

catalog

2008–2009



catalog 2008–2009

GLENDALE COMMUNITY COLLEGE

1500 N. Verdugo Road • Glendale, CA 91208-2894
818-240-1000 • FAX: 818-549-9436
Web site: www.glendale.edu



Another exciting academic year is upon us, and it is exhilarating to begin with such high hopes and unquenchable thirst. I hope that you will begin by taking on this mindset and plan for yourself lofty goals and remain steadfast in your commitment. Along the way you may meet with challenges, but if you keep your eye on the end-product, you will be able to overcome just about anything. Remember that the halls of Glendale Community College have been graced with many individuals who persevered.

This institution's prominence is due to its students and staff. Serving a diverse and energetic student body, we have numerous clubs, organizations, academic and athletic competitive events, theatre, art and dance activities, plus an active student life. The faculty, staff and administration are a caring group of individuals who are committed to making sure that you, as our student, succeed. Over the past years, these individuals have helped to ensure that our students have the opportunities and academic rigor to earn certificates or two-year degrees, expand their vocational skills, and to transfer to four-year colleges and universities. As you turn the pages of this catalog, know that anything and everything is possible. I would like to welcome you and wish you good fortune here at Glendale Community College.

Dr. Audre Levy
Superintendent/President

BOARD OF TRUSTEES



Mr. Victor I. King



Dr. Vahé Peroomian



Mrs. Anita Quinonez
Gabrielian



Mr. Anthony P. Tartaglia



Dr. Armine G. Hacopian.

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 is the policy-forming body of the District, deriving power from, and subject to, the U.S. Constitution, statutes of the State of California, and directives from the Board of Governors of the California Community Colleges.

The duties of the Board include approval of college policy, adoption of an annual budget, approval of expenditure of all District funds, approval of current and long-range educational plans, acquisition of property for District purposes, and approval of employment of academic and classified personnel.



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GLENDALE COMMUNITY COLLEGE

In 1926, higher education was reserved for a relative few, but farsighted citizens in Glendale recognized the need to open doors to academic and vocational instruction to a broader base of the community. As a result, Glendale citizens voted to form a community college, or junior college as it was then called, as part of the Glendale Unified School District.

The first semester, 139 students responded to the public notice that college classes were to be offered in the buildings of Glendale Union High School at Broadway and Verdugo. The College was an immediate success and by 1929 the student population increased to 435, with 27 faculty members.

Through the years Glendale Junior College continued to grow. It moved to the present site in 1937 with the support of a bond election and funds matched equally by a WPA grant. Total cost for purchase and construction of the new 59 acre site was \$390,000.

In 1971, as the College became more responsive to the needs of the greater Glendale community, the name was officially changed to Glendale Community College District.

Fast forward to 2008 - Glendale Community College is a dynamic institution with more than 25,000 students. They are enrolled in college-credit at the main campus, continuing education at the Garfield campus, community services classes held throughout the community, and the Professional Development Center located in Montrose. The College serves an ethnically diverse student body with no single group forming a majority.

The faculty has used its energy to develop a wide ranging curriculum intended to prepare students for the 21st century. Student Services faculty provide invaluable academic, career, and financial counseling to students. Today the goal of those farsighted citizens of Glendale has been achieved. Higher education is available to all who come to Glendale Community College.

Source: A History of Glendale Community College, 1927-2003 by Dr. Marguerite Renner. For complete text contact Glendale College Foundation, 818.551.5199.

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.

COLLEGE ADMINISTRATION

(818) 240-1000

| | | |
|---|---------------------------|------------|
| Superintendent/President | Audre Levy..... | 5108 |
| Secretary to the Superintendent/President..... | Sally Holmes..... | 5105 |
| Director, Communication, Marketing & Foundation..... | Vacant | |
| Assistant Director, Communication, Marketing & Foundation..... | Vacant | |
| Dean, Information and Technology (Interim)..... | David Roswell..... | 5183 |
| Director, Network Planning and Operations..... | Vacant | |
| Senior Programmer Analyst..... | David O'Donnell..... | 3166 |
| Director of Operations..... | Reed Anderson..... | 5180 |
| Senior Database Manager..... | Kevin Chan..... | 5185 |
| Associate Vice President, Human Resources..... | Vicki Nicholson..... | 5165 |
| Manager, Human Resources..... | Ed Bugayong..... | 5167 |
| Manager, Human Resources..... | Val Dantzler..... | 5174 |
| Vice President, Instructional Services | Dawn Lindsay..... | 5104 |
| Associate Dean, Curriculum Management..... | Dave Mack..... | 5311 |
| Program Manager..... | Jill Lewis..... | 5103, 3943 |
| Dean, Instructional Services..... | Kristin J. Bruno..... | 5187 |
| Associate Dean, Instructional Services & Workforce Development..... | Jan Swinton..... | 5158 |
| Associate Dean, Information & Technology Services..... | Shereen Allison..... | 5179 |
| Program Manager, PACE & Coop Education..... | Bob Taylor..... | 5744 |
| Associate Dean, Health Sciences..... | Cynthia Dorroh..... | 5270, 5892 |
| Division Chair, Business..... | Linda Serra..... | 5525 |
| Division Chair, Visual & Performing Arts..... | Rob Kibler..... | 5607 |
| Division Chair, Technology & Aviation..... | Scott Rubke..... | 5542 |
| Director, Child Development Center..... | Jeanette Tashiro..... | 5355 |
| Director, Study Abroad..... | Darren Leaver..... | 5718 |
| Dean, Instructional Services..... | Ronald Harlan..... | 5367 |
| Associate Dean, Instructional Services..... | Scot L. Spicer..... | 5904 |
| Division Chair, English..... | Michael Ritterbrown..... | 5609 |
| Division Chair, Credit English as a Second Language..... | Kathleen F. Flynn..... | 5510 |
| Division Chair, Social Science..... | Roger Bowerman..... | 5747 |
| Division Chair, Biology..... | Kindra Girard..... | 5367 |
| Division Chair, Health & Physical Education..... | Jon Gold..... | 3193 |
| Division Chair, Mathematics..... | Peter A. Stathis..... | 5658 |
| Division Chair, Language Arts..... | Jean Perry..... | 5504 |
| Division Chair, Physical Science..... | John LeLand..... | 5794 |
| Program Manager, Baja Field Studies..... | Jose Mercade..... | 5515 |
| Coordinator, Scholars Program..... | Gary Massion..... | 5654, 5146 |
| Associate Vice President, Continuing and Community Education | Karen Holden-Ferkich..... | 5010 |
| Associate Dean, Continuing & Community Education..... | Alfred Ramirez..... | 5018, 5850 |
| Division Chair, Noncredit English as a Second Language..... | Patricia Zayas..... | 5692 |
| Division Chair, Life Skills & Noncredit Business..... | Jane Di Lucchio..... | 5807 |
| Director, Community Services..... | Kathy Seifert..... | 5048, 5805 |
| Program Director, Professional Development Center..... | Kim Holland..... | 957-0024 |
| Program Manager, Professional Development Center..... | Kevin Gasparyan..... | 957-0024 |
| Program Manager, Professional Development Center..... | Pamela Welden-Spitze..... | 957-0024 |
| Program Director, Career Resource Center..... | Deborah Kinley..... | 5056 |
| Assistant Director, Parent Support Center..... | Teri Ismail..... | 3071 |
| Assistant Director, CalWORKs..... | Debi Wootton..... | 5811 |

