilot student with the necessary knowledge of radio navigation, radio-telephone communication procedures, and Federal Aviation Regulations required to pass the Federal Aviation Administration Commercial Pilot Written Examination. Lecture 3 hours. *Prerequisite:* None. *Recommended Preparation:* completion of AT 120 or possession of a private pilot's certificate. *Transfer Credit:* CSU.

**125
INSTRUMENT RATING GROUND
SCHOOL**
3.0 Units

AT 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:* AT 120 or successful completion of the Private Pilot Written Examination or a Private Pilot Certificate. *Transfer Credit:* CSU.

**127
FLIGHT TRAINING MANEUVERS**
3.0 Units

AT 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. *Prerequisite:* None. *Recommended Preparation:* completion of AT 120 or possession of a private pilot's certificate. *Transfer Credit:* CSU.

**128
AIRPORT OPERATIONS**
3.0 Units

AT 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:* AT 120 and 130 or equivalent. *Transfer Credit:* CSU.

**129
FLIGHT ATTENDANT I**
3.0 Units

AT 129 prepares men and women for the highly competitive flight attendant positions and travel careers in the airlines and travel industry. Lecture 3 hours. *Prerequisite:* None.

**130
AIR TRANSPORTATION**
3.0 Units

AT 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.

**132
FLIGHT ATTENDANT II**
3.0 Units

AT 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:* AT 129 or equivalent.

**134
AMERICAN AVIATION TRAVEL
HISTORY AND OPERATIONS**
3.0 Units

AT 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. *Prerequisite:* None.

135 COMMERCIAL PILOT GROUND SCHOOL

3.0 Units

AT 135 prepares students for the Federal Aviation Administration Commercial Pilot Knowledge Examination. Topics addressed include: advanced aerodynamics, advanced aircraft weight and balance computations, advanced meteorology, advanced aerospace physiology, operation of complex and high-performance aircraft including use of constant-speed propellers, retractable landing gear, anti-icing/de-icing, oxygen, and cabin pressurization systems, Federal Aviation Regulations Parts 61, 91, and 135, maximum performance takeoffs and landings, steep turns, chandelles, lazy eights, and eights on pylons. Lecture 3 hours. *Prerequisite:* AT 120 or equivalent.

136 HUMAN FACTORS IN AVIATION

3.0 Units

AT 136 is designed to acquaint current and prospective pilots and flight crew with an overview of human factors and aviation psychology. The influence of psychological and physiological factors on aviation safety, and on the aviation professional's personal and occupational life, is examined. Topics include human error; attention, cognition and perception; communications; risk management; aeronautical decision making (ADM); multicultural and diversity factors; CRM (Crew Resource Management group dynamics); attitudes and persuasion; motivation and leadership; aircraft accident analysis; training (learning & regression); conformity and boredom; flight physiology; stress and fatigue; displays and flight deck design; automation; and applications in space technology. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU.

137 AIRLINE TRAVEL CAREERS

3.0 Units

AT 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. *Prerequisite:* None.

138 INTRODUCTION FLIGHT ATTENDANT TRAINING

3.0 Units

AT 138 introduces students to the Federal Aviation Regulations (FARs) that ensure the safety and comfort of passengers and crewmembers. Students learn to explain all FARs to passengers and identify strategies for reducing potential emergencies. *Note:* AT 138 and 151 combined: maximum credit 3 units. Lecture 3 hours. *Recommended Preparation:* Eligibility for ENGL 120 or ESL 151.

139 TECHNICALLY ADVANCED AIRCRAFT

3.0 Units

AT 139 introduces the student pilot to advanced avionics systems incorporated into an aircraft's cockpit. This course prepares the pilot to operate Global Positioning System (GPS) navigation systems as well as the latest integrated flight systems known as "glass cockpits". It covers the variety of information provided by these advanced navigation and communication systems as well as proper procedures in the event of their failure. Lecture 3 hours. *Prerequisite:* AT 120 or equivalent.

152 INTRODUCTION TO UNMANNED AERIAL VEHICLES

3.0 Units

AT 152 is an introductory course to understanding the functions, characteristics, regulations, and applications of unmanned aerial systems and vehicles. The course includes detailed coverage of unmanned aerial systems and their uses in military, commercial, civil, and public settings. Lecture 3 hours. *Recommended Preparation:* Eligibility for ENGL 120 or ESL 151.

153 INTRODUCTION TO UNMANNED AERIAL SYSTEMS

3.0 Units

AT 153 is an introductory course to understanding the functions, characteristics, regulations, and applications of unmanned aerial systems and vehicles. The course includes a detailed discussion of unmanned aerial systems and their uses in military, commercial, civil, and public settings. Lecture 3 hours. *Recommended Preparation:* Eligibility for ENGL 120 or ESL 151 and AT 152.

BIOLOGY

50 INTERNSHIP IN BIOLOGICAL SCIENCES

1.0 - 4.0 Units

BIOL 50 is a discipline specific course that allows students to earn from 1.0 - 4.0 units for a structured, monitored off-campus internship under the supervision of a faculty advisor. Internship locations may include: natural history museums, zoos and aquariums, biotechnology companies, and research laboratories and field stations at four-year universities. It is designed to provide students with appropriate preparation and a hands-on work experience in one or more of the following fields with the biological sciences natural history museum studies, zoo and aquarium science, biotechnology, microbiology, cell and molecular biology, evolutionary theory, anatomy and physiology, conservation biology, and ecology. The purpose of this class is to enhance the students' understanding, skills acquisitions and professional competencies for their target career paths within the biological sciences. Students must work 60 non-paid hours or 75 paid hours per unit earned. *Note:* Internships are arranged by faculty in the Biology Division. This course may be taken 2 times; a maximum of 4 units may be earned. *Note:* This course is Pass/No Pass only. Laboratory 1-4 hours. *Prerequisite:* Completion of a Biology course at GCC with a grade of C or better. *Recommended Preparation:* ENGL 101 and LIB 191.

101 GENERAL BIOLOGY

4.0 Units

BIOL 101 is the first half of a one-year course designed for biological science majors. It covers fundamental biological principles and processes including: the scientific method, biochemistry, metabolism, cell respiration, photosynthesis, molecular biology, cell structure and function, mitosis and meiosis, Mendelian genetics, molecular genetics, and gene regulation. Lecture 3 hours/Laboratory 3 hours. *Prerequisite:* CHEM 101. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC. (C-ID BIOL 190)

**102
GENERAL BIOLOGY**
5.0 Units

BIOL 102 provides a continuation of the study of fundamental biological processes introduced in Biology 101. The course includes the anatomy and physiology of plants and animals, animal development, population genetics, evolutionary theory, origin of life, ecological principles, conservation biology, and systematics. The course also includes an extensive survey of biodiversity covering the evolution, anatomy and physiology of the three domains of life and the eukaryotic phyla. Lecture 3 hours/Laboratory 6 hours. *Prerequisite:* BIOL 101. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC. (C-ID BIOL 140)

**112
MICROBIOLOGY**
5.0 Units

BIOL 112 is a study of microorganisms (algae, bacteria, fungi, protozoa, and viruses). The course includes microbial biochemistry, genetics, cellular activities, applied uses, and the pathogenicity of these microorganisms. In the laboratory, students utilize various staining procedures and biochemical tests to identify at least one unknown microorganism. Lecture 3 hours/Laboratory 6 hours. *Prerequisite:* CHEM 110 or CHEM 120 or equivalent and BIOL 101 or 120 or 122 or equivalent. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC.

**114
HUMAN FORM AND FUNCTION**
3.0 Units

BIOL 114 provides the student with a broad descriptive introduction to the structure and function of the human body. Topics covered include: cells, tissues, the major body systems and some of the major human conditions and diseases. This course is aligned with accreditation standards for the Commission on Accreditation for Health Informatics and Information Management (CAHIIM), and is required for completion of the Associate of Science Degree program in Health Information Technology (HIT). *Note:* BIOL 114 is designed for Health Information Technology students. It is not recommended for pre-nursing students. Lecture 3 hours. *Recommended Preparation:* high school biology, MOA 181 or 182, MOA 185, eligibility for ENGL 120 or ESL 151, BUSAD 106 or equivalent. *Transfer Credit:* CSU, UC, USC.

**115
HUMAN BIOLOGY**
4.0 Units

BIOL 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/Laboratory 3 hours. *Recommended Preparation:* High school biology. *Course Typically Offered:* Winter/Spring/Summer/Fall. *Transfer Credit:* CSU, UC, USC.

**120
HUMAN ANATOMY**
5.0 Units

BIOL 120 covers the systems of the human body including microscopic and gross anatomy of the following systems: integumentary, skeletal, muscular, nervous, circulatory, respiratory, lymphatic and immune, digestive, urinary, male and female reproductive, and endocrine. The effects of disease and aging on these systems are also included in the course. The laboratory includes the study of tissues using the microscope, a study of bones of the human skeleton, and the use of models to illustrate respective systems of the human body. Dissections of a sheep brain, cow heart, and cow eye are made to illustrate comparative parts of human anatomy. Observations are also made of a human cadaver. This course is primarily intended for nursing, kinesiology, and other health related majors. Lecture 3 hours/Laboratory 6 hours. *Recommended Preparation:* BIOL 115 is strongly recommended for students with a limited background in the biological sciences. *Course Typically Offered:* Winter/Spring/Summer/Fall. *Transfer Credit:* CSU, UC, USC. (C-ID BIOL 110B)

**121
INTRODUCTION TO PHYSIOLOGY**
4.0 Units

BIOL 121 covers the functions, homeostasis, and integration of the organ systems of the human body. The organ systems studied include: integumentary, nervous, sensory, bone, muscle, endocrine, blood, lymphatic, and immune, cardiovascular, respiratory, urinary, digestive, and reproductive systems. Laboratory activities include using the scientific method to predict experimental outcomes, acquire data, analyze it and draw conclusions, and apply concepts learned in both lecture and the laboratory to clinical pathophysiological scenarios. This course is primarily intended for Nursing, Kinesiology, and other health related majors. Lecture 3 hours/Laboratory 3 hours. *Prerequisite:* BIOL 120 and CHEM 101 or CHEM 110 or CHEM 120. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC. (C-ID BIOL 120B)

**122
INTRODUCTION TO BIOLOGY**
4.0 Units

BIOL 122 is a survey course in the biological sciences designed to meet the laboratory science or life science requirement for most general education programs. Biology 122 covers the scientific method, molecular and cellular organization and function, genetics, and plant/animal anatomy and physiology. This course also covers evolution, a survey of biodiversity, ecology, and the impact of humans on the environment. Lecture 3 hours/Laboratory 3 hours. *Recommended Preparation:* Eligibility for ENGL 101. *Course Typically Offered:* Winter/Spring/Summer/Fall. *Transfer Credit:* CSU, UC, USC.

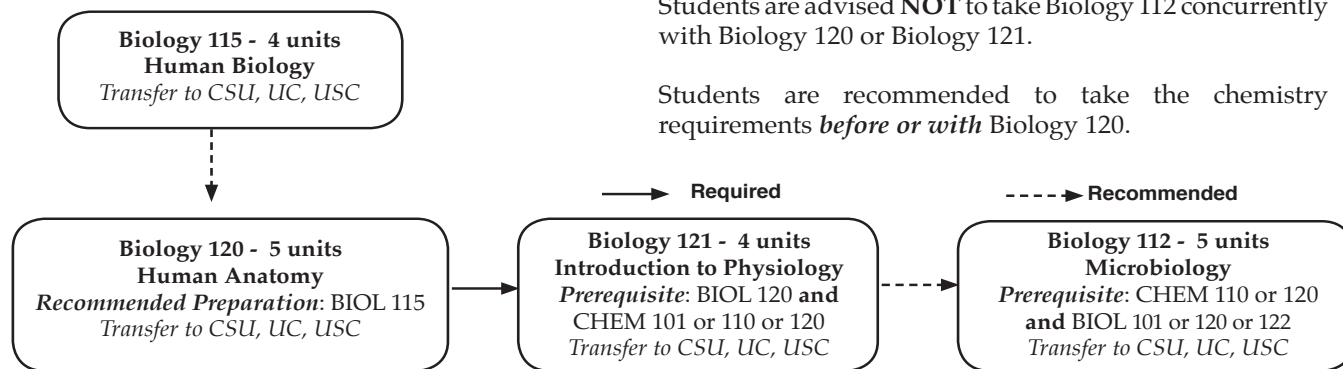
**123
EVOLUTION**
3.0 Units

BIOL 123 examines the history of life on earth, and the mechanisms that have led to the diversity we see today. Topics to be covered include a brief history of evolutionary thought, adaptive vs. neutral evolution (natural selection and genetic drift), biogeography, the origin of life, population genetics and speciation, an exploration of the fossil record and modern systematics, and recent work in the fields of sexual selection, behavior, development, and human evolution. Lecture 3 hours. *Recommended Preparation:* ENGL 100 or 120 or ESL 151. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC.

RECOMMENDED BIOLOGY HEALTH SCIENCE COURSE SEQUENCE

Although Biology 115 is not a prerequisite for Biology 120, it is strongly recommended that students without a science background in biology take Biology 115 prior to Biology 120. Students who have taken Biology 115 are better prepared for the rigor of Anatomy and Physiology. Students are advised **NOT** to take Biology 112 concurrently with Biology 120 or Biology 121.

Students are recommended to take the chemistry requirements *before or with* Biology 120.



125 MARINE BIOLOGY 3.0 Units

BIOL 125 is a general survey of the ecosystems and biodiversity of life in the marine environment. The course includes a brief introduction to the sciences of geological, chemical and physical oceanography as the basis to understand the environment where marine organisms have evolved. A comparative approach is used to study the anatomy, physiology, and evolution of the major groups of marine organisms. This course compares the ecology of the following marine ecosystems: epipelagic, deep sea, hydrothermal vents, intertidal, estuaries, coral reefs, and polar. Aspects of evolutionary, cell, and molecular theory are addressed throughout the course. The impact of humans on the marine environment is analyzed by studying historical and current problems regarding pollution and fisheries. Lecture 3 hours. **Recommended Preparation:** Eligibility for ENGL 101. **Course Typically Offered:** Winter/Spring/Summer/Fall. **Transfer Credit:** CSU, UC, USC.

125H HONORS MARINE BIOLOGY 3.0 Units

BIOL 125H is a general survey of the ecosystems and biodiversity of life in the marine environment. The course includes a brief introduction to the sciences of geological, chemical and physical oceanography as the basis to understand the environment where marine organisms have evolved. A comparative approach is used to study the anatomy, physiology, and evolution of the major groups of marine organisms. This course compares the ecology of the following marine ecosystems: epipelagic, deep sea, hydrothermal vents, intertidal, estuaries, coral reefs, and polar. Aspects of evolutionary, cell, and molecular theory are addressed throughout the course. The impact of humans on the marine environment is analyzed by studying historical and current problems regarding pollution and fisheries. The Honors course will be enhanced in one or more of the following ways: 1) Students will complete a set of selected readings from science journals or books. Critical analysis of these readings is expected and the students will be evaluated with extra questions during the regular examinations of the course. 2) Students will attend a field trip where they are expected to work in groups for the collection, analysis, and presentation of data. 3) Students will prepare a written and oral presentation on a specific topic that was not covered in lecture. Lecture 3 hours. **Recommended Preparation:** Eligibility for ENGL 101. **Transfer Credit:** CSU, UC, USC.

126 FIELD AND LABORATORY INVESTIGATIONS IN MARINE BIOLOGY 1.0 Unit

BIOL 126 is an introductory science laboratory offering a general survey of the diversity of life in the marine environment and the ecology of some of its major ecosystems. This course covers aspects of microscopy, pH, cell respiration, photosynthesis, biodiversity, ecology, and evolution. 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 three or more field trips, which introduce the student to research methods, marine biodiversity, evolution, and the ecology of marine ecosystems. Field trips total a minimum of 9 hours. Laboratory 3 hours. **Prerequisite:** BIOL 125 (BIOL 125 may be taken concurrently.) **Course Typically Offered:** Fall/Spring/Summer. **Transfer Credit:** CSU, UC, USC.

**131
REGIONAL NATURAL HISTORY**
3.0 Units

BIOL 131 offers individual and group investigation of the biological environment and the impact of human activities upon it. Students examine the inter-relationship between living organisms and their habitats by special projects. Library research, a scientific paper, and/or an oral presentation may be a part of the course. Field studies will investigate a variety of world localities. When taught in Baja California, Mexico, the field portion of the course is based at the Glendale College Field Station in Bahia de los Angeles. Lecture 2 hours/Laboratory 3 hours. *Recommended Preparation:* A biology or ecology course in high school or college. *Transfer Credit:* CSU.

**298
UNDERGRADUATE RESEARCH IN
MICROBIOLOGY AND MOLECULAR
BIOLOGY**
3.0 Units

BIOL 298 is intended to give undergraduate students hands-on experience in microbiology and molecular biology research while working collaboratively in a laboratory setting with a faculty-led team of students on various projects. It allows the student to practice and apply various scientific techniques and methods (e.g. wet lab skills) and concepts learned in biology (e.g. molecular biology, microbiology, genomics, and bioinformatics). Students are expected to apply knowledge from prerequisite courses, to use their problem solving skills in carrying out assigned projects, and to write up and present the results of their research on-campus. Lecture 1 hour/Laboratory 6 hours. *Prerequisite:* BIOL 101 or BIOL 112 or equivalent. *Recommended Preparation:* BIOL 103, eligibility for ENGL 101. *Transfer Credit:* CSU.

**BUSINESS
ADMINISTRATION**

**50
INTERNSHIP**
1.0 to 3.0 Units

BUSAD 50 is a self-motivated course which allows students to earn 3 units for structured, supervised work off campus under supervision of a faculty advisor. It is designed to provide students with appropriate preparation and a hands-on discipline-linked work experience that will extend their knowledge and understanding of career demands in a field. This internship course can be used for any program. *Note:* Students must arrange an approved internship prior to enrolling in this class. Complete two or more courses within your program before attempting an internship. *Note:* This course is Pass/No Pass only. Lecture 0.5/Laboratory 2.5 hours. *Recommended Preparation:* Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU.

**101
INTRODUCTION TO BUSINESS**
3.0 Units

BUSAD 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. *Course Typically Offered:* Winter/Spring/Summer/Fall. *Transfer Credit:* CSU, UC, USC. (C-ID BUS 110)

**106
WRITTEN BUSINESS
COMMUNICATIONS**
3.0 Units

BUSAD 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 2.5 hours/Laboratory 1.5 hours. *Prerequisite:* Eligibility for ENGL 101 or completion of CABOT 105. *Course Typically Offered:* Winter/Spring/Summer/Fall. *Transfer Credit:* CSU.

**110
HUMAN RELATIONS IN BUSINESS**
3.0 Units

BUSAD 110 aids future employees as well as present employees in understanding and applying human relations concepts to the business environment. Topics include attitude, morale, motivation, communication, business etiquette, productivity, ethics, customer service and leadership. Lecture 3 hours. *Recommended Preparation:* Eligibility for ENGL 120 or ESL 151. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU.

**111
INTRODUCTION TO INSURANCE**
1.0 Unit

BUSAD 111 gives students a basic background of the modern property/casualty insurance system. It is designed as a basic overview of insurance for those who have little or no knowledge of insurance but who wish to enter the field of insurance. Lecture 1 hour. *Prerequisite:* None. *Course Typically Offered:* Fall (Every Other Year). *Transfer Credit:* CSU.

112 APPLIED WORKPLACE ETHICS

1.0 Unit

BUSAD 112 covers contemporary and controversial ethical issues facing the business world today. Real-world scenarios and situations will be discussed to aid students in developing their own ethical decision-making framework for the responsibilities and obligations they will face as members of the workforce. Lecture 1 hour. *Prerequisite:* None. *Course Typically Offered:* Spring (Every Other Year).

113 PRINCIPLES OF PROPERTY AND LIABILITY INSURANCE

3.0 Units

BUSAD 113 is intended to help individuals learn basic information regarding property and liability insurance for use in employment as insurance professionals in entry-level and higher positions. It covers the fundamentals of insurance including the types of insurers, institutions that provide insurance, how it is regulated, and measurement of financial performance. This course is intended to help prepare students for a variety of entry-level positions in the insurance industry and for a number of insurance certification examinations. Lecture 3 hours. *Prerequisite:* None. *Course Typically Offered:* Fall/Spring.

114 PERSONAL INSURANCE

3.0 Units

BUSAD 114 is intended to help individuals learn basic information regarding personal insurance for use in employment as insurance professionals in entry-level and higher positions. This course may also be of value to anyone who wishes to obtain the knowledge to manage his or her personal insurance needs. Information about automobile, homeowners, and residential insurance (e.g. earthquake, marine, etc.) is included in the course. Financial planning, life insurance, and health insurance are also covered. Lecture 3 hours. *Prerequisite:* None. *Course Typically Offered:* Fall/Spring.

115 COMMERCIAL INSURANCE

3.0 Units

BUSAD 115 is intended to help individuals learn basic information regarding commercial insurance for use in employment as insurance professionals in entry-level and higher positions. The course includes information on property insurance, business income insurance, commercial crime insurance, equipment breakdown insurance, inland and ocean marine insurance, commercial general liability insurance, commercial automobile insurance, and other types of commercial insurance coverage. Lecture 3 hours. *Prerequisite:* None. *Course Typically Offered:* Fall/Spring.

116 PRINCIPLES OF LIFE AND HEALTH INSURANCE

3.0 Units

BUSAD 116 is intended to help individuals learn basic information regarding life and health insurance for use in employment as insurance professionals in entry-level and higher positions. It covers the fundamentals of insurance, including the types of insurers, institutions that provide insurance, how it is regulated, and measurement of financial performance. This course is intended to help prepare students for a variety of entry-level positions in the insurance industry, and completion of the course will satisfy the requirements to "sit" for the State of California written test for a Life and Health Agent License. Lecture 3 hours. *Prerequisite:* None. *Course Typically Offered:* Fall/Spring.

120 BUSINESS LAW I

3.0 Units

BUSAD 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, sales, and agency. Lecture 3 hours. *Prerequisite:* None. *Course Typically Offered:* Winter/Spring/Summer/Fall. *Transfer Credit:* CSU, UC, USC. (C-ID BUS 125)

131 INTRODUCTION TO FINANCE

3.0 Units

BUSAD 131 course introduces the student to financial management, budgeting, accounting, and decision-making. Financial management and budgeting are central to modern business and the successful administrator must understand the processes of these activities. This course introduces the student to basic concepts necessary for the evaluation of these decisions, and familiarizes them with analytical tools and current issues in today's business world. The material is applicable to large corporations, small businesses, and nonprofit organizations. *Note:* One year of accounting is recommended. Lecture 3 hours. *Prerequisite:* MATH 141 or 146 or 246B. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU.

134 INVESTMENTS

3.0 Units

BUSAD 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. *Course Typically Offered:* Spring (Every Other Year). *Transfer Credit:* CSU.

135 MONEY AND BANKING

3.0 Units

BUSAD 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. *Course Typically Offered:* Spring (Every Other Year). *Transfer Credit:* CSU.

**136
MONEY MANAGEMENT**

3.0 Units

BUSAD 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. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU.

**141
INTRODUCTION TO MANAGEMENT**

3.0 Units

BUSAD 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. *Prerequisite:* None. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU.

**144
HUMAN RESOURCES I**

3.0 Units

BUSAD 144 teaches the roles and responsibilities of human resources (HR) management in the organization. This course helps to prepare students for Professional Human Resources (PHR) and Senior Professional Human Resources (SPHR) certifications. Lecture 3 hours. *Prerequisite:* None. *Course Typically Offered:* Spring (Every Other Year).

**145
HUMAN RESOURCES II**

3.0 Units

BUSAD 145 teaches how human resources (HR) management impacts the organization. Emphasis is placed on integrating human resources and organizational strategies. This course helps to prepare students for Professional Human Resources (PHR) and Senior Professional Human Resources (SPHR) certifications. Lecture 3 hours. *Prerequisite:* BUSAD 144 or equivalent.

**152
MANAGEMENT COMMUNICATIONS-
ORAL**

3.0 Units

BUSAD 152 covers planning interpersonal communication, speaking techniques, conducting question-and-answer periods, job interviews, conference leading on the job, objectives of good informal and formal presentations, use and misuse of visuals in oral presentations, and bridges and barriers to communications. Lecture 3 hours. *Prerequisite:* None. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU.

**158
SMALL BUSINESS DEVELOPMENT**

3.0 Units

BUSAD 158 covers the process of planning, organizing, and managing a small business. Topics include developing a business plan, forming and marketing a small business, legal aspects of business ownership, accounting, budgeting, financing, and risk management. The skills taught in this course help individuals start new ventures as well as aid existing business owners to plan their growth. Lecture 3 hours. *Recommended Preparation:* Eligibility for ENGL 191 or ESL 141 and BUSAD 101 or equivalent. *Course Typically Offered:* Fall/Spring.

**162
PRINCIPLES OF MARKETING**

3.0 Units

BUSAD 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. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU.

**163
SOCIAL MEDIA MARKETING I**

3.0 Units

BUSAD 163 orients students to the field of digital marketing by introducing the components, characteristics, metrics, goals, platforms, and history of social media in survey form. The course serves as a foundation for later specialized study, and directs the thinking of students to possible entrepreneurial ventures or careers in social media marketing. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU.

**164
RETAIL STORE MANAGEMENT**

3.0 Units

BUSAD 164 is an overview of the retail business from a managerial perspective and focuses on decisions retailers make to satisfy the needs of customers in today's competitive global market. Factors that lead retailers to sustainable competitive advantage such as strategy promotions, visual merchandising, segmentation and advertising are the focus of the course. Instruction on purchasing, pricing, product, location, financial management and information systems will also be presented. Lecture 3 hours. *Recommended Preparation:* Completion of or concurrent enrollment in BUSAD 162 or equivalent. *Course Typically Offered:* Fall (Every Other Year).

**165
SOCIAL MEDIA MARKETING II**

3.0 Units

BUSAD 165 introduces students to social media platforms such as Facebook, Twitter, Instagram, LinkedIn, YouTube, Yelp, and Pinterest. Students will learn how to use these media forms either as a stand-alone vehicle or as a component of an overall media plan. The class touches on how each of these channels can be optimized most effectively for professional objectives such as creating a targeted advertising campaign or how to achieve overall campaign success. Determining the level of social media campaign success is possible through various analytics programs covered in class, including Facebook Insights and Google Analytics. The course serves as a foundation for later specialized study and directs the thinking of students to possible entrepreneurial ventures or careers in social media marketing. Lecture 3 hours. *Recommended Preparation:* BUSAD 163 or equivalent.

**166
ADVERTISING**

3.0 Units

BUSAD 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. Lecture 3 hours. *Prerequisite:* None. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU.

170 INTRODUCTION TO INTERNATIONAL BUSINESS

3.0 Units

BUSAD 170 provides the student with an overview of the basic issues in international business. These include deciding on a business organization for foreign operations, establishing banking relationships, raising capital, currency exchange and marketing in foreign environment, with particular emphasis on Pacific Rim, Western European and South American markets. Import/Export regulations and locating manufacturing abroad are also covered. Lecture 3 hours. *Prerequisite:* None. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU.

175 IMPORT/EXPORT BUSINESS IN THE PACIFIC RIM

3.0 Units

BUSAD 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. The special business cultures and techniques contributing to Asia's 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. *Recommended Preparation:* BUSAD 101 and 170 or equivalent. *Course Typically Offered:* Spring (Every Other Year). *Transfer Credit:* CSU.

176 IMPORT/EXPORT WITHIN NAFTA AND LATIN AMERICAN COUNTRIES

3.0 Units

BUSAD 176 discusses the special issues of doing business with North American Free Trade Agreement (NAFTA) countries (Canada and Mexico) and with Latin America. Other Latin American countries are also analyzed for the governmental, social economic, and geographic systems as they relate to import/export and other 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, including Mexico, Puerto Rico, the Virgin Islands, and other Caribbean countries such as Guatemala, Honduras, Panama, Costa Rica, Columbia, Peru, Brazil, Uruguay, Paraguay, Argentina, and Chile. Current international economic opportunities will determine the emphasis placed on each area. Lecture 3 hours. *Recommended Preparation:* BUSAD 101 and 170 or equivalent. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU.

177 INTRODUCTION TO INTERNATIONAL MARKETING

3.0 Units

BUSAD 177 examines the concepts, principles, theory, and practice of international marketing. Topics include the United States and foreign marketing organizations, United States international marketing positions, market entry strategies, analysis of foreign markets, culture and marketing, product design, pricing, distribution, promotion, and sales. Lecture/Demonstration 3 hours. *Recommended Preparation:* BUSAD 101 and 170 or equivalent. *Course Typically Offered:* Fall (Every Other Year).

178 INTRODUCTION TO INTERNATIONAL FINANCE

3.0 Units

BUSAD 178 is a study of international business financing and development, including the roles of different types of lenders, domestic and foreign government assistance programs, various methods of payment, identifying and managing risk in the international financial arena, and tax considerations. Lecture/Demonstration 3 hours. *Recommended Preparation:* BUSAD 101 and 170 or equivalent. *Transfer Credit:* CSU.

180 PRINCIPLES OF IMPORT/EXPORT

3.0 Units

BUSAD 180 prepares students to participate in the international economy through importing and/or exporting activities. Topics include methods for locating products to import or export, import/export marketing strategies, pricing, and distribution channels, international payment transfers, import/export financing, shipping and receiving international goods, and strategies for successful importing and exporting. Also included are the trade patterns by countries and commodities, with a focus on issues concerning the euro and trade in Europe's single market, the World Trade organization, NAFTA, and navigating the business worlds of Asia, Africa, and Latin America while tapping into the e-commerce phenomena. Lecture/Demonstration 3 hours. *Recommended Preparation:* BUSAD 101 and 170 or equivalent.

185 GEOGRAPHICAL INFORMATION SYSTEMS (GIS) FOR BUSINESS

3.0 Units

BUSAD 185 teaches the fundamentals of GIS industry-standard software and its application to business. Emphasis is placed on applied lessons to create and modify maps, conduct geospatial research, and solve business related geospatial problems. Lecture 3 hours. *Recommended Preparation:* CABOT 270 or equivalent.

202 LEADERSHIP FUNDAMENTALS

3.0 Units

BUSAD 202 introduces the basic concepts and theories of a leader's role in influencing others to achieve a common goal. Decision making, problem solving, and critical thinking concepts will be emphasized. The role of a leader to an organization's success, as well as the difficulties and challenges involved, will also be emphasized. Lecture 3 hours. *Prerequisite:* None. *Course Typically Offered:* Spring (Every Other Year).

203 CUSTOMER SERVICE AND RELATIONS

3.0 Units

BUSAD 203 focuses on strategies for developing a first-class customer service environment in a culturally diverse, e-commerce, globally competitive business climate. The course covers topics that promote a customer-focused organization and will teach students to handle problems and complaints, promote teamwork, "win back" customers, personalize service, and create loyalty and retention of clientele of various types (e.g. patients, patrons, students, customers, and so on). Understanding and influencing customer behavior through customer relationship management strategies will be emphasized. Lecture 3 hours. *Prerequisite:* None.

**204
CUSTOMER SERVICE SKILLS**

1.0 Unit

BUSAD 204 offers instruction and hands-on practice of customer service skills for selected workplace environments in a culturally diverse, e-commerce, globally competitive business climate. The course will teach students to effectively accommodate guests, clients, customers, patrons, patients, and other types of clientele in various types of businesses. Activities and examples will be used from business areas such as medical offices, public and government entities, restaurants, grocery establishments, and a variety of other retail businesses, and may be taught on campus or on site of such businesses (see ticket notes in schedule for the focus and location for any listed ticket number). Lecture 1 hour. *Prerequisite:* None. *Course Typically Offered:* Fall/Spring.

**205
PROFESSIONAL SELLING
FUNDAMENTALS**

3.0 Units

BUSAD 205 covers the principles, problems, and techniques of one-on-one selling of ideas, products, and services in today's domestic and international markets. Active participation provides practical experience through guided role-playing with techniques for success as a sales professional. Psychological and social aspects of buyer motivation are studied, as well as critical thinking, elements of presentation, and ethics, as appropriate for developing beginning sales skills. Lecture 3 hours. *Recommended Preparation:* CABOT 265 and CABOT 280 or equivalent.

**210
FOUNDATIONS OF PROJECT
MANAGEMENT**

3.0 Units

BUSAD 210 covers the fundamental concepts and applied techniques for cost-effective management of both long-term development programs and short-term projects. The content deals with planning, scheduling, organizing, and controlling projects. The course uses cases from a wide variety of industries, including construction, information systems, nonprofit organizations, the government, and the military. Project management principles and methodology are provided with special focus on planning, controlling, and managing projects to successful completion. The topics are divided into two categories: the behavioral aspects of a project and the technical components that make up the project. Behavioral issues include management and leadership, cultural differences, organizational structures, and conflict and negotiation. The course examines technical issues including the relation between the performing organization and the project; determining strategy and project selection; developing the project plan; estimating costs, schedules, and the critical path; methods for determining project status; and risks, quality, and procurement. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU.

**212
ADVANCED PROJECT
MANAGEMENT**

3.0 Units

BUSAD 212 covers the advanced topics of project management (PM) including: scheduling; risk and quality management; and cost control. Comprehensive instruction in scheduling and other PM tools is provided. The topic of delivering complex projects is introduced, with a focus on resource management, scheduling, control, and opportunity and risk management. Lecture 3 hours. *Prerequisite:* BUSAD 210. *Transfer Credit:* CSU.

CHEMISTRY**101
GENERAL CHEMISTRY**

5.0 Units

CHEM 101 is the first course in a two-semester sequence which covers important chemistry concepts including physical properties of matter, chemical reactions, stoichiometry, electronic structure of atoms, quantum mechanics, chemical bonding, and the three phases of matter. Lecture and laboratory activities are integrated into one cohesive lecture-lab section. The latter part of the course covers solution chemistry with emphasis on chemical kinetics, thermodynamics, and electrochemistry. Laboratory activities supports the above-mentioned topics, including both qualitative and quantitative analysis of data and propagation of errors. Lecture 3 hours/Laboratory 6 hours. *Prerequisite:* 1) Eligibility for ENGL 120 or ESL 151. 2) MATH 101 or 120 or 220B or 1.5 years of high school Algebra. 3) CHEM 110 or 1 year of high school chemistry (laboratory included) and satisfactory score on the Math/Chemistry Placement Exams. *Course Typically Offered:* Winter/Spring/Summer/Fall. *Transfer Credit:* CSU, UC, USC. (C-ID CHEM 110)

**102
GENERAL CHEMISTRY**

5.0 Units

CHEM 102 is the second course in a two-semester sequence which covers important chemistry concepts including physical properties of matter, chemical reactions, stoichiometry, electronic structure of atoms, quantum mechanics, chemical bonding, and the three phases of matter. Lecture and laboratory activities are integrated into one cohesive lecture-lab section. The latter part of the course covers solution chemistry with emphasis on chemical kinetics, thermodynamics, and electrochemistry. Laboratory activities supports the above-mentioned topics, including both qualitative and quantitative analysis of data and propagation of errors. Lecture 3 hours/Laboratory 6 hours. *Prerequisite:* CHEM 101. *Course Typically Offered:* Winter/Spring/Summer/Fall. *Transfer Credit:* CSU, UC, USC.(CHEM 101 & 102 C-ID CHEM 120S)

**105
ORGANIC CHEMISTRY**

5.0 Units

CHEM 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. *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. Lecture 3 hours/Laboratory 6 hours. *Prerequisite:* CHEM 102. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC. (C-ID CHEM 150)

**106
ORGANIC CHEMISTRY**

5.0 Units

CHEM 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/Laboratory 6 hours. *Prerequisite:* CHEM 105. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC. (CHEM 105 & 106 C-ID CHEM 160S)

**110
ELEMENTS OF GENERAL
CHEMISTRY**

5.0 Units

CHEM 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/Laboratory 3 hours. *Prerequisite:* MATH 141 or 146 or 246B or 2 units of MATH 246 or one year of algebra in high school. *Course Typically Offered:* Winter/Spring/Summer/Fall. *Transfer Credit:* CSU, UC.

**120
FUNDAMENTALS OF COLLEGE
CHEMISTRY (INORGANIC)**

5.0 Units

CHEM 120 is a course in the fundamentals of chemistry with the emphasis on health science related examples. This course and CHEM 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. CHEM 120 covers inorganic chemistry. CHEM 120 does not involve the level of mathematical applications that are found in CHEM 101. *Note:* This course is not for science majors. At Glendale Community College CHEM 120 satisfies the prerequisite for CHEM 121 only. Lecture 4 hours/Laboratory 3 hours. *Prerequisite:* MATH 141 or 146 or 246B or 2 units of MATH 246 or one year of algebra in high school. *Course Typically Offered:* Winter/Spring/Summer/Fall. *Transfer Credit:* CSU, UC, USC.

**121
FUNDAMENTALS OF COLLEGE
CHEMISTRY (ORGANIC AND
BIOCHEMISTRY)**

5.0 Units

CHEM 121 is the second half of the year sequence and covers the fundamentals of organic and biochemistry. *Note:* This course is not for science majors. Lecture 4 hours/Laboratory 3 hours. *Prerequisite:* CHEM 120. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC.

**298
UNDERGRADUATE RESEARCH IN
CHEMISTRY**

3.0 Units

CHEM 298 introduces students to a research laboratory setting. Students gain experience in performing group projects, setting research goals, and searching the literature for background information. Students design a target molecule, propose its potential applications, and develop a reliable synthetic pathway for preparation of the compound. Students present a research goal and justify the cost, synthetic utility, and pedagogical use of the research outcomes for development of the chemistry department. One of the goals of this class is the long-term development of multistep synthetic procedures to be adopted in future curriculum. *Note:* This course is Pass/No Pass only. Lecture 1 hour/Laboratory 6 hours. *Prerequisites:* CHEM 105 or CHEM 106 or equivalent. *Recommended Preparation:* Eligibility for ENGL 101. *Transfer Credit:* CSU, USC.

CHILD DEVELOPMENT**101
INTRODUCTION TO ELEMENTARY
CLASSROOM TEACHING**

3.0 Units

CHLDV 101 introduces students to the concepts and issues related to teaching diverse learners in today's contemporary schools, Transitional Kindergarten through Grade 6. Topics include teaching as a profession and career, historical and philosophical foundations of the American education system, contemporary educational issues, California's content standards and frameworks, and teacher performance standards. In addition to class time, the course requires a minimum of 45 hours of supervised fieldwork in public school elementary school classrooms that represent California's diverse student population, and includes cooperation with at least one campus approved and selected certificated classroom teacher. Lecture 2 hours/Laboratory 3 hours. *Prerequisite:* CHLDV 135. *Recommended Preparation:* ENGL 101. *Transfer Credit:* CSU. (C-ID EDUC 200)

**133
OBSERVATION AND ASSESSMENT**

3.0 Units

CHLDV 133 focuses on the appropriate use of assessment and observation strategies to document development, growth, play and learning in order to join with families and professionals in promoting children's success and maintaining quality programs. Recording strategies, rating systems, portfolios, and multiple assessment methods are explored. *Note:* Verification of tuberculosis (TB) clearance required. Lecture 2 hours/Laboratory 3 hours. *Prerequisite:* CHLDV 135 or equivalent. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU. (C-ID ECE 200)

**135
CHILD GROWTH AND
DEVELOPMENT**

3.0 Units

CHLDV 135 examines the major physical, psychosocial, and cognitive/language developmental milestones for children, both typical and atypical, from conception through adolescence. There will be an emphasis on interactions between maturational processes and environmental factors. While studying developmental theory and investigative research methodologies, students will observe children evaluate individual differences and analyze characteristics of development at various stages. *Note:* Verification of tuberculosis (TB) clearance required. Lecture 3 hours. *Recommended Preparation:* ENGL 120 or ESL 151. *Course Typically Offered:* Winter/Spring/Summer/Fall. *Transfer Credit:* CSU, UC, USC. (C-ID CDEV 100)

**137
SCHOOL AGE CHILDREN IN CHILD CARE**

3.0 Units

CHLDV 137 is designed for students interested in working in before and after school or out-of-school programs for children aged 5-12. The course introduces School Age program philosophies and program types, examines needs and concerns relating to school-age children in child care and strategies for managing classrooms and guiding children's behavior. Knowledge of developmental ages and stages is emphasized. This course includes designing developmentally appropriate curriculum and experiences for school age children and creating developmentally appropriate environments. Lecture 3 hours. *Prerequisite:* CHLDV 135 or equivalent. *Recommended Preparation:* Eligibility for ENGL 120 or ESL 151 and MATH 145. *Course Typically Offered:* Fall. *Transfer Credit:* CSU.

**138
HEALTH, SAFETY, AND NUTRITION**

3.0 Units

CHLDV 138 introduces the laws, regulations, standards, policies and procedures and early childhood curriculum related to child health, safety and nutrition. 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 identified. This course is intended to examine the current concepts in the field of health, safety and nutrition and their relationship to the young child and program planning. Emphasis is given to the components of quality care for young children and the importance of collaboration with families and health care professionals. Lecture 3 hours. *Recommended Preparation:* ENGL 120 or ESL 151. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU. (C-ID ECE 220)

**140
PRINCIPLES AND PRACTICES OF TEACHING**

3.0 Units

CHLDV 140 examines the underlying theoretical principles of developmentally appropriate practices applied to programs, environments, emphasizing the key role of relationships, constructive adult-child interactions, and teaching strategies in supporting physical, social, creative and intellectual development for all children. This course includes a review of the historical roots of early childhood programs and the evolution of the professional practices promoting advocacy, ethics and professional identity. *Note:* Verification of tuberculosis (TB) clearance required. Lecture 3 hours. *Prerequisite:* CHLDV 133 *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU. (C-ID ECE 120)

**141
STUDENT TEACHING SEMINAR**

2.0 Units

CHLDV 141 provides for a demonstration of developmentally appropriate early childhood teaching competencies under guided supervision. Students utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors, and build a comprehensive understanding of children and families. Child centered, play-oriented approaches to teaching, learning, and assessment; and knowledge of curriculum content areas is emphasized as student teachers design, implement and evaluate experiences that promote positive development and learning for all young children. *Note:* Verification of current tuberculosis (TB) clearance required. Lecture 2 hours. *Prerequisite:* CHLDV 150. *Corequisite:* Concurrent enrollment in CHLDV 180, 181 or 182. *Recommended Preparation:* CHLDV 156 (may be taken concurrently). *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU. (CHLDV 141 & 180 or 181 or 182 C-ID ECE 210)

**142
CHILD, FAMILY, AND COMMUNITY**

3.0 Units

CHLDV 142 examines the developing child in a societal context focusing on the interrelationship of family, school and community with an emphasis on historical and socio-cultural factors. The processes of socialization and identity development will be highlighted, showing the importance of respectful, reciprocal relationships that support and empower families. Lecture 3 hours. *Prerequisite:* CHLDV 135 or equivalent *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU. (C-ID CDEV 110)

**147
WORKING WITH INFANTS AND TODDLERS**

3.0 Units

CHLDV 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:* CHLDV 135 or equivalent. *Recommended Preparation:* Eligibility for ENGL 120 or ESL 151 and MATH 145. *Course Typically Offered:* Spring. *Transfer Credit:* CSU.

**150
INTRODUCTION TO CURRICULUM**

3.0 Units

CHLDV 150 provides an overview of principles involved in planning, implementing and evaluating developmentally appropriate curriculum. It includes processes for planning and implementing developmentally appropriate environments and experiences; selection of appropriate materials, emerging curriculum, scheduling, room arrangement, and planning developmentally appropriate activities and curricula for young children from birth to age eight in child care and early childhood development settings. Included are focuses on children's play, the role of assessment, webbing, activity planning, daily scheduling and curriculum areas such as art, science, math, literature, music, language arts, and dramatic play are examined. *Note:* Verification of tuberculosis (TB) clearance required. Lecture 2 hours/Laboratory 3 hours. *Prerequisite:* CHLDV 140. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU. (C-ID ECE 130)

**152
MUSIC FOR YOUNG CHILDREN**

3.0 Units

CHLDV 152 explores musical experiences appropriate to the development of the infant, the preschool child, the elementary school child, and the exceptional child. Lecture 3 hours. *Recommended Preparation:* Eligibility for ENGL 120 or ESL 151. *Course Typically Offered:* Fall. *Transfer Credit:* CSU.

**154
EARLY CHILDHOOD EDUCATION
AND THE ART EXPERIENCE**

3.0 Units

CHLDV 154 provides students with the basic knowledge of the content and style of children's art and its link to thinking. Emphasis is placed on the developmental areas of children's growth and the ways teachers can provide appropriate and stimulating experiences. Students have the opportunity to merge theory and practice and gain skills to facilitate creative expression. Experiential learning will be implemented and students will have the opportunity to explore with art materials and then analyze those experiences through a developmental lens. Inclusion, diversity, and the Reggio Emilia approach are featured. Lecture 3 hours. *Recommended Preparation:* ENGL 191 or ESL 141. *Transfer Credit:* CSU.

**155
CHILDREN WITH SPECIAL NEEDS**

3.0 Units

CHLDV 155 provides instruction 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. The class includes discussions about parents of exceptional or special children, along with educational services and community agencies. Lecture 3 hours. *Prerequisite:* CHLDV 135 (may be taken concurrently). *Recommended Preparation:* Eligibility for ENGL 120 or ESL 151 and MATH 145. *Course Typically Offered:* Spring. *Transfer Credit:* CSU.

**156
TEACHING IN A DIVERSE SOCIETY**

3.0 Units

CHLDV 156 examines the development of social identities in diverse societies including theoretical and practical implications of oppression and privilege as they apply to young children, families, programs, classrooms and teaching. Various classroom strategies will be explored emphasizing culturally and linguistically appropriate anti-bias approaches supporting all children in becoming competent members of a diverse society. Course includes self-examination and reflection on issues related to social identity, stereotypes and bias, social and educational access, media and schooling. *Note:* Verification of current tuberculosis (TB) clearance required. Lecture 3 hours. *Prerequisite:* CHLDV 140, and verification of TB clearance. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU. (C-ID ECE 230)

**158
MOVEMENT DEVELOPMENT: BIRTH
THROUGH TWELVE YEARS**

3.0 Units

CHLDV 158 focuses on designing developmentally appropriate creative dance experiences for young children. It provides those students who are interested in teaching movement to children the opportunity to acquire knowledge and techniques related to motor development and use of creative dance to explore subjects across the early childhood and early elementary curriculum. 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. *Note:* This course will not fulfill physical education activity requirements. *Note:* Students who previously completed DANCE 158 are not eligible for credit for completion of CHLDV 158. Lecture 3 hours. *Recommended Preparation:* Eligibility for ENGL 120 or ESL 151 and MATH 145. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU.

**160
GUIDING CHILDREN AND
ADOLESCENTS**

3.0 Units

CHLDV 160 is a course that focuses on the processes, techniques, models, research, and selected issues in child guidance as applied to 0-adolescence in family and community settings. Students will develop a personal approach to guidance based on current scientific research and theory concerning human development. Lecture 3 hours. *Recommended Preparation:* Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU.

**174
ADMINISTRATION OF EARLY
CHILDHOOD PROGRAMS I**

3.0 Units

CHLDV 174 is an introduction to the administration of early childhood programs. Topics covered include general responsibilities of a program director, program types, developing and managing program budgets, program management skills, an examination of relevant laws and regulations governing early childhood programs, and the development and implementation of policies and procedures. The course also examines administrative tools, philosophies, and techniques needed to organize, open and operate an early care and education program. Lecture 3 hours. *Prerequisite:* CHLDV 140 or equivalent. *Recommended Preparation:* Eligibility for ENGL 120 or ESL 151, MATH 145 and early childhood teaching experience. *Course Typically Offered:* Fall. *Transfer Credit:* CSU.

**175
ADMINISTRATION OF EARLY
CHILDHOOD PROGRAMS II**

3.0 Units

CHLDV 175 explores effective strategies for personnel management and leadership in early care and education settings, including legal and ethical responsibilities, supervision techniques, professional development, and reflective practices for a diverse and inclusive early care and education program. 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. Lecture 3 hours. *Prerequisite:* CHLDV 174. *Recommended Preparation:* ENGL 120 or ESL 151, MATH 145 and early childhood teaching experience. *Course Typically Offered:* Spring. *Transfer Credit:* CSU.

**176
MENTOR TEACHER PRACTICES**

3.0 Units

CHLDV 176 is designed to examine the methods and principles of supervising student teachers, entry level teachers, volunteers and other adults in early care and education settings. Emphasis is on the roles and development of early childhood professionals as mentors and leaders. Lecture 3 hours. *Prerequisite:* CHLDV 141 or equivalent. *Recommended Preparation:* Eligibility for ENGL 120 or ESL 151 and MATH 145. California Child Development Permit or equivalent and 2 years of teaching experience. *Course Typically Offered:* Fall. *Transfer Credit:* CSU.

**180
STUDENT TEACHING FIELD
PRACTICE - INFANT/TODDLER
FOCUS**

1.0 Unit

CHLDV 180 provides a semester teaching experience in an infant/toddler setting. The teacher candidate, under the supervision of a cooperating teacher and a college supervisor, assumes complete responsibility for the instruction of children. The course is designed to provide opportunities for practical application of skills and knowledge previously gained in the classes specified in the infant/toddler and child development curriculum. Field experience provides the teacher candidate the opportunity to participate in classroom activities, design and teach a developmentally appropriate focus under the guidance of the supervising/mentor teacher, assess themselves as a prospective teacher, and participate in seminar discussions. The environment and routines are emphasized as an integrating context for planning instruction. Laboratory 3 hours. *Corequisite:* CHLDV 141. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU. (CHLDV 141 & 180 C-ID ECE 210)

**181
STUDENT TEACHING FIELD
PRACTICE - PRESCHOOL FOCUS**

1.0 Unit

CHLDV 181 provides a semester teaching experience in a preschool setting. The teacher candidate, under the supervision of a cooperating teacher and a college supervisor, assumes complete responsibility for the instruction of children. The course is designed to provide opportunities for practical application of skills and knowledge previously gained in the classes specified in the preschool and child development curriculum. Field experience provides the teacher candidate the opportunity to participate in classroom activities, design and teach a developmentally appropriate focus under the guidance of the supervising/mentor teacher, assess themselves as prospective teachers, and participate in seminar discussions. Laboratory 3 hours. *Corequisite:* CHLDV 141. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU. (CHLDV 141 & 181 C-ID ECE 210)

**182
STUDENT TEACHING FIELD
PRACTICE - SCHOOL AGE FOCUS**

1.0 Unit

CHLDV 182 provides a semester teaching experience in a school age setting. The teacher candidate, under the supervision of a cooperating teacher and a college supervisor, assumes complete responsibility for the instruction of children. The course is designed to provide opportunities for practical application of skills and knowledge previously gained in the classes specified in the school age and child development curriculum. Field experience provides the teacher candidate the opportunity to participate in before and after-school activities, design and provide developmentally appropriate activities and tutoring under the guidance of the supervising/mentor teacher, assess themselves as a prospective teacher, and participate in seminar discussions. Laboratory 3 hours. *Corequisite:* CHLDV 141. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU. (CHLDV 141 & 182 C-ID ECE 210)

**210
SCAFFOLDING LEARNING IN EARLY
CHILDHOOD**

3.0 Units

CHLDV 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 is given to the project approach to implementation, using the acclaimed innovative Reggio Emilia techniques. Lecture 3 hours. *Prerequisite:* CHLDV 141 or equivalent. *Recommended Preparation:* Eligibility for ENGL 120 or ESL 151 and MATH 145. *Transfer Credit:* CSU.

CHINESE

**101
BEGINNING CHINESE I**

5.0 Units

CHIN 101 presents the fundamentals of Chinese grammar within a cultural context. Students are trained to pronounce Chinese (Mandarin) correctly, to acquire a small working vocabulary which they use in conversation and phonetic transcription, and to read and write approximately 150 Chinese characters. *Note:* This course is not intended for students with oral proficiency or who have attended schools where Mandarin Chinese was the language of instruction. Lecture 5 hours. *Recommended Preparation:* Eligibility for ENGL 120 or ESL 151. *Course Typically Offered:* Fall. *Transfer Credit:* CSU, UC, USC.

**102
BEGINNING CHINESE II**

5.0 Units

CHIN 102 continues to present the fundamentals of Chinese grammar within a cultural context. Students are further trained to pronounce Chinese (Mandarin) correctly, to build their conversational and written vocabulary, and to read and write approximately 150 more Chinese characters. Lecture 5 hours. *Prerequisite:* CHIN 101 or equivalent. *Course Typically Offered:* Spring. *Transfer Credit:* CSU, UC, USC.

**COMPUTER AIDED
MANUFACTURING**

**210
COMPUTER AIDED
MANUFACTURING BASIC MILLING**

3.0 Units

CAM 210 introduces the use of computers in programming numerical control milling machines. Lecture 3 hours. *Prerequisite:* None.

**211
INTERMEDIATE MILLING**

3.0 Units

CAM 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:* CAM 210 or equivalent.

**220
COMPUTER AIDED
MANUFACTURING, BASIC LATHE**

3.0 Units

CAM 220 introduces the operation of computers in programming numerical control lathe machines. Lecture 3 hours. *Prerequisite:* None.

**230
COMPUTER AIDED
MANUFACTURING, BASIC MILLING
PRACTICE**

1.0 Unit

CAM 230 is a laboratory class that allows students to practice on the MasterCam program and complete assignments from Computer Aided Manufacturing 210. Laboratory 3 hours. *Prerequisite:* CAM 210 or equivalent (CAM 210 may be taken concurrently.)

**231
INTERMEDIATE MILLING
LABORATORY**

1.0 Unit

CAM 231 is a laboratory class for students to practice on the Master-Cam 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:* CAM 211 or equivalent (CAM 211 may be taken concurrently.)

**240
BASIC LATHE PRACTICE**

1.0 Unit

CAM 240 is a laboratory class allowing students to practice on the MasterCam program and to complete assignments from Computer Aided Manufacturing 220. Laboratory 3 hours. *Prerequisite:* CAM 220 (CAM 220 may be taken concurrently.)

**COMPUTER APPLICATION
& BUSINESS OFFICE
TECHNOLOGIES**

**50
COMPUTER APPLICATION
INTERNSHIP**

1.0 to 3.0 units

CABOT 50 is a discipline-specific course, which allows students to earn from 1.0 – 3.0 units for a structured, supervised internship either on-campus or off-campus under the supervision of a faculty advisor. It is designed to provide students with appropriate preparation and a hands-on work experience in one of the following fields: Secretaries Office worker, and Administrative Assistants. The purpose of this class is to enhance students' knowledge, skill levels, and professional competency in their targeted career. This course is recommended for the self-motivated student, and requires faculty advisor approval to register. *Note:* Students must arrange an approved internship prior to enrolling in this class. Complete two or more courses within your program before attempting an internship. *Note:* This course is Pass/No Pass only. Lecture 0.5 hours/Laboratory 3-9 hours. *Recommended Preparation or concurrent enrollment:* Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU.

**90
SELF-PACED INTRODUCTION TO
ADAPTED WORD PROCESSING**

2.0 Units

NON-DEGREE APPLICABLE

CABOT 90 is designed to provide individualized, self-paced instruction to students with disabilities. The course combines specially designed assistive computer technology and a word processing program to enhance basic word processing skill acquisition and facilitate the production of simple written documents. *Note:* This course is primarily intended for students who meet Title V eligibility requirements for Disabled Students Programs and Services. Lecture 1.5 hours/Laboratory 1.5 hours. *Recommended Preparation:* Eligibility for ENGL 189, ESL 131, or ESL 133. *Course Typically Offered:* Fall/Spring.

**91
INTRODUCTION TO ADAPTED
WORD PROCESSING FOR
STUDENTS WITH VISUAL
IMPAIRMENTS**

2.0 Units

NON-DEGREE APPLICABLE

CABOT 91 is designed to instruct students with visual impairments in the use of a word processing application program with either screen reading or text magnification assistive computer technology, for producing basic written documents and academic assignments. *Note:* This course is primarily designed for students who meet Title V eligibility requirements for Disabled Student Programs and Services. Lecture 2 hours. *Prerequisite:* None. *Course Typically Offered:* Fall/Spring.

**92
INTRODUCTION TO ADAPTED
WORD PROCESSING**

3.0 Units

NON-DEGREE APPLICABLE

CABOT 92 is designed to instruct students with disabilities in the use of a word processing application program and assistive computer technology to produce and format written documents and academic assignments. *Note:* This course is primarily intended for students who meet Title V eligibility requirements for Disabled Students Programs and Services. Lecture 3 hours. *Recommended Preparation:* Eligibility for ENGL 191 or ESL 141. *Course Typically Offered:* Fall/Spring.

**93
ADAPTED COMPUTER
LABORATORY**

1.0 Unit

NON-DEGREE APPLICABLE

CABOT 93 provides access to the High Tech Center computer lab for students with disabilities, who have completed CABOT 92 or the equivalent. Under the supervision of High Tech Center faculty, students will learn to utilize assistive technology and specialized instruction within the framework of the student's abilities. *Note:* Open Entry/Open Exit. This is a Pass/No Pass only. Individualized projects and specialized instructional support will be developed and implemented based upon student needs and technological developments. This course is primarily designed for students who meet Title V eligibility requirements for Disabled Student Programs and Services. Laboratory 3 hours. *Prerequisite:* Successful completion of CABOT 92 or demonstration of comparable knowledge and skills. *Note:* May be taken 4 times for credit. *Course Typically Offered:* Fall/Spring.

**94
ADVANCED ADAPTED
APPLICATIONS**

3.0 Units

NON-DEGREE APPLICABLE

CABOT 94 is designed to instruct students with disabilities in the use of mainstream application program and assistive computer technology to produce written documents. Concepts related to spreadsheet/database applications and advanced word processing features are included. *Note:* This course is primarily designed for students who meet Title V eligibility requirements for Disabled Student Programs and Services. Lecture 3 hours. *Prerequisite:* Successful completion of CABOT 92 or demonstration of comparable knowledge and skills. *Note:* May be taken 4 times for credit. *Course Typically Offered:* Fall/Spring.

**101
BUSINESS OFFICE PROCEDURES**

3.0 Units

CABOT 101 is an in-depth study of general office procedures, including the selection of office supplies; processing of mail; use of postal services; receptionist and telephone techniques; handling travel arrangements; preparation of office documents; banking procedures; payroll, insurance, and tax records; and job preparation. Lecture 3 hours. *Recommended Preparation:* OBT 31, OBT 33, CABOT 205 or equivalent and eligibility for CABOT 102, ENGL 120 or ESL 151 or equivalent. *Course Typically Offered:* Fall/Spring/Winter.

**102
ENGLISH FOR BUSINESS**

4.0 Units

CABOT 102 is a course designed to help secretarial and business students achieve proficiency in grammar, punctuation, and sentence structure. Lecture 4 hours. *Prerequisite:* CABOT 103. *Recommended Preparation:* Eligibility for ENGL 191 or ESL 141, and keyboarding skill at the rate of 25 words per minute or concurrent enrollment in a keyboarding course. *Course Typically Offered:* Fall/Spring.

**103
BUSINESS VOCABULARY
DEVELOPMENT**

3.0 Units

CABOT 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. Lecture 3 hours. *Recommended Preparation:* Eligibility for ENGL 120 or ESL 151. *Course Typically Offered:* Fall/Spring.

**104
FILING METHODS AND SYSTEMS**

1.0 Unit

CABOT 104 covers principles and procedures for establishment and use of various traditional and electronic filing systems. This includes practice in alphabetic, numeric, geographic, and subject filing methods and covers principles and procedures for storage and retrieval, retention, and transfer and disposal of records. Lecture 0.5 hour/Laboratory 1.5 hours. *Recommended Preparation:* CABOT 102 and eligibility for ENGL 120 or ESL 151 *Course Typically Offered:* Fall/Spring.

**105
INTRODUCTION TO OFFICE
CORRESPONDENCE**

3.0 Units

CABOT 105 is an entry-level writing course for students completing programs in business. The course prepares students to accomplish tasks and solve problems through the written word. Techniques are covered for creating effective documents in appropriate styles and formats. These documents include business letters, memos, e-mail messages, telephone messages, and other written communications typically generated by an employee in an entry-level position. In addition, short original essays responding to a review of rhetorical works in the fields of business and economics are prepared. Lecture 3 hours. *Prerequisite:* CABOT 102. *Recommended Preparation:* OBT 33 and Eligibility for ENGL 120 or ESL 151 or the equivalent, and keyboarding skill at rate of 30 wpm. *Course Typically Offered:* Fall/Spring.

**110
COLLEGIATE BUSINESS
MATHEMATICS**

3.0 Units

CABOT 110 is a course in applied routine mathematical tasks typically performed by entry-level clerical employees in today's business offices. Students learn to select and apply appropriate procedures to solve problems arising in various business situations. Emphasis is on real-world business math applications in such areas as payroll, cash and trade discounting, and both simple and compound interest. This course offers students a solid preparation for entering courses in accounting, retailing, banking, and marketing. Completion of this course is intended to increase students' success on pre-employment exams for entry-level civil-service-type office positions (e.g. county, city, state, and school district) as well as for an array of private industry office positions. Lecture 3 hours. *Prerequisite:* None. *Course Typically Offered:* Fall/Spring.

**162
LEGAL OFFICE PROCEDURES**

3.0 Units

CABOT 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. *Recommended Preparation:* CABOT 210 or equivalent, CABOT 101 and concurrent enrollment in or completion of CABOT 265 or equivalent. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU

**205
KEYBOARDING & DOCUMENT
PROCESSING I**

3.0 Units

CABOT 205 develops the basic skill of keyboard techniques to give the foundation for advanced training in keyboarding. Training is given in the preparation of memorandums, personal letters, business letters, simple tabulation, outlines, and manuscripts. *Note:* Students who can type at least 35 words a minute should enroll in CABOT 210. Lecture 3 hours. *Recommended Preparation:* OBT 11 and Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU.

**206
MACINTOSH BASICS**

1.0 Unit

CABOT 206 provides students with a basic introduction to the Macintosh Operating System. Topics covered include managing the desktop using a mouse and pull-down menus, creating and manipulating folders, files, and windows, and other standard operations used in every Macintosh application. The course includes an introduction to word processing, Internet applications and multimedia integration using Apple Creativity Apps. *Note:* This course is Pass/No Pass only. Lecture 1 hour. *Prerequisite:* None. *Course Typically Offered:* Fall/Spring.

**208
WINDOWS BASICS**

1.0 Unit

CABOT 208 provides students with a basic introduction to the Windows environment. Topics covered will include the skills necessary to manage the desktop, to use the mouse and pull-down menus, to create and manipulate folders, files, and windows, and other standard operations used in every Windows application. *Note:* This course is Pass/No Pass only. Lecture 1 hour. *Prerequisite:* None. *Course Typically Offered:* Fall/Spring.

**209
ADVANCED WINDOWS**

1.0 Unit

CABOT 209 reviews the fundamental skills taught in CABOT 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. *Note:* This course is Pass/No Pass only. Lecture 1 hour. *Recommended Preparation:* CABOT 208 or OBT 80 or equivalent. *Course Typically Offered:* Fall/Spring.

**210
KEYBOARDING & DOCUMENT
PROCESSING II**

3.0 Units

CABOT 210 is a continuation of CABOT 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, manuscripts, resumes, and letters of application. Lecture 3 hours. *Recommended Preparation:* OBT 12 or CABOT 205 or equivalent and eligibility for ENGL 120 or ESL 151. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU.

**260
BEGINNING MICROSOFT OFFICE
APPLICATIONS**

4.0 Units

CABOT 260 provides students with the necessary skills and training to create, enhance, manipulate, and manage files in four different software programs. Some of the topics for this course consist of: creating a document with a table, a chart, and a watermark, working with large worksheets, data tables, amortization schedules, and hyperlinks, designing, maintaining, and querying databases, and creating slide shows with embedded visuals. Lecture 4 hours. *Recommended Preparation:* CABOT 208 or equivalent (may be taken concurrently with CABOT 260.) *Course Typically Offered:* Winter/Spring/Summer/Fall. *Transfer Credit:* CSU.

**265
MICROSOFT WORD I**

3.0 Units

CABOT 265 provides students with beginning features and functions of Microsoft Office Word, a word processing software program. This course prepares students for the Microsoft Office Specialist (MOS) core certification exam in Word. Some of the topics for this course consist of: creating and editing a word document, creating a research paper, using a wizard to create a resume, creating a cover letter with a table, and creating a document with a table, a chart, and a watermark. Lecture/Demonstration 3 hours. *Recommended Preparation:* CABOT 208 or equivalent and CABOT 205 or equivalent. *Course Typically Offered:* Fall/Spring/Summer.

**266
MICROSOFT WORD II**

3.0 Units

CABOT 266 provides students with advanced features and functions of Microsoft Office Word, a word processing software program. This course prepares students for the Microsoft Office Specialist (MOS) expert certification exam in Word. Some of the topics for this course consist of: creating a professional newsletter in multiple columns with a table, using imported graphics, creating an online form with combo boxes and check boxes, working with tables of contents and indexes, and generating form letters, mailing labels and envelopes with mail merge. Lecture/Demonstration 3 hours. *Prerequisite:* CABOT 265 or OBT 100 or equivalent. *Course Typically Offered:* Fall (Every Other Year).

**270
MICROSOFT EXCEL I**

3.0 Units

CABOT 270 provides students with instruction in beginning features and functions of Microsoft Office Excel, a spreadsheet software program. This course prepares students for the Microsoft Office Specialist (MOS) core certification exam in Excel. Some of the topics for this course consist of: creating a worksheet with an embedded chart: working with financial functions, data tables, amortization schedules, and hyperlinks, and creating static and dynamic Web pages. Lecture/Demonstration 3 hours. *Recommended Preparation:* CABOT 208 or equivalent. *Course Typically Offered:* Fall/Spring.

**271
MICROSOFT EXCEL II**

3.0 Units

CABOT 271 provides students with advanced features and functions of Microsoft Office Excel, a spreadsheet software program. This course prepares students for the Microsoft Office Specialist (MOS) expert certification exam in Excel. Some of the topics for this course include using Visual Basic for Applications (VBA), creating templates and working with multiple worksheets and workbooks. Lecture/Demonstration 3 hours. *Prerequisite:* CABOT 270 or OBT 90 or equivalent. *Course Typically Offered:* Fall/Spring.

**275
MICROSOFT ACCESS I**

3.0 Units

CABOT 275 provides students with instruction in beginning features and functions of Microsoft Office Access, a database software program. This course prepares students for the Microsoft Office Specialist (MOS) core certification exam in Access. Some of the topics for this course consist of: creating a database using design and datasheet views, querying a database, maintaining a database, and creating reports and forms. Lecture/Demonstration 3 hours. *Recommended Preparation:* CABOT 208 or equivalent. *Course Typically Offered:* Fall (Every Other Year).

**276
MICROSOFT ACCESS II**

3.0 Units

CABOT 276 provides students with advanced features and functions of Microsoft Office Access, a database software program. This course prepares students for the Microsoft Office Specialist (MOS) expert certification exam in Access. Some of the topics for this course consist of creating a report using design view, enhancing forms with Object Linking and Embedding (OLE) fields, hyperlinks, and subforms, and customizing forms using Visual Basic for Applications (VBA), charts, and Pivot Table objects. Lecture/Demonstration 3 hours. *Prerequisite:* CABOT 275 or OBT 113 or equivalent. *Course Typically Offered:* Fall/Spring.

**280
MICROSOFT POWERPOINT I**

3.0 Units

CABOT 280 provides students with instruction in beginning features and functions of Microsoft Office PowerPoint, a presentation software program. This course prepares students for the Microsoft Office Specialist (MOS) core certification exam in PowerPoint. Some of the topics for this course consist of: using a design template and auto layouts to create a presentation, using outline view and clip art to create a slide show, using embedded visuals to enhance a slide show, and creating a presentation on the Web. Lecture/Demonstration 3 hours. *Recommended Preparation:* CABOT 208 or equivalent. *Course Typically Offered:* Fall/Spring.

**281
MICROSOFT POWERPOINT II**

3.0 Units

CABOT 281 provides students with advanced features and functions of Microsoft Office PowerPoint, a presentation software program. This course prepares students for the Microsoft Office Specialist (MOS) expert certification exam in PowerPoint. Some of the topics for this course consist of creating a presentation containing interactive object Linking and Embedding (OLE) documents, creating a self-running presentation using animation effects, and using Visual Basic for Applications (VBA). Lecture/Demonstration 3 hours. *Prerequisite:* CABOT 280 or OBT 111 or equivalent.

**285
MICROSOFT OUTLOOK**
3.0 Units

CABOT 285 introduces students to the beginning features and functions of Microsoft Office Outlook. This course prepares students for the Microsoft Office Specialist (MOS) certification exam in Outlook. Lecture/Demonstration 3 hours. *Recommended Preparation:* CABOT 208 or equivalent. *Course Typically Offered:* Spring (Every Other Year).

**286
MICROSOFT PUBLISHER**
3.0 Units

CABOT 286 introduces students to the beginning features and functions of Microsoft Office Publisher, a desktop publishing program. Students create flyers, brochures, newsletters, letterheads, forms, and other publications that incorporate text, graphics, illustrations, and photographs. Lecture/Demonstration 3 hours. *Recommended Preparation:* CABOT 208 or equivalent. *Course Typically Offered:* Fall (Every Other Year).

**287
INTRODUCTION TO SHAREPOINT
FOR COLLABORATION AND
DOCUMENT MANAGEMENT**
3.0 Units

CABOT 287 covers the team collaboration, document management and social features of Microsoft SharePoint. Students collaborate with individual students and student teams within various SharePoint environments. Lecture 3 hours. *Recommended Preparation:* CABOT 260 or equivalent.

**COMPUTER INTEGRATED
MANUFACTURING**

**101
INTRODUCTION TO ROBOTICS**
1.5 Units

CIM 101 is an introductory course that provides a comprehensive study of the fundamentals of industrial robotics. It prepares the student for more advanced studies in robotic automation and related technologies. Specific areas of concentration include power and positioning of robots, robot actuators and motors, motion control, industrial electronics, and micro-controller technology, communication interfacing, programming concepts, and industry applications. Lecture 1.5 hours. *Prerequisite:* None. *Transfer Credit:* CSU.

**102
AUTOMATION & PRODUCTION
CONTROLS**
1.5 Units

CIM 102 is the continuation of electronic control automation systems, emphasizing the terms, principles, and techniques used in automated manufacturing processes. Programmable logic control applications are emphasized in central system industrial design. Lecture 1.5 hours. *Prerequisite:* CIM 101. *Transfer Credit:* CSU.

**COMPUTER SCIENCE/
INFORMATION SYSTEMS**

**50
COMPUTER SCIENCE/
INFORMATION SYSTEMS
INTERNSHIP**
1.0 to 3.0 units

CS/IS 50 is a discipline-specific course, which allows students to earn from 1.0 – 3.0 units for a structured, supervised internship either on-campus or off-campus under the supervision of a faculty advisor. It is designed to provide students with appropriate preparation and a hands-on work experience in one of the following fields: systems analysis and design, computer networking, information security, database management and software development. The purpose of this class is to enhance students' knowledge, skill levels, and professional competency in their targeted career. This course is recommended for the self-motivated student, and requires faculty advisor approval to register. *Note:* Students must arrange an approved internship prior to enrolling in this class. Complete two or more courses within your program before attempting an internship. *Note:* This course is Pass/No Pass only. Lecture 0.5 hours/Laboratory 3-9 hours. *Recommended Preparation or Concurrent Enrollment:* Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU.

**100
COMPUTER CONCEPTS**
3.0 Units

CS/IS 100 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. *Note:* This course is not intended for CIS, IT or CS majors and may not be taken for credit by students who have completed CS/IS 101. Lecture 3 hours. *Recommended Preparation:* Eligibility for BUSAD 106 *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU.