COLLEGE ADMINISTRATION

(Continued)

(818) 240-1000

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|---|--------------------------|------------|
| Vice President, Student Services | Ricardo Perez..... | 5126 |
| Dean, Admissions & Records..... | Sharon Combs | 5115 |
| Director, Admissions & Records | Michelle Mora | 5114 |
| Program Manager, Student Outreach & Assessment | Alen Andriassian | 5457 |
| Dean, Student Affairs | Paul Schlossman | 5594 |
| Dean, Student Services..... | Jewel D'Aloia Price..... | 5195 |
| Program Manager, Student Employment Services | Andra Verstraete | 5405 |
| Program Manager, International Student Office | David Nelson..... | 5887 |
| Division Chair, Student Services..... | Jeanette Stirdivant..... | 5424 |
| Associate Dean, Disabled Student Program and Services..... | Joy V. Cook..... | 5450 |
| Associate Dean, Library and Learning Resources | Linda Winters | 5575 |
| Library Public Service Manager..... | Russell Beckett..... | 5586, 5871 |
| Associate Dean, Student Financial Aid Services..... | Patricia Hurley | 5429 |
| Assistant Director, Student Financial Aid Services | Dennis Schroder | 5433 |
| Associate Dean, Extended Opportunity Program and Services (EOPS)..... | Vicki Washington | 5567 |
| Associate Dean, Health Services..... | Mary Mirch | 5190 |
| Executive Vice President, Administrative Services | Lawrence Serot | 5112 |
| Controller | Ronald Nakasone..... | 5210 |
| District Accountant | Amir Nour | 5208 |
| Assisant District Accountant | June Ghil | 5213 |
| Payroll Supervisor..... | Vacant | |
| Director, Business Services..... | Bill Taylor | 5122 |
| Director, Institutional Research and Planning | Edward Karpp..... | 5392 |
| Director, Facilities..... | Horace Lewis | 5222 |
| Custodial Supervisor | Gus Rocha | 5323 |
| Manager, Maintenance and Operations..... | Daniel Padilla | 6610 |
| Grounds Supervisor..... | Bill Easley | 5219 |
| Manager, Cafeteria | Nancy Jordan..... | 5600 |
| Chief of Police | Steve Wagg..... | 5205 |
| Police Captain..... | Nidal Kobaissi | 3047 |

2008 CALENDAR SUMMER 2008

- April 18Deadline for students to apply for admissions for summer 2008 and be eligible for priority registration
- April 28 - May 16Check your Priority Registration Appointment Date & Time for summer 2008
 • Online at MyGCC.glendale.edu • On STARS at (818) 545-7777 • Campus Kiosk
- May 12 - 16Priority registration for summer 2008
- May 19 - June 13Open registration for summer 2008
- May 26Memorial Day - Campus Closed
- June 13Walk-through registration for the summer session (9 a.m. to 3 p.m., AA-1)
- June 15Residence determination date for summer session
- June 16Instruction Begins for first summer session
- June 16 - 20Late registration for first summer session
- June 16 - July 18Open registration for second summer session
- June 20Deadline to ADD a first summer session class
 Deadline to DROP a first summer session class without a "W" notation and receive a refund
 Deadline for students to apply for admissions for fall 2008 and be eligible for priority registration
- June 23 - 27First summer session refunds are automatic for those students who dropped by the due date (June 20). Requests for parking fee refunds must be initiated by the student when returning the parking permit to the Student Fees Office.
- June 30 - Aug 1Check your Priority Registration Appointment Date & Time for fall 2008
 • Online at MyGCC.glendale.edu • On STARS at (818) 545-7777 • Campus Kiosk
- June 24Last day to apply for Credit/No Credit in a first summer session class
- July 3Deadline to WITHDRAW from a first summer session class with a "W" notation
- July 4Independence Day - Campus Closed
- July 14 - Aug 1Priority registration for fall 2008
- July 18Walk-through registration for the second summer session (9 a.m. to 3 p.m., AA-1)
 End of first summer session
- July 21Instruction begins for second summer session
- July 21 - 25Late registration for second summer session
- July 25Deadline to ADD a second summer session class
 Deadline to DROP a second summer session class without a "W" notation and be eligible for a refund
- July 28-Aug 1Second summer session refunds are automatic for those students who dropped by the due date (July 25). Requests for parking fee refunds must be initiated by the student when returning the parking permit to the Student Fees Office.
- July 28 - Aug 8First summer session grades available on STARS, campus kiosk or the Internet at <http://secure.glendale.edu/grades>
- July 29Last day to apply for Credit/No Credit in a second summer session class
- August 8Deadline to WITHDRAW from a second summer session class with a "W" notation
 Petitions for graduation and/or certificates for summer session due in the Office of Admissions & Records
- August 22End of second summer session
- September 2Instruction begins for fall 2008
- September 2- 19Summer grades available on STARS, campus kiosk or the Internet at <http://secure.glendale.edu/grades>

| MAY 2008 | | | | | | |
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2008 CALENDAR

FALL 2008

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| SEPTEMBER 2008 | | | | | | |
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| OCTOBER 2008 | | | | | | |
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| NOVEMBER 2008 | | | | | | |
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| DECEMBER 2008 | | | | | | |
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| JANUARY 2009 | | | | | | |
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- June 20 Deadline for students to apply for admissions for fall 2008 and be eligible for priority registration
- June 30 - Aug 1 Check your Priority Registration Appointment Date and Time for FALL 2008
 - Online at MyGCC.glendale.edu • On STARS at (818) 545-7777 • Campus Kiosk
- July 14 - Aug 1 Priority registration for the FALL semester
- August 4 - 29 Open registration for the FALL semester
- August 29 Walk-through registration for the FALL semester. (9 a.m. to 3 p.m., AA-1)
- September 1 Labor Day Observed - Campus Closed
Residence determination date for the FALL semester
- September 2 Instruction begins for the fall semester
16-week classes begin — first 8-week classes begin
- September 2 - 13 Late registration for fall semester
- September 6 Deadline to add open classes without the permission of the instructor
Deadline to add first 8-week classes
Deadline to drop first 8-week classes without a "W" notation and receive a refund
- September 9 Last day to apply for Credit/No Credit in first 8-week classes
- September 13 Deadline to add 16-week classes
Deadline to drop 16-week classes without a "W" notation and be eligible for a refund
- September 15 First 6-week classes begin
- September 19 Last day to apply for credit/no credit in 16-week classes
- September 20 Deadline to add first 6-week classes
Deadline to drop first 6-week classes without a "W" notation and be eligible for a refund
- September 22 Begin processing applications for Winter and Spring 2009
- September 22 - 26 Refunds are automatic for those students who dropped 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 23 Last day to apply for Credit/No Credit in first 6-week classes
- October 11 Deadline to withdraw from first 6- & 8-week classes with a "W" notation
- October 24 Deadline for students to apply for admission and be eligible for priority registration for Winter 2009
- October 25 First 6-week classes end
First 8-week classes end
- October 27 Second 6-week and 8-week classes begin
- November 1 Deadline to add second 6-week and 8-week classes
Deadline to drop second 6-week and 8-week classes without a "W" notation and be eligible for a refund
- November 3-14 Check your priority registration appointment date and time for Winter 2009
 - Online at MyGCC.glendale.edu • On STARS at (818) 545-7777 • Campus Kiosk
- November 3 - 7 Refunds for second 6-week and 8-week classes are automatic for those students who dropped 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 4 Last day to apply for credit/no credit in second 6-week and second 8-week classes
- November 10 Veteran's Day Observed- Campus Closed
- November 11- 14 Priority registration for Winter 2009
- November 22 Deadline to withdraw from 16-week classes with a "W" notation
Deadline to withdraw from second 6-week classes with a "W" notation
- November 27 - 29 Thanksgiving vacation (no Saturday classes on November 29)
- December 5 Deadline for students to apply for admission and be eligible for priority registration for Spring 2009
- December 6 Deadline to withdraw from second 8-week classes with a "W" notation
- December 10 - 17 Final examinations for the fall semester
- December 13 Second 6-week classes end
- Dec 15 - Jan 16 Check your Priority Registration Appointment Date and Time for Spring 2009
 - Online at MyGCC.glendale.edu • On STARS at (818) 545-7777 • Campus Kiosk
- December 17 Second 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
- Dec 24 Winter Vacation - Campus Closed
- January 5 - 23 Priority registration for Spring 2009
- January 5 Fall grades available on STARS, Campus Kiosks or the Internet at <http://secure.glendale.edu/grades>