**101
INTRODUCTION TO COMPUTER
AND INFORMATION SYSTEMS**
5.0 Units

CS/IS 101 is 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. This course has a hands-on component in which the student learns basic system and application software, Web site development, Internet, and networking. Information competency skills are introduced. Students will focus on the application of concepts and methods through hands-on projects, developing computer-based solutions to business problems. Lecture 5 hours. *Recommended Preparation:* Eligibility for ENGL 120, BUSAD 106, or ESL 151. *Course Typically Offered:* Winter/Spring/Summer/Fall. *Transfer Credit:* CSU, UC, USC. (C-ID BUS 140 & ITIS 120)

**112
INTRODUCTION TO PROGRAMMING
USING JAVA**
3.0 Units

CS/IS 112 is a course in programming computers using the Java programming language, which includes defining the problem, flowcharting, writing, executing, and debugging application programs, and program documentation. Lecture 2 hours/Laboratory 3 hours. *Recommended Preparation:* CS/IS 101 or equivalent. *Course Typically Offered:* Fall/Spring/Summer. *Transfer Credit:* CSU, UC, USC. (C-ID COMP 112)

**123
DESKTOP PUBLISHING**
3.0 Units

CS/IS 123 is intended to acquaint the student with currently available office publishing technology. Students compose and create business flyers, brochures and newsletters as well as explore the use of business graphics programs. Students develop the skills necessary to plan, install, and maintain an office publishing system. This course does not teach basic design concepts, but rather provides the student with new production tools for the office environment. Lecture 3 hours. *Prerequisite:* None. *Course Typically Offered:* Spring (Every Other Year). *Transfer Credit:* CSU.

125 DISCRETE STRUCTURES FOR COMPUTING

4.0 Units

CS/IS 125 is a course in discrete structures that furnishes a strong foundation of mathematical tools for modeling problems and applications in computer science. Topics include logic operations, combinatorics, undirected and directed graphs, trees, relations and sets, proofs, Boolean algebra, algebraic systems, finite state automata, and discrete probability. Lecture 3.5 hours/Laboratory 1.5 hours. *Prerequisite:* MATH 101 or a satisfactory score on the Math Placement Examination. CS/IS 135 or equivalent. *Transfer Credit:* CSU, UC, USC. (C-ID COMP 152)

126 DIGITAL IMAGING

3.0 Units

CS/IS 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. *Recommended Preparation:* CS/IS 101. *Course Typically Offered:* Fall/Spring.

130 INTRODUCTION TO ALGORITHMS

3.0 Units

CS/IS 130 is a course in programming, algorithm development and problem-solving using both object-oriented and structured approaches. It includes a study of syntax and data structures with applications in science, engineering, and industry. This course is suitable either for students planning to transfer or those wishing to develop a marketable skill. Lecture 3 hours. *Prerequisite:* CS/IS 112 or equivalent. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC.

132 MOBILE APPLICATION DEVELOPMENT - ANDROID

3.0 Units

CS/IS 132 provides an introduction to the art and practice of mobile application development for the Android operating system. Students use the software development kit (SDK) to create programs including: how to craft Graphical User Interfaces (GUIs); creating location-based applications; and accessing web services. Lecture 3 hours. *Prerequisite:* CS/IS 112 or equivalent. *Transfer Credit:* CSU.

133 MOBILE APPLICATION DEVELOPMENT - IOS

3.0 Units

CS/IS 133 introduces the art and practice of mobile application development for the Apple iOS operating system. Students will use the Xcode IDE and Swift to create mobile applications. Lecture 3 hours. *Prerequisite:* CS/IS 112 or equivalent. *Transfer Credit:* CSU.

135 PROGRAMMING IN C/C++

3.0 Units

CS/IS 135 is a course in programming using the C/C++ languages, with uses in applications programming for real time, 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 2 hours/Laboratory 3 hours. *Prerequisite:* CS/IS 112 or equivalent. *Course Typically Offered:* Winter/Spring/Summer/Fall. *Transfer Credit:* CSU, UC, USC. (C-ID COMP 122)

137 C++ AND ADVANCED TOPICS

4.0 Units

CS/IS 137 prepares the student for C++ programming in the workplace and other real world environments. The course focuses on the advanced object-oriented programming concepts needed for today's programs as well as other advanced concepts such as templates and generics, files and streams, and operator overloading. The course provides students an opportunity to work on advanced projects of the student's choosing within the scope of the course. Lecture/Demonstration 4 hours. *Prerequisite:* CS/IS 135 or equivalent. *Course Typically Offered:* Fall (Every Other Year). *Transfer Credit:* CSU, UC, USC.

139 JAVA

3.0 Units

CS/IS 139 is a hands-on course where the student will be working with programs to develop a knowledge of Java concepts in an interactive environment. Stand-alone applications and network applets will be created and tested across operating systems and hardware platforms. Lecture 2 hours/Laboratory 3 hours. *Prerequisite:* CS/IS 112 or equivalent. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC.

151 PYTHON PROGRAMMING

3.0 Units

CS/IS 151 is a course in programming computers in the Python language for those who plan to be programmers or those interested in graphics and Graphical User Interface (GUI) programming. Python is used in both business and game applications. The course covers the basics of the Python language and reviews computer science concepts. Data types, decision structures, loops, functions, object-oriented programming, and some basic graphics and GUI concepts will be presented. Lecture 3 hours. *Recommended Preparation:* CS/IS 112 or equivalent. *Course Typically Offered:* Spring (Every Other Year). *Transfer Credit:* CSU.

157 ROBOT MOTION PLANNING

3.0 Units

CS/IS 157 provides an introduction to the art and practice of programming mobile robots using modern programming language(s) such as C++, Java or Python. It uses the context of robot programming to develop skills in software development. Students gain experience specifying open-loop and feedback behaviors, handling RGB input video, range images, tactile sensing, and other robot sensors, and reasoning about the spatial context of navigation and localization tasks. The vast majority of the course experience consists of implementation of and experimentation with these skills through hands-on labs. Lecture 2 hours/Laboratory 3 hours. *Recommended Preparation:* CS/IS 135 *Course Typically Offered:* Fall/Winter. *Transfer Credit:* CSU.

165 COMPUTER ARCHITECTURE AND ASSEMBLY LANGUAGE

4.0 Units

CS/IS 165 introduces the student to computer architecture as well as the world of assembly language programming. The mapping of statements and constructs in a high-level language onto sequences of machine instructions is studied, as well as the internal representation of simple data types and structures. Numerical computation is examined, noting the various data representation errors and potential procedural errors. Lecture/Demonstration 4 hours. *Prerequisite:* CS/IS 112 or equivalent. *Course Typically Offered:* Fall (Every Other Year). *Transfer Credit:* CSU, UC, USC. (C-ID COMP 142)

**166
ADVANCED COMPUTER
ARCHITECTURE AND ASSEMBLY
LANGUAGE**

3.0 Units

CS/IS 166 covers the extension of basic addressing concepts to more advanced address ability such as base register and self-relative addressing, as well as comparative computer architecture focusing on such organizations as multiple register processors and stack machines. Students study the basics of virtual memory input-output and an introduction to the concept of micro-programmable systems. Low-level system translation processes associated with assemblers, system functions such as relocatable loading and memory management, applications of data structures, and hashing techniques are covered. Lecture 3 hours. *Prerequisite:* CS/IS 165 or equivalent *Course Typically Offered:* Spring (Every Other Year). *Transfer Credit:* CSU, UC, USC.

**172
UNIX/LINUX OPERATING SYSTEM**

4.0 Units

CS/IS 172 discusses the various features of the UNIX and Linux operating systems. These operating systems are industry standard in modern computer systems. This course will be taught using current Linux distributions on Glendale Community College computers and on student home computers. Lecture/Demonstration 4 hours. *Recommended Preparation:* CS/IS 135 or 139 or equivalent *Course Typically Offered:* Fall (Every Other Year). *Transfer Credit:* CSU, UC, USC.

**174
UNIX/LINUX SYSTEM
ADMINISTRATION**

4.0 Units

CS/IS 174 is a course designed to acquaint the student with Unix system administration. Topics covered include the tasks performed by a system administrator. Topics covered will include installation, system startup and shutdown, networking, files system structure, Sun Microsystem's Network File System (NFS), process control, backups, user administration, email, web hosting, interoperability with Windows, and security. Lecture/Demonstration 4 hours. *Recommended Preparation:* CS/IS 172 or equivalent. *Course Typically Offered:* Spring (Every Other Year).

**180
SYSTEMS ANALYSIS**

3.0 Units

CS/IS 180 course presents a systematic methodology for analyzing a business problem or opportunity, determining what role, if any, computer-based technologies can play in addressing the business need, articulating business requirements for the technology solution, specifying alternative approaches to acquiring the technology capabilities needed to address the business requirements, and specifying the requirements for the information systems solution in particular, in-house development, development from third-party providers, or purchased commercial-off-the-shelf packages. Lecture 3 hours. *Prerequisite:* CS/IS 101. *Course Typically Offered:* Spring (Every Other Year). *Transfer Credit:* CSU, UC, USC.

**183
DIGITAL FORENSICS
FUNDAMENTALS**

3.0 Units

CS/IS 183 is an introduction to the methods used to properly conduct a computer forensics investigation beginning with a discussion of ethics, while mapping to the objectives of the International Association of Computer Investigative Specialists (IACIS) certification. Topics covered include: an overview of computer forensics as a profession; the computer investigation process; understanding operating systems boot processes and disk structures; data acquisition and analysis; technical writing; and a review of familiar computer forensics tools. Lecture 3 hours. *Recommended Preparation:* CS/IS 194 or CS/IS 196 or equivalent. *Transfer Credit:* CSU.

**185
DATABASE MANAGEMENT
SYSTEMS**

3.0 Units

CS/IS 185 covers basic database administration tasks and key concepts of data quality and data security. In addition to developing database applications, the course helps the students understand how large-scale packaged systems are highly dependent on the use of Database Management Systems (DBMSs). Building on the transactional database understanding, the course provides an introduction to data and information management technologies that provide decision support capabilities under the broad business intelligence umbrella. Lecture 3 hours. *Recommended Preparation:* CS/IS 101 or equivalent. *Transfer Credit:* CSU.

**186
WORKSTATION SECURITY AND
SUPPORT**

3.0 Units

CS/IS 186 introduces students to computer workstation security and support. It includes an overview of workplace security issues emphasizing the importance and need for secure workstations and support. Students learn to use various tools and techniques to improve workstation security. The student will learn to recognize threats to workstation security. It also prepares the student to maintain and support security for workstations in the modern business environment. Lecture/Demonstration 3 hours. *Recommended Preparation:* CS/IS 101.

**187
ADVANCED TOPICS IN IT**

3.0 Units

CS/IS 187 course will cover the advanced topics in Information Technology including Switching and Routing Concepts and applications, Advanced Networking topics such as Cloud Computing, Advanced Security topics such as effective Intrusion Detection, System, and Network administration. The topics will cover the most current and applicable technologies for the modern business environment. Lecture 3 hours. *Prerequisite:* CS/IS 193 or CS/IS 196 or equivalent. *Transfer Credit:* CSU.

**190
INTRODUCTION TO COMPUTER
NETWORKS**

3.0 Units

CS/IS 190 introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. The principles and structure of IP (Internet Protocol) addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for further study of computer networks. It uses the OSI (Open Systems Interconnection) and TCP (Transmission Control Protocol) layered models to examine the nature and roles of protocols and services at the application, network, data link, and physical layers. This course affords preparation for the CompTIA Network+ certification exam. Lecture/Demonstration 3 hours. *Recommended Preparation:* CS/IS 101 or equivalent. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU. (C-ID ITIS 150)

**193
INTRODUCTION TO
CYBERSECURITY: ETHICAL
HACKING**

3.0 Units

CS/IS 193 is a course that introduces students to the concepts, principles, and techniques, supplemented by hands-on exercises, for attacking and disabling a network within the context of properly securing a network. The course emphasizes network attack methods with the emphasis on student use of network attack techniques and tools and appropriate defenses and countermeasures. Students receive course content information through a variety of methods: lecture and demonstration of hacking tools will be used in addition to a virtual environment. Students experience a hands-on practical approach to penetration testing measures and ethical hacking. Lecture 3 hours. *Recommended Preparation:* CS/IS 190 and CS/IS 196 or equivalent. *Transfer Credit:* CSU.

**194
INFORMATION TECHNOLOGY
ESSENTIALS**

4.0 Units

CS/IS 194 provides an introduction to the computer hardware and software skills needed to help meet the growing demand for entry-level Information Technology (IT) professionals. The fundamentals of computer hardware and software, as well as advanced concepts such as security, networking, and the responsibilities of an IT professional are introduced. Preparation for the CompTIA A+ certification exams is included. Lecture 4 hours. *Recommended Preparation:* None *Transfer Credit:* CSU.

**196
ADVANCED NETWORKING:
SECURITY**

3.0 Units

CS/IS 196 is a course designed to help prepare the student for industry-recognized certification in advanced networking infrastructure. This course focuses on security installation, configuration and administration in the modern networking environment. The course includes an introduction to the fundamental principles and topics of Information Technology Security and Risk Management at the organizational level. Lecture/Demonstration 3 hours. *Recommended Preparation:* CS/IS 190 or equivalent. *Course Typically Offered:* Fall (Every Other Year). *Transfer Credit:* CSU.

**197
ADVANCED NETWORKING: SERVER
OPERATIONS**

3.0 Units

CS/IS 197 is a course designed to acquaint the student with the knowledge and skills required to build, maintain, troubleshoot and support server hardware and software technologies. Students learn to identify environmental issues; understand and comply with disaster recovery and physical/software security procedures; become familiar with industry terminology and concepts; understand server roles/specializations and interactions within the overall computing environment. Lecture/Demonstration 3 hours. *Recommended Preparation:* CS/IS 190 or equivalent. *Course Typically Offered:* Spring (Every Other Year). *Transfer Credit:* CSU.

**211
DATA STRUCTURES**

4.0 Units

CS/IS 211 is designed to provide a thorough coverage of data structures with data abstraction applied to a broad spectrum of practical applications. Students who take this course master the principles of programming as a tool for problem solving. The students solve practical problems in a computer equipped laboratory using an Object Oriented Programming (OOP) Language, typically JAVA or C++. Lecture 3.5 hours/Laboratory 1.5 hours. *Prerequisite:* CS/IS 135 or equivalent. *Course Typically Offered:* Fall (Every Other Year). *Transfer Credit:* CSU, UC, USC. (C-ID COMP 132)

**212
ADVANCED DATA STRUCTURES**

3.0 Units

CS/IS 212 is designed to provide a thorough coverage of data structures with data abstraction applied to a broad spectrum of practical applications. Students who take this course master the principles of programming as a tool for problem solving. Students solve practical problems in a computer-equipped laboratory using an object oriented programming language, such as JAVA. Some specific topics covered include hash tables, trees, persistent structures, indexed files, and databases. Lecture 3 hours. *Prerequisite:* CS/IS 211 or equivalent. *Course Typically Offered:* Spring (Every Other Year). *Transfer Credit:* CSU, UC, USC.

**234
ORACLE/SQL**

3.0 Units

CS/IS 234 covers the introduction to the advanced use of Oracle Relational Database Management System and the use of Oracle's Structured Query Language (SQL* Plus) query tool. This course focuses on the design and organization of a specific schema diagram and how to build SQL statements to access the data. This course also focuses on DML (Data Manipulation), DDL (Data Definition), and DCL (Data Control) and Procedural Language/Structured Query Language (PL/SQL), the programming language that uses SQL. *Note:* This course may not be taken for credit by students who have completed CS/IS 232 and/or CS/IS 233. Lecture 3 hours. *Recommended Preparation:* CS/IS 100, CS/IS 101 or equivalent. *Transfer Credit:* CSU, UC, USC.

**255
INTRODUCTION TO ECOMMERCE/
EBUSINESS**

3.0 Units

CS/IS 255 is a course designed to acquaint the student with Electronic Commerce. This course focuses on the fundamentals of doing business on the Internet. It includes hardware and software requirements, security strategies, payment systems, business strategies and integration with existing business systems. Lecture/Demonstration 3 hours. *Recommended Preparation:* Knowledge of Windows or Mac and Internet Tools.

**260
INTRODUCTION TO WEB SITE
DEVELOPMENT**

3.0 Units

CS/IS 260 provides students with training and experience in developing and managing Web sites using HTML (HyperText Markup Language) and CSS (Cascading Style Sheets). Primary emphasis is placed on the development of the client-side of the Web for business purposes. Topics include basic Web pages, images, tables, forms, multimedia linking, limited scripting using JavaScript, and publishing coursework to an Internet Web site. Students use a variety of free and proprietary software tools to create the coursework. *Note:* Having the ability to type at least 20 wpm is strongly recommended. Lecture 3 hours. *Prerequisite:* None. *Course Typically Offered:* Fall/Spring/Summer. *Transfer Credit:* CSU.

**261
WEB DEVELOPMENT WITH PHP
AND MYSQL**

3.0 Units

CS/IS 261 provides students with training and experience in developing and managing an Internet Web server for business. Students will use an Apache Web Server, create and use MySQL database tables, and program in the PHP (PHP Hypertext Preprocessor) Web programming language to create interactive Web sites. Students will also manage their own Web servers to accomplish their course objectives. *Note:* Having the ability to type at least 20 wpm is strongly recommended. Lecture/Demonstration 3 hours. *Recommended Preparation:* CS/IS 260 or equivalent. *Course Typically Offered:* Fall (Every Other Year). *Transfer Credit:* CSU.

**262
JAVASCRIPT AND JQUERY**

3.0 Units

CS/IS 262 is a hands-on course designed to acquaint the student with creating Web scripts and Web scripting libraries. This course focuses on the fundamentals of programming. Students learn to write, debug, and test Web page scripts and functions. Use of JavaScript libraries like jQuery are also included. Lecture/Demonstration 3 hours. *Recommended Preparation:* CS/IS 260 or equivalent. *Course Typically Offered:* Spring (Every Other Year). *Transfer Credit:* CSU, UC.

**263
DATABASE-DRIVEN WEB PAGE
CREATION**

3.0 Units

CS/IS 263 is a hands-on course designed to introduce the student to the latest techniques in database-driven Web page creation. This course focuses on the methods and techniques used to generate on-the-fly Web pages from Internet databases. Students will learn to write, debug, and test Extensible Markup Language (XML) data and then create Web pages using a style sheet language. XML and the XML Style sheet language (XSL) will be used in this course. Lecture/Demonstration 3 hours. *Recommended Preparation:* CS/IS 260 or equivalent. *Course Typically Offered:* Spring (Every Other Year).

**264
WEB DEVELOPMENT PROJECT I:
PLANNING**

1.0 Unit

CS/IS 264 is the first of three practical experience-building courses for the Web Development certificate. In this course, the student will complete a thorough Web site plan including site navigation, production charts and storyboards. *Note:* CS/IS 264, 265 & 266 is a three-session sequence which must be taken sequentially as each course builds on the work of the previous course. Lecture 1 hour. *Prerequisite:* CS/IS 260 or equivalent. *Course Typically Offered:* Fall/Spring.

**265
WEB DEVELOPMENT PROJECT II:
CONSTRUCTION**

1.0 Unit

CS/IS 265 is the second of three practical experience-building courses for the Web Development certificate. In this course, the student will execute the plans created in CS/IS 264. Industry standard software will be used to build and test the web site. File management and version control techniques will be evaluated. *Note:* CS/IS 264, 265 & 266 is a three-session sequence which must be taken sequentially as each course builds on the work of the previous course. Lecture/Demonstration 1 hour. *Prerequisite:* CS/IS 264 or equivalent. *Course Typically Offered:* Fall/Spring.

**266
WEB DEVELOPMENT PROJECT III:
MAINTENANCE**

1.0 Unit

CS/IS 266 is the last of three practical experience-building courses for the Web Development certificate. In this course, the student will focus on the skills needed to maintain a complex Web site. Techniques for site rejuvenation and visitor log evaluation software are also covered. *Note:* CS/IS 264, 265 & 266 is a three-session sequence which must be taken sequentially as each course builds on the work of the previous course. Lecture/Demonstration 1 hour. *Prerequisite:* CS/IS 265 or equivalent. *Course Typically Offered:* Fall/Spring.

**267
INTRODUCTION TO GAME
DEVELOPMENT**

3.0 Units

CS/IS 267 presents a detailed overview of the game development process, addressing subjects such as game technologies, content creation strategies, production techniques, game psychology, and criteria that determine game success. Career paths in the game entertainment field will be discussed, as well as the history of video game design and programming. The student will examine future industry predictions and the relationship between industry inner workings and production tools. Lecture 3 hours. *Prerequisite:* None.

**280
CONCEPTS OF PROGRAMMING
LANGUAGES**

3.0 Units

CS/IS 280 discusses issues in the design, implementation and use of high-level programming languages, historical background, and how languages reflect different design philosophies and user requirements. Technical issues in the design of major procedural programming languages and other approaches to programming languages, such as functional programming, logic programming, and object oriented programming, are studied. Lecture 3 hours. *Prerequisite:* CS/IS 112 or equivalent. *Recommended Preparation:* CS/IS 135 or equivalent. *Course Typically Offered:* Spring (Every Other Year). *Transfer Credit:* CSU, UC, USC.

COOPERATIVE EDUCATION

101 GENERAL WORK EXPERIENCE

1.0 to 3.0 Units

CO ED 101 is the structured supervised internship and opportunity for employment on or off-campus under the supervision of a faculty counselor within Student Services. It is designed to provide students with appropriate preparation and hands-on work experience. The purpose of this class is to enhance students' knowledge, skill levels, and professional competency in their targeted career. This course is recommended for the self-motivated student. *Note:* This course requires that students be employed in a job related to major. This course also requires concurrent registration in at least 7 units at the college. Students may register for cooperative education courses after receiving permission from the Cooperative Education Coordinator and attending an orientation session with a counselor who supports cooperative education programming at the college. Laboratory 3.3-12.5 hours. *Corequisite:* Concurrent enrollment in 7 units, including Cooperative Education. *Note:* May be taken 4 times for credit. *Transfer Credit:* CSU.

CULINARY ARTS

50 CULINARY ARTS INTERNSHIP

1.0 to 3.0 units

CULIN 50 is a discipline-specific course, which allows students to earn from 1.0 – 3.0 units for a structured, supervised internship either on-campus or off-campus under the supervision of a faculty advisor. It is designed to provide students with appropriate preparation and hands-on work experience in one of the following fields: kitchen preparation, customer service, safety and sanitation, and banquet operations. The purpose of this class is to enhance students' knowledge, skill levels, and professional competency in their targeted career. This course is recommended for the self-motivated student, and requires faculty advisor approval to register. *Note:* This course is Pass/No Pass only. Lecture 0.5 hours/Laboratory 3-9 hours. *Recommended Preparation or Concurrent Enrollment:* Eligibility for ENGL 120 or ESL 151. *Prerequisite or Corequisite:* Enrollment in appropriate discipline-specific theory or lab course at GCC. *Transfer Credit:* CSU.

111 FUNDAMENTALS OF PROFESSIONAL COOKING 1

4.0 Units

CULIN 111 provides an introduction and application of the principles of food preparation for the consumer by professionals. The course emphasizes hands-on cooking, tasting and evaluation to teach professional culinary techniques. The course also stresses how ingredients and culinary processes effect product outcome. Lecture 1.5 hours/Laboratory 7.5 hours. *Recommended Preparation:* Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU.

112 FUNDAMENTALS OF PROFESSIONAL COOKING 2

4.0 Units

CULIN 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 1.5 hours/Laboratory 7.5 hours. *Prerequisite:* CULIN 111 or equivalent. *Transfer Credit:* CSU.

113 INSTITUTIONAL SANITATION PRACTICES FOR FOODSERVICE AND HOSPITALITY

3.0 Units

CULIN 113 studies sanitation practices as they effect the individual, Institutional and hospitality foodservice operations. It considers the prevention and control of problems encountered through guest and employee experiences. Topics include: how to prevent and control pathogens, safe food handler practices, protecting food through its flow through the establishment, food safety management systems, the Hazard Analysis Critical Control Point (HACCP) system, integrated pest management, employee training, and state and local regulations. Students will use materials from the National Restaurant Association Educational Foundation to complete the ServSafe certification program. Lecture 3 hours. *Recommended Preparation:* Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU.

116 PURCHASING FOR INSTITUTIONAL FOODSERVICE AND HOSPITALITY

3.0 Units

CULIN 116 examines policies, procedures, and controls and their implementation in purchasing merchandise and supplies for the foodservice and hospitality industries. Topics include purchasing equipment, serviceware, furniture, fixtures, contract services, and food and beverage. Lecture 3 hours. *Recommended Preparation:* ENGL 191 or ESL 141. *Transfer Credit:* CSU.

122 INTERNATIONAL COOKING

3.0 Units

CULIN 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. *Note:* May be taken 4 times for credit.

124 INTRODUCTION TO BAKING AND PASTRY ARTS

5.0 Units

CULIN 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/Laboratory 6 hours. *Prerequisite:* None. *Note:* May be taken 2 times for credit.

142 NUTRITION CONTROVERSIES

2.0 Units

CULIN 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.

150 HEALTHY CUISINE FOR KIDS

1.0 Unit

CULIN 150 is designed for school nutrition professionals who prepare and serve children in schools and child care centers every day. It provides an understanding of the basic nutrition principles for preparing healthy foods, and the culinary skills needed to apply nutrition principles in preparing healthy meals for children. Lecture .75 hour/Laboratory .75 hour. *Prerequisite:* None.

151 CUISINE OF EAST ASIA

3.0 Units

CULIN 151 is an introduction to the cuisine of East Asia. The course explores the development and evolution of the particular ingredients associated with each region or country. Culinary history, formative influences and general characteristics that have influenced the development of each regions cuisine will be studied, such as geography, climate, religion and trade. Specific areas of instruction will include the identification and use of characteristic ingredients and the selection of proper equipment and cooking methods. **Note:** Students who have successfully completed CULIN 122 will not receive credit for completion of CULIN 151. **Note:** uniform, equipment, and lab fee are required. Lecture 3 hours. **Prerequisite:** None. **Transfer Credit:** CSU.

152 CUISINE OF SOUTH ASIA

3.0 Units

CULIN 152 is an introduction to the cuisine of South Asia. The course explores the development and evolution of the particular ingredients associated with each region or country. Culinary history, formative influences and general characteristics that have influenced the development of each region's cuisine will be studied, such as geography, climate, religion and trade. Specific areas of instruction will include the identification and use of characteristic ingredients and the selection of proper equipment and cooking methods. **Note:** Students who have successfully completed CULIN 122 will not receive credit for completion of CULIN 152. **Note:** Uniform, equipment and lab fee are required. Lecture 3 hours. **Prerequisite:** None.

153 CUISINE OF EUROPE AND THE MEDITERRANEAN

3.0 Units

CULIN 153 is an introduction to European and Mediterranean food culture. The course explores the development and evolution of the particular cuisine associated with each region or country. Culinary history, formative influences and general characteristics that have influenced the development of each region's food cultures will be studied, such as geography, climate, religion and trade. Specific areas of instruction will include the identification and use of characteristic ingredients and the selection of proper equipment and cooking methods. **Note:** Students who have successfully completed CULIN 122 will not receive credit for completion of CULIN 153. **Note:** Uniform, equipment and lab fee are required. Lecture 3 hours. **Prerequisite:** None. **Transfer Credit:** CSU.

154 CUISINE OF CENTRAL AND SOUTH AMERICA

3.0 Units

CULIN 154 is an introduction to Central and South American food culture. The course explores the development and evolution of the particular cuisine associated with each region or country. Culinary history, formative influences and general characteristics that have influenced the development of each regions cuisine will be studied, such as geography, climate, religion and trade. Specific areas of instruction will include the identification and use of characteristic ingredients and the selection of proper equipment and cooking methods. **Note:** Students who have successfully completed CULIN 122 will not receive credit for completion of CULIN 154. **Note:** Uniform, equipment and lab fee are required. Lecture 3 hours. **Prerequisite:** None. **Transfer Credit:** CSU.

212 COMMERCIAL FOOD PREPARATION

5.0 Units

CULIN 212 is designed for students pursuing a career in the hotel and restaurant industry. Students will be working in a commercial hotel kitchen where they will learn large scale food preparation and production. Lecture 3 hours/Laboratory 6 hours. **Prerequisite:** CULIN 111. **Recommended Preparation:** CULIN 112.

224 ADVANCED BAKING AND PASTRY ARTS

5.0 Units

CULIN 224 focuses on advanced aspects of baking and pastry for retail pastry shops, hotels, restaurants and catering operations. Students will apply advanced techniques through practical laboratory experience in high-quality pastry production. The focus will be on European-style products, including laminated dough, pastries, cakes, petit fours, fancy desserts, tortes, mousses, chocolate, and confections. Decoration is strongly emphasized. Lecture 3 hours/Laboratory 6 hours. **Prerequisite:** CULIN 124 or equivalent.

DANCE

It is recommended that a variety of activities be taken during a student's attendance at Glendale College. Courses in dance satisfy the physical education requirement. Child Development 158, Dance 100, 102, 107, and 158 do not meet the physical education requirement. All classes are coeducational unless otherwise noted. There are nine families included in Dance. (See page 94 for more information on course families)

Ballet Technique (Dance 110, 111, 114). Through demonstration and discussion of ballet techniques, students taking courses within the Ballet Technique Family will advance their physical skills, ballet vocabulary, alignment, coordination, and mental discipline;

Modern Dance Technique (Dance 115, 116, 117). Through demonstration and discussion of modern dance techniques, students taking courses within the Modern Dance Technique Family will advance their physical skills, dance vocabulary, alignment, and coordination necessary to excel in various modern dance forms;

Jazz Technique (Dance 120, 121, 137). In the Jazz Technique Family, students advance their physical skills, jazz dance vocabulary, and acquire techniques to meet the demands for dance in theatre, film, and video through learning about jazz dance techniques;

American Vernacular Dances (Dance 124, 125, 126, 129). The American Vernacular Dances Family teaches the student through demonstration and discussion of vernacular dance techniques, how to advance their physical skills, dance vocabulary, alignment, and coordination necessary to meet the demands of high intensity performance skills needed in these types of dances; Cultural Dance (Dance 101, 127, 128, 133). Within the Cultural Dance Family, students are exposed to a sampler of dance techniques from different ethnic groups with historical and cultural context;

Production Studies (Dance 135, 136). The Production Studies Family emphasizes integration of technical skills and advanced performance skills. Production Studies is a crucial skill that needs developing over several semesters;

Movement for Theatre (Dance 140, 145). The Movement for Theatre Family provides necessary movement skills for actors and theatre actors

50 DANCE INTERNSHIP

1.0 to 3.0 Units

DANCE 50 is a discipline-specific course, which allows students to earn from 1.0 – 3.0 units for a structured, supervised internship either on-campus or off-campus under the supervision of a faculty advisor. It is designed to provide students with appropriate preparation and a hands-on work experience in one of the following fields: Dance instruction. The purpose of this class is to enhance students' knowledge, skill levels, and professional competency in their targeted career. Students must work 60 non-paid hours or 75 paid hours per unit earned. This course is recommended for the self-motivated student, and requires faculty advisor approval to register. **Note:** This course is Pass/No Pass only. Lecture 0.5 hours/Laboratory 3-9 hours. **Recommended Preparation** or concurrent enrollment: Eligibility for ENGL 120 or ESL 151. **Prerequisite or Corequisite:** DANCE 107. **Transfer Credit:** CSU.

100 SURVEY OF DANCE HISTORY

3.0 Units

DANCE 100 is a survey of dance forms created by western cultures and civilizations. An introduction of the prehistory of dance and development of dance in ancient Egypt, Greece, and Rome is followed by an investigation of the history of dance in the western world through the Christian era into contemporary times. Elements relating to social dance, ethnic dance, court dance, ballet, modern dance, musical theater dance, jazz, and tap dance are included. Emphasis is placed on integrating the development of dance forms with the geographic, social, political, philosophical, and religious characteristics of these cultures. *Note:* This course will not fulfill physical education activity requirements. Lecture 3 hours. *Prerequisite:* None. *Course Typically Offered:* Winter/Spring/Summer/Fall. *Transfer Credit:* CSU, UC, USC.

101 INTRODUCTION TO DANCE

1.5 Units

DANCE 101 provides a variety of experiences in movement relative to the acquisition of concepts and skills necessary to develop a basic understanding of dance as a performing art form. Lecture 1 hour/Laboratory 1.5 hours. *Prerequisite:* None. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC. (*Cultural Dance Family*)

102 MIDDLE EASTERN DANCE HISTORY

3.0 Units

DANCE 102 is a survey of dance forms originating in North Africa, the Arabian Peninsula, Iran, Armenia, the Levant and Turkey, with emphasis placed on their practice and development during the 19th and 20th centuries. An overview of Middle Eastern and Islamic values in relation to the body, gender, art, and spirituality provides a context for the examination of these dance forms and their relationship to the culture that created them. Elements relating to social dance, gendered dance, spiritual dance, Raqs Sharqi ('Belly Dance'), and theatrical dance are included. The role of cultural exchange and the migration of these dance forms on their development is investigated. *Note:* This course will not fulfill physical education activity requirements. Lecture 3 hours. *Prerequisite:* None. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC.

107 SURVEY OF DANCE TEACHING METHODOLOGY

3.0 Units

DANCE 107 is a survey of dance teaching methodologies currently used in the dance industry. An introduction of dance technique methodology and age appropriate dance pedagogy is followed by lesson planning, dance program development, and student evaluation process. *Note:* This course will not fulfill physical education activity requirements. Lecture 3 hours. *Prerequisite:* DANCE 101 or equivalent.

110 BALLET TECHNIQUE I

2.0 Units

DANCE 110 provides the student with practical experience in the traditional ballet techniques and styles. Through demonstration, exercise, and discussion the course emphasizes the development of the basic physical skills, ballet vocabulary, alignment, coordination, and mental discipline necessary to excel in all dance forms. Lecture 1 hour/Laboratory 3 hours. *Prerequisite:* None. *Course Typically Offered:* Winter/Spring/Summer/Fall. *Transfer Credit:* CSU, UC, USC. (*Ballet Technique Family*)

111 BALLET TECHNIQUE II

2.0 Units

DANCE 111 provides the students with practical experience in the traditional ballet techniques and styles on an intermediate level. Through exercise and discussion the course emphasizes further development of the physical skills, ballet vocabulary, alignment, coordination, and mental discipline necessary for intermediate performance skills. Lecture 1 hour/Laboratory 3 hours. *Prerequisite:* DANCE 110 or equivalent. *Course Typically Offered:* Winter/Spring/Summer/Fall. *Transfer Credit:* CSU, UC, USC. (*Ballet Technique Family*)

112 BALLET PERFORMANCE SKILLS

1.5 Units

DANCE 112 provides the student with practical experience in performance skills and technical development. Emphasis is given to specific training methods and performance styles of the historic ballet traditions. Lecture 1 hour/Laboratory 1.5 hours. *Prerequisite:* DANCE 111 or equivalent by audition. *Transfer Credit:* CSU, UC, USC.

114 BALLET TECHNIQUE III

2.0 Units

DANCE 114 provides the students with practical experience in the contemporary ballet techniques and styles on an advanced level. Through exercise and discussion the course emphasizes further development of the technical skills, performance skills, and audition techniques. Lecture 1 hour/Laboratory 3 hours. *Prerequisite:* DANCE 111 or equivalent. *Course Typically Offered:* Winter/Spring/Summer/Fall. *Transfer Credit:* CSU, UC, USC. (*Ballet Technique Family*)

115 MODERN DANCE TECHNIQUE I

2.0 Units

DANCE 115 provides the students with practical experience in the modern dance techniques and styles. Through demonstration, exercise, and discussion the course emphasizes the development of the basic physical skills, dance vocabulary, alignment, and coordination necessary to excel in various modern dance forms. Lecture 1 hour/Laboratory 3 hours. *Prerequisite:* None. *Note:* May be taken 2 times for credit. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC. (*Modern Dance Family*)

116 MODERN DANCE TECHNIQUE II

2.0 Units

DANCE 116 provides an opportunity to extend student's knowledge of modern dance technique. Through demonstration, exercise, and discussion, the course emphasizes the development of greater technical detail and control of the body needed in advanced modern dance production. Lecture 1 hour/Laboratory 3 hours. *Prerequisite:* DANCE 115 or equivalent. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC. (*Modern Dance Family*)

117 MODERN DANCE TECHNIQUE III

2.0 Units

DANCE 117 provides students with practical experience in the contemporary/modern dance techniques and styles on an advanced level. Through exercise and discussion the course emphasizes further development of the technical skills, performance skills, and audition techniques. Lecture 1 hour/Laboratory 3 hours. *Prerequisite:* DANCE 116 or equivalent. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC. (*Modern Dance Family*)

**118
MODERN DANCE PERFORMANCE
SKILLS**

1.5 Units

DANCE 118 provides the student with practical experience in modern dance performance skills and technical development. This class emphasizes specific training methods and performance styles of modern dance. *Note:* An audition may be required. Lecture 1.5 hours/Laboratory 1.5 hours. *Prerequisite:* DANCE 116 or equivalent by audition. *Transfer Credit:* CSU. (*Performance Skills Family*)

**119
HIP-HOP PERFORMANCE SKILLS**

1.5 Units

DANCE 119 provides the student with practical experience in hip-hop performance skills and advanced technical development. The course emphasizes specific performance values and rehearsal techniques necessary to meet the demands of current professional dance for theater, film, and television. *Note:* An audition may be required. Lecture 1 hour/Laboratory 1.5 hours. *Prerequisite:* DANCE 129. *Transfer Credit:* CSU. (*Performance Skills Family*)

**120
JAZZ TECHNIQUE I**

2.0 Units

DANCE 120 provides the student with practical experience in the jazz dance techniques and styles. Through demonstration, exercise, and discussion the course emphasizes the development of the basic physical skills, dance vocabulary, alignment, and coordination necessary to excel in various jazz dance forms. Lecture 1 hour/Laboratory 3 hours. *Prerequisite:* None. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC. (*Jazz Technique Family*)

**121
JAZZ TECHNIQUE II**

2.0 Units

DANCE 121 provides further opportunities to extend the student's knowledge of jazz dance, and to acquire techniques to meet the demands for dance in theatre, film, and video today. Lecture 1 hour/Laboratory 3 hours. *Prerequisite:* DANCE 120 or equivalent. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC. (*Jazz Technique Family*)

**122
JAZZ PERFORMANCE SKILLS**

1.5 Units

DANCE 122 provides the student with practical experience in performance skills and more advanced technical development. Emphasis is given to specific advanced technical development. Emphasis is given to specific performance values and rehearsal techniques necessary to meet the demands of current profession and dance for theater, film, and television. Lecture 1 hour/Laboratory 1.5 hours. *Prerequisite:* DANCE 121 or equivalent. (DANCE 121 may be taken concurrently). *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC. (*Performance Skills Family*)

**124
HIP-HOP I**

1.5 Units

DANCE 124 provides students with practical experience in current hip-hop techniques, such as popping, locking, and ticking. Through exercise and discussion the course emphasizes the development of coordination, strength, cardiovascular fitness, and rhythm necessary to meet the demands of high intensity performance skills in the popular street dancing trends. The students are also encouraged to develop individual interpretation and personal style indigenous to this dance form. Lecture 1 hour/Laboratory 1.5 hours. *Prerequisite:* None. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC. (*American Vernacular Dance Family*)

**125
TAP DANCE I**

1.5 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 1 hour/Laboratory 1.5 hours. *Prerequisite:* None. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC. (*American Vernacular Dance Family*)

**126
TAP DANCE II**

1.5 Units

DANCE 126 provides students with advanced, practical experience in tap dance techniques. Through discussion and movement, the course emphasizes the development of coordination, rhythm, and performance skills. Students learn advanced tap dance combinations and dances. Lecture 1 hour/Laboratory 1.5 hours. *Prerequisite:* DANCE 125 or equivalent. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC. (*American Vernacular Dance Family*)

**127
SALSA I**

1.5 Units

DANCE 127 provides students with practical experience in beginning salsa dance. Through discussion and movement, the course emphasizes the development of coordination, rhythm, and partnering skills. Students learn beginning salsa moves and patterns. Lecture 1 hour/Laboratory 1.5 hours. *Prerequisite:* None. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC. (*Cultural Dance Family*)

**128
MIDDLE EASTERN DANCE**

1.5 Units

DANCE 128 provides students with beginning level practical experience in Belly Dance and a selection of related ethnic dance forms originating in Armenia, Egypt, Morocco, Iran, Turkey, and Afghanistan. Through discussion, study, and demonstration of the movement vocabulary, the development of basic technical and interpretational skills is emphasized. The course includes an introductory exploration of the historical and cultural context of the selected dances. Lecture 1 hour/Laboratory 1.5 hours. *Prerequisite:* None. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC. (*Cultural Dance Family*)

**129
HIP-HOP II**

1.5 Units

DANCE 129 provides further opportunities to extend the student's knowledge of popular dance culture and to acquire Hip-Hop techniques to meet the demands for dance in video and dance clubs today. Lecture 1 hour/Laboratory 1.5 hours. *Prerequisite:* DANCE 124 or equivalent. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC. (*American Vernacular Dance Family*)

**130
CHOREOGRAPHY**

1.5 Units

DANCE 130 provides the student with basic skills and knowledge of the choreographic principles. Through discussion and practical experience, the students develop a basic understanding of dance as a performing art form. Lecture 1 hour/Laboratory 1.5 hours. *Prerequisite:* DANCE 101 or 110 or 115 or 120 or 124 or equivalent. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC. (*Choreographic Studies Family*)

**131
COMMERCIAL DANCE**

2.5 Units

DANCE 131 is a course designed to give the student a working knowledge of the dance industry. It provides an inside look at film, television, and stage work and develops technical dance excellence and performance skills. The student prepares for entrance into the dance field with audition, rehearsal and performance techniques. *Note:* An audition may be required. Laboratory 7.5 hours. *Prerequisite:* DANCE 135 or equivalent. *Transfer Credit:* CSU, UC, USC.

**133
SALSA II**

1.5 Units

DANCE 133 provides students with practical experience in intermediate Salsa dance. Through discussion and movement, the course emphasizes the development of coordination, rhythm, and partnering skills. Students learn intermediate salsa moves and patterns to meet the demands for dance in the commercial industry and in dance clubs today. Lecture 1 hour/Laboratory 1.5 hours. *Prerequisite:* DANCE 127 or equivalent or by audition. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC. (*Cultural Dance Family*)

**135
DANCE PRODUCTION-REPertoire**

2.5 Units

DANCE 135 provides the students with the opportunity to perform in a dance production choreographed by faculty and alumni. Emphasis is given to integration of technical skills and advanced performance skills. *Note:* An audition may be required. Laboratory 7.5 hours. *Prerequisite:* DANCE 116 or 122 or 121 or equivalent. *Course Typically Offered:* Fall. *Transfer Credit:* CSU, UC, USC. (*Production Studies Family*)

**136
DANCE PRODUCTION-STUDENT
CHOREOGRAPHY**

2.5 Units

DANCE 136 provides the student with the opportunity to choreograph and perform in a dance production. Emphasis is given to the integration of technical skills, performance experience, and application of the choreographic principles. *Note:* An audition may be required. Laboratory 7.5 hours. *Prerequisite:* DANCE 116, 122, or 130 or equivalent. *Course Typically Offered:* Spring. *Transfer Credit:* CSU, UC, USC. (*Production Studies Family*)

**137
JAZZ TECHNIQUE III**

2.0 Units

DANCE 137 provides students with practical experience in advanced jazz techniques and styles on an advanced level. Through exercise and discussion the course emphasizes further development of technical skill, performance skills, and audition techniques. Lecture 1 hour/Laboratory 3 hours. *Prerequisite:* DANCE 121 or equivalent. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC. (*Jazz Technique Family*)

**138
SURVEY OF LATIN BALLROOM
DANCE**

1.5 Units

DANCE 138 provides students with practical experience in Latin Ballroom dance. A selection of popular Latin Ballroom dances will be offered such as Cha-Cha, Samba, Rumba, Mambo, Merengue, and Paso Doble. Lecture 1 hour/Laboratory 1.5 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC.

**139
CHOREOGRAPHY II**

2.0 Units

DANCE 139 provides the students with the opportunity to choreograph an original work for dance production. The course emphasizes the practice of the choreographic process through the development of a choreography integrating the choreographic principles, form, and structure. *Note:* An audition may be required. Lecture 1 hour/Laboratory 3 hours. *Prerequisite:* DANCE 130. *Transfer Credit:* CSU. (*Choreographic Studies Family*)

**140
MOVEMENT FOR THEATER I**

1.0 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 0.5 hour/Laboratory 1.5 hours. *Corequisite:* T ART 103. *Transfer Credit:* CSU, UC, USC. (*Movement for Theatre Family*)

**145
MOVEMENT FOR MUSICAL
THEATER**

1.5 Units

DANCE 145 provides the student with the opportunity to study dance, choreography, and movement as it applies to musical theater. The class culminates in the performance of a musical. Lecture 1 hour/Laboratory 1.5 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC. (*Movement for Theatre Family*)

**150
PHYSICAL REINTEGRATION**

1.5 Units

DANCE 150 is an experimental movement class, for the student with neurological and/or physical disabilities. Areas covered include: exploration of body image awareness; integration of sensory modalities with motor processes; orientation; and relaxation. *Note:* Verification of disability must be on file in the Disabled Student Center. Lecture 1 hour/Laboratory 1.5 hours. *Prerequisite:* None. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU.

**158
MOVEMENT DEVELOPMENT: BIRTH
THROUGH TWELVE YEARS**

3.0 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. *Note:* This course will not fulfill physical education activity requirements. Lecture 3 hours. *Prerequisite:* None. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU.

**190
BEGINNING YOGA**
1.5 Units

DANCE 190 introduces the student to the principles and techniques of Yoga. The course emphasizes Yoga positions to facilitate stretching and toning muscles, limbering joints, and aiding spinal alignment. The use of Yoga breathing techniques and meditation exercises to revitalize the body and calm the mind is included. Lecture 1 hour/Laboratory 1.5 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC.

**194
PILATES**
1.5 Units

DANCE 194 provides the students with practical experience in the mat work of the Pilates method of body conditioning. Through demonstration, exercise, and discussion the course emphasizes the development of strength, flexibility, and relaxation techniques. Students develop a basic understanding of how to influence and control the body-mind interaction in the area of dance, athletics, and general fitness. Lecture 1 hour/Laboratory 1.5 hours. *Prerequisite:* None. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC.

ECONOMICS

**101
PRINCIPLES OF MICROECONOMICS**
3.0 Units

ECON 101 is an introductory course focusing on choices of individual economic decision-makers. Topics include scarcity, specialization and trade, market equilibrium, elasticity, production and cost theory, market structures, factor markets, and market failure. Lecture 3 hours. *Prerequisite:* ECON 102; and MATH 141, 146, or 246B. *Course Typically Offered:* Fall/Spring/Summer. *Transfer Credit:* CSU, UC, USC. (C-ID ECON 201)

**102
PRINCIPLES OF
MACROECONOMICS**
3.0 Units

ECON 102 is an introductory course focusing on aggregate economic analysis. Topics include: market systems, aggregate measures of economic activity, macroeconomic equilibrium, money and financial institutions, monetary and fiscal policy, international economics, and economic growth. Lecture 3 hours. *Prerequisite:* ENGL 191 or ESL 141; MATH 141, 146, or 246B. *Course Typically Offered:* Winter/Spring/Summer/Fall. *Transfer Credit:* CSU, UC, USC. (C-ID ECON 202)

**102H
HONORS PRINCIPLES OF
MACROECONOMICS**
3.0 Units

ECON 102H is an introductory course focusing on aggregate economic analysis. Topics include market systems, aggregate measures of economic activity, macroeconomic equilibrium, money and financial institutions, monetary and fiscal policy, international economics, and economic growth. This course is enhanced in one or more of the following ways: students use a macroeconomic computer model to explore macroeconomic policies and explain the theoretical basis of the results achieved in the computer model; students write an essay critically assessing macroeconomic policies relative to different political viewpoints; and students complete writing assignments using critical thinking skills to assess macroeconomic policies. Lecture 3 hours. *Prerequisite:* Eligibility for ENGL 120 or ESL 151; MATH 141, 146, or 246B. *Transfer Credit:* CSU, UC, USC. (C-ID ECON 202)

**111
ECONOMIC HISTORY OF THE U.S.**
3.0 Units

ECON 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. *Note:* This course may not be taken for credit by students who have completed History 116. Lecture 3 hours. *Recommended Preparation:* Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU, UC, USC.

**170
INTRODUCTION TO GLOBAL
STUDIES**
3.0 Units

ECON 170 is an introduction to the interdisciplinary field of Global Studies, including the history of globalization, and economic, political, social, cultural and ecological developments related to the process of globalization. Students evaluate topics such as NGOs, the global economy, and transnational population trends. *Note:* This course is cross-listed with GEOG 170 and POL S 170. This course may not be taken for credit by students who have completed GEOG 170 or POL S 170. Lecture 3 hours. *Recommended Preparation:* ENGL 101. *Transfer Credit:* CSU, UC.

**ELECTRONICS &
COMPUTER TECHNOLOGY**

**100
ANALYTICAL ELECTRONICS**
3.0 Units

ECT 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 DC circuit analysis, AC fundamentals, simultaneous equations, AC circuit analysis statistics of numerical data. This class helps in preparing students to pass the Photovoltaic Installer examination and becoming certified by Electronics Technician Association (ETA) International. Lecture 3 hours. *Recommended Preparation:* Eligibility for ENGL 120 or ESL 151.

**110
ELECTRICITY AND ELECTRONICS
PRINCIPLES**
4.0 Units

ECT 110 teaches the principles and applications of electricity and electronics. Topics include basic laboratory equipment, various electronics components, and designing/troubleshooting electronic circuit. This course provides students with the knowledge and skills of electricity and electronics and enhances their success in both their present career and/or advanced education in this field. Lecture 3 hours/Laboratory 3 hours. *Recommended Preparation:* ECT 100, Eligibility for ENGL 120 or ESL 151.

**113
PRINTED CIRCUIT BOARDS AND
SOLDERING TECHNOLOGY**
1.5 Units

ECT 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. It covers rework, repair, 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. Lecture 1 hour/Laboratory 1.5 hours. *Recommended Preparation:* Eligibility for ENGL 120 or ESL 151.

160 INSPECTION AND CODES FOR ELECTRICIANS

3.0 Units

ECT 160 is a course designed to introduce the student to the National Electrical Code (NEC) using national, state and local codes. Included in the course are duties of the electrical inspector with emphasis on code enforcement, inspection procedures, plan reading, electrical symbols and terminology. Methods of performing electrical inspections and interpreting electrical systems are based on the current electrical codes and standards. Emphasis will be placed on the importance of safety, asbestos abatement awareness, and anchoring and supporting for earthquake mitigation. Quality workmanship, efficient and well-designed electrical systems, and retrofitting will be emphasized. Lecture 3 hours. *Prerequisite:* ECT 110 or equivalent. *Transfer Credit:* CSU.

161 RESIDENTIAL ELECTRONICS SYSTEMS INTEGRATOR (RESI) TRAINING

3.0 Units

ECT 161 is an introduction to the Residential Electronics Systems Integrator (RESI). Topics include the design of prewiring for home theater and telecommunications equipment interconnection, network installation, and wiring for cable television, satellite and antenna outlets, telephone equipment outlets, audio and video entertainment, and computer equipment. Students may become certified by the Electronics Technician Association (ETA) International by passing the knowledge examination assessment and obtaining RESI BASIC skills and knowledge. Lecture 3 hours. *Recommended Preparation:* ECT 110 or equivalent.

162 INTRODUCTION TO SOLAR PRINCIPLES

3.0 Units

ECT 162 covers key aspects of solar power. This class covers the basics of solar energy and prepares the student to enter the job market as a solar technician in sales, installation, or repair. Topics also include the concepts behind installing and troubleshooting solar panels. This class helps in preparing students to pass the Photovoltaic Installer examination and becoming certified by Electronics Technician Association (ETA) International. Lecture 3 hours. *Recommended Preparation:* ECT 110, MATH 146, 141, or 246B.

163 ENERGY MANAGEMENT

3.0 Units

ECT 163 covers key aspects of energy management and prepares students to enter the job market as energy managers and energy professionals. Topics include concepts of greenhouse gas emissions management and energy savings. This class prepares students for passing the Certified Energy Management (CEM) examination and becoming certified by the Association of Energy Engineers (AEE). Lecture 3 hours. *Recommended Preparation:* ECT 100, ECT 110, and MATH 146, 141, or 246B *Transfer Credit:* CSU.

167 CONTRACTOR'S LICENSE LAW

3.0 Units

ECT 167 covers key legal aspects of contracting. Students learn how to maintain a contractor's license, legal practice, management, construction standards, safety regulations and insurance policies. Topics also include contractor's license law, lien laws, labor code, payroll deductions, organization, estimate and planning principles. Lecture 3 hours. *Recommended Preparation:* ECT 100, ECT 160, Eligibility for ENGL 120 or ESL 151.

201 SOLID STATE DEVICES

3.0 Units

ECT 201 encompasses the study of Solid-State semiconductor theory, including diode rectifiers, filtered power supplies, transistor and amplifiers, oscillators, and thyristor devices. Students also construct solid-state circuits, and perform circuit analysis and diagnostics of electronic parameters using state-of-the-art digital electronic test equipment. Lecture 3 hours. *Prerequisite:* ECT 110 or equivalent (ECT 110 may be taken concurrently). *Recommended Preparation:* ENGL 120 or ESL 151. *Transfer Credit:* CSU.

202 INTEGRATED CIRCUIT ELECTRONICS

3.0 Units

ECT 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. *Prerequisite:* ECT 201 or equivalent. *Corequisite:* ECT 253. *Transfer Credit:* CSU.

210 PROGRAMMABLE LOGIC CONTROLLERS (PLC)

3.0 Units

ECT 210 covers Programmable Logic Controller (PLC) operations, including PLC installation and programming techniques. It emphasizes the methods of using the programming interface to troubleshoot applications in industry. The lab activities give the student practical programming and operating skills used in the maintenance of automated systems. Lecture 2 hours/Laboratory 3 hours. *Prerequisite:* ECT 110. *Recommended Preparation:* Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU.

EMERGENCY MEDICAL TECHNOLOGY

138 EMERGENCY MEDICAL RESPONDER

2.0 Units

EMT 138 introduces foundational concepts related to the emergency medical care of sick and injured persons. This course is designed for students interested in pursuing emergency medical services or other healthcare occupations. Topics also include the framework of emergency medical services, as well as the unique challenges of ethical dilemmas and stress management in the emergency setting. Lecture 2 hours. *Prerequisite:* None.

139 INTRODUCTION TO EMERGENCY MEDICAL SERVICES

3.0 Units

EMT 139 introduces foundational concepts related to the emergency medical care of sick and injured persons. This course is designed for students interested in pursuing emergency medical services or other healthcare occupations as a career. Topics also include the framework of emergency medical services as well as the unique challenges of ethical dilemmas and stress management in the emergency setting. Successful completion of the class includes certification in cardiopulmonary resuscitation (CPR) for healthcare providers from the American Heart Association (AHA). *Note:* EMT 139 may not be taken concurrently with EMT 140. Lecture 3 hours. *Recommended Preparation:* BIOL 115 and ENGL 120 or ESL 151 *Course Typically Offered:* Winter/Spring/Summer/Fall.

**140
EMERGENCY MEDICAL TECHNICIAN
(EMT)**

8.5 Units

EMT 140 is designed to prepare students for certification and employment as an Emergency Medical Technician (EMT) in the state of California. Course material proceeds from introductory theory and practice of emergency medical care through increasingly complex concepts and management of immediate life-threatening situations and emergencies. Critical thinking and decision-making skills are stressed throughout the course. Coursework also includes a Clinical/ride-along component. Upon successful completion of EMT 139 and EMT 140, a course completion certificate is awarded to students who successfully complete the didactic portion of the class with 75% or better and pass the certifying skills exam. Successful completion of the EMT courses provides eligibility to sit for the National Registry EMT exam and apply for certification in the state of California. *Note:* Student must be eighteen years of age prior to the last day of class. In addition to the scheduled hours, twenty-four hours of ride along must be completed in order to be eligible to pass the class. Lecture 6.5 hours/Laboratory 6.0 hours. *Prerequisite:* EMT 139. *Course Typically Offered:* Fall/Spring.

ENGINEERING**100
INTRODUCTION TO ENGINEERING**
3.0 Units

ENGR 100 provides students with an understanding of the academic and professional attitudes, behaviors and skills necessary to enhance their ability to succeed as an engineering major. The general definition of engineering as well as the job functions of various engineering disciplines of engineering are examined. Working effectively in teams, goal setting, time management, self-improvement, methods of learning, and development of oral and written technical communication skills are practiced. Students are introduced to the campus resources available to engineering majors and learn how to orient themselves to the science and engineering educational system. Instruction includes an introduction to the methods and tools of engineering problem solving and design including the interface of the engineer with society and engineering ethics. Lecture 3 hours. *Recommended Preparation:* Eligibility for ENGL 101. *Transfer Credit:* CSU, UC, USC. (C-ID ENGR 110)

**101
ENGINEERING DRAFTING AND
BASIC DESIGN**

3.0 Units

ENGR 101 covers the fundamentals of traditional board drafting, descriptive geometry, orthographic projection and the graphical communication of technical engineering information. Students learn to create complete and accurate drawings that concisely communicate an engineering design. Topics include freehand drawing, lettering, and theory of orthographic and multi-view projections. Basic drafting skills, industry standards and technical graphics practices, and engineering and architecture scales are presented. The glass box theory is used to visualize orthographic projection as well as the fundamentals of auxiliary views, coordinate systems, sectioning, dimensioning, intersection of planes, visibility, lines and order of precedence of line types. Coordination dimensioning and geometric dimensioning and tolerancing (GD&T) subjects are covered including location tolerance, datum reference, tolerance symbols and feature control frames. Lecture 1.5 hours/Laboratory 1.5 hours. *Recommended Preparation:* ENGL 191 or ESL 141. *Transfer Credit:* CSU, UC, USC.

**102
ENGINEERING PRINT READING FOR
INDUSTRY**

3.0 Units

ENGR 102 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 dimensions, section and auxiliary views, tolerancing, and industry standards, and terminology are presented to strengthen the student's ability to interpret an engineering drawing. Lecture 3 hours. *Recommended Preparation:* Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU.

**103
DESCRIPTIVE GEOMETRY**
3.0 Units

ENGR 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. *Note:* This course may not be taken for credit by students who have completed ARCH 103. Lecture 2 hours/Laboratory 4 hours. *Prerequisite:* ARCH 101 or ENGR 101 or equivalent. *Recommended Preparation:* ENGR 109. *Transfer Credit:* CSU, UC, USC.

**109
COMPUTER AIDED DESIGN
AUTOCAD 1**

3.0 Units

ENGR 109 is an activity based course in two-dimensional computer-aided design using AutoCAD software. Students learn and practice tools to create and edit drawings in accordance with industry standards. Topics include object construction, object properties, layers, orthographic projections, auxiliary views, sectioning, parametric tools, basic dimensioning, templates, plotting and the application of geometric dimensioning and tolerancing. Lecture 1.5 hours/Laboratory 4.5 hours. *Prerequisite:* ARCH 101 or ENGR 101 or equivalent. *Transfer Credit:* CSU, UC, USC.

**110
COMPUTER AIDED DESIGN
AUTOCAD 2**

3.0 Units

ENGR 110 is an advanced course in computer aided design. Advanced techniques and concepts of computer-aided design will be presented with an emphasis on three-dimensional design and modeling for both architectural and engineering applications. Lecture 1.5 hours/Laboratory 4.5 hours. *Prerequisite:* ENGR 109 or equivalent. *Transfer Credit:* CSU, UC, USC.

**111
COMPUTER AIDED DESIGN
SOLIDWORKS I**

3.0 Units

ENGR 111 is a basic course in engineering, drafting and design, utilizing SOLIDWORKS software, with an emphasis on three-dimensional design, modeling, and engineering applications. Lecture 1.5 hours/Laboratory 4.5 hours. *Prerequisite:* ENGR 101 or equivalent. *Transfer Credit:* CSU.

**112
COMPUTER AIDED DESIGN
SOLIDWORKS II**

3.0 Units

ENGR 112 teaches the advanced concepts of the SOLIDWORKS software, its use as a mechanical engineering design and manufacturing tool, and the ability to fabricate, design, and create parts and assemblies. Topics include mechanical design modeling in the 3D environment, complex solid and surface modeling, digital input and output, analysis, and integrating SOLIDWORKS with other Computer Aided Design (CAD) and Computer Aided Manufacturing (CAM) programs for a productive design workflow. Lecture 1.5 hours/Laboratory 4.5 hours. *Prerequisite:* ENGR 111 or equivalent. *Transfer Credit:* CSU.

117 INTRODUCTION TO ENGINEERING TECHNOLOGY

3.0 Units

ENGR 117 explores the professional activities and working environment of engineering technology, which is an emerging, hands-on discipline of applied engineering. The role of engineering technology in industry, the history of technology, and the future of the profession of engineering and engineering technology are covered. Students learn specific technical skills and tool use in this activity-based course. Safety and environmental sustainability concerns as well as the effects of technology on society are taught in a collaborative project-based class environment. *Note:* ENGR 117 does not satisfy the engineering major requirement of ENGR 100. Lecture 2 hours/Laboratory 1 hour. *Recommended Preparation:* ENGL 120 or ESL 151 or equivalent.

120 3D PRINTING AND MODELING

2.0 Units

ENGR 120 provides students with the basic knowledge of 3D printing (i.e., additive manufacturing; rapid prototyping) and modeling, as well as its impact within the engineering and manufacturing community. Students have the opportunity to explore the interaction between computer aided design (CAD), computer aided manufacturing (CAM), and additive manufacturing systems by participating in the design and prototyping of an actual part. Emphasis is placed on Fused Deposition Modeling (FDM) technology using the Stratasys Fortus modeling system and accompanying Insight software platform. Lecture 1 hour/Laboratory 3 hours. *Recommended Preparation:* ENGR 109, ENGR 111, CAM 230, ARCH 250, ART 230, or equivalent.

122 ENGINEERING GRAPHICS

3.0 Units

ENGR 122 presents the fundamental principles of engineering graphical communication and drawing using computer aided design (CAD) software as an integral teaching and learning methodology. Students develop 3-D visualization and spatial acuity skills in practical applications of descriptive geometry. Topics include orthographic projection, glass box theory, auxiliary views, sectioning, dimensioning, and geometric dimensioning and tolerancing (GD&T) as well as the engineering design process. Theory and practice of engineering graphics is taught using two professional CAD software packages, typically AutoCAD and SOLIDWORKS. Students develop skills in both 2-D and 3-D CAD modeling. *Note:* This course may not be used as a substitute for any computer aided design course in the Engineering Technology - CAD Drafting & Design certificate program. Lecture 2 hours/Laboratory 1 hour. *Prerequisite:* MATH 110 or MATH 110B or equivalent.

125 PROGRAMMING CONCEPTS AND METHODOLOGIES FOR ENGINEERS

4.0 Units

ENGR 125 teaches the application of structured programming concepts for engineering problems. Topics include practical mechanics, electronics, robotics, as well as the design, reduction and analysis of experimental data using high level languages. Required for electrical and computer engineering majors, students learn to program and control engineering devices and sensors that interface with the physical world. The interaction between computer programming and the physical world is a major focus of the course. *Note:* This course may not be used to meet the requirements of any computer science program. Lecture 3 hours/Laboratory 1 hour. *Prerequisite:* MATH 103. *Recommended Preparation:* ENGL 120 or ESL 151 or equivalent.

130 INTRODUCTION TO ROBOTICS

2.0 Units

ENGR 130 provides an introductory study of the fundamentals of mobile robotics and the associated engineering concepts. It prepares students for more advanced studies in robotics and related technologies. Students gain experience with fundamental concepts in robot design, computer aided design and drafting, sensors and actuators, programming, and electronics. The vast majority of the course experience consists of implementation of and experimentation with these skills through hands-on labs. Lecture 1 hour/Laboratory 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU.

131 ELECTRONICS AND ELECTRICAL CIRCUITS

3.0 Units

ENGR 131 is intended for students wishing to major in engineering at the university level. It provides an introduction to the basic concepts and theory of electricity and magnetism with an emphasis on passive electrical elements such as resistors, capacitors and inductors (RCL) and their applications in alternating current (AC) or direct current (DC) circuits. Students also learn how to build, test and analyze simple RCL circuits in the laboratory, and use simulation software and test equipment such as power supply, multimeter, signal/function generator, oscilloscope, and spectrum analyzer. Related mathematics and physics concepts are developed alongside these concepts of electrical engineering. Lecture 2 hours/Laboratory 3 hours. *Recommended Preparation:* MATH 102 or 110. *Course Typically Offered:* Fall/Winter. *Transfer Credit:* CSU, UC, USC.

132 INTRODUCTION TO DIGITAL ELECTRONICS

3.0 Units

ENGR 132 is intended for students planning to major in engineering at the university level. It provides an introduction to the basic concepts and theory of digital electronics. Students also learn how to build, test, and analyze simple digital circuits in the laboratory, and use simulation software and test equipment such as power supply, multimeter, signal/function generator, oscilloscope, and logic analyzer. Related mathematics and physics is contextualized within the development of these electrical engineering concepts. Lecture 2 hours/Laboratory 3 hours. *Recommended Preparation:* MATH 102 or 110. *Transfer Credit:* CSU, UC, USC.

**140
MATERIALS SCIENCE AND
ENGINEERING**

3.0 Units

ENGR 140 examines the internal structures of materials and their subsequent behaviors used in engineering applications, including metals, ceramics, polymers, composites and semiconductors. Students learn how to select appropriate materials to meet engineering design criteria and to understand the effects of heat, mechanical stress, imperfections, and chemical environments on material properties and performance. *Note:* ENGR 141 (Materials Science and Engineering Laboratory) may be required for full articulation. Lecture 3 hours. *Prerequisite:* CHEM 101 and PHY 101. *Transfer Credit:* CSU, UC.

**141
MATERIALS SCIENCE AND
ENGINEERING LABORATORY**

1.0 Unit

ENGR 141 engages the relationships between the internal structures of materials and their subsequent behaviors and material properties. Using experimental equipment and laboratory report writing activities, students directly observe and analyze the characteristics of engineering materials related to the lecture course ENGR 140 (Materials Science and Engineering). *Note:* ENGR 141 Materials Science Laboratory should be taken concurrently with ENGR 140 and may be required for articulation to CSU's and UC's. Laboratory 3 hours. *Prerequisite:* CHEM 101 and PHY 101. *Corequisite:* ENGR 140. *Transfer Credit:* CSU, UC.

**152
ENGINEERING MECHANICS -
STATICS**

3.0 Units

ENGR 152 covers the composition and resolution of co-planar and non-planar force systems, equilibrium of rigid bodies, distributed forces, forces in trusses, frames and cables, shear and bending moments in beams, and moments of inertia of areas and bodies. Lecture 3 hours. *Prerequisite:* PHY 101 or equivalent and MATH 104 or equivalent. *Transfer Credit:* CSU, UC, USC. (C-ID ENGR 130)

**156
PROGRAMMING AND PROBLEM-
SOLVING IN MATLAB**

3.0 Units

ENGR 156 provides an introduction to MATLAB to provide students with a working knowledge of computer based problem-solving methods with applications for science and engineering. It introduces the fundamentals of procedural and object-oriented programming, numerical analysis, and data structures. Students gain experience working with MATLAB toolboxes and with development and debugging of programs using MATLAB and Simulink. Examples and assignments in the course are drawn from practical applications in engineering, physics, and mathematics. Lecture 2 hours/Laboratory 3 hours. *Prerequisite:* MATH 103 or equivalent. *Transfer Credit:* CSU, UC, USC. (C-ID ENGR 220)

**180
SURVEYING**

3.0 Units

ENGR 180 covers the theory, principles, and practice of plane surveying and includes office computations and design, operation of surveying field equipment, and production of engineering plans and maps. Topics include measurement of distances, angles, and directions, differential leveling, traversing, property and boundary surveys. Students learn topographic surveying and mapping, volume and earthwork calculations, horizontal and vertical curves, land description techniques and global positioning system (GPS). Students may transfer this course to a university civil engineering program or apply it toward a technical career as a land surveyor. *Note:* ENGR 180 requires significant field work that is conducted on campus during the lab hours. Lecture 2 hours/Laboratory 1 hour. *Prerequisite:* MATH 110 or MATH 110B or equivalent.

**230
DYNAMICS**

3.0 Units

ENGR 230 covers the fundamentals of kinematics and kinetics of particles and rigid bodies. Topics include: kinematics of particle motion; Newton's second law, work-energy and momentum methods; kinematics of planar motions of rigid bodies; work-energy and momentum principles for rigid body motion as well as an introduction to mechanical vibrations. Lecture 3 hours. *Prerequisite:* ENGR 152 or equivalent. *Transfer Credit:* CSU, UC, USC. (C-ID ENGR 230)

**240
ELECTRICAL ENGINEERING
FUNDAMENTALS**

4.0 Units

ENGR 240 is an introduction to the theory and analysis of electrical circuits; basic circuit elements including the operational amplifier; circuit theorems; direct current circuits; forced and natural responses of simple circuits; sinusoidal steady state analysis and the use of a standard computer-aided circuit analysis program. Consideration is given to power, energy, impedance, phasors, frequency response and their use in circuit design. Lecture 3 hours/Laboratory 3 hours. *Prerequisite:* PHY 102 and MATH 105. *Corequisite:* MATH 108. *Transfer Credit:* CSU, UC, USC. (C-ID ENGR 260)

**241
STRENGTH OF MATERIALS**

3.0 Units

ENGR 241 is the application of mechanics to determine the effect of forces and torques on materials. Students apply this knowledge to the design of load bearing components. The course covers the following topics: stress, strain, axial loading, torsion, flexural stresses, transverse shear stress, horizontal shear stresses, stress transformations, Mohr's circle, thin-walled pressure vessels, ductile and brittle failure theories, shear and bending moment diagrams, stresses in a beam, methods of superposition, and elastic strain energy. Statically indeterminate systems are studied using Castigliano's theorem. Lecture 3 hours. *Prerequisite:* ENGR 152 or equivalent. *Transfer Credit:* CSU, UC, USC. (C-ID ENGR 240)

298 UNDERGRADUATE RESEARCH IN ENGINEERING I

3.0 Units

ENGR 298 is the first of a two-course series intended to simulate a real-world design experience via an interdisciplinary project in a team-based environment. It introduces the student to the design and prototype development phase of an in-depth engineering design process requiring integration of multiple systems. Students from a variety of disciplines conceive, design and begin to prototype a system involving electrical, information, and mechanical engineering components. Emphasis is placed on written and oral communication skills as students set project goals, manage interfaces between component subsystems, work in design teams, track progress against tasks, write detailed documentation, and deliver design review presentations. Students are expected to apply knowledge from prerequisite and recommended preparation courses in the design and implementation of their project. Lecture 1 hour/Laboratory 6 hours. *Prerequisite:* ENGR 109, ENGR 111, ENGR 131, or equivalent, or consent of instructor. *Recommended Preparation:* CS/IS 157 or CAM 230 *Transfer Credit:* CSU.

299 UNDERGRADUATE RESEARCH IN ENGINEERING II

3.0 Units

ENGR 299 is the second of a two-course series intended to simulate a real-world design experience via an interdisciplinary project in a team-based environment. It introduces the student to the fabrication and testing phase of an in-depth engineering design process requiring integration of multiple systems. Students from a variety of disciplines carry out the design project initiated in ENGR 298. Emphasis is placed on written and oral communication skills as students implement, test, and analyze the product designed in ENGR 298. Lecture 1 hour/Laboratory 6 hours. *Prerequisite:* ENGR 298 or equivalent, or consent of instructor. *Transfer Credit:* CSU.

ENGLISH

101 FRESHMAN ENGLISH

3.0 Units

ENGL 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. Students also receive instruction in research and MLA documentation and are required to complete a fully documented research paper. Lecture 3 hours. *Prerequisite:* Placement is based on academic background or satisfactory completion of ENGL 120 or ESL 151 or equivalent. *Course Typically Offered:* Winter/Spring/Summer/Fall. *Transfer Credit:* CSU, UC, USC. (C-ID ENGL 100)

101+ FRESHMAN ENGLISH

3.0 Units

ENGL 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. Students also receive instruction in research and MLA documentation and are required to complete a fully documented research paper. Lecture 3 hours. *Prerequisite:* Placement is based on academic background or satisfactory completion of ENGL 191. *Corequisite:* Enrollment in ENGL 99 (Noncredit) or ENGL 199. *Transfer Credit:* CSU UC.

101H HONORS FRESHMAN ENGLISH

3.0 Units

ENGL 101H 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. Students also receive instruction in research and MLA documentation and are required to complete a fully documented research paper. The honors course will be enhanced in one or more of the following ways: 1. Accelerated standards of reading levels, emphasizing primary sources 2. accelerated standards of critical thinking including critical writing and problem-centered research Lecture 3 hours. *Prerequisite:* Placement is based on academic background or satisfactory completion of ENGL 120 or ESL 151 or equivalent. *Transfer Credit:* CSU, UC, USC.

102 CRITICAL THINKING AND LITERARY ANALYSIS

3.0 Units

ENGL 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. Students also receive instruction in literary research, complete a fully documented research paper, and are introduced to the process of revision. Furthermore, students develop a deeper understanding of the human condition through the study of literature. Lecture 3 hours. *Prerequisite:* ENGL 101. *Course Typically Offered:* Winter/Spring/Summer/Fall. *Transfer Credit:* CSU, UC, USC. (C-ID ENGL 120)

**102H
HONORS CRITICAL THINKING AND
LITERARY ANALYSIS**

3.0 Units

ENGL 102H 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. Students also receive instruction in literary research, complete a fully documented research paper, and are introduced to the process of revision. Furthermore, students develop a deeper understanding of the human condition through the study of literature. The honors course will be enhanced in one or more of the following ways: 1. Accelerated standards of reading levels, emphasizing major writers; 2. Accelerated standards of critical thinking, including critical writing and problem-centered research; 3. Introduction to and emphasis on types or schools of literary criticism, including professional models of such. Lecture 3 hours. *Prerequisite:* ENGL 101 or equivalent. *Transfer Credit:* CSU, UC, USC.

**103
CREATIVE WRITING WORKSHOP**

3.0 Units

ENGL 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 ENGL 101. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC. (C-ID ENGL 200)

**104
CRITICAL THINKING AND
ARGUMENTATION**

3.0 Units

ENGL 104 helps students to develop their critical thinking and writing skills beyond the level achieved in English 101. Students learn to read and think critically and to develop their analytical and argumentative writing skills 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. In addition, the course provides instruction in advanced research techniques and students will be required to complete a fully documented research paper. Furthermore, students develop an appreciation for the role and scope of rhetoric in their daily lives. Lecture 3 hours. *Prerequisite:* ENGL 101. *Course Typically Offered:* Winter/Spring/Summer/Fall. *Transfer Credit:* CSU, UC, USC. (C-ID ENGL 105)

**105
SURVEY OF ENGLISH LITERATURE
FROM ANGLO-SAXON PERIOD TO
1780**

3.0 Units

ENGL 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 ENGL 101. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC. (C-ID ENGL 160)

**106
SURVEY OF ENGLISH LITERATURE
FROM 1780 TO THE PRESENT TIME**

3.0 Units

ENGL 106 is a survey course covering the development of English Literature from 1780 to the present time. English 106 continues the study of the development of thought as an expression of our cultural heritage. Lecture 3 hours. *Prerequisite:* Eligibility for ENGL 101. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC. (C-ID ENGL 165)

**109
INTRODUCTION TO WORLD
LITERATURE FROM ANCIENT TIMES
TO 1700**

3.0 Units

ENGL 109 is a comparative study of selected works, in translation and in English, of literature from around the world, including Europe, the Middle East, Asia, and other areas, from antiquity to the mid or late seventeenth century. The course may include selections from the Old and New Testaments, The Qu'ran, The Epic of Gilgamesh; world mythologies; and representative works from the Middle Ages and the Renaissance. Emphasis is placed upon the classics. Lecture 3 hours. *Prerequisite:* Eligibility for ENGL 101. *Course Typically Offered:* Fall. *Transfer Credit:* CSU, UC, USC. (C-ID ENGL 140)

**110
INTRODUCTION TO WORLD
LITERATURE FROM 1700 TO THE
PRESENT TIME**

3.0 Units

ENGL 110 is a comparative study of selected works, in translation and in English, of literature from around the world, including Europe, the Middle East, Africa, Asia, and other areas, from the mid or late seventeenth century to the present. Emphasis is placed upon cultural history and the 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 ENGL 101. *Course Typically Offered:* Spring. *Transfer Credit:* CSU, UC, USC. (C-ID ENGL 145)

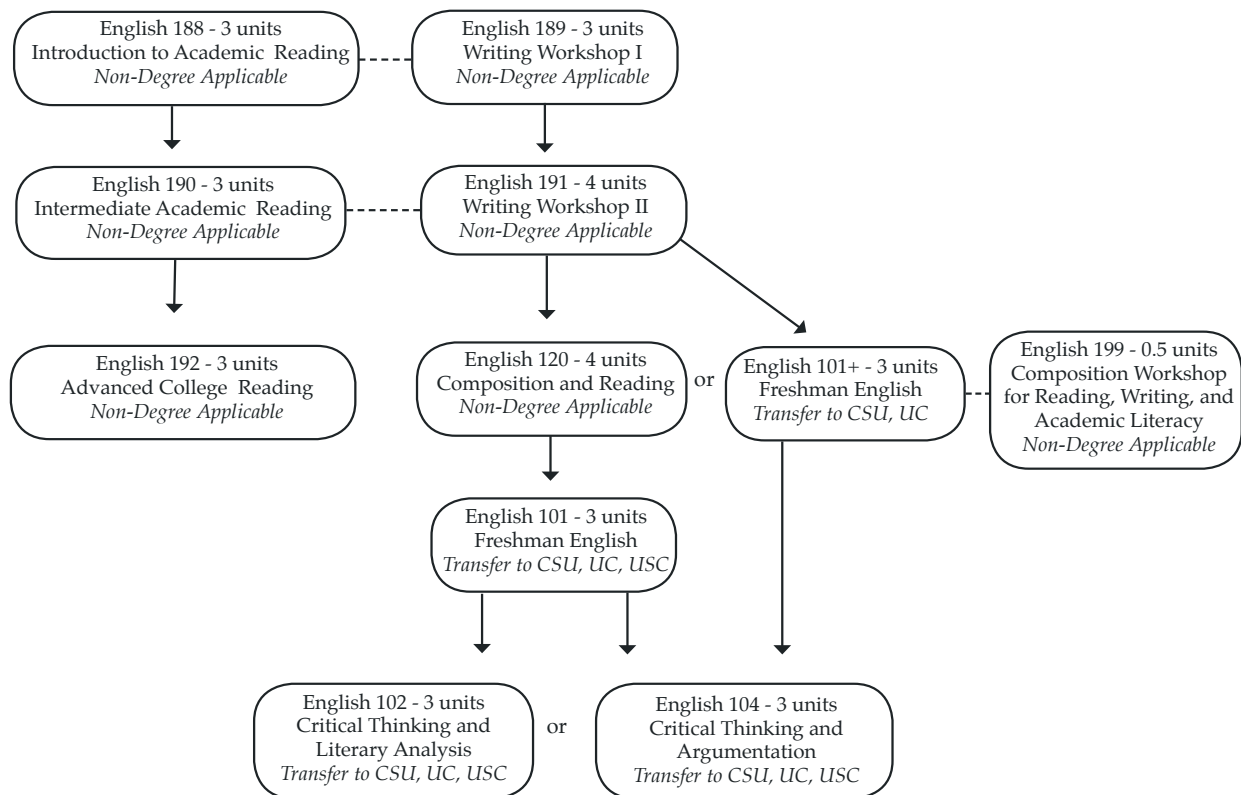
**111
WOMEN IN LITERATURE**

3.0 Units

ENGL 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:* ENGL 120 or ESL 151. *Course Typically Offered:* Fall. *Transfer Credit:* CSU, UC, USC.

ENGLISH COURSE SEQUENCE

All students who have not taken an English course at Glendale Community College or another accredited college or have a qualifying AP English score are required to complete the English placement process prior to enrolling in any English course.



LITERATURE COURSES
Transfer to UC & CSU*
Transfer to CSU%

- *English 105 & 106 British Literature Survey
- *English 109 & 110 World Literature
- *English 111 Women in Literature
- *English 116 Introduction to Drama
- *English 117 Film as Literature
- *English 122 & 123 American Literature
- *English 125 Shakespeare
- *English 127 Children Literature
- *English 128 Bible Literature
- %English 130 Science Fiction Literature

WRITING COURSES

- *English 103 Creative Writing Workshop
- %English 112 Screenwriting
- *English 114 Introduction to Poetry: Creative Writing
- *English 115 Introduction to Fiction: Creative Writing
- *English 118 Introduction to Creative Nonfiction: Creative Writing
- %English 212 Advanced Screenwriting

----- Concurrent Enrollment Required
2018-2019

**112
SCREENWRITING**
3.0 Units

ENGL 112 is a basic course in the principles and practice of writing for film and cinema. Emphasis is placed upon the essentials of screenplay structure, format, sequence, characterization, and the dramatic scene. The course includes critical analysis through reading selected screenplays and viewing specific dramatic scenes portrayed on film. Students will learn fundamentals of dramatic screenwriting and be familiarized with the elements and tools of screenwriting. Students must complete a finished short script by the end of the course. Lecture 3 hours. *Prerequisite:* Eligibility for ENGL 101. *Course Typically Offered:* Fall. *Transfer Credit:* CSU.

**114
INTRODUCTION TO POETRY:
CREATIVE WRITING**
3.0 Units

ENGL 114 is an introduction to the craft and practice of poetry, including study of the structural, stylistic, and thematic elements of various poetic forms, such as lyric, narrative, free verse, and experimental. In addition to studying strategies and techniques of poetry, attention is given to authorial subject position, the historical and social contexts of writing, and creative writing theory. The course takes contemporary literature as its focus, highlighting both canonical and marginalized and underrepresented voices. In addition to composing their own works of poetry, students read, discuss, and write extensively about contemporary works. Lecture 3 hours. *Prerequisite:* ENGL 103. *Transfer Credit:* CSU, UC.

**115
INTRODUCTION TO FICTION:
CREATIVE WRITING**
3.0 Units

ENGL 115 is an introduction to the craft and practice of fiction, including study of the structural, stylistic, and thematic elements of various fictional forms, such as short stories, novels, plays, and screenplays. In addition to studying strategies and techniques of fiction, attention is given to authorial subject position, the historical and social contexts of writing, and creative writing theory. The course takes contemporary literature as its focus, highlighting both canonical, marginalized and underrepresented voices. In addition to composing their own works of fiction, students read, discuss, and write extensively about contemporary works. Lecture 3 hours. *Prerequisite:* ENGL 103. *Transfer Credit:* CSU, UC.

**116
INTRODUCTION TO DRAMA**
3.0 Units

ENGL 116 is an historical survey of drama as a genre from the Classical period to the present day. The course will introduce students to the elements of drama, and emphasize 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 ENGL 101. *Course Typically Offered:* Fall. *Transfer Credit:* CSU, UC, USC.

**117
FILM AS LITERATURE**
3.0 Units

ENGL 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 ENGL 101. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC.

**118
INTRODUCTION TO CREATIVE
NONFICTION: CREATIVE WRITING**
3.0 Units

ENGL 118 is an introduction to the craft and practice of creative nonfiction, such as memoir, literary journalism, profiles, and flash, lyric or researched essays. In addition to studying strategies and techniques of nonfiction, attention is given to authorial subject position, the historical and social contexts of writing, and creative writing theory. The course takes contemporary literature as its focus, highlighting canonical, marginalized and underrepresented voices. In addition to composing their own works of creative nonfiction, students read, discuss and write extensively about contemporary works. Lecture 3 hours. *Prerequisite:* ENGL 103. *Transfer Credit:* CSU, UC.

**120
COMPOSITION AND READING**
4.0 Units

NON-DEGREE APPLICABLE

ENGL 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. ENGL 120 provides practice in the mechanics, style, and organization of paragraphs and essays. *Note:* This course is Pass/No Pass only. Lecture 4 hours. *Prerequisite:* Placement is based on academic background or satisfactory completion of ENGL 191. *Recommended Preparation:* ENGL 192. (ENGL 192 may be taken concurrently.) *Course Typically Offered:* Winter/Spring/Summer/Fall.

**122
AMERICAN LITERATURE TO 1865**
3.0 Units

ENGL 122 introduces students to a large range of works by major American writers, as well as to works by minor American writers representing marginalized voices in the United States, from Colonial times to the Civil War. The course relates these works to the history of ideas developing contemporarily in the United States. Important historical movements are traced so that students may gain increased understanding of America's heritage. Lecture 3 hours. *Prerequisite:* Eligibility for ENGL 101. *Course Typically Offered:* Fall. *Transfer Credit:* CSU, UC, USC. (C-ID ENGL 130)

**123
AMERICAN LITERATURE FROM 1865
TO THE PRESENT**
3.0 Units

ENGL 123 introduces students to a broad range of American authors and their relationships to major literary and intellectual movements that comprise an evolving national literature and inform ideas of what it is to be "American." This course provides a generous sample of the works of both well-known and underrepresented American writers from the Civil War to the present moment. Lecture 3 hours. *Prerequisite:* Eligibility for ENGL 101. *Course Typically Offered:* Spring. *Transfer Credit:* CSU, UC, USC. (C-ID ENGL 135)

**125
SHAKESPEARE**

3.0 Units

ENGL 125 is an introduction to the works of Shakespeare. The course is focused on a close study of Shakespeare's major plays. It also provides a background and insights into the Elizabethan world so that the student may more fully understand and appreciate Shakespeare's writings. Lecture 3 hours. *Prerequisite:* Eligibility for ENGL 101. *Course Typically Offered:* Fall. *Transfer Credit:* CSU, UC, USC.

**127
CHILDREN'S LITERATURE**

3.0 Units

ENGL 127 introduces representative works of children's literature and develops students' close reading and analytical writing skills, while promoting an appreciation for the aesthetic and psychological aspects of literature written for children. The course considers means of production of children's literature in historical terms, analyzing tales from the oral tradition, through the advent of print, to current means of dissemination while also investigating children's reception of content and form. Lecture 3 hours. *Prerequisite:* Eligibility for ENGL 101. *Course Typically Offered:* Spring. *Transfer Credit:* CSU. (C-ID ENGL 180)

**128
THE BIBLE AS LITERATURE**

3.0 Units

ENGL 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 ENGL 101. *Course Typically Offered:* Fall (Even Years Only). *Transfer Credit:* CSU, UC, USC.

**130
SCIENCE FICTION LITERATURE**

3.0 Units

ENGL 130 is a survey of Science Fiction and Fantasy Literature from the late 19th Century to the present, concentrating on 20th and 21st Century writers. The course addresses the history, major themes, and the function of science fiction and fantasy as literary forms. Lecture 3 hours. *Recommended Preparation:* ENGL 120 or ESL 151. *Transfer Credit:* CSU.

**182
BASIC COMMUNICATION-
VOCABULARY**

1.0 Unit

NON-DEGREE APPLICABLE

ENGL 182 is designed to help students develop a wide variety of vocabulary skills. The modular system of this computer-based course allows students to work on one skill at a time. Students work independently and review a topic as many times as necessary to achieve full understanding and mastery of it. *Note:* This course is Pass/No Pass only. Laboratory 3 hours. *Prerequisite:* None. *Course Typically Offered:* Fall/Spring.

**183
BASIC COMMUNICATION-
GRAMMAR**

1.0 Unit

NON-DEGREE APPLICABLE

ENGL 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, and interactive, introduces the student to basic English constructions and sentence-level writing problems. Credit is awarded upon completion of all the modules. *Note:* This course is Pass/No Pass only. Laboratory 3 hours. *Prerequisite:* None. *Course Typically Offered:* Fall/Spring.

**188
INTRODUCTION TO ACADEMIC
READING**

3.0 Units

NON-DEGREE APPLICABLE

ENGL 188 is a reading course designed for students who need to improve their basic reading comprehension skills. Various word attack skills are covered: syllabication/phonics, word analysis through the study of prefixes, suffixes, and word roots. Basic grammar rules regarding parts of speech, punctuation and capitalization are reviewed. Methods and strategies to improve comprehension, application, and analysis are examined, along with Know-Will Know-Learn (KWL), Survey-Question-Read-Recite-Review (SQ3R), highlighting, outlining and summarizing in order to differentiate between general and specific details, and determine the topic and main ideas in paragraphs. Lecture 3 hours. *Prerequisite:* Placement is based on academic background or satisfactory completion of ABSE 186 and ABSE 187. *Course Typically Offered:* Fall/Spring.

**189
WRITING WORKSHOP I**

3.0 Units

NON-DEGREE APPLICABLE

ENGL 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. Computer applications 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. *Note:* This course is Pass/No Pass only. Lecture 3 hours. *Prerequisite:* Placement is based on academic background or satisfactory completion of ABSE 187. Concurrent enrollment in or satisfactory completion of ENGL 188 is required. *Course Typically Offered:* Fall/Spring.

**190
INTERMEDIATE ACADEMIC
READING**

3.0 Units

NON-DEGREE APPLICABLE

ENGL 190 is a reading course designed for students who wish to improve their college reading comprehension skills. Various textbook study strategy methods are covered: memory improvement, vocabulary building through the study of prefixes, suffixes, roots, and the use of context clues. Basic grammar rules: sentence structures, punctuation, and capitalization are reviewed. The emphasis is on strengthening higher-level reading comprehension, as well as improving critical thinking while reading. Methods to improve literal comprehension are covered by way of reading strategies Survey-Question-Read-Recite-Review (SQ3R), and Know-Will Know-Learn (KWL), highlighting, note-taking, outlining, summarizing, differentiating between general and specific details, determining the topic and main ideas (stated and implied), and patterns of organization in short essays. Critical reading strategies include making inferences and recognizing fact vs. opinion, tone, and purpose. Lecture 3 hours. *Prerequisite:* Placement is based on academic background or satisfactory completion of or ENGL 188. ENGL 190 must be taken prior to or concurrently with ENGL 191.

191
WRITING WORKSHOP II
4.0 Units

NON-DEGREE APPLICABLE

ENGL 191 is designed for students who need to practice writing thoughtful and well-organized short compositions in standard English. Conducted as a writing workshop, the class involves reading and discussion of lively articles, stories, and possibly longer works. Individualized computer lessons provide tutorials and practice in the grammar and mechanics of writing. Computer applications 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 *Note:* A maximum of 8 units of credit will be awarded for ENGL 191, ENGL 120. *Note:* This course is Pass/No Pass only. Lecture 4 hours. *Prerequisite:* Placement is based on academic background or satisfactory completion of ENGL 189. Concurrent enrollment in or satisfactory completion of ENGL 190 is required. *Course Typically Offered:* Winter/Spring/Summer/Fall.

192
ADVANCED COLLEGE READING
3.0 Units

ENGL 192 is a reading course designed for students who are generally good readers, but who wish to improve their speed of comprehension and to develop critical reading skills. Various textbook study strategy methods are covered including memory improvement, speed-reading technique, vocabulary building through the study of prefixes, suffixes, roots, and the use of context clues. Basic grammar rules including syntax, punctuation, and capitalization are reviewed. Comprehension skills are covered including Survey-Question-Read-Recite-Review (SQ3R) and Know-Will Know-Learn (KWL) highlighting, note-taking, outlining, summarizing, paraphrasing, differentiating between general and specific details, determining the topic and main ideas (stated and implied), understanding inference, discerning the difference between fact vs. opinion, and patterns of organization in longer essays. The emphasis is to continue the strengthening of higher-level reading comprehension and improve critical thinking while reading. Methods to improve literal and inferential comprehension are covered as are the use of analogies, propaganda, the evaluation of an argument, and critical reading. Lecture 3 hours. *Prerequisite:* Placement is based on academic background or satisfactory completion of ENGL 190. *Recommended Corequisite:* Concurrent enrollment in ENGL 120 *Course Typically Offered:* Winter/Spring/Summer/Fall.

199
COMPOSITION WORKSHOP FOR READING, WRITING, AND ACADEMIC LITERACY
0.5 Units

NON-DEGREE APPLICABLE

ENGL 199 is for students who have assessed into ENGL 120 or who have successfully completed a developmental English course at Glendale Community College and desire to concurrently enroll in English 101+: Freshman English. ENGL 199 includes rigorous content and support for students in English 101+ that focuses on reading, writing, and critical thinking. Students practice articulating written arguments and buttress their skills in grammar, editing, and essay organization. Students develop strong academic identities, and build and strengthen their relationships with texts and peers. Laboratory 2 hours. *Prerequisite:* Placement is based on a composite of test scores and academic background or successful completion of English 191. *Corequisite:* ENGL 101+. *Course Typically Offered:* Fall/Spring.

212
ADVANCED SCREENWRITING
3.0 Units

ENGL 212 is a continuation of English 112. Students will learn to think critically and develop their screenwriting skills through reading selected screenplays and viewing dramatic scenes portrayed on film. Students will analyze films to learn the fundamentals of character development, three act structure, and cinematic sequences. Students will develop a variety of feature length scenarios, choosing one to outline as a feature length film. Lecture 3 hours. *Prerequisite:* ENGL 112 or equivalent. *Course Typically Offered:* Spring (Odd Years Only). *Transfer Credit:* CSU

ENGLISH AS A SECOND LANGUAGE

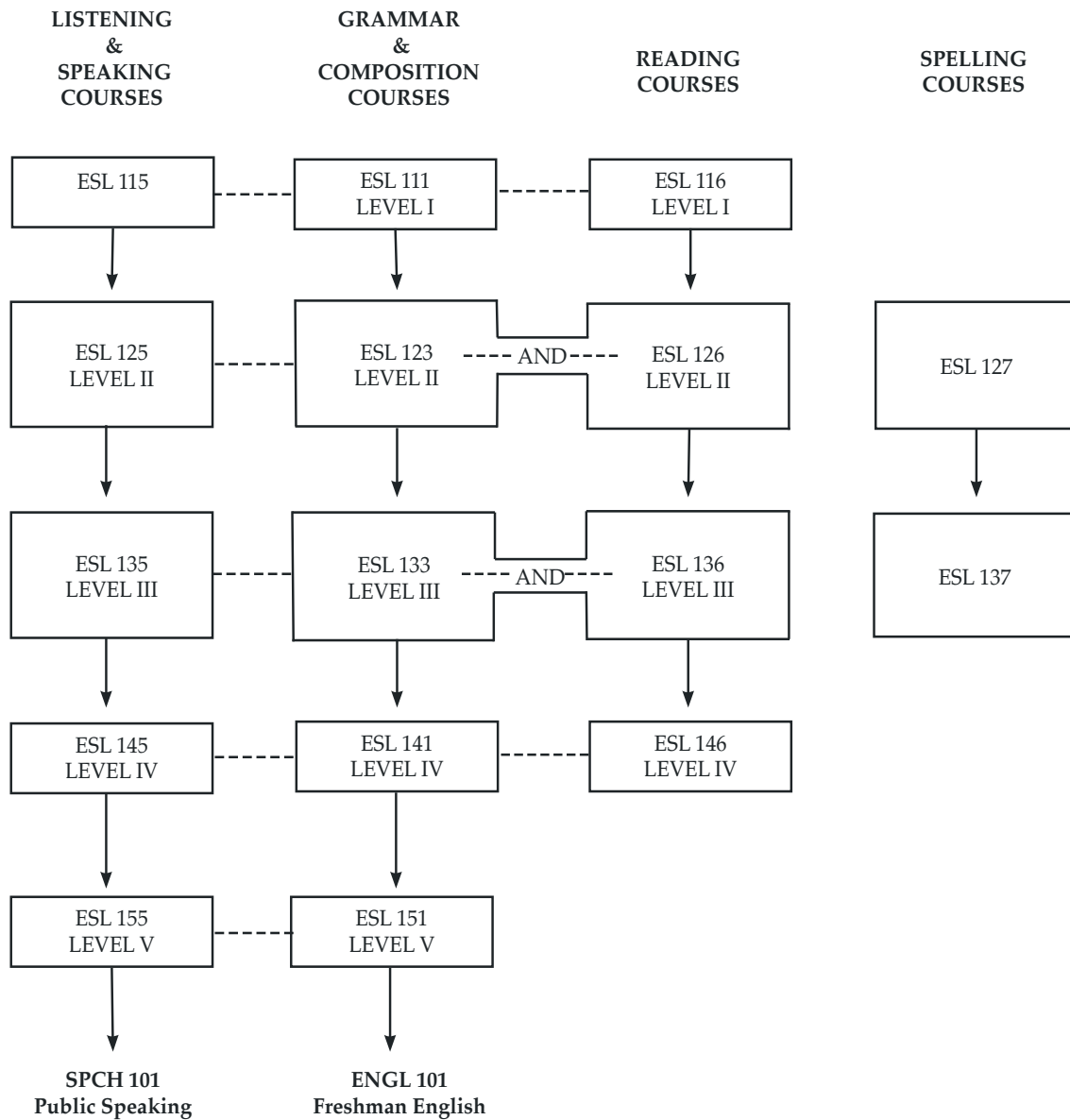
The Credit ESL Program prepares students for academic and work life in the United States. The various writing, reading, and listening and speaking classes in the program prepare students to strengthen their communication skills through reading, writing, listening, speaking and/or conversing and/or debating, and interpersonal interactions. ESL students learn to listen, understand, debate and express themselves clearly and concisely to others, as well as, using information communicated by others.

111
GRAMMAR AND WRITING I
5.0 Units

NON-DEGREE APPLICABLE

ESL 111 focuses on grammar and composition for students at the beginning level of academic English as a second language. This course provides instruction in vocabulary, basic grammar, sentence structure, and writing. Students write academic one to two-paragraph descriptive and narrative compositions of 100-150 words in length. The course stresses the correct use of a variety of grammatical structures and verb tenses within compositions. Lecture 5 hours. *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. *Course Typically Offered:* Fall/Spring.

CREDIT ENGLISH AS A SECOND LANGUAGE 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.

03/2019

115
LISTENING AND SPEAKING I
 4.0 Units

NON-DEGREE APPLICABLE

ESL 115 is designed to help beginning Credit ESL students communicate effectively in English. The course places emphasis on listening comprehension and the oral communication skills necessary in college credit courses. Students are introduced to various strategies to increase their listening comprehension. Oral communication skills are strengthened through pronunciation practice and academic vocabulary building. Lecture 4 hours. *Prerequisite:* Placement is based on a composite of test scores and academic background. *Recommended Preparation:* Concurrent enrollment in an ESL grammar and writing course. *Course Typically Offered:* Fall/Spring.

116
READING AND VOCABULARY FOR ESL I STUDENTS
 3.0 Units

NON-DEGREE APPLICABLE

ESL 116 is designed to help beginning Credit ESL students read academic passages. The course places heavy emphasis on academic interdisciplinary vocabulary development. Students use various reading strategies to increase their comprehension. Lecture 3 hours. *Prerequisite:* Placement is based on a composite of test scores and academic background. *Recommended Preparation:* Concurrent enrollment in an appropriate Credit ESL listening and speaking course and a Credit ESL grammar and writing course. *Course Typically Offered:* Fall/Spring.

123
GRAMMAR AND WRITING II
 5.0 Units

NON-DEGREE APPLICABLE

ESL 123 focuses on grammar and composition for students at the low intermediate level of English as a second language. Students write two-to-three paragraph compositions of 200-250 words in length. The course stresses the correct use of a variety of grammatical structures and verb tenses within compositions. Lecture 5 hours. *Prerequisite:* Placement is based on a composite of test scores and academic background or ESL 111. *Recommended Preparation:* Concurrent enrollment in an appropriate ESL listening and speaking course and a reading course. *Course Typically Offered:* Winter/Spring/Summer/Fall.

125
LISTENING AND SPEAKING II
 4.0 Units

NON-DEGREE APPLICABLE

ESL 125 is designed to help low-intermediate Credit ESL students communicate effectively in English in order to analyze, discuss, and write about their understanding of academic materials. The course places emphasis on academic interdisciplinary vocabulary development. Students use various strategies to increase their listening comprehension and oral communication skills necessary in college credit courses. Lecture 4 hours. *Prerequisite:* Placement is based on a composite of test scores and academic background or satisfactory completion of ESL 115. *Recommended Corequisite:* Concurrent enrollment in ESL 123 and 126. *Course Typically Offered:* Fall/Spring.

126
READING AND VOCABULARY FOR ESL II STUDENTS
 3.0 Units

NON-DEGREE APPLICABLE

ESL 126 is designed to help low-intermediate Credit ESL students read academic reading materials. The course places heavy emphasis on academic interdisciplinary vocabulary development. Students use various reading strategies to increase their reading comprehension. Lecture 3 hours. *Prerequisite:* Placement is based on a composite of test scores and academic background or completion of ESL 111 or ESL 116. *Recommended Preparation:* Concurrent enrollment in an appropriate Credit ESL listening/speaking course and a Credit ESL grammar/writing course. *Course Typically Offered:* Winter/Spring/Summer/Fall.

127
LOWER-INTERMEDIATE SPELLING FOR NON-NATIVE SPEAKERS
 2.0 Units

(Previously ESL 118)

NON-DEGREE APPLICABLE

ESL 127 is a course designed to improve the spelling proficiency of English as a Second Language students for academic purposes at a lower-intermediate level. Emphasis is given to phonology and its relationship to English spelling patterns. Lecture 2 hours. *Prerequisite:* ESL 111 and ESL 116 or placement exam scores showing eligibility for ESL 123. *Course Typically Offered:* Fall/Spring.

133
GRAMMAR AND WRITING III
 5.0 Units

ESL 133 focuses on grammar and composition for students at the intermediate level of academic English as a second language. The course covers increasingly complex grammatical structures that students incorporate into compositions of 300-350 words in length. Lecture 5 hours. *Prerequisite:* Placement is based on a composite of test scores and academic background or ESL 123 and ESL 126. *Recommended Preparation:* Concurrent enrollment in an appropriate ESL listening and speaking course and a reading course. *Course Typically Offered:* Winter/Spring/Summer/Fall. *Transfer Credit:* CSU, UC, USC.

135
LISTENING AND SPEAKING III
 4.0 Units

ESL 135 is designed to help intermediate Credit ESL students communicate effectively in English in order to analyze, discuss, and write about their understanding of academic materials. The course places emphasis on academic interdisciplinary vocabulary development. Students use various strategies to increase their listening comprehension and oral communication skills necessary in college credit courses. Lecture 4 hours. *Prerequisite:* Placement is based on a composite of test scores and academic background or satisfactory completion of ESL 125. *Recommended Corequisite:* Concurrent enrollment in ESL 133 and ESL 136. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU.

136
READING AND VOCABULARY FOR ESL III STUDENTS
 3.0 Units

ESL 136 is designed to help intermediate Credit ESL students to read academic materials in order to analyze, discuss, and write about their understanding of the texts. The course places heavy emphasis on academic interdisciplinary vocabulary development. Students use various strategies to increase their reading comprehension of both fiction and non-fiction texts. Lecture 3 hours. *Prerequisite:* Placement is based on a composite of test scores and academic background or completion of ESL 126. *Recommended Preparation:* Concurrent enrollment in an appropriate Credit ESL listening/speaking course and a Credit ESL grammar/writing course. *Course Typically Offered:* Winter/Spring/Summer/Fall. *Transfer Credit:* CSU.

**137
INTERMEDIATE SPELLING FOR
NON-NATIVE SPEAKERS**

2.0 Units

(Previously ESL 128)

NON-DEGREE APPLICABLE

ESL 137 is designed to promote the spelling proficiency of ESL students at the intermediate level. There is special emphasis given to the relationship of pronunciation and morphology to spelling. Vocabulary pertaining to study-skills, academic endeavor, and the higher education environment generally is a special feature of the course. Lecture 2 hours. **Prerequisite:** ESL 123 and ESL 126 or placement exam scores. **Recommended Preparation:** Concurrent enrollment in ESL 133, ESL 136, and ESL 135. **Course Typically Offered:** Fall/Spring.

**141
GRAMMAR AND WRITING IV**

5.0 Units

ESL 141 is designed for students at the high intermediate level of academic English as a second language. This course focuses on thesis-based essays, critical analysis of academic reading, and techniques to improve the organization, syntax, and grammar of essays. Increasingly complex grammatical structures are covered, and students incorporate these structures into four-to-five paragraph essays of 400-450 words in length. Essays are written in response to readings and discussions. Lecture 5 hours. **Prerequisite:** Placement is based on a composite of test scores and academic background or ESL 133 and ESL 136. **Recommended Preparation:** Concurrent enrollment in an appropriate ESL listening and speaking course and in an appropriate reading course. **Course Typically Offered:** Winter/Spring/Summer/Fall. **Transfer Credit:** CSU, UC, USC.

**145
LISTENING AND SPEAKING IV**

3.0 Units

ESL 145 is designed to help high-intermediate Credit ESL students communicate effectively in English. The course places emphasis on the oral communication and listening skills necessary in college credit courses. Students are introduced to various strategies to increase their academic listening comprehension. Oral communication skills are strengthened through communication and presentation practice. The course may be offered with an emphasis on related academic disciplines. **Note:** This course is taught at a level of vocabulary equivalent to ESL 141. Lecture 3 hours. **Prerequisite:** Placement is based on a composite of test scores and academic background or satisfactory completion of ESL 135. **Recommended Corequisite:** Concurrent enrollment in ESL 133 or higher. **Course Typically Offered:** Fall/Spring. **Transfer Credit:** CSU.

**146
READING AND VOCABULARY FOR
ESL IV STUDENTS**

3.0 Units

ESL 146 is designed to help high-intermediate Credit ESL students to read academic reading materials in order to analyze, discuss, and write about their understanding of the texts. The course places heavy emphasis on academic interdisciplinary vocabulary development. Students use various reading strategies to increase their reading comprehension of both fiction and non-fiction texts. Lecture 3 hours. **Prerequisite:** Placement is based on a composite of test scores and academic background or completion of ESL 136. **Recommended Preparation:** Concurrent enrollment in an appropriate Credit ESL listening/speaking course and a Credit ESL grammar/writing course **Course Typically Offered:** Fall/Spring.

**151
READING AND COMPOSITION V**

4.0 Units

ESL 151 is designed students at the advanced level of academic English as a second language. The course provides extensive practice in thesis-based essays, critical analysis of academic reading, and techniques to improve the organization, syntax, and grammar of the essays. Students write four-to-five paragraph essays of 500+ words in length. Library research techniques are introduced and a research paper is completed. Lecture 4 hours. **Prerequisite:** Placement is based on a composite of test scores and academic background or ESL 141. **Recommended Preparation:** Concurrent enrollment in an appropriate ESL listening and speaking course. **Course Typically Offered:** Winter/Spring/Summer/Fall. **Transfer Credit:** CSU, UC, USC.

**155
LISTENING AND SPEAKING V**

3.0 Units

ESL 155 is designed to help advanced Credit ESL students communicate effectively in English. The course places emphasis on the oral communication and listening skills necessary in college credit courses. Students are introduced to various strategies to increase their academic listening comprehension. Oral communication skills are strengthened through communication and presentation practice. Lecture 3 hours. **Prerequisite:** Placement is based on a composite of test scores and academic background or satisfactory completion of ESL 145. **Recommended Corequisite:** Concurrent enrollment in ESL 141. **Course Typically Offered:** Fall/Spring. **Transfer Credit:** CSU.

**159
EDITING AND PROOFREADING**

1.0 Unit

ESL 159 is designed to complement ESL 151 in the development and practice of editing and proofreading of thesis-based essays in addition to techniques to improve the syntax and grammar of essays. Increasingly complex mechanical (punctuation) and grammatical structures are covered. Lecture 1 hour. **Prerequisite:** Placement is based on a composite of test scores and academic background or satisfactory completion of ESL 141. **Recommended Corequisite:** Concurrent enrollment in ESL 151 and an appropriate ESL listening and speaking course (ESL 145 or ESL 155).

ENTREPRENEURSHIP**101
CONCEPTS OF
ENTREPRENEURSHIP**

2.0 Units

ENTRE 101 explains the role of entrepreneurial businesses in the United States and the impact on our national and global economy. The course evaluates the skills and commitment necessary to successfully operate an entrepreneurial venture. Additionally, ENTRE 101 reviews the challenges and rewards of entrepreneurship as a career choice as well as entrance strategies to accomplish such a choice. Lecture 2 hours. *Recommended Preparation:* Eligibility for ENGL 120 or ESL 151. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU.

**102
THE ENTREPRENEURIAL MINDSET**

3.0 Units

ENTRE 102 is an introduction to innovation in its true economic and social context by studying the unlimited opportunities that an entrepreneurial mindset can provide. Students study the skills, attitudes, and behaviors that successful entrepreneurs have historically possessed, as well as the issues, circumstances, and obstacles that shaped their time. Additionally, students analyze modern day successful entrepreneurs who faced hardship and adversity by embracing an entrepreneurial mindset. The characteristics of the entrepreneurial mindset will be dissected and applied to the student's own mindset and entrepreneurial potential. Lecture 3 hours. *Recommended Preparation:* Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU.

**180
OPPORTUNITY ANALYSIS**

2.0 Units

ENTRE 180 teaches the student to assess the current economic, social, and political climate for small business development or opportunities. In addition, students learn to explain how demographic, technological, and social changes create opportunities for small business ventures. Lecture 2 hours. *Recommended Preparation:* Eligibility for ENGL 120 or ESL 151.

**ENVIRONMENTAL SCIENCE
(SEE GEOGRAPHY)****ENVIRONMENTAL
TECHNOLOGY****120
WATER TREATMENT OPERATION
AND MAINTENANCE I**

3.0 Units

ENV T 120 provides an entry level understanding of drinking water treatment. Topics covered include history of water treatment, responsibilities of the plant operator, reasons for treating water, source water management, water treatment facilities, treatment process and technologies, disinfection and plant maintenance. This course provides the background into the importance of treating water, its functionality, past and present technology and the future of drinking water. Lecture 3 hours. *Prerequisite:* None.

**130
WATER DISTRIBUTION OPERATION
AND MAINTENANCE**

3.0 Units

ENV T 130 provides an understanding of drinking water distribution systems operation and maintenance. Topics covered include design criteria, storage, pumping, flow control, construction methods, disinfection, control of water quality in a water distribution system, federal and state drinking water regulations, maintenance and administration of a water distribution system. Field trips and/or a semester project may be required. This course meets the initial educational requirements for a distribution operator certification exam. Lecture 3 hours. *Prerequisite:* None.

**150
INTRODUCTION TO
ENVIRONMENTAL TECHNOLOGY**

3.0 Units

ENV T 150 introduces students to a range of fields that encompass the rapidly expanding environmental technology industries. This course will cover basic principles and skill sets applicable to 'green' technology sectors. Students will learn about 'green-collar' employment and career opportunities. Lecture 3 hours. *Prerequisite:* None.

ETHNIC STUDIES**101
LATIN AMERICAN CULTURAL
EXPERIENCE**

3.0 Units

ETH S 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 ENGL 120 or ESL 151. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC.

**102
LATINOS IN THE UNITED STATES**

3.0 Units

ETH S 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:* ENGL 191 or ESL 141. or equivalent *Course Typically Offered:* Spring. *Transfer Credit:* CSU, UC, USC.

**110
CONTEMPORARY ETHNIC WOMEN**

3.0 Units

ETH S 110 surveys the contemporary status of ethnic women in North American society. This course makes relevant cross-cultural comparisons using contemporary issues and their relationship to the ethnic women of today. Lecture 3 hours. *Recommended Preparation:* ENGL 191 or ESL 141 or equivalent. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC.

**111
EUROPEAN IMMIGRANTS IN
AMERICAN, 1776 TO PRESENT**
3.0 Units

ETH S 111 is a survey course which examines the history and experience of European immigrants in America from the late eighteenth century to the present. The course examines the immigration process itself, considers specific groups (e.g. British, Irish, German, Italian, Polish, Jewish, Greek, etc.), assesses the reaction to immigration by white Americans, and evaluates the contribution made by European immigrants to American society. Lecture 3 hours. *Recommended Preparation:* Eligibility for ENGL 120 or ESL 151. *Course Typically Offered:* Fall. *Transfer Credit:* CSU, UC, USC.

**120
MEXICAN-AMERICAN STUDIES**
3.0 Units

ETH S 120 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:* ENGL 191 or ESL 141 or equivalent. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC.

**121
ETHNIC AND RACIAL MINORITIES**
3.0 Units

ETH S 121 surveys the major ethnic and racial minorities in the United States to provide a basis for a better understanding of the socio-economic, cultural and political conditions among the following minorities: Afro-American, Mexican-American, Chinese, Japanese, American Indian, women, and other social minority groups. Lecture 3 hours. *Prerequisite:* Eligibility for ENGL 120 or ESL 151. *Course Typically Offered:* Winter/Spring/Summer/Fall. *Transfer Credit:* CSU, UC, USC. (C-ID SJS 110, SOCI 150)

**123
ASIANS IN AMERICA**
3.0 Units

ETH S 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:* ENGL 191 or ESL 141 or equivalent. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC.

**124
JAPANESE EXPERIENCE IN
AMERICA**
3.0 Units

ETH S 124 is an in-depth survey of the history of Japanese immigrants and their descendants in America from the 19th century to the present. Topics such as mass incarceration of Japanese Americans during the 1940s and the long-range effects of internment will illustrate the unique experience often marginalized by American History. The course is designed to meet the needs of students who wish to more fully understand the experience of Japanese immigrants and their descendants in America. Lecture 3 hours. *Recommended Preparation:* ENGL 191 or ESL 141 or equivalent. *Transfer Credit:* CSU, UC, USC.

**125
NATIVE AMERICAN STUDIES**
3.0 Units

ETH S 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:* ENGL 100 or 191 or ESL 141 or equivalent. *Course Typically Offered:* Spring. *Transfer Credit:* CSU, UC, USC.

**132
THE AFRICAN AMERICAN
EXPERIENCE IN THE UNITED
STATES**
3.0 Units

ETH S 132 surveys the African American experience. 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 ENGL 120 or ESL 151. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC.

**164
THE ARMENIAN DIASPORA**
3.0 Units

ETH S 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:* ENGL 191 or ESL 141 or equivalent. *Course Typically Offered:* Spring. *Transfer Credit:* CSU, UC, USC.

**165
INTRODUCTION TO RESTORATIVE
JUSTICE**
3.0 Units

ETH S 165 introduces students to the principles of Restorative Justice (RJ) and its application to the treatment of human suffering in a range of contexts, including in educational settings and issues related to criminal justice. It explores the needs and roles for key stakeholders (victims, offenders, communities, justice systems) and evaluates the potential of RJ to fundamentally shift the way we understand and carry out justice. In addition to gaining a theoretical and historical background in RJ, students gain practical and introductory experience in applying restorative strategies. Lecture 3 hours. *Recommended Preparation:* Eligibility for ENGL 101. *Transfer Credit:* CSU, UC

166 RACE AND THE LAW

3.0 Units

ETH S 166 will explore the historical and contemporary treatment of race in the United States by both the courts and the legislature. The course employs an interdisciplinary approach to examining the social forces that have and continue to shape the legal system and its impact on American Indians, African Americans, Latinos/as, Asian Americans, Muslims and other social minority groups. The seminar examines race from a multiracial, multiethnic perspective. Participation from a diverse group of students is encouraged. Lecture 3 hours. **Recommended Preparation:** Eligibility for ENGL 101. **Transfer Credit:** CSU, UC.

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.

The Verdugo Fire Academy is a State Board of Fire Services and California State Fire Marshal's accredited Regional Fire Academy sponsored by Glendale Community College and the Glendale Fire Department.

Instructors for the program are fire service professionals drawn from many fire departments in Southern California.

The academy requires approximately 780 hours of classroom and drill ground instruction totaling thirty two units (32). The four courses, FIRE 116, 117, 118, and 119 are currently offered in sequential semesters as an extended program solely on weekends.

Students receive a variety of California State Fire Marshal's certificates upon graduation from the academy in addition to their basic academy completion certificate.

101 PRINCIPLES OF FIRE EMERGENCY SERVICES

3.0 Units

FIRE 101 provides an overview to fire protection; career opportunities in fire protection and related fields; philosophy and history of fire protection/service; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics. Lecture 3 hours. **Recommended Preparation:** Eligibility for ENGL 101. **Transfer Credit:** CSU.

102 FIRE BEHAVIOR AND COMBUSTION

3.0 Units

FIRE 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 102 meets or exceeds the California State Fire Marshal's Office core requirement for Fire 5. Lecture 3 hours. **Recommended Preparation:** Eligibility for ENGL 120 or ESL 151. **Transfer Credit:** CSU.

103 FIRE PREVENTION

3.0 Units

FIRE 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 103 meets or exceeds the California State Fire Marshal's Office core requirement for Fire 2. Lecture 3 hours. **Prerequisite:** FIRE 101 or equivalent. **Transfer Credit:** CSU.

104 BUILDING CONSTRUCTION FOR FIRE PROTECTION

3.0 Units

FIRE 104 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 during fires. The development and evolution of building and fire codes are studied in relationship to past fires in residential, commercial, and industrial occupancies. FIRE 104 meets or exceeds the California State Fire Marshal's Office core requirement for Fire 4. Lecture 3 hours. **Prerequisite:** FIRE 101 or equivalent. **Note:** May be taken 2 times for credit. **Transfer Credit:** CSU

105 FIRE PROTECTION SYSTEMS

3.0 Units

FIRE 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 105 meets or exceeds the California State Fire Marshal's Office core requirement for Fire 3. Lecture 3 hours. **Prerequisite:** FIRE 101 or equivalent. **Transfer Credit:** CSU.

106 PRINCIPLES OF FIRE AND EMERGENCY SERVICES SAFETY AND SURVIVAL

3.0 Units

FIRE 106 introduces the basic concepts of occupational health and safety as it relates to emergency service organizations. Course covers risk evaluation and control procedures for emergency and non-emergency situations. The course curriculum will be guided by the National Fire Protection Association 1500 and Fire Department Occupational Health and Safety Programs' standards. Lecture 3 hours. **Prerequisite:** FIRE 101 or equivalent.

107 FIRE HYDRAULICS

3.0 Units

FIRE 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 101 or equivalent. **Transfer Credit:** CSU.

108 FIRE APPARATUS AND EQUIPMENT

3.0 Units

FIRE 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 101 or equivalent. **Transfer Credit:** CSU.

109 RESCUE PRACTICES

3.0 Units

FIRE 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 101 or equivalent. **Transfer Credit:** CSU.

110 FIRE COMPANY ORGANIZATION AND PROCEDURE

3.0 Units

FIRE 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 101 and 103 or equivalent. **Transfer Credit:** CSU.

**111
FIRE INVESTIGATION TECHNOLOGY**
3.0 Units

FIRE 111 offers an introduction to arson and incendiary fires, 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 101 or equivalent. *Transfer Credit:* CSU.

**112
WILDLAND FIRE CONTROL**
3.0 Units

FIRE 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 101 or equivalent. *Transfer Credit:* CSU.

**114
HAZARDOUS MATERIALS**
3.0 Units

FIRE 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 3 hours. *Prerequisite:* FIRE 101 or equivalent. *Transfer Credit:* CSU.

**115
FIREFIGHTING STRATEGY AND TACTICS**
3.0 Units

FIRE 115 presents the review of fire chemistry, equipment, personnel, basic fire fighting tactics and strategy, methods of attack, pre-planning fire problems. Related codes and ordinances are also reviewed. Lecture 3 hours. *Prerequisite:* FIRE 101 or equivalent. *Transfer Credit:* CSU.

**116
FIRE ACADEMY I**
4.0 Units

FIRE 116 trains students in the theory and practice of fire fighting technology. Topics include organization of the fire service, fire characteristics and behavior, fire prevention and public education, extinguishing agents, fire protection systems, and fire service communications. This course, together with FIRE 117, Fire Academy II, FIRE 118, Fire Academy III and FIRE 119, Fire Academy IV meets the State Board of Fire Services training requirements for Fire-fighter I certification. Experience requirements will need to be met prior to application for Firefighter I certification. Lecture 3 hours/Laboratory 3.67 hours. *Recommended Preparation:* Eligibility for ENGL 120 or ESL 151. *Course Typically Offered:* Winter.

**117
FIRE ACADEMY II**
12.0 Units

FIRE 117 is designed to train students in the theory and practice of fire fighting technology. Topics include use and application of self-contained breathing apparatus, salvage and overhaul operations, fire control techniques, fire hoe, nozzles, streams and water supply, fire service ground ladders, and portable fire extinguishers. This course together with FIRE 116, FIRE 118, and FIRE 119 meets the State Board of Fire Services training requirements for Firefighter I certification. Experience requirements will need to be met prior to application for Firefighter I certification. Lecture 9 hours/Laboratory 11 hours. *Prerequisite:* FIRE 116. *Course Typically Offered:* Spring.

**118
FIRE ACADEMY III**
4.0 Units

FIRE 118 is designed to train students in the theory and practice of fire fighting technology. Topics include techniques of firefighting tool and equipment, ventilation techniques, rapid intervention team operations, rescue, vehicle extrication, forcible entry, and wild land firefighting operations. This course together with FIRE 116, FIRE 117, and FIRE 119, meets the State Board of Fire Services training requirements for Firefighter I certification. Experience requirements will still need to be met prior to application for Firefighter I certification. Lecture 5.4 hours/Laboratory 6.11 hours. *Prerequisite:* FIRE 117. *Course Typically Offered:* Summer.

**119
FIRE ACADEMY IV**
12.0 Units

FIRE 119 is designed to train students in the theory and practice of fire fighting technology. Topics include urban search and rescue operation, rescue systems, trench rescue operations, the incident command system, and hazardous materials including weapons of mass destruction. The course also provides students with live fire exercises in flammable liquids, compressed gases, aircraft and survival, and advanced structural firefighting techniques. Multi-company fire ground operations, including truck and engine company operations are included. This course together with FIRE 116, FIRE 117, and FIRE 118, meets the State Board of Fire Services training requirements for Firefighter I certification. Experience requirements will still need to be met prior to application for Firefighter I certification. Lecture 9 hours/Laboratory 11 hours. *Prerequisite:* FIRE 118. *Course Typically Offered:* Fall.

**120
VERDUGO FIRE RECRUIT ACADEMY**
16.0 Units

FIRE 120 trains students in the theory and practice of fire fighting technology. Topics include organization of the fire service, fire characteristics and behavior, fire prevention and public education, extinguishing agents, fire protection systems, fire service communications, use and application of self-contained breathing apparatus, salvage and overhaul operations, fire control techniques, fire hose, nozzles, streams and water supply, fire service ground ladders, and portable fire extinguishers. This course also involves arduous physical training and strict paramilitary conduct expectations. *Note:* This course is intended for persons employed in the fire service. This course is very fast paced and arduous. The conduct expectations of this course are similar to that of a typical fire department structured as a para-military organization. No credit if taken after FIRE 116, 117, 118, or 119. Lecture 11.5 hours/Laboratory 27 hours. *Recommended Preparation:* Eligibility for ENGL 120 or ESL 151. Completion of FIRE 101, 102, 103, 105, and 115. CPAT certification (Candidate Physical Ability Test).

**144
PHYSICAL STANDARDS FOR THE
FIREFIGHTER**

1.5 Units

FIRE 144 is designed to give in-service firefighters and other interested students physical conditioning and manipulative drills in order to prepare the student for the California Candidate Physical Ability Test (CPAT). This course will provide information on the CPAT and the Biddle Associate Validated Test. Students will learn about firefighter wellness programs and current National Fire Protection Association (NFPA) standards. *Note:* Students taking this course will be required to engage in strenuous physical activity and will train in a para-military environment. Lecture 1 hour/Laboratory 1.5 hours. *Recommended Preparation:* FIRE 101, ENGL 120 or ESL 151, KIN 167 or KIN 168.

**150
TRAINING INSTRUCTOR 1A**

2.0 Units

FIRE 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 skills development through practice teaching demonstrations. This is the initial offering of a two-course series. This course applies to California Fire Service Training and Education System. Lecture 2.5 hours. *Prerequisite:* FIRE 101 or employment in a fire related occupation.

**151
TRAINING INSTRUCTOR 1B**

2.0 Units

FIRE 151 is the second of a two-course series providing fire service personnel with a variety of methods and techniques for selection, development, application and analysis of evaluative measures applicable to fire service instruction. Student teaching demonstrations are required of each participant. Lecture 2.5 hours. *Prerequisite:* FIRE 150 or equivalent.

**152
FIRE MANAGEMENT I**

2.0 Units

FIRE 152 offers instruction to develop supervisory management skills. The course introduces key management concepts and practices utilized and include decision-making, time management, and leadership styles, personnel evaluations and counseling guidelines. This course applies to California Fire Service Training and Education System certifications. Lecture 2.5 hours. *Prerequisite:* FIRE 110 or employment in a fire related occupation. *Recommended Preparation:* Eligibility for ENGL 120 or ESL 151.

**155
FIRE COMMAND 1B**

2.0 Units

FIRE 155 contains instruction in tactics, strategies, and scene management principles for hazardous materials incidents, emergency medical services (EMS) multi-casualty incidents, and wildland fire fighting incidents. This course also includes simulation time pertaining to the initial decision processes at a working incident. The course includes areas of discussion on the fire officer, components of triage, fire behavior, fire ground resources, operations, and management. This course applies to California Fire Service Training and Education System certifications. Lecture 2.5 hours. *Prerequisite:* Incident Command Systems (ICS) 200 or employment in a fire related occupation. *Recommended Preparation:* Eligibility for ENGL 120 or ESL 151.

**156
FIRE PREVENTION 1A**

2.0 Units

FIRE 156 is the first in a three-course series and provides fundamental instruction regarding the history and philosophy of fire prevention, organization, and operation of a fire prevention bureau, use of fire codes, identification and correction of fire hazards, and the relationship of fire prevention to fire safety education and detection and suppression systems. This course applies to the California fire Service Training and Education System certifications. Lecture 2.5 hours. *Prerequisite:* FIRE 110 or employment in a fire related occupation. *Recommended Preparation:* Eligibility for ENGL 120 or ESL 151.

**157
FIRE PREVENTION 1B**

2.0 Units

FIRE 157 is the second in a three-course series presenting the methods and techniques for fire prevention, use of codes, identification and correction of fire hazards in buildings and facilities containing hazardous materials. This course applies to the California fire Service Training and Education System certifications. Lecture 2.5 hours. *Prerequisite:* FIRE 156 or employment in a fire related occupation. *Recommended Preparation:* Eligibility for ENGL 120 or ESL 151.

FRENCH**101
BEGINNING FRENCH I**

5.0 Units

FREN 101 presents the fundamentals of French grammar. The students are guided to pronounce correctly, to acquire a small working vocabulary which they use in conversation and writing and to learn to read simple French. *Note:* This class is not intended for students with oral proficiency or who have attended schools where French was the language of instruction. Lecture 5 hours. *Recommended Preparation:* Eligibility for ENGL 120 or ESL 151. *Course Typically Offered:* Winter/Spring/Summer/Fall. *Transfer Credit:* CSU, UC, USC.

**102
BEGINNING FRENCH II**

5.0 Units

FREN 102 is a continuation of the study of French grammar fundamentals. Students continue developing correct pronunciation and analyze more difficult elementary texts. The emphasis is on oral expression as students learn correct use of verbs and idioms and incorporate efficient methods of vocabulary building. There is also more in-depth study of French culture. Lecture 5 hours. *Prerequisite:* FREN 101 or equivalent. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC.

**103
INTERMEDIATE FRENCH I**

5.0 Units

FREN 103 focuses on the continued development of the language skills of listening, speaking, reading, and writing through the study of the French and Francophone cultures. Students are introduced to simple poems, literary texts, cinema, and music. Knowledge is gained about French and Francophone contemporary society and culture. An intermediate level of fluency in the language is expected. This course is taught in French. Lecture 5 hours. *Prerequisite:* FREN 102 or equivalent. *Course Typically Offered:* Fall. *Transfer Credit:* CSU, UC, USC.

**104
INTERMEDIATE FRENCH II**
5.0 Units

FREN 104 reviews the fundamentals of French grammar. It continues to stress correct diction and efficient methods of vocabulary building. Students read intermediate French prose of increasing difficulty and engage in conversation and composition, with an emphasis on critical thinking. Students discover aspects of French culture and compare them to their own cultures using the French language. This course is taught in French. Lecture 5 hours. *Prerequisite:* FREN 103 or equivalent. *Course Typically Offered:* Spring. *Transfer Credit:* CSU, UC, USC.

**GEOGRAPHY AND
ENVIRONMENT**

**101
PHYSICAL GEOGRAPHY**
3.0 Units

GEOG 101 is a spatial study of the Earth's dynamic physical systems and processes. Topics include Earth-sun geometry, weather, climate, water, landforms, soil, and the biosphere. Emphasis is on the interrelationships among environmental and human systems and processes and their resulting patterns and distributions. Tools of geographic inquiry are also briefly covered; they may include: maps, remote sensing, Geographic Information Systems (GIS) and Global Positioning Systems (GPS). Lecture 3 hours. *Recommended Preparation:* Eligibility for ENGL 120 or ESL 151. *Course Typically Offered:* Winter/Spring/Summer/Fall. *Transfer Credit:* CSU, UC, USC. (C-ID GEOG 110)

**102
CULTURAL GEOGRAPHY**
3.0 Units

GEOG 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 ENGL 120 or ESL 151. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC. (C-ID GEOG 120)

**103
WORLD REGIONAL GEOGRAPHY**
3.0 Units

GEOG 103 is a survey of the world's major cultural and physical regions with emphasis on those elements that are important to an understanding of contemporary global issues and concerns. Lecture 3 hours. *Recommended Preparation:* Eligibility for ENGL 120 or ESL 151. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC. (C-ID GEOG 125)

**106
HUMAN IMPACT ON THE
ENVIRONMENT**
3.0 Units

GEOG 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 contest 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. *Recommended Preparation:* Eligibility for ENGL 120 or ESL 151. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC.

**107
WEATHER, CLIMATE AND CLIMATE
CHANGE**
3.0 Units

GEOG 107 is an introduction to the atmosphere with an emphasis on its properties and physical processes. The course focuses on the atmosphere's composition and structure, incoming solar radiation and energy balance, temperature, seasonal changes, atmospheric moisture, clouds and fog, precipitation, air pressure, winds, air masses and fronts, tornadoes, hurricanes, weather forecasting, El Niño, climate and climate change. Lecture 3 hours. *Recommended Preparation:* Eligibility for ENGL 120 or ESL 151. *Course Typically Offered:* Spring. *Transfer Credit:* CSU, UC, USC. (C-ID GEOG 130)

**110
GEOGRAPHY OF CALIFORNIA**
3.0 Units

GEOG 110 takes a thematic approach to explore California's issues, processes and topics relevant to geography including climate, landforms, natural vegetation, water resources, cultural landscape, ethnic diversity, urban and agricultural regions, and the economy. This course explores the physical and human landscapes that have evolved as a result of the human-environment interface. Lecture 3 hours. *Recommended Preparation:* ENGL 191 or ESL 141. *Transfer Credit:* CSU, UC, USC. (C-ID GEOG 140)

**111
PHYSICAL GEOGRAPHY
LABORATORY**
1.0 Unit

GEOG 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:* GEOG 101 (GEOG 101 may be taken concurrently). *Recommended Preparation:* MATH 141, MATH 146, or two units of MATH 246. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC. (C-ID GEOG 111)

**114
GEOGRAPHY OF BAJA CALIFORNIA**
2.0 Units

GEOG 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. *Note:* This class is taught in conjunction with a field trip to Baja California. Lecture 2 hours. *Prerequisite:* GEOG 101 or 102 or 105 or 110 or equivalent. *Transfer Credit:* CSU.

**155
INTRODUCTION TO GEOGRAPHIC
INFORMATION SYSTEMS**

3.0 Units

GEOG 155 is an introduction to Geographic Information Systems (GIS) science including geographic data gathering, analysis, and display through digital methods. GIS is used to explore spatial questions about environmental and social issues. The laboratory component demonstrates these principles through hands-on experience with map making using microcomputers running ArcGIS and other GIS software. *Note:* Students should have basic familiarity with microcomputers and the Windows operating system. Lecture 2 hours/Laboratory 3 hours. *Recommended Preparation:* Eligibility for MATH 145. *Transfer Credit:* CSU, UC. (C-ID GEOG 155)

**160
GEOGRAPHY FIELD STUDIES**

1.0 to 3.0 Units

GEOG 160 is a field-based lecture course that explores the physical and cultural geography of a selected region or regions. Physical and cultural processes, characteristics and landscapes are observed, documented and analyzed. Specific content varies by geographic region, but includes both physical and cultural components. Lecture 1-3 hours. *Recommended Preparation:* ENGL 191 or ESL 141 or the equivalent. *Transfer Credit:* CSU.

**170
INTRODUCTION TO GLOBAL
STUDIES**

3.0 Units

GEOG 170 is an introduction to the interdisciplinary field of Global Studies, including the history of globalization, and economic, political, social, cultural and ecological developments related to the process of globalization. Students evaluate topics such as NGOs, the global economy, and transnational population trends. *Note:* This course is cross-listed with ECON 170 and POL S 170. This course may not be taken for credit by students who have completed ECON 170 or POL S 170. Lecture 3 hours. *Recommended Preparation:* ENGL 101. *Transfer Credit:* CSU, UC.

**171
GLOBAL ISSUES**

3.0 Units

GEOG 171 introduces students to the origins, current status, and future trends of major transnational issues confronting the global community. Topics can include population trends, economic development and inequality, basic human needs (for food, water health care), human rights, international conflict and security concerns, and environmental problems. The course also focuses on global governance, including the study of collective global responsibilities. *Note:* This course is cross-listed with POL S 171 and SOC 171. This course may not be taken for credit by students who have completed POL S 171 or SOC 171. Lecture 3 hours. *Recommended Preparation:* ENGL 101. *Transfer Credit:* CSU, UC.

GEOLOGY

**101
PHYSICAL GEOLOGY**

3.0 Units

GEOL 101 is an introduction to the principles of geology with emphasis on Earth processes. This course focuses on the internal structure and origin of the Earth and the processes that change and shape its surface. Lecture 3 hours. *Recommended Preparation:* Eligibility for ENGL 120 or ESL 151. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC. (C-ID GEOL 100)

**101H
HONORS PHYSICAL GEOLOGY**

3.0 Units

GEOL 101 is an introduction to the principles of geology with emphasis on Earth processes. This course focuses on the internal structure and origin of the Earth and the processes that change and shape its surface. The honors course will be enhanced in one or more of the following ways: 1. Students do weekly quantitative problem sets in the geosciences; 2. Students prepare a research project and present it in the class; Relevant topics include: global geochemical cycles, planetary geology from remotely sensed data, problems in plate tectonic, climate change history, and interactions of man with the Earth. Lecture 3 hours. *Recommended Preparation:* Eligibility for ENGL 120 or ESL 151, Eligibility for MATH 110. *Transfer Credit:* CSU, UC, USC.

**102
ENVIRONMENTAL GEOLOGY**

3.0 Units

GEOL 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. *Recommended Preparation:* Eligibility for ENGL 120 or ESL 151. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC. (C-ID GEOL 130)

**104
FIELD GEOLOGY**

2.0 to 6.0 Units

GEOL 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. *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. Lecture 1 hour/Laboratory 5 hours. *Prerequisite:* GEOL 101, 102, 103, 105; OCEAN 115; PALEO 101; or equivalent. *Note:* May be taken 3 times for credit. *Transfer Credit:* CSU, UC, USC.

105**EARTH AND LIFE THROUGH TIME**

3.0 Units

GEOL 105 is an introduction to Earth's history and the life it supports. Subjects include geologic dating, plate tectonics, stratigraphy, fossils, biological evolution, the planet's origin and the processes that have influenced paleogeography during the past 4.6 billion years. Lecture 3 hours. **Recommended Preparation:** GEOL 101 or equivalent, eligibility for ENGL 120 or ESL 151 or equivalent **Transfer Credit:** CSU, UC, USC. (C-ID GEOL 110)

111**PHYSICAL GEOLOGY LABORATORY**

1.0 Unit

GEOL 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. **Prerequisite:** GEOL 101 or GEOL 101H. (GEOL 101 or GEOL 101H may be taken concurrently.) **Course Typically Offered:** Fall/Spring. **Transfer Credit:** CSU, UC, USC. (C-ID GEOL 100L)

111H**HONORS PHYSICAL GEOLOGY LABORATORY**

1.0 Unit

GEOL 111H 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. The honors course will be enhanced in one or more of the following ways: 1. Lab exercises will regularly involve exercises utilizing skills expected of students who are eligible for Math 110. 2. Students will perform lab exercises in which they will: a.) Learn how to read a geological map at an advanced level b.) Manipulate geophysical and/or geochemical datasets using a computer. c.) Identify a larger number of rocks and minerals than non-honors students Laboratory 3 hours. **Prerequisite:** GEOL 101 or GEOL 101H. (GEOL 101 or GEOL 101H may be taken concurrently.) **Transfer Credit:** CSU, UC, USC.

112**ENVIRONMENTAL GEOLOGY LABORATORY**

1.0 Unit

GEOL 112 is an introduction to the common laboratory practices and exercises in environmental geology. Laboratory exercises include analyzing topographic and geological maps and aerial and satellite imagery. Students also identify common mineral and rock samples, water and soil analysis and integrate data from a variety of print and electronic sources to complete problem solving exercises. Laboratory 3 hours. **Prerequisite:** GEOL 102. (GEOL 102 may be taken concurrently.) **Transfer Credit:** CSU, UC, USC.

115**EARTH AND LIFE THROUGH TIME LAB**

1.0 Unit

GEOL 115 is the laboratory component of GEOL 105, Earth and Life through Time lecture. Activities in this laboratory course cover geologic dating, plate tectonics, stratigraphy, fossils, biological evolution, the planet's origin and the processes that have influenced paleogeography during the past 4.6 billion years. **Note:** Students who completed GEOL 105 prior to Spring 2016 will not receive credit for completion of GEOL 115. Laboratory 3 hours. **Prerequisite:** GEOL 105 (GEOL 105 may be taken concurrently.) **Transfer Credit:** CSU, UC, USC. (C-ID GEOL 110L)

120**EARTHQUAKES**

3.0 Units

GEOL 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.

HEALTH

The Kinesiology Division/Health Department offers a variety of courses in the study of community and personal hygiene and first aid/CPR, many of which meet the graduation requirements for Health and First Aid.

Physical activity courses can be found in the Physical Education (PE) department in the catalog.

Intercollegiate athletics courses can be found under the Athletic Physical Education department (ATHPE) in the catalog.

Theory courses related to the study of human movement including those required for the KIN AA-T degree or Fitness Specialist Certificate can be found in the Kinesiology (KIN) department in the catalog.

101**FIRST AID**

1.0 Unit

HLTH 101 covers prevention and causes of accidents or sudden illness. It meets the requirements of the American Red Cross for certification in Community First Aid and CPR. Lecture 1 hour. **Prerequisite:** None. **Course Typically Offered:** Winter/Spring/Summer/Fall. **Transfer Credit:** CSU, UC, USC.

102**STANDARD FIRST AID AND CPR**

3.0 Units

HLTH 102 covers the proper care for emergencies involving adults, children and infants. Students gain the knowledge and skills necessary in an emergency to help sustain life and minimize the consequences of injury or sudden illness until advanced medical help arrives. The course includes first aid, cardiopulmonary resuscitation (CPR), automated external defibrillator (AED), injury management, and disease transmission prevention. This course meets the requirements of the American Red Cross for certification in First Aid/CPR/AED school and community. Lecture/Demonstration 3 hours. **Prerequisite:** None. **Course Typically Offered:** Winter/Spring/Summer/Fall. **Transfer Credit:** CSU, UC, USC. (C-ID KIN 101)

104 HEALTH EDUCATION

3.0 Units

HLTH 104 covers current issues in health and their effects 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. **Note:** This course may not be taken for credit by students who have completed HLTH 106 or PSYCH 111. Lecture 3 hours. **Prerequisite:** Eligibility for ENGL 189 or ESL 133 or equivalent. **Recommended Preparation:** Eligibility for ENGL 120 or ESL 151, and completion of LIB 190. **Course Typically Offered:** Winter/Spring/Summer/Fall. **Transfer Credit:** CSU, UC, USC.

106 WOMEN'S HEALTH EDUCATION

3.0 Units

HLTH 106 explores the various dimensions of health as they relate to women, with an emphasis on personal and social concerns of women's past and present health trends. Topics explored include disease development, fitness and nutrition, substance abuse, reproductive health, and age-associated changes. A preventive care approach is taken for promotion of lifetime wellness and enhanced quality of life. The holistic model of wellness is examined with exploration of psychological, physiological, and social barriers to women's health. This course is open to students of all genders. **Note:** This course may not be taken for credit by students who have completed HLTH 104 or PSYCH 111. Lecture 3 hours. **Prerequisite:** Eligibility for ENGL 189 or ESL 133 or equivalent. **Recommended Preparation:** Eligibility for ENGL 120 or ESL 151, and completion of LIB 190. **Course Typically Offered:** Fall/Spring. **Transfer Credit:** CSU, UC, USC.

128 NUTRITION FOR PHYSICAL FITNESS AND DISEASE PREVENTION

3.0 Units

HLTH 128 examines the relationship between nutrition, physical fitness and disease risk in various populations. The impact of food choices on body physiology is explored as it pertains to disease risk and exercise performance. The process of metabolism as a means toward energy production for physical activity and weight management is discussed. Other topics covered include specifics of nutrition labeling, eating disorders, body composition, fitness guidelines, and ergogenic aids. Lecture 3 hours. **Recommended Preparation:** BIOL 115 or equivalent. **Course Typically Offered:** Fall. **Transfer Credit:** CSU, UC, USC.

HEALTH INFORMATION TECHNOLOGY

*Health Information Technology Associate Degree Program (HIT) is currently **Not** accredited through the AHIMA accreditation process. This may affect employment opportunities for degree and certificate holders.*

182 LEGAL ASPECTS OF HEALTH CARE AND ETHICS

3.0 Units

HIT 182 provides the student with an introduction to legal issues pertaining to healthcare, health information, and the patient's health record as a legal document. The course includes instruction on patient privacy and confidentiality, patient rights, release of information, informed consents, advance directives, compliance, criminal activities including fraud and abuse, the Health Insurance Portability and Accountability Act (HIPAA), and Electronic-Health. This course is aligned with accreditation standards for the Commission on Accreditation for Health Informatics and Information Management (CAHIIM), an independent accrediting organization whose mission is to serve the public interest by establishing and enforcing quality standards for Health Informatics and Health Information Management (HIM) educational programs. Lecture 3 hours. **Prerequisite:** MOA 180. **Recommended Preparation:** MOA 185 and eligibility for ENGL 120, ESL 151, BUSAD 106 or equivalent.