2009 CALENDAR

WINTER 2009

- October 24, 2008Deadline for students to apply for admissions for Winter session and be eligible for priority registration
- November 3 - 14Check your Priority Registration Appointment Date and Time for Winter 2009
- Online at MyGCC.glendale.edu
 - On STARS (818) 545-7777
 - Campus Kiosk
- November 11 – 14 . . .Priority registration for the Winter session
- Nov 17– Dec 23Open registration for the Winter session
- December 5.Deadline for students to apply for admissions for Spring 2009 and be eligible for priority registration
- Dec 15 - Jan 16Check your Priority Registration Appointment Date and Time for Spring 2009
- Online at MyGCC.glendale.edu
 - On STARS (818) 545-7777
 - Campus Kiosk
- December 19.Walk-through registration for the Winter session (9 a.m. to 3 p.m., AA-1)
- Dec 24 - Jan 4Campus Closed
- January 4.Residence determination date for Winter session
- January 5.Instruction begins for the Winter session
- January 5- 9Late registration for Winter session
- January 5 - 23Priority registration for Spring 2009 semester
- January 9.Deadline to ADD a Winter session class
- Deadline to DROP a 5 or 6 week winter session class without a “W” notation and receive a refund
- January 12 - 16Refunds are automatic for those students who dropped by the due date (Jan. 9). Requests for parking fee refunds must be initiated by the student when returning the parking permit to the Student Fees Office.
- January 13.Last day to apply for Credit/No Credit in a Winter session class
- January 19.Martin Luther King, Jr. Day – Campus Closed
- January 23.Deadline to withdraw from a 5-week Winter session class with a “W” notation
- January 30.Deadline to withdraw from a 6-week Winter session class with a “W” notation
- February 6.Five-week classes end
- February 12.End of Winter session
- Petition for graduation and/or certificate for Winter session due in the Office of Admissions and Records
- February 13.Lincoln’s Day Observed- Campus Closed
- February 16.Washington’s Day Observed - Campus Closed
- February 17.Instruction begins for the spring 2009 semester
- Feb 23 – Mar 6Winter grades available on STARS, campus kiosk or the Internet at <http://secure.glendale.edu/grades>

| OCTOBER 2008 | | | | | | |
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| NOVEMBER 2008 | | | | | | |
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| DECEMBER 2008 | | | | | | |
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| FEBRUARY 2009 | | | | | | |
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2009 CALENDAR SPRING 2009

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| FEBRUARY 2009 | | | | | | |
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| MARCH 2009 | | | | | | |
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| APRIL 2009 | | | | | | |
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| MAY 2009 | | | | | | |
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| JUNE 2009 | | | | | | |
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| JULY 2009 | | | | | | |
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- December 5Deadline for students to apply for admissions for Spring 2009 and be eligible for priority registration
- Dec 15 - Jan 16Check your Priority Registration Appointment Date and Time for Spring 2009
 - Online at MyGCC.glendale.edu • On STARS at (818) 545-7777 • Campus Kiosk
- January 5 – 23Priority registration for the spring semester
- Jan 26 – Feb 12Open registration for the spring semester
- February 12Walk through registration for the spring semester (9 a.m. to 7 p.m., AA-1)
- February 13Lincoln’s Day Observed- Campus Closed
- February 16Washington’s Day Observed - Campus Closed
 - Residence determination date for the spring semester
- February 17Instruction begins for the spring semester
 - 16-week classes begin
 - First 8-week classes begin
- Feb 17 – 28Late registration for spring semester
- February 21Deadline to add open classes without the permission of the instructor
 - Deadline to add first 8-week classes
 - Deadline to drop first 8-week classes without a “W” notation and receive a refund
- February 24Last day to apply for Credit/No Credit in first first 8-week classes
- February 28Deadline to add 16-week classes
 - Deadline to drop 16-week classes without a “W” notation and receive a refund
- March 2First 6-week classes begin
- March 6Last day to apply for Credit/No Credit in 16 week classes.
- March 7Deadline to add first 6-week classes
 - Deadline to drop first 6-week classes without a “W” notation and receive a refund
- March 9Begin processing applications for Summer and Fall 2009
- March 9 - 13Refunds are automatic for those students who dropped 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 10Last day to apply for Credit/No Credit in first 6-week classes
- March 27Petitions for graduation and to have your name in the spring graduation program- due in the Office of Admissions and Records
- March 28Deadline to withdraw from first 6-week and first 8-week classes with a “W” notation
- April 11First 6-week and first 8-week classes end
- April 13 - 18Spring Vacation
- April 17Deadline for students to apply for admission and be eligible for priority registration for Summer 2009
- April 20Second 6-week and 8-week classes begin
- April 25Deadline to add second 6-week and second 8-week classes
 - Deadline to drop second 6-week and second 8-week classes without a “W” notation and receive a refund
- April 27 - May 1Second 6-week and second 8-week session refunds are automatic for those students who dropped 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
- April 27 - May 15Check your Priority Registration Appointment Date and Time for Summer 2009
 - Online at MyGCC.glendale.edu • On STARS at (818) 545-7777 • Campus Kiosk
- April 28Last day to apply for Credit/No Credit in second 6-week and second 8-week classes
- May 11 -15Priority registration for Summer 2009
- May 16Deadline to withdraw from 16-week classes with a “W” notation
 - Deadline to withdraw from second 6-week classes with a “W” notation
- May 25Memorial Day Observed- Campus Closed
- May 30Deadline to withdraw from second 8-week classes with a “W” notation
 - Second 6-week classes end
- June 3 - 10Final Examinations for the spring semester
- June 5Commencement exercises.
- June 10Second 8-week classes end
 - 16-week classes end - End of the spring semester
- June 19Last day for students to apply for admission and be eligible for priority registration for Fall 2009
- June 22Spring grades available on STARS, campus kiosks or the Internet at <http://secure.glendale.edu/grades>
- June 29-July 31Check your Priority Registration Appointment Date and Time for Fall 2009
 - Online at MyGCC.glendale.edu • On STARS at (818) 545-7777 • Campus Kiosk
- July 13 - 31Priority registration for Fall 2009

GENERAL INFORMATION

MISSION STATEMENT

Glendale Community College welcomes students of all diverse backgrounds, goals, ages, abilities, and learning styles. As an institution of higher education, we are committed to student learning and success. Using personal interaction, dynamic and rigorous instruction, and innovative technologies, we foster the development of critical thinking and lifelong learning. We provide students with the opportunity and support to gain the knowledge and skills necessary to meet their educational, career, and personal goals. Our commitment is to prepare students for their many evolving roles and responsibilities in our community, our state, and our society.