184 HEALTH CARE DELIVERY SYSTEMS

2.0 Units

HIT 184 provides students with an introduction to healthcare delivery systems, including ambulatory, long-term and managed care, mental health, rehabilitation medicine, hospice and home health. This course also focuses on regulatory and accreditation requirements, funding and reimbursement, licensing and government regulations within the health care delivery system. This course is aligned with standards for the Commission on Accreditation for Health Informatics and Information Management (CAHIIM). Lecture 2 hours. **Prerequisite:** MOA 180. **Recommended Preparation:** MOA 185 and eligibility for ENGL 120, ESL 151, BUSAD 106 or equivalent. **Course Typically Offered:** Fall/Spring. **Transfer Credit:** CSU

186 HEALTH CARE QUALITY MANAGEMENT

3.0 Units

HIT 186 provides the student with an understanding of healthcare quality management and performance improvement principles within a hospital setting, focusing on historical, theoretical, and practical applications and methodologies. Instruction includes data collection and analysis; regulatory, accreditation, and patient safety compliance; credentialing and utilization; and case and risk management. This course is aligned with accreditation standards for the Commission on Accreditation for Health Informatics and Information Management (CAHIIM), an independent accrediting organization whose mission is to serve the public interest by establishing and enforcing quality standards for Health Informatics and Health Information Management (HIM) educational programs. Lecture 3 hours. **Prerequisite:** MOA 180. **Recommended Preparation:** MOA 185 and eligibility for ENGL 120, ESL 151, BUSAD 106 or equivalent.

190 COMPUTER BASICS FOR ELECTRONIC HEALTH RECORDS (EHR)

3.0 Units

HIT 190 provides students with an introduction to computer applications in healthcare and health information technology and management. The coursework includes: application of basic computer and communication concepts; software applications and technologies; systems development and analysis; file structures; work flow mapping; queries and reports for information retrieval; and migration to the electronic health record querying databases. The course also covers presentation and manipulation of data; data security and protection of health information; and information systems planning and life-cycle. Lecture 3 hours. **Recommended Preparation:** MOA 180 and MOA 185 and eligibility BUSAD 106 or equivalent.

193 CURRENT PROCEDURAL TERMINOLOGY (CPT) CODING

3.0 Units

HIT 193 provides the student with an introduction to Healthcare Common Procedure Coding Systems (HCPCS) and Current Procedural Terminology (CPT) coding for ambulatory services related to facility and professional services, with an overview of coding conventions, principles, regulatory guidance, and coding software. This course is aligned with accreditation standards for the Commission on Accreditation for Health Informatics and Information Management (CAHIIM), an independent accrediting organization whose mission is to serve the public interest by establishing and enforcing quality standards for Health Informatics and Health Information Management (HIM) educational programs. Lecture 3 hours. **Prerequisite:** MOA 180. **Recommended Preparation:** MOA 185 and eligibility for ENGL 120, ESL 151, BUSAD 106 or equivalent. **Transfer Credit:** CSU.

194 INTERNATIONAL CLASSIFICATION OF DISEASES (ICD) CLINICAL MODIFICATIONS (CM) VERSION 10

3.0 Units

HIT 194 provides the student with an overview of nomenclature and classification systems, with a focus on coding inpatient clinical information from medical records. Instruction includes coding diagnoses, utilizing the International Classification of Diseases (ICD), clinical Modifications (CM) Version 10 sequencing, and coding conventions. This course is aligned with accreditation standards for the Commission on Accreditation for Health Informatics and Information Management (CAHIIM), an independent accrediting organization whose mission is to serve the public interest by establishing and enforcing quality standards for Health Informatics and Health Information Management (HIM) educational programs. Lecture 3 hours. **Prerequisite:** MOA 180. **Recommended Preparation:** MOA 185 and eligibility for ENGL 120, ESL 151, BUSAD 106 or equivalent.

195 INTERNATIONAL CLASSIFICATION OF DISEASES: PROCEDURE CLASSIFICATION SYSTEM

3.0 Units

HIT 195 provides the student with an introduction to the overview, structure, and organization of the International Classification of Diseases, Procedure Classification System (ICD-10-PCS). Instruction in coding procedures adheres to national coding guidelines, uses information from cases and health records, and applies coding software (Encoder). This course is aligned with accreditation standards for the Commission on Accreditation for Health Informatics and Information Management (CAHIIM), an independent accrediting organization whose mission is to serve the public interest by establishing and enforcing quality standards for Health Informatics and Health Information Management (HIM) educational programs. Lecture 3 hours. **Prerequisite:** MOA 180. **Recommended Preparation:** MOA 181 or 182, MOA 185, HIT 196 (currently MOA 183). **Transfer Credit:** CSU.

196 MEDICAL INSURANCE AND REIMBURSEMENT

4.0 Units

HIT 196 provides the student with an introduction to the basics of medical insurance billing and current payment methodologies in the inpatient, hospital outpatient, and physician's office settings. The focus is on compliance with regulatory requirements and common billing practices. This course is aligned with accreditation standards for the Commission on Accreditation for Health Informatics and Information Management (CAHIIM), an independent accrediting organization whose mission is to serve the public interest by establishing and enforcing quality standards for Health Informatics and Health Information Management (HIM) educational programs. Lecture 4 hours. **Prerequisite:** MOA 180. **Recommended Preparation:** MOA 185 and eligibility for ENGL 120, ESL 151, BUSAD 106, or equivalent. **Transfer Credit:** CSU.

197 DISEASE PROCESSES

3.0 Units

HIT 197 is an introduction to the disease processes in the human body and drugs used in their treatment. The course emphasizes the basic physiological concepts of common diseases: the etiology, signs and symptoms, and methods of diagnosis, along with prognoses, medical treatments, and therapeutic procedures. Lecture 3 hours. **Prerequisite:** MOA 182. **Recommended Preparation:** MOA 185 and eligibility for BUSAD 106 or equivalent. **Transfer Credit:** CSU.

198 HEALTH CARE DATA REPORTING

3.0 Units

HIT 198 provides an introduction to the interpretation of healthcare statistical formulas, presentation of data, and the application of medical research tools. Students learn the use of healthcare data in relation to: long-range healthcare planning and development; application of automated systems; integration of reports; and registration of vital statistics. This course is aligned with accreditation standards for the Commission on Accreditation for Health Informatics and Information Management (CAHIIM), an independent accrediting organization whose mission is to serve the public interest by establishing and enforcing quality standards for Health Informatics and Health Information Management (HIM) educational programs. Lecture 3 hours. **Prerequisite:** MOA 180. **Recommended Preparation:** MOA 185 and eligibility for BUSAD 106 and MATH 145 or equivalent. **Transfer Credit:** CSU.

HISTORY

**101
HISTORY OF WESTERN EUROPE**

3.0 Units

HIST 101 studies the growth of Western European civilization from the decline of the Roman Empire to the Reformation. It is an introduction to the study of history, giving a general perspective of the development of those political, economic, and social institutions that 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 ENGL 101. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC. (C-ID HIST 170)

**102
HISTORY OF WESTERN EUROPE**

3.0 Units

HIST 102 studies the growth of Western European civilization from absolutism to the present. It is an introduction to the study of history, giving a general perspective of the development of those political, economic, and social institutions that 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 ENGL 101. *Course Typically Offered:* Winter/Spring/Summer/Fall. *Transfer Credit:* CSU, UC, USC. (C-ID HIST 180)

**103
HISTORY OF EARLY LATIN AMERICA**

3.0 Units

HIST 103 is a general survey course of Latin America from its colonization to its independence. The course introduces the following topics: the imposition of European civilization in Latin America, the development of the different colonies, colonial institutions, European empires' attempt to monopolize Latin American territories and the wars of independence. Special attention is given to the short and long-term effects of colonization. The course ends with an introduction to Decolonial Theory. Lecture 3 hours. *Recommended Preparation:* ENGL 120 or ESL 151. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC.

**104
HISTORY OF CONTEMPORARY
LATIN AMERICA**

3.0 Units

HIST 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:* ENGL 120 or ESL 151. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC.

**105
TWENTIETH CENTURY CENTRAL
AMERICA AND THE CARIBBEAN**

3.0 Units

HIST 105 is an introductory course focusing on the contemporary political, economic, and social history in Central America and the Caribbean. The course focuses on the 20th Century, with special attention given to the role and impact of United States policy in the region. This class discusses race, gender, ethnicity and social class in Central America and the Caribbean. Lecture 3 hours. *Recommended Preparation:* ENGL 120 or ESL 151. *Transfer Credit:* CSU, UC, USC.

**106
HISTORY AND POLITICS OF THE
RUSSIAN PEOPLE**

3.0 Units

HIST 106 is a survey of major political, social, ideological, and economic developments in Russia from the 10th century to the present. Emphasis is on the Romanov Empire, political movements and reforms in the 19th century, revolutions in the early 20th century, the USSR and its collapse, the Russian Federated Republic and its policies toward the former Soviet republics and other regional and international issues. Lecture 3 hours. *Recommended Preparation:* Eligibility for ENGL 101. *Course Typically Offered:* Spring. *Transfer Credit:* CSU, UC, USC.

**111
THE WOMAN IN AMERICAN
HISTORY**

3.0 Units

HIST 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. The efforts of women to change their traditional roles are examined along with the attitudes and prejudices they encountered from both sexes in their efforts to bring about change. In addition, women's contributions to various wars, reform movements, religious crusades, the women's rights movements are examined in the context of American history to establish the real contributions women have made to this country. Lecture 3 hours. *Prerequisite:* Eligibility for ENGL 101. *Course Typically Offered:* Winter/Spring/Summer/Fall. *Transfer Credit:* CSU, UC, USC.

**111H
HONORS THE WOMAN IN
AMERICAN HISTORY**

3.0 Units

HIST 111H 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. The efforts of women to change their traditional roles are examined along with the attitudes and prejudices they encountered from both sexes in their efforts to bring about change. In addition, women's contributions to various wars, reform movements, religious crusades, the women's rights movements are examined in the context of American history to establish the real contributions women have made to this country. The honors course is enhanced in one or more of the following ways: 1. Students have an increased responsibility for leading class discussions and facilitating group activities inside and outside the classroom. 2. Writing assignments are focused on critical thinking, the interpretation of primary sources, and the application of historical concepts. Lecture 3 hours. *Prerequisite:* Eligibility for ENGL 101. *Transfer Credit:* CSU, UC.

113 HISTORY OF MEXICO

3.0 Units

HIST 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:* ENGL 120 or ESL 151. *Course Typically Offered:* Spring. *Transfer Credit:* CSU, UC, USC.

115 REBELLIOUS WOMEN IN MODERN AMERICA

3.0 Units

HIST 115 investigates the legal, economic, political and social issues surrounding the dramatic transformation of gender relations in contemporary society. Topics included are women's private lives, public, and political roles, and the public policy that has affected women's lives. The course focuses on leaders of the Women's Movement in the United States who worked to change laws, open doors to new occupations, and create and influence new institutions, as well as old ones. Using biography, primary sources documents, and socio-historical studies, the course focuses on women in the 1940s, then moves forward into the Women's Movement of the 1950s, 1960s, 1970s, and the conservative reactions to the movement in the 1980s and 1990s. Lecture 3 hours. *Recommended Preparation:* Eligibility for ENGL 120 or ESL 151. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC.

116 ECONOMIC HISTORY OF THE UNITED STATES

3.0 Units

HIST 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' movements, and U.S. imperialism. *Note:* This course may not be taken for credit by students who have completed ECON 111. Lecture 3 hours. *Recommended Preparation:* Eligibility for ENGL 120 or ESL 151. *Course Typically Offered:* Fall. *Transfer Credit:* CSU, UC, USC.

117 UNITED STATES HISTORY, 1550-1877

3.0 Units

HIST 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 are all examined. Lecture 3 hours. *Prerequisite:* Eligibility for ENGL 101. *Course Typically Offered:* Winter/Spring/Summer/Fall. *Transfer Credit:* CSU, UC, USC. (C-ID HIST 130)

118 UNITED STATES HISTORY, 1865-PRESENT

3.0 Units

HIST 118 is a survey course that looks in depth at United States history from the Reconstruction period to the present. The Reconstruction period, the Gilded Age, Populism and Progressivism, Imperialism, the Great Depression and New Deal, World War II, the Cold War, Vietnam, Watergate, and the Carter, Reagan, Bush, and Obama years are examined. Lecture 3 hours. *Prerequisite:* Eligibility for ENGL 101. *Course Typically Offered:* Winter/Spring/Summer/Fall. *Transfer Credit:* CSU, UC, USC. (C-ID HIST 140)

118H HONORS UNITED STATES HISTORY, 1865 - PRESENT

3.0 Units

HIST 118H is a survey course that looks in depth at United States history from the Reconstruction period to the present. The Reconstruction period, the Gilded Age, Populism and Progressivism, Imperialism, the Great Depression and New Deal, World War II, the Cold War, Vietnam, Watergate, and the Carter, Reagan, Bush, and Obama years are examined. The honors course is enhanced in one or more of the following ways: 1. Students have an increased responsibility for leading class discussions and facilitating group activities inside and outside the classroom. 2. Writing assignments are focused on critical thinking, the interpretation of primary sources, and the application of historical concepts. Lecture 3 hours. *Prerequisite:* Eligibility for ENGL 101. *Transfer Credit:* CSU, UC.

119 HISTORY OF EAST ASIA, ANTIQUITY-1800

3.0 Units

HIST 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:* ENGL 120 or ESL 151 or equivalent. *Transfer Credit:* CSU, UC, USC.

120 HISTORY OF EAST ASIA, 1800-PRESENT

3.0 Units

HIST 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:* ENGL 120 or ESL 151. *Course Typically Offered:* Spring. *Transfer Credit:* CSU, UC, USC.

121 ARMENIAN HISTORY

3.0 Units

HIST 121 is a survey of the history of the Armenian people from ethnogenesis to the present. Topics include: The Artashesian, Arshaguni, Bagratid, and Cilician kingdoms; Armenia under the domination of Persian, Roman, Byzantine, Arab, Mongol, Turkish, and Russian empires; the religious and cultural heritage of the Armenian people; the emergence of the Armenian Question in the 19th Century; World War I and the Armenian Genocide; the first Republic of Armenia and international treaties up to 1923; Soviet Armenia; the Nagorno-Karabakh conflict; re-establishment of an independent Armenian Republic in 1991 and its relations with the Armenian Diaspora, Russia, the Middle East, Europe, and the United States in the 21st century. Lecture 3 hours. *Recommended Preparation:* Eligibility for ENGL 120 or ESL 151. *Course Typically Offered:* Fall. *Transfer Credit:* CSU, UC, USC.

122
CALIFORNIA HISTORY
3.0 Units

HIST 122 is a survey of the discovery, exploration, and settlement of California. Emphasis is placed development of particular political, economic, and social institutions, along with California's relationships with the United States and the rest of the world. Lecture 3 hours. *Recommended Preparation:* Eligibility for ENGL 101. *Course Typically Offered:* Spring. *Transfer Credit:* CSU, UC, USC.

131
A HISTORY OF AFRICA SINCE 1800
3.0 Units

HIST 131 surveys the development of Africa from 1800 to the present. Themes covered include: colonization 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:* ENGL 191 or ESL 141. *Transfer Credit:* CSU, UC, USC.

132
HISTORY OF THE PHILIPPINES
3.0 Units

HIST 132 examines the geographical, cultural, and historical realities of the Philippines from the Spanish colonial period until the present. Particular emphasis is given to past and present U.S.-Philippine relations and the contemporary social, economic, and political situation in the Philippines. Lecture 3 hours. *Recommended Preparation:* Eligibility for ENGL 120 or ESL 151. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC.

133
A HISTORY OF SCIENCE
3.0 Units

HIST 133 is a history of the notable scientific ideas and discoveries in Western civilization. It is a seminar, colloquial style discussion that examines the forces in history that led to the development of the major scientific revolutions and thinkers that have shaped modern industrialized humanity and culture. Some of the thinkers 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 Einstein Revolution. The course enhances the students' understanding of the present by a better understanding of the past. Lecture 3 hours. *Recommended Preparation:* ENGL 120 or ESL 151 or equivalent. *Course Typically Offered:* Spring. *Transfer Credit:* CSU, UC, USC.

133H
HONORS HISTORY OF SCIENCE
3.0 Units

HIST 133H is a history of the notable scientific ideas and discoveries in Western civilization. It is a seminar, colloquial style discussion that examines the forces in history that led to the development of the major scientific revolutions and thinkers that have shaped modern industrialized humanity and culture. Some of the thinkers 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 Einstein Revolution. The course enhances students' understanding of the present by a better understanding of the past. The honors course is enhanced in one or more of the following ways: 1. Students have an increased responsibility for leading class discussions and facilitating group activities inside and outside the classroom. 2. Writing assignments are focused on critical thinking, the interpretation of primary sources, and the application of historical concepts. Lecture 3 hours. *Recommended Preparation:* ENGL 120 or ESL 151. *Transfer Credit:* CSU

135
THE VIETNAM WAR AND CULTURAL LEGACIES
3.0 Units

HIST 135 examines the history of U.S. involvement in Southeast Asia during the twentieth century and the legacies of the Vietnam War up to the present. The course surveys the histories of Chinese influence in the region, French colonialism, and the different phases of U.S. commitment. It studies wartime experiences on the U.S. home front, the Cold War conflict and rivalry, and decolonization across the world. The course also explores how Vietnam continues to influence the U.S. as shown in its foreign policy and subsequent wars, its political debates, and its popular culture. Lecture 3 hours. *Recommended Preparation:* Eligibility for ENGL 101 or equivalent. *Transfer Credit:* CSU, UC, USC.

136
WAR: HISTORY, CAUSES, SOLUTIONS
3.0 Units

HIST 136 explores the history, causes, and potential solutions to the problems of war. The history of individual wars is examined with 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 aspect 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 ENGL 101. *Course Typically Offered:* Fall. *Transfer Credit:* CSU, UC, USC.

140
WORLD HISTORY TO 1500
3.0 Units

HIST 140 is a general survey of the world from earliest times up to 1500 with emphasis on the development of human ideas, arts, and institutions. Emphasis is placed upon the development of major civilizations, migration and settlement patterns, religion, philosophy, and technology. Lecture 3 hours. *Recommended Preparation:* Eligibility for ENGL 101. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC. (C-ID HIST 150)

141 WORLD HISTORY FROM 1500 TO PRESENT

3.0 Units

HIST 141 is a general political survey of the world from the 1500s to the present, 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 ENGL 101. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC. (C-ID HIST 160)

141H HONORS WORLD HISTORY FROM 1500 TO PRESENT

3.0 Units

HIST 141H is a general political survey of the world from the 1500s to the present, 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. The honors course is enhanced in one or more of the following ways: 1. Students have an increased responsibility for leading class discussions and facilitating group activities inside and outside the classroom. 2. Writing assignments are focused on critical thinking, the interpretation of primary sources, and the application of historical concepts. Lecture 3 hours. *Prerequisite:* Eligibility for ENGL 101. *Transfer Credit:* CSU, UC.

152 SOCIAL PROTEST IN THE 1960'S

3.0 Units

HIST 152 introduces students to the history of protest movements in the 1960s, focusing on the period 1954-1974. Students learn about the social conditions that gave rise to protest movements, the goals, internal dynamics, leadership, strategy and tactics used by these movements and the impact the various protest movements had on the society within which they existed. Particular emphasis is placed on an examination of the civil rights movements, the student movement, the anti-Vietnam movement, the minority empowerment movements, the women's movement and counter-culture. Lecture 3 hours. *Recommended Preparation:* Eligibility for ENGL 101. *Course Typically Offered:* Spring. *Transfer Credit:* CSU, UC, USC.

HOTEL RESTAURANT MANAGEMENT

115 INTRODUCTION TO HOSPITALITY

3.0 Units

HRM 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.

117 FOOD, BEVERAGE, AND LABOR COST CONTROL

3.0 Units

HRM 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 2 hours/Laboratory 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU.

120 INTRODUCTION TO TRAVEL/TOURISM

3.0 Units

HRM 120 examines tourism as a developing industry. Topics include travel modes, organizations, laws, and socio-economic impact. Also included is a comprehensive study of travel management, principles, practices, philosophies, and systems. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU.

201 RESTAURANT MANAGEMENT

3.0 Units

HRM 201 covers the principles of operating a food service which are common to all types of commercial and industrial food service. The course covers such areas as sales promotion, advertising, personnel, legal aspects, insurance, labor management relations. Lecture 3 hours. *Prerequisite:* None.

202 QUICK SERVICE RESTAURANT OPERATIONS

3.0 Units

HRM 202 is designed to explore the various career opportunities in the Quick Service Food Operations. Emphasis will be placed on low- to mid-range foodservice, cafeteria, retail takeout units, and franchised operations. Performance issues will also be examined in the areas of consistency, quality, service, recruitment, and pricing. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU.

203 CATERING AND BANQUET OPERATIONS

3.0 Units

HRM 203 introduces the hospitality student to the hands-on mechanics of catering and banquet services in the hospitality industry and provides a checklist of details, tips, and ideas on properly managing a banquet event. Additional emphasis is placed on the management of on-premise and off-premise catering events. Lecture 2 hours/Laboratory 3 hours. *Prerequisite:* None.

205 EVENT PLANNING AND MEETING MANAGEMENT

3.0 Units

HRM 205 presents sound principles and practices in the growing field of event planning and meeting management. Students will learn how to plan and organize events, meetings, conferences, and conventions. This course prepares students for employment opportunities with trade and professional associations, consulting firms, non-profit organizations, and corporations. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU.

207 DINING ROOM SERVICES

3.0 Units

HRM 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 house-keeping techniques, fine food, and efficient service. Types of dining service included are: waited table service (French, Russian, American, English), limited service, counter, tray service, catering, and vending. Lecture 2 hours/Laboratory 4 hours. *Prerequisite:* None.

214 BEVERAGE AND BAR OPERATIONS

3.0 Units

HRM 214 is an overview of the beverage industry with emphasis on the identification, use, and service of alcoholic beverages. There is an in-depth analysis of the various elements of beverage operations including purchasing, cost control, marketing, and management as well as an understanding of the history of each type of white and brown alcoholic spirits. There is an additional emphasis on researching the current trends in the beverage industry, e.g.: smoothie concepts, juice bars, coffee and tea bars, etc. Lecture 2 hours/Laboratory 3 hours. *Prerequisite:* None.

216 WINE SELECTION AND PRESENTATION

3.0 Units

HRM 216 is an introductory course designed to provide students with an understanding of winemaking principles, including history, grape growing, fermentation, and winery operations. The course includes wine tasting and field trip to a winery. Lecture 3 hours. *Prerequisite:* Students must be at least 21 years of age and possess a valid form of picture identification to verify age.

220 FRONT OFFICE OPERATIONS

3.0 Units

HRM 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

3.0 Units

HRM 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.

222 INTRODUCTION TO HOTEL AND RESORT OPERATIONS

3.0 Units

HRM 222 focuses on the development of the core competencies required of a hotel/resort manager in preparation for successful management careers and leadership roles in the hotel and resort industry. Students will explore the following topics: front office, housekeeping, food and beverage, sales and marketing, accounting, property maintenance, human resources management and information systems. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU.

230 HOSPITALITY LAW

3.0 Units

HRM 230 covers business related torts, real and personal property, and contracts, with an emphasis on hotels, restaurants, resorts and associated businesses. The duties of innkeepers, food and beverage liability, truth in advertising, and management responsibility to employees are also studied. Lecture 3 hours. *Prerequisite:* HRM 115 or equivalent. *Transfer Credit:* CSU.

256 MANAGEMENT OF INSTITUTIONAL FOODSERVICE AND HOSPITALITY PERSONNEL AND OPERATIONS

3.0 Units

HRM 256 covers management skills for students pursuing a career in supervision within the restaurant/hospitality/healthcare industry. It includes the application of basic management concepts and techniques necessary in achieving objectives in the management of human resources and foodservice operations. Using case studies, students analyze the hospitality workplace, management responsibilities in budgeting for the operations as well as coaching, training, and communicating with the workforce. Decision making and leadership development is also discussed. Lecture 3 hours. *Recommended Preparation:* ENGL 191 or ESL 141.

HUMANITIES

105 THE HUMAN STRUGGLE

3.0 Units

HUMAN 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 ENGL 101. *Course Typically Offered:* Winter/Spring/Summer/Fall. *Transfer Credit:* CSU, UC, USC.



**105H
HONORS THE HUMAN STRUGGLE**
3.0 Units

HUMAN 105H 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. The honors course will be enhanced in one or more of the following ways: 1. Accelerated standards of reading levels, emphasizing primary sources. 2. Accelerated standards of critical thinking, including critical writing and thesis-based essay exams. Lecture 3 hours. *Prerequisite:* Eligibility for ENGL 101. *Transfer Credit:* CSU, UC, USC.

**106
CULTURES AND MEANING**
3.0 Units

HUMAN 106 is an interdisciplinary course that emphasizes the complex relationship between culture and meaning. Students are encouraged to read, think, discuss and write critically about the concept of modernity, as interpreted from different cultural perspectives. By comparing several literary and scholarly texts, students address several intersectional problems including: identity formation; the politics of representation; technologies; translations; social transformations; and globalization. Lecture 3 hours. *Prerequisite:* Eligibility for ENGL 101. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC.

**110
SCIENCE, LITERATURE, AND
HUMAN INSIGHT**
3.0 Units

HUMAN 110 is an interdisciplinary, intercultural course in which students further apply the principles of critical thinking and comparative critical analysis in order to better understand the relationships among literature, science, and technology. Through directed reading, class discussion, and writing, students develop logical thought processes enabling them to reason, 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. This course may be team taught. Lecture 3 hours. *Prerequisite:* ENGL 120 or ESL 151. *Transfer Credit:* CSU, UC, USC.

**111
IRISH HISTORY, LITERATURE, AND
CULTURE FROM THE BEGINNING
TO THE PRESENT**
3.0 Units

HUMAN 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 sociopolitical contributions to world culture and civilization. Lecture 3 hours. *Prerequisite:* ENGL 120 or ESL 151. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC.

**115
WORLD MYTHOLOGY**
3.0 Units

HUMAN 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:* ENGL 120 or ESL 151. *Course Typically Offered:* Winter/Spring/Summer/Fall. *Transfer Credit:* CSU, UC, USC.

**117
CREATIVITY AND CULTURE**
3.0 Units

HUMAN 117 focuses on creativity and innovation in a variety of cultures and periods, including applications within literature, art, drama, music, architecture, film, athletics, dance and movement, as well as in science, technology, engineering, education, mathematics, and business and law. Examining the relationships of creativity to other areas of college study, the course recognizes that creative works are components of larger patterns. Students explore creativity theories and concepts, "creatives," and creative works from a wide variety of media and appraise the interrelationships of creativity and surrounding cultures, exploring the creative process and asking what has led to, as well as what results from, field-specific creative work as well as interdisciplinary expressions. Students learn to analyze, synthesize, draw inferences, propose new ideas, support theses, reach logical conclusions, and become active participants in creative processes. This course may be team-taught. Lecture 3 hours. *Prerequisite:* ENGL 120 or ESL 151. *Transfer Credit:* CSU, UC, USC.

**120
LITERATURE AND THE CULTURAL
ARTS**

3.0 Units

HUMAN 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. HUMAN 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 ENGL 101. *Course Typically Offered:* Fall/Spring/Summer. *Transfer Credit:* CSU, UC, USC.

**125
CROSSCURRENTS: AMERICAN
SOCIAL VALUES**

3.0 Units

HUMAN 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:* ENGL 120 or ESL 151. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC.

**130
THE INDIVIDUAL, THE GROUP, AND
THE ORGANIZATION**

3.0 Units

HUMAN 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 ENGL 101. *Transfer Credit:* CSU.

**135
HUMANITIES AND THE WORLD OF
WORK**

3.0 Units

HUMAN 135 is an interdisciplinary course that combines instruction in fiction and nonfiction, 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 ENGL 120 or ESL 151. *Course Typically Offered:* Winter/Spring/Summer/Fall. *Transfer Credit:* CSU.

INDEPENDENT STUDIES**49
INDEPENDENT STUDIES**

1.0 TO 3.0 Units

GCC 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. This course may be offered in all disciplines. Registration is open to any student at GCC 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 no more than 12 units 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 Curriculum Management Office. Attendance accounting procedures shall be cleared with the Admissions and Records Office by the instructor. This course is offered in the following disciplines: ACCT, ANTHR, ART, ASL, ASTRO, AT, BIOL, CABOT, CAM, CHEM, CHLDV, CS/IS, CULIN, DANCE, ECON, ECT, ENGL, ENGR, ETH S, FIRE, GEOG, GEOL, HIST, ITAL, JOURN KOREA, MATH, MCOMM, MEDIA, MUSIC, NS, OECAN, PE, PHILO, PHY, POL S, PSYCH, RE, SOC, SPAN, SPCH, ST DV, T ART, WELD. Laboratory 3-9 hours. *Prerequisite:* Concurrent registration in 6 or more units. *Transfer Credit:* CSU.

INDUSTRIAL TECHNOLOGY**155****VERDUGO POWER ACADEMY**

17.5 Units

The Verdugo Power Academy produces candidates for an Electrical Line Mechanic (ELM) training program. Development of basic skills needed to be successful trainees will be emphasized. These skills include: overall safety considerations, power pole climbing skills, knowledge of the basic tools and materials involved with the electrical theory that is specific to this trade. A 175 hour power pole-climbing certificate of completion is granted to students who successfully complete this course. *Note:* Students during the course of instruction will be required to lift up to 60 lbs with repetition and will be required to climb and perform installation and maintenance operations at the top of 30 foot power poles. Physical or psychological limitations should be taken into account when enrolling in the class. Lecture 8.0 hours/Laboratory 9.5 hours. *Prerequisite:* None.

156**ADVANCED METERING TECHNOLOGY**

4.0 Units

ITECH 156 is an introduction to Automated Meter Infrastructure (AMI)/Smart Grid technology. This includes increased use of information controls, optimization of grid operations and resources, and use of distributed resources and renewable energy. Additionally included is the development and integration of demand response, energy efficient resources, smart metering, transfer of information to consumers and standards for the communication and interoperability of appliances and equipment connected to the electric grid. Lecture 3 hours/Laboratory 3 hours. *Prerequisite:* None.

157**VERDUGO POWER ACADEMY I**

7.5 Units

The Verdugo Power Academy I is the first course in a two course sequence that prepares candidates for an Electrical Line Mechanic (ELM) position. Development of basic skills needed to be successful candidates is emphasized. These skills include: overall safety considerations and knowledge of the basic tools and materials involved with the electrical theory that is specific to this trade. *Note:* A maximum of 17.5 units will be granted for any combination of ITECH 155, ITECH 157 and ITECH 158. Lecture 4 Hours /Laboratory 10.5 Hours. *Prerequisite:* None.

158**VERDUGO POWER ACADEMY II**

10.0 Units

The Verdugo Power Academy II is the second course in a two course series that prepares candidates for an Electrical Line Mechanic (ELM) position. Development of basic skills needed to be successful candidates will be emphasized. These skills include: overall safety considerations, power pole climbing skills, knowledge of the basic tools and materials involved with the electrical theory that is specific to this trade. A 175 hour power pole-climbing certificate of completion is granted to students who successfully complete this course. Lecture 4 hours/Laboratory 18 hours. *Prerequisite:* ITECH 157.

160**WIND TURBINE FUNDAMENTALS**

3.0 Units

ITECH 160 introduces the industrial technology student to wind turbine mechanical related systems and their foundation; PLC (Programmable Logic Controllers) and control algorithms; turbine maintenance procedures; rotor construction, installation and airfoils; and SCADA (Supervisory Control and Data Acquisition) systems. Lecture 3 hours/Laboratory 1 hour. *Prerequisite:* None.

200**NATE CERTIFICATION CORE TRAINING**

2.0 Units

ITECH 200 examines the core technical knowledge required to become a North American Technician Excellence (NATE) certified technician. The course emphasizes the basic physics and electrical theory required to be a qualified technician. The course covers heating, ventilation, air conditioning and refrigeration specific knowledge in the areas of safety, tools, heat transfer/comfort and electrical systems. Lecture 2 hours. *Recommended Preparation:* Eligibility for ENGL 120 or ESL 151.

201**CAQI/QM/QS ELECTRICAL MODULE**

1.0 Unit

ITECH 201 examines electrical theory, schematic diagrams, and electrical components common to air conditioning and heating systems. The knowledge gained will be used to effectively understand and troubleshoot systems and components. Lecture 1 hour. *Recommended Preparation:* Eligibility for ENGL 120 or ESL 151.

202**CAQI/QM/QS SYSTEM DIAGNOSTICS MODULE**

1.0 Unit

ITECH 202 examines the knowledge required to establish a system diagnostic process. This includes the use of data and tools to maintain system performance in a dynamic environment. Lecture 1 hour. *Recommended Preparation:* Eligibility for ENGL 120 or ESL 151.

203**CAQI/QM/QS REFRIGERATION MODULE**

1.0 Unit

ITECH 203 examines the practical fundamentals and theory behind basic air conditioning and heat pump systems. Topics include the physical properties of air conditioning and refrigerants, basic system components and accessories, basic zone systems, air filtration, humidification and ventilation. The use of field instruments for measuring refrigerant pressures and temperatures, velocity and volume, and system airflow adjustments is covered. Lecture 1 hour. *Recommended Preparation:* Eligibility for ENGL 120 or ESL 151.

204**CAQI/QM/QS SYSTEMS PERFORMANCE MODULE**

1.0 Unit

ITECH 204 examines the knowledge required to establish heating/ventilating air conditioning (HVAC) system performance. The process starts with the fundamentals and theory behind residential and light commercial HVAC performance. This course will also introduce the concept and ramifications of the HVAC being a subsystem in the building envelope and addresses the direct and indirect problems that will affect system performance. Lecture 1 hour. *Recommended Preparation:* Eligibility for ENGL 120 or ESL 151.

205**CAQI/QM/QS AIR DISTRIBUTION MODULE**

1.0 Unit

ITECH 205 examines the practical fundamentals and theory behind basic air distribution systems. The course reviews the basic physical properties of air, common definitions used in the trade, psychometrics, the comfort index and indoor air quality. The course also reviews the skill sets required to properly design, install, commission, maintain, service and diagnose air distribution systems. Lecture 1 hour. *Recommended Preparation:* Eligibility for ENGL 120 or ESL 151.

**207
CAQI/QM/QS SYSTEM ECONOMIZER
MODULE**

1.0 Unit

ITECH 207 examines the knowledge required to establish an economizer system's diagnostic process. This includes the operating aspects ultimately applied to that process which conclude with the system working safely, reliably, and operating at the highest capacity and energy efficiency possible. Lecture 1 hour. *Recommended Preparation:* Eligibility for ENGL 120 or ESL 151.

**INTERNATIONAL FIELD
STUDIES****48
INTERNATIONAL FIELD STUDIES**

1.0 to 3.0 Units

International Field Studies provides college 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. This course may be offered in all disciplines. *Note:* Each repetition must be in a different country and/or area of the world. This course may be offered in any of these disciplines: ACCTG, ANTHR, ART, ASL, ASTRO, AT, BIOL, CABOT, CAM, CHEM, CHLDV, CS/IS, CULIN, DANCE, ECON, ECT, ENGL, ENGR, ETH S, FIRE, GEOG, GEOL, HIST, ITAL, JOURN, KOREA, LIB, MATH, MCOMM, MEDIA, MUSIC, NS, OCEAN, PE, PHILO, PHY, POL S, PSYCH, RE, SOC, SPAN, SPCH, ST DV, T ART, WELD. Lecture 1-3 hours/Laboratory-Studio 2-9 hours. *Prerequisite:* Concurrent registration in 6 or more units. *Transfer Credit:* CSU.

INTERNSHIP**50
INTERNSHIP**

1.0 to 3.0 Units

Internship is a self-motivated course which allows students to earn from 1-3 units for structured supervised work off campus under supervision of a faculty advisor. It is designed to provide students with appropriate preparation, a hands-on discipline-linked work experience that will extend their knowledge and understanding of career demands in a field. This course may be offered in any of the following disciplines: ACCTG, ADST, ART, AT, BIOL, BUSAD, CABOT, CHEM, CHLDV, CS/IS, CULIN, DANCE, ECT, ENGR, GEOG, GEOL, HRM, KIN, JOURN, MACH, MCOMM, MEDIA, MUSIC, PHOTO, PHY, POL S, PSYCH. RE, SOC, SOCS, T ART. *Note:* This course is a Pass/No Pass only. *Note:* Students must arrange an approved internship prior to enrolling in this class. *Recommended Preparation:* Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU.

ITALIAN**101
BEGINNING ITALIAN I**

5.0 Units

ITAL 101 teaches the fundamentals of Italian grammar. Students are trained to pronounce Italian correctly, to acquire a small working vocabulary which they use in conversation and writing, and to read simple Italian. *Note:* This course is not intended for students with oral proficiency or who have attended schools where Italian was the language of instruction. Lecture 5 hours. *Recommended Preparation:* Eligibility for ENGL 120 or ESL 151. *Course Typically Offered:* Winter/Spring/Summer/Fall. *Transfer Credit:* CSU, UC, USC.

**102
BEGINNING ITALIAN II**

5.0 Units

ITAL 102 is a continuation of Italian 101 and completes the elementary grammar. It includes the reading of simplified texts with emphasis on oral expressions, and further study of Italian history and culture. Lecture 5 hours. *Prerequisite:* ITAL 101 or equivalent. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC.

**103
INTERMEDIATE ITALIAN I**

5.0 Units

ITAL 103 includes further study of Italian grammar. The purpose 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 are stressed. Lecture 5 hours. *Prerequisite:* ITAL 102 or equivalent. *Course Typically Offered:* Fall. *Transfer Credit:* CSU, UC, USC.

**104
INTERMEDIATE ITALIAN II**

5.0 Units

ITAL 104 completes the review of the fundamentals of grammar. The purpose 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 5 hours. *Prerequisite:* ITAL 103 or equivalent. *Course Typically Offered:* Spring. *Transfer Credit:* CSU, UC, USC.

**130
ITALIAN CULTURE AND
CIVILIZATION THROUGH CINEMA**

3.0 Units

ITAL 130 analyzes the social, economic, religious and political evolution of Italian culture as seen through Italian cinema from the beginning of the 20th century to the present. Lecture 3 hours. *Prerequisite:* Eligibility for ENGL 101. *Transfer Credit:* CSU, UC, USC.

JAPANESE**101
BEGINNING JAPANESE I**

5.0 Units

JAPAN 101 presents the fundamentals of Japanese grammar within a cultural context. The students are trained to pronounce correctly, to acquire a small working vocabulary for conversation and writing, and to read and write hiragana, katakana, and some kanji (native Japanese alphabets). *Note:* This course is not intended for students with oral proficiency or who have attended schools where Japanese was the language of instruction. Lecture 5 hours. *Recommended Preparation:* Eligibility for ENGL 120 or ESL 151. *Course Typically Offered:* Winter/Spring/Summer/Fall. *Transfer Credit:* CSU, UC, USC.

102 BEGINNING JAPANESE II

5.0 Units

JAPAN 102 students continue to learn the fundamentals of Japanese grammar within a cultural context. Students receive further training in correct pronunciation and continue to learn kanji (Chinese characters). Students also continue practicing hiragana and katakana. Discussions in Japanese stress verb forms and vocabulary building. Lecture 5 hours. *Prerequisite:* JAPAN 101 or equivalent. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC.

103 INTERMEDIATE JAPANESE I

5.0 Units

JAPAN 103 continues the study of Japanese grammar and vocabulary and begins the study of short narrative writings. Conversational fluency, composition writing and familiarity with Japanese culture are emphasized in this course. Emphasis is placed on the customs, culture, and institutions of the Japanese people. Students continue developing their skills using hiragana and katakana and learn 100 new kanji. Lecture 5 hours. *Prerequisite:* JAPAN 102 or equivalent. *Course Typically Offered:* Fall. *Transfer Credit:* CSU, UC, USC.

104 INTERMEDIATE JAPANESE II

5.0 Units

JAPAN 104 completes the study of Japanese grammar and continues the study of short narrative writings. Conversational fluency, vocabulary building, composition writing and increased familiarity with Japanese culture are emphasized in this course. Emphasis is placed on the customs, culture, and institutions of the Japanese people. Students continue developing their skills using hiragana and katakana and learn 250 new kanji. Lecture 5 hours. *Prerequisite:* JAPAN 103 or equivalent. *Course Typically Offered:* Spring. *Transfer Credit:* CSU, UC, USC.

JOURNALISM

101 INTRODUCTION TO MASS COMMUNICATIONS

3.0 Units

JOURN 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 ENGL 101. *Transfer Credit:* CSU, UC, USC.

102 REPORTING THE NEWS

3.0 Units

JOURN 102 is an introductory course in the gathering and writing of news, features, and editorials. Students learn to write clearly and concisely via laboratory drills in English fundamentals. Topics of study include: news sources, acceptable forms for stories, style and method 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. *Recommended Preparation:* Eligibility for ENGL 101. *Course Typically Offered:* Winter/Spring/Summer/Fall. *Transfer Credit:* CSU. (C-ID JOUR 110)

103 STUDENT PUBLICATIONS STAFF

3.0 Units

JOURN 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. Students study laws and ethics of the press and there is an overall emphasis on the function and responsibility of the newspaper. Multiple formats are considered, including online and broadcast journalism. This course produces the campus newspaper, El Vaquero. Lecture 2 hours/Laboratory 3 hours. *Recommended Preparation:* JOURN 102 or equivalent; Eligibility for ENGL 101; LIB 191 *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU. (C-ID JOUR 130)

104 STUDENT PUBLICATIONS EDITOR

3.0 Units

JOURN 104 is an intermediate course in writing news, feature, and opinion articles; copy reading and editing; headline writing; newspaper layout and make-up; and the mechanics of newspaper production. There is an increased emphasis on in-depth reporting for print as well as online and broadcast media. There is further study of law and ethics of the press with an overall emphasis on the function and responsibility of the newspaper, internet and social media. There is also a greater emphasis on interpretative reporting. This course produces the campus newspaper, El Vaquero as well as the website for the paper, which includes a broadcast component. Social Media Platforms such as Twitter and Facebook are also implemented. Students in this class assume responsibility for editing and managing El Vaquero, the print and online editions. Lecture 2 hours/Laboratory 3 hours. *Prerequisite:* JOURN 103 or equivalent. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU. (C-ID JOUR 131)

106 INTRODUCTION TO BROADCAST JOURNALISM I

3.0 Units

JOURN 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/Laboratory 1 hour. *Prerequisite:* None. *Course Typically Offered:* Fall. *Transfer Credit:* CSU.

107 MAGAZINE WRITING

3.0 Units

JOURN 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. *Note:* This course is offered during the spring semester only. Lecture 3 hours. *Recommended Preparation:* Eligibility for ENGL 101. *Course Typically Offered:* Spring. *Transfer Credit:* CSU.

110
PHOTOJOURNALISM
3.0 Units

JOURN 110 provides instruction in techniques for producing photos for news and feature articles. Students learn effective ways to take photos to accompany articles, as well as to use photos to tell a story of their own. Both conventional and digital photography are used. Lecture 2 hours/Laboratory 3 hours. *Recommended Preparation:* Eligibility for ENGL 101 and PHOTO 101. *Course Typically Offered:* Every Other Year. *Transfer Credit:* CSU. (C-ID JOUR 160)

116
INTRODUCTION TO BROADCAST JOURNALISM II
3.0 Units

JOURN 116 continues to develop the process of gathering, writing, editing, and presenting the news on radio and television. This course involves practical application of the skills. Students produce, report, and anchor a news segment for cable broadcast. In addition, they will produce and host a half-hour magazine format show for cable broadcast. Emphasis is placed on writing for broadcast, new judgment, visual versus sound considerations, interviewing techniques, ethics, scripting, and new organizations' infrastructure. Students will also be introduced to various radio formats and perform on the campus radio station. Lecture 3 hours/Laboratory 1 hour. *Prerequisite:* JOURN 106 or equivalent.

210
ADVANCED NEWS WRITING
3.0 Units

JOURN 210 emphasizes public affairs reporting. Students will cover public meetings both on and off campus, including trials, school board meetings, and city council meetings. They will also contribute to the college newspaper, El Vaquero. The emphasis is on print journalism, but students will also be exposed to broadcasting, the Internet, and podcasting. Emphasis will be given to journalistic law and ethics. Lecture 3 hours/Laboratory 1 hour. *Prerequisite:* JOURN 102 or equivalent. *Transfer Credit:* CSU. (C-ID JOURN 210)

250
VISUAL COMMUNICATION
3.0 Units

JOURN 250 surveys the most significant techniques and examples of visual communication employed in the mass media, including newspapers, magazines, television, the Internet, and advertising. The course is designed to lead students to an understanding of the possibilities of visual communication in the mass media. The course exposes students to both practitioners and scholars in the field to demonstrate how the media use images and how the students might incorporate visual images into their own work. Students develop their critical thinking skills by learning the language and theory of visual media. Lecture 3 hours/Laboratory 1 hour. *Recommended Preparation:* Eligibility for ENGL 101. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU. (C-ID JOURN 170)

KINESIOLOGY

50
INTERNSHIP IN KINESIOLOGY
1.0 to 3.0 Units

KIN 50 is a discipline-specific course, which allows students to earn from 1.0 - 3.0 units for a structured, supervised internship either on-campus or off-campus under the supervision of a faculty advisor. It is designed to provide students with appropriate preparation and a hands-on work experience in one of the following fields: kinesiology (general studies), physical therapy assistance, personal training, strength coaching, group fitness, adapted exercise, athletic training, sports officiating, sports management or health and fitness promotion. The purpose of this class is to enhance students' knowledge, skill levels, and professional competency in their targeted career. Students must work 54 hours on-site per unit earned. This course is recommended for the self-motivated student, and requires faculty advisor approval to register. *Note:* Students must arrange an approved internship prior to enrolling in this class. The student must work 54 hours on-site per unit earned, and units may not be increased or decreased after registration. This course may be taken 4 times; a maximum of 12 units may be earned. Laboratory 3-9 hours. *Recommended Preparation or Concurrent Enrollment:* Eligibility for ENGL 120 or ESL 151. *Prerequisite or Corequisite:* Enrollment in appropriate discipline-specific theory or lab course at GCC. *Transfer Credit:* CSU.

100
INTRODUCTION TO KINESIOLOGY
3.0 Units

KIN 100 takes an interdisciplinary approach into the study of kinesiology. Students will have the opportunity to pursue interests in careers in the field of kinesiology. The philosophy, history scientific foundations, and future of kinesiology, exercise science, health and wellness, fitness and sport are covered. Students have the opportunity to explore professional career opportunities in teaching, coaching, athletic training, sport management, fitness leadership, and health and wellness. *Note:* Course is designed for kinesiology majors. Lecture 3 hours. *Recommended Preparation:* Eligibility for ENGL 190/191 or ESL 141 and completion of LIB 190 *Course Typically Offered:* Fall. *Transfer Credit:* CSU, UC. (C-ID KIN 100)

144
BASEBALL THEORY
2.0 Units

KIN 144 covers the basic theoretical foundations of the sport of baseball. *Note:* KIN 144 is recommended for kinesiology majors. Lecture 2 hours. *Recommended Preparation:* Knowledge of Baseball fundamentals. *Course Typically Offered:* Spring. *Transfer Credit:* CSU, UC, USC.

146
ADVANCED BASEBALL THEORY
2.0 Units

KIN 146 covers advanced theory and strategies used in the sport of baseball. *Note:* KIN 146 is recommended for Kinesiology majors and students planning to participate in varsity baseball for a second year. Lecture 2 hours. *Prerequisite:* KIN 144. *Course Typically Offered:* Fall. *Transfer Credit:* CSU, UC, USC.

**151
APPLIED EXERCISE SCIENCE**
4.0 Units

KIN 151 introduces the student to the fundamental scientific concepts applicable to exercise and physical fitness. Areas of study include: functional anatomy, kinesiology, biomechanics and exercise physiology. The acute and chronic effects of exercise will be addressed with practical applications to fitness programming and instruction. Course is designed to prepare student for the scientific content requirements that are common to the certified personal trainer (CPT) and group fitness instructor (GFI) exams offered by several national certification agencies. *Note:* This course is designed as a part of the Fitness Specialist Certificate curriculum. *Note:* Students who successfully completed HLTH 117 prior to Spring 2016 will not receive credit for completion of KIN 151. Lecture 3 hours/Laboratory 3 hours. *Recommended Preparation:* BIOL 115 or equivalent, eligibility for ENGL 101 or equivalent.

**152
EXERCISE PSYCHOLOGY**
2.0 Units

KIN 152 explores cognitive behavior modification techniques which may be used to promote the adoption of and adherence to a regular exercise routine. Theoretical methods are studied and applied to practical exercise programming situations. Factors directly affecting the decision to perform exercise, including external barriers and reinforcements and behavioral tendencies, are investigated. Lecture 2 hours. *Recommended Preparation:* Eligibility for ENGL 101 or equivalent.

**155
FOUNDATIONS FOR GROUP
EXERCISE INSTRUCTION**
3.0 Units

KIN 155 covers the theory and practice of designing and leading group exercise classes. This course covers critical competencies required for students interested in taking the certified Group Exercise Instructor (GEI) or Group Fitness Instructor (GFI) exams offered by several national certification agencies. The foundations for group exercise instruction include: health risk stratification and fitness assessment, group exercise session design, effective demonstration, delivery and motivation, specialized group exercise certifications and considerations for special populations. *Note:* Students who successfully completed HLTH 118 prior to Spring 2016 will not receive credit for completion of KIN 155. Lecture 2 hours/Laboratory 3 hours. *Recommended Preparation:* BIOL 115 or equivalent, ENGL 120 or equivalent, KIN 167, or 168 or equivalent.

**156
FOUNDATIONS FOR PERSONAL
FITNESS TRAINING**
4.0 Units

KIN 156 covers the theory and practice of individualized exercise prescription for personal training. The course covers critical competencies required for students interested in taking the certified personal trainer (CPT) exams offered by several national certification agencies. The foundations for personal training include: exercise science review, health risk stratification, fitness assessment, fitness program and session design, proper execution of exercises, cuing and error correction, lifestyle coaching skills and considerations for special populations. The lab provides students practical application of knowledge and skills in personal training. *Note:* This course is designed as a part of the Fitness Instructor Program curriculum. *Note:* Students who successfully completed PE 119 prior to spring 2016 will receive a maximum of 1.0 unit of credit for completion of KIN 156. Lecture 3 hours/Laboratory 3 hours. *Recommended Preparation:* BIOL 115 or equivalent, eligibility for ENGL 101 or equivalent, KIN 166, 167, or 168 or equivalent and KIN 151 or equivalent.

**157
PREVENTION AND CARE OF
ATHLETIC INJURIES**
3.0 Units

KIN 157 is open to those individuals who are interested in the prevention, care and treatment of sport(s) injuries. The course covers the responsibilities of the athletic trainer, emergency procedures, mechanisms, characteristics and evaluation of sport injuries as well as their acute care. This course provides an in-depth examination of selected topics in sports medicine and a thorough knowledge of the prevention and care of injuries commonly occurring during physical activity. *Note:* Students who successfully completed HLTH 110 prior to spring 2016 will not receive credit for completion of KIN 157. Lecture/Demonstration 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC.

**158
FITNESS TRAINING FOR SPECIAL
POPULATIONS**
4.0 Units

KIN 158 provides instruction and practical application of personal and group fitness training techniques for special populations including; older adults, persons with disabilities, persons with musculoskeletal disorders, and persons with chronic diseases. Evidence-based protocols, adaptations of activities, contraindications, and effective fitness programming will be emphasized. Psychosocial issues related to aging, disease and disability will also be addressed, as well as effective methods for communication, demonstration, and creating an accessible environment. This course is recommended for students interested in pursuing careers in physical education, kinesiology, fitness training, physical therapy, occupational therapy or gerontology. Lecture 3 hours/Laboratory 1 hours. *Recommended Preparation:* KIN 167 and KIN 151 or KIN 156 or KIN 157; HLTH 102 or equivalent; ENGL 120 or equivalent

**167
WEIGHT TRAINING AND
CONDITIONING I**
1.5 Units

KIN 167 is an introduction to basic weight training which introduces theories of proper body alignment and basic movement principles during activities of daily life, work, and light physical activity. Instruction includes choosing appropriate resistance exercises for major muscle groups and designing a resistance and cardiovascular program to meet health-related fitness goals. Prevention and correction of postural problems is emphasized. Lecture/Demonstration 1.5 hours. *Recommended Corequisite:* PE 101 or PE 102 or PE 103 or PE 104 or ATHPE 100. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC.

**168
WEIGHT TRAINING AND
CONDITIONING II**

1.5 Units

KIN 168 is an intermediate course which builds on basic exercise training principles and introduces theories of intermediate training for skill-related fitness goals. This course focuses on training for speed, power, agility, coordination, balance and reaction time, as well as sport-specific training. Intermediate training protocols such as high-intensity intervals, plyometrics and Olympic lifts are covered along with novel implement training using resistance bands, kettlebells and medicine balls. Lecture/Demonstration 1.5 hours. *Prerequisite:* KIN 167 or equivalent. *Recommended Corequisite:* PE 101 or PE 102 or PE 103 or PE 104 or ATHPE 100. *Recommended Preparation:* ENGL 120 or ESL 151. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC.

**195
FOOTBALL THEORY**

2.0 Units

KIN 195 is theory and development of offensive and defensive formations and strategies in football. *Note:* KIN 195 is recommended for kinesiology majors. Lecture 2 hours. *Recommended Preparation:* Knowledge of Football fundamentals. *Course Typically Offered:* Fall. *Transfer Credit:* CSU, UC, USC.

**196
ADVANCED FOOTBALL THEORY**

2.0 Units

KIN 196 covers advanced theoretical foundations and strategies of football. *Note:* KIN 196 is recommended for kinesiology majors and students who are participating in varsity football for a second year. Lecture 2 hours. *Prerequisite:* KIN 195 or equivalent *Transfer Credit:* CSU, UC, USC.

**228
SOCCER THEORY**

2.0 Units

KIN 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 Federal International Football Association laws of the game. *Note:* KIN 228 is recommended for kinesiology majors. Lecture 2 hours. *Recommended Preparation:* Knowledge of Soccer fundamentals. *Course Typically Offered:* Fall. *Transfer Credit:* CSU, UC, USC.

**229
ADVANCED SOCCER THEORY**

2.0 Units

KIN 229 covers advanced theory and strategies used in the sport of soccer for men and women. Emphasis on advanced strategy, game tactics, philosophy, and focus on Federal International Football Association (FIFA) laws of the game. *Note:* KIN 229 is recommended for Kinesiology majors. Lecture 2 hours. *Prerequisite:* KIN 228. *Transfer Credit:* CSU.

**236
SOFTBALL THEORY**

2.0 Units

KIN 236 covers the theoretical foundations of the sport of softball. *Note:* KIN 236 is recommended for kinesiology majors. Lecture 2 hours. *Recommended Preparation:* Knowledge of Softball fundamentals. *Course Typically Offered:* Fall. *Transfer Credit:* CSU, UC, USC.

KOREAN**101
BEGINNING KOREAN I**

5.0 Units

KOREA 101 teaches the fundamentals of Korean grammar within a cultural context. 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, Hangul. *Note:* This course is not intended for students with oral proficiency or who have attended schools where Korean was the language of instruction. Lecture 5 hours. *Recommended Preparation:* Eligibility for ENGL 120 or ESL 151. *Course Typically Offered:* Fall. *Transfer Credit:* CSU, UC, USC.

**102
BEGINNING KOREAN II**

5.0 Units

KOREA 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, Hangul. Lecture 5 hours. *Prerequisite:* KOREA 101 or equivalent. *Course Typically Offered:* Spring. *Transfer Credit:* CSU, UC, USC.

LIBRARY**100
CRITICAL APPROACHES TO
INFORMATION RESEARCH**

3.0 Units

LIB 100 introduces students the effective use of library and non-library information resources and services in a variety of academic disciplines and professions. Students learn the core concepts of information retrieval and the essential techniques of organizing, presenting, evaluating, and analyzing information as well as how to properly attribute sources used. Topics include: information cycle and timeline; comparing, contrasting, and selecting library and open web resources; types and characteristics of information sources; effective information research planning; search techniques, evaluation criteria, and ethical use of information. This class enhances critical thinking and evaluation skills by using a variety of textual, graphical, visual, and audio (re)sources to assess how information is produced, consumed, and presented and teaches students how to assess sources for perspective, veracity, and authority in order to develop the ability to apply critical thinking practices to specific disciplinary contexts and information problems within the student's field of interest. *Note:* Students completing LIB 100, LIB 191, LIB 190 will receive a maximum of three units of credit. Lecture 3 hours. *Recommended Preparation:* ENGL 120 or ESL 151. *Transfer Credit:* CSU.

**190
INTRODUCTION TO BASIC
RESEARCH SKILLS**

1.0 Unit

LIB 190 introduces students to the skills of basic researching, including the effective use of library resources and services. Students learn fundamental techniques for locating, evaluating, and organizing information to be used in research papers, as well as how to correctly format source citations. Topics covered include: information cycle and timeline; comparing, contrasting, and selecting library and open web resources; types and characteristics of information sources; effective information research planning; search techniques, evaluation criteria, citation formatting, and plagiarism. *Note:* Students completing LIB 191, LIB 190 will receive a maximum of two units of credit. Lecture 1 hour. *Recommended Preparation:* Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU.

191 INTRODUCTION TO INFORMATION COMPETENCY

2.0 Units

LIB 191 is designed to teach and strengthen lifelong research and information competency skills by introducing students to the nature of research and the role of the library in the research process. Students learn the core concepts of information retrieval and essential techniques for finding, evaluating, analyzing, organizing, and presenting information. The topics covered include: using online catalogs to locate books and other library resources; developing research strategies; exercising critical thinking to evaluate information; applying critical and search techniques to electronic databases; understanding citation formats and using the internet as a research tool. Lecture/Demonstration 2 hours. *Recommended Preparation:* Eligibility for ENGL 101. *Transfer Credit:* CSU, UC.

LINGUISTICS

101 INTRODUCTION TO LANGUAGE AND LINGUISTICS

3.0 Units

LING 101 provides an introduction to the scientific study of language. The course provides examples from different languages and linguistic communities in order to determine the basic nature of human languages and the extent to which languages may differ. Linguistic concepts are introduced and discussed to encourage critical thinking as a way to understand language as a biological and social phenomenon. Areas of study include but are not limited to: phonetics, phonology, morphology, syntax, semantics, pragmatics, language acquisition, neuro-linguistics, and sociolinguistics. Lecture 3 hours. *Recommended Preparation:* Eligibility for ENGL 101. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC.

MACHINE TECHNOLOGY

101 MACHINE TECHNOLOGY I

3.0 Units

MACH 101 covers the fundamentals of the machinist trade. Instructions on the proper care and use of precision equipment are also included. Basic training utilizing lathes, milling machines, drill presses and grinders is emphasized. Lecture 1 hour/Laboratory 6 hours. *Prerequisite:* None. *Transfer Credit:* CSU.

102 MACHINE TECHNOLOGY II

5.0 Units

MACH 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:* MACH 101 or equivalent. *Transfer Credit:* CSU.

103 MACHINE TECHNOLOGY III

5.0 Units

MACH 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:* MACH 102 or equivalent. *Transfer Credit:* CSU.

104 MACHINE TECHNOLOGY IV

5.0 Units

MACH 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:* MACH 103 or equivalent. *Transfer Credit:* CSU.

107 MACHINE PRACTICE I

2.0 Units

NON-DEGREE APPLICABLE

MACH 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.

108 MACHINE PRACTICE II

2.0 Units

NON-DEGREE APPLICABLE

MACH 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:* MACH 107 or equivalent.

109 PRINCIPLES OF TOOL ENGINEERING

5.0 Units

MACH 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 tool room 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:* MACH 104 or equivalent. *Transfer Credit:* CSU.

110 PRINCIPLES OF NUMERICAL CONTROL

5.0 Units

MACH 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:* MACH 102 or equivalent. *Transfer Credit:* CSU.

111 PRINCIPLES OF NUMERICAL CONTROL

3.0 Units

MACH 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. *Note:* This course may not be taken for credit by students who have completed MACH 110. Lecture 3 hours. *Prerequisite:* MACH 101 or equivalent (MACH 101 may be taken concurrently.)

**112
MACHINE PRACTICE III**
1.0 Unit

MACH 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 hours. *Prerequisite:* MACH 107 or equivalent.

**113
INTERMEDIATE ENGINE LATHE
PROCESS**
2.0 Units**NON-DEGREE APPLICABLE**

MACH 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**
2.0 Units**NON-DEGREE APPLICABLE**

MACH 114 is a course that provides specialized training on the vertical mill. Building on the basic processes, this class develops skills working on vises, fixturing, angular milling, end mills, shell mills, fly cutting, radius cutting, and undercutting. Lecture 1 hour/Laboratory 3 hours. *Prerequisite:* None.

MASS COMMUNICATIONS**101
INTRODUCTION TO MASS
COMMUNICATIONS**
3.0 Units

MCOMM 101 is a survey course that examines mass communication and its interrelationships with society in the digital age. This introductory course explores the history, institutions, and social impact of mass communication media, including the Internet and social media, print, photography, recordings, film, television, computers, and the role of advertising and public relations. The course includes discussion of theories and effects, economics, technology, law and ethics, global media, media literacy, and social issues, including gender and cultural diversity. Special attention is given to the impact of mass media on how we live and believe as individuals and as a society. Lecture 3 hours. *Recommended Preparation:* Eligibility for ENGL 101. *Course Typically Offered:* Winter/Spring/Summer/Fall. *Transfer Credit:* CSU, UC, USC. (C-ID JOUR 100)

**120
INTRODUCTION TO PUBLIC
RELATIONS**
3.0 Units

MCOMM 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. *Course Typically Offered:* Spring. *Transfer Credit:* CSU.

MATERIALS & PROCESSES**146
MATERIALS AND PROCESSES**
3.0 Units

MAT P 146 is a study of the manufacture and properties of ferrous and non-ferrous alloys, ceramic products, wood, cements, plastics, fuels, glass, concrete, rubber, etc. Their uses, adaptability, and limitations in industry are studied. Current methods of manufacture and technique are covered. The course covers testing of materials by the destructive and nondestructive methods and the physical properties of materials. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU.

MATHEMATICS

All students who have not taken a Mathematics course at Glendale College are required to complete the mathematics placement process before enrolling in any mathematics course except MATH 190. Contact your counselor for additional information.

**15
FOUNDATIONS OF ALGEBRA**
4.0 Units

MATH 15 is a one-semester course leading to Intermediate Algebra for BSTEM (MATH 90) or Intermediate Algebra and Pre-Statistics (MATH 30). MATH 15 includes the fundamental processes of arithmetic, pre-algebra, and selected topics from algebra. It is designed to develop skills in computation using signed numbers, fractions, decimals, and percents. Rules of exponents, first-degree equations, fundamental facts about geometry, solutions to linear equations, algebraic manipulations, exponents, polynomials, graphing linear equations, solving linear systems, and factoring are also included. *Note:* This course may not be taken for credit by students who have completed MATH 144, 145, 245A or 245B. A maximum of 7 units will be granted for MATH 15 and any of the following courses: MATH 155, 255A, 255B, 255C, or 255D. Lecture 3 hours/Laboratory 3 hours. *Prerequisite:* None.

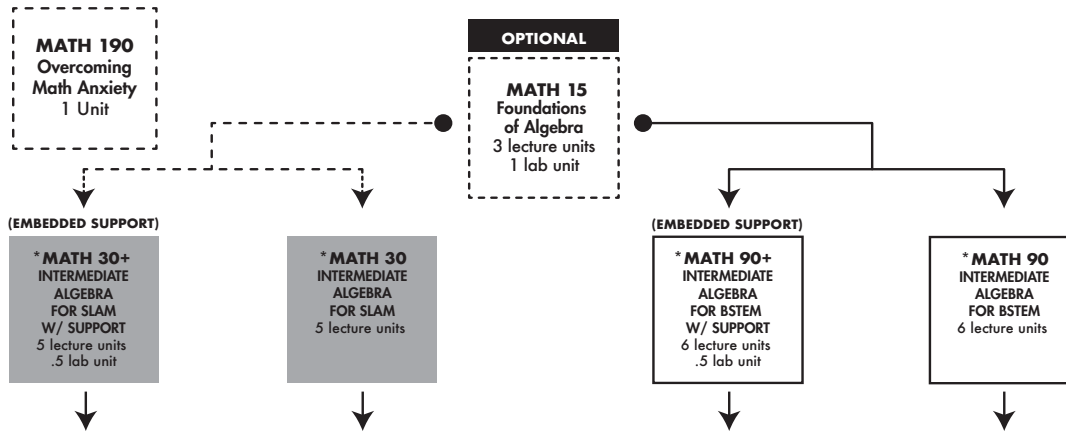
**30
INTERMEDIATE ALGEBRA AND
PRE-STATISTICS**
5.0 Units

MATH 30 is a one-semester course leading to transfer-level Statistics (MATH 136), Finite Mathematics (MATH 133), Liberal Arts Mathematics (MATH 135), and Math for Elementary Teachers I (MATH 138). Topics include curve plotting, linear equations and inequalities, radicals, functions, exponential and logarithmic functions, descriptive statistics, graphical and numerical statistics for quantitative and categorical data, modeling bivariate data with linear, exponential, and logarithmic functions, introductory set theory, and introductory probability. *Note:* This course may not be taken for credit by students who have completed MATH 130 or 131. A maximum of 6 units will be granted for MATH 30 and any of the following courses: MATH 146, 246A, or 246B, or a maximum of 7 units will be granted for MATH 30 and any of the following courses: MATH 101, 120, 220A or 220B, or a maximum of 5 units will be granted for MATH 30 and any of the following courses: MATH 119, 219A, 219B or 219C. Lecture 5 hours. *Prerequisite:* Placement is based on a academic background or satisfactory completion of MATH 15.

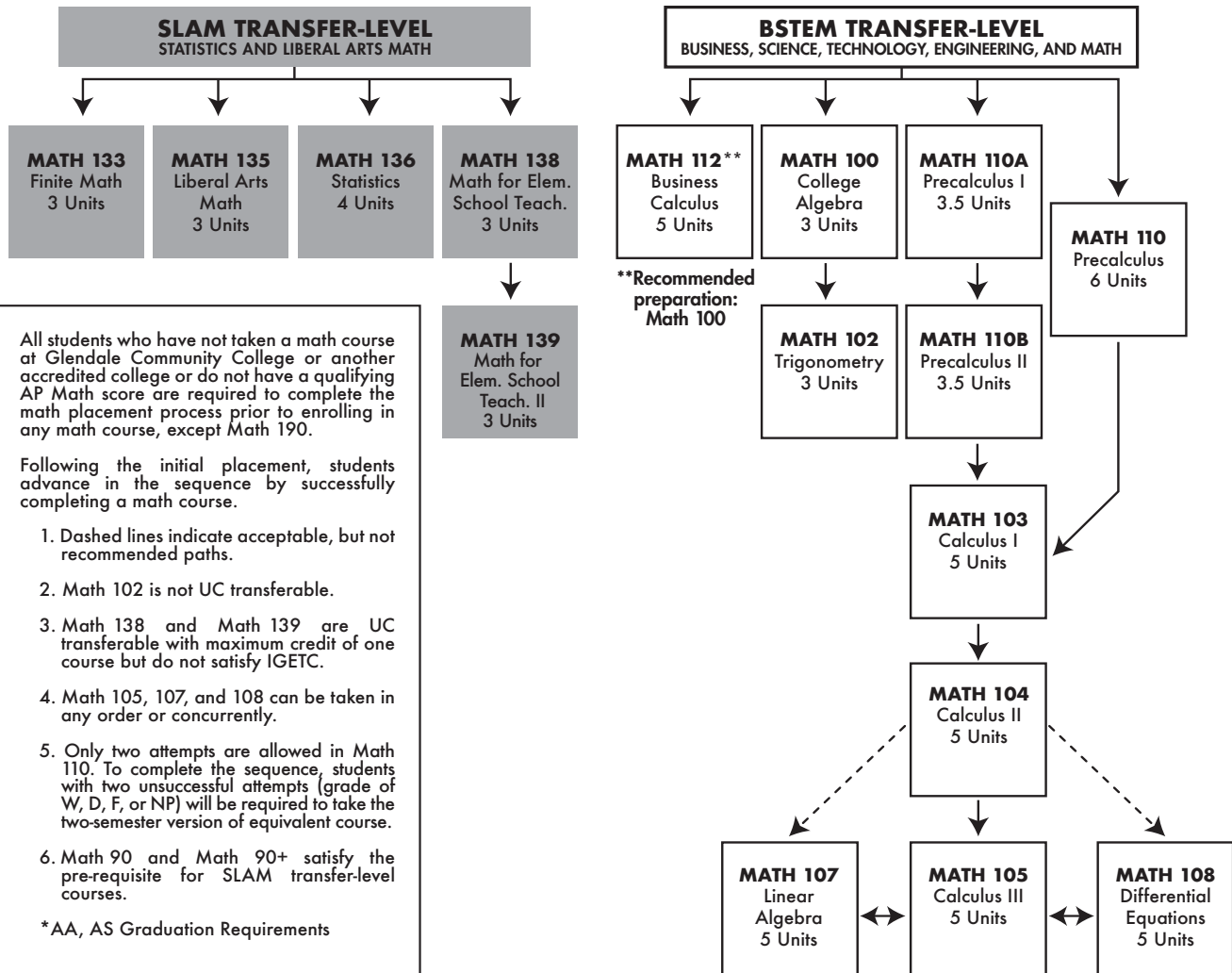
**30+
INTERMEDIATE ALGEBRA AND
PRE-STATISTICS WITH SUPPORT**
5.5 Units

MATH 30+ is a one-semester course with a built-in support lab component leading to transfer-level Statistics (MATH 136), Finite Mathematics (MATH 133), Liberal Arts Mathematics (MATH 135), and Math for Elementary Teachers I (MATH 138). Topics include curve plotting, linear equations and inequalities, radicals, functions, exponential and logarithmic functions, descriptive statistics, graphical and numerical statistics for quantitative and categorical data, modeling bivariate data with linear, exponential, and logarithmic functions, introductory set theory, and introductory probability. *Note:* This course may not be taken for credit by students who have completed MATH 30, 130 or 131. A maximum of 6 units will be granted for MATH 30+ and any of the following courses: MATH 146, 246A, or 246B, or a maximum of 7 units will be granted for MATH 30+ and any of the following courses: MATH 101, 120, 220A or 220B, or a maximum of 5.5 units will be granted for MATH 30+ and any of the following courses: MATH 119, 219A, 219B or 219C. Lecture 5 hours/Laboratory 2.5 hours. *Prerequisite:* Placement is based on a academic background or satisfactory completion of MATH 15.

GLENDALE COMMUNITY COLLEGE MATH SEQUENCE CHART



The courses below are all transfer-level math courses. Check with your counselor to see what is required by your target four-year school for your degree program. Up-to-date UC and CSU transferability information can be found online at www.assist.org



All students who have not taken a math course at Glendale Community College or another accredited college or do not have a qualifying AP Math score are required to complete the math placement process 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.

1. Dashed lines indicate acceptable, but not recommended paths.
2. Math 102 is not UC transferable.
3. Math 138 and Math 139 are UC transferable with maximum credit of one course but do not satisfy IGETC.
4. Math 105, 107, and 108 can be taken in any order or concurrently.
5. Only two attempts are allowed in Math 110. To complete the sequence, students with two unsuccessful attempts (grade of W, D, F, or NP) will be required to take the two-semester version of equivalent course.
6. Math 90 and Math 90+ satisfy the pre-requisite for SLAM transfer-level courses.

*AA, AS Graduation Requirements

UPDATED MARCH 2019

**90
INTERMEDIATE ALGEBRA FOR
BSTEM**

6.0 Units

MATH 90 is a one-semester Intermediate Algebra course intended to prepare students for algebra-intensive transfer courses (i.e. Precalculus, Business Calculus, or College Algebra). Topics include fundamental laws, curve plotting, linear equations, fractional exponents, quadratic equations and inequalities, radical and rational expressions and equations, factoring, functions and inverse functions, algebra of functions, graphs of functions, systems of linear and nonlinear equations and inequalities, and exponential and logarithmic functions. MATH 90 is intended for students who plan to major in BSTEM (business, science, technology, engineering and math). *Note:* This course may not be taken for credit by students who have completed MATH 101, 118, 120, 220A, 220B or 220S. A maximum of 6 units will be granted for MATH 90 and any of the following courses: MATH 119, 219A, 219B, 219C, 146, 246A, or 246B. A maximum of 8 units will be granted for MATH 90 and either of the following: MATH 130 or 131. Lecture 6 hours. *Prerequisite:* Placement is based on a academic background or satisfactory completion of MATH 15.

**90+
INTERMEDIATE ALGEBRA FOR
BSTEM WITH SUPPORT**

6.5 Units

MATH 90+ is a one-semester Intermediate Algebra course with a built-in support lab component intended to prepare students for algebra-intensive transfer courses (i.e. Precalculus, Business Calculus, or College Algebra). Topics include fundamental laws, curve plotting, linear equations, fractional exponents, quadratic equations and inequalities, radical and rational expressions and equations, factoring, functions and inverse functions, algebra of functions, graphs of functions, systems of linear and nonlinear equations and inequalities, and exponential and logarithmic functions. MATH 90+ is intended for students who plan to major in BSTEM (business, science, technology, engineering and math). *Note:* This course may not be taken for credit by students who have completed MATH 101, 118, 120, 220A, 220B or 220S. A maximum of 6 units will be granted for MATH 90 and any of the following courses: MATH 119, 219A, 219B, 219C, 146, 246A, or 246B. A maximum of 8 units will be granted for MATH 90 and either of the following: MATH 130 or 131. Lecture 6 hours/Laboratory 2.5 hours. *Prerequisite:* Placement is based on a academic background or satisfactory completion of MATH 15.

**100
COLLEGE ALGEBRA**

4.0 Units

MATH 100 is a college (transfer) level course in algebra. Topics include functions and their inverses, transformations of functions, first and second degree equations and inequalities, logarithmic and exponential equations, graphs of linear and quadratic functions, conic sections, polynomial functions, exponential functions, logarithmic functions, real world Science, Technology, Engineering, and Mathematics (STEM) applications, remainder and factor theorems, properties and applications of complex numbers, systems of equations, matrix solutions, and sequences and series. *Note:* A maximum of 6 units may be earned from any combination of MATH 100, 102, 110, 110A and 110B. No credit will be given to students who have passed MATH 110A. Lecture 4 hours. *Prerequisite:* Placement is based on a composite of test scores and academic background or satisfactory completion of MATH 101, or 120, or MATH 220B. *Course Typically Offered:* Winter/Spring/Summer/Fall. *Transfer Credit:* CSU, UC, USC. (C-ID MATH 151)

**101
INTERMEDIATE ALGEBRA FOR
STEM**

5.0 Units

MATH 101 is an accelerated course of Intermediate Algebra. Topics include fundamental laws, curve plotting, linear equations, fractional exponents, quadratic equations and inequalities, arithmetic and geometric sequences and series, the binomial theorem, radical and rational expressions and equations, conic sections, factoring, functions and inverse functions, algebra of functions, graphs of functions, systems of linear and nonlinear equations and inequalities, Cramer's Rule, and exponential and logarithmic functions. This course is the equivalent of Algebra II as traditionally taught in one year of secondary school. This course is preparation for students entering college algebra, precalculus or business calculus. *Note:* Students with two unsuccessful attempts in MATH 101 (with a grade of W, D, F, or NP) who plan to complete Intermediate Algebra will be required to take the MATH 119/219 and 120/220 sequence. Students who have completed MATH 120 or 220B may not take this course for credit. A maximum of 5 units will be granted to MATH 101, 119, 120, 219A, 219B, 219C, 220A, and 220B. A maximum of 7 units will be granted for MATH 101 and 131. A maximum of 9 units will be granted for MATH 101 and 130. Lecture 5 hours. *Prerequisite:* Placement is based on a composite of test scores and academic background or MATH 141 or 146 or 246B or 2 units of MATH 246.

**102
TRIGONOMETRY**

3.0 Units

MATH 102 is a course in plane trigonometry with a review of geometry. The course emphasizes the analytic aspects of the subject. Topics include properties of geometric figures, trigonometric functions of any angle, trigonometric identities, half-angles, trigonometric equations, applications of trigonometric functions, functions, complex numbers, and polar and parametric equations. *Note:* A maximum of 6 units may be earned from any combination of MATH 100, MATH 102, and MATH 110. Lecture 4 hours. *Prerequisite:* MATH 100. *Transfer Credit:* CSU.

**103
CALCULUS AND ANALYTIC
GEOMETRY**

5.0 Units

MATH 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 MATH 110 or MATH 110B, or both MATH 100 (prior to Fall 2016) and MATH 102 (prior to Spring 2017). *Transfer Credit:* CSU, UC, USC. (C-ID MATH 211)

**103E
CALCULUS AND ANALYTIC
GEOMETRY**

5.0 Units

MATH 103E 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. The calculus of inverse functions and transcendental functions as well as applications of differentiation is also covered. Lecture 5 hours. *Prerequisite:* MATH 110 or 110B. *Course Typically Offered:* Winter/Spring/Summer/Fall. *Transfer Credit:* CSU, UC.

**103EH
HONORS CALCULUS AND
ANALYTIC GEOMETRY**

5.0 Units

MATH 103EH 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. The calculus of inverse functions and transcendental functions as well as applications of differentiation is also covered. The honors section of this course features more theory and proof, and one or more projects related to the topics of the course. Lecture 5 hours. *Prerequisite:* MATH 110 or 110B. *Course Typically Offered:* Fall/Spring *Transfer Credit:* CSU, UC.

**103H
HONORS CALCULUS AND
ANALYTIC GEOMETRY**

5.0 Units

MATH 103H 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. The honors section of this course features more theory and proof, and one or more projects related to the topics of the course. Lecture 5 hours. *Prerequisite:* Placement is based on a composite of test scores and academic background or satisfactory completion of MATH 110 or MATH 110B, or both MATH 100 (prior to Fall 2016) and MATH 102 (prior to Spring 2017). *Transfer Credit:* CSU, UC, USC. (C-ID MATH 211)

**104
CALCULUS AND ANALYTIC
GEOMETRY**

5.0 Units

MATH 104 is a study of the calculus of inverse functions, transcendental functions, techniques of integration, indeterminate forms, applications of integration, differential equations, parametric equations, polar coordinates, conic sections, and infinite sequences and series. Lecture 5 hours. *Prerequisite:* Placement is based on a composite of test scores and academic background or satisfactory completion of MATH 103. *Course Typically Offered:* Winter/Spring/Summer/Fall. *Transfer Credit:* CSU, UC, USC. (C-ID MATH 221)

**104E
CALCULUS AND ANALYTIC
GEOMETRY**

5.0 Units

MATH 104E is a study of techniques of integration, indeterminate forms, applications of integration, differential equations, the calculus of parametric equations, polar coordinates, and conic sections, and the study of infinite sequences and series. Lecture 5 hours. *Prerequisite:* MATH 103E. *Transfer Credit:* CSU, UC.

**104EH
HONORS CALCULUS AND
ANALYTIC GEOMETRY**

5.0 Units

MATH 104EH is a study of techniques of integration, indeterminate forms, applications of integration, differential equations, the calculus of parametric equations, polar coordinates, and conic sections, and the study of infinite sequences and series. The honors section of this course features more theory and proof, and one or more projects related to the topics of the course. Lecture 5 hours. *Prerequisite:* MATH 103E. *Transfer Credit:* CSU, UC.

**104H
HONORS CALCULUS AND
ANALYTIC GEOMETRY**

5.0 Units

MATH 104H is a study of the calculus of inverse functions, transcendental functions, techniques of integration, indeterminate forms, applications of integration, differential equations, parametric equations, polar coordinates, conic sections, and infinite sequences and series. The honors section of this course features more theory and proof, and one or more projects related to the topics of the course. Lecture 5 hours. *Prerequisite:* Placement is based on a composite of test scores and academic background or satisfactory completion of MATH 103. *Transfer Credit:* CSU, UC, USC. (C-ID MATH 221)

**105
MULTIVARIABLE AND VECTOR
CALCULUS**

5.0 Units

MATH 105 is a course in vector calculus. Topics covered include vector functions, vector differentiation, parametric equations, vectors in two, three, and higher dimensional space, multiple integration, and an introduction to vector analysis including divergence, curl, Green's and Stokes' Theorems. Lecture 5 hours. *Prerequisite:* MATH 104. *Course Typically Offered:* Winter/Spring/Summer/Fall. *Transfer Credit:* CSU, UC, USC. (C-ID MATH 230)

**105H
HONORS MULTIVARIABLE AND
VECTOR CALCULUS**

5.0 Units

MATH 105H is a course in vector calculus. Topics covered include vector functions, vector differentiation, parametric equations, vectors in two, three, and higher dimensional space, multiple integration, and an introduction to vector analysis including divergence, curl, Green's and Stokes' Theorems. The honors section of this course features more theory and proof, and one or more projects related to the topics of the course. Lecture 5 hours. *Prerequisite:* MATH 104. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC. (C-ID MATH 230)

**107
LINEAR ALGEBRA**

5.0 Units

MATH 107 covers the topics of vector spaces, linear transformations and matrices, matrix algebra, determinants, eigenvalues and eigenvectors, and solutions of systems of equations. Solution techniques include row operations, Gaussian elimination and matrix algebra. Specific topics in vector spaces and matrix theory include inner products, norms, orthogonality, eigenvalues, eigenspaces, linear transformations and applications. Lecture 5 hours. *Prerequisite:* MATH 104. *Recommended Preparation:* MATH 105. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC.

**107H
HONORS LINEAR ALGEBRA**

5.0 Units

MATH 107H covers the topics of vector spaces, linear transformations and matrices, matrix algebra, determinants, eigenvalues and eigenvectors, and solutions of systems of equations. Solution techniques include row operations, Gaussian elimination and matrix algebra. Specific topics in vector spaces and matrix theory include inner products, norms, orthogonality, eigenvalues, eigenspaces, linear transformations and applications. The honors section of this course features more theory and proof, and one or more projects related to the topics of this course. Lecture 5 hours. *Prerequisite:* MATH 104. *Recommended Preparation:* MATH 105. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC. (C-ID MATH 250)

**108
ORDINARY DIFFERENTIAL
EQUATIONS**

5.0 Units

MATH 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 nonhomogeneous linear systems are also covered. Applications are drawn from the physical sciences. Lecture 5 hours. *Prerequisite:* MATH 104. *Recommended Preparation:* MATH 105. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC. (C-ID MATH 240)

**108H
HONORS ORDINARY DIFFERENTIAL
EQUATIONS**

5.0 Units

MATH 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 nonhomogeneous linear systems are also covered. Applications are drawn from the physical sciences. The honors section of this course features more theory and proof, and one or more projects related to the topics of this course. Lecture 5 hours. *Prerequisite:* MATH 104. *Recommended Preparation:* MATH 105. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC. (C-ID MATH 240)

**110
PRECALCULUS**

6.0 Units

MATH 110 is an accelerated precalculus course which prepares students for calculus. Topics include polynomial, absolute value, radical, rational, exponential, logarithmic, and trigonometric functions and their graphs, inverses, zeroes and applications. Inequalities, trigonometric identities, conic sections, polar equations, parametric equations, systems of equations and mathematical induction are also covered. Lecture 6 hours. *Prerequisite:* Placement is based on a composite of test scores and academic background or satisfactory completion of MATH 101 or MATH 120 or MATH 220B. *Course Typically Offered:* Spring/Summer/Fall. *Transfer Credit:* CSU, UC, USC.

**110A
PRECALCULUS I**

3.5 Units

MATH 110A is the first of two courses that prepares students for calculus. Topics include first and second-degree equations and inequalities, the study of functions and their graphs (polynomial, absolute value, radical, rational, exponential, logarithmic), and remainder and factor theorems. Additional topics include a review of geometry, followed by an introduction to trigonometric functions, solving right triangles, elementary trigonometric identities, inverse trigonometric functions, and solving triangles using the Laws of Sines and the Law of Cosines. **Note:** A maximum of 3 units may be earned from the combination of MATH 110A and MATH 100. No credit will be given for MATH 110A if a student has successfully completed MATH 110 or MATH 100 and MATH 102. Lecture 3 hours/Laboratory 1.5 hour. *Prerequisite:* MATH 101 or MATH 120 or MATH 220B. *Course Typically Offered:* Winter/Spring/Summer/Fall. *Transfer Credit:* CSU, UC, USC.

**110B
PRECALCULUS II**

3.5 Units

MATH 110B is the second of two courses that prepares students for calculus. Topics include the study of trigonometric functions, their inverses and their graphs, identities and their proofs, trigonometric equations, and graphs of polar equations. Additional topics include complex numbers, graphs of parametric equations and conic sections, linear and nonlinear systems of equations, the binomial theorem, partial fraction decomposition, introduction to vectors, and mathematical induction. **Note:** No credit will be given for MATH 110B if a student has successfully completed MATH 110 or MATH 100 and MATH 102. Lecture 3 hours/Laboratory 1.5 hour. *Prerequisite:* MATH 110A. *Course Typically Offered:* Winter/Spring/Summer/Fall. *Transfer Credit:* CSU, UC, USC. (MATH 110A&B C-ID MATH 211)

**112
CALCULUS FOR BUSINESS**

5.0 Units

MATH 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 MATH 118, MATH 101, or MATH 120, or MATH 220B. *Recommended Preparation:* MATH 100. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC. (C-ID MATH 140)

**118
ELEMENTARY AND INTERMEDIATE
ALGEBRA FOR STEM**

6.0 Units

MATH 118 is an accelerated course combining the second half of Elementary Algebra with Intermediate Algebra. Topics include fundamental laws, linear and absolute value equations and inequalities, systems of linear and nonlinear equations and inequalities, Cramer's Rule, factoring, quadratic equations and inequalities, fractional exponents, radical and rational expressions and equations, functions and inverse functions, algebra of functions, curve plotting, graphs of functions, exponential and logarithmic functions, conic sections, arithmetic and geometric sequences and series, the binomial theorem. This course is preparation primarily for students entering college algebra, precalculus, or business calculus. **Note:** This course may not be taken for credit by students who have completed MATH 101, 120, or 220B. A maximum of 6 units of credit will be granted for Mathematics 118, 146, 246A, and 246B. A maximum of 7 units will be granted for MATH 118 and 131, OR a maximum of 9 units will be granted for MATH 118 and 130. Lecture 5 hours/Laboratory 3 hours. *Prerequisite:* Placement is based on satisfactory completion of MATH 144, MATH 145, or MATH 245B.

**119
INTERMEDIATE ALGEBRA I FOR
STEM**

3.0 Units

MATH 119 is the first course of a two-semester sequence of Intermediate Algebra. Topics include: fundamental laws, curve plotting, linear equations, fractional exponents, radical and rational expressions and equations, factoring, functions, Cramer's rule, algebra of functions, graphs of functions, and systems of linear equations and inequalities. This course is equivalent to the first part of MATH 101. *Note:* This course may not be taken for credit by students who have completed MATH 101, 131, or 219C. A maximum of 3 units will be granted for MATH 119, 219A, 219B, and 219C. A maximum of 5 units will be granted for MATH 119 and MATH 101, 131, 219A, 219B, 219C, 220A, and 220B. Lecture 2 hours/Laboratory 3 hours. *Prerequisite:* Placement is based on a composite of test scores and academic background or satisfactory completion of MATH 141, MATH 146, or MATH 246B.

**120
INTERMEDIATE ALGEBRA II FOR
STEM**

2.0 Units

MATH 120 is the second course of a two-semester sequence of Intermediate Algebra. Topics include quadratic equations and inequalities, arithmetic and geometric sequences and series, the binomial theorem, conic sections, inverse functions, graphs of functions, systems of nonlinear equations and inequalities, and exponential and logarithmic functions. This course is equivalent to the second part of MATH 101. This course is preparation for students entering college algebra, precalculus, or business calculus. *Note:* This course may not be taken for credit by students who have completed MATH 101 or 220A and 220B. A maximum of 5 units will be granted for MATH 101, 119, 120, 219A, 219B, 219C, 220A, and 220B. A maximum of 7 units will be granted for MATH 120, 220A, 220B, and 131. A maximum of 9 units will be granted for MATH 119 and 120 AND MATH 130. Lecture 1 hour/Laboratory 3 hours. *Prerequisite:* Placement is based on satisfactory completion of MATH 119 or MATH 219C.

**130
ELEMENTARY & INTERMEDIATE
ALGEBRA FOR STATISTICS**

6.0 Units

MATH 130 is a one-semester course leading to transfer-level Statistics (MATH 136), Finite Mathematics (MATH 133), Liberal Arts Mathematics (MATH 135), and Math for Elementary Teachers I (MATH 138). Topics include curve plotting, linear equations and inequalities, radicals, functions and inverse functions, systems of linear equations, exponential and logarithmic functions, factoring, rational expressions, roots and radicals, quadratic equations, descriptive statistics, graphical and numerical statistics for quantitative and categorical data, modeling bivariate data with linear functions, introductory set theory, and introductory probability. *Note:* This course is designed for non-STEM students who are not majoring in science, technology, engineering, mathematics, or business. This course may not be taken for credit by students who have completed MATH 131. A maximum of 6 units will be granted for MATH 130 and 141, 146, 119, or 219, or a maximum of 8 units will be granted for MATH 130 and 101, 120, or 220. Lecture 5 hours/Laboratory 3 hours. *Prerequisite:* Satisfactory completion of MATH 144, MATH 145, or 2 units of MATH 245.

**131
INTERMEDIATE ALGEBRA FOR
STATISTICS**

5.0 Units

MATH 131 is a one-semester course leading to transfer-level Statistics (MATH 136), Finite Mathematics (MATH 133), Liberal Arts Mathematics (MATH 135), and Math for Elementary Teachers I (MATH 138). Topics include curve plotting, linear equations and inequalities, radicals, functions and inverse functions, systems of linear equations, exponential and logarithmic functions, descriptive statistics, graphical and numerical statistics for quantitative and categorical data, modeling bivariate data with linear functions, introductory set theory, and introductory probability. *Note:* This course is designed for non-STEM students who are not majoring in science, technology, engineering, mathematics, or business. A maximum of 5 units will be granted for MATH 131 and 119 or 219, or a maximum of 7 units will be granted for MATH 131 and 101, 120, or 220. No more than 7 units total will be granted. Lecture 5 hours. *Prerequisite:* Placement is based on a composite of test scores and academic background or MATH 141 or 146 or 246B or 2 units of MATH 246.

**133
FINITE MATHEMATICS**

3.0 Units

MATH 133 is a one-semester course in mathematics for business, management, and social science majors. Topics in this course include systems of equations, matrices, probability with an introduction to statistics, Markov chains, and game theory. Lecture 3 hours. *Prerequisite:* Placement is based on a composite of test scores and academic background or MATH 101, 120, 131, 220B or 2 units of MATH 220. *Transfer Credit:* CSU, UC, USC.

**135
LIBERAL ARTS MATHEMATICS**

3.0 Units

MATH 135 is a one-semester course designed for liberal arts majors. Topics in this course include probability, statistical inference, voting systems and how to measure power, game theory, and apportionment. Lecture 3 hours. *Prerequisite:* Placement is based on a composite of test scores and academic background or satisfactory completion of MATH 101, 120, 130, 131, or MATH 220B. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC.

**136
STATISTICS**

4.0 Units

MATH 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 will be placed on the application of statistical concepts to real world data, development of statistical reasoning, and the interpretation of results. Lecture 4 hours. *Prerequisite:* Placement is based on a composite of test scores and academic background or satisfactory completion of MATH 101, 120, 130, 131, or MATH 220B. *Course Typically Offered:* Winter/Spring/Summer/Fall. *Transfer Credit:* CSU, UC, USC. (C-ID MATH 110)

**136H
HONORS STATISTICS**
4.0 Units

MATH 136H 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 to real world data, development of statistical reasoning, and the interpretation of results. The honors section of this course features more in depth theory and one or more projects related to the topics of the course. Lecture 4 hours. *Prerequisite:* Placement is based on a composite of test scores and academic background or satisfactory completion of MATH 101, 120, 130, 131, or MATH 220B. Course Typically Offered: Spring/Fall. *Transfer Credit:* CSU, UC.

**138
MATHEMATICS FOR ELEMENTARY
TEACHERS I**
3.0 Units

MATH 138 is designed for prospective elementary school teachers. Topics in this course include: problem-solving techniques, set operations, functions, number theory, ratio, proportion, and percent. Lecture 3 hours. *Prerequisite:* Placement is based on a composite of test scores and academic background or satisfactory completion of MATH 101, 120, 130, 131, or MATH 220B. *Course Typically Offered:* Spring. *Transfer Credit:* CSU, UC.

**139
MATHEMATICS FOR ELEMENTARY
TEACHERS II**
3.0 Units

MATH 139 is a continuation of MATH 138. It is a second-semester course designed for prospective elementary teachers. Topics include: statistics, probability, and geometry. Geometry topics include: geometric shapes, measurement, triangle congruence and similarity, coordinate plane, and transformations. Lecture 3 hours. *Prerequisite:* MATH 138. *Transfer Credit:* CSU, UC.

**141
ELEMENTARY ALGEBRA**
4.0 Units

NON-DEGREE APPLICABLE

MATH 141 is an accelerated course in the fundamental operations of algebra. The course focuses on solutions of linear and quadratic equations, algebraic operations, factoring, rational expressions, exponents and radicals, systems of linear equations and graphing linear and quadratic equations. This course is the equivalent of the traditional first year of algebra in secondary school and is designed for students to review their algebra. *Note:* Students with two unsuccessful attempts in MATH 141 (with a grade of W, D, F, or NP) who plan to complete Elementary Algebra will be required to take the MATH 145/245 and 146/246 sequence. This course may not be taken for credit by students who have completed MATH 146 or 246B. A maximum of 4 units will be granted for MATH 141, 145, 146, 245A, 245B, 246A, and 246B. A maximum of 8 units will be granted for Math 141 and 144. Lecture 3.5 hours/Laboratory 1.5 hours. *Prerequisite:* Placement is based on a composite of test scores and academic background or satisfactory completion of MATH 145 or MATH 245B.

**144
ALGEBRA BASICS**
6.0 Units

NON-DEGREE APPLICABLE

MATH 144 is a basic skills course designed to prepare students for their first course in algebra. It includes the fundamental processes of arithmetic, pre-algebra, and fundamental operations of algebra normally included in the first semester of a year course taught in secondary school. It is designed to develop skill in computation using whole numbers, signed numbers, fractions, decimals, percents, and properties of the decimal number system. Rules of exponents, first-degree equations, fundamental facts about geometry, solutions to linear equations, algebraic manipulations, exponents, polynomials, graphing linear equations, and solving linear systems are also included. This course is designed for students who have studied algebra for less than one year or have not studied algebra recently. *Note:* This course may not be taken for credit by students who have completed MATH 141, 145, or 245B. A maximum of 6 units will be granted for MATH 144 and any of the following courses: MATH 155, 255A, 255B, 255C, 255D, 245A, or 245B. Lecture 5 hours/Laboratory 3 hours. *Prerequisite:* Placement is based on a composite of test scores and academic background.

**145
ELEMENTARY ALGEBRA I**
2.0 Units

NON-DEGREE APPLICABLE

MATH 145 is designed to cover the fundamental operations of algebra normally included in the first semester of a year course taught in secondary school, and includes signed numbers, solutions to linear equations, algebraic manipulations, exponents, polynomials, graphing linear equations, and solving linear systems. This course is designed for students who have studied algebra for less than one year or have not studied algebra recently. *Note:* This course may not be taken for credit by students who have completed MATH 141, 144, or 245B. A maximum of 2 units of credit will be granted for MATH 145, and 245A and 245B. Lecture 1 hour/Laboratory 3 hours. *Prerequisite:* Placement is based on a composite of test scores and academic background or satisfactory completion of MATH 155 or MATH 255D. *Course Typically Offered:* Winter/Spring/Summer/Fall.

**146
ELEMENTARY ALGEBRA II**
2.0 Units

NON-DEGREE APPLICABLE

MATH 146 is a continuation of Mathematics 145 and completes the topics traditionally covered in the first year of algebra in secondary school. This course covers the fundamental operations of algebra including factoring, rational expressions, roots and radicals, and quadratic equations. *Note:* This course may not be taken for credit by students who have completed MATH 141 or MATH 246B. A maximum of 4 units of credit will be granted for MATH 141, MATH 145, MATH 146, MATH 245A, MATH 245B, MATH 246A and MATH 246B. Lecture 1 hour/Laboratory 3 hours. *Prerequisite:* Satisfactory completion of MATH 145, MATH 245B or MATH 144. *Course Typically Offered:* Winter/Spring/Summer/Fall.

155
ARITHMETIC AND PREALGEBRA
4.0 Units

NON-DEGREE APPLICABLE

MATH 155 is a basic skills course designed to prepare students for their first course in algebra. It includes the fundamental processes of arithmetic and pre-algebra. 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. *Note:* This course may not be taken for credit by students who have completed MATH 255B or 144. A maximum of 4 units may be earned from any combination of MATH 255A, 255B, 255C, 255D, and 155. *Note:* This course is Pass/No Pass only. Lecture 3.5 hours/Laboratory 1.5 hours. *Prerequisite:* Placement is based on a composite of test scores and academic background. *Course Typically Offered:* Winter/Spring/Summer/Fall.

190
OVERCOMING MATH ANXIETY
1.0 Unit

NON-DEGREE APPLICABLE

MATH 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 myths, stereotypes, improving attitudes, learning styles, proper placement in classes, problem-solving skills, study skills, note-taking skills, test-taking strategies and stress reduction techniques all specifically tailored for Mathematics. Mathematical recreations, tricks and history may be incorporated into the course. *Note:* There is no Mathematics prerequisite for this course. *Note:* This course is Pass/No Pass only. Lecture 1 hour. *Prerequisite:* None. *Course Typically Offered:* Fall/Spring.

219A
INTERMEDIATE ALGEBRA I
1.0 Unit

MATH 219A is the first part of a self-paced multimedia course. MATH 219ABC collectively is equivalent to the first course of a two-semester sequence of Intermediate Algebra. Topics include fundamental laws, curve plotting, linear equations, fractional exponents, radical and rational expressions and equations, factoring, functions, Cramer's rule, algebra of functions, graphs of functions, systems of linear equations and inequalities. MATH 219ABC collectively is equivalent to MATH 119. *Note:* This course may not be taken for credit by students who have completed MATH 101 or 119. A maximum of 3 units of credit will be granted for MATH 119 and 219. Laboratory 6 hours. *Prerequisite:* Placement is based on a composite of test scores and academic background or MATH 141 or 146 or 246B or 2 units of MATH 246. *Course Typically Offered:* Winter/Spring/Summer/Fall.

219B
INTERMEDIATE ALGEBRA I
1.0 Unit

MATH 219B is the second part of a self-paced multimedia course. MATH 219ABC collectively is equivalent to the first course of a two-semester sequence of Intermediate Algebra. Topics include fundamental laws, curve plotting, linear equations, fractional exponents, radical and rational expressions and equations, factoring, functions, Cramer's rule, algebra of functions, graphs of functions, systems of linear equations and inequalities. MATH 219ABC collectively is equivalent to MATH 119. *Note:* This course may not be taken for credit by students who have completed MATH 101 or 119. A maximum of 3 units of credit will be granted for MATH 119 and 219. Laboratory 6 hours. *Prerequisite:* MATH 219A or 1 unit of MATH 219. *Course Typically Offered:* Winter/Spring/Summer/Fall.

219C
INTERMEDIATE ALGEBRA I
1.0 Unit

MATH 219C is the third part of a self-paced multimedia course. MATH 219ABC collectively is equivalent to the first course of a two-semester sequence of Intermediate Algebra. Topics include fundamental laws, curve plotting, linear equations, fractional exponents, radical and rational expressions and equations, factoring, functions, Cramer's rule, algebra of functions, graphs of functions, systems of linear equations and inequalities. MATH 219ABC collectively is equivalent to MATH 119. *Note:* This course may not be taken for credit by students who have completed MATH 101 or 119. A maximum of 3 units of credit will be granted for MATH 119 and 219. Laboratory 6 hours. *Prerequisite:* MATH 219B or 2 units of MATH 219. *Course Typically Offered:* Winter/Spring/Summer/Fall.

220A
INTERMEDIATE ALGEBRA II
1.0 Unit

MATH 220A is the first part of a self-paced multimedia course. MATH 220AB collectively is equivalent to the second course of a two-semester sequence of Intermediate Algebra. Topics include quadratic equations and inequalities, arithmetic and geometric sequences and series, the binomial theorem, conic sections, inverse functions, graphs of functions, systems of nonlinear equations and inequalities, and exponential and logarithmic functions. MATH 220AB collectively is equivalent to MATH 120. *Note:* This course may not be taken for credit by students who have completed MATH 101 or 120. A maximum of 5 units of credit will be granted for MATH 101, 119, 120, 219, and 220. Laboratory 6 hours. *Prerequisite:* MATH 119 or 219C or 3 units of MATH 219. *Course Typically Offered:* Winter/Spring/Summer/Fall.

**220B
INTERMEDIATE ALGEBRA II**

1.0 Unit

MATH 220B is the second part of a self-paced multimedia course. MATH 220AB collectively is equivalent to the second course of a two-semester sequence of Intermediate Algebra. Topics include quadratic equations and inequalities, arithmetic and geometric sequences and series, the binomial theorem, conic sections, inverse functions, graphs of functions, systems of nonlinear equations and inequalities, and exponential and logarithmic functions. MATH 220AB collectively is equivalent to MATH 120. *Note:* This course may not be taken for credit by students who have completed MATH 101 or 120. A maximum of 5 units of credit will be granted for MATH 101, 119, 120, 219, and 220. Laboratory 6 hours. *Prerequisite:* MATH 220A or 1 unit of Math 220. *Course Typically Offered:* Winter/Spring/Summer/Fall.

**220S
INTERMEDIATE ALGEBRA BRIDGE**

2.0 Units

NON-DEGREE APPLICABLE

MATH 220S is a course designed to serve as a self-paced multimedia bridge course. Students who have completed MATH 130 or MATH 131 and would like to switch to a STEM major may take this course to return to a STEM path. Topics include fundamental laws, curve plotting, linear equations, quadratics equations, fractional exponents, radical and rational expressions and equations, factoring, functions, Cramer's rule, algebra of functions, graphs of functions, arithmetic and geometric sequences and series, the binomial theorem, conic sections, and systems of linear equations and inequalities. MATH 130 or MATH 131 AND MATH 220S collectively is equivalent to MATH 101. *Note:* This course is designed for students who have taken MATH 130 or MATH 131 and have decided are now majoring in science, technology, engineering, mathematics, or business. This course may not be taken for credit by students who have completed MATH 120, MATH 220B, or MATH 101. A maximum of 7 units will be granted for MATH 220S and MATH 131 OR a maximum of 8 units will be granted for MATH 220S and MATH 130. Laboratory 6 hours. *Prerequisite:* MATH 130 or 131.

**245A
ELEMENTARY ALGEBRA I**

1.0 Unit

NON-DEGREE APPLICABLE

MATH 245A is the first part of a self-paced multimedia course. MATH 245AB collectively is equivalent to the first course of a two-semester sequence of Elementary Algebra. Topics include signed numbers, solutions to linear equations, algebraic manipulations, exponents, polynomials, graphing linear equations, and solving linear systems. MATH 245AB collectively is equivalent to MATH 145. *Note:* This course may not be taken for credit by students who have completed MATH 141 or 145. A maximum of 2 units of credit will be granted for MATH 145 and 245. Laboratory 6 hours. *Prerequisite:* Placement is based on a composite of test scores and academic background or MATH 155 or 255D or 4 units of MATH 255. *Course Typically Offered:* Winter/Spring/Summer/Fall.

**245B
ELEMENTARY ALGEBRA I**

1.0 Unit

NON-DEGREE APPLICABLE

MATH 245B is the second part of a self-paced multimedia course. MATH 245AB collectively is equivalent to the first course of a two-semester sequence of Elementary Algebra. Topics include signed numbers, solutions to linear equations, algebraic manipulations, exponents, polynomials, graphing linear equations, and solving linear systems. MATH 245AB collectively is equivalent to MATH 145. *Note:* This course may not be taken for credit by students who have completed MATH 141 or 145. A maximum of 2 units of credit will be granted for MATH 145 and 245. Laboratory 6 hours. *Prerequisite:* MATH 245A or 1 unit of MATH 245. *Course Typically Offered:* Winter/Spring/Summer/Fall.

**246A
ELEMENTARY ALGEBRA II**

1.0 Unit

NON-DEGREE APPLICABLE

MATH 246A is the first part of a self-paced multimedia course. MATH 246AB collectively is equivalent to the second course of a two-semester sequence of Elementary Algebra. Topics include the fundamental operations of algebra including factoring, rational expressions, roots and radicals, and quadratic equations. MATH 246AB collectively is equivalent to MATH 146. *Note:* This course may not be taken for credit by students who have completed MATH 141 or 146. A maximum of 4 units of credit will be granted for MATH 141, 145, 146, 245, and 246. Laboratory 6 hours. *Prerequisite:* MATH 145 or 245B or 2 units of MATH 245. *Course Typically Offered:* Winter/Spring/Summer/Fall.

**246B
ELEMENTARY ALGEBRA II**

1.0 Unit

NON-DEGREE APPLICABLE

MATH 246B is the second part of a self-paced multimedia course. MATH 246AB collectively is equivalent to the second course of a two-semester sequence of Elementary Algebra. Topics include the fundamental operations of algebra including factoring, rational expressions, roots and radicals, and quadratic equations. MATH 246AB collectively is equivalent to MATH 146. *Note:* This course may not be taken for credit by students who have completed MATH 141 or 146. A maximum of 4 units of credit will be granted for MATH 141, 145, 146, 245, and 246. Laboratory 6 hours. *Prerequisite:* MATH 246A or 1 unit of MATH 246. *Course Typically Offered:* Winter/Spring/Summer/Fall.

**255A
ARITHMETIC AND PREALGEBRA**

1.0 Unit

NON-DEGREE APPLICABLE

MATH 255A is the first part of a self-paced multimedia basic skills course. MATH 255ABCD collectively is 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. MATH 255ABCD collectively is equivalent to MATH 155. *Note:* This course may not be taken for credit by students who have completed MATH 155. A maximum of 4 units of credit will be granted for MATH 155 and 255. *Note:* This course is Pass/No Pass only. Laboratory 6 hours. *Prerequisite:* Placement is based on a composite of test scores and academic background. *Course Typically Offered:* Winter/Spring/Summer/Fall.

**255B
ARITHMETIC AND PREALGEBRA**
1.0 Unit

NON-DEGREE APPLICABLE

MATH 255B is the second part of a self-paced multimedia basic skills course. MATH 255ABCD collectively is 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, and fundamental facts about geometry with regard to area and perimeter are also included. Study and test-taking techniques related to mathematics are also covered. Math 255ABCD collectively is equivalent to MATH 155. *Note:* This course may not be taken for credit by students who have completed MATH 155. A maximum of 4 units of credit will be granted for MATH 155 and 255. *Note:* This course is Pass/No Pass only. Laboratory 6 hours. *Prerequisite:* MATH 255A or 1 unit of MATH 255. *Course Typically Offered:* Winter/Spring/Summer/Fall.

**255C
ARITHMETIC AND PREALGEBRA**
1.0 Unit

NON-DEGREE APPLICABLE

MATH 255C is the third part of a self-paced multimedia basic skills course. MATH 255ABCD collectively is 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. MATH 255ABCD collectively is equivalent to MATH 155. *Note:* This course may not be taken for credit by students who have completed MATH 155. A maximum of 4 units of credit will be granted for MATH 155 and 255. *Note:* This course is Pass/No Pass only. Laboratory 6 hours. *Prerequisite:* MATH 255B or 2 units of MATH 255. *Course Typically Offered:* Winter/Spring/Summer/Fall.

**255D
ARITHMETIC AND PREALGEBRA**
1.0 Unit

NON-DEGREE APPLICABLE

MATH 255D is the fourth part of a self-paced multimedia basic skills course. MATH 255ABCD collectively is 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. MATH 255ABCD collectively is equivalent to MATH 155. *Note:* This course may not be taken for credit by students who have completed MATH 155. A maximum of 4 units of credit will be granted for MATH 155 and 255. *Note:* This course is Pass/No Pass only. Laboratory 6 hours. *Prerequisite:* MATH 255C or 3 units of MATH 255. *Course Typically Offered:* Winter/Spring/Summer/Fall.

**301
SKILLS FOR COLLEGE SUCCESS IN INTERMEDIATE ALGEBRA**
2.0 Units

NON-DEGREE APPLICABLE

MATH 301 is designed to complement MATH 101 in the development and practice of essential study techniques and course material for success in intermediate algebra. Topics include integration of web-based supplemental instruction, life management skills, strategies for successful classroom experience, and critical thinking/problem solving strategies. *Note:* This course is Pass/No Pass only. Lecture 3 hours. *Corequisite:* Math 101. *Course Typically Offered:* Fall/Spring.

**331
SKILLS FOR COLLEGE SUCCESS IN INTERMEDIATE ALGEBRA FOR STATISTICS**
2.0 Units

NON-DEGREE APPLICABLE

MATH 331 is designed to complement MATH 131 with the development and practice of essential study techniques and course material for success in intermediate algebra and statistics. Topics include integration of web-based supplemental instruction, life management skills, strategies for successful classroom experiences, and critical thinking/problem solving strategies. *Note:* This course is Pass/No Pass only. Lecture 1.5 hours/Laboratory 1.5 hours. *Corequisite:* MATH 131.

**336
SKILLS FOR COLLEGE SUCCESS IN STATISTICS**
1.0 Unit

NON-DEGREE APPLICABLE

MATH 336 is designed to complement MATH 136 in the development and practice of essential study techniques and course material for success in Statistics. Topics include integration of statistical software, life management skills, strategies for successful classroom experience, and critical thinking/problem solving strategies. *Note:* This course is Pass/No Pass only. Laboratory 3 hours. *Corequisite:* MATH 136.

**341
SKILLS FOR COLLEGE SUCCESS IN ELEMENTARY ALGEBRA**
2.0 Units

NON-DEGREE APPLICABLE

MATH 341 is designed to complement MATH 141 in the development and practice of essential study techniques and course material for success in elementary algebra. Topics include integration of web-based supplemental instruction, life management skills, strategies for successful classroom experience, and critical thinking/problem solving strategies. *Note:* This course is Pass/No Pass only. Lecture 3 hours. *Corequisite:* MATH 141. *Course Typically Offered:* Fall/Spring.

MEDIA ARTS

**101
INTRODUCTION TO TV STUDIO PRODUCTION**
3.0 Units

MEDIA 101 provides students with a basic overview of the aesthetics and techniques required in the production of studio based multiple camera video programs. The topics include studio and control room operations, directing, crew responsibilities, operation of video and audio equipment, lighting, video graphics and sound mixing. Projects consist of hands-on experiences in several "live" video studio production situations performed in the Glendale College Television Studio (GCTV Studio.) Lecture 2 hours/Laboratory 4 hours. *Prerequisite:* None. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU.

**103
INTRODUCTION TO MOTION
PICTURE PRODUCTION**

3.0 Units

MEDIA 103 provides students with a basic overview of the aesthetics and techniques required in single-camera motion picture production. Topics include basic cinematography, camera familiarization and operation, lenses, camera angles, camera blocking and movement, coverage, continuity, digital recording formats, filters, location production, lighting and simple editing. Projects consist of hands-on experiences with digital cinema cameras and editing workstations. Lecture 2 hours/Laboratory 4 hours. *Prerequisite:* None. *Course Typically Offered:* Winter/Spring/Summer/Fall. *Transfer Credit:* CSU.

**105
MOBILE MEDIA STREAMING AND
PRODUCTION**

3.0 Units

MEDIA 105 provides students with a basic overview of the aesthetics and techniques required in the production of video and audio program material intended for distribution over the internet, tablets, cellular phones and other mobile media and data devices. Topics include webcasting, podcasting, production formats, internet and wireless distribution channels, aesthetic limitations, developing industry practices and professional opportunities. Projects consist of hands-on experiences in the creation of video and audio content specifically designed for these emerging media formats. Lecture 2 hours/Laboratory 4 hours. *Prerequisite:* None. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU.

**107
INTRODUCTION TO AUDIO
PRODUCTION**

3.0 Units

MEDIA 107 teaches students the basic principles, aesthetics, and techniques required in the production of audio programs and soundtracks for video programs. Specific topics include digital recording and editing, selection and use of microphones, sound studio operation, multi-tracking, equalization, compression, mixing, editing, and synchronization with video. Industry standard software such as Pro Tools will be utilized. Hands-on practice with professional equipment is emphasized. Lecture 2 hours/Laboratory 4 hours. *Prerequisite:* None. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU.

**110
AESTHETICS OF CINEMA**

3.0 Units

MEDIA 110 is the study of the aesthetics and creation of cinematic art. Emphasis is placed on aesthetic concepts as well as the techniques and practices employed to achieve the aesthetic goals of the filmmaker. Specific topics include narrative, visual design, cinematography, editing, sound design, genre, and authorship. The course surveys a wide variety of films, filmmakers, and film movements to explore the diverse possibilities presented by the cinematic art form. Lectures, discussions and readings are supplemented by the screening of representative films. Lecture 3 hours. *Recommended Preparation:* Eligibility for ENGL 101. *Course Typically Offered:* Spring. *Transfer Credit:* CSU, UC.

**111
INTERACTIVE MULTIMEDIA I**

3.0 Units

MEDIA 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 Macro-media Director. *Note:* This course may not be taken for credit by students who have completed CS/IS 111. Lecture 2 hours/Laboratory 4 hours. *Recommended Preparation:* CABOT 206 or equivalent. *Transfer Credit:* CSU.

**112
MOTION PICTURE EDITING**

3.0 Units

MEDIA 112 is an intermediate-level media production class. Emphasis is on editing techniques and aesthetics for motion picture productions using professional applications. Topics include system set-up, footage importing, append and insert editing, dialog and multi-clip editing, media management, pace, continuity, format workflow, effects, titling and compression. Students output their projects to professional-level deliverable digital video files. Lecture 2 hours/Laboratory 4 hours. *Prerequisite:* MEDIA 103 or equivalent. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU.

**117
MUSIC VIDEO PRODUCTION**

3.0 Units

MEDIA 117 provides students with the advanced aesthetics and techniques required in the production of a music video. Students will gain experience in camera operation, sound recording, and video editing as they relate to the production of music videos. Students will write a simple script and storyboard, and organize and plan the production of a music video project, including scheduling and budgeting. Students will direct, supervise, and critique performers and crew in music video productions. Lecture 2 hours/Laboratory 4 hours. *Prerequisite:* MEDIA 101 or equivalent. *Recommended Preparation:* MEDIA 103 or 112; and eligibility for ENGL 120 or ESL 151.

**120
WRITING FOR MEDIA**

3.0 Units

MEDIA 120 offers an introduction to writing for film, television, radio and electronic media. The course focuses on preparing scripts in proper formats, including fundamental technical, conceptual and stylistic issues related to writing fiction and non-fiction scripts for informational and entertainment purposes in film and electronic media. The course includes a writing evaluation component as a significant part of the course requirement. Lecture 3 hours. *Recommended Preparation:* Eligibility for ENGL 101. *Transfer Credit:* CSU, UC, USC.

**202
DVD AUTHORIZING AND
PRODUCTION**

3.0 Units

MEDIA 202 is an advanced video production course which trains students in the aesthetics and techniques employed in the creation of video DVD's. Topics include media asset collection and management, MPEG-2 encoding, still and motion menu creation, interactive design, special DVD features, building and formatting the finished DVD. Students will gain proficiency with industry standard software applications. *Note:* This course features Apple's DVD Studio Pro and Compressor software. Lecture 2 hours/Laboratory 4 hours. *Recommended Preparation:* MEDIA 101 or MEDIA 103 or equivalent; and CABOT 206 or equivalent.

207 RADIO WEBCASTING

3.0 Units

MEDIA 207 is designed to provide a realistic working experience in internet radio production. The emphasis is on actual production of audio programs for the campus and community. Students gain experience with announcing, playlist creation, show scheduling, program automation, and other capabilities of the Media Arts Audio Studio. Students create and perform their own radio shows, streaming to the public through Glendale Community College's web radio station KGCC. Lecture 2 hours/Laboratory 4 hours. *Prerequisite:* MEDIA 107 or equivalent.

213 CINEMATOGRAPHY

3.0 Units

MEDIA 213 is an intermediate-level exploration of the art and technique of cinematography. Expanding from basic concepts and practices, this course emphasizes the techniques and aesthetics employed by professional cinematographers. Specific topics include cinematic composition, lighting for cinema, digital single lens reflex (DSLR) camera and digital cinema camera operation, on-set practices and digital cinema workflow. Lectures, discussions and readings are supplemented by the screening of representative films. Lecture 2 hours/Laboratory 4 hours. *Prerequisite:* MEDIA 103 or equivalent. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU.

290 INDEPENDENT MEDIA PRODUCTION

2.0 Units

MEDIA 290 is designed to provide a realistic working experience in film and media production. The emphasis is on individual production of short films and media segments in order to build a personal portfolio or demo reel of production work. Students have regular access to professional film and media equipment and gain experience with all capabilities of the Media Arts studio. Students may also create independent media productions for the campus and community. Studio 6 hours. *Prerequisite:* MEDIA 112 or equivalent. *Course Typically Offered:* Fall/Spring.

MEDICAL OFFICE ADMINISTRATION

101 HEALTHCARE OCCUPATIONS

2.0 Units

MOA 101 is an overview of health occupations and provides the study of basic medical mathematics and terminology; anatomy and physiology; career foundations, including healthcare of the past, present, and future; interpersonal dynamics, systems and communications; and healthcare safety and healthcare environment practices, including ethics and legal responsibilities. Students will also be introduced to various healthcare career pathways. Lecture 2 hours. *Recommended Preparation:* Eligibility for ENGL 120, BUSAD 106, or ESL 151. *Transfer Credit:* CSU.

180 ELECTRONIC HEALTH/MEDICAL RECORDS

3.0 Units

MOA 180 provides students with an introduction to the fundamental theories and practices of Health Information Management. The course includes an overview of health services organization and delivery; health data and record structure; health content and standards; and healthcare information technology functions and responsibilities. The course also includes information systems, technologies and requirements and health information privacy, and security. This course is aligned with the Commission on Accreditation for Health Informatics and Information Management (CAHIIM). Lecture 2 hours/Laboratory 3 hours. *Recommended Preparation:* MOA 185 and Eligibility for English 120, ESL 151, BUSAD 106, or equivalent. *Course Typically Offered:* Fall/Spring.

181 BASIC MEDICAL TERMINOLOGY

3.0 Units

MOA 181 is designed for the student interested in an office position in the health sciences as a health technician, medical receptionist, medical biller/coder, or medical secretary. A comprehensive overview of each body system's common medical terms is emphasized. In addition, anatomy, physiology, and disease processes for each are discussed. *Note:* This course may not be taken for credit by students who have completed MOA 182. Lecture 3 hours. *Recommended Preparation:* Eligibility for ENGL 120, ESL 151, or BUSAD 106 or equivalent and MOA 185. *Course Typically Offered:* Spring/Winter.

182 MEDICAL TERMINOLOGY

3.0 Units

MOA 182 is designed to familiarize those interested in the medical field with origin, correct spelling, pronunciation, meaning and current usage of common medical terms and their application to clinical records and reports. Emphasis is placed on the roots, prefixes, suffixes, and word combinations. A comprehensive overview of each body system's common medical terms is emphasized. In addition, anatomy, physiology, and disease processes for each are discussed. Lecture 2 hours/Laboratory 3 hours. *Recommended Preparation:* Eligibility for ENGL 120, ESL 151, or BUSAD 106 or equivalent and MOA 180. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU.

183 INTRODUCTION TO MEDICAL BILLING AND CODING

4.0 Units

MOA 183 is designed to introduce students with the tools necessary to complete coding, billing, insurance and reimbursement procedures in a medical setting. Students will learn to use the Current Procedural Terminology (CPT) and International Classification of Diseases (ICD) including reimbursement forms, procedures and policies. Lecture/Demonstration 4 hours. *Recommended Preparation:* MOA 181 or 182 or equivalent, MOA 180 or equivalent, and eligibility for ENGL 120, ESL 151, or BUSAD 106 or equivalent. *Course Typically Offered:* Fall/Spring.

185 MEDICAL FRONT OFFICE PROCEDURES

3.0 Units

MOA 185 is an introduction to the medical office that concentrates 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 coworkers; 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 medical/legal agencies and government sponsored medical facilities. Lecture/Demonstration 3 hours. *Recommended Preparation:* MOA 181 or MOA 182, MOA 180, and eligibility for ENGL 120, ESL 151 or CABOT 105 or equivalent. *Course Typically Offered:* Fall/Spring.

**187
DENTAL FRONT OFFICE/DENTAL
BILLING & CODING**

4.0 Units

MOA 187 offers an introduction to the dental office with emphasis on maintaining a dental office, including career guidelines and professional qualifications, compliance with legal and ethical issues, public relations, courteous and effective handling of patients, dentists, and co-works, preparation and care of dental records, correspondence, financial records, insurance, and general management of a dental facility. The course is designed to familiarize students with the tools necessary to complete billing and coding procedures in a dental setting. Students will learn to use the Current Dental Terminology Reference Book CDT reference books approved by the American Dental Association (ADA) and will be given hands-on experience with ADA Dental Claim Forms. Lecture 3 hours/Laboratory 3 hours. *Recommended Preparation:* Eligibility for ENGL 120 or ESL 151. *Course Typically Offered:* Fall/Spring.

METALLURGY**150
PRINCIPLES OF METALLURGY AND
HEAT TREATING**

3.0 Units

MTLGY 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.

MUSIC

There are four families within Music (See page 94 for more information on course families):

Piano (Music 160-166). In the Piano Family, students advance their skills in playing the piano, including reading music, interpretation, and development of technique, style, tone, color, dynamics, and phrasing;

Classical Guitar (Music 150, 156, 157, 158). The Classical Guitar Family teaches students to advance from learning music reading and guitar notation to learning about chord structure as applied to the fingerboard in classical guitar pieces;

Contemporary Guitar (Music 153-155). The Contemporary Guitar Family allows the student to develop contemporary guitar techniques in a variety of contemporary (electric) guitar skills including but not limited to country, rock, blues, and jazz;

Voice Training (Music 135-137). The Voice Training Family guides students through proper vocal training, stressing the principles of correct vocal production and developing an appreciation for the vocal arts.

**101
MUSIC FUNDAMENTALS**

3.0 Units

MUSIC 101 is an introductory course designed to provide students with a basic knowledge of the fundamentals of tonal music and music notation. It incorporates the concepts of pitch, rhythm and meter, intervals, diatonic scales, Major and minor keys, triads and inversions, and beginning harmonic analysis. Students learn to notate these elements in bass and treble clefs, and to relate these elements to the piano keyboard. Development of skill in handwritten notation is expected. Lecture 3 hours. *Prerequisite:* None. *Course Typically Offered:* Winter/Spring/Summer/Fall. *Transfer Credit:* CSU, UC, USC. (C-ID MUS 110)

**103
KEYBOARD HARMONY I**

2.0 Units

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. *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. Lecture 1.5 hours/Laboratory 1.5 hours. *Recommended Preparation:* MUSIC 160. *Course Typically Offered:* Fall. *Transfer Credit:* CSU, UC, USC.

**113
KEYBOARD HARMONY II**

2.0 Units

MUSIC 113 is designed for students who have basic keyboard skills. Students learn transposition, harmonization of melodies, and to work with harmonic progressions in the context of the piano keyboard. In addition, students continue the study of piano technique and literature. 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 1.5 hours/Laboratory 1.5 hours. *Prerequisite:* MUSIC 103 or equivalent. *Course Typically Offered:* Spring. *Transfer Credit:* CSU, UC, USC.

**120
MUSIC APPRECIATION**

3.0 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. *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 at least one classical concert and submit a written report. Lecture 3 hours. *Prerequisite:* None. *Course Typically Offered:* Winter/Spring/Summer/Fall. *Transfer Credit:* CSU, UC, USC.

**121
HISTORY OF ROCK MUSIC**

3.0 Units

MUSIC 121 is a course in the evolution of popular music in the United States since World War II. Students first study the musical influences which led to the rise of rock and roll in the mid-1950. They then follow the development of the various musical styles which are collectively referred to as rock music. Emerging musical innovations are viewed as reflections of changes within our society. Lecture 3 hours. *Prerequisite:* None. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC.

**122
HISTORY OF JAZZ**

3.0 Units

MUSIC 122 traces the evolution of jazz music from its earliest influences in the nineteenth century to current styles. Special emphasis is placed on understanding how to listen for greater enjoyment. Students learn basic elements of music, such as meter, form, and structure, and how the elements of music are used in jazz. Students learn to distinguish the instruments used in jazz performance as well as examining the different types of jazz ensembles. Students learn about the leading practitioners of jazz and listen to the masterworks of jazz. *Prerequisite:* None. Lecture 3 hours. *Prerequisite:* None. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC.

125 HISTORY AND LITERATURE

3.0 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. *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. Lecture 3 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. *Course Typically Offered:* Fall. *Transfer Credit:* CSU, UC, USC.

126 HISTORY AND LITERATURE

3.0 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. *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. Lecture 3 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. *Course Typically Offered:* Spring. *Transfer Credit:* CSU, UC, USC.

127 WORLD MUSIC

3.0 Units

MUSIC 127 is designed to provide non-majors with a broader understanding of the multicultural 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. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC.

135 VOICE TRAINING I

2.0 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, resonance, registration, poise, posture, and song presentation. The development of an appreciation for the vocal arts is an important aspect of the course. Lecture 1.5 hours/Laboratory 1.5 hours. *Prerequisite:* None. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC. (*Voice Training Family*)

136 VOICE TRAINING II

2.0 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, resonance, interpretation, and expression. The development of an appreciation for the vocal arts is of continuing importance. Lecture 1.5 hours/Laboratory 1.5 hours. *Prerequisite:* MUSIC 135 or equivalent. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC. (*Voice Training Family*)

137 VOICE TRAINING III

1.0 Unit

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 and world music and songs in foreign languages. Further emphasis is placed on integrating vocal technique into the performance and mastering the shaping of the musical phrase through legato singing. Laboratory 3 hours. *Prerequisite:* MUSIC 136 or equivalent. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC. (*Voice Training Family*)

140 APPLIED MUSIC

0.5 Units

MUSIC 140 is a course in individual and ensemble performance. Students receive eight hours of private instruction on a solo instrument or voice. Emphasis is on solo performance through individual instruction, recital performance through participation in a recital class, and ensemble performance through participation in a performing ensemble. *Note:* Students must remain in good standing in their corequisite performing ensemble as defined in the ensemble's course overview. Laboratory 1.5 hours. *Prerequisite:* The student must demonstrate a basic proficiency on an instrument or voice. This will be determined by individual audition. *Corequisite:* Concurrent enrollment MUSIC 143, 144, 145, 146, 147, 148, 231, 232, 233, 235, 236, 237, 240, 241, or 242. *Note:* May be taken 4 times for credit. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC. (C-ID MUS 160)

143 JAZZ BAND

1.0 Unit

MUSIC 143 is a class for students who wish to learn the techniques used in performing jazz and big band literature. Emphasis is placed on developing music reading skills and gaining additional familiarity with improvisational techniques. Students perform with other instrumentalists or with singers. Selected works by contemporary composers are rehearsed and performed. *Note:* The class requires the ability to perform in a proficient manner on the trumpet, trombone, saxophone, drums, string bass, guitar, or piano. An audition is required. Laboratory 3 hours. *Prerequisite:* The ability to perform in a proficient manner upon the trumpet, trombone, saxophone, drums, string bass, guitar, or piano. *Note:* May be taken 4 times for credit. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC. (C-ID 180)

144 WOODWIND ENSEMBLE

0.5 to 1.0 Units

MUSIC 144 is a small instrumental group which plays for college and community activities. Emphasis is on balance, dynamics, phrasing, and interpretation. *Note:* Audition is required. Please contact the instructor at extension 5829 prior to the first class meeting. Laboratory 3 hours. *Prerequisite:* Ability to play a musical instrument in a band, orchestra, or chamber music ensemble. *Note:* May be taken 4 times for credit. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC.

**145
BRASS ENSEMBLE**
0.5 to 1.0 Units

MUSIC 145 is a small instrumental group which plays for college and community activities. Emphasis is on balance, dynamics, phrasing, and interpretation. *Note:* Audition is required. Please contact the instructor at extension 5829 prior to the first class meeting. Laboratory 3 hours. *Prerequisite:* Ability to play a musical instrument in a band or orchestra. *Note:* May be taken 4 times for credit. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC.

**146
COMMUNITY ORCHESTRA:
LITERATURE 1725-1850**
1.0 Unit

MUSIC 146 is a class for students who want to learn and perform the standard orchestral repertoire from the Baroque era through the Romantic period. Literature includes overtures, symphonies, and suites. Emphasis is placed on interpretation and style. *Note:* An audition is required. Concert dress is required. Students must provide an appropriate instrument. Laboratory 3 hours. *Prerequisite:* The ability to perform on a standard orchestral instrument is required. *Note:* May be taken 4 times for credit. *Transfer Credit:* CSU, UC, USC. (C-ID MUS 180)

**147
COMMUNITY ORCHESTRA:
LITERATURE 1825-1950**
1.0 Unit

MUSIC 147 is a class for students who want to learn and perform the standard orchestral repertoire from the Romantic period through the present. Concerto literature and programmatic music are featured. Emphasis is placed on interpretation and style. *Note:* An audition is required. Concert dress is required. Students must provide an appropriate instrument. Laboratory 3 hours. *Prerequisite:* The ability to perform on a standard orchestral instrument is required. *Note:* May be taken 4 times for credit. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC. (C-ID MUS 180)

**148
CHAMBER MUSIC**
0.5 to 1.0 Units

MUSIC 148 is a class for students who want to learn and perform performance standard chamber music repertoire from the Baroque era through the present. Ensembles from duos to quintets explore literature from various periods and for various instrumentations. Emphasis is placed on interpretation and style. *Note:* Audition is required. Please contact the instructor at extension 5829 prior to the first class meeting. Students must provide an appropriate instrument. Laboratory 3 hours. *Prerequisite:* The ability to perform on a standard string, wind, or keyboard instrument is required. *Note:* May be taken 4 times for credit. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC.

**150
BEGINNING GUITAR**
2.0 Units

MUSIC 150 is an introductory course in playing the guitar. Students learn basic playing technique, tuning, chords, and scales. An emphasis is placed on reading and performance of music in the open position. Repertoire is drawn from a diverse set of styles including but not limited to classical, folk, blues, rock, and jazz. No previous musical training or experience on the guitar is required. *Note:* This class requires the student to have a full-size guitar in playable condition. Lecture 1.5 hours/Laboratory 1.5 hours. *Prerequisite:* None. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC. (*Classical Guitar Family*)

**152
STRING ENSEMBLE**
1.0 Unit

MUSIC 152 is a small string instrumental group that participates in college and community ensembles and activities. Emphasis is on balance, dynamics, phrasing, interpretation, and the ability to play well in an ensemble. *Note:* An audition is required. Concert dress may be required. Students must supply appropriate instrument. Laboratory 3 hours. *Prerequisite:* The ability to perform on a musical instrument in a band, orchestra, or chamber music ensemble. *Note:* May be taken 4 times for credit. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC.

**153
CONTEMPORARY GUITAR I**
2.0 Units

MUSIC 153 is a course in guitar playing in a variety of contemporary styles. Students learn contemporary guitar techniques, triads, moveable chords, major scales, and minor scales. Emphasis is placed on reading of music in the lower positions of the guitar in several keys. Repertoire is drawn from a variety of contemporary guitar styles including but not limited to country, rock, blues, and jazz. *Note:* This class requires the student to have a full-size guitar in playable condition. Lecture 1.5 hours/Laboratory 1.5 hours. *Recommended Preparation:* MUSIC 150 or equivalent. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC. (*Contemporary Guitar Family*)

**154
CONTEMPORARY GUITAR II**
1.0 Units

MUSIC 154 continues the study of guitar playing in a variety of contemporary styles. Students continue to develop contemporary guitar techniques, triads, extended chords, moveable chords, major scales, and minor scales. Emphasis is placed on extending reading beyond the open position in multiple keys. Repertoire is drawn from a variety of contemporary guitar styles including but not limited to country, rock, blues, and jazz. *Note:* This class requires the student to have a full-size guitar in playable condition. Lecture 1.5 hours/Laboratory 1.5 hours. *Prerequisite:* Music 153 or equivalent. *Course Typically Offered:* Fall. *Transfer Credit:* CSU, UC, USC. (*Contemporary Guitar Family*)

**155
CONTEMPORARY GUITAR III**
1.0 Unit

MUSIC 155 continues the study of guitar playing in a variety of contemporary styles. Students continue to develop contemporary guitar techniques at intermediate and advanced levels. Emphasis is placed on reading in multiple positions in all keys and reading at sight. Repertoire is drawn from a variety of contemporary guitar styles including but not limited to country, rock, blues, and jazz. *Note:* This class requires the student to have a full-size guitar in playable condition. Laboratory 3 hours. *Prerequisite:* MUSIC 154 or equivalent. *Course Typically Offered:* Fall. *Transfer Credit:* CSU, UC, USC. (*Contemporary Guitar Family*)

156 CLASSICAL GUITAR I

2.0 Units

MUSIC 156 is for students who wish to learn the elementary techniques of classical 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 classical guitar literature in the first position. Another aspect of the course is to foster an appreciation for the classic guitar, its literature and performing artists. *Note:* This class requires the student to have a full-size guitar in playable condition. Lecture 1.5 hours/Laboratory 1.5 hours. *Recommended Preparation:* MUSIC 150 or equivalent. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC. (*Classical Guitar Family*)

157 CLASSICAL GUITAR II

1.0 Units

MUSIC 157 continues with the study of basic classical guitar techniques. Dynamics, ligados, and grace notes are introduced. Students are 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. *Note:* This class requires the student to have a full-size guitar in playable condition. Lecture 1.5 hours/Laboratory 1.5 hours. *Prerequisite:* MUSIC 156 or equivalent. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC. (*Classical Guitar Family*)

158 CLASSICAL GUITAR III

1.0 Unit

MUSIC 158 proceeds with techniques and compositions of intermediate level for classical guitar. 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. *Note:* This class requires the student to have a full-size guitar in playable condition. Laboratory 3 hours. *Prerequisite:* MUSIC 157 or equivalent. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC. (*Classical Guitar Family*)

160 PIANO I

2.0 Units

MUSIC 160 is a course in the fundamentals of piano technique. It is designed for students with no prior experience in piano playing. Special attention will be given to the rudiments of music notation and reading. Lecture 1.5 hours/Laboratory 1.5 hours. *Prerequisite:* None. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC. (*Piano Family*)

161 PIANO II

2.0 Units

MUSIC 161 advances the beginning pianist's fundamental skills. Emphasis will be given to beginning concepts of interpretation and tone coloring. Lecture 1.5 hours/Laboratory 1.5 hours. *Prerequisite:* MUSIC 160 or equivalent. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC. (*Piano Family*)

162 PIANO III

1.0 Unit

MUSIC 162 covers the theory and interpretation of works from the preclassical, classical, and romantic periods, as well as modern or contemporary music. Emphasis is on development of technique, style, tone-color, dynamics, and phrasing. Laboratory 3 hours. *Prerequisite:* MUSIC 161 or equivalent. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC. (*Piano Family*)

163 PIANO WORKSHOP I

1.0 Unit

MUSIC 163 is for Level One advanced students who can benefit from individual study and supervised practice time. Piano Workshop allows students to study solo repertoire, accompanying, ensemble playing, sight-reading, and improvisation. Laboratory 3 hours. *Prerequisite:* MUSIC 161 or equivalent. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC. (*Piano Family*)

164 PIANO WORKSHOP II

1.0 Unit

MUSIC 164 is for Level Two advanced students who can benefit from individual study and supervised practice time. Piano Workshop II allows students to study solo repertoire, accompanying, ensemble playing, sight-reading, and improvisation. Laboratory 3 hours. *Prerequisite:* MUSIC 163 or equivalent. *Transfer Credit:* CSU, UC, USC. (*Piano Family*)

165 PIANO WORKSHOP III

1.0 Unit

MUSIC 165 is for Level Three advanced students who can benefit from individual study and supervised practice time. Piano Workshop III allows students to study solo repertoire, accompanying, ensemble playing, sight-reading, and improvisation. Laboratory 3 hours. *Prerequisite:* MUSIC 164 or equivalent. *Transfer Credit:* CSU, UC, USC. (*Piano Family*)

166 PIANO WORKSHOP IV

1.0 Unit

MUSIC 166 is for Level Four advanced students who can benefit from individual study and supervised practice time. Piano Workshop IV allows students to study solo repertoire, accompanying, ensemble playing, sight-reading, and improvisation. Laboratory 3 hours. *Prerequisite:* Music 165 or equivalent. *Transfer Credit:* CSU, UC, USC. (*Piano Family*)

170 MUSIC THEATRE WORKSHOP

3.0 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. *Note:* An audition is required. Students must demonstrate the ability to match pitch, sing a harmony part, maintain steady rhythm, and produce an acceptable vocal quality. Lecture 2 hours/Laboratory 3 hours. *Prerequisite:* Students must demonstrate the ability to match pitch, sing a harmony part, maintain steady rhythm, and produce an acceptable vocal quality. *Transfer Credit:* CSU, UC, USC.

**171
INTRODUCTION TO MUSIC
BUSINESS**
3.0 Units

MUSIC 171 offers musicians an introduction to the career aspects of the music industry. Jobs and roles in the music industry are examined including: songwriters, film and television composers, arrangers, publishers, producers, engineers, record companies, retail, promotion, manufacturing, distribution, agents, music law, and managers. The course examines copyright legalities, the recording industry, and entrepreneurial opportunities for musicians. Students learn about possible fields of employment and how to effectively present themselves to employers in the music industry. Lecture 3 hours. *Recommended Preparation:* Eligibility for ENGL 120 or ESL 151. *Course Typically Offered:* Spring. *Transfer Credit:* CSU, UC.

**176
INTRODUCTION TO SONGWRITING**
3.0 Units

MUSIC 176 is designed for students who would like to acquire the skills to write a popular song. Students learn how the components of lyrics, melody, and chords fit together within the structure of a popular song. In addition, students develop an awareness of the stylistic elements of different types of popular music and songs. Students are introduced to the relevant aspects of the music publishing industry, including copyright law. During the semester students write songs in different styles and learn how to make simple recordings of their songs. Lecture 3 hours. *Recommended Preparation:* MUSIC 101 or equivalent. *Course Typically Offered:* Fall.

**177
INTRODUCTION TO MUSIC
TECHNOLOGY AND SEQUENCING**
3.0 Units

MUSIC 177 offers an introduction to the current applications of computers and software used in music creation, music sequencing, and music notation. A thorough understanding of current practices in music technology is essential to a musician's success in today's creative world. Students learn how recording, synthesis, notation, and electronic music creation were practiced before the era of desktop computers. Students learn how to use current music software to create music with an emphasis on the musical instrument digital interface (MIDI), sequencing, and synthesis. Students also learn to use notation software to create and display readable music. Lecture 3 hours. *Prerequisite:* None. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU.

**178
INTRODUCTION TO RECORDING
AND DIGITAL AUDIO PRODUCTION**
3.0 Units

MUSIC 178 offers an introduction to sound recording, acoustics, digital audio, and signal processing. Students learn audio terminology, audio hardware operation, digital audio workstation (DAW) operation, and audio engineering techniques. Hardware is studied including microphones, cables, monitors, recorders, consoles, and signal processors. Students experience hands-on use of current music production hardware and software. Students also learn about recording studio procedures, jobs in the recording industry, mixing techniques, mastering, post production, and the product manufacturing process. Lecture 3 hours. *Prerequisite:* None. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU.

**185
PRO TOOLS 101**
1.5 Units

MUSIC 185 is an introductory course in the principles and operation of Pro Tools software. Fundamental software configuration and operation are covered all the way from project set up to session mixdowns. Students build skills through hands on Pro Tools projects that include session setup, audio recording, importing media, MIDI (musical instrument digital interface) recording, editing, navigating, mixing, and session completion. This course is the first class in the Pro Tools Operator certification program and prepares students for the Pro Tools 101 certification exam. The certification exam may be taken at the conclusion of the course. Lecture 1.5 hours. *Recommended Preparation:* MUSIC 178 or equivalent. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU.

**186
PRO TOOLS 110**
1.5 Units

MUSIC 186 is an intermediate course in the essential principles and operation of Pro Tools software. Intermediate software configuration, operation, and features are covered all the way from project creation to session completion. Students build skills through hands on Pro Tools projects that include customizing setups, working with external controllers, managing session data and media, loop recording MIDI (musical instrument digital interface) and audio, using virtual instruments and Elastic Audio, working with Beat Detective and Audio Suite, and using intermediate editing, automation, and mixing techniques. This course is the second course in the Pro Tools Operator certification program and prepares students for the Pro Tools 110 certification exam. The certification exam may be taken at the conclusion of the course. Lecture 1.5 hours. *Prerequisite:* MUSIC 185 or equivalent. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU.

**201
MUSICIANSHIP I**
1.0 Unit

MUSIC 201 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 notes values, time signatures and key signatures, and identify notes of a piano keyboard. Using this basic knowledge, fundamental concepts such as meter, scales and intervals are studied. These musical concepts are then applied in ear training, performing, and analysis exercises. Laboratory 3 hours. *Corequisite:* Concurrent enrollment in MUSIC 211 required *Transfer Credit:* CSU, UC, USC. (C-ID MUS 125)

**202
MUSICIANSHIP II**
1.0 Unit

MUSIC 202 is a course designed to train the student to recognize, develop, and apply the rhythmic, melodic and harmonic materials studied in Harmony I through ear training, sight singing, dictation, and analysis. Content includes major and minor keys, simple and compound meter, and rhythms containing divisions and subdivisions. Laboratory 3 hours. *Prerequisite:* MUSIC 201. *Corequisite:* MUSIC 212. *Course Typically Offered:* Fall. *Transfer Credit:* CSU, UC, USC. (C-ID MUS 135)

203 MUSICIANSHIP III

1.0 Unit

MUSIC 203 is a course designed to train the student to recognize, develop, and apply the rhythmic, melodic and harmonic materials studied in Harmony III through ear training, sight singing, dictation, and analysis. Content includes more advanced metrical rhythms, chromatic alterations, secondary chords and modulation to closely-related keys. *Note:* Students who previously successfully completed MUSIC 105 prior to Fall 2016 will not receive credit for this course. Laboratory 3 hours. *Prerequisite:* MUSIC 202 or equivalent. *Corequisite:* MUSIC 213 or equivalent. *Course Typically Offered:* Spring. *Transfer Credit:* CSU, UC, USC. (C-ID MUS 145)

204 MUSICIANSHIP IV

1.0 Unit

MUSIC 204 is a course designed to train the student to recognize, develop, and apply the rhythmic, melodic and harmonic materials studied in Harmony IV through ear training, sight singing, dictation, and analysis. Content includes advanced rhythms and meters, and contemporary scales, harmonies and melodic construction. Laboratory 3 hours. *Prerequisite:* MUSIC 203 or equivalent. *Corequisite:* Concurrent enrollment in MUSIC 214. *Transfer Credit:* CSU, UC, USC. (C-ID MUS 155)

211 HARMONY I

3.0 Units

MUSIC 211 is designed for students who have a beginning knowledge of music and music notation (reading bass and treble clefs, notes and note values, time signatures and key signatures and identifying notes of a piano keyboard). This course begins with the fundamental concepts of meter, scales, intervals, chords, and transposition, and then covers figured bass realization, 4-part writing and voice leading principles, Roman numeral analysis, basic chord function, and non-harmonic tones. These concepts are applied in analysis and composition exercises. *Note:* Students who previously successfully completed MUSIC 102 prior to Fall 2016 will not receive credit for MUSIC 211. Lecture 3 hours. *Corequisite:* MUSIC 201. *Course Typically Offered:* Spring. *Transfer Credit:* CSU, UC, USC.