As part of this mission, Glendale Community College is committed to:

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

OBJECTIVES AND FUNCTIONS

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

Six primary functions support this objective.

- a. Associate in Arts/Associate in Science: Education toward the granting of AA/AS degree(s) is provided in accordance with approved graduation requirements. General education and major coursework form the core of the required curriculum, the balance being electives.
- b. Education for meeting the lower division requirements of a university or a four-year college: The college offers many courses which are equivalent to those available in the freshman and sophomore years at the University of California, The California State University and other colleges and universities in the United States. A student with a satisfactory high school and community college record will receive full

credit for all college and university level work done at Glendale Community College provided that the work meets the specific requirements of the college or university to which the student transfers.

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

PROGRAMS AND SERVICES

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

- a. Counseling: Counseling services are available to help students have a successful college experience. Counselors are available to assist students in dealing with concerns related to many aspects of their lives, including academic planning, career decision-making, life planning and personal and intra-personal concerns. Counselors provide a climate in which students make thoughtful, independent, decisions for educational and vocational goals. Working through individual interviews with students, small and large groups, and college orientation classes, they help students to become aware of their capabilities and to plan appropriately. A number of specialized counseling service centers are available on campus. These centers include Academic Counseling, EOPS, DSPS, Career Center, Transfer Center, Adult Re-

- Entry Center, Admissions & Records Office and the International Student Office.
- b. Health Services: The Health Center provides first aid, primary health care, crisis counseling, health counseling, information and referral services.
 - c. Basic education: Students with specific learning problems or with grade or subject deficiencies in their high school record may make up such deficiencies and enter into a program leading to an 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 Glendale Community College.
 - e. Continuing education: Persons wishing late afternoon or evening classes may enroll in the Evening College program. Evening College courses parallel and expand the daytime offerings. The college also offers classes on Saturdays.
 - f. General education for all members of the community: The college offers wide and varied curriculum designed to promote the following objectives:
 1. Development of communication and computational skills which form a base for training in critical thinking as exemplified in drawing sound conclusions from premises, making relevant judgments, and discriminating among values.
 2. Knowledge of the cultural heritage as the accumulated record of the development of mankind.
 3. Appreciation for aesthetic expression, excellence, and creativity as major values.
 4. Foundation in knowledge, attitudes, and skills necessary for occupational employment.
 5. Cultivation of habits which are essential to physical and emotional growth, citizenship, and societal responsibilities.
 6. Development of an awareness of the influence of such environmental problems as population growth, land-use, and pollution on the quality of life through field observation and other experiences.
 - g. Adult education: A varied adult education program including high school diploma subjects, English as a second language, citizenship, parent preschool education, retirement seminars, and office skills, is offered by the Non-credit Education office.
 - h. Community services: The college also offers a fee-based program designed to provide public service in a wide variety of avocational, recreational, self-improvement and other career development subjects. None of these courses are offered for college credit. If you have received a traffic ticket, Traffic Violators School is held both weekends and weekdays.

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

ACCREDITATION

Glendale Community College is fully accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, (3402 Mendocino Avenue, Santa Rosa, CA 95403 (707) 569-9177), an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education, and approved under the regulations of the California State Department of Education and the California Community Colleges.

ACHIEVING COLLEGE EXCELLENCE (ACE) PROGRAM

ACE is a learning community for students who enter GCC not yet ready for college-level English and math but who nonetheless seek to transfer to a four-year university in two years. For four semesters (fall and spring of the freshman and sophomore years), ACE students take a block of courses together, guided by instructors who collaborate to provide an integrated curriculum. Winter and summer sessions are left unscheduled, giving students freedom to take electives or courses required for particular majors.

Advantages of being part of the ACE learning community:

- Summer bridge program to help first-year students prepare for college, develop friendships and become acquainted with their instructors
- Guaranteed enrollment in all ACE courses
- Two-year transfer track, with assistance from an ACE counselor to select a college major and choose electives
- Access to mobile computer lab and study area
- Ready-made support system that includes supplemental instruction, tutoring, and mentoring
- A sense of belonging

Eligibility Requirements for the ACE Program -

Upon entry into college or in the Fall semester of the student's first year:

- Eligibility for English 120 (assessed by the English Placement Test), and
- Eligibility for Math 145 (assessed by the Mathematics Placement Test)
- Attend GCC as a full-time student, and

For more information or an ACE application form, visit <http://www.glendale.edu/ace> or call 818/240-1000 ext. 3001 or email lestrada@glendale.edu.

ADVISORY COMMITTEES

Glendale Community College seeks advice about the programs and goals of the institutions. Individual citizens representing organizations, interests, and specific programs contribute their time to ensure that the college is meeting student, industry, and community needs.

ALCOHOL/DRUG ABUSE NOTIFICATION

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

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

Prohibitions, Sanctions and Penalties

Community College District Administrative Regulation 5420 prohibits the:

Use, possession, or distribution of narcotics, other legally controlled substances, or alcoholic beverages except as expressly permitted by law and Glendale Community College regulations.

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

A violation of the provisions of this policy, and/or relevant local, state, or federal law which prohibits the use, possession or sale of alcohol or other controlled substances may result in the imposition of specific sanctions as identified within the Standards of Student Conduct (Administrative Regulation 5420). These sanctions or penalties include a verbal warning, a written reprimand, disciplinary probation, summary suspension, disciplinary suspension or expulsion.

Legal Sanctions

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

Drug-related penalties include the following:

- Simple possession of controlled substances: civil fines of up to \$10,000 per violation, jail sentence, and denial of Federal benefits
- Manufacture, sale or distribution of all scheduled drugs: prison sentence for a FELONY
- Distribution or possession with the intent to distribute a controlled substance on college property: up to TWICE the prescribed sentence for the original offense and TWICE the prescribed parole time (required)
- Possession of one or more ounce(s) of marijuana for personal use: fine or jail time for a misdemeanor
- Possession of less than one ounce of marijuana: fine of up to \$100
- Cultivation, possession for sale, or sale of marijuana: FELONY

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

Health Risks Associated with Alcohol and Drug Abuse

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

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

Educational Program and Assistance— Where to Get Help

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

ALUMNI ASSOCIATION

The Glendale College Alumni Association was established in 1988. Since its inception, the Association's membership is ever on the rise. Membership is open, not only to GCC alumni, but to "friends of the college" (the administration, faculty and staff, students and members of the community), as well.

The Association's foremost goal is that of giving back. Annually, the Alumni Association awards scholarships to a number of deserving GCC students. Members of the community are also recognized by the Association for distinguished service to GCC and for career achievement and community service. Additionally, through its newsletter and website, the Association strives to foster communication among its members and to keep its membership abreast of current campus news and events. In full support of our present student body and the diverse activities on campus, the Association encourages participation of its members in the College's educational, cultural and athletic events. In its efforts to promote support of the students and campus events, the Association works in tandem with the Glendale College Foundation.

The Glendale College Alumni Association office is located in the Foundation Office, John A. Davitt Administration Building, Room AD 149. The Alumni Board meets on a regular basis, with the meetings open to the public. For membership information or Alumni Board meeting dates, please call 818/240-1000, ext. 5199.

THE BAJA CALIFORNIA FIELD STUDIES PROGRAM

Glendale Community College has been offering field classes and field trips in the Baja California peninsula, Republic of Mexico since 1974. The college maintains a facility in the peninsula, the field station "Estación del Mar Cortés", which serves as a headquarters for various curricular offerings of interest to its faculty and students. Over the years, course offerings in the areas of marine biology, history of Baja California, philosophy, psychology, health, geography, physical education, English, Spanish, and geology have been offered. During the Fall and Spring semesters field trips are offered and during the Summer and Winter sessions field classes are taught.

In a setting that emphasizes field observation and cooperative learning, the program aims to expose students to a pristine and complex natural environment coupled with a unique experience in the Mexican culture. Different

areas of learning are integrated in a setting which results in memorable and long-lasting adventures in learning. Students and faculty participate in the planning and organization of each class. By living and learning together, a community of learners is created where the beauty and complexity of the human and natural world can be observed, studied and enjoyed.

Students interested in participating in any of the programs offered should contact their counselors, the appropriate instructors, or the program coordinator in AA 1B, (818) 240-1000, ext. 3159, for application forms. You can also read about current offerings on the Web at <http://www.glendale.edu/baja/>.

COMMUNITY SERVICES EDUCATION

Community Services Education is a program of noncredit, fee based classes and activities designed to serve individuals with educational goals that do not require college credit. There are no transcripts, grades or academic requirements. (Some certificate programs require prerequisites.) Community Services Education classes are usually shorter than credit classes and normally do not require lengthy preparation. To request a current catalog call (818) 240-1000 ext. 5015.

CONTINUING EDUCATION

Continuing Education at the Garfield Campus

Glendale Community College has offered noncredit courses since the early 1930's. The Garfield Campus houses the Continuing Education Office, the Business Skills Center classes, CalWORKs/WIA training programs, a Developmental Skills Laboratory, and English as a Second Language courses. Home Arts, Parent Education and Lifelong Learning courses are also part of our Continuing Education programs. These programs are based on the college's main campus (Life Skills Building) and classes are held throughout the community. Classes are available in the mornings, afternoons, and evenings throughout the week.

Continuing Education office hours are 8 a.m. to 9 p.m. Monday through Thursday, and 8 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. For information or to request a current schedule of classes, please call (818) 548-5233 (24-hour voicemail) or (818) 240-1000 ext. 5678 or 5681 during business hours.

Workforce Investment Act (WIA): The WIA staff collaborates with the local Work Source (or One-Stop) Centers to arrange for training programs including certificates in Accounting, Computer Processing, Dental/Medical Front Office, and Multi-clerical. Students must meet federal standards regarding unemployment status and they must be assessed prior to receiving a voucher for training. For more information call (818) 240-1000 ext. 5681.

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.

English as a Second Language

The Noncredit English as a Second Language program offers literacy through advanced courses. Classes are held at the Garfield Campus, main 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

To find out more about the program, please call (818) 240-1000 ext. 5033. To request a schedule of classes, call (818) 548-5233.

COOPERATIVE WORK EXPERIENCE EDUCATION (CWEE)

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

The objectives are:

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

Benefits of Cooperative Work Experience Education

The student:

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

DISTANCE EDUCATION

Glendale Community College offers a variety of Distance Education courses to meet your needs including Online courses, Hybrid courses, and Telecourses. Distance Education utilizes the internet and other technologies such as CD-Rom, video, audio, and interactive exercises.

Online Courses

The majority of class instruction, assignments, and communications are done online. Online courses require a mandatory on-campus orientation and may also require on-campus testing.

Hybrid Courses

A portion of the class instruction, assignments, and communication are done online and the rest is during on-campus classroom meetings.

Telecourses

Include video and audio lessons generally delivered via the television or videotapes. Telecourses require an on-campus initial meeting and five three-hour on-campus sessions, including examinations.

Distance Education courses are equivalent to a classroom-based course. Courses are taught by the same qualified instructors and follow the same curriculum and standards as the classroom-based course.

Distance Education courses provide flexibility in scheduling and are especially helpful to self-directed learners. It is recommended that students be comfortable with computers, particularly the internet, sending email, and word processing programs such as Microsoft Word before taking an online or hybrid course.

Take a short quiz at <http://www.glendale.edu/online/de4me> to determine if you are a good fit for Distance Education. Go to www.glendale.edu/online for more information about Distance Education or call (818)240-1000 x3456.

EVENING PROGRAMS

Glendale Community College recognizes the need to provide a comprehensive program for students who work during the day. The college offers a full range of classes in the evenings and on Saturdays. Usually classes meet once or twice a week for sessions of two to five hours. Many programs of the college may be completed while attending only during the evening hours. Additionally, PACE (see PACE Program) offers a set curriculum for business and liberal arts transfer students which may be completed attending one evening per week and two Saturdays per month.

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

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

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

GCC POLICE DEPARTMENT

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

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

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

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

Steven P. Waggs
Chief of Police

About Our Department

The police department provides service 365 days a year from 7:00 am to 12:00 am Monday through Friday and 7:00 am to 11:00 pm Saturdays, Sundays, and holidays. The department is an authorized terminal user of all local, regional, state and federal criminal justice information systems (e.g., wanted persons, DMV, stolen vehicles/property, criminal records, etc.). Our goal is to provide timely and appropriate responses to community problems and needs.

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

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

REPORTING A CRIME

Walking-In

You can report a crime at the police station 365 days a year from 7:00 am to 12:00 a.m. Monday through Friday and 7:00 a.m. to 11:00 pm Saturdays, Sundays and holidays. 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.

Protecting Yourself at Home and at College

- Lock your door, even when you intend to return home shortly. It takes a thief ten seconds or less to enter an open room and steal your property.
- Lock or secure doors and windows when you are alone or asleep.
- Keep emergency numbers by your phone.
- Do not leave messages on your door indicating that you are away and when you will return.
- Do not let strangers enter your premises.
- If someone asks to use your phone for an emergency call, offer to telephone for them instead of allowing them access.
- Do not leave keys in hiding places. Carry your keys and give copies to those who need them.
- Call 911 to report suspicious persons or activity in or around your neighborhood.
- Keep automatic teller machine cards in a safe place; keep your PIN number secret. When possible, only use ATMs during the day.
- Instead of carrying large sums of cash use a check or credit card.
- If you find yourself in immediate danger, call 911, try to stay calm and get away at the first opportunity.

Protect Yourself When Walking

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

Incident Reporting

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

On-campus crime should be reported to the GCCPD. Emergencies are best reported using campus emergency extension 4000, and non-emergencies are better reported using campus extension 5205.