212 HARMONY II

3.0 Units

MUSIC 212 is a course designed to provide a working knowledge of the basics of musical composition. Emphasis is placed on voice leading, figured bass, and harmonizing melodies in diatonic harmony, including 7th chords. Students will be introduced to extended diatonic harmony through modulation, secondary chords and sequences, and to formal analysis through the study of binary and ternary forms. Students will both analyze and compose examples of the musical concepts being studied. *Note:* Students who previously successfully completed MUSIC 107 prior to Fall 2016 will not receive credit for MUSIC 212. Lecture 3 hours. *Prerequisite:* MUSIC 211 or equivalent. *Corequisite:* Concurrent enrollment in MUSIC 202 required. *Course Typically Offered:* Fall. *Transfer Credit:* CSU, UC, USC. (C-ID MUS 130)

213 HARMONY III

3.0 Units

MUSIC 213 is a course designed to provide student with a deeper understand of traditional composition. Emphasis is placed on secondary chords, borrowed and mixture chords, sequences, modulation, and using these elements in figured bass realization, harmonization, and analysis. MUSIC 213 also includes an introduction to chromatic harmony. Students will conduct formal analysis of music using binary and ternary forms, and will compose examples of the music concepts being studied. *Note:* Students who previously successfully completed MUSIC 108 prior to Fall 2016 will not receive credit for MUSIC 213. Lecture 3 hours. *Prerequisite:* MUSIC 212 or equivalent. *Corequisite:* Concurrent enrollment in MUSIC 203 required. *Course Typically Offered:* Spring. *Transfer Credit:* CSU, UC, USC. (C-ID MUS 140)

214 HARMONY IV

3.0 Units

MUSIC 214 is a course that further explores chromatic harmony and introduces the student to 20th century compositional techniques. Emphasis is placed on Neapolitan, augmented-sixth, tall, added sixth and altered dominant chords, and modulation to distantly-related keys. Students will compose examples of the music concepts being studied. 20th compositional techniques covered in MUSIC 214 include impressionism, tone rows, pandiatonicism, polytonalism, and advanced approaches to meter and rhythm. Lecture 3 hours. *Prerequisite:* MUSIC 213 or equivalent. *Corequisite:* Concurrent enrollment in MUSIC 204 required. *Transfer Credit:* CSU, UC, USC. (C-ID MUS 150)

230 CHORUS

1.0 Unit

MUSIC 230 is an intermediate 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 are required. *Note:* Students must demonstrate the ability to match pitches and maintain steady rhythm. An audition is required. Laboratory 3 hours. *Prerequisite:* None. *Note:* May be taken 4 times for credit. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC. (C-ID MUS 180)

231 COLLEGE CHOIR

1.0 Unit

MUSIC 231 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 are required. *Note:* Students must demonstrate the ability to match pitches and maintain steady rhythm. An audition is required. Laboratory 3 hours. *Prerequisite:* None. *Note:* May be taken 4 times for credit. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC. (C-ID MUS 180)

**232
CHAMBER CHORALE: WINTER
PRODUCTIONS**

1.0 Unit

MUSIC 232 is a course in the appreciation and performance of choral literature designed for a chamber size ensemble of mixed voices (soprano, alto, tenor, bass). Emphasis is placed on a cappella music suitable for the winter holiday season. Public performance is required. *Note:* Students must demonstrate the ability to match pitches and maintain steady rhythm. An audition is required. Laboratory 3 hours. *Prerequisite:* None. *Note:* May be taken 4 times for credit. *Course Typically Offered:* Fall. *Transfer Credit:* CSU, UC, USC. (C-ID MUS 180)

**233
CHAMBER CHORALE: FESTIVAL**

1.0 Unit

MUSIC 233 is a course in the appreciation and performance of choral literature designed for a chamber size ensemble of mixed voices (soprano, alto, tenor, bass). Emphasis is placed on a cappella music of the Renaissance, Romantic motets, appropriate seasonal literature and art music suitable for performance at adjudicated festivals. Public performance is required. *Note:* Students must demonstrate the ability to match pitches and maintain steady rhythm. An audition is required. Laboratory 3 hours. *Prerequisite:* None. *Note:* May be taken 4 times for credit. *Course Typically Offered:* Spring. *Transfer Credit:* CSU, UC, USC. (C-ID MUS 180)

**235
CONCERT SINGERS:
MASTERWORKS
0.5 to 1.0 Units**

MUSIC 235 is a course in the appreciation and performance of large-scale choral masterworks composed with orchestral or instrumental ensemble accompaniment. Emphasis is placed on music composed after 1600. Public performance is required. *Note:* Students must demonstrate the ability to match pitches and maintain steady rhythm. An audition is required. Studio 3 hours. *Prerequisite:* None. *Note:* May be taken 4 times for credit. *Transfer Credit:* CSU, UC, USC.

**236
VOCAL JAZZ ENSEMBLE:
TRADITIONAL**

1.0 Unit

MUSIC 236 is the study and performance of choral literature composed for small vocal ensembles in the jazz idiom. Traditional jazz and popular repertoire prior to the 1970s is emphasized and traditional seasonal music may be included. Improvisation is emphasized and microphones are used for group and individual tone production. *Note:* An audition is required. Students must demonstrate the ability to match pitch, sing a harmony part, maintain steady rhythm, and produce an acceptable vocal quality. Laboratory 3 hours. *Prerequisite:* None. *Note:* May be taken 4 times for credit. *Course Typically Offered:* Fall. *Transfer Credit:* CSU, UC, USC.

**237
VOCAL JAZZ ENSEMBLE:
CONTEMPORARY**

1.0 Unit

MUSIC 237 is the study and performance of choral literature composed for small vocal ensembles in the jazz idiom. Contemporary jazz and pop repertoire from the 1950s or later is emphasized. Improvisation is incorporated into performances and microphones are used for group and individual tone production. *Note:* An audition is required. Students must demonstrate the ability to match pitch, sing a harmony part, maintain steady rhythm, and produce an acceptable vocal quality. Laboratory 3 hours. *Prerequisite:* None. *Note:* May be taken 4 times for credit. *Course Typically Offered:* Spring. *Transfer Credit:* CSU, UC, USC.

**240
CONCERT SINGERS: HOLIDAY
CONCERT**

1.0 Unit

MUSIC 240 is a course in the appreciation and performance of traditional choral literature. Students study the cultural, historic and aesthetic context of the music performed. Emphasis is placed on non-orchestral music composed for the winter holiday season. Public performance is required. *Note:* Students must demonstrate the ability to match pitches and maintain steady rhythm. An audition is required. Laboratory 3 hours. *Prerequisite:* None. *Note:* May be taken 4 times for credit. *Transfer Credit:* CSU, UC, USC. (C-ID MUS 180)

**241
CONCERT SINGERS: TRADITIONAL**

1.0 Unit

MUSIC 241 is a course in the appreciation and performance of traditional small-scale choral literature from the Renaissance, Baroque, Classical, and Romantic eras. Both a cappella and keyboard-accompanied literature will be studied. Emphasis is placed on music composed before the 20th century. Public performance is required. *Note:* Students must demonstrate the ability to match pitches and maintain steady rhythm. An audition is required. Laboratory 3 hours. *Prerequisite:* None. *Note:* May be taken 4 times for credit. *Course Typically Offered:* Fall. *Transfer Credit:* CSU, UC, USC. (C-ID MUS 180)

**242
CONCERT SINGERS:
CONTEMPORARY**

1.0 Unit

MUSIC 242 is a course in the appreciation and performance of contemporary choral literature. Emphasis is placed on music composed during the 20th and 21st centuries. Public performance is required. *Note:* Students must demonstrate the ability to match pitches and maintain steady rhythm. An audition is required. Laboratory 3 hours. *Prerequisite:* None. *Note:* May be taken 4 times for credit. *Course Typically Offered:* Spring. *Transfer Credit:* CSU, UC, USC. (C-ID MUS 180)

NURSING SCIENCE

**200
NURSING PERSPECTIVES**

1.5 Units

NS 200 presents an overview of current and emerging health and nursing practice issues with their historical influences. Topics provide the entry-level nursing student with an overview of regulatory scopes of practice, ethics and law, health, and health care delivery trends. The influence of commissions and agencies on standards of nursing practice, such as the Quality and Safety Education for Nurses framework (QSEN), is stressed. The student is introduced to core competencies of nursing practice including the delivery of patient-centered care, working as part of interdisciplinary teams, safety, using evidence-based practice, quality improvement, and using information technology. A methodology of contemporary library and healthcare database research is introduced and its application to nursing scholarship and practice is explored. Lecture 1.5 hours. *Prerequisite:* Selection for enrollment in the Registered Nursing Program. *Recommended Preparation:* LIB 191. *Course Typically Offered:* Winter/Summer. *Transfer Credit:* CSU.

**201
NURSING SEMINAR I**
1.0 Unit

NS 201 provides additional practice and reinforcement for basic nursing skills for all level one nursing students. It is designed to promote 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. *Note:* This course is Pass/No Pass only. Laboratory 3 hours. *Prerequisite:* NS 200 and 205 or previous completion of equivalent coursework. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU.

**202
NURSING SEMINAR II**
1.5 Units

NS 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 based on Quality and Safety Education for Nurses (QSEN). The course includes discussion, demonstration, computer simulation, guided practice, and audiovisual presentations. *Note:* This is an optional but highly recommended class in the Registered Nursing curriculum. *Note:* This course is Pass/No Pass only. Lecture 1 hour/Laboratory 1.5 hours. *Prerequisite:* NS 211, or previous completion of equivalent coursework. *Recommended Corequisite:* NS 212 and 222 or previous completion of equivalent coursework. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU.

**203
NURSING SEMINAR III**
1.5 Units

NS 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. *Note:* This is an optional but strongly recommended class in the Registered Nursing curriculum. *Note:* This course is Pass/No Pass only. Lecture 1 hour/Laboratory 1.5 hours. *Prerequisite:* NS 212 (Generic Nursing Program) or NS 217 (Career Ladder LVN-RN Nursing Program) or previous completion of equivalent coursework. *Recommended Corequisite:* NS 213 and NS 223 or equivalent. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU.

**204
NURSING SEMINAR IV**
1.0 Unit

NS 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 cardiac arrhythmia detection/identification, respiratory complications, and advanced intravenous skills. This course includes discussion, demonstration, use of computer software, guided practice, audiovisual presentations, as well as high fidelity simulation. *Note:* An optional but highly recommended class in the Registered Nursing curriculum. *Note:* This course is Pass/No Pass only. Lecture 0.5 hour/Laboratory 1.5 hours. *Prerequisite:* NS 213 or previous completion of equivalent coursework. *Corequisite:* NS 214 *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU.

**205
ESSENTIALS OF MEDICATION
ADMINISTRATION**
0.5 Units

NS 205 is an introductory course which presents the basic knowledge required for safe medication administration. This course is the foundation for the subsequent pharmacology coursework 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 safe administration of medication. The way drugs work, their absorption, routes of administration, and rationale for use are thoroughly studied. Federal and state regulations that pertain to the administration of medications and regulation of controlled substances are examined. Lecture 0.5 hour. *Prerequisite:* Selection for enrollment in the Registered Nursing Program. *Recommended Preparation:* LIB 191. *Course Typically Offered:* Winter/Summer. *Transfer Credit:* CSU.

**208
PHARMACOLOGY FOR NURSING**
2.5 Units

NS 208 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 collaborative health team communication and patient education is incorporated throughout the course. Emphasis is placed on teaching the patient/family and promoting compliance in medication management. Legal and ethical issues related to medication administration are integrated throughout. Lecture 2.5 hours. *Prerequisite:* NS 205 or previous completion of equivalent coursework. *Transfer Credit:* CSU.

**210
FUNDAMENTALS OF NURSING**
3.5 Units

NS 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 Human Needs (a unifying theme for conceptual framework in the Nursing Program) 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 in promoting patient-centered care. This course provides the basic platform of nursing knowledge, skills, and caring attitudes upon which subsequent nursing courses build. Clinical experiences in the ambulatory, acute and/or long-term health care settings, as well as simulated experiences in the Nursing Resource Laboratory are included. Lecture 1.5 hours/Laboratory 6 hours. *Prerequisite:* NS 200 and NS 205 or previous completion of equivalent coursework. *Corequisite:* Enrollment in NS 201 and NS 208 or previous completion of equivalent coursework. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU.

**211
MEDICAL-SURGICAL NURSING I**
3.5 Units

NS 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. Providing patient-centered care to meet health care needs of the older adult is stressed. This course continues to emphasize access to and use of electronically obtained information related to nursing and healthcare to promote evidence-based practice. Clinical experiences that provide an opportunity for the student to apply theoretical concepts and utilize basic clinical skills as members of the healthcare team are included. Lecture 1.5 hours/Laboratory 6 hours. *Prerequisite:* NS 205 and 210 or previous completion of equivalent coursework. *Corequisite:* NS 201 and 208 or previous completion of equivalent coursework. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU.

**212
MEDICAL-SURGICAL NURSING II**
4.5 Units

NS 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 skills using the nursing process. The student is encouraged to build on previously acquired nursing skills, including the use of health care informatics. Clinical experiences are included which provide an opportunity for the student to apply theoretical concepts and build clinical reasoning skills as part of the healthcare team. Lecture 2 hours/Laboratory 7.5 hours. *Prerequisite:* NS 211 or previous completion of equivalent coursework. *Recommended Corequisite:* Enrollment in NS 202 is highly recommended. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU.

**213
MEDICAL-SURGICAL NURSING III**
4.5 Units

NS 213 continues the study of the adult and the older adult with unmet needs resulting from increasingly complex health problems. This course addresses the needs of patients/clients whose health care needs require more advanced nursing interventions, experience, and competence. It also introduces leadership and management concepts. Physical assessment is reintroduced at a more complex level, building on previous knowledge and experiences. A portion of clinical assignments focuses on the older adult with multifaceted 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 augment clinical skills. Lecture 2 hours/Laboratory 7.5 hours. *Prerequisite:* NS 212 or NS 217 and NS 218 or previous completion of equivalent coursework. *Recommended Corequisite:* Enrollment in NS 203 *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU.

**214
MEDICAL-SURGICAL NURSING IV**
6.0 Units

NS 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 planning and delivery of safe, effective, and optimal care. 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 refine teamwork and collaboration skills, apply theoretical concepts and manage multiple priorities, as well as enhance critical thinking and clinical skills. Emphasis is placed on the evaluation of electronic information available in the workplace to promote delivery of patient-centered care. Lecture 2.5 hours/Laboratory 10.5 hours. *Prerequisite:* Completion of NS 213 *Recommended Corequisite:* NS 204 *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU.

**215
NURSING PRACTICE IN
CONTEMPORARY SETTINGS**
2.5 Units

NS 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 contemporary health care in America as well as the sociological, political, and economic/legal issues which shape the delivery of current 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 1.5 hours/Laboratory 3 hours. *Prerequisite:* NS 213 *Corequisite:* NS 214 *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU.



216 INTERMEDIATE CLINICAL EXPERIENCE

2.0 Units

NS 216 provides the more advanced nursing student with additional supervised clinical experience in the acute care hospital setting. Clinical assignments are intended to provide the opportunity for the student to augment previously learned basic nursing skills through repetition. The rotation is further designed to encourage the development of new nursing competencies and sets of skills by exposure to new assignments and experiences. **Note:** This course is Pass/No Pass only. Laboratory 6 hours. **Prerequisite:** NS 212 (Generic Nursing Program) or NS 213 and NS 217 (Career Ladder LVN-RN Program) or equivalent. **Course Typically Offered:** Winter/Summer. **Transfer Credit:** CSU.

217 ADVANCED PLACEMENT NURSING BRIDGE COURSE

1.0 Unit

NS 217 is an introduction for the advanced placement student (Licensed Vocational Nurse-Registered Nurse, Foreign Nurse Graduate, or Generic Transfer) to the concepts central to registered nursing practice. It provides clarification of the philosophy, unifying theme, and the nursing process that serve as the foundation for the registered nurse curriculum at Glendale Community College. Topics also provide an overview of regulatory scopes of practice, healthcare delivery trends, and the influence of commissions and agencies on nursing practice, such as the Quality and Safety Education for Nurses framework (QSEN). Methods and review of contemporary library and database research and their application to nursing scholarship and practice are presented. Lecture 1 hour/Laboratory 1.5 hours. **Prerequisite:** Selection for enrollment in the Registered Nursing Program. **Recommended Preparation:** LIB 191. **Transfer Credit:** CSU.

218 NURSING PHARMACOLOGY REVIEW AND UPDATE

1.5 Units

NS 218 encompasses a review of basic pharmacology content and dosage calculation, emphasizing pharmaceutical principles. Current changes in medication administration safety measures are stressed, including intravenous medication administration. The course establishes a current foundation for pharmacological therapy in nursing by providing a review of drug classifications while giving prominence to current changes in these classifications and representative agents. Lecture 1.5 hours. **Prerequisite:** Selection for enrollment in the Registered Nursing Program.

219 CLINICAL ENRICHMENT

2.0 Units

NS 219 provides the currently enrolled or returning nursing student with additional supervised clinical experience in the acute care hospital setting. Clinical assignments are intended to provide the opportunity for the student to strengthen previously learned basic nursing skills through repetition. This course fosters the knowledge and skills of the student to effectively perform patient-centered care. The rotation is designed to improve general patient care skills by offering experiences which foster confidence, critical thinking, time management and prioritizing skills, communication in the clinical setting, and collaboration/teamwork with all members of the healthcare team. **Note:** This course is Pass/No Pass only. Laboratory 6 hours. **Prerequisite:** NS 210 or equivalent. **Transfer Credit:** CSU.

222 PSYCHIATRIC NURSING

3.5 Units

NS 222 focuses on the dynamics of patients/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 an attitude of 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 4.5 hours. **Prerequisite:** NS 211 or NS 217, NS 218, and Career Ladder LVN-RN Nursing Program, or previous completion of equivalent coursework. **Recommended Corequisite:** Enrollment in NS 202 is highly recommended. **Course Typically Offered:** Fall/Spring. **Transfer Credit:** CSU.

223 MATERNAL CHILD HEALTH

6.0 Units

NS 223 focuses on the needs of the growing family and incorporates both maternity and pediatric nursing content. The nursing process is stressed in providing patient-centered care as the student learns to adapt previously learned skills and knowledge to the unmet needs of maternity and pediatric patients. 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 3.5 hours/Laboratory 7.5 hours. **Prerequisite:** NS 222 or previous completion of equivalent coursework. **Recommended Corequisite:** Enrollment in NS 203 **Course Typically Offered:** Fall/Spring. **Transfer Credit:** CSU.

255 BASIC ELECTROCARDIOGRAPHY

2.0 Units

NS 255 is designed to provide an overview and introduce the novice healthcare provider to the basics of electrocardiography (EKG). Course content reviews principles of cardiac anatomy, physiology, and electrophysiology which are foundational to course content. Content includes cardiac hemodynamics, proper lead placement to obtain EKG waveforms, waveform identification, rate calculation, normal rhythm, and arrhythmia recognition and treatment. **Note:** This course is intended for nursing students, nurses, EMT students, EMTs, or individuals working in health care settings who have sufficient background knowledge to master the content and the concepts. **Note:** This course is Pass/No Pass only. Lecture 2 hours. **Prerequisite:** None.

NUTRITION**50
DIETETIC SERVICES INTERNSHIP**

3.0 Units

NUTR 50 is a discipline-specific course, which allows students to earn 3.0 units for a structured, supervised off-campus internship under the supervision of a faculty advisor. It is designed to provide students with appropriate preparation and a hands-on work experience in the supervision and management of the food services operations in long term and acute health care facilities such as hospitals, convalescent and nursing homes. The purpose of this class is to enhance students' knowledge, skill levels, and professional competency in the career of dietetic services supervision. This course is recommended for the self-motivated student, and requires faculty advisor approval to register. *Note:* This course is Pass/No Pass only. Laboratory 9 hours. *Recommended Preparation:* Eligibility for ENGL 120 or ESL 151.

**114
NUTRITION AND MENU PLANNING**

3.0 Units

NUTR 114 examines nutrition guidelines for health maintenance and disease prevention and their relation to quantity food preparation and menu planning. The course emphasizes the development and marketing of healthy recipes and menus for various institutional food service operations, including residential and acute health care institutions, restaurants, hotels, and schools. Topics include alternative ingredients and food preparation techniques to preserve or increase the nutritive value and acceptance of foods. Lecture 3 hours. *Recommended Preparation:* NUTR 125 and Eligibility for ENGL 101.

**118
DIETARY HEALTH CARE**

4.0 Units

NUTR 118 is a study of the functions of a health care facility's dietary department and its policies, procedures, and the management of its food service operations. Consideration is given to appropriate menus for various age groups and disease conditions, accommodation of therapeutic diet prescriptions and special needs, standards of tray service, patient satisfaction, regulatory agency guidelines, and general organizational and operational issues. Lecture 4 hours. *Prerequisite:* CULIN 111 or CULIN 112 or equivalent and NUTR 114 or equivalent. *Recommended Preparation:* Eligibility for ENGL 101 *Transfer Credit:* CSU.

**125
ELEMENTS OF NUTRITION**

3.0 Units

NUTR 125 presents an overview of the many aspects of nutrition, including current dietary trends and related food and nutrition controversies, the nutritive processes of the body, the functions, utilization, food sources, and recommended allowances of nutrients. It emphasizes the USDA Dietary Guidelines for Americans, as well as the general principles of eating for optimal health and disease prevention, supported by scientific research. Lecture 3 hours. *Recommended Preparation:* Eligibility for ENGL 101. *Transfer Credit:* CSU, UC, USC.

**201
CERTIFIED DIETARY MANAGER
(CDM) BOARD EXAM REVIEW**

2.0 Units

NUTR 201 provides students with information, resources and insights to facilitate their preparation for the national credentialing examination for dietary managers in health care institutions. Topics cover the five competency areas included in the Certified Dietary Manager (CDM) Board exam, namely: Nutrition, Foodservice, Personnel and Communications, Sanitation and Food Safety, and Business Operations. *Note:* This is a Pass/No Pass only. Lecture 2 hours. *Recommended Preparation:* Dietetic Services Supervisor (DSS) Certificate. ENGL 141 or ESL 141.

OCEANOGRAPHY**115
OCEANOGRAPHY**

3.0 Units

OCEAN 115 is an introduction to the physical, chemical, and geological aspects of oceanography. Lecture 3 hours. *Recommended Preparation:* Eligibility for ENGL 120 or ESL 151. *Course Typically Offered:* Winter/Spring/Summer/Fall. *Transfer Credit:* CSU, UC, USC.

**116
OCEANOGRAPHY LABORATORY**

1.0 Unit

OCEAN 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. Laboratory 3 hours. *Prerequisite:* OCEAN 115. (OCEAN 115 may be taken concurrently.) *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC.

PHILOSOPHY**101
INTRODUCTION TO PHILOSOPHY**

3.0 Units

PHILO 101 is an overview of the classical and modern problems of philosophy. Students will consider the source and limits of knowledge and ethical values, and will investigate a range of philosophical issues, including problems about political justice, the self, death, art, and truth itself. Lecture 3 hours. *Prerequisite:* ENGL 191 or ESL 141. *Course Typically Offered:* Winter/Spring/Summer/Fall. *Transfer Credit:* CSU, UC, USC. (C-ID PHIL 100)

**113
COMPARATIVE WORLD RELIGIONS:
NEAR EAST**

3.0 Units

PHILO 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 ENGL 101. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC.

**114
COMPARATIVE WORLD RELIGIONS:
FAR EAST**

3.0 Units

PHILO 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 ENGL 101. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC.

**115
RELIGIONS OF THE WORLD**

3.0 Units

PHILO 115 is a comparative study of the salient ideas and philosophical developments in Hinduism, Buddhism, Jainism, Sikhism, Taoism, Confucianism, Shinto, Zoroastrianism, Judaism, Christianity, Islam, and prehistoric and national religions of the past. *Note:* This course may not be taken by students who have completed PHILO 113 or PHILO 114 prior to Fall 2018. Lecture 3 hours. *Recommended Preparation:* Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU, UC.

**116
ETHICS FOR MODERN LIFE**

3.0 Units

PHILO 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, existentialism, and recent ethical theories. The nature and scope of contemporary moral problems are also examined. Lecture 3 hours. *Recommended Preparation:* ENGL 120 or ESL 151. *Course Typically Offered:* Spring. *Transfer Credit:* CSU, UC, USC. (C-ID PHIL 120)

**117
INTRODUCTION TO LOGIC**

3.0 Units

PHILO 117 is a study of the structure and function of language, inductive and deductive forms of reasoning and argumentation. The course includes the study of formal argumentation, the predicate calculus, the methods of experimental inquiry, the nature of scientific proof, and some probability theory. Lecture 3 hours. *Recommended Preparation:* Eligibility for ENGL 101. *Course Typically Offered:* Winter/Spring/Summer/Fall. *Transfer Credit:* CSU, UC, USC. (C-ID PHIL 110)

**118
WOMEN, THE EARTH, AND THE
DIVINE**

3.0 Units

PHILO 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:* ENGL 191 or ESL 141. *Course Typically Offered:* Fall. *Transfer Credit:* CSU, UC, USC.

**119
HISTORY OF PHILOSOPHY:
ANCIENT PERIOD**

3.0 Units

PHILO 119 is a critical study of the philosophic systems of the ancient Greeks and Romans, with special emphasis on the Pre-Socratics, Plato, Aristotle, and Roman philosophical thinkers. Lecture 3 hours. *Recommended Preparation:* Eligibility for ENGL 101. *Course Typically Offered:* Fall. *Transfer Credit:* CSU, UC, USC. (C-ID PHIL 130)

**120
HISTORY OF PHILOSOPHY:
MODERN PERIOD**

3.0 Units

PHILO 120 is a critical study of the philosophic systems and ideas of the early modern period that have had a dominant impact on Western civilization, with special emphasis on Descartes, Spinoza, Leibniz, Locke, Berkeley, Hume, and Kant. Lecture 3 hours. *Recommended Preparation:* Eligibility for ENGL 101. *Course Typically Offered:* Spring. *Transfer Credit:* CSU, UC, USC. (C-ID PHIL 140)

**121
PHILOSOPHY - ISLAM**

3.0 Units

PHILO 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 ENGL 101. *Course Typically Offered:* Spring. *Transfer Credit:* CSU, UC, USC.

**123
INTRODUCTION TO SYMBOLIC
LOGIC**

3.0 Units

PHILO 123 introduces students to the calculus of propositional and predicate logic to enable students to formally evaluate arguments. Students learn to translate English arguments, use truth tables, create natural deduction derivations, use defined identity relations, acquire a precise understanding of soundness and validity, and to begin to develop a working grasp on logic meta theory. Lecture 3 hours. *Recommended Preparation:* Eligibility for ENGL 101. *Transfer Credit:* CSU, UC, USC. (C-ID PHIL 210)

PHOTOGRAPHY

**101
INTRODUCTION TO PHOTOGRAPHY**

4.0 Units

PHOTO 101 introduces students to basic camera controls and techniques in both traditional and digital photographic methods. The historic development and diverse cultural history of photography is surveyed throughout the course. Significant photographic works are presented and discussed to provide a context for the production and critique of photographic images. *Note:* Single Lens Reflex (SLR) and Digital Single Lens Reflex (DSLR) camera are available for checkout from the Photography Department. Lecture 3 hours/Laboratory 3 hours. *Recommended Preparation:* MATH 155 and ESL 125. *Course Typically Offered:* Winter/Spring/Summer/Fall. *Transfer Credit:* CSU, UC, USC.

**103
MEDIUM AND LARGE FORMAT
PHOTOGRAPHY**

4.0 Units

PHOTO 103 introduces students to medium and large format film cameras and builds on black and white skills learned in PHOTO 101. Students learn to pre-visualize and image during exposure, developing, and printing processes. Students create personally inspired projects throughout the course. Significant photographic works by historic and contemporary photographers are presented to provide the diverse cultural contexts for the production of photographic images. Lecture 2 hours/Studio 4 hours. *Prerequisite:* PHOTO 101. *Course Typically Offered:* Spring. *Transfer Credit:* CSU.

**105
PROJECTS IN TRADITIONAL
PHOTOGRAPHY**

3.0 Units

PHOTO 105 allows students to refine and develop skills learned in PHOTO 103. This course provides a concentrated study in black and white photographic techniques. Students combine technique and concept to explore the black and white process and participate in group and individual critique throughout the term. Students study the work of historic and contemporary photographers working in black and white photography. Students are encouraged to develop their own expressive aesthetics and concepts in their work. Lecture 1.5 hours/Laboratory 4.5 hours. *Prerequisite:* PHOTO 103. *Transfer Credit:* CSU.

**111
LIGHTING I**

4.0 Units

(Previously PHOTO 106)

PHOTO 111 students explore the creative use of available light, basic studio lighting, and on-camera flash. Principles of light, lighting design in relation to concept, exposure control are presented. Students learn to control light through exposure and use light modifiers. Students create projects using course content. Photographic works of significant photographers are presented throughout the course. *Note:* Students who previously completed PHOTO 106 prior to Fall 2019 will not receive credit for PHOTO 111. Lecture 3 hours/Laboratory 3 hours. *Prerequisite:* PHOTO 101. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU.

**112
LIGHTING II**

4.0 Units

PHOTO 112 is a course in which students work in the lighting studio using strobes. Students learn the principles of studio strobe lighting, key, fill, background setups, exposure control for strobes. Students learn to control and utilize studio strobe lighting systems. Students create projects using course content. Photographic works of significant photographers are presented throughout the course. Lecture 3 hours/Laboratory 3 hours. *Prerequisite:* PHOTO 111. *Course Typically Offered:* Fall. *Transfer Credit:* CSU

**114
VIEW CAMERA**

4.0 Units

PHOTO 114 explores the 4' x 5' film based view camera and operations as related to outdoor and studio shooting. The course covers large format aperture and shutter features, camera movements, exposure calculations, and film processing and printing. Lecture 2 hours/Studio 4 hours. *Prerequisite:* PHOTO 103. *Note:* May be taken 2 times for credit.

**122
PHOTOSHOP II**

3.0 Units

PHOTO 122 is a second level Photoshop course for students who already have a solid understanding of Photoshop basic tools and techniques. Existing Photoshop skills are built upon to create high-resolution composited images. Special effects, and advanced methods of layout, compositing, masking, and image enhancing are covered in the course. Students create projects using course information. Lecture 2 hours/Studio 2 hours. *Prerequisite:* PHOTO 121 or equivalent. *Course Typically Offered:* Fall/Spring.

**130
PHOTOSHOP AND LIGHTROOM FOR
PHOTOGRAPHERS**

4.0 Units

PHOTO 130 is an intermediate Photography course that teaches Adobe Lightroom and Photoshop for digital photography. Students create projects using their own digital photos, using Adobe Lightroom to organize and edit photos, and Photoshop to retouch and enhance their images. Basic image exporting and printing are covered. Significant photographic works are presented and discussed to provide a context for the production and critique of photographic images. This is required for photography majors. Lecture 3 hours/Laboratory 3 hours. *Prerequisite:* PHOTO 101. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU.

**132
DIGITAL PHOTOGRAPHY II**

4.0 Units

PHOTO 132 provides second level instruction in digital image editing and cataloging software, like Adobe Lightroom and Photoshop for digital photography. Retouching, compositing and printing skills are enhanced with hands on training. Students work on projects using their own digital photos. Lecture 3 hours/Laboratory 3 hours. *Prerequisite:* PHOTO 130 or equivalent. *Transfer Credit:* CSU.

**140
FINE ART PHOTOGRAPHY**

4.0 Units

PHOTO 140 is a photo course focusing on fine art approaches in photography. Students are introduced to and guided through artistic styles, project and theme development, and technical and design techniques used in fine art photography. Students create self-motivated projects intended for exhibition within a fine art context. Significant documentary photographic works are presented and discussed to provide a context for the production and critique of photographic images. Lecture 3 hours/Laboratory 3 hours. *Prerequisite:* PHOTO 111 or PHOTO 130 or equivalent. *Transfer Credit:* CSU.

**142
COMMERCIAL PHOTOGRAPHY**

4.0 Units

PHOTO 142 is a photo course focusing on editorial and commercial approaches in photography. Students are introduced to and guided through editorial styles, project and theme development, and technical and design techniques used in commercial photography. Students create projects to fulfill specified criteria as they would in a professional setting. Significant documentary photographic works are presented and discussed to provide a context for the production and critique of photographic images. Lecture 2 hours/Laboratory 6 hours. *Prerequisite:* PHOTO 111 or equivalent. *Transfer Credit:* CSU.

144 DOCUMENTARY PHOTOGRAPHY

4.0 Units

(Previously PHOTO 118)

PHOTO 144 is a photo course focusing on documentary approaches in photography. Students are introduced to and guided through documentary styles, project and theme development, and design techniques used to communicate theme. Students create projects using course information. Significant documentary photographic works are presented and discussed to provide a context for the production and critique of photographic images. **Note:** This course may not be taken by students who have completed PHOTO 118 prior to Fall 2019. Lecture 3 hours/Laboratory 3 hours. **Prerequisite:** PHOTO 111. **Transfer Credit:** CSU.

146 ADVANCED PROJECTS IN PHOTOGRAPHY

4.0 Units

(Previously PHOTO 107)

PHOTO 146 is designed for advanced photo students to concentrate on a single project during the course. The student explores and combines an aesthetic and expressive use of the photographic medium to complete projects with developed artists' statements. Research and reading assignments will be made where applicable. **Note:** Students who previously completed PHOTO 107 prior to Fall 2019 will not receive credit for PHOTO 146. Lecture 3 hours/Laboratory 3 hours. **Prerequisite:** PHOTO 111. **Course Typically Offered:** Fall/Spring. **Transfer Credit:** CSU.

156 PROFESSIONAL PRACTICES FOR PHOTOGRAPHERS

3.0 Units

(Previously PHOTO 115)

PHOTO 156 is an advanced photography course covering principles and practices within the field for hire or exhibition. Students construct artist resumes and artist statements related to their work. Course includes promotion, portfolio layout, releases, estimates, invoices, gallery negotiations, and image licensing issues for photographers. Students must have a developed body of photographic work that will be used for class projects. **Note:** Students who previously completed PHOTO 115 prior to Fall 2019 will not receive credit for PHOTO 156. Lecture 3 hours. **Prerequisite:** PHOTO 101. **Course Typically Offered:** Spring.

158 CONTEMPORARY PHOTOGRAPHY AND PRACTICES

3.0 Units

(Previously PHOTO 145)

PHOTO 158 is a survey of techniques and practices of contemporary photographers and their relationship to past practices and movements within Photography. Current trends in photographic image making are presented. Students examine the crossover of fine art, documentary, commercial and editorial practices as well as the impact of digital methods in photography. **Note:** Students who previously completed PHOTO 145 prior to Fall 2019 will not receive credit for PHOTO 158. Lecture 3 hours. **Recommended Preparation:** ENGL 120 or ESL 151. **Course Typically Offered:** Spring. **Transfer Credit:** CSU.

160 PHOTOSHOP

3.0 Units

(Previously PHOTO 121)

PHOTO 160 introduces students to basic imaging techniques using Photoshop, an industry standard graphics software and image editor. Students will work with tools, layers, adjustments, and layer masks to create graphics, enhance images, and composite. Students create projects using course information. **Note:** Photography majors should enroll in PHOTO 130 rather than PHOTO 160. **Note:** This course may not be taken by students who have completed PHOTO 121 prior to Fall 2019. Lecture 2.5 hours/Laboratory 1.5 hours. **Prerequisite:** None. **Course Typically Offered:** Fall/Spring. **Transfer Credit:** CSU.

170 FIELD STUDIES IN PHOTOGRAPHY

1.0 to 3.0 Units

PHOTO 170 provides students with hands-on experience photographing in the field. Students will travel and study in the United States at the student's own expense. Each course offering will concentrate on a specific target area, chosen for its cultural or social significance. Each student will create an individual project that relates to each site, under the direction of a Glendale Community College Photography instructor. **Note:** This course may be taken 4 times; a maximum of 12 units may be earned. Each repetition must be in a different area of the United States. Lecture 0.5-1.5 hours/Laboratory 1.5-4.5 hours. **Prerequisite:** PHOTO 101.

PHYSICAL EDUCATION

The Kinesiology Division/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 the Associate in Science degree. Students currently enrolled in the Registered Nursing Program are exempt from the PE graduation requirement. Individuals may be exempt from the physical education requirement upon presentation of evidence that they have a medical excuse on file.

Intercollegiate athletics courses can be found under the Athletic Physical Education department (ATHPE) in the catalog. Student-athletes should refer to these courses for participation on intercollegiate athletics teams.

Health courses for the graduation requirement for Health or First Aid can be found in the Health (HLTH) department in the catalog.

Kinesiology theory courses can be found in the Kinesiology (KIN) department. Kinesiology majors and Fitness Specialist Certificate students should consult the KIN AA-T degree model curriculum and/or the FS Certificate requirements to determine appropriate courses for the major/certificate in the Kinesiology (KIN), Physical Education (PE), Health (HLTH) departments. It is recommended that a variety of activities be taken during a student's attendance at GCC. All classes are coeducational. There are ten families within the Physical Education/Kinesiology Division (See page 94 for more information on course families):

Cardio Fitness (PE 101, 102, 103, 104). Cardiovascular fitness is a health-related component of physical movement that is brought about by sustained physical activity. These courses cover the relationship between cardiorespiratory endurance training and the changes that occur with increased aerobic or anaerobic capacity. The courses also focus on safety as it relates to physical activity;

Cycling (PE 110, 111, 112). The courses in this family focus on endurance, strength, intervals, high intensity (race days) and recovery type exercise. Cycling involves using a special stationary exercise bicycle with a weighted flywheel in a classroom setting. The courses also focus on safety as it relates to physical activity;

Badminton (PE 140, 141, 142). The Badminton Family teaches students of varied abilities basic and intermediate skills related to individual and team play of this racquet sport. The courses also focus on safety as it relates to physical activity;

Basketball (PE 150, 151, 152). The Basketball Family teaches students of varied abilities to build aerobic endurance and total body strength while incorporating strategic plays. They also learn basic to advanced skills related to individual and team play. The courses also focus on safety as it relates to physical activity;

Motor Performance Fitness(PE 108, 180, 181, 182, 295, 296, 297). The *Motor Performance Fitness Family* teaches students to understand how feedback, practice and individual retention leads to the transfer of motor performance. These courses require a predetermined goal relating to overall wellness and fitness. The courses also focus on safety as it relates to physical activity; *Golf*(PE 202, 203, 204). The *Golf Family* teaches students of varied abilities to learn basic to advanced skills related to this individual sport. The courses also focus on safety as it relates to physical activity;

Martial Arts(PE 215, 216, 217, 218, 219, 220, 221). Courses in this family focus on the codified systems and traditions of combat practices relating to self-defense, competition, physical health and fitness, entertainment, as well as mental, physical, and spiritual development. The courses also focus on safety as it relates to physical activity;

Soccer/Football(PE 210, 211, 212, 238, 239, 240). The *Soccer/Football Family* teaches students the skills related to these team sports, while incorporating strategic plays. The courses also focus on safety as it relates to physical activity;

Tennis(PE 261, 262, 263). Courses in this family help players of varied abilities to improve their individual and team play in singles or doubles tennis. The courses also focus on safety as it relates to physical activity;

Volleyball(PE 274, 275, 276). The *Volleyball Family* teaches players of varied abilities to learn basic to advanced skills related to this team sport. The courses also focus on safety as it relates to physical activity;

Adapted Physical Education (PE 130, 131, 132, 134, 135). These courses offer a variety of activities that offer a wide range of movement and fitness based courses designed to meet the needs of students registered with *Disabled Students Programs and Services* (DSPS). The courses in this area will focus on safety as it relates to physical activity and adapting physical activities to meet the needs of students with disabilities.

101 FITNESS LAB I 1.0 to 2.0 Units

PE 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 and endurance, and flexibility. Students are assessed in these areas and an individual fitness profile is established. Fitness activities primarily utilize exercise equipment organized into an aerobic super circuit with additional activities prescribed in an aerobic machine arena, body parts weight training area, and flexibility area. Laboratory 3.0-6.0 hours. **Prerequisite:** None. **Course Typically Offered:** Winter/Spring/Summer/Fall. **Transfer Credit:** CSU, UC, USC. (*Cardio Fitness Family*)

102 FITNESS LAB II 1.0 to 2.0 Units

PE 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. Laboratory 3.0-6.0 hours. **Prerequisite:** None. **Course Typically Offered:** Winter/Spring/Summer/Fall. **Transfer Credit:** CSU, UC, USC. (*Cardio Fitness Family*)

103 FITNESS LAB III 1.0 Unit

PE 103 is a laboratory physical fitness course designed to take the theoretical components of KIN 166 and 167 and put them into practical use. The course emphasizes the ability to identify and demonstrate the use of cardiovascular, strength and flexibility equipment. Fitness activities primarily utilize the exercise equipment discussed in KIN 166 and 167. Additional activities are prescribed using aerobic machines and cross training exercises. Laboratory 3 hours. **Prerequisite:** None. **Transfer Credit:** CSU, UC, USC. (*Cardio Fitness Family*)

104 FITNESS LAB IV 1.0 Unit

PE 104 is a laboratory physical fitness course designed to take the theoretical components of KIN 168 and 169 and put these components into practical use. The course emphasizes the development and maintenance of a cardiovascular, strength and flexibility program. Fitness activities primarily utilize the exercise equipment discussed in KIN 168 and 169. Additional intermediate activities are prescribed using aerobic machine and cross training exercises. Laboratory 3 hours. **Prerequisite:** None. **Transfer Credit:** CSU, UC, USC. (*Cardio Fitness Family*)

108 GROUP EXERCISE I 1.0 Unit

PE 108 offers various modes of moderate-vigorous aerobic exercise set to contemporary music. Course includes instruction on group exercise formats as well as basic physiology, safety protocols and programming of aerobic fitness. **Note:** Students who have completed PE 164 or DANCE 164 may not receive credit for this course. Laboratory 3 hours. **Prerequisite:** None. **Course Typically Offered:** Fall/Spring. **Transfer Credit:** CSU, UC, USC. (*Motor Performance Family*)

110 INDOOR CYCLING I 1.0 Unit

PE 110 offers instruction in indoor cycling, a low-impact, non-weight-bearing physical activity, enhancing cardiorespiratory and muscular performance, and promoting mental and emotional well being. Various cycling routines are performed on a stationary spinning bicycle accompanied by both auditory and visual cues. Laboratory 3 hours. **Prerequisite:** None. **Course Typically Offered:** Fall. **Transfer Credit:** CSU, UC, USC. (*Cycling Family*)

111 INTERMEDIATE INDOOR CYCLING FOR FITNESS 1.0 Unit

PE 111 offers instruction in indoor cycling dealing with basic cardiovascular fitness which is achieved through general cycling, fast cycling, sprints, intervals, and climbing. Cycling safety, bike fit, and heart rate training are incorporated with choreographed workouts. **Note:** This course may not be taken by students who have completed PE 121 prior to Spring 2016. Laboratory 3 hours. **Prerequisite:** None. **Course Typically Offered:** Fall/Spring/Winter. **Transfer Credit:** CSU, UC, USC. (*Cycling Family*)

112 INDOOR CYCLING III 1.0 Unit

PE 112 offers instruction in advanced techniques of indoor cycling to improve cardiovascular and muscular fitness, including steady-state training, intervals, hill climbs, sprints and high-intensity interval training (HIIT). Targeting appropriate heart rate zones and arranging various components of training are discussed, as well as programming appropriate revolutions-per-minute (RPM) and music tempo for choreographed workouts. Laboratory 3 hours. **Prerequisite:** PE 111. **Transfer Credit:** CSU, UC. (*Cycling Family*)

130 ADAPTED ACTIVITIES

1.0 Unit

PE 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. **Note:** This course is primarily designed for students who meet Title 5 eligibility requirements for the Disabled Students Programs and Services. Laboratory 3 hours. **Prerequisite:** None. **Note:** May be taken 4 times for credit. **Course Typically Offered:** Fall/Spring. **Transfer Credit:** CSU, UC, USC. (*Adapted Physical Education*)

131 ADAPTED SELF DEFENSE

1.0 Unit

PE 131 teaches the basics of self-defense training. Instruction includes practice in the fundamental techniques, and the philosophy of self-defense for students with disabilities. Students learn the practice of Tai Chi forms to promote body awareness, motor development and the ability to protect and defend themselves. **Note:** This course is primarily designed for students who meet Title 5 eligibility requirements for Disabled Students Programs and Services (DSPS). Laboratory 3 hours. **Recommended Preparation:** PE 134. **Note:** May be taken 4 times for credit. **Course Typically Offered:** Fall/Spring. **Transfer Credit:** CSU, UC, USC. (*Adapted Physical Education*)

132 ADAPTED AQUATICS

1.0 Unit

PE 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. **Note:** This course is primarily designed for students who meet Title 5 eligibility requirements for Disabled Students Programs and Services (DSPS). Laboratory 3 hours. **Prerequisite:** None. **Note:** May be taken 4 times for credit. **Course Typically Offered:** Fall/Spring. **Transfer Credit:** CSU, UC, USC. (*Adapted Physical Education*)

134 ADAPTED WELLNESS AND FITNESS LABORATORY

1.0 Unit

PE 134 is a laboratory physical fitness course for students with disabilities. This course is 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 a personalized fitness program is established. **Note:** This course is primarily designed for students who meet Title 5 eligibility requirements for Disabled Students Programs and Services (DSPS). **Note:** This course is Pass/No Pass only. Laboratory 3 hours. **Prerequisite:** None. **Note:** May be taken 4 times for credit. **Course Typically Offered:** Fall/Spring. **Transfer Credit:** CSU, UC, USC. (*Adapted Physical Education*)

135 ADAPTED INDOOR CYCLING FOR FITNESS

1.0 Unit

PE 135 offers students with disabilities instruction in indoor cycling. Indoor cycling is a low-impact, non-weight-bearing physical activity, which enhances cardiorespiratory and muscular performance. The course promotes physical, as well as mental and emotional well-being. Various cycling routines are performed on a stationary spinning bicycle accompanied by both auditory and visual cues. **Note:** This course is primarily designed for students who meet Title 5 eligibility requirements for Disabled Student Programs and Services (DSPS). Laboratory 3 hours. **Recommended Preparation:** PE 134. **Note:** May be taken 4 times for credit. **Course Typically Offered:** Fall/Spring. **Transfer Credit:** CSU, UC, USC. (*Adapted Physical Education*)

140 BADMINTON I

1.0 Unit

PE 140 provides instruction in the fundamental skills and knowledge of rules and play in the sport of badminton. Development of singles and doubles strategies, competitive participation and the use of badminton as a lifelong physical activity are emphasized. Laboratory 3 hours. **Prerequisite:** None. **Course Typically Offered:** Fall/Spring. **Transfer Credit:** CSU, UC, USC. (*Badminton Family*)

141 BADMINTON II

1.0 Unit

PE 141 provides instruction in intermediate level techniques and strategies in badminton. Development of biomechanics and fitness in fundamental skills is emphasized, as well as more advanced shots and game play strategies for both singles and doubles. Laboratory 3 hours. **Prerequisite:** PE 140. **Course Typically Offered:** Fall/Spring. **Transfer Credit:** CSU, UC, USC. (*Badminton Family*)

142 BADMINTON III

1.0 Unit

PE 142 provides instruction in advanced level techniques and strategies in badminton. Mastery of biomechanics and fitness in advanced skills is emphasized, as well as development of advanced shots and game play strategies for both singles and doubles. Laboratory 3 hours. **Prerequisite:** PE 141. **Transfer Credit:** CSU, UC. (*Badminton Family*)

150 BASKETBALL I

1.0 Unit

PE 150 teaches the beginning concepts of basketball as a life-time activity. Instruction includes practice in fundamental techniques, rules of basketball, development of team play, and competitive participation. Students learn fundamental warm-up and cool-down techniques, basketball fundamentals, safety, and physiological and psychological benefits of playing basketball. Laboratory 3 hours. **Prerequisite:** None. **Course Typically Offered:** Fall/Spring. **Transfer Credit:** CSU, UC, USC. (*Basketball Family*)

151 BASKETBALL II

1.0 Unit

PE 151 teaches the intermediate concepts of basketball as a life-time activity. Instruction includes a review of the fundamental techniques, rules of basketball, development of team play and competitive participation. Students also learn several offensive and defensive strategies and game planning, how to organize effective practice drills to perfect offensive and defensive player development, and the physiological and psychological benefits of playing basketball, and the psychological considerations of competition. Laboratory 3 hours. **Prerequisite:** PE 150. **Course Typically Offered:** Fall/Spring. **Transfer Credit:** CSU, UC, USC. (*Basketball Family*)

**152
BASKETBALL III**

1.0 Unit

PE 152 teaches the advanced concepts of basketball and the application of practice and game situational strategies. Instruction includes a review of intermediate techniques, rules of basketball, development of team play and competitive participation. Students also learn several offensive and defensive strategies and game planning, how to organize effective practice drills to perfect offensive and defensive fundamentals, and the physiological and psychological considerations of basketball competition. Laboratory 3 hours. *Prerequisite:* PE 151. *Transfer Credit:* CSU, UC, USC. (*Basketball Family*)

**180
RUNNING AEROBICS I**

1.0 Unit

PE 180 teaches the beginning concepts of running aerobics as a life-time activity. Instruction includes training components, heart rate zones, stride technique, and proper alignment. Students learn the fundamental warm-up and cool-down techniques, running health, safety, and physiological and psychological benefits of running. *Note:* This course may not be taken by students who have completed PE 226 prior to Spring 2016. Laboratory 3 hours. *Prerequisite:* None. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC. (*Motor Performance Family*)

**181
RUNNING AEROBICS II**

1.0 Unit

PE 181 offers instruction and practice in intermediate running aerobics training. This course builds upon the application of the basic training components, heart rate zones, stride technique, and proper alignment learned in PE 180. Students learn the intermediate training techniques such as tempo runs and hills, design their own training program, and train to compete in 5K road races. Laboratory 3 hours. *Prerequisite:* PE 180. *Transfer Credit:* CSU, UC, USC. (*Motor Performance Family*)

**182
RUNNING AEROBICS III**

1.0 Unit

PE 182 offers instruction and practice in advanced running aerobics training. The main goal is to provide the student with continued advancement in running while competing in the 10K distance road race. The course emphasizes advanced training techniques such as variable intensity and durations, interval training, and anaerobic training. Laboratory 3 hours. *Prerequisite:* PE 181. *Course Typically Offered:* Fall. *Transfer Credit:* CSU, UC, USC. (*Motor Performance Family*)

**202
GOLF I**

1.0 Unit

PE 202 introduces students to the fundamentals of golf. Instruction and practice on the golf range and course include an overview of equipment, rules and etiquette, proper swing technique and mental aspects of game play. This course is conducted at an off-campus golf facility. *Note:* Each student must pay a golf course facilities fee and provide their own golf clubs. Laboratory 3 hours. *Prerequisite:* None. *Course Typically Offered:* Fall. *Transfer Credit:* CSU, UC, USC. (*Golf Family*)

**203
GOLF II**

1.0 Unit

PE 203 offers instruction and practice in intermediate golf. This course builds on the application of the fundamental knowledge and skills developed in PE 202. Students learn intermediate level golf techniques including analysis of the course, shot strategies and problem-solving skills. This course is conducted at an off-campus golf facility. *Note:* Each student must pay a golf course facilities fee and provide their own golf clubs. Laboratory 3 hours. *Prerequisite:* PE 202. *Course Typically Offered:* Fall. *Transfer Credit:* CSU, UC, USC. (*Golf Family*)

**204
GOLF III**

1.0 Unit

PE 204 offers instruction and practice in advanced golf. This course builds on the application of the intermediate knowledge and skills developed in PE 203. Students learn advanced level golf techniques including advanced skill development, strategies of game play, and mental preparation techniques. This course is conducted at an off-campus golf facility. *Note:* Each student must pay a golf course facilities fee and provide their own golf clubs. Laboratory 3 hours. *Prerequisite:* PE 203. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC. (*Golf Family*)

**210
FLAG FOOTBALL I**

1.0 Unit

PE 210 is instruction and practice in the fundamentals of flag football with a focus on the development of team play and competition. This course covers the fundamental motor skills of flag football and introduces the student to the rules of different organizations, proper etiquette, and team strategies for game play. Social skills, sportsmanship and teamwork are emphasized. Laboratory 3 hours. *Prerequisite:* None. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC. (*Soccer/Football Family*)

**211
FLAG FOOTBALL II**

1.0 Unit

PE 211 offers instruction and practice in intermediate flag football techniques and team play in a recreational environment. This course builds upon the basic skills, team play, and offensive and defensive fundamentals learned in PE 210. Rules, football etiquette, and team strategies are major components of this course. Laboratory 3 hours. *Prerequisite:* PE 210. *Transfer Credit:* CSU, UC, USC. (*Soccer/Football Family*)

**212
FLAG FOOTBALL III**

1.0 Unit

PE 212 offers instruction and practice in advanced flag football techniques and team play in a recreational environment. This course builds upon the application of skills, offensive and defensive strategies learned in PE 211. Rules, football etiquette, and team plays are major components of this course. Laboratory 3 hours. *Prerequisite:* PE 211. *Transfer Credit:* CSU, UC, USC. (*Soccer/Football Family*)

**215
SELF DEFENSE FOR WOMEN I**

1.0 Unit

PE 215 is designed to help women focus on principles and practical aspects of personal safety. The course covers methods and tactics of practical self defense, including alternatives for situational defense strategies. It provides rigorous conditioning exercises and develops skills in perception, analysis, escape, compromise, avoidance, blocking, throwing, and striking. *Note:* Students who have successfully completed PE 227 may not receive credit for this course. Laboratory 3 hours. *Prerequisite:* None. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC. (*Martial Arts Family*)

**216
SELF DEFENSE FOR WOMEN II**

1.0 Unit

PE 216 is designed to help women develop and master principles and practical aspects of personal safety. The course covers methods and tactics of practical self-defense, and builds on fundamental techniques taught in PE 215. It provides rigorous conditioning exercises and develops proficiency in skills in perception, analysis, escape, compromise, avoidance, blocking, throwing, and striking. Laboratory 3 hours. *Prerequisite:* PE 215. *Transfer Credit:* CSU, UC, USC. (*Martial Arts Family*)

**217
INTRODUCTION TO BRAZILIAN JIU-JITSU**

1.0 Unit

PE 217 instructs students in the basics of the martial art of Brazilian Jiu-Jitsu. Instruction focuses on nogi, ground-based techniques including guard positions, mount positions, escapes, sweeps and submissions. Application focuses on development of fundamental techniques, conditioning and body control as well as the philosophical principles of the "gentle art" of self-defense, and maintaining a mutual respect and consideration between training partners. Laboratory 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC. (*Martial Arts Family*)

**218
BRAZILIAN JIU-JITSU II**

1.0 Unit

PE 218 builds on the fundamentals of Brazilian Jiu-Jitsu taught in PE 217. Instruction focuses on nogi, ground-based techniques including transitions between techniques and self-defense and sport strategies. Application focuses on practicing the ability to "flow", conditioning and body control as well as the philosophical principles of the "gentle art" of self-defense, and maintaining a mutual respect and consideration between training partners. Laboratory 3 hours. *Prerequisite:* PE 217. *Transfer Credit:* CSU, UC. (*Martial Arts Family*)

**219
BRAZILIAN JIU JITSU III**

1.0 Unit

PE 219 applies the intermediate skills taught in PE 218 to match situations and self-defense. Instruction focuses on differences between gi and nogi Brazilian Jiu-Jitsu and advanced ground techniques and take-downs. Application focuses on the mastery of fundamental techniques and transitions and the ability to train effectively with a partner, as well as the ability to effectively instruct novices in introductory-level techniques of self-defense. Laboratory 3 hours. *Prerequisite:* PE 218. *Transfer Credit:* CSU, UC. (*Martial Arts Family*)

**220
KICKBOXING I**

1.0 Unit

PE 220 instructs students in the basics of kickboxing as a martial art, self-defense technique and exercise format to improve physical conditioning. Instruction focuses on achieving safe practice and proper form for fundamental stance, footwork, punches, kicks, knees and elbows, as well as simple combinations. This course utilizes bag-work for conditioning drills, and emphasizes injury prevention. Laboratory 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC. (*Martial Arts Family*)

**221
KICKBOXING II**

1.0 Unit

PE 221 builds on the fundamental skills learned in Kickboxing I and introduces the student to intermediate techniques in kickboxing for self-defense, competition and exercise. Instruction focuses on adding power and placement to basic punches, kicks, knees and elbows, as well as adapting to an opponent's movements and evasive techniques. Physical conditioning for injury prevention and performance are emphasized. Students are introduced to focus pads and mitt-work, as well as safe sparring between training partners. Laboratory 3 hours. *Prerequisite:* PE 220. *Transfer Credit:* CSU, UC. (*Martial Arts Family*)

**238
SOCCER I**

1.0 Unit

PE 238 teaches the beginning concepts of soccer in a recreational environment. Instruction includes basic skills of soccer: passing, receiving, trapping, dribbling, and control techniques. Students learn the fundamental history, rules, etiquette, and safe play pertaining to soccer. Laboratory 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC. (*Soccer/Football Family*)

**239
SOCCER II**

1.0 Unit

PE 239 offers instruction and practice in intermediate soccer techniques and team concepts in a recreational environment. This course builds upon the application of basic skills, team play, and offensive and defensive fundamentals learned in PE 238. Rules, soccer etiquette, and team strategies are major components of this course. Laboratory 3 hours. *Prerequisite:* PE 238. *Transfer Credit:* CSU, UC, USC. (*Soccer/Football Family*)

**240
SOCCER III**

1.0 Unit

PE 240 teaches advanced concepts of soccer in a recreational environment. The main goal is to provide the student with continued advancement in soccer while incorporating a better understanding of teamwork and communication. The course emphasizes principles relating to advanced individual skills, theory, tactics, rules, and strategy. Team competition is a major component of the course. Laboratory 3 hours. *Prerequisite:* PE 239. (*Soccer/Football Family*)

**261
TENNIS I**

1.0 Unit

PE 261 covers the beginning concepts of tennis. Emphasis is placed on fundamental skills including rules, terminology, and court etiquette. Instruction is given in the basic strokes: forehand, backhand, volley, and serve. Laboratory 3 hours. *Prerequisite:* None. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC. (*Tennis Family*)

**262
TENNIS II**

1.0 Unit

PE 262 builds on fundamental knowledge of tennis rules, etiquette, basic skills, strokes, footwork, scoring and strategy. Emphasis is on intermediate skills development including: shot placement in game situations, the lob and overhead smash, and the use of spins in fundamental strokes. Laboratory 3 hours. *Prerequisite:* PE 261. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC. (*Tennis Family*)

**263
TENNIS III**
1.0 Unit

PE 263 offers instruction and practice in advanced tennis techniques, strategy, conditioning, and preparation for tournament play. The emphasis is on providing the student with several advanced techniques to utilize during match and tournament play. The course offers students the opportunity to improve their level of play through various advanced drills and techniques that build on fundamental and intermediate skills. Laboratory 3 hours. *Prerequisite:* PE 262. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC. (*Tennis Family*)

**274
VOLLEYBALL I**
1.0 Unit

PE 274 teaches the beginning concepts of volleyball in a recreational environment. Instruction includes six basic skills of volleyball: passing, setting, hitting, serving, blocking and individual defense. Students learn the fundamental history, rules, etiquette, and safe play pertaining to volleyball. Laboratory 3 hours. *Prerequisite:* None. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC. (*Volleyball Family*)

**275
VOLLEYBALL II**
1.0 Unit

PE 275 offers instruction and practice in intermediate volleyball techniques and team concepts in a recreational environment. This course builds upon the application of basic skills, team play, and offensive and defensive fundamentals learned in PE 274. Rules, volleyball etiquette, and team strategies are major components of this course. Laboratory 3 hours. *Prerequisite:* PE 274. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC. (*Volleyball Family*)

**276
VOLLEYBALL III**
1.0 Unit

PE 276 teaches advanced concepts of volleyball in a recreational environment. The main goal is to provide the student with continued advancement in volleyball while incorporating a better understating of teamwork and communication. The course emphasizes principles relating to advanced individual skills, theory, tactics, rules, and strategy. Team competition is a major component of this course. Laboratory 3 hours. *Prerequisite:* PE 275. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC. (*Volleyball Family*)

**295
WALKING FOR HEALTH AND FITNESS I**
1.0 Unit

PE 295 is an introduction to the benefits of an organized walking program. The class provides the student with various methods of walking to achieve whole-body fitness, flexibility, and increased cardio-vascular health efficiency. The course also discusses methods of using walking as a form of weight control and stress management in addition to achieving a healthful life style. This class is ideal for the student wishing a low-impact aerobic work-out. Laboratory 3 hours. *Prerequisite:* None. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC. (*Motor Performance Family*)

**296
WALKING FOR HEALTH AND FITNESS II**
1.0 Unit

PE 296 builds on the fundamentals of a fitness walking program. Fitness walking techniques include: building cardiovascular and muscular endurance, utilizing walking for weight loss and training to complete a 5-10K walk/run race. This course also covers injury prevention, recovery, pacing and intensity. Laboratory 3 hours. *Prerequisite:* PE 295. *Transfer Credit:* CSU, UC. (*Motor Performance Family*)

**297
WALKING FOR HEALTH AND FITNESS III**
1.0 Unit

PE 297 builds on intermediate level fitness walking skills. Advanced skills used to achieve higher fitness levels are introduced such as: race-walking, hiking and transitioning from walking to running. This course also covers advanced strategies for improving cardiorespiratory and muscular fitness, as well as recovery and prevention of injuries and overtraining syndrome. Laboratory 3 hours. *Prerequisite:* PE 296. *Transfer Credit:* CSU, UC. (*Motor Performance Family*)

PHYSICAL SCIENCE

**131
GENERAL PHYSICAL SCIENCE**
4.0 Units

PHSCI 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 and chemistry with applications from planetary and space sciences. Elementary mathematical concepts are introduced as required. Lecture 4 hours/Laboratory 2 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC.

PHYSICS

**101
PHYSICS FOR SCIENTISTS AND ENGINEERS: A**
5.0 Units

PHY 101 is the first course in a three-semester sequence intended for students majoring in engineering and the physical sciences. The course covers topics in classical mechanics, including motion, kinematics, forces, work, energy, momentum, angular motion, static equilibrium, and Newtonian gravity. Vectors and derivatives are used extensively throughout the course. Computers and numerical techniques are used extensively in the laboratory component of the course. Lecture 4 hours/Laboratory 3 hours. *Prerequisite:* MATH 103, MATH 104 (may be taken concurrently). *Recommended Preparation:* high school physics. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC. (C-ID PHYS 205)

**101H
HONORS PHYSICS FOR SCIENTISTS AND ENGINEERS: A**
5.0 Units

PHY 101H is the first course in a three-semester sequence intended for students majoring in engineering and the physical sciences. The course covers topics in classical mechanics, including motion, kinematics, forces, work, energy, momentum, angular motion, static equilibrium, and Newtonian gravity. Vectors and derivatives are used extensively throughout the course. Computers and numerical techniques are used extensively in the laboratory component of the course. The honors course will be enhanced in one or more of the following ways: 1. Readings from Principia, Newton's original formulation of mechanics; 2. A written paper and an oral presentation on topics in contemporary mechanics such as gyroscopic stability, G.P.S. systems, and celestial mechanics; 3. Advanced homework problem sets. Lecture 4 hours/Laboratory 3 hours. *Prerequisite:* MATH 103, MATH 104 (may be taken concurrently). *Recommended Preparation:* high school physics. *Transfer Credit:* CSU, UC, USC. (C-ID PHYS 205)

**102
PHYSICS FOR SCIENTISTS AND ENGINEERS: B**

5.0 Units

PHY 102 is the second course in a three-semester sequence intended for students majoring in engineering and the physical sciences. The course covers topics in electricity and magnetism, including fields, potentials, Maxwell's equations, and electromagnetic waves. Applications, such as circuits and electric motors, will also be covered. Computers and numerical techniques are used extensively in the laboratory component of the course. Lecture 4 hours/Laboratory 3 hours. *Prerequisite:* PHY 101, MATH 104. *Course Typically Offered:* Fall. *Transfer Credit:* CSU, UC, USC. (C-ID PHYS 210)

**103
PHYSICS FOR SCIENTISTS AND ENGINEERS: C**

5.0 Units

PHY 103 is the third course in a three-semester sequence intended for students majoring in engineering and the physical sciences. The course covers topics in theory of waves, acoustics, optics, thermodynamics, and modern physics. Computers and numerical techniques are used extensively in the laboratory component of the course. *Note:* PHY 103 may be taken prior to PHY 102. Lecture 4 hours/Laboratory 3 hours. *Prerequisite:* PHY 101 or equivalent and MATH 104 or equivalent. *Course Typically Offered:* Spring. *Transfer Credit:* CSU, UC, USC. (C-ID PHYS 215)

**105
ALGEBRA-BASED PHYSICS: A**

4.0 Units

PHY 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/Laboratory 3 hours. *Prerequisite:* MATH 102 or 110 or 110B. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC. (C-ID PHYS 105)

**106
ALGEBRA-BASED PHYSICS: B**

4.0 Units

PHY 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/Laboratory 3 hours. *Prerequisite:* PHY 105. *Course Typically Offered:* Spring. *Transfer Credit:* CSU, UC, USC. (C-ID PHYS 110)

**110
INTRODUCTION TO PHYSICS**

3.0 Units

PHY 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. *Note:* This course may not be taken for credit by students who have completed PHY 101 or 105. Lecture 3 hours. *Prerequisite:* None. *Course Typically Offered:* Winter/Spring/Summer/Fall. *Transfer Credit:* CSU, UC, USC.

POLITICAL SCIENCE

**101
INTRODUCTION TO GOVERNMENT**

3.0 Units

POL S 101 is an introduction to the principles, institutions, policies, and politics of government in the United States and California. *Note:* Starting Spring 2014, POL S 101 allows only one unit of credit for students who have completed POL S 105 or SOC S 132, and allows two units of credit for students who have completed POL S 106. POL S 101 satisfies both the CSU and GCC American Institutions and State and Local Government graduation requirements. Lecture 3 hours. *Prerequisite:* Eligibility for ENGL 120 or ESL 151. *Course Typically Offered:* Winter/Spring/Summer/Fall. *Transfer Credit:* CSU, UC, USC. (C-ID POLS 110)

**102
MODERN COMPARATIVE GOVERNMENTS**

3.0 Units

POL S 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:* POL S 101 or 103. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC. (C-ID POLS 130)

**103
INTRODUCTION TO WORLD POLITICS**

3.0 Units

POL S 103 develops an intellectual framework which will order students' thoughts on world politics and enable them to analyze and evaluate various actors, institutions, interactions, and processes as they relate to international power and the pursuit of peace. Lecture 3 hours. *Prerequisite:* Eligibility for ENGL 120 or ESL 151. *Course Typically Offered:* Spring. *Transfer Credit:* CSU, UC, USC. (C-ID POLS 140)

**104
INTRODUCTION TO POLITICAL THEORY**

3.0 Units

POL S 104 is an introduction to the history of political theory. Students are introduced to debates over the nature of justice, the meanings of equality and freedom as well as their implications for the state and state policies, the meaning of democracy, the conditions under which revolution may or may not be justified and other major topics. Lecture 3 hours. *Prerequisite:* POL S 101, 102, or equivalent. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC. (C-ID POLS 120)

**106
AMERICAN STATE AND LOCAL GOVERNMENT**

1.0 Unit

POL S 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. *Note:* This course may not be taken for credit by students who have completed POL S 101 starting Spring 2014. Lecture 1 hour. *Recommended Preparation:* Eligibility for ENGL 120 or ESL 151. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU.

**108
POLITICS AND PRACTICE OF THE UNITED NATIONS**

3.0 Units

POL S 108 is designed to introduce students to international organizations through the study of the origin, structure and function of the United Nations. The course includes discussion of pressing international problems, established international law, and the protocol and procedure of diplomacy. Students learn the applied skills used by actual diplomats that represent their countries at the United Nations through class simulations and at a Model United Nations conference. Lecture 3 hours. *Recommended Preparation:* ENGL 191 or ESL 141. *Course Typically Offered:* Spring. *Transfer Credit:* CSU, UC, USC.

**110
CONTEMPORARY WORLD
PROBLEMS**

3.0 Units

POL S 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:* ENGL 191 or ESL 141. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC.

**110H
CONTEMPORARY WORLD
PROBLEMS**

3.0 Units

POL S 110H examines controversial issues in world politics from regional conflicts, international economic relations, arms and disarmament, human rights and foreign policy, to environmental considerations. The course places greater responsibility on the students to gather, analyze, and present information accurately and persuasively using formats such as seminar-style discussion, debate, a research paper consisting of original research, and class presentations. Lecture 3 hours. *Prerequisite:* Eligibility for ENGL 101 or equivalent. *Recommended Preparation:* LIB 191. *Transfer Credit:* CSU, UC, USC.

**111
THE MODERN MIDDLE EAST: ITS
POLITICAL AND ECONOMIC IMPACT**

3.0 Units

POL S 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 modern history of the region, with an emphasis on the Eastern Question; emergence of the modern nation-states following World War I; internal 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 Russian involvement; Middle Eastern lobbies in the United States and U.S. foreign policy toward the Middle East. Lecture 3 hours. *Recommended Preparation:* ENGL 191 or ESL 141. *Course Typically Offered:* Fall. *Transfer Credit:* CSU, UC, USC.

**112
MODEL UNITED NATIONS
LABORATORY**

1.5 Units

POL S 112 introduces students to a selected group of international issues for which students will seek solutions through research and participation in simulations. The course will consist of instruction and direction for intercollegiate Model United Nations Conferences and Competitions which incorporate international current event debates, parliamentary debate and conflict resolution exercises. *Note:* This class may be taken four times; a maximum of six units may be earned. Lecture 1 hour/Laboratory 1.5 hours. *Corequisite or Prerequisite:* POL S 108. *Course Typically Offered:* Spring. *Transfer Credit:* CSU.

**115
THE POLITICS OF RACE IN THE
UNITED STATES**

3.0 Units

POL S 115 examines the impact of political institutions on racial and ethnic subgroups in the United States. The course focuses on the problems of ethnic identity, inequality and discrimination, and the impact of minority group politics on public policy. Lecture 3 hours. *Recommended Preparation:* Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU, UC.

**170
INTRODUCTION TO GLOBAL
STUDIES**

3.0 Units

POL S 170 is an introduction to the interdisciplinary field of Global Studies, including the history of globalization, and economic, political, social, cultural and ecological developments related to the process of globalization. Students evaluate topics such as NGOs, the global economy, and transnational population trends. *Note:* This course is cross-listed with ECON 170 and GEOG 170. This course may not be taken for credit by students who have completed ECON 170 or GEOG 170. Lecture 3 hours. *Recommended Preparation:* ENGL 101. *Transfer Credit:* CSU, UC.

**171
GLOBAL ISSUES**

3.0 Units

POL S 171 introduces students to the origins, current status, and future trends of major transnational issues confronting the global community. Topics can include population trends, economic development and inequality, basic human needs (for food, water, health care), human rights, international conflict and security concerns, and environmental problems. The course also focuses on global governance, including the study of collective global responsibilities. *Note:* This course is cross-listed with GEOG 171 and SOC 171. This course may not be taken for credit by students who have completed GEOG 171 or SOC 171. Lecture 3 hours. *Recommended Preparation:* ENGL 101. *Transfer Credit:* CSU, UC.