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

Informational Disclosures

The 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 Federal Bureau of Investigation and the California Department of Justice.

G.E.D. TESTING

The General Education Development Tests (GED) can give you the opportunity to earn a high school equivalency certificate and may reduce considerably the number of elective courses required for a high school diploma. The GED Tests five areas: Writing Skills, Social Studies, Science, Literature and Mathematics. The GED Test is given monthly at the Garfield Campus at 1122 E. Garfield Avenue, Glendale. For test dates and registration information, please call (818) 240-1000 ext 5042. For information regarding free optional preparation courses offered at the Garfield Campus call (818) 240-1000 ext. 5686.

GLENDALE COLLEGE FOUNDATION, INC.

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

Objectives of the foundation are: (1) creating public awareness of the needs of the college; (2) promoting the college to business and industry and the greater Glendale Community; (3) raising funds for quality facilities and programs; and (4) establishing endowment funds for divisions and departments at the college.

Current activities include (1) sponsorship of the Glendale College Foundation Golf Classic; (2) sponsorship of the annual Glendale College Foundation Business Luncheon; (3) solicitation of memberships for the El Vaquero Racquet Club and Early Morning Joggers Club; and (4) sponsorship of the Glendale College Hall of Fame and various college activities.

Currently the Foundation is seeking funds for the Planetarium Endowment, the Athletic Endowment and the Health Science and Technology Endowment. Naming opportunities are available from \$500-\$500,000.

The foundation has a matching program to encourage an individual to create an endowment. Endowments may be established to support scholarships, programs, facilities, or projects at Glendale Community College and may be named to honor individuals or organizations.

In addition, the foundation has established a charitable gift annuity program. A charitable gift annuity is a contract in which a donor exchanges an irrevocable gift of cash or securities for a guaranteed, fixed income each year for the rest of their life. There is an immediate charitable tax deduction and upon the death of the donor the residual goes to Glendale College Foundation. Donors may designate the gift for any program that benefits Glendale Community College. The minimum rate to establish a gift annuity is \$5,000. There is greater tax benefit from appreciated stocks or securities. For further information and estimates contact the Foundation office at (818) 552-5199.

Individuals who would like to make cash or in-kind contributions or who would like further information are invited to contact the Glendale College Foundation office in AD 149 or call (818) 551-5199.

INTERNATIONAL STUDENTS

Glendale Community College welcomes students from all nationalities who desire to study in the United States. During any given semester, there are approximately 550 international visa students (F-1 category) enrolled full-time at the College representing some 50 countries.

International students who desire admission to Glendale Community College may receive application materials from the International Student Office, located on the second floor of the San Rafael Bldg. Prospective international applicants are encouraged to contact the office at the following: Phone: (818) 240-1000, ext. 5439 & 5440, E-mail: gcciso@glendale.edu. The GCC Web site www.glendale.edu also provides a special menu option for "International Students" from the home page. Here, students can print out the international application forms, or apply online via the electronic application form. Office hours are Monday through Thursday 8 a.m. to 5 p.m., and Friday 8:30 a.m. to 4 p.m.

In order to be admitted to Glendale Community College, international students must submit the following forms and credentials: Glendale Community College "International Student Application Form" and required application processing fee of \$50.00; official transcripts and diploma of high school record, or any college/university work completed, along with English translations; official TOEFL score report of 450/133 CBT; or 45 on new iBT; Affidavit of Support Form and official bank certification; one-page personal statement along with Health Form. Please note: It is strongly recommended that student applicants overseas complete the above requirements in a timely manner—given U.S. Embassy/Counsulate delays and general visa security issues. The college offers admission to international students for the fall, winter/spring, and summer enrollment periods.

The International Student Office provides full support services for international students including academic counseling, immigration advising, a new student orientation day each semester, and a special International Week during the spring semester. The office also provides information on off-campus housing arrangements and administers a group health insurance plan for its students.

MYGCC.GLENDALE.EDU

Looking for a way to simplify your life? Try MyGCC, a private website available to Glendale Community College students. With a click of the mouse, you'll find registration information, class schedules, grades, financial aid information and more—all personalized for you.

MyGCC provides the information you need, when you need it. You don't have to be on campus, wait in line or even make a phone call. Log on from home, from a library, from any computer with an Internet connection. Go to mygcc.glendale.edu and discover this new personal approach to information management.

Think of MyGCC as a private web site customized to meet your needs at GCC. You enter MyGCC by using a combination of your Student ID and a Personal Identification Number (PIN). Once inside, you have access to a wide range of information, most of it personalized.

MyGCC provides your current and previous class schedules, registration information, financial aid information and your unofficial transcript, including grades. Through links, you can also connect to many GCC resources such as registration, WebCT, class schedules, library databases, the bookstore and more. You can also connect to outside resources like weather and traffic, and build your own personal links.

It's as easy to use as logging onto the Internet. Just enter the web address—mygcc.glendale.edu, and you're there! The MyGCC main page is divided into three sections.

1. The navigation bar, on the left, has links to GCC pages and other sites. When you click on one of these links, a new window opens. To return to your page, just close the window.
2. The pull-down menus, at the top, let you select personal information for a specific semester or year. To move from one page to another, simply select the appropriate item and click the GO button.
3. The content (or main) area displays the information you've requested.

You can easily preview MyGCC. Just go to mygcc.glendale.edu and click on the "Test Drive" button. From there, try out MyGCC as Charlie Brown, Lucy, Linus or Schoeder. You'll view sample pages of class schedules, grades, fees and more. You can also try out the various links on the navigation bar.

The FAQ (Frequently Asked Questions) link gives answers to some general questions. You can also use the Feedback link to report problems, ask questions or offer suggestions.

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, Administration Building, room 125, (818) 240-1000, ext. 5126.

Section 504 is a part of the Rehabilitation Act which requires equality of opportunity and access for handicapped individuals in both employment and educational opportunities. For students the section 504 coordinator is the Vice President, Student Services, Administration Building, room 125, (818) 240-1000, ext. 5126. For employees the section 504 coordinator is Joy Cook, Center for

Students with Disabilities, San Rafael Building, (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 Valerie Rhaney, Center for Students with Disabilities, San Rafael Building, (818) 240-1000, ext. 5873.

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, Administration Building, (818) 240-1000, ext. 5126.

PACE PROGRAM

PACE, Project for Adult College Education, is especially designed for working adults who wish to further their education by obtaining an Associate in Arts degree. Completion of the PACE curriculum satisfies the general education transfer requirements for the California State University System and many independent colleges and universities.

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

We are proud to offer working adults a new option for career advancement and self-development. PACE provides convenience while continuing the traditional high academic standards of Glendale Community College. For more information call (818) 240-1000, ext. 5153.

SCHOLARS PROGRAM

The Glendale Community College Scholars Program has been created to serve the needs of academically accomplished students, offering them the opportunity for more intensive study on a higher intellectual plane than is normally possible in most undergraduate programs. The Scholars option is based on core curriculum that twenty-five students, selected from among the Scholars candidates, take together, thus developing a learning community of intellectual inquiry and exploration. The curriculum stresses critical thinking, in-depth analysis of issues, and serious evaluation of problems. The Scholars are expected to get away from rote memorization and to remove the obstacles to critical thinking: prejudice, egocentricity, ethnocentricity, and vested interest. For more information call (818) 240-1000, and ask for the scholar's office.

Advantages of being a Scholar:

Priority consideration for admission to:

- University of California, Irvine
- University of California, Los Angeles
College of Letters and Science
- University of California, Riverside
- University of California, Santa Cruz
- California State University, Long Beach Honors Program
- California State Polytechnic University, Pomona
Honors Program
- Loyola Marymount University
- Chapman University
- Occidental College
- San Diego State College
- Pitzer College
- Priority registration for all classes
- Special academic counseling
- The designation of "President's Scholar" on transcripts
- Eligibility for special scholarships

To Have Your Application Considered:

A. Liberal Arts Component

From High School:

Method 1: Satisfy **both** of the following conditions:

- A minimum GPA of 3.25
- Eligibility for English 101 at GCC as determined by obtaining a satisfactory score on the Glendale College English Placement Test

Method 2: Satisfy **all three** of the following conditions:

- A minimum GPA of 3.0
- SAT score (combined) of 1600, with 500 minimum on the verbal section or ACT score of at least 23
- A 500-word essay offering evidence of superior writing ability

From Glendale Community College or any other accredited college:

- A minimum GPA of 3.0 in at least 12 transferable units

B. Science Academy

From High School:

Method 1: Students must meet **all three** of the following requirements:

1. High school GPA of 3.25
2. Eligibility for Math 110 through the Math Placement Test
3. Eligibility for English 101 through the Composition Placement Test

Note: If a student tests into English 120, he or she must take English 120 during the summer in order to be eligible for the program. Also, the student must be Precalculus (Math 110) ready.

Method 2: Students must meet **all four** of the following requirements:

1. High-school GPA of 3.0
2. SAT score of at least 1600, with a minimum score of 550 on the mathematics portion of the test
3. Eligibility for Math 110 through the Math Placement Test
4. Eligibility for English 101 through the Composition Placement Test

Note: If a student tests in English 120, he or she must take English 120 during the summer in order to be eligible for the program. Also, the student must be Precalculus (Math 110) ready.

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.

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 135.

VETERAN EDUCATION

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

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

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

Veterans who are taking a course which lasts less than a semester will be paid only for the actual enrollment period. Veterans must be enrolled in at least one additional unit of academic subjects than the number of units in which they are enrolled in Cooperative Education-Work Experience.

The educational assistance allowance payable to Veterans is:

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



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 persons who wish to attend the college: physical access to facilities on the campus; access to programs and services; and access to the required courses.

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.

ADULT RE-ENTRY CENTER

The Adult Re-entry Center is open to all students at Glendale Community College as well as all interested persons in the community. It is staffed by specially-trained counselors to serve the counseling needs of returning students. The counseling services provide new and returning students an opportunity to develop a long range educational plan (SEP). The staff is sensitive to the issues and concerns that relate to adult students. The center is located in the San Rafael Building, second floor, SR 213 or you can call extension 5446.

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

BOOKSTORE

The college bookstore is located on the first floor of the Student Center. The store is operated by professional managers and staff, and its income is used to promote the programs of the Associated Students. College textbooks, reference books, school supplies, clothing, software, film and gift items are available. Shopping for your textbooks made easy. Order your textbooks online at our safe and secure website, www.glendalebookstore.com. 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 a.m. to 7:30 p.m. Monday through Thursday and 7 a.m. to 3 p.m. Friday during the fall and spring semesters, with extended hours the first two weeks of each semester. Please check the schedule for summer and 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 California Driver's License or California ID or a photocopy of the ID, of the person signing the check. No passports or green cards will be accepted.
2. ATM/Debit Card
3. MasterCard, Visa, Discover, or American Express credit cards will be accepted. Credit card purchases will require proof of signature and if not the cardholder, written authorization is required.

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

CALWORKS

California Work and Responsibility to Kids (CalWORKs) is a Welfare-to-Work program enacted to facilitate assisting welfare recipient students and those in transition off of welfare to achieve long-term self-sufficiency. Coordinated student services include work-study, job placement, childcare, coordination, curriculum development and redesign. Under certain conditions, post-employment skills training, and instructional services are included. Glendale Community College has joined this statewide effort under the CalWORKs initiative to provide education, employment and guidance towards self-sufficiency for TANF (Temporary Aid for Needy Families) recipients.

Training and employment services are available for CalWORKs to build basic job skills or upgrade transferable skills for those seeking immediate employment and self-sufficiency. Additional options available to students include certificates in vocational programs, AA/AS degrees and preparation for transfer to pursue higher degrees. Workforce specialists are trained to effectively coordinate the provision of supportive services and provide mentorship from education to employment to promote success to the CalWORKs students. The CalWORKs office is a liaison between the city, county and state offices that provide essential supportive services to CalWORKs students. CalWORKs students are referred to the various resources and services offered at Glendale Community College.

The CalWORKs office is continually developing collaborative relationships within the community in an effort to successfully implement welfare reform on a statewide basis. Through the successful attainment of additional programs and grants, Welfare-to-Work projects are currently available to specifically assist those students prepare to return to the work force. The CalWORKs office is located in SF 114. The office hours are 8:00 a.m. to 4:30 p.m. Monday through Friday, and evenings by appointment. Staff may be reached by calling extension 5508. There is also a CalWORKs office at the Garfield Campus on the second floor. They can be reached at (818) 240-1000, ext. 5681.

CAREER CENTER

The Glendale Community College Career Center feels it is important that students 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, as well as workshops and classroom interaction.

The Career Center offers new and up-to-date 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 San Rafael Building, second floor. Call the Career Center at (818) 240-1000, ext. 5407 for day and evening hours.

CENTER FOR STUDENTS WITH DISABILITIES

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
- Equipment Loan
- Specialized Assessment

Special Classes

American Sign Language 151
 CABOT 90, 91, 92, 93 and 94
 Dance 150
 English 160, 162, 166, 168, 172, 174
 Physical Education 130, 131, 132; 134 and 135
 Student Development 128, 143, 146

For information regarding any of these programs and services please call (818) 240-1000, ext. 5905 or come to the Center for Students with Disabilities Office in SR 238, 8 a.m. to 7 p.m. Monday and Thursday, 8 a.m. to 4:30 p.m. Tuesday and Wednesday or 8 a.m. to 12 noon on Friday.

CHILD DEVELOPMENT CENTER

The laboratory/demonstration school is one of several programs administered by the Child Development Department and housed in the the Child Development Center. The Center operates three different programs: The Day Program, the Evening Program and State Preschool.

The Day Program

The Day Program is available between the hours of 7 a.m. and 6 p.m. five days a week, 12 months a year. The Day 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 Glendale Community College. Student parents may choose from one to four nights between the hours of 6 p.m. and 10 p.m., and must enroll each semester. This program is open to children between the ages of 2 and 12 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 Glendale Community College. The State Preschool program is available to eligible student parents of three and four-year-old children.

Los Angeles Universal Preschool (LAUP)

LAUP is a groundbreaking new non-profit organization funded by First 5 LA to provide a high-quality, part-day preschool experience to every four-year-old living in Los Angeles County whose parents choose to participate.

100 Early Launch Sites were selected to be models. Both our Day Program and Evening State Preschool programs have been selected as Early Launch Sites. There is no income eligibility or employment requirement for parents.