PSYCHOLOGY

**101
GENERAL PSYCHOLOGY**

3.0 Units

PSYCH 101 is the scientific study of human behavior and mental processes. The content focuses on the exploration of major psychological theories, concepts, methods, and research findings. Topics include the biological bases of behavior, perception, cognition, consciousness, learning, memory, emotion, motivation, development, personality, social psychology, psychological disorders, approaches to psychotherapy, and applied psychology. Lecture 3 hours. *Prerequisite:* ENGL 120 or ESL 151. *Course Typically Offered:* Winter/Spring/Summer/Fall. *Transfer Credit:* CSU, UC, USC. (C-ID PSY 110)

**101H
HONORS GENERAL PSYCHOLOGY**
3.0 Units

PSYCH 101H is the scientific study of human behavior and mental processes. The content focuses on the exploration of major psychological theories, concepts, methods, and research findings. Topics include the biological bases of behavior, perception, cognition, consciousness, learning, memory, emotion, motivation, development, personality, social psychology, psychological disorders, approaches to psychotherapy, and applied psychology. The honors course is enhanced in one or more of the following ways: 1. Students have an increased responsibility for leading class discussions and critical thinking exercises. 2. Homework assignments are focused on critical thinking and the analysis of important topics related to psychology. *Note:* Sophomore standing preferred. Lecture 3 hours. *Prerequisite:* ENGL 120 or ESL 151. *Course Typically Offered:* Spring. *Transfer Credit:* CSU, UC, USC. (C-ID PSY 110)

**103
PHYSIOLOGICAL PSYCHOLOGY**
3.0 Units

PSYCH 103 provides an introduction to the scientific study of the biological bases of behavior and its fundamental role in the neurosciences. Physiological, hormonal, and neurochemical mechanisms, and brain-behavior relationships underlying the psychological phenomena of sensation, perception, regulatory processes, emotion, learning, memory, and psychological disorders are addressed. The course also includes historical scientific contributions and current research principles for studying brain-behavior relationships and mental processes. Ethical standards for human and animal research are discussed in the context of experimental research. Lecture 3 hours. *Prerequisite:* PSYCH 101. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC. (C-ID PSY 150)

**104
SOCIAL PSYCHOLOGY**
3.0 Units

PSYCH 104 considers individual human behavior in relation to the social environment. The power of the situation, other individuals, and the social group are examined. Emphasized topics include: aggression, prejudice and stereotypes, interpersonal attraction, attitudes and attitude change, conformity, group phenomena, gender roles, cultural norms, person perception, and social cognition. Lecture 3 hours. *Prerequisite:* PSYCH 101. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC. (C-ID PSY 170)

**105
HUMAN SEXUALITY**
3.0 Units

PSYCH 105 is an introductory overview of the field of human sexuality. Human sexuality is examined from psychological, biological, sociocultural, and historical perspectives. Students are encouraged to become aware of their own sexual attitudes, values, and behaviors and to evaluate the consistency of their behaviors within their own moral frameworks. Current sex norms and various aspects of interpersonal and individual sexual adjustment are explored. Lecture 3 hours. *Recommended Preparation:* Eligibility for ENGL 120 or ESL 151. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC.

**106
DEVELOPMENTAL PSYCHOLOGY**
3.0 Units

PSYCH 106 provides an overview, from a psychological perspective, of human development from conception through death, including biological and environmental influences. Theories and research in physical, cognitive, personality, and social development are examined, as well as attention to developmental problems. Lecture 3 hours. *Recommended Preparation:* ENGL 120 or ESL 151. *Course Typically Offered:* Winter/Spring/Summer/Fall. *Transfer Credit:* CSU, UC, USC. (C-ID PSY 180)

**110
THE PSYCHOLOGY OF PERSONAL
AND SOCIAL ADJUSTMENT**
3.0 Units

PSYCH 110 has an applied focus for students interested in how psychology is used in everyday life and is related to other social sciences. The course surveys different psychological perspectives and theoretical foundations and how these are applied across a person's life, taking into account the influence of factors such as culture, gender, ethnicity, historical cohort, and socioeconomic status. A broad understanding of how scientists, clinicians, and practitioners study and apply psychology is emphasized. Lecture 3 hours. *Recommended Preparation:* ENGL 191 or ESL 141. *Course Typically Offered:* Fall. *Transfer Credit:* CSU. (C-ID PSY 115)

**111
WOMEN: MIND AND BODY**
3.0 Units

PSYCH 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. *Note:* No credit will be given if Health 104 or Health 106 have been completed. Lecture 3 hours. *Recommended Preparation:* Eligibility for ENGL 120 or ESL 151. *Course Typically Offered:* Fall. *Transfer Credit:* CSU, UC, USC.

**113
PSYCHOLOGY OF WOMEN**
3.0 Units

PSYCH 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:* ENGL 191 or ESL 141. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC.

**115
ABNORMAL PSYCHOLOGY**
3.0 Units

PSYCH 115 introduces the scientific study of psychopathology and atypical behaviors, broadly defined. Students investigate abnormal behavior from a variety of perspectives including biological, psychological, and sociocultural approaches. An integrative survey of theory and research in abnormal behavior, and intervention and prevention strategies for psychological disorders are also introduced. Lecture 3 hours. *Prerequisite:* PSYCH 101. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC. (C-ID PSY 120)

**131
MARRIAGE AND INTIMATE
RELATIONSHIPS**

3.0 Units

PSYCH 131 studies the development of traditional and contemporary patterns of people living together with an emphasis on psychological and sociological theories and research. 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. **Note:** This course may not be taken for credit by students who have completed SOC 131. Lecture 3 hours. **Recommended Preparation:** ENGL 191 or ESL 141. **Course Typically Offered:** Spring. **Transfer Credit:** CSU, UC, USC.

**150
EDUCATIONAL PSYCHOLOGY**

3.0 Units

PSYCH 150 is designed to provide students with a fundamental understanding of the theoretical foundations of learning theories and their application in school settings. The course will focus on the evaluation of these applications as each contributed to the development of American Education. It will also provide a basis for understanding both failed and successful efforts toward remediations and reform, using psychology as a means of analysis. Lecture 3 hours. **Recommended Preparation:** PSYCH 101 or SOC S 101; and ENGL 120 or ESL 151. **Course Typically Offered:** Spring. **Transfer Credit:** CSU, UC, USC.

**200
RESEARCH METHODS FOR
PSYCHOLOGY**

3.5 Units

PSYCH 200 is a lecture and laboratory course focusing on the nature of theory and the principles of descriptive and inferential research. Topics covered in the course include: an analysis of the scientific method, research design, ethical principles, internal and external validity, and scientific writing. The course is built around the application of these topics in a laboratory environment. **Note:** This course may not be taken for credit by students who have successfully completed SOC S 200. Lecture 3 hours/Laboratory 3.5 hour. **Prerequisite:** MATH 136 and PSYCH 101. **Transfer Credit:** CSU, UC, USC. (C-ID PSY 200)

**203
PHYSIOLOGICAL PSYCHOLOGY
LAB**

1.0 Unit

PSYCH 203 is an introductory science laboratory course that surveys structure and function of the nervous system, neurological correlates of behavior, psychophysiological research methodology, and scientific research investigation. Main topics include neuroanatomy, behavioral neuroscience, consciousness, emotion, stress, sensation and perception of vision, audition, touch, olfaction, and gustation. Laboratory 3 hours. **Prerequisite:** PSYCH 103 **Course Typically Offered:** Spring. **Transfer Credit:** CSU, UC, USC.

REAL ESTATE

**101
REAL ESTATE PRINCIPLES**

3.0 Units

RE 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:** May be taken 3 times for credit. **Course Typically Offered:** Winter/Spring/Summer/Fall. **Transfer Credit:** CSU.

**105
REAL ESTATE PRE-LICENSE**

3.0 Units

RE 105 is a course that reviews all the material necessary to take the Department of Real Estate Salesperson's or Broker's Examination. Students learn the financial, economic, and political aspects of real estate practice in California. Regulations of the real estate business and licensing of real estate brokers and salespersons are discussed in detail. In addition, the license law, the subdivision law administered by the Real Estate Commissioner, the Regulations of the Commissioner, and extracts from other pertinent California codes, are presented. Lecture 3 hours. **Prerequisite:** None. **Course Typically Offered:** Fall/Spring.

**120
REAL ESTATE PRACTICE**

3.0 Units

RE 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. **Prerequisite:** None. **Course Typically Offered:** Fall/Spring. **Transfer Credit:** CSU.

**130
REAL ESTATE ECONOMICS**

3.0 Units

RE 130 is an economic history of contemporary real estate and chronicles the events and economic trends influencing real estate values (appraisal). It offers an analysis of the interrelationship between the cost and value of real estate on a local and national level. This course meets the requirements for the appraisal subject matter electives of the 2008 Appraisal Qualifications Board of the Appraisal Foundation and fulfills the statutory pre-licensing requirements of the California Department of Real Estate for salespersons and brokers. Lecture 3 hours. **Prerequisite:** None. **Course Typically Offered:** Fall/Spring. **Transfer Credit:** CSU.

**140
LEGAL ASPECTS OF REAL ESTATE**

3.0 Units

RE 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:** RE 101. **Course Typically Offered:** Fall/Spring. **Transfer Credit:** CSU.

**150
REAL ESTATE FINANCE**

3.0 Units

RE 150 covers statistics, modeling, and finance and is accepted for all four levels of appraisal licensure, including trainee, licensed appraiser, certified residential, and certified general. This course meets the requirements of the 2008 Appraisal Qualifications Board of the Appraisal Foundation and meets the California Department of Real Estate (DRE) salesperson and broker pre-license real estate finance requirements. Lecture 3 hours. **Recommended Preparation:** RE 162 or RE 163. **Course Typically Offered:** Fall/Spring. **Transfer Credit:** CSU.

**161
INCOME APPRAISAL REPORT
WRITING**

3.0 Units

RE 161 covers real estate appraisal, including methods of appraising such properties as apartment buildings, industrial properties, subdivisions, and rural properties. This course meets the requirements of the 2008 Appraisal Qualifications Board of the Appraisal Foundation. It covers advanced income property applications, case studies, and report writing. This course meets the license requirements for all levels of appraisal licensure. It is required for the trainee license, residential license, certified residential license, and certified general license. Lecture 3 hours. *Prerequisite:* None. *Course Typically Offered:* Spring (Every Other Year). *Transfer Credit:* CSU.

**162
BASIC APPRAISAL PRINCIPLES
AND PROCEDURES**

3.5 Units

RE 162 meets the requirements of the 2008 Appraisal Qualifications Board of the Appraisal Foundation. The emphasis of this course is on residential real estate. It covers the basic real estate appraisal principles, basic real estate appraisal procedures, and meets the license requirements for all levels of appraisal licensure. It is required for the trainee license, residential license, certified residential license, and certified general license. This course qualifies with the California Department of Real Estate as a statutory/pre-license real estate course for both the salesperson and broker education requirements. Lecture 3.5 hours. *Prerequisite:* None. *Course Typically Offered:* Spring (Every Other Year).

**163
BASIC RESIDENTIAL REAL ESTATE
APPRAISAL**

3.5 Units

RE 163, which focuses on residential appraisals, meets the requirements of the Appraisal Qualifications Board of the Appraisal Foundation, and follows their outline modules. It covers the following major areas: 1) Residential Market Analysis and Highest and Best Use; 2) Residential Appraiser Site Valuation and Cost Approach; and 3) Residential Sales Comparison and Income Approach. This course meets the license education requirements for all levels of appraisal licensure. It is required for the trainee license, residential license, certified residential license, and certified general license. This course qualifies with the California Department of Real Estate as a statutory/pre-license real estate course for both the salesperson and broker education requirements. In addition, this course may also qualify as the second appraisal course for broker education requirements referred to as Advanced Real Estate Appraisal. Emphasis is on residential properties, such as single-family homes, 1-4 unit apartments, condos, mobile homes, and manufactured homes. Lecture 3.5 hours. *Prerequisite:* None. *Course Typically Offered:* Fall (Every Other Year).

**164
RESIDENTIAL APPLICATIONS AND
RESIDENTIAL REPORT WRITING**

3.0 Units

RE 164 meets the requirements of the Appraisal Qualifications Board of the Appraisal Foundation. It covers advanced residential applications and case studies, as well as residential report writing and case studies. This course meets the license requirements for all levels of appraisal licensure. It is required for the trainee license, residential license, certified residential license, and certified general license. Lecture 3 hours. *Prerequisite:* None. *Course Typically Offered:* Fall (Every Other Year).

**165
UNIFORM STANDARDS OF
PROFESSIONAL APPRAISAL
PRACTICE (USPAP)**

1.0 Unit

RE 165 meets the requirements of the Appraisal Qualifications Board (AQB) of the Appraisal Foundation for state licensing and certification. This course includes the national examination as required by the AQB. Completion of this course and successful completion of the three-hour national examination (the course final examination) are required by the California Office of Real Estate Appraisers (OREA) for initial trainee licensure. *Note:* Students with disabilities who require special accommodations must contact the GCC Business Division (818) 240-1000, ext. 5484 before registering for information to obtain prior written approval from the AQB. *Note:* This course is Pass/No Pass only. Lecture 1 hour. *Prerequisite:* None. *Course Typically Offered:* Fall/Spring.

**180
MORTGAGE LOAN BROKERING**

3.0 Units

RE 180 details the requirements for granting licenses to loan on real property in California. Lecture 3 hours. *Recommended Preparation:* RE 101 or equivalent. *Course Typically Offered:* Fall/Winter. *Transfer Credit:* CSU.

**190
PROPERTY MANAGEMENT**

3.0 Units

RE 190 is a basic course in the management of income properties, which analyzes specific types of properties that are managed; the class also discusses the major problems of leasing, collections, rent schedules, tenant selection, neighborhood analysis, purchasing, evictions, preventive maintenance, depreciation, record keeping, and economics of property. The class also focuses on how to compile a set of procedures for practical utilization in property management. Lecture 3 hours. *Recommended Preparation:* RE 101 or equivalent. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU.

**195
COMMON INTEREST
DEVELOPMENTS (HOMEOWNERS
ASSOCIATIONS MANAGEMENT)**

3.0 Units

RE 195 covers the basics of managing, purchasing and selling of common interest developments (CIDs) that are governed by homeowner associations (HOA) including condominiums. All applicable laws will be included in the course. Lecture 3 hours. *Recommended Preparation:* RE 101. *Course Typically Offered:* Fall (Every Other Year).

**250
ESCROW I**
3.0 Units

RE 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:* RE 101 or equivalent. *Transfer Credit:* CSU.

SOCIAL SCIENCE

**101
URBAN EDUCATION IN AMERICA**
3.0 Units

SOC S 101 is designed to provide students with a fundamental understanding of the American system of education, especially in urban multi-cultural schools. It deals with the psychology, sociology, politics and philosophy of urban education. The course covers current conditions of American schools and selected challenges of California's diverse urban schools. The focus is on the issues facing teachers and students working in diverse, multiracial, multi-ethnic urban settings and on the efforts being made to respond to the needs of teachers and students. Lecture 3 hours. *Recommended Preparation:* Eligibility for ENGL 120 or ESL 151. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC.

**105
OUR DIGITAL WORLD: THE
INTERNET, SOCIAL MEDIA, AND
SOCIETY**
3.0 Units

SOC S 105 introduces students to the landscape of emerging media within the information society. Using an interdisciplinary approach, students develop a critical understanding of the psychology, history, politics, and economics of new information technologies and the sociocultural shifts from which they evolved. By focusing on cutting edge content and events, students study and apply theoretical concepts to real-life issues, such as the impact of technology on society, the relationship between digital devices and identity, the explosion of video content, privacy and surveillance, intellectual property, hacktivism, cybercrime, and more. Through the use of video, audio, web-based, and print materials, students explore the complex and interconnected relationship between emerging media, technology, and society. Lecture 3 hours. *Recommended Preparation:* Eligibility for ENGL 120 or ESL 151. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC.

**110
AMERICAN POP CULTURE**
3.0 Units

SOC S 110 is an interdisciplinary course that examines how popular culture impacts everyday American life. Various forms of popular culture including music, film television, advertising, sports, fashion, design, toys, magazines, comic books and cyber culture are analyzed. Students assess how American popular culture reveals historical forces at work that influence the lives of people living in the United States. Via a contextualized discussion of American popular culture, this course introduces students to other academic fields such as History, Ethnic Studies, Political Science and Economics. Lecture 3 hours. *Recommended Preparation:* Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU, UC.

**120
RESPONSES TO POVERTY**
3.0 Units

SOC S 120 is an introduction to the causes and immediate effects of poverty as it exists today. This course examines poverty within the context of cultural, economical, political, psychological and social forces. Consequences of poverty in other countries are also considered. Theories and practical means to address poverty will be considered and analyzed. Lecture 3 hours. *Recommended Preparation:* Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU, UC.

**127
LOS ANGELES COUNTY: HISTORY,
POLITICS, AND CULTURE**
3.0 Units

SOC S 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 ENGL 120 or ESL 151. *Transfer Credit:* CSU, UC.

**130
INTRODUCTION TO LGBTQ STUDIES**
3.0 Units

SOC S 130 is an interdisciplinary course that introduces the field of lesbian, gay, bisexual, transgender, and queer studies (LGBTQ studies). This course traces the history of LGBTQ identities, communities, organizations, and resistance movements in the United States from the colonial era to the contemporary moment, with particular emphasis since World War II. Students interrogate the political, economic, and cultural inequalities related to sexuality and gender identity as well as examine the historical emergence of LGBTQ as an academic discipline. Through an interdisciplinary lens, this course further explores the diversity of sexuality and gender in relation to the intersections of race, ethnicity, and class. Lecture 3 hours. *Recommended Preparation:* Eligibility for ENGL 101. *Transfer Credit:* CSU, UC, USC. (C-ID SJS 130)

**146
COMMUNITY VOLUNTEERISM
LABORATORY**
1.0 Unit

SOC S 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. *Note:* This course is Pass/No Pass only. Laboratory 3 hours. *Prerequisite:* SOC S 145. *Note:* May be taken 3 times for credit. *Transfer Credit:* CSU.

**200
RESEARCH METHODS FOR THE
SOCIAL SCIENCES**
3.5 Units

SOC S 200 is a lecture and laboratory course focusing on the nature of theory and the principles of descriptive and inferential research. Topics covered in the course include: an analysis of the scientific method, research design, ethical principles, internal and external validity, and scientific writing. The course is built around the application of these topics in a laboratory environment. *Note:* This course may not be taken for credit by students who have successfully completed PSYCH 200. Lecture 3 hours/Laboratory 1.5 hour. *Prerequisite:* MATH 136 and (PSYCH 101 or SOC 101) *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC.

SOCIOLOGY

**101
INTRODUCTION TO SOCIOLOGY**

3.0 Units

SOC 101 is an introduction to sociology, its basic concepts, theoretical approaches, methods and resources. Topics typically include the analysis and explanation of social structure, group dynamics, socialization and the self, social stratification, culture and diversity, social change, and global dynamics. Course objectives include the ability to apply sociological ideas to everyday life. Lecture 3 hours. *Prerequisite:* Eligibility for ENGL 120 or ESL 151. *Course Typically Offered:* Winter/Spring/Summer/Fall. *Transfer Credit:* CSU, UC, USC. (C-ID SOCI 110)

**101H
HONORS INTRODUCTION TO
SOCIOLOGY**

3.0 Units

SOC 101H is an introduction to sociology, its basic concepts, theoretical approaches, methods and resources. Topics typically include the analysis and explanation of social structure, group dynamics, socialization and the self, social stratification, culture and diversity, social change, and global dynamics. Course objectives include the ability to apply sociological ideas to everyday life. The honors course is enhanced in one or more of the following ways: 1. Students have an increased responsibility for leading class discussions and critical thinking exercises. 2. Homework assignments are focused on critical thinking and the analysis of important topics related to sociology. Lecture 3 hours. *Prerequisite:* Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU, UC.

**102
SOCIAL CRISES OF TODAY**

3.0 Units

SOC 102 covers identification and analysis of contemporary social problems including: (1) the role of power and ideology in the definition of social problems, (2) their causes and consequences, (3) evaluations of proposed solutions, and (4) methods of intervention. Topics vary. Lecture 3 hours. *Recommended Preparation:* Eligibility for ENGL 120 or ESL 151. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC. (C-ID SOCI 115)

**103
INTRODUCTION TO DEVIANCE AND
CRIMINOLOGY**

3.0 Units

SOC 103 provides a sociological analysis of crime, criminal behavior, and the criminal justice system. The course explores the history and social construction of crime and criminality and examines the definition of crime and its violations as well as the laws and methods used to control criminal behavior. Moreover, there is discussion of the measurement of crime and basic theoretical explanations of criminal behavior. Lecture 3 hours. *Recommended Preparation:* Eligibility for ENGL 120 or ESL 151. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC. (C-ID SOCI 160)

**104
SOCIOLOGY OF SEX AND GENDER**

3.0 Units

SOC 104 is a survey course that provides a sociological analysis of the social construction of masculinity and femininity historically and cross-culturally. It examines the debates on sex and gender. It analyzes the impact of economic and political change on gender expectations and practices. It focuses macro-analyses of how institutions shape gender and micro-analyses of how individuals are socialized and how they "do" and practice gender. Lecture 3 hours. *Recommended Preparation:* Eligibility for ENGL 120 or ESL 151. *Course Typically Offered:* Spring. *Transfer Credit:* CSU, UC, USC. (C-ID SOCI 140)

**105
INTRODUCTION TO GERONTOLOGY**

3.0 Units

SOC 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 ENGL 120 or ESL 151. *Course Typically Offered:* Fall. *Transfer Credit:* CSU, UC, USC.

**108
MEN AND MASCULINITIES**

3.0 Units

SOC 108 introduces students to the field of masculinity by examining the socialization and the general experience of boys and men from a sociological perspective. It explores the social construction of masculinity in sports, family, work, and other social relationships to show how it affects people, institutions, and society. It studies the connections between masculinity, gender, and violence, as well as how masculinity intersects with race and ethnicity, class, occupation, physical ability, and sexuality. The course analyzes hegemonic masculinity and its impact on our lives. Finally, the course evaluates the prospects for social change in gendered roles by examining the structural conditions that produce toxic masculinity. Although its emphasis is on western masculinities, the course also explores transnational and cross-cultural perspectives on these questions. Lecture 3 hours. *Prerequisite:* Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU UC.

**131
MARRIAGE AND INTIMATE
RELATIONSHIPS**

3.0 Units

SOC 131 provides a sociological analysis of the family, including historical and recent changes, present nature and the socio-cultural and economic forces shaping these changes. Major topics will include single adulthood vs. married adulthood, the nature of historical and contemporary marriages, marital compatibility and conflict, marital adjustment, family dynamic interactions, including kinship roles, children vs. childless marriage, child-rearing techniques, dissolution and speculations concerning the future of the family. *Note:* This course may not be taken for credit by students who have completed PSYCH 131. Lecture 3 hours. *Recommended Preparation:* Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU, UC, USC. (C-ID SOCI 130)

**140
INTRODUCTION TO SOCIAL WORK**
3.0 Units

SOC 140 is an introduction to social welfare and social work. It provides an analysis of current functions and purposes of social welfare as an institution. This course examines social welfare within the context of cultural, economical, political, psychological and social forces in the United States and other nations. Knowledge, values and skills underpinning social work practice are introduced in this course. Lecture 3 hours. *Recommended Preparation:* Eligibility for ENGL 120 or ESL 151. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC.

**171
GLOBAL ISSUES**
3.0 Units

SOC 171 introduces students to the origins, current status, and future trends of major transnational issues confronting the global community. Topics can include population trends, economic development and inequality, basic human needs (for food, water, health care), human rights, international conflict and security concerns, and environmental problems. The course also focuses on global governance, including the study of collective global responsibilities. *Note:* This course is cross-listed with GEOG 171 and POL S 171. This course may not be taken for credit by students who have completed GEOG 171 or POL S 171. Lecture 3 hours. *Recommended Preparation:* ENGL 101. *Transfer Credit:* CSU, UC.

SPANISH

**101
BEGINNING SPANISH I**
5.0 Units

SPAN 101 teaches the fundamentals of Spanish grammar in a cultural context. Students are trained to utilize correct pronunciation in Spanish, 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. *Note:* Students with oral proficiency or who have attended schools where Spanish was the language of instruction should enroll in SPAN 115. Lecture 5 hours. *Recommended Preparation:* Eligibility for ENGL 120 or ESL 151. *Course Typically Offered:* Winter/Spring/Summer/Fall. *Transfer Credit:* CSU, UC, USC. (C-ID SPAN 100)

**102
BEGINNING SPANISH II**
5.0 Units

SPAN 102 continues the work begun in Spanish 101, presenting the fundamentals of Spanish grammar in a cultural context. It emphasizes correct pronunciation and presents more difficult elementary prose. The discussions in Spanish stress the correct use of verbs and idioms and efficient methods of vocabulary building. Lecture 5 hours. *Prerequisite:* SPAN 101 or equivalent. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC. (C-ID SPAN 110)

**103
INTERMEDIATE SPANISH I**
5.0 Units

SPAN 103 teaches culture and facilitates language acquisition through listening, speaking, reading and writing. Content is expanded beyond "survival" needs in order to express opinions on familiar topics as well as abstract issues. Students demonstrate an increased awareness of cultural norms and values by making cross-cultural comparisons. A higher level of accuracy for high frequency structures and vocabulary is expected. Students demonstrate the ability to think critically by analyzing linguistic structures and literary works. This course is taught in Spanish. Lecture 5 hours. *Prerequisite:* SPAN 102 the equivalent. *Course Typically Offered:* Fall. *Transfer Credit:* CSU, UC, USC. (C-ID SPAN 200)

**104
INTERMEDIATE SPANISH II**
5.0 Units

SPAN 104 continues to expand upon culture and facilitate language acquisition through listening, speaking, reading and writing. Content continues to expand in order to express more complex ideas as well as some abstract issues and plans. Students continue to demonstrate the ability to think critically by analyzing linguistic structures and demonstrate an increased awareness of cultural norms and values by reflecting on and making cross-cultural comparisons. This course is taught in Spanish. Lecture 5 hours. *Prerequisite:* SPAN 103 or SPAN 115 or equivalent *Course Typically Offered:* Spring. *Transfer Credit:* CSU, UC, USC. (C-ID SPAN 210)

**115
SPANISH FOR THE SPANISH
SPEAKING I**
5.0 Units

SPAN 115 is designed for heritage speakers of Spanish or other linguistically qualified students. It provides instruction that builds upon the existing reading, writing, speaking and listening skills and the cultural heritage and knowledge of these students. Structure of the language, oral and written communication, fundamentals of grammar, and composition are included. The course increases awareness of linguistic registers, introduces a more advanced vocabulary beyond the familiar routine and develops an appreciation for Hispanic cultures as manifested in Spanish speaking countries and in the United States. This course is conducted entirely in Spanish. *Note:* Heritage and native speakers of Spanish that wish to enroll and do not meet the prerequisite may contact the Language Arts Division to have the prerequisite waived. Lecture 5 hours. *Prerequisite:* SPAN 102 or equivalent. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC. (C-ID SPAN 220)

**124H
HONORS ENGLISH TRANSLATIONS
OF MASTERPIECES OF HISPANIC
LITERATURE**
3.0 Units

SPAN 124H is the study of a selected representation of major works of literature of Spain and Spanish America in English translation. Students study the various literary movements to which the works pertain along with the selected literature. Special attention is given to Nobel Prize winning authors in literature from both Spain and Spanish America. No knowledge of Spanish is necessary. The honors class is enhanced in one or more of the following ways: 1. Students write a research paper utilizing critical thinking skills and literary analysis on an approved thesis using the MLA guidelines. 2. There is an increased emphasis on critical thinking skills by increasing the value of essay answers on examinations. 3. Students attend a theatrical presentation of one of the dramas studied and/or attend literary conferences hosted by nearby 4-year institutions Lecture 3 hours. *Recommended Preparation:* Eligibility for ENGL 101. *Course Typically Offered:* Spring. *Transfer Credit:* CSU, UC, USC.

131 CULTURAL AWARENESS THROUGH CONVERSATION

3.0 Units

SPAN 131 is a course of intensive practice for improving oral communicative skills in the Spanish language while exploring culturally significant topics in the Spanish speaking world. By means of a variety of media such as short films, comic strips, and readings in different genres by important literary figures, students participate in conversational tertulias as they review and practice the use of grammatically correct constructions, expand their vocabulary to enable them to express their opinions, and develop their socio-cultural awareness. Class is conducted primarily in Spanish. Lecture 3 hours. *Recommended Preparation:* SPAN 102 or equivalent. *Transfer Credit:* CSU, UC, USC.

SPEECH COMMUNICATION

100 INTERPERSONAL COMMUNICATION

3.0 Units

SPCH 100 is an introductory course focusing on human communication between two people. Through their reading of research-based theories and principles of interpersonal communication, verbal and nonverbal communication exercises, and class discussions regarding personal identities and ethical conduct, students learn to identify and understand factors affecting interpersonal communication in personal and professional contexts. The course focuses on self-discovery and developing skills in the areas of language, listening, assertiveness, conflict management, nonverbal behaviors, group problem solving, and cross cultural communication. Students discover and identify the factors that influence communication behavior, and the establishment and maintenance of meaningful and necessary relationships. Lecture 3 hours. *Recommended Preparation:* Eligibility for ENGL 101. ESL students should complete ESL 155. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC. (C-ID COMM 130)

101 PUBLIC SPEAKING

3.0 Units

SPCH 101 is an introductory course focusing on public speaking - the process of learning to speak in front of a group of people in a structured, deliberate, organized manner in a variety of public speaking environments. Through their reading of research-based theories and principles of human communication, and critical analysis of public discourse, students learn to research, compose, present and evaluate various types of speeches including informative and persuasive presentations. The course focuses on developing skills in the areas of language, listening, ethics and diversity, audience analysis, evidence evaluation, presentation skills and oral communication effectiveness. Through class discussions, written assignments, verbal and nonverbal communication exercises, and oral presentations, students learn the essential elements of public speaking and how extemporaneous speeches are used in personal and professional contexts. This course satisfies speech requirements for those students who expect to transfer to colleges and universities. Lecture 3 hours. *Recommended Preparation:* Eligibility for ENGL 101. *Course Typically Offered:* Winter/Spring/Summer/Fall. *Transfer Credit:* CSU, UC, USC. (C-ID COMM 110)

103 GROUP DISCUSSION

3.0 Units

SPCH 103 is an introductory course focusing on the principles and practices of human communication in various group contexts. This course is designed to help students become familiar with the major theories and research regarding group communication. Students experience the challenge of learning how to improve their group communication skills through participation in a variety of group activities. The course focuses on self-discovery and developing skills in the areas of language, listening, leadership, conflict management, problem solving and decision making, nonverbal behaviors, and cross cultural communication in family, social and professional group settings. Knowledge gained through group discussion helps students to become more comfortable and competent participants in the group communication process. Lecture 3 hours. *Recommended Preparation:* Eligibility for ENGL 101. ESL students should complete ESL 155. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC. (C-ID COMM 140)

104 ARGUMENTATION AND DEBATE

3.0 Units

SPCH 104 provides students with instruction and practice in the principles of argumentation and the various forms of debate. It includes the analysis of propositions, research, evidence and reasoning. Students are required to practice various forensic debating techniques through the presentation of their outlined affirmative and negative cases after investigating major contemporary issues; to read a college level argumentation and debate textbook and apply its principles in the preparation of their cases and to critically analyze debate cases. Lecture 3 hours. *Recommended Preparation:* Eligibility for ENGL 101. ESL students should complete ESL 155. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC. (C-ID COMM 120)

105 VOICE AND DICTION

3.0 Units

SPCH 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. The student acquires a basic understanding of the International Phonetic Alphabet. Lecture 3 hours. *Recommended Preparation:* Eligibility for ENGL 101. ESL students should complete ESL 155. *Course Typically Offered:* Spring. *Transfer Credit:* CSU, UC, USC.

106 ORAL INTERPRETATION OF LITERATURE

3.0 Units

SPCH 106 teaches the skills, techniques and theories of oral interpretation of literary works. Students learn to use verbal and nonverbal elements to communicate subtextual choices related to structural analysis of a variety of literary genres including prose, poetry and drama. Class exercises and instructor feedback are used to teach these concepts and to focus on the student's individual strengths and weaknesses. Methods of literary selection and excerpting, along with analysis in relation to performance requirements are demonstrated. Specific skills needed to participate in collegiate forensics competitions are also taught. *Note:* An audition may be required. Lecture 3 hours. *Recommended Preparation:* Eligibility for ENGL 101. ESL students should complete ESL 155. *Course Typically Offered:* Fall. *Transfer Credit:* CSU, UC, USC. (C-ID COMM 170)

**107
CAREER COMMUNICATION**
3.0 Units

SPCH 107 is an introductory course focusing on effective oral communication in the workplace. Emphasis is placed on examining both theoretical and practical essentials of effective business and professional communication - from preparation and presentation to efficacious observation and analysis. The course focuses on developing skills in the areas of language, listening, verbal and nonverbal behaviors, interviewing, informative and persuasive presentations, conflict management, group problem solving, and cross cultural communication in the workplace. Speech 107 deals with the specific challenges associated with oral communication in a career setting. The course is designed for students of all majors- not only those seeking a career in business. Lecture 3 hours. **Recommended Preparation:** Eligibility for ENGL 101. ESL students should complete ESL 155. **Transfer Credit:** CSU.

**108
INTERCULTURAL COMMUNICATION**
3.0 Units

SPCH 108 is an introductory course focusing on the principles and practices of intercultural communication. This course is designed to help students become familiar with the major theories and research of intercultural communication in domestic and global contexts. Students examine culturally coded communication behaviors to identify and understand differences in communication patterns among individuals and groups from diverse ethnic and cultural backgrounds. The course provides students with an opportunity to enhance their intercultural communication knowledge and skills through practical exercises and activities. Lecture 3 hours. **Recommended Preparation:** Eligibility for ENGL 101. ESL students should complete ESL 155. **Course Typically Offered:** Spring. **Transfer Credit:** CSU, UC, USC. (C-ID COMM 150)

**111
INTRODUCTION TO ORAL
COMMUNICATION**
3.0 Units

SPCH 111 is an introductory course focusing on oral communication. The course is specifically designed for non-native speakers of English whose oral language skills require further development, and those native English speakers whose degree of communication anxiety prevents them from communicating effectively in social, academic and/or workplace settings. Emphasis is placed on examining both theoretical and practical essentials of effective oral communication. Speech 111 focuses on developing skills in the areas of language, listening, voice, articulation, pronunciation, verbal and nonverbal behaviors, interpersonal conversations, informative presentations, job interviews and workplace communication, conflict management, group problem solving, and cross cultural communication. Lecture 3 hours. **Recommended Preparation:** Eligibility for ENGL 120 or ESL 151. **Transfer Credit:** CSU.

**115
GENDER AND COMMUNICATION**
3.0 Units

SPCH 115 is an introductory course designed to analyze issues of gender and communication. Using a communication approach, the course examines theoretical and perspectives issues in gender construction by explaining the differences between gender, sex, and sexual orientation, and how gender, race, and class intersect with one another. Students explore the relationship between gender and communication as it relates to verbal and nonverbal communication. Students also learn to identify the perception of gendered communication from various standpoints, including those of heterosexual men and women as well as lesbian, gay, bisexual, transgender, and queer (and/or questioning) individuals/identities (LGBTQ). An emphasis is placed on improving communication skills by exploring the significance of gender in everyday communication interactions. Lecture 3 hours. **Recommended Preparation:** Eligibility for ENGL 101. ESL students should complete ESL 155. **Transfer Credit:** CSU, UC, USC.

**120
INTRODUCTION TO
COMMUNICATION THEORY**
3.0 Units

SPCH 120 introduces students to the process of human communication through the study of basic communication models, fundamental theories, and relevant research findings. Emphasis is placed on achieving an understanding of the various forms of human communication, and the ways in which researchers contribute to the communication field. Coursework encourages students to research, analyze and apply communication theories to everyday communication practices. SPCH 120 prepares students for upper division coursework in the communication discipline. Lecture 3 hours. **Recommended Preparation:** Eligibility for ENGL 101. ESL students should complete ESL 155. **Transfer Credit:** CSU, UC, USC. (C-ID COMM 180)

**160
FORENSICS COMPETITION**
3.0 Units

SPCH 160 teaches students to participate in competitive Speech and Debate activities and events which are commonly referred to as Forensics. Students learn the strategies, techniques and skills needed to prepare and deliver presentations before various audiences. Activities range from debate to public speaking to oral interpretation of literature. Students who repeat this course master communication skills through further instruction and practice. Regular participation in tournament, campus and community presentations is required. **Note:** Students can repeat this competition course three times (four total enrollments). If a student has taken SPEECH 190, 191, 192 or 193 prior to Spring 2017, such classes will count towards the four total enrollment limit. Lecture 3 hours. **Recommended Preparation:** Eligibility for ENGL 120 or ESL 151. **Transfer Credit:** CSU, UC. (C-ID COMM 160B)

STUDENT DEVELOPMENT

**100
COLLEGE ORIENTATION**
1.0 Unit

ST DV 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; Associate Degree Requirements for AA, AS, AA-T, AS-T; certificate program requirements; student services and specialized student support services. At the conclusion of the course, the student prepares a Student Educational Plan. **Note:** This course is Pass/No Pass only. Lecture 1 hour. **Recommended Preparation:** ENGL 190 and 191 or ESL 133. **Transfer Credit:** CSU.

101 COLLEGE SUCCESS STRATEGIES

1.0 Unit

ST DV 101 is dedicated to ensuring students' college success and motivating their journeys toward lifelong learning. Students develop their own plan for personal, academic, and career success through self-evaluation, application of specific techniques, and classroom activities. Topics include effective study strategies, short and long-term goals, time management, and campus resources. This course is about making choices, especially those about setting and meeting personal, academic, and career goals. *Note:* This course is Pass/No Pass only. Lecture 1 hour. *Recommended Preparation:* Eligibility for ENGL 190, ENGL 191, ESL 141, ESL 146 *Transfer Credit:* CSU.

103 COLLEGE ORIENTATION FOR INTERNATIONAL STUDENTS

1.0 Unit

ST DV 103 is an introduction to customs unique to the American culture, prevalent American attitudes, United States Immigration regulations affecting F-1 Visa 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. *Note:* This course is Pass/No Pass only. Lecture 1 hour. *Prerequisite:* None.

125 CAREER PLANNING

1.0 Unit

ST DV 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. *Note:* This course is Pass/No Pass only. Lecture 1 hour. *Recommended Preparation:* ENGL 191 or ESL 141. *Transfer Credit:* CSU.

127 MAJOR EXPLORATION

1.0 Unit

ST DV 127 is a course designed to help students select majors that will lead to a potential career. Emphasis is placed on introducing students to the required education and training within a particular major. Guest lecturers present on various careers. Students explore factors such as interests, values, and skills that influence their choices of a major. *Note:* This course is Pass/No Pass only. Lecture 1 hour. *Recommended Preparation:* Completion of ENGL 188 and ENGL 189, or ESL 133, ESL 135 and ESL 136.

128 VOCATIONAL PATHWAYS

1.0 Unit

ST DV 128 is designed to assist students with disabilities prepare a vocational plan and apply decision-making skills to the world in which they live. Students explore career options and construct a well planned career path, show a thorough understanding of the Americans with Disabilities Act (ADA) and its application to their employment options, and increase their awareness of how to live as independent adults. *Note:* This course is Pass/No Pass only. ST DV 128 may not be taken for credit by students who have successfully completed ST DV 125 or ST DV 145 Lecture 1 hour. *Prerequisite:* None.

129 TEXT-TO-SPEECH SOFTWARE USE FOR READING AND WRITING ASSISTANCE

1.0 Unit

NON-DEGREE APPLICABLE

ST DV 129 provides instruction in effective use of text-to-speech software. Students with disabilities will learn how to use this program as an assistive device for improving skills in reading, study skills, vocabulary development, prewriting, and editing for correct spelling and word usage. *Note:* This course is Pass/No Pass only. Lecture 1 hour. *Prerequisite:* None.

141 IMPROVING COLLEGE PERFORMANCE AND STUDY SKILLS

1.0 Unit

ST DV 141 is an introduction to study skills methods, academic support services, and students' academic assessment. This class is designed to improve such skills as note taking, test taking, and time management. *Note:* This course is Pass/No Pass only. Lecture 1 hour. *Prerequisite:* None.

143 STUDY SKILLS LAB

0.5 to 2.0 Units

NON-DEGREE APPLICABLE

ST DV 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. *Note:* This course is Pass/No Pass only. Laboratory 1.5-6 hours. *Prerequisite:* None.

145 ACHIEVING ACADEMIC AND CAREER SUCCESS

3.0 Units

ST DV 145 is a survey course designed to increase academic motivation and career success throughout the life span. The primary goal of this course is to examine how an individual's psychological, social, physical, and environmental factors impact academic achievement and academic, career and personal life choices. Topics include learning theory, achievement motivation, identity development, critical thinking strategies, study and time management techniques, career exploration, decision making, and vocational planning. *Note:* ST DV 145 may not be taken for credit by students who have successfully completed ST DV 125 or ST DV 128. Lecture 3 hours. *Recommended Preparation:* ENGL 191 or ESL 141. *Transfer Credit:* CSU, UC.

146 EFFECTIVE STUDY TECHNIQUES

1.5 Units

NON-DEGREE APPLICABLE

ST DV 146 is a lecture course designed to place special emphasis on memory techniques, test preparation strategies, time management, and note-taking skills for students with disabilities. This course helps students develop critical thinking skills as well as compensatory strategies. Lecture 1.5 hours. *Prerequisite:* None.

TECHNICAL EDUCATION

140 FUNDAMENTALS OF ENGINEERING DOCUMENTATION

3.0 Units

T ED 140 introduces the principles and practices of writing a range of technical documents for use in the engineering and industrial technology industries. Examples include emails, technical evaluations and reports, and academic and scientific papers used in engineering, and industrial technology fields. Students engage the use of graphical information such as tables and charts as well as technical resumes, letters, and instruction and operation manuals. Student writing includes online technical documentation such as web-page, computer aided design information management, and professional technical social media and project management tools. **Note:** TED 140 may not be used to satisfy any English requirements. Lecture 3 hours. **Recommended Preparation:** ENGL 120 or ESL 141.

142 TECHNICAL MEASUREMENTS AND CALCULATIONS

3.0 Units

T ED 142 covers a practical application of basic measurements and calculations to typical industrial problems and activities. Topics include units of measure and conversions, reading measurement tools and making calculations that are common technical career jobs. Project based hands-on activities in a variety of technical areas such as surveying, manufacturing, electronics, construction, engineering and environmental technology are emphasized. Students' understanding of mathematical concepts are reinforced through contextualized learning and applied technology based projects. **Note:** This course cannot be used to substitute for any college math requirements. Lecture 2 hours/Laboratory 1 hours.

143 TECHNICAL MATHEMATICS II

3.0 Units

T ED 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:** T ED 142 or equivalent.

THEATRE ARTS

Theatre Arts contains eight families (See page 94 for more information on course families):

Acting (T ART 100, 103, 104, 111, 140). The Acting Family includes acting courses for stage and film, and vocal techniques for the actor; Directing, Playwriting, Management (T ART 106);

Costume & Makeup (T ART 109, 110, 123). The Costume & Makeup Family includes costume and makeup creation and application;

Scenic & Lighting (T ART 121, 122, 134, 173).

The Scenic & Lighting Family includes design courses and practicum covering scenery, lights, and other stage elements;

Technical Theatre: Stagecraft/Building (T ART 129). Technical Theatre: Stagecraft/Building

covers the execution of design and stagecraft, which includes safety, building, painting, and general equipment identification and maintenance.

Students in these classes work directly with the shows being presented in the season prior to performance as opposed to theoretical projects;

Theatre Production-Rehearsal & Performance (T ART 161, 162, 163, 164). Theatre Production-Rehearsal & Performance includes courses

that concentrate on rehearsal and performance in theatre production. Courses are broken up by genre and period.

100 INTRODUCTION TO ACTING

3.0 Units

T ART 100 is an acting class designed for the beginner with little or no previous acting experience. Students practice techniques to develop relaxation, concentration, and stage presence in front of an audience. Class work includes group and individual exercises, theatre games, improvisation, and written critique of live theatre productions. **Note:** During the semester, students are expected to attend professional and Glendale Community College Theatre Department productions as a part of the learning process about acting. Lecture 2 hours/Laboratory 3 hours.

Recommended Preparation: Eligibility for ENGL 120 or ESL 151. **Course Typically Offered:** Fall/Spring. **Transfer Credit:** CSU, UC, USC. (C-ID THTR 151) (*Acting Family*)

101 INTRODUCTION TO THEATRE

3.0 Units

T ART 101 introduces students to elements of the theatre arts production process as a collaborative art form including playwriting, acting, directing, design, and criticism. While exploring its elements, practices, and collaborators, its historical, social, political, and economic context will be examined.

Note: During the semester, students are expected to attend professional and Glendale Community College Theatre Arts Department productions as a part of the learning process. Lecture 3 hours. **Prerequisite:** None. **Course Typically Offered:** Winter/Spring/Summer/Fall. **Transfer Credit:** CSU, UC, USC. (C-ID THTR 111)

102 THEATRE HISTORY

3.0 Units

T ART 102 is a survey of the history of the theatre through its major influences concentrating on Greek, Roman, Renaissance, Elizabethan, Restoration, and Modern eras.

The history and development of theatre are studied in relationship to the cultural, political, and social conditions for the time. Lecture 3 hours. **Prerequisite:** None. **Course Typically Offered:** Fall/Spring. **Transfer Credit:** CSU, UC, USC. (C-ID THTR 113)

103 ACTING FUNDAMENTALS I

3.0 Units

T ART 103 is a beginning acting class for theatre majors. Through individual and group exercises, improvisation, theatre games, monologue and scene study, the actor's voice, body, and imagination are developed. Written assignments include the break down and analysis of scripts and live theatre performances. Acting skills are practiced through rehearsal and performance of monologues and scenes. **Note:** During the semester, students are expected to attend professional and Glendale Community College Theatre Arts Department productions as part of the learning process. Lecture 2 hours/Laboratory 3 hours. **Prerequisite:** None. **Course Typically Offered:** Fall. **Transfer Credit:** CSU, UC, USC. (C-ID THTR 151) (*Acting Family*)

104
ACTING FUNDAMENTALS II
 3.0 Units

T ART 104 follows T ART 103, and continues the exploration of theories and techniques used to interpret dramatic writing through the acting of scenes and monologues. Emphasized skills include the actor's voice and body, character development, script analysis, and the interpretation of a variety of styles and periods of dramatic writing. *Note:* During the semester, students are expected to attend professional and Glendale Community College Theatre Arts Department productions as a part of the learning process. Lecture 2 hours/Laboratory 3 hours. *Prerequisite:* T ART 103 or equivalent *Course Typically Offered:* Spring. *Transfer Credit:* CSU, UC, USC. (*Acting Family*)

106
INTRODUCTION TO THEATRICAL DIRECTING
 3.0 Units

T ART 106 introduces theatre students to the theory, techniques, and skills of theatrical directing and offers students experience in directing short scenes from plays. *Note:* This class will be limited to twenty students. Lecture 1 hour/Laboratory 6 hours. *Prerequisite:* T ART 101, 103, and 104. *Transfer Credit:* CSU, UC, USC. (*Directing, Playwriting, Management Family*)

107
DRAMA HERITAGE: PLAY STRUCTURE, FORM, AND ANALYSIS
 3.0 Units

T ART 107 is a survey of dramatic literature from the classical to the contemporary periods from the structural, stage production, and analytical points of view. The course combines reading, analyzing and understanding play scripts with field trips to local theatres and in-class audio-visual presentations. The student examines the playwright's methods of creating theatre and learns to distinguish between a play as literature versus a play as performance. Lecture 3 hours. *Prerequisite:* None. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC. (C-ID THTR 114)

109
STAGE MAKEUP I
 2.0 Units

T ART 109 provides instruction in the use and application of all types of stage makeup, the functions of makeup in the theatre, analysis of facial features and corrective techniques, research and color theory, and basic three-dimensional technique. *Note:* Additional hours may be required to work on GCC productions. The AA-T Theatre Arts Degree requires both Theatre Arts 109 and Theatre Arts 110 to add up to the 3.0 units of C-ID Number: THTR 175 (C-ID Title: Stage Makeup). Lecture 1 hour/Laboratory 3 hours. *Prerequisite:* None. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC. (*Costume & Makeup Family*)

110
STAGE MAKEUP II
 1.0 Unit

T ART 110 is a continuation of Theatre Arts 109 with emphasis on special effects using prosthetics, facial hair and wigs. The course builds upon the basic stage makeup taught in Stage Makeup I with a focus on special effects that significantly change the actor for the purpose of performance. This is an introduction to potential career paths for students interested in makeup design. *Note:* Additional hours may be required to work on GCC productions. The AA-T Theatre Arts Degree requires both T ART 109 and T ART 110 to add up to the 3.0 units. Laboratory 3 hours. *Prerequisite:* T ART 109. *Course Typically Offered:* Spring. *Transfer Credit:* CSU, UC, USC. (T ART 109 & 110 C-ID THTR 175) (*Costume & Makeup Family*)

111
VOICE FOR THE ACTOR
 3.0 Units

T ART 111 introduces students to the proper use and maintenance of the voice on stage primarily through the use of the Linklater Technique. The main goal of the course is to help students free their 'natural voice' in order to perform on stage with vocal freedom, safety, and control. Elements from Lessac and Berry and instruction in the International Phonetic Alphabet (IPA) will be incorporated in units on articulation and proper placement of sounds. Emphasis will be placed on vocal theory and the basic mechanics of vocal production technique. Lecture 3 hours. *Recommended Preparation:* Eligibility for ENGL 120 or ESL 151. *Course Typically Offered:* Fall/Spring. (*Acting Family*)

121
STAGE SCENIC DESIGN I
 2.0 Units

T ART 121 is a practical course in the fundamentals of designing stage scenery. All the sets used in Glendale Community College productions are designed by this class. Lecture 1 hour/Laboratory 3 hours. *Prerequisite:* T ART 171 or equivalent. *Transfer Credit:* CSU, UC, USC. (*Scenic & Lighting Family*)

122
STAGE SCENIC DESIGN II
 2.0 Units

T ART 122 is a continuation of T ART 121 with more emphasis on originality of design. Students continue a study of research and the collaborative design process in the area of scenic design and set installation techniques, while creating an environment for the performer and audience. Lecture 1 hour/Laboratory 3 hours. *Prerequisite:* T ART 121 or equivalent. *Transfer Credit:* CSU, UC, USC. (*Scenic & Lighting Family*)

123
FUNDAMENTALS OF COSTUME DESIGN
 3.0 Units

T ART 123 is a course in the history, design, and construction of costumes for the stage. This course includes an exploration of historical practices, 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. *Note:* Students in this course are expected to be available for additional hours to work on costumes for theatrical productions. Lecture 2 hours/Laboratory 3 hours. *Prerequisite:* None. *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU, UC, USC. (C-ID THTR 174) (*Costume & Makeup Family*)

**129
BACKSTAGE LAB FOR
PERFORMERS**

1.0 Unit

T ART 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. *Note:* This class will be limited to twenty students. Laboratory 3 hours. *Prerequisite:* None. *Corequisite:* Enrollment in one of the following: DANCE 135, MUSIC 143, 146, 147, 170, 231, 235, 236, 237, T ART 160, 161, 162, 163, 164. *Course Typically Offered:* Spring. (*Technical Theatre: Stagecraft/ Building Family*)

**134
PRACTICAL AND THEORETICAL
ASPECTS OF STAGE LIGHTING**
2.0 Units

T ART 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:* T ART 133 or equivalent. *Transfer Credit:* CSU, UC, USC. (*Scenic & Lighting Family*)

**140
INTRODUCTION TO PERFORMANCE
FOR THE CAMERA**
3.0 Units

T ART 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. (*Acting Family*)

**155
INTRODUCTION TO PLAYWRITING**
3.0 Units

T ART 155 is the study and practice of writing dramatic works for the stage. Students gain a greater understanding of how to write for the stage through reading plays, analyzing play structure, peer evaluation of writing assignments, participating in the play development process, understanding the commerce of playwriting, and having original works performed in front of an audience. *Note:* This course may include trips to local professional and/or amateur theatre productions. Students may also present their plays in a staged-reading or performance at the conclusion of the class for a public audience. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU.

**160
REHEARSAL AND PERFORMANCE
IN MUSICAL THEATRE PRODUCTION**
2.0 to 4.0 Units

T ART 160 is a workshop designed to support musical theatre productions. The students enrolled in this course are formed into a company to present the combined Dance, Music, and Theatre Arts Department productions at Glendale Community College. Each student is assigned projects in accordance with his or her interests and talents. The projects involve some phase of theatrical production as it relates to performance skills in the style of theatre generally termed American Musical Comedy. *Note:* Students are expected to be available for rehearsals and every performance for 10 - 15 hours per week. Laboratory Units are earned based on the number of hours and type of project completed. Lecture 1 hour/Laboratory 3-9 hours. *Prerequisite:* None. *Course Typically Offered:* Spring. *Transfer Credit:* CSU, UC, USC. (C-ID THTR 191) (*Musical Theatre Family*)

**161
REHEARSAL AND PERFORMANCE
IN CLASSICAL THEATRE
PRODUCTION**

2.0 to 4.0 Units

T ART 161 is a workshop designed to support a classical theatre production. The students enrolled in this course are formed into a company to present classical plays as part of the Theatre Arts Department productions at Glendale Community College. The productions include works that belong specifically to those playwrights whose style requires a genre of acting, generally referred to as Classical, Greek, Roman, Elizabethan, Spanish Golden Age, and French Classical theatre. Each student is assigned projects in accordance with his or her interests and talents. The projects involve some phase of theatrical production as it relates to performance skills in the style of classical theatre. *Note:* Students are expected to be available for rehearsals and every performance for 10 - 15 hours per week. Laboratory Units earned are based on the number of hours and type of project completed. Lecture 1 hour/Laboratory 3-9 hours. *Prerequisite:* None. *Course Typically Offered:* Fall. *Transfer Credit:* CSU, UC, USC. (C-ID THTR 191) (*Theatre Production Rehearsal & Performance Family*)

**162
REHEARSAL AND PERFORMANCE
IN MODERN THEATRE PRODUCTION**
2.0 to 4.0 Units

T ART 162 is a workshop designed to support a modern theatre production. The students enrolled in this course are formed into a company to present plays from the modern repertoire as a part of the season of Theatre Arts Department productions at Glendale Community College. These titles include, but are not limited to the works of the international theatre from the 1840's and the advent of Henrik Ibsen, to the mid 1950's with the work of Tennessee Williams and Eugene O'Neil. Each student is assigned projects in accordance with his or her interests and talents regarding the selected materials. The projects involve some phase of theatrical production as it relates to performance skills in the style of modern drama. *Note:* Students are expected to be available for rehearsals and appear in every performance for 10 - 15 hours per week. Laboratory Units are earned based on the number of hours and type of project completed. Lecture 1 hour/Laboratory 3-9 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC. (C-ID THTR 191) (*Theatre Production Rehearsal & Performance Family*)

**163
REHEARSAL AND PERFORMANCE
IN CONTEMPORARY THEATRE
PRODUCTION**

2.0 to 4.0 Units

T ART 163 is a workshop designed to support a contemporary theatre production. The students enrolled in this course are formed into a company to present contemporary plays as a part of the season in the Theatre Arts Department at Glendale Community College. Each student is assigned projects in accordance with his or her interests and talents. The projects involve some phase of theatrical production as it relates to performance skills in the style of contemporary world theatre. Included are current or recent successful stage play scripts from Broadway, Off-Broadway, West-end London, and other world theatre centers, dating back to the style changes in realism in the mid-to-late 1950's. *Note:* Audition or interview is required. Students are expected to be available for rehearsals and every performance for 10 - 15 hours per week. Laboratory Units are earned based on the number of hours and type of project completed. Lecture 1 hour/Laboratory 3-9 hours. *Prerequisite:* None. *Course Typically Offered:* Spring. *Transfer Credit:* CSU, UC, USC. (C-ID THTR 191) (*Theatre Production Rehearsal & Performance Family*)

**164
REHEARSAL AND PERFORMANCE
IN NEW WORKS AND
EXPERIMENTAL THEATRE
PRODUCTIONS**

2.0 to 4.0 Units

T ART 164 is a workshop designed to support new works and experimental theatre production. The students enrolled in this course are formed into a company to present new or experimental plays as a part of the season in the Theatre Arts Department productions at Glendale Community College. Each student is assigned projects in accordance with his or her interests and talents. The projects involve some phase of theatrical production as it relates to performance skills in the style of new plays and plays of a differently structured nature, including but not limited to non-linear, feminist, epic, etc. These productions may include work that is student written or generated by the production team. *Note:* Students are expected to be available for rehearsals and every performance for 10 - 15 hours per week. Laboratory Units are earned based on the number of hours and type of project completed. Lecture 1 hour/Laboratory 3-9 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC. (C-ID THTR 191) (*Theatre Production Rehearsal & Performance Family*)

**171
STAGECRAFT**

3.0 Units

T ART 171 is an introduction to technical theatre including basic principles of scenic design, construction, painting, and handling of scenery and scenic effects, prop construction, backstage organization, career opportunities and safety procedures within the operation of the stage. Students prepare for stage crew assignments for the various Glendale Community College productions. Additional hours to devote to rehearsals and performances are required. Lecture 1 hour/Laboratory 6 hours. *Prerequisite:* None. *Course Typically Offered:* Spring. *Transfer Credit:* CSU, UC, USC. (C-ID THTR 171)

**172
INTRODUCTION TO THEATRE
DESIGN**

3.0 Units

T ART 172 is a survey of scenery, lighting, sound, costumes, makeup, properties, theatrical equipment and construction techniques. Through demonstration and laboratory experiences, students gain an understanding of the organization of theatre (technical personnel) as well as an appreciation for theatrical design. Lecture 2 hours/Laboratory 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU. (C-ID THTR 172)

**173
LIGHTING DESIGN FUNDAMENTALS**

3.0 Units

T ART 173 is a study and execution of stage lighting with emphasis on equipment, control, color, and their relationship to design. Students learn how to use artificial light sources to create an appropriate environment for a variety of entertainment media including animation, 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. Lecture 2 hours/Laboratory 3 hours. *Prerequisite:* None. *Course Typically Offered:* Spring. *Transfer Credit:* CSU, UC, USC. (C-ID THTR 173) (*Scenic & Lighting Family*)

**180
TECHNICAL THEATRE IN MUSICAL
PRODUCTION**

2.0 to 4.0 Units

T ART 180 is a practical application of theatre arts technical support. Through lecture and laboratory experiences, students gain experience in the application of production responsibilities in the areas of stage management, house management, construction, scenery, properties, costume, lighting, sound, and running crews for the genre of musical theatre. *Note:* Students are expected to be available for rehearsals and performances of Glendale Community College productions. Units earned are based on the number of hours and type of project completed. Lecture 1 hour/Laboratory 3-9 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC. (C-ID THTR 192)

**181
TECHNICAL THEATRE IN
CLASSICAL PRODUCTION**

2.0 to 4.0 Units

T ART 181 is a practical application of theatre arts technical support. Through lecture and laboratory experiences, students gain experience in the application of production responsibilities in the areas of stage management, house management, construction, scenery, properties, costume, lighting, sound, and running crews for the classical theatre genre. Lecture 1 hour/Laboratory 3-9 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC. (C-ID THTR 192)

**182
TECHNICAL THEATRE IN MODERN
PRODUCTION**

2.0 to 4.0 Units

T ART 182 is a practical application of theatre arts technical support. Through lecture and laboratory experiences, students gain experience in the application of production responsibilities in the areas of stage management, house management, construction, scenery, properties, costume, lighting, sound, and running crews for the genre of modern theatre. Lecture 1 hour/Laboratory 3-9 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC. (C-ID THTR 192)

**183
TECHNICAL THEATRE IN
CONTEMPORARY PRODUCTION**
2.0 to 4.0 Units

ART 183 is a practical application of theatre arts technical support. Through lecture and laboratory experiences, students gain experience in the application of production responsibilities in the areas of stage management, house management, construction, scenery, properties, costume, lighting, sound, and running crews for the genre of contemporary theatre. Lecture 1 hour/Laboratory 3-9 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC. (C-ID THTR 192)

**184
TECHNICAL THEATRE IN
NEW WORKS, DEvised, AND
EXPERIMENTAL PRODUCTION**
2.0 to 4.0 Units

ART 184 is a practical application of theatre arts technical support. Through lecture and laboratory experiences, students gain experience in the application of production responsibilities in the areas of stage management, house management, construction, scenery, properties, costume, lighting, sound, and running crews for new, devised, or experimental play genres in production. Lecture 1 hour/Laboratory 3-9 hours. *Prerequisite:* None. *Transfer Credit:* CSU, UC, USC. (C-ID THTR 192)

WELDING

**117
INTRODUCTION TO WELDING**
2.0 Units

WELD 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 hour/Laboratory 3 hours. *Recommended Preparation:* Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU.

**118
GENERAL WELDING**
2.0 Units

WELD 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 hour/Laboratory 3 hours. *Prerequisite:* WELD 117 or equivalent.

**121
GENERAL WELDING**
3.0 Units

WELD 121 is the first in a series of occupational welding courses designed to prepare the student for employment in the welding industry. It covers the theory of welding processes, welding safety, terms, basic metallurgy, and the fundamentals of metallic arc and oxyacetylene welding. Lecture 1 hour/Laboratory 6 hours. *Recommended Preparation:* Eligibility for ENGL 120 or ESL 151.

**122
GENERAL WELDING**
3.0 Units

WELD 122 is second in a series of occupational welding courses designed to prepare the student for employment in the welding industry. It covers fundamental of blueprint reading interpreting shop drawings and sketches, advanced metallic arc and oxyacetylene welding and provides an introduction to tungsten inert gas and metal inert gas arc welding. Lecture 1 hour/Laboratory 6 hours. *Prerequisite:* WELD 121 or equivalent. *Recommended Preparation:* Eligibility for ENGL 120 or ESL 151.

**123
OCCUPATIONAL WELDING**
3.0 Units

WELD 123 is third in a series of occupational welding courses designed to prepare the student for employment in the welding industry. It covers basic preparation for welding certification, advanced metallic arc, tungsten inert gas, metal inert gas, and oxyacetylene welding, including specific welding exercises needed to prepare the student for the manipulative phase of the certification examination. Lecture 1 hour/Laboratory 6 hours. *Prerequisite:* None.

**124
OCCUPATIONAL WELDING**
3.0 Units

WELD 124 is fourth in a series of occupational welding courses designed to prepare the student for employment in the welding industry. It covers the preparation for a welding certification in metallic arc, tungsten inert gas, and metal inert gas arc welding. Lecture 1 hour/Laboratory 6 hours. *Prerequisite:* None.

**125
ADVANCED WELDING
PROCEDURES**
1.0 Unit

WELD 125 is advanced welding procedures and practices for experienced students or industrial workers who wish to improve and update their manipulative skills or prepare for a specific certification in metallic arc, tungsten inert gas, or metal inert gas welding Laboratory 3 hours. *Prerequisite:* WELD 117 or 121 or equivalent.

**126
OCCUPATIONAL WELDING
CERTIFICATE SHOP**
1.0 Unit

WELD 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 hours. *Prerequisite:* WELD 117 or 118 or 125 or equivalent.



Continuing Education



GARFIELD CAMPUS SERVICES

Noncredit Continuing Education courses provide educational opportunities for those seeking occupational or personal improvements. The Garfield Campus at 1122 E. Garfield (between Adams and Chevy Chase) houses the Continuing Education Office, the Business and Life Skills Center, CalWORKs/WIOA training programs, Student Success Center (also known as DSL), and the English as a Second Language (ESL) program. PARED and Lifelong Learning are offered on the Verdugo campus (Life Skills Building) as well as throughout the community. The Garfield Campus houses a full range of student services that are available free of charge to the community.

Classes are available mornings, afternoons, and evenings throughout the week. All classes are tuition free. Students may enter a class at any time during the year.

For information or to request a current schedule of classes, please call (818) 240-1000 ext. 5678 during business hours. Continuing Education office hours are 8:00 a.m. to 9:00 p.m. Monday through Thursday, and 8:00 a.m. to 4:30 p.m. on Friday.

CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS (CalWORKs)

The GCC CalWORKs Program is the on-campus resource for parents receiving welfare benefits from the state of California. We provide encouragement, advice, and honest feedback for a population of students who are rebuilding their lives on a foundation of education, while modeling perseverance and hard work to their children. We help students communicate with the county workers (DPSS, GAIN and REP) who oversee their benefits. We process the documents that allow CalWORKs students to access crucial supportive services from the state, including child care during class hours and reimbursement for school-related costs such as text books, supplies, transportation, and fees. We also provide funding for Work Study jobs and on-campus child care. The Garfield Campus CalWORKs Program is located on the third floor of the Tropic Building (TR 300). For more information, call (818) 240-1000, ext. 5681.

CAREER AND COUNSELING CENTER

The Career and Counseling Center assists students with transfer to the Verdugo Campus, choosing classes, preparing for financial aid, career assessment, job seeking, employment preparation, and career/school research. Hours are Monday through Thursday 8:30 a.m. to 5:30 p.m., and Friday 8:30 a.m. to 4:00 p.m. Program is located on the second floor of the Mariposa Building (MP 221). For more information call (818) 240-1000, ext. 5055 or 5056.

COUNSELING

Academic counselors are available for assistance with students seeking High School Diplomas and the HSE. Academic Counselors work with State Department of Rehabilitation referrals and California Training Benefits (CTB) students. They assist with transition to credit classes at the Verdugo Campus, and provide other general academic counseling. Hours vary from 8:00 a.m. to 9:30 p.m. To schedule an appointment call (818) 240-1000, ext. 5055 or 5033.

Mental Health Counseling is offered for short-term and crisis counseling for students who are enrolled in any continuing education program or class. Students should obtain a referral from staff or faculty to make an appointment. Program is located on the second floor of the Mariposa Building (MP 221). For more information call (818) 240-1000, ext. 5035 or 5055.

CHILDCARE & CHILD DEVELOPMENT CENTER

The Child Development Center for Child Development offers on-site childcare for continuing education students who have potty-trained children from three to five years of age. There are fees for non-CalWORKs or GAIN students. Hours are Monday through Friday; 8:00 a.m. to 4:30 p.m. For more information call (818) 240-1000, ext. 3071.

GARFIELD BOOKSTORE

The Garfield Bookstore is available for students at various times and days throughout the year. Program is located on the first floor of the Mariposa Building (MP 126). For more information, call (818) 240-1000, ext. 5802.

GARFIELD LIBRARY

The Garfield Library Collection has over 1,000 volumes to help support the Continuing Education Business, Life Skills, and Noncredit ESL classes. The library also has over 2,300 volumes of children's literature as "classroom sets" available for faculty checkout. Program is located on the second floor of the Tropic Building (TR 201). For more information and hours, call (818) 240-1000, ext. 5098.

WELCOME CENTER

The welcome center services:

- Get help with your GCC online application
- Register for your classes
- Learn how to navigate MyGCC
- Activate your Student email
- Get directed to student Services and open classes on campus.

CONTINUING EDUCATION CERTIFICATES

ACCOUNT CLERK I

This program prepares students for entry-level bookkeeping positions. Students learn to record customer and vendor data for service based sole proprietorships, and create financial statements from recorded statements.

REQUIRED COURSES: OBT 11, 21, 22, 34, 40, 70, 80, and 90.

ACCOUNT CLERK II

In this program, students learn advanced accounting techniques, computerized accounting systems, and the use of Excel spreadsheets. Students learn to record transactions for a merchandising business organized as a corporation, and create financial statements from recorded transactions.

REQUIRED COURSES: OBT 23, 50, 91, 95, 97, 113, 138, and 150.

ADULT BASIC EDUCATION CERTIFICATE

This program allows students to increase their basic academic skills, increasing their chances for employment and success in further education. Students will be able to read and comprehend at the 8th grade reading level, write clear and grammatically correct paragraphs using a variety of sentence structures, and be able to add, subtract, multiply and divide whole numbers, decimals, fractions and percentages.

REQUIRED COURSES: ABSE 10, 20, and 50.

BEGINNING ESL CERTIFICATE

This certificate will lead to enhanced academic and entry level job opportunities. Upon completion of this certificate, students will be able to demonstrate mastery of beginning-level English grammar, the ability to write a simple paragraph, and show beginning conversational speaking competence

REQUIRED COURSES: ESL 1 (or ESL 5 for the more mature adult), 10, 20, and 80.

INTERMEDIATE ESL CERTIFICATE

This certificate prepares the student for academic and job opportunities that require a conversant level of English. Upon completion of this certificate, students will be able to demonstrate mastery of intermediate English grammar, the ability to write a 3-paragraph essay and show intermediate-level conversational speaking competence. This certificate also prepares the student for higher level of study that include noncredit business course the HSE program, citizenship courses and matriculation to credit classes.

REQUIRED COURSES: ESL 30, 40, 81.

ADVANCED ESL CERTIFICATE

This certificate prepares the student for academic job opportunities that demand a fluent level of spoken English. Upon completion this certificate students will be able to demonstrate mastery of advanced English grammar structure, the ability to write a 5-paragraph essay, comprehension of academic, professional, and everyday spoken English, understanding of American idioms and the ability to create, present, analyze, and critique oral presentations. This certificate also prepares students for higher levels of study that include noncredit business courses, the HSE program, citizenship courses and matriculation to credit courses.

REQUIRED COURSES: ESL 50, 82.

GENERAL OFFICE CLERK I

This program prepares students for entry-level work in an office setting. Students are provided with the basics of keyboarding, filing, and word processing computer applications as well as soft skills such as problem solving and teamwork. Students will produce documents using a word processor and demonstrate understanding of general office etiquette.

REQUIRED COURSES: OBT 11, 34, 35, 40, 55, 70, 80, 100 and 140.

GENERAL OFFICE CLERK II

This program prepares students for independent work in an office setting. Students gain a broad background in business math, computer applications, and business writing, which provides them with the ability to work in most office departments. Students will demonstrate appropriate interpersonal skills and operate a variety of business software, including word processors and spreadsheets to create business correspondence, reports, and other related documents.

REQUIRED COURSES: Completion of General Office Clerk I or equivalent; OBT 12, 21, 31, 50, 90 and 138.

GENERAL OFFICE CLERK III

This program prepares students for work as an administrative assistant or secretary. Students gain advanced keyboarding and computer application skills as well as the fundamentals of accounting. Students will learn to support business office operations and work independently from a variety of inputs; apply time management skills, prepare a wide variety of business correspondence, and compile and edit spreadsheets using common business software.

REQUIRED COURSES: Completion of General Office Clerk II or equivalent; OBT 13, 22, 33 and 101.

Complete one of the following courses: OBT 111, 113 or 150.

INTRODUCTION TO HOSPITALITY AND TOURISM

This certificate prepares students for entry-level positions in the hospitality and tourism industry as part of a career ladder. Students will gain a foundational understanding of the multiple facets of the industry through case studies and live demonstrations. Students will explore the entry-level and promotional opportunities available in restaurants, hotels, beverage operations, casinos, theme venues, entertainment centers, cruise lines, and other hospitality and tourism businesses. Students will complete a final project using a word processor and demonstrate understanding of customer service. This program also serves as a first step in preparing students for entry into the credit hospitality program at Glendale Community College.

REQUIRED COURSES: OBT 35, 40, 50, 65, 66, and 70.

Complete two of the following courses: OBT 11, 31, 55, 80, and 140.

HSE PREPARATION CERTIFICATE

This program prepares students to take and pass the HSE test, an equivalency to the high school diploma. Students will attain knowledge, skills, and abilities necessary to pass high school courses, and obtain a high school diploma.

REQUIRED COURSES: ABSE 10, 20, 50, 60 (or 61).

MEDICAL OFFICE

DENTAL FRONT OFFICE CLERK

This program prepares students for front office work in a dentist's office. Students learn medical terminology, billing, transcription, and customer service. Students learn to utilize PractiSoft dental software to bill providers and manage a small dental practice.

REQUIRED COURSES: OBT 11, 34, 35, 40, 50, 62, 70, 80, 100.

MEDICAL FRONT OFFICE

This program prepares students for front office work in a doctor's office or medical facility. Students learn medical terminology, billing, transcription, and customer service. Students learn to utilize MediSoft to maintain accounts and manage a medical practice.

REQUIRED COURSES: OBT 11, 34, 35, 40, 50, 61, 70, 80, and 100.

HIGH SCHOOL DIPLOMA REQUIREMENTS

- 40 credits of English
- 10 credits of World History
- 10 credits of United States History
- 5 credits of American Government
- 5 credits of Economics
- 10 credits of Physical Science
- 10 credits of Biological Science
- 10 credits of Algebra
- 10 credits of Geometry
- 5 credits of Career Preparation
(or equivalent work history)
- 5 credits of Computer Applications
- 5 credits of Health
- 10 credits of Humanities (Art, Music or Foreign Language)
- 50 credits of Electives

Total of 185 credits plus demonstration of competency in reading, writing, and mathematics.
20 credits must be completed at Glendale Community College.

COMPETENCY REQUIREMENTS

Reading Competency— One of the following:

- Pass the HSE Language Arts, Reading with a score of 410 or higher
- Score 584 or above on the Test of Adult Basic Education (TABE)
- Score 246 or above on the CASAS Life and Work test level 187 or 188
- Place into English 192
- Pass the English-Language Arts portion of the CAHSEE

Writing Competency— One of the following:

- Pass the HSE Language Arts, Writing with a score of 410 or higher
- Place into English 120 or higher
- Pass the English-Language Arts portion of the CAHSEE

Mathematics Competency— One of the following:

- Place into Mathematics 141 or higher
- Pass the HSE Mathematics with a score of 450 or higher
- Pass the Mathematics portion of the CAHSEE

For HSE testing information please refer to the General Information section of this catalog.

ADULT BASIC AND SECONDARY EDUCATION

10 BASIC ENGLISH 0 Units

ABSE 10 is a beginning composition course. This course covers the basics of sentence and paragraph composition including mechanics, grammar, and spelling. Laboratory 160 hours. **Note:** This is a self-paced course in an open-entry, open-exit lab environment. **Recommended preparation:** ESL 40 or equivalent.

15 VOCABULARY DEVELOPMENT 0 Units

ABSE 15 introduces common roots, prefixes, suffixes, and word usage as well as the use of context clues to determine word meanings. This course is designed to meet the needs of students who wish to improve their vocabulary and to earn elective high school credit in English. Laboratory 100 hours. **Note:** This is a self-paced course in an open-entry, open-exit lab environment. Successful completion of this course is worth 5 credits (1/2 unit) towards a high school diploma. **Recommended preparation:** ESL 40 or equivalent.

18 INTEGRATED MATHEMATICS 1A 0 Units

ABSE 18 is an introduction to algebraic reasoning and modeling. Topics of study include linear, exponential and radical functions, systems of equations, and data analysis. This course is designed to meet the needs of students who wish to begin their study of first semester Integrated Mathematics 1 and to earn high school credit in mathematics. **Note:** This is a self-paced course in an open-entry, open-exit lab environment. Successful completion of this course is worth 5 credits (1/2 unit) towards a high school diploma. **Recommended preparation:** ESL 40 or equivalent, ABSE 22 or equivalent

19 INTEGRATED MATHEMATICS 1B 0 Units

ABSE 19 is an introduction to geometric reasoning and modeling. Topics of study include exponential functions, equations and models; transformations and symmetry; congruence; lines and angles; triangles, quadrilaterals and coordinate proofs. This course is designed to meet the needs of students who wish to begin their study of second semester Intermediate Mathematics 1 and to earn high school credit in mathematics. **Note:** This is a self-paced course in an open-entry, open-exit lab environment. Successful completion of this course is worth 5 credits (1/2 unit) towards a high school diploma. **Recommended preparation:** ESL 40 or equivalent, ABSE 18 or equivalent.

20 BASIC MATH 0 Units

ABSE 20 is a math course designed for adults who wish to review or master basic arithmetic from whole number operations through fractions, decimals, and percent. Laboratory 120 hours. **Note:** This is a self-paced course in an open-entry, open-exit lab environment. **Recommended preparation:** ESL 40 or equivalent.

21 ARITHMETIC 1A 0 Units

ABSE 21 introduces students to whole number, fraction, decimal, and percent computation. This course is designed to meet the needs of students who wish to improve their basic math skills and to earn high school credit. Laboratory 100 hours. **Note:** This is a self-paced course in an open-entry, open-exit lab environment. Successful completion of this course is worth 5 credits (1/2 unit) towards a high school diploma. **Recommended preparation:** ESL 40 or equivalent.

22 ARITHMETIC 1B 0 Units

ABSE 22 introduces students to higher level arithmetic: statistics, measurement, and geometric and algebraic principles. This course is designed to meet the needs of students who wish to improve their math skills and to earn high school credit. Laboratory 100 hours. **Note:** This is a self-paced course in an open-entry, open-exit lab environment. Successful completion of this course is worth 5 credits (1/2 unit) towards a high school diploma. **Recommended preparation:** ESL 40 or equivalent and ABSE 21 or equivalent.

23 ALGEBRA 1A 0 Units

ABSE 23 is an introduction to algebraic reasoning and modeling. Algebraic modeling is introduced with linear functions. This course is designed to meet the needs of students who wish to begin their study of algebra and to earn high school credit in mathematics. Laboratory 100 hours. **Note:** This is a self-paced course in an open-entry, open-exit lab environment. Successful completion of this course is worth 5 credits (1/2 unit) towards a high school diploma. **Recommended preparation:** ESL 40 or equivalent, ABSE 22 or equivalent.

24 ALGEBRA 1B 0 Units

ABSE 24 provides students with continued instruction on reasoning and modeling algebraically. Areas presented in this class include descriptive statistics, and quadratic functions/modeling. This course is designed to meet the needs of students who wish to continue their study of algebra and to earn high school credit in mathematics. Laboratory 100 hours. **Note:** This is a self-paced course in an open-entry, open-exit lab environment. Successful completion of this course is worth 5 credits (1/2 unit) towards a high school diploma. **Recommended preparation:** ESL 40 or equivalent, ABSE 23 or equivalent.

25 GEOMETRY 1A 0 Units

ABSE 25 is the first half of a one-year high school level geometry course. In this course the notion of two-dimensional shapes as part of the Euclidian Plane and exploration of transformations of this plane as a way to determine whether two shapes are congruent are formalized. Students use transformations to prove geometric theorems. This course is designed to meet the needs of students who wish to begin their study of geometry and to earn high school credit in math. Laboratory 100 hours. **Note:** This is a self-paced course in an open-entry, open-exit lab environment. Successful completion of this course is worth 5 credits (1/2 unit) towards a high school diploma. **Recommended preparation:** ESL 40, ABSE 24 or equivalent.

**26
GEOMETRY 1B***0 Units*

ABSE 26 is the second half of a one-year high school level geometry course. In this course students investigate similarity and use similarity in the right triangle to define trigonometric ratios. They investigate circles and prove theorems about them. Connecting to their prior experience with the coordinate plane, they prove geometric theorems using coordinates and describe shapes with equations. Students extend their knowledge of area and volume formulas for three dimensional shapes. This course is designed to meet the needs of students who wish to begin their study of geometry and to earn high school credit in mathematics. Laboratory 100 hours. *Note:* This is a self-paced course in an open-entry, open-exit lab environment. Successful completion of this course is worth 5 credits (1/2 unit) towards a high school diploma. *Recommended preparation:* ESL 40 or equivalent, ABSE 25 or equivalent.

**27
APPLIED MATHEMATICS***0 Units*

ABSE 27 is designed to help students use mathematical principles and computations in everyday living and business transactions. This course may be taken as a high school elective in mathematics. Laboratory 100 hours. *Note:* This is a self-paced course in an open-entry, open-exit lab environment. Successful completion of this course is worth 5 credits (1/2 unit) towards a high school diploma. *Recommended preparation:* ESL 40 or equivalent.

**28
ALGEBRA 2A***0 Units*

ABSE 28 focuses on linear, quadratic, and exponential functions including polynomial, rational, and radical functions. Students work closely with the expressions that define the functions and expand and hone their abilities to model situations and to solve equations, including solving quadratic equations over the set of complex numbers and solving exponential equations using the properties of logarithms. Students explore the effects of transformations on graphs of diverse functions, including functions arising in applications. ABSE 28 is aligned with the California Common Core State Standards and high school grade-specific standards to define college and career readiness expectations. It meets the requirements for a high school diploma. *Note:* This is a self-paced course in an open-entry, open-exit lab environment. Successful completion of this course is worth 5 credits (1/2 unit) towards a high school diploma. *Recommended preparation:* ESL 40 or equivalent, ABSE 24 and ABSE 25.

**29
ALGEBRA 2B**

ABSE 29 focuses on rational functions, sequences and series, and quadratic relations and conic sections. Students continue solving complex systems of equations including matrixes. They use the coordinate plane to extend trigonometry to model periodic phenomena and expand basic functions to the entire unit circle. Students identify different ways of collecting and analyzing data and the role of randomness and careful design in the conclusions that can be drawn. *Note:* This is a self-paced course in an open-entry, open-exit lab environment. Successful completion of this course is worth 5 credits (1/2 unit) towards a high school diploma. *Recommended preparation:* ESL 40 or equivalent. ABSE 28 or equivalent.

**30
LIFE SCIENCE 1A***0 Units*

ABSE 30 is a high school level course designed to give an overview of life science from cells through the plant kingdom. It includes the characteristics of life, cells structure and function, heredity, evolution, and the classification of plants. This is the first half of a one-year course. Laboratory 100 hours. *Note:* This is a self-paced course in an open-entry, open-exit lab environment. Successful completion of this course is worth 5 credits (1/2 unit) towards a high school diploma. *Recommended preparation:* ESL 40 or equivalent.

**31
LIFE SCIENCE 1B***0 Units*

ABSE 31 is a high school level course designed to give an overview of life science from animals to the human body. It includes animal classification and characteristics, human body systems, and the interactions of factors within an ecosystem. This is the second half of a one-year course. Laboratory 100 hours. *Note:* This is a self-paced course in an open-entry, open-exit lab environment. Successful completion of this course is worth 5 credits (1/2 unit) towards a high school diploma. *Recommended preparation:* ESL 40 or equivalent and ABSE 21 or equivalent.

**32
PHYSICAL SCIENCE 1A***0 Units*

ABSE 32 is a high school level course designed to acquaint students with the basic physical properties of matter, atoms, compounds, and simple chemical equations. This is the first half of a one-year course. Laboratory 100 hours. *Note:* This is a self-paced course in an open-entry, open-exit lab environment. Successful completion of this course is worth 5 credits (1/2 unit) towards a high school diploma. *Recommended preparation:* ESL 40 or equivalent.

**33
PHYSICAL SCIENCE 1B***0 Units*

ABSE 33 is a high school level course designed to expand on basic physical science with concepts of motion, machines, sound, light, electricity and magnetism. This is the second half of a one-year course. Laboratory 100 hours. *Note:* This is a self-paced course in an open-entry, open-exit lab environment. Successful completion of this course is worth 5 credits (1/2 unit) towards a high school diploma. *Recommended preparation:* ESL 40 and ABSE 32 or equivalent.

**34
HEALTH AND GUIDANCE***0 Units*

ABSE 34 presents guides to healthy life styles and positive health behaviors. It focuses on decisions regarding drugs, alcohol, tobacco, exercise, safety and nutrition and how these issues impact health and well-being. This course may be taken for high school credit. Laboratory 100 hours. *Note:* This is a self-paced course in an open-entry, open-exit lab environment. Successful completion of this course is worth 5 credits (1/2 unit) towards a high school diploma. *Recommended preparation:* ESL 40 or equivalent.

40
WORLD HISTORY 1A
0 Units

ABSE 40 is a high school level course designed to give an overview of world history, covering the period beginning with the first humans up to the Scientific Revolution and Enlightenment. This is the first half of a one-year course. This course may be taken for high school credit. Laboratory 100 hours. *Note:* This is a self-paced course in an open-entry, open-exit lab environment. Successful completion of this course is worth 5 credits (1/2 unit) towards a high school diploma. *Recommended preparation:* ESL 40 or equivalent.

41
WORLD HISTORY 1B
0 Units

ABSE 41 is a high school level course designed to give an overview of world history, beginning with the Scientific Revolution and Enlightenment, up to present day. This is the second half of a one-year course. This course may be taken for high school credit. Laboratory 100 hours. *Note:* This is a self-paced course in an open-entry, open-exit lab environment. Successful completion of this course is worth 5 credits (1/2 unit) towards a high school diploma. *Recommended preparation:* ESL 40 or equivalent, ABSE 40 or equivalent.

42
US HISTORY 1A
0 Units

ABSE 42 is a high school level course designed to give an overview of United States history, covering the period beginning with the era of exploration through the Civil War. This course may be taken for high school credit. Laboratory 100 hours. *Note:* This is a self-paced course in an open-entry, open-exit lab environment. Successful completion of this course is worth 5 credits (1/2 unit) towards a high school diploma. *Recommended preparation:* ESL 40 or equivalent.

43
US HISTORY 1B
0 Units

ABSE 43 is a high school level course designed to give an overview of United States history, covering the period beginning with the post-Civil War era through the New Millennium. This course may be taken for high school credit. Laboratory 100 hours. *Note:* This is a self-paced course in an open-entry, open-exit lab environment. Successful completion of this course is worth 5 credits (1/2 unit) towards a high school diploma. *Recommended preparation:* ESL 40 and ABSE 42 or equivalent.

44
AMERICAN GOVERNMENT
0 Units

ABSE 044 is designed to meet the needs of students who wish to earn high school credit for American Government. The course covers the principles behind American government and then explores the American political process. Each of the three branches of government are explored as well as local government systems. This course may be taken for high school credit. Laboratory 100 hours. *Note:* This is a self-paced course in an open-entry, open-exit lab environment. Successful completion of this course is worth 5 credits (1/2 unit) towards a high school diploma. *Recommended preparation:* ESL 40 or equivalent.

45
ECONOMICS
0 Units

ABSE 44 is designed to meet the needs of students who wish to earn high school credit for economics. This is a fundamental course in both micro- and macroeconomics. Micro-economic topics include demand, pricing theory, and market structures. Macroeconomics involves a study of relevant institutions and policies. Other topics include international and global economics. Laboratory 100 hours. *Note:* This is a self-paced course in an open-entry, open-exit lab environment. Successful completion of this course is worth 5 credits (1/2 unit) towards a high school diploma. *Recommended preparation:* ESL 40 or equivalent.

48
PSYCHOLOGY
0 Units

ABSE 48 introduces students to the basics of life cycle development issues, the roots of behavior, emotions and consciousness. This course may be taken for high school credit. Laboratory 100 hours. *Note:* This is a self-paced course in an open-entry, open-exit lab environment. Successful completion of this course is worth 5 credits (1/2 unit) towards a high school diploma. Lecture 1-3 hours/Laboratory-Studio 2-9 hours. *Recommended preparation:* ESL 40 or equivalent.

50
BASIC READING
0 Units

ABSE 50 is an individualized beginning reading course. This course covers reading techniques, vocabulary development, and comprehension and analysis skills. Laboratory 160 hours. *Note:* This is a self-paced course in an open-entry, open-exit lab environment. *Recommended preparation:* ESL 40 or equivalent.

60
HIGH SCHOOL EQUIVALENCY (HSE) PREPARATION
0 Units

ABSE 60 is an individualized course designed to prepare students to take the GED (General Educational Development) or the HiSET (High School Equivalency Test) examination. This course covers all five areas of the examinations: reading, writing, social studies, science, and mathematics and includes small group instruction. Laboratory 320 hours. *Note:* This is a self-paced course in an open-entry, open-exit lab environment. Lecture 1-3 hours/Laboratory-Studio 2-9 hours. *Recommended preparation:* ESL 40 or equivalent.

61
HIGH SCHOOL EQUIVALENCY (HSE) LAB
0 Units

ABSE 61 is an individualized course designed to prepare students to take the GED (General Educational Development) or the HiSET (High School Equivalency Test) examination. This lab course covers all five areas of the examinations: reading, writing, social studies, science, and mathematics. Laboratory 320 hours. *Note:* This is a self-paced course in an open-entry, open-exit lab environment. *Recommended preparation:* ESL 40 or equivalent.

70
CAREER EXPLORATION
0 Units

ABSE 70 is designed to assist students in their exploration of possible careers. Students explore their occupational interests, career requirements, and career preparation. Students will utilize the services of the Career Center for their assessment and exploration. This course may be taken for high school credit. Laboratory 90 hours. *Recommended preparation:* ESL 040 or equivalent. *Note:* This is a self-paced course in an open-entry, open-exit lab environment. Successful completion of this course is worth 5 credits (1/2 unit) towards a high school diploma. *Recommended preparation:* ESL 40 or equivalent.

**110
ENGLISH 9A***0 Units*

ABSE 110 helps students develop strategies for reading various texts including fiction, non-fiction, technical, and informational writings. It also presents strategies for writing, including multiple genres with appropriate use of conventions. All strategies are aligned with the California Common Core State Standards and high school grade-specific standards to define college and career readiness expectations. ABSE 110 is equivalent to the first semester of 9th grade English (9A). It meets the requirements for a high school diploma. *Note:* This is a self-paced course in an open-entry, open-exit lab environment. Successful completion of this course is worth 5 credits (1/2 unit) towards a high school diploma. *Recommended preparation:* ESL 40

**111
ENGLISH 9B***0 Units*

ABSE 111 helps students explore and analyze both literature and non-fiction, including informational, technical and historical texts. Students are expected to make qualitative evaluations of texts in writing. This course is aligned with the Common Core Standards for reading, writing and language skills required for 9th grade second semester students. The ABSE 111 is equivalent to the second semester of ninth grade English. It meets the requirements for a high school diploma. *Note:* This is a self-paced course in an open-entry, open-exit lab environment. Successful completion of this course is worth 5 credits (1/2 unit) towards a high school diploma. *Recommended preparation:* ESL 40, ABSE 110 or equivalent

**112
ENGLISH 10A***0 Units*

ABSE 112 helps students develop strategies for reading various texts including fiction, non-fiction, technical, and informational writings. The strategies for writing include multiple genres, such as informational, biographical and historical, with appropriate use of conventions. All strategies are aligned with the California Common Core State Standards and high school grade-specific standards to define college and career readiness expectations. ABSE 112 is equivalent to the first semester of 10th grade English (10A). It meets the requirements for a high school diploma. *Note:* This is a self-paced course in an open-entry, open-exit lab environment. Successful completion of this course is worth 5 credits (1/2 unit) towards a high school diploma. *Recommended preparation:* ESL 40, ABSE 111 or equivalent

**113
ENGLISH 10B***0 Units*

ABSE 113 helps students develop strategies for reading and analyzing various texts including fiction, poetry and drama. The strategies for writing include multiple genres, such as persuasion, classification and analysis, with appropriate use of conventions. All strategies are aligned with the California Common Core State Standards and high school grade-specific standards to define college and career readiness expectations. ABSE 113 is equivalent to the second semester of 10th grade English (10B). It meets the requirements for a high school diploma. *Note:* This is a self-paced course in an open-entry, open-exit lab environment. Successful completion of this course is worth 5 credits (1/2 unit) towards a high school diploma. *Recommended preparation:* ESL 40, ABSE 112 or equivalent

**114
ENGLISH 11A***0 Units*

ABSE 114 focuses on reading, analyzing, and writing about American literary selections. An introduction to the modes of analytical, informative, explanatory, and narrative writing is included. A research paper is included as well. All strategies are aligned with the California Common Core State Standards and high school grade-specific standards to define college and career readiness expectations. ABSE 114 is equivalent to the first semester of 11th grade English (11A). It meets the requirements for a high school diploma. *Note:* This is a self-paced course in an open-entry, open-exit lab environment. Successful completion of this course is worth 5 credits (1/2 unit) towards a high school diploma. *Recommended preparation:* ESL 40, ABSE 113 or equivalent

**115
ENGLISH 11B***0 Units*

ABSE 114 focuses on reading, analyzing, and writing about American Literature selections. Students engage in further practice in the modes of analytical, informative/explanatory, and narrative writing. Research paper writing is included. All strategies are aligned with the California Common Core State Standards and high school grade-specific standards to define college and career readiness expectations. ABSE 115 is equivalent to the second semester of 11th grade English (11B). It meets the requirements for a high school diploma. *Note:* This is a self-paced course in an open-entry, open-exit lab environment. Successful completion of this course is worth 5 credits (1/2 unit) towards a high school diploma. *Recommended preparation:* ESL 40, ABSE 114 or equivalent

**116
ENGLISH 12A***0 Units*

ABSE 116 focuses on reading, analyzing, and writing about British Literature selections. Students engage in further practice in the modes of analytical, informative/explanatory, and narrative writing. Research paper writing is included. All strategies are aligned with the California Common Core State Standards and high school grade-specific standards to define college and career readiness expectations. ABSE 116 is equivalent to the first semester of 12th grade English (12A). It meets the requirements for a high school diploma. *Note:* This is a self-paced course in an open-entry, open-exit lab environment. Successful completion of this course is worth 5 credits (1/2 unit) towards a high school diploma. *Recommended preparation:* ESL 40, ABSE 115 or equivalent

**117
ENGLISH 12B***0 Units*

ABSE 117 focuses on reading, analyzing, and writing about British Literature selections. Students engage in further practice in the modes of analytical, informative/explanatory, and narrative writing. Research paper writing is included. All strategies are aligned with the California Common Core State Standards and high school grade-specific standards to define college and career readiness expectations. ABSE 117 is equivalent to the second semester of 12th grade English (12B). It meets the requirements for a high school diploma. *Note:* This is a self-paced course in an open-entry, open-exit lab environment. Successful completion of this course is worth 5 credits (1/2 unit) towards a high school diploma. *Recommended preparation:* ESL 40, ABSE 116 or equivalent

**147
WORLD GEOGRAPHY 1A***0 Units*

ABSE 147 is designed for students who wish to earn high school credit for World Geography. The course presents information about the world and its resources, surveys the basic principles of geography, and explores how such physical factors as climate and natural resources influence the cultural, economic and political life of people in the United States, Canada, Latin America, Europe, Russia, and Eurasia. Laboratory 100 hours. *Note:* This is a self-paced course in an open-entry, open-exit lab environment. Successful completion of this course is worth 5 credits (1/2 unit) towards a high school diploma. *Recommended preparation:* ESL 40 or equivalent.

148
WORLD GEOGRAPHY 1B
0 Units

ABSE 148 is designed for students who wish to earn high school credit for World Geography. The course presents information about the world and its resources, surveys the basic principles of geography, and explores how such physical factors as climate and natural resources influence the cultural, economic and political life of people in Africa, Asia, Australia, and Antarctica. Laboratory 100 hours. *Note:* This is a self-paced course in an open-entry, open-exit lab environment. Successful completion of this course is worth 5 credits (1/2 unit) towards a high school diploma. *Recommended preparation:* ESL 40 or equivalent.

149
ART HISTORY 1A
0 Units

ABSE 149 is a high school level course designed to give an overview of art and architecture from prehistory times up to the Renaissance. The course includes the art of Europe, Asia, Africa, and the Americas. Laboratory 100 hours. *Note:* This is a self-paced course in an open-entry, open-exit lab environment. Successful completion of this course is worth 5 credits (1/2 unit) towards a high school diploma. *Recommended preparation:* ESL 40 or equivalent.

150
ART HISTORY 1B
0 Units

ABSE 150 is a high school level course designed to give an overview of art and architecture from the early Byzantine era through modern times. The course includes the art of Europe, Asia, Africa, and the Americas. Laboratory 100 hours. *Note:* This is a self-paced course in an open-entry, open-exit lab environment. Successful completion of this course is worth 5 credits (1/2 unit) towards a high school diploma. *Recommended preparation:* ESL 40 and ABSE 149 or equivalent.

186
BASIC READING LABORATORY
0 Units

ABSE 186 is a course of study designed to improve a student's English reading skills. The course covers reading techniques, vocabulary development, comprehension, and application skills. Laboratory 48 hours. *Note:* This course is Pass/No Pass only. *Prerequisite:* Placement is based on a composite of test scores and academic background.

187
BASIC ENGLISH LABORATORY
0 Units

ABSE 187 is a 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 48 hours. *Note:* This course is Pass/No Pass only. *Prerequisite:* Placement is based on a composite of test scores and academic background and completion of, or concurrent enrollment in, ABSE 186.

200
COLLEGE READINESS FOR ADULTS WITH DISABILITIES
0 Units

ABSE 200 is designed to assist students with disabilities to become better prepared to meet the challenges of college. Special emphasis is placed on learning styles, academic and career goal development, improving self-esteem, building self-confidence, learning and study strategies, accommodations, campus and community resources. Lecture 64 hours. *Note:* Students must attend an orientation and meet with the noncredit DSPS counselor. *Prerequisite:* None.

201
WORKFORCE READINESS FOR ADULTS WITH DISABILITIES
0 Units

ABSE 201 is designed to assist students with disabilities to become knowledgeable about the occupational options available to them. Each student identifies realistic jobs that match their skills set and interest. Emphasis is placed on understanding the Americans with Disabilities Act (ADA), developing soft skills, successful interviewing techniques, completing job applications, and resume writing. Lecture 64 hours. *Note:* Students must attend an orientation and meet with the noncredit DSPS counselor. *Prerequisite:* None.

ENGLISH AS A SECOND LANGUAGE

1
ENGLISH AS A SECOND LANGUAGE LITERACY
0 Units

ESL 1 is designed for students who need to acquire fundamental literacy and communicative skills in English to successfully participate in everyday situations. Instruction emphasizes recognizing, printing, and using the alphabet; learning sound/letter relationships to read, write and spell; developing basic vocabulary; recognizing, writing, and using the numbers 1-100; and acquiring the language structures and communicative skills necessary in basic life skills competencies. Instruction integrates listening, speaking, reading, and writing skills. Lecture 224 hours. *Recommended preparation:* Placement is based upon performance on a division assessment, or referral by ESL 10 instructors, or student self-referral.

5
ENGLISH AS A SECOND LANGUAGE FOR OLDER ADULT LEARNERS
0 Units

ESL 5 is designed for older adult learners at the low-beginning level of English acquisition. This course provides instruction in reading, writing, sentence structure, spelling and phonemic correspondences, verbal communication skills, and emphasizes oral and written activities. Students read and listen to dialogues and compose and practice original dialogs. Other activities include reading of short stories or paragraphs, writing sentences and short paragraphs, role playing of everyday situations, listening comprehension, dictation, and life skills competencies. Lecture 224 hours. *Recommended preparation:* Placement is based upon performance on a division placement assessment, or completion of ESL 1, referral by ESL 10 instructors, or student self-referral.

**10
ENGLISH AS A SECOND LANGUAGE
LEVEL 1**

0 Units

ESL 10 is designed for students at the low beginning level of English acquisition. This course provides instruction on simple reading and writing, basic sentence and paragraph structure, spelling and phonemic correspondences, and listening and oral communication skills. Students read and listen to dialogues and compose and practice original dialogs. Other activities include reading of short stories or paragraphs, writing sentences and short paragraphs, role playing of everyday situations, listening comprehension, dictation, and life skills competencies. Lecture 224 hours. **Recommended preparation:** Placement is based upon performance on a division placement assessment or completion of ESL 1.

**20
ENGLISH AS A SECOND LANGUAGE
LEVEL 2**

0 Units

ESL 20 is designed for students at the high-beginning level of English acquisition. This course provides instruction in reading and writing, basic sentence and paragraph structure, spelling, verbal communication skills, listening comprehension of everyday spoken English, and development of life skills competencies. Emphasis is placed upon the study of grammar and vocabulary necessary for everyday life and general understanding of spoken English. Lecture 224 hours. **Recommended preparation:** Placement is based upon performance on a division placement assessment or completion of ESL 10.

**30
ENGLISH AS A SECOND LANGUAGE
LEVEL 3**

0 Units

ESL 30 is designed for students at the low-intermediate level of English acquisition. This course provides instruction in reading and writing, sentence and paragraph structure, verbal communication skills, comprehension of everyday spoken English and development of life skills competencies. Instruction stresses the grammatical study of verbs and vocabulary development. Emphasis is placed upon general understanding of spoken and written English and overall effectiveness in communication. Lecture 224 hours. **Recommended preparation:** Placement is based upon performance on a division placement assessment or completion of ESL 20.

**35
ENGLISH AS A SECOND LANGUAGE
FOR WORK LEVEL 3**

0 Units

ESL 35 is designed for students at the low-intermediate level of English acquisition. This course provides instruction in workplace reading and writing, grammar, sentence and paragraph structure, verbal communication skills, comprehension of spoken English, and development of soft skills for a vocational context. Additionally, this course emphasizes effective communication in a variety of workplace situations. Lecture 160 - 224. **Recommended preparation:** Placement is based upon performance on a division placement assessment, completion of ESL 20, or equivalent.

**40
ENGLISH AS A SECOND LANGUAGE
LEVEL 4**

0 Units

ESL 40 is designed for students at the high-intermediate level of English acquisition. This course provides instruction in reading and writing, sentence and paragraph structure, verbal communication skills, comprehension of everyday spoken English, and development of life skills competencies. Instruction stresses the grammatical study of clauses, a review of verb tenses, and vocabulary development. Emphasis is placed upon the direct study of English grammar appropriate for academic settings and overall effectiveness in communication. Lecture 224 hours. **Recommended preparation:** Placement is based upon performance on a division placement assessment or completion of ESL 30.

**45
ENGLISH AS A SECOND LANGUAGE
FOR WORK LEVEL 4**

0 Units

ESL 45 is designed for students at the high-intermediate level of English acquisition. This course provides instruction in workplace reading and writing, grammar, verbal communication skills, comprehension of spoken English, and development of soft skills (interpersonal skills) for a vocational context. Additionally, the course emphasizes culturally-appropriate, effective communication in a variety of workplace situations. Lecture 160 - 224. **Recommended preparation:** Placement is based on performance on a division assessment, completion of ESL 30, ESL 35, or equivalent.

**50
ENGLISH AS A SECOND LANGUAGE
LEVEL 5**

0 Units

ESL 50 is designed for students at the advanced level of English acquisition. This course provides instruction in reading and writing; paragraph and essay structure; verbal communication skills; comprehension of academic, professional, and everyday spoken English; and development of life skills competencies. Special attention is given to the development of writing skills. Emphasis is placed upon the direct study of English grammar appropriate for academic settings and overall effectiveness in communication. Lecture 224 hours. **Recommended preparation:** Placement is based upon performance on a division placement assessment or completion of ESL 40.

**57
ENGLISH AS A SECOND LANGUAGE
COLLEGE READINESS LEVEL 5**

0 Units

ESL 57 is designed for students at the advanced level of English acquisition. This course provides instruction in reading and writing; paragraph and essay structure; verbal communication skills; comprehension of academic, professional, and everyday spoken English; and development of life skills competencies. This course places a special emphasis on the development of writing skills. Students study increasingly complex grammatical structures and incorporate these structures into essays of three to five paragraphs. Through a direct examination of English grammar and vocabulary appropriate for academic settings, students learn how to develop their overall effectiveness in communication at a college level. Lecture 160 - 224. **Recommended preparation:** Placement is based upon performance on a division placement assessment, completion of ESL 40, ESL 45, or equivalent.

**80
ENGLISH AS A SECOND LANGUAGE
BEGINNING CONVERSATION**

0 Units

ESL 80 is designed for students who cannot effectively communicate in most everyday situations. Controlled dialogues and free conversations are presented as students participate in role plays of common, everyday topics including family life, working conditions, consumer issues, and academic goals. Clear speaking and listening comprehension are stressed in classroom drills and activities. Laboratory assignments may be added by the instructor based on individual student needs. Lecture 112 hours. **Recommended preparation:** ESL 10 or equivalent.

81
ENGLISH AS A SECOND LANGUAGE
INTERMEDIATE CONVERSATION
0 Units

ESL 81 is designed to help intermediate students improve their oral communication, listening comprehension, and vocabulary. Pronunciation of individual sounds, word and sentence stress, and intonation patterns are practiced. Students role-play in pairs and small groups. Class discussions are also used. Laboratory assignments may be added by the instructor based on individual student needs. Lecture 112 hours. *Recommended preparation:* ESL 30 or equivalent.

82
ENGLISH AS A SECOND LANGUAGE
ADVANCED CONVERSATION
0 Units

ESL 82 stresses fluency and clarity in formal and informal communicative activities. Activities may involve the preparation and presentation of reports, summaries, and persuasive speeches. Students are encouraged to use the vocabulary and grammatical structures appropriate to formal settings. Cultural subtleties such as body language are reviewed to maximize the production of efficient communication. Listening comprehension and lecture skills are also practiced. Laboratory assignments may be added by the instructor based on individual student needs. Lecture 112 hours. *Recommended preparation:* ESL 40 or ESL 50 or equivalent.

85
ENGLISH AS A SECOND LANGUAGE
INTERMEDIATE CONVERSATION
FOR EMPLOYMENT
0 Units

ESL 85 is designed to help intermediate students improve their oral communication, listening comprehension, and vocabulary in a workplace context. Students participate in work and career-related class discussions, presentations, and role plays such as mock job interviews. Students also practice pronunciation of individual sounds, word and sentence stress, and intonation patterns. The instructor may add laboratory assignments based on individual student needs. Lecture 45-112. *Recommended Preparation:* Placement is based upon performance on the division placement assessment, completion of ESL 20, or equivalent.

90
ENGLISH AS A SECOND LANGUAGE
CITIZENSHIP
0 Units

ESL 90 Citizenship is designed for students at the high-beginning level of English acquisition. This course provides instruction in reading and writing, sentence structure, verbal communication skills, and comprehension of everyday spoken English. Emphasis is placed on oral and written English necessary to pass the United States citizenship exam. The course content includes instruction in the history and government of the United States, and educates students in the steps to becoming a United States citizen. Lecture 64 hours. *Recommended preparation:* ESL 10 or equivalent.

**LIFELONG LEARNING
 SEMINARS**

10
CONTEMPORARY WORLD ISSUES
0 Units

LLS 10 centers on discussion of current social, political, and cultural issues around the world. This class is an opportunity for older adults to discuss, share opinions, and gain insight into the complex events of today's world. Lecture 36 hours. *Note:* This is a course designed for the older adult. *Prerequisite:* None.

21
QUALITY OF LIFE
0 Units

LLS 21 is an interactive class focusing on improving the quality of life, increasing social outlets, and clarifying life issues for older adults. Lecture 32 hours. *Note:* This is a course designed for the older adult. *Prerequisite:* None.

24
PHILOSOPHY AND ETHICS FOR
EVERYDAY LIVING
0 Units

LLS 24 examines the philosophies and ethics of a variety of historical and modern thinkers. This class is designed for the older adult and discussion centers on the application of these theories to the life challenges faced by mature adults. Lecture/Discussion 30 hours. *Prerequisite:* None.

27
WHERE'S MY MEMORY?
0 Units

LLS 27 explores the far reaches of the human mind, including the processes of remembering and forgetting, with special emphasis on age-related memory loss and strategies for memory enhancement. Lecture 12 hours. *Note:* This is a course designed for the older adult. *Prerequisite:* None.

30
DISCOVERING YOURSELF
THROUGH MEMOIR WRITING AND
MORE
0 Units

LLS 30 provides the opportunity for older adults to recall, discuss and translate their memories into written memoirs by application of varied writing techniques and shared oral expression. Lecture 8 hours, laboratory 24 hours. *Note:* This is a course designed for the older adult. *Prerequisite:* None.

44
DIET AND NUTRITION FOR OLDER
ADULTS
0 Units

LLS 44 covers nutritional basics as a foundation for personalizing a healthy, simple, and effective diet plan that is best for each mature adult student. Lecture 12 hours. *Note:* This is a course designed for the older adult. *Prerequisite:* None.

72
FILM APPRECIATION
0 Units

LLS 72 provides exposure to an academic curriculum of film history and appreciation for older adults. This class helps these students to maintain linkages to both the past and the contemporary world. The discussion of film history and theory develops both analytic and verbal skills. Emphasis is placed on how films historically reflect their time and how social issues have evolved. Selected film clips are shown. Lecture 12.5 hours. *Note:* Each session will focus on five different films. *Note:* This is a course designed for the older adult. *Prerequisite:* None.

90
ART HISTORY
0 Units

LLS 90 promotes an understanding of the role of art in human development. A variety of periods, geographical areas, and artists will be presented, one school of art per each session. Lecture 14 hours. *Note:* This is a course designed for the older adult. *Prerequisite:* None.

95
WORLD RELIGIONS
0 Units

LLS 95 provides a general introduction to human religious nature, ancient religions, Judaism, Christianity, Islam, Hinduism, and Buddhism. This course is designed for the older adult and focuses on the awareness of the student's spiritual experience. Lecture 32 hours. *Prerequisite:* None.

130 SEMINARS AT CONVALESCENT FACILITIES

0 Units

LLS 130 provides speakers, film, and discussion to stimulate the mental, social, and emotional health of convalescent home residents and to promote lifelong learning. Lecture 36 hours. *Note:* This course is designed for older adults in convalescent facilities who have some type of physical and/or mental impairment. *Prerequisite:* None.

141 ANCIENT CIVILIZATIONS OF THE WORLD

0 Units

LLS 141 explores the history, archaeology and influence of civilizations in the ancient world. Each session explores a different civilization. This course is designed for the older adults who want to recharge their interest in and sharpen their awareness of how ancient civilizations laid the groundwork for our contemporary world. Lecture 32 hours. *Note:* Each session will focus on a different civilization. *Note:* This is a course designed for the older adult. *Prerequisite:* None.

OFFICE BUSINESS TECHNOLOGY

11 BEGINNING KEYBOARDING

0 Units

OBT 11 is an individualized class wherein students learn keyboarding by touch, or how to type on a computer without looking at the keyboard. Students use computers to develop their skills. Extensive accuracy and speed development is offered. Lecture 50 hours. *Note:* Students may enter at any time throughout the semester; the curriculum is individualized. The course is self-paced. *Recommended preparation:* ESL 30 or equivalent

12 INTERMEDIATE KEYBOARDING

0 Units

OBT 12 is an individualized class that provides additional practice in keyboarding by touch through the production of business documents. All students work on computers and learn MS Word as they advance. Extensive accuracy and speed development is offered. Lecture 150 hours. *Note:* Students may enter at any time throughout the semester; the curriculum is individualized. The course is self-paced. *Recommended preparation:* OBT 11 or equivalent.

13 ADVANCED KEYBOARDING

0 Units

OBT 13 is an individualized class that applies keyboarding and MS Word skills to business documents through the application of advanced features in a variety of specialized situations. All students work on computers and learn Advanced MS Word functions as they progress. Extensive accuracy and speed development is offered. Lecture 100 hours. *Note:* Students may enter at any time throughout the semester; the curriculum is individualized. The course is self-paced. *Recommended preparation:* OBT 12 or equivalent.

14 KEYBOARDING FOR HIGH SCHOOL CREDIT

0 Units

OBT 14 is an individualized class that covers keyboarding by touch through the production of business documents. All students work on computers and learn MS Word as they advance. Extensive accuracy and speed development is offered. Lecture 100 hours. *Note:* Students may enter at any time during the first half of the semester; the course is self-paced. Successful completion of this course is worth 5 high school credits. *Recommended preparation:* ESL 30 or equivalent

21 BUSINESS MATH AND CALCULATORS

0 Units

OBT 21 increases students' basic math skills. The course includes instruction in basic arithmetic, calculators by touch, speed development on calculators, and calculator functions. Lecture/Demonstration 160 hours. *Note:* Students may enter at any time, and the curriculum is individualized. The course is self-paced. Students may complete one or more sections. *Recommended preparation:* None

22 BEGINNING ACCOUNT CLERK

0 Units

OBT 22 students study full cycle accounting, financial statements, payroll, and accounts receivable and payable in both manual and computerized formats. Lecture 140 hours. *Note:* Students may enter at any time; the curriculum is individualized. The course is self-paced. *Recommended preparation:* None

23 ADVANCED ACCOUNT CLERK

0 Units

OBT 23 students study advanced accounting, financial statements, uncollectibles, notes payable and receivable, accruals, inventory, and advanced accounts receivable and payable in both manual and computerized formats. Lecture 160 hours. *Note:* Students may enter at any time; the curriculum is individualized. The course is self-paced. *Recommended preparation:* OBT 22 or equivalent

31 BUSINESS WRITING: EMAIL

0 Units

OBT 31, Business Writing: Email discusses various terms, actions, structure, and features that are commonly used when working with email in a business setting. The course covers professional email writing practices, readability, etiquette, plus threats and protection. Lecture/Demonstration 24 hours. *Recommended preparation:* ESL 30 or equivalent

33 BUSINESS LETTER WRITING

0 Units

OBT 33 covers common practices of business letter writing including: key differences between business letters and memos and practical advice on formatting, tone, and language. Additionally, students will be introduced to the five step writing process and English essentials of proper business correspondence. Lecture/Demonstration 32 hours. *Recommended preparation:* ESL 30.

34 FILING FUNDAMENTALS

0 Units

OBT 34 covers the use of indexing rules for filing alphabetically, numerically, geographically and by subject. Classroom exercises, practical activities, handouts, and quizzes are designed to prepare students for working with office files and employment tests. Lecture/Demonstration 40 hours. *Recommended preparation:* ESL 30 or equivalent

35 ON-THE-JOB COMMUNICATION

0 Units

OBT 35 emphasizes workplace interaction and avoiding barriers to communication as well as understanding and adapting to a variety of personal communication styles. Included are communication strategies for getting along with coworkers, supervisors, and clients. Other topics covered are overcoming negative behaviors in teams/groups, decision making, and problem solving. Oral skills are stressed through practical application of telephone techniques. Lecture/Demonstration 32 hours. *Prerequisite:* None.

40 21ST. CENTURY EMPLOYMENT STRATEGIES

0 Units

OBT 40 prepares students for success in gaining employment. Topics to be covered include resume development, cover letters, interviewing techniques, job search strategies, employment applications, and job retention. Lecture/Demonstration 96 hours. *Recommended preparation:* ESL 40 or equivalent.

50 CUSTOMER SERVICE SKILLS

0 Units

OBT 50 teaches practical techniques to overcome the number one complaint of employers: poor customer service skills. Emphasis is on problem solving techniques, handling complaints over the phone or in person, the importance of verbal and non-verbal communication, and appropriate business etiquette. Lecture/Demonstration 32 hours. *Recommended preparation:* ESL 30 or equivalent

55 OFFICE EQUIPMENT

0 Units

OBT 55 prepares students for office tasks that require the use of office equipment. Students who have successfully completed the necessary competencies will be assigned in-house job shadowing where they will interact with co-workers and 'learn-by-doing' in a real-world setting under the direct supervision of an instructor. Lecture/Demonstration 32 hours. *Prerequisite:* None.

61 MEDICAL FRONT OFFICE

0 Units

OBT 61 provides the participant with a comprehensive understanding of medical front office duties. Emphasis will be on mastering medical terminology, handling problem situations involving patients either over the telephone or in person, learning basic billing and transcription techniques and medical software. Lecture/Demonstration 100 hours/Laboratory 200 hours. *Note:* Student should be able to keyboard at a minimum rate of 20 wpm and perform alpha/numeric filing. *Recommended preparation:* ESL 30.

62 DENTAL FRONT OFFICE

0 Units

OBT 62 provides the participant with a comprehensive understanding of dental front office duties. Emphasis will be on mastering dental terminology, handling problem situations involving patients either over the telephone or in person, learning basic billing and transcription techniques and dental software. Lecture/Demonstration 70 hours/Laboratory 30 hours. *Note:* Student should be able to keyboard at a minimum rate of 20 wpm and perform alpha/numeric filing. *Recommended preparation:* ESL 30.

63 MEDICAL CLINICAL ASSISTING

0 Units

OBT 63 provides the student with a comprehensive understanding and mastery of clinical back office procedures. Students gain the skills needed to hold a variety of roles in a medical practice setting, including checking blood pressure, injections, and drawing blood. Lecture/Demonstration 0 hours/Laboratory 264 hours. *Recommended Preparation:* OBT 61, ABSE 20, and ESL 30.

70 INTRODUCTION TO COMPUTERS

0 Units

OBT 70 provides an introduction to computer concepts for students with no previous exposure to computing. The course focuses on the microcomputer (PC). Lecture/ Demonstration 16 hours. *Recommended preparation:* ESL 30.

71 COMPUTER BASICS/ESL LEARNERS

0 Units

OBT 71 is a computer literacy course especially created for ESL students. The course will familiarize students with computer vocabulary and will cover an introduction to keyboarding and educational software programs, using the Internet, e-mail, and word processing applications. Students should become more confident in using a computer so they can continue their education in basic computer business classes and improve their independent computing skills. Lecture 64 hours. *Prerequisite:* None.

80 WINDOWS

0 Units

OBT 80 provides students with a basic introduction to the Windows environment. Topics covered include managing the desktop, the mouse, managing files (creating folders, deleting, moving, and copying files, etc.), and learning system information. Lecture/Demonstration 16 hours. *Recommended preparation:* ESL 30.

90 MICROSOFT EXCEL

0 Units

OBT 90 provides students with a basic introduction to spreadsheet software using Microsoft Office Excel. This is a beginning level course that teaches the student how to create a worksheet, use formulas and functions, insert charts, and more. Lecture/Demonstration 48 hours. *Recommended preparation:* ESL 30 and OBT 70 or equivalent.

91 MICROSOFT ADVANCED EXCEL

0 Units

OBT 91 introduces spreadsheet software using Microsoft Office Excel. This is an intermediate level course that teaches the student advanced formatting techniques, use of templates and workspace, and advanced functions. Lecture/Demonstration 48 hours. *Recommended preparation:* ESL 30 and OBT 90.

95 QUICKBOOKS AUTOMATED ACCOUNTING

0 Units

OBT 95 is an automated accounting program using QuickBooks software. This is an introductory course that teaches students to input basic business information and transactions, such as entering customers/vendors and chart of accounts, as well as writing checks, entering/paying bills and making deposits. Lecture/Demonstration 28 hours. *Recommended preparation:* ESL 40.

97 SAGE 50 AUTOMATED ACCOUNTING

0 Units

OBT 97 is an automated accounting program using Sage 50 accounting software. This is an introductory course that teaches students to input basic business information and transactions, such as entering customers/vendors and chart of accounts, as well as writing checks, entering/paying bills and making deposits. Lecture/Demonstration 28 hours. *Recommended preparation:* ESL 40.

100 BEGINNING MICROSOFT WORD

0 Units

OBT 100 is a basic introduction to word-processing using Microsoft Word. This is a beginning level course that teaches students how to create, edit, print, and store simple documents. The course also includes formatting, search and replace, creating columns, and headers/footers. Lecture/Demonstration 48 hours. *Recommended preparation:* ESL 30, typing speed of 25 wpm, and OBT 70 or equivalent.

**101
ADVANCED MICROSOFT WORD**
0 Units

OBT 101 is an advanced course of word-processing using Microsoft Word. This course teaches the student how to mail merge, format with special features, add visual appeal to documents, format with macros and styles, and protect forms. Lecture/Demonstration 48 hours. *Recommended preparation:* ESL 30, typing speed of 25 wpm and OBT 100 or equivalent.

**111
MICROSOFT POWERPOINT**
0 Units

OBT 111 provides students with a basic introduction to presentation software using Microsoft PowerPoint. Topics covered include: using a design template, using auto layouts to create a presentation, running a slide show, inserting clip art, and creating organizational charts. Lecture/Demonstration 32 hours. *Recommended preparation:* ESL 30, typing speed of 25 wpm, OBT 100 or equivalent, OBT 90 or equivalent.

**113
MICROSOFT ACCESS**
0 Units

OBT 113 is a basic introduction to database using Microsoft Office Access. This is a beginning level course that teaches the student how to create tables, define fields, open and close tables, create relationships between tables, sort tables, and create reports and forms. Lecture/Demonstration 48.0 hours. *Recommended preparation:* ESL 30, typing speed of 25 wpm, OBT 100 or equivalent, OBT 90 or equivalent.

**138
MICROSOFT OUTLOOK**
0 Units

OBT 138 provides students with a basic introduction to a personal information management (PMI) program using Microsoft Office Outlook. This is a beginning level course that includes how to communicate by e-mail, manage contacts, plan tasks, use schedules, and manage the inbox. Lecture/Demonstration 32 hours. *Recommended preparation:* ESL 30, typing speed of 25 wpm, OBT 100 or equivalent, OBT 90 or equivalent.

**140
INTERNET**
0 Units

OBT 140 provides students with a basic introduction to accessing and using the Internet. Topics covered include how to connect to the Internet, use of web browsers, use of search engines, and how to access services and information on the Internet. Lecture/Demonstration 16 hours. *Recommended preparation:* ESL 30.

**150
INTEGRATED TECHNOLOGY**
0 Units

OBT 150 provides students with a basic introduction to integrated technology concepts needed in the business world. The course focuses on microcomputer (PC) software and peripheral devices used to enhance input, output, and storage capability. The student will move data between applications (Word, Excel, PowerPoint, and Access), and install and use input and output devices such as smartphones, barcode readers and cloud storage systems, and demonstrate the ability to integrate Google Tools while using Microsoft application software. Lecture/Demonstration 32 hours and Student Laboratory 32 hours. *Recommended preparation:* ESL 40.

**PARENT EDUCATION -
CHILD OBSERVATION**

**10
INFANT 1**
0 Units

PARED 10 focuses study on parenting children from 0-8 month of age. Parents (or caregivers) attend class with one or more children of the designated age. Lecture 16 hours, laboratory 16 hours. *Prerequisite:* None.

**11
INFANT 2**
0 Units

PARED 11 focuses study on parenting children from 9-16 month of age. Parents (or caregivers) attend class with one or more children of the designated age. Lecture 16 hours, laboratory 16 hours. *Prerequisite:* None.

**12
TODDLER 1**
0 Units

PARED 12 focuses study on parenting children from 17-23 month of age. Parents (or caregivers) attend class with one or more children of the designated age. Lecture 24 hours, laboratory 16 hours. *Prerequisite:* None.

**13
TODDLER 2**
0 Units

PARED 13 focuses study on parenting children from 24-29 month of age. Parents (or caregivers) attend class with one or more children of the designated age. Lecture 24 hours, laboratory 16 hours. *Prerequisite:* None.

**20
TWO-YEAR-OLDS**
0 Units

PARED 20 focuses study on parenting the two-year old child. Parents (or caregivers) attend class with one or more child of the designated age. Lecture 24 hours, laboratory 24 hours. *Prerequisite:* None.

**21
TWO OR THREE-YEAR-OLDS**
0 Units

PARED 21 focuses study on parenting the two or three-year-old child. Parents (or caregivers) attend class with one or more children of the designated age. Lecture 24 hours, laboratory 24 hours. *Prerequisite:* None.

**22
TWO, THREE, OR FOUR-YEAR-OLDS**
0 Units

PARED 22 focuses study on parenting children from age two through the pre-kindergarten years. Parents (or caregivers) attend class with one or more children of the designated age. Lecture 24 hours, laboratory 24 hours. *Prerequisite:* None.

**30
THREE-YEAR-OLDS**
0 Units

PARED 30 focuses study on parenting the three-year-old child. Parents (or caregivers) attend class with one or more children of the designated age. Lecture 24 hours, laboratory 24 hours. *Prerequisite:* None.

**31
THREE OR FOUR-YEAR-OLDS**
0 Units

PARED 31 focuses study on parenting the three or four-year old child. Parents (or caregivers) attend class with one or more children of the designated age. Lecture 24 hours, laboratory 24 hours. *Prerequisite:* None.

**41
PRE-KINDERGARTEN**
0 Units

PARED 41 focuses study on parenting the pre-kindergarten child (four or five-year-old children). Parents (or caregivers) attend class with one or more children of the designated age. Lecture 32 hours, laboratory 32 hours. *Prerequisite:* None.

**50
MULTI-AGE**
0 Units

PARED 50 focuses study on parenting children from birth through the pre-kindergarten years. Parents (or caregivers) attend class with one or more children of the designated age. Lecture 24 hours, laboratory 24 hours. *Prerequisite:* None.

**51
FATHERING SKILLS***0 Units*

PARED 51 focuses study on the father's role in parenting children from birth through the pre-kindergarten years. Fathers attend class with one or more children of the designated age. Lecture 16 hours, laboratory 16 hours. *Prerequisite:* None.

**54
WORKING PARENTS***0 Units*

PARED 54 focuses study on the working parent's role in parenting children from birth through the pre-kindergarten years. Special attention is given to the challenges of raising a child while working full-time. Parents attend class with one or more children of the designated age. Lecture 16 hours, laboratory 16 hours. *Prerequisite:* None.

**60
POSITIVE PARENTING SKILLS***0 Units*

PARED 60 is designed for parents who seek instruction in positive, alternative parenting methods that will redirect inappropriate behavior of children and adolescents of all ages. If needed by the students enrolled, this class may also address single parenting issues. Court referred parents are welcome. Lecture 32 hours. *Note:* This class is for the parent only. No children may attend. Lecture 1-3 hours/Laboratory-Studio 2-9 hours. *Prerequisite:* None.

**70
THE POLITICS & PRACTICE OF
PARENT ASSOCIATIONS***0 Units*

PARED 70 is designed for students who wish to learn about the parent's role in parent/teacher associations. Practical experience is provided in areas of volunteerism, designing school based family enrichment activities, parent association management and participation, as well as organization of school-based newsletters. Lecture 16 hours. Laboratory/Studio 16 hours. *Note:* This class is for parents only. No children may attend. *Prerequisite:* None.

**90
SINGLE PARENTING***0 Units*

PARED 90 focuses study on the special concerns and issues inherent in raising children as a single parent. Lecture 32 hours. *Note:* This class is for parents only. No children may attend. *Prerequisite:* None.

**103
ANGER MANAGEMENT AND
DISCIPLINE***0 Units*

PARED 103 is designed for parents who seek assistance in managing their expressions of anger in order to parent more effectively and use appropriate discipline strategies. Lecture 16 hours. *Note:* This class is for adults only. No children may attend. *Prerequisite:* None.

STUDENT DEVELOPMENT

**1
SUPERVISED TUTORING***0 Units*

ST DV 1 is a supervised tutoring course designed to meet the individual academic needs of students requiring instructional assistance. Tutoring is provided for a course in which a student is concurrently registered. Students work with tutors who are recommended, trained and supervised by faculty. An instructor, a librarian, or a counselor must refer students to this program. The referral process is an effort to remedy specific academic needs as identified by the counselor or instructor. *Note:* Student must be concurrently enrolled in the course for which he/she receives tutoring and must be referred by an instructor, a librarian, or a counselor. *Prerequisite:* None.

FACULTY and ADMINISTRATION

Academic Rank is granted based on Administrative Regulation 4133 and the process is overseen by the Academic Senate

AFSHAR, MARCUS M.

Assistant Professor of Physics
B.S., University of California, Berkeley
Ph.D., University of California, Davis

AGHEKIAN, ROSETTE M.

Associate Professor, Counselor, EOPS
A.A., American River Community College
B.A., M.S., California State University, Sacramento

AKOBIAN, ALLIE

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INDEX

- A**
- Academic Freedom Policy17
- Academic Grievance.....19, 48
- Academic Honesty17
- Academic Honors.....49
- Academic Probation.....49
- Academic Renewal
without course repetition.....39
- Accounting, courses.....95
- Accreditation.....10
- Administration of Justice, courses.....97
- Admission & Registration.....33
- Adult Basic & Secondary Education236
- Advanced Placement Exams42
- Advisory Committees.....10
- Alcohol/Drug Abuse Notification.....18
- Alcohol/Drug Studies, courses.....99
- Alumni Association10
- American Disabilities Act19
- American Sign Language, courses.....100
- Animals on Campus Policy18
- Animation, courses111
- Anthropology, courses.....101
- Appeals
Assessment/Placement28
CA College Promise Grant(Loss)51
Financial Aid Dismissal.....50
Grievance.....47
Prerequisite (Waiver).....29
Reinstatement (Dismissal)50
Student Success Support Program.....28
- Application, Admission33
- Architecture, courses102
- Armenian, courses104
- Art, courses105
- Assessment.....28, 33
- Associate in Arts Degree
Major Requirements57
- Associate in Arts for Transfer Degree
Major requirements.....82
- Associate in Science for Transfer Degree
Major requirements.....82
- Associate in Science Degree.....57
- Associated Student Body31
- Astronomy, courses.....114
- Athletic Program31
- Athletics & Physical Education courses.....115
- Attendance and Drop Policy39
- Audit Policy34
- Aviation & Transportation, courses.....119
- B**
- Baja California Field Studies Program10
- Biology, courses121
- Board of Trustees.....ii
- Bookstore.....21
- Business Administration, courses.....124
- C**
- Cal Grants.....24
- Calendar5-8
- California College Promise Grant.....23
- CalWORKs21, 232
- Campus Map261
- Career Center.....22
- Catalog Rights33
- Ceramics, courses.....110
- Certificate Programs57
- Certificate Program Non Degree76
- Chemistry, courses128
- Chemistry Placement Exam.....33
- Child Development Center.....22
courses129
- Chinese, courses132
- Classification of Students.....40
- Classified Personnel.....257
- Clearance of Obligations.....40
- College Administration.....3
- College Level Exam Program Policy41
- College Police Department.....13
- College Policies.....17
- Community Services Education.....11
- Computer Aided Manufacturing.....132
- Computer Applications and Business Office
Technologies, courses133
- Computer Integrated Manufacturing136
- Computer Science/Information Systems
courses136
- Continuing Education11
Bookstore232
Career Center232
Certificates.....233
Childcare232
Counseling232
Courses236
Garfield Campus11, 231
High School Requirements235
Library232
- Continuous Enrollment34
- Cooperative Education, course140
- Corequisite/Prerequisite.....93
- Counseling/SSSP28
- Courses
Descriptions93
Families.....40, 94
ID Numbering94
Prerequisites/Corequisites93
Repetition40
Eligibility for34
Credit by Examination41
CSU, Breadth.....90
Culinary Arts, courses141
Cultural Diversity Requirement53
- D**
- Dance, courses142
- Dean's Honor List49
- Degrees56
- Disabled Students Programs & Services.....22
- Discrimination19, 29
- Dismissal49
Academic Contract.....50
Financial Aid50
- Distance Education12
- Drop/Attendance Policy.....39
- Drop/Withdrawal Policy.....52
- E**
- Economics, courses146
- El Vaquero31
- Electronics & Computer Tech, courses.....146
- Eligibility for Courses.....34
- Emergency Medical Tech, courses.....147
- Employment, see *Student Employment Services*
- Engineering, courses.....148
- English, courses151
English Placement Examination33
English as a Second Language, courses.....156
Noncredit courses240
Placement Examinations33
- Enrollment, Continuous.....34
- Enrollment Priority34
- Entrance Requirements33
- Entrepreneurship, courses160
- Environmental Science (See Geography)
- Equal Opportunity Policy19
- Ethnic studies, courses160
- Examination
Advanced Placement.....41
Chemistry Placement.....33
College Level Program41
Credit by.....41
English placement33
English as a Second Language33
Final.....47
H.S.E.....13
International Baccalaureate44
Mathematics Placement33, 184
- Extended Opportunity Program
and Services (EOPS).....23
- F**
- Faculty247
- Family Educational Rights & Privacy Act...37
- Fees.....35
Refund35
- Financial Aid.....23
Cost of Attendance.....26
Dismissal/Probation.....49
Satisfactory Progress Policy50
- Fire Technology, courses162
- First Aid, course, see *Health 101*
- Foster Youth Services.....26
- Food Pantry.....26
- Foundation, Glendale College, Inc.13
- French, courses164
- G**
- Garfield Campus Services.....232
- General Conduct51
- General Education Definitions55
- General Education Requirements.....89
- Geography & Environment courses.....165
- Geology, courses.....166
- Grades.....47
change of39
incomplete.....47
- Graduation, Requirements53
- Grants.....24
- Grievance Procedures.....19, 47
- Grievance Chart.....48
- H**
- Harassment Policy19
- Health, courses167
- Health Center.....26
- Health Information Tech. courses.....168
- High School Equivalent Test
(H.S.E.) Test13
- History, courses170

Honesty, Academic	17
Honors, Academic/Dean's	49
Honors at Entrance	49
Hotel Restaurant Management courses	173
Humanities, courses	174
Hybrid courses	12

I

Independent Studies courses	176
Industrial Technology, courses	177
Institutional Learning Outcomes	9
Interdisciplinary Humanities	54
International Baccalaureate Exam	44
International Field Studies , courses	178
International Students	14
Internship	178
IGETC	91
Italian, courses	178

J

Japanese, courses	178
Job Placement Center	30
Journalism	179

K

Kinesiology, courses	180
Korean, courses	182

L

Learning Center	26
Library	27
Library, courses	182
Lifelong Learning Seminars, courses	242
Linguistics courses	183
Loss of Enrollment Policy	34

M

Machine Technology, courses	183
Mass Communications, courses	184
Materials and Processes, courses	184
Math/Discovery Center	27
Mathematics, courses	184
Mathematics Placement Exam	33, 184
Media Arts, courses	193
Medical Emergency and Student Accident Policy	26
Medical Office Administration, courses	195
Metallurgy, course	196
Military Training, Credit	46
Mission Statement, College	9
Multicultural & Community Engagement Center	27
Music courses	196
MyGCC	14

N

New Student Orientation	28
Noncredit Continuing Education	11, 231
Non-Discrimination and Equal Opportunity Policy	19
Non-Evaluative Symbols	47
Nursing, courses	202
Nutrition, courses	206

O

Obligations, clearance of	40
Oceanography, courses	206
Office Business Technology Noncredit courses	243
Online courses	12
Registration	14
Open Enrollment	93
Orientation, College	28

P

Parent Education, Noncredit courses	245
Pass/No Pass Courses	46
Pell Grant	24
Petitions Procedure	49
Philosophy, courses	206
Photography, courses	207
Physical Education, courses	209
Physical Science, course	214
Physics, courses	214
Placement Examinations	33
Police Department	12
Political Science, courses	215
Prerequisite / Corequisite	93
Prerequisite Waiver / Appeal	29, 28
Privacy Act	20
Probation, academic	49
Progress	49
Financial Aid	50
Programs and Services	9
Psychology, courses	216

R

Real Estate, courses	218
Recommended Preparation	93
Records, student	36
Refunds	35
Registration, dates, see <i>Calendar</i>	5-8
procedure	36
Reinstatement (Appeal Dismissal)	50
Remedial Coursework Limit Policy	49
Repetition, course	40
Residence requirements	36

S

Satisfactory Academic Progress Policy	50
Scholars Program	14
Scholarships	30
Scholastic Information and Regulations	39
Section 504 Coordinator	19
Sign Language, see <i>American Sign Language</i>	
Smarthinking	27
Smoking Policy	20
Social Science, courses	220
Sociology, courses	221
Spanish, courses	222
Speech Communication, courses	223
Standards of Scholarship	49
Student Affairs	31
Associated Student Body	31
Center	30
Clubs	31
Conduct	51
Continuing	33
Development, courses	224
Development courses, Noncredit	246
Directory Information Policy	20

Educational Plan (SEP)	28
Employment Services	30
Financial Services	23
Health	26
Goals	30
Honesty	17
Loans	24
Newspaper	31
Organizations	31
Records	37
Responsibility	37
Returning	34
Right to Know Act	16
Services	21
Success & Support Program	28
Study Abroad Programs	15
Superintendent / President	ii, 3
Supplemental Educational Opportunity Grant (SEOG)	24
Supplemental Instruction (SI) Collaborative Learning	30

T

Technical Education, courses	226
Television, see <i>Media Arts</i>	193
Theatre Arts, courses	226
Transcripts	38
Transfer Center	30
Transfer Credit	15, 93
Transfer to Colleges, Universities	15, 89-92
Tuition	35
Tutoring Center	27

U

Unit of Work/Limitations	52
USC, General Education Requirements	92

V

Variable Units	93
Veterans, Education	16
Military Training Credit	46
Veterans Resource Center	30
Vision Statement	9
Volunteer Service	27
course, see <i>Independent Studies 101 or Social Sciences 145, 146</i>	

W

Waiver of Prerequisites	29, 93
Welding, courses	230
Withdrawal / Course Drop Policy	52
Work Experience, see <i>Cooperative Education</i>	11
Work Study Program	24
Writing Center	26

BUILDINGS

- AA AVIATION / ART Bldg.
- AD JOHN A. DAVITT
ADMINISTRATION Bldg.
- AS ARROYO SECO Bldg.
- AT ADVANCED TECHNOLOGY CENTER
- AU AUDITORIUM Bldg.
- BK BOOKSTORE
- CDC CHILD DEVELOPMENT CENTER
- CR CAMINO REAL Bldg.
- CS CIMMARUSTI SCIENCE CENTER
- D DUPLICATING
- G ART GALLERY
- HS BHUPESH PARIKH HEALTH SCIENCES
& TECHNOLOGY Bldg.
- LB LIBRARY Bldg.
- LS LIFE SKILLS Bldg.
- M&O MAINTENANCE & OPERATIONS
- SA SANTA ANITA Bldg.
- SB SANTA BARBARA Bldg.
- SC J.W. SMITH STUDENT CENTER
- SF SAN FERNANDO Complex
- SG SAN GABRIEL Bldg.
- SM SIERRA MADRE Bldg.
- SN SIERRA NEVADA GYM
- SR SAN RAFAEL Bldg.
- SV SIERRA VISTA Bldg.
- VG VERDUGO GYM

PARKING

- PARKING STRUCTURE Student Permit/Staff Permit (LOT C)
- LOT A Staff Permit
- LOT B Student Permit
- LOT D Staff Permit
- LOT E Staff Permit
- LOT F Disabled Drop-Off/Pickup & Metered Guest Parking
- LOT G Staff Permit
- LOT H Staff/Disabled Student Permit
- LOT I Staff Permit
- CIRCLE DRIVE Staff Permit
- LOT 30 Metered Lot/Student & Daily Permit
- Civic Auditorium Parking Structure and LOT 31 Semester Permits Only
- LOTS 32, 33, & 34 Metered Lots/Student Permit

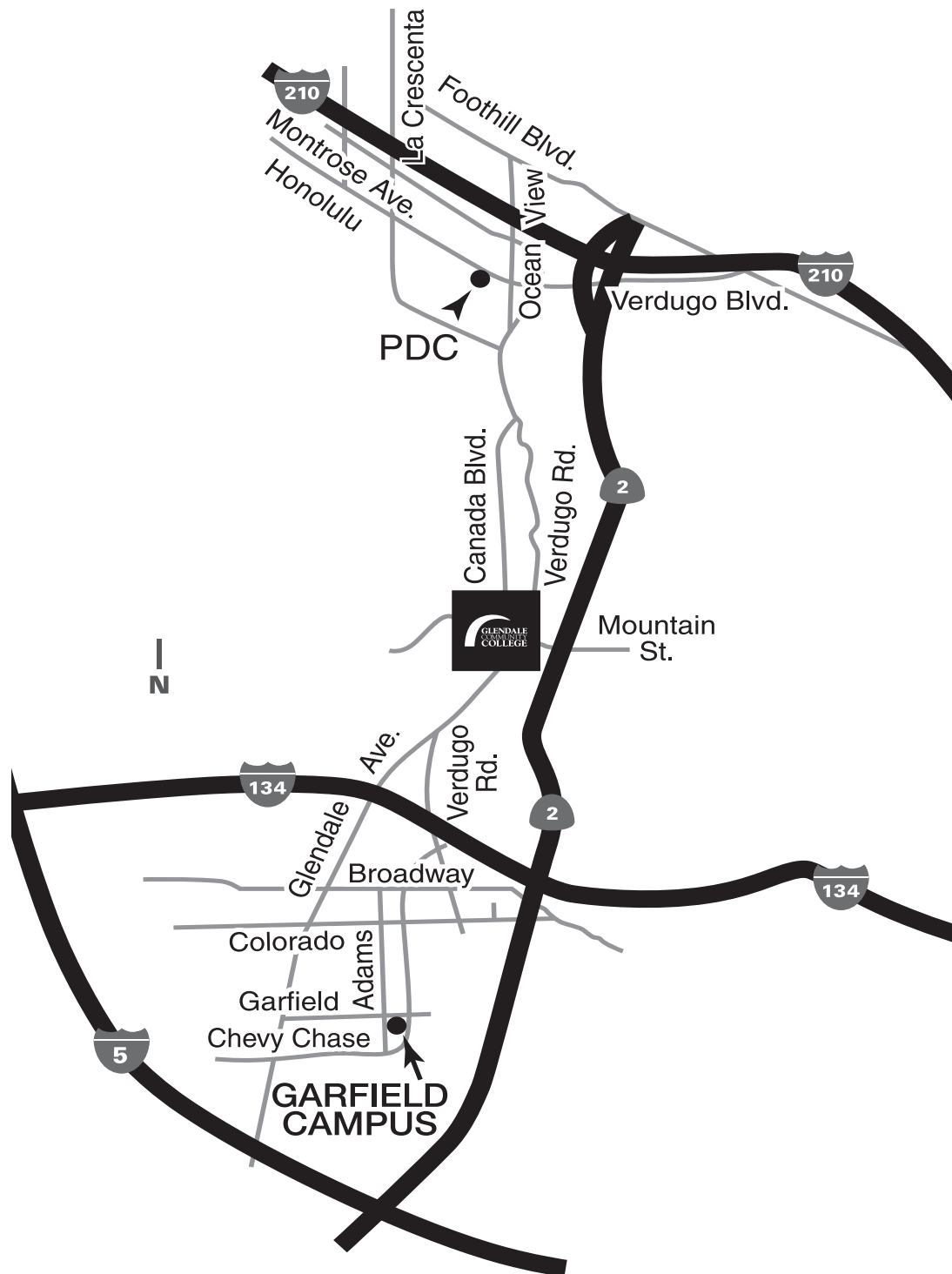
SERVICE

- Academic Counseling
- Admissions & Records
- ASGCC Business Office
- Assessment Center
- Baja Field Studies Program
- Bookstore
- Box Office
- CalWORKs Parents Program
- Career Center
- Center for Students with Disabilities
- EOPS
- ESL Lab
- Fees, Tuition & Refunds
- Financial Aid
- Food Services
 - Cafeteria
 - Coffee Stand
 - Coffee Stand
- Health Center
- Instructional Services
- International Student Services
- Kreider Hall
- Learning Center
- Lost & Found
- Multicultural & Community Engagement Center
- Outreach
- Police Department
- Scholarship Office
- Student Affairs
- Study Abroad
- Job Placement Center
- Transfer Center
- Veterans Office
- The Welcome Center

BUILDING

- SV, third floor
- SV, third floor
- SC, first floor
- SV, third floor
- SA
- SC, first floor
- AU 106-A
- SF 114
- SV, third floor
- SF 121
- SV, third floor
- SV, second floor
- AD 127
- SV, third floor
- SM, 1st & 2nd floor
- SR Plaza
- SG Plaza
- SR, first floor
- AD 145
- SV, third floor
- SR 138
- AD 232
- SM 153
- SM 267
- SM 266
- SM 153
- SC, second floor
- SC, second floor
- AD 145
- SV, third floor
- SV, third floor
- AA 1 and AA 1B
- SM 266





 <p>GLENDALE COMMUNITY COLLEGE</p>	<p>VERDUGO CAMPUS 1500 N. Verdugo Rd. 818-240-1000 www.glendale.edu</p>	<p>GARFIELD CAMPUS 1122 E. Garfield Ave. 818-548-5233 www.glendale.edu/ce</p>	<p>PROFESSIONAL DEVELOPMENT CENTER 2340 Honolulu Ave. 818-957-0024 www.glendale.edu/pdc</p>	<p>COMMUNITY SERVICES EDUCATION 1122 E. Garfield Ave. 818-240-1000 x5015 www.glendale.edu/cse</p>
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