For more information, contact the Child Development Center at (818) 240-1000, ext. 5665 or visit our website at www.glendale.edu/cdc.

COLLABORATIVE LEARNING/ SUPPLEMENTAL INSTRUCTION (SI)

Another innovative program that the college offers its students is the Collaborative Learning (SI) workshops that are available each semester with selected courses. These workshops provide students with an enjoyable, structured way to study and/or solve problems collaboratively under the supervision of an instructor or specially trained student leader. Regular workshop participants usually reach a better understanding of course content and tend to pass at a much higher rate and with better grades than non-participants. A list of workshop offerings is available in the current class schedule or through counseling services. The program coordinator is happy to answer questions about this free service at (818) 240-1000, ext. 5357.

ENGLISH LABORATORY

The English Laboratory is a computer lab open to all staff and students. The lab has two rooms with Apple Macintosh computers and Windows OS PC's. Instructors may reserve the second lab classroom by request. All computers in the lab have a standard installation of the following software: Microsoft Word, Power Point, Excel, web browsers, and free links to many materials in the GCC library such as the Los Angeles Times, Lexis Nexis Academic, countless online newspapers, journals, and magazines. These materials aid students with their assignments and provide them with the most up-to-date information for research. Writing students benefit from the free availability of word processing programs, which with the help of online spelling checkers and thesauri, help produce better written papers. Instructional aides are available to answer questions about the computers and programs.

The English Laboratory is in Administration AD 238. Phone: (818) 240-1000, ext. 5339. E-mail: eng.lab@glendale.edu.

EXTENDED OPPORTUNITY PROGRAM AND SERVICES

The Glendale Community College Extended Opportunity Program and Services (EOPS) was established at Glendale Community College in 1972 and is jointly funded by the State of California and the Glendale Community College District. EOPS provides programs and services designed to afford educationally and economically disadvantaged students the opportunity to participate fully in the educational program of the college.

TYPES OF FINANCIAL AID

| Type of Aid | Amount | Criteria | Required Forms | Must apply by: |
|---|--|--|---|---|
| Board of Governors Fee Waiver (BOGW) | Enrollment & health fees | CA resident | BOG Application FAFSA Form | Last week of the semester |
| Federal Pell Grants | \$400 – 4731 Depending on need and enrollment status | High amount of financial need per FAFSA | FAFSA Form Other documents required by FAO | Priority date April 15, Applications processed throughout school year |
| Academic Competitiveness Grant | \$750 first year \$1300 second year | U.S. Citizen Pell Grant recipient Complete "rigorous high school program" Enrolled full-time | FAFSA | Priority date April 15, Applications processed throughout school year |
| SEOG (Supplemental Educational Opportunity Grants) | \$200 per semester | Lowest income Pell recipients | FAFSA Form Other documents required by FAO | Priority date April 15, depending on availability of funds |
| Cal Grant A | Awarded after transfer to 4-year school | CA resident Low income GPA criteria | FAFSA GPA Verification Form | March 2nd, September 2nd |
| Cal Grant B | Up to \$775/ semester | CA resident Less than 16 completed college units Low income | FAFSA GPA Verification Form | March 2nd, September 2nd |
| Cal Grant C | Up to \$288/ semester | CA resident Enrolled in vocational program | FAFSA GPA Verification Form | March 2nd, September 2nd |
| Federal Work-Study | Can earn up to semester award depending on hours worked | Low income | FAFSA Supplemental forms required by Financial Aid Office | Priority deadline is April 15 for following Fall semester |
| Federal Subsidized Stafford Loan (student loan program provided through the college and commercial lenders) | Up to \$3500 per year; sophomore-level students may be eligible for up to \$4500/ year | Enrolled at least ½ time Interest and payments begin 6 months after no longer enrolled at least ½-time | FAFSA Loan application Supplemental forms Loan counseling session required | November 15 for Fall Semester April 15 for Spring Semester |
| Federal Unsubsidized Stafford Loan (student loan program provided through the college and commercial lenders) | Up to \$4000 per year | Enrolled at least ½ time Interest begins accruing immediately | FAFSA Loan application Supplemental forms Loan counseling session required | November 15 for Fall Semester April 15 for Spring Semester |

The EOPS program at Glendale Community College provides grants to eligible students. The EOPS certificated counselors and the student personnel worker provide services related to enrollment procedures, obtaining financial aid, counseling, and university transition. The EOPS staff is also prepared to serve in many languages besides English (Arabic, Armenian, Persian, Japanese, Spanish, Vietnamese). Each semester EOPS offers a book service to eligible students.

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

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

FINANCIAL AID

The Financial Aid office assists students seeking financial help to pay for the costs of attending Glendale Community College. Funds are available to cover the cost of enrollment fees and/or tuition, books, transportation, and partial living expenses. There are basically two types of financial aid: grants and self help (such as work study and loans). Grants are awarded on the basis of financial need and do not require repayment. Loans provide an opportunity to defer educational costs by borrowing now and paying later. (Please refer to the loan information below for more information and ask for a copy of the Glendale Community College loan policy in the Financial Aid Office.) Work study offers students the opportunity to earn a portion of their college expenses through part-time employment during the school year.

The Free Application for Federal Student Aid (FAFSA) must be completed to apply for financial aid. Applying on time is critical. The FAFSA can be completed on-line at FAFSA.ed.gov and submitted to the federal processor after January 1, but no later than April 15 of the previous spring semester, in order to ensure funds will be available for the beginning of fall semester in September. Applications submitted after April 15 of the previous spring semester may still receive funds (if eligible), but they will be made available later in the academic year.

After receiving the FAFSA, the federal processors will email a Student Aid Report (SAR) to the student. Students should review this form. If changes are necessary, make the corrections on -line at FAFSA.ed.gov and submit to the Federal Student Aid Programs. If no changes are necessary, the student should keep the SAR for their records. Students are not required to submit the SAR to the Financial Aid Office. Once the Financial Aid Office reviews your application, you may be asked to submit federal tax returns or other documents. It is important that all requested documentation

be returned as soon as possible. Financial Aid awards are made only after a student's file is complete. New students must submit an admission application and be assigned a Glendale College Student I.D. number before financial aid is awarded.

Applicants with complete applications by the last day of the previous spring semester who have returned all requested materials can expect to receive a financial aid award letter by the beginning of the fall semester. Students receiving financial aid are expected to make satisfactory academic progress toward their educational goal. Please refer to the Satisfactory Academic Progress Policy in this catalog for more information.

The Financial Aid staff is here to assist you. Students often find applying for financial aid a difficult and confusing process. Those needing help or advice are encouraged to go to the Financial Aid Office, located in the San Fernando Complex, SF 110.

TYPES OF FINANCIAL AID

Board of Governors Enrollment Fee Waiver

This waiver is available to California residents to cover resident enrollment fees. Students must demonstrate financial need by completing the Free Application for Federal Student Aid (FAFSA) or the Board of Governors Enrollment Fee Waiver Application.

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 and September 2 for the following Fall. Students interested in this program must meet these published deadlines; no exceptions are made. . Students who have completed fewer than 24 degree applicable units at Glendale Community College must also have a GPA Verification form completed by their high school or former college (both forms are available in the Financial Aid Office).

Federal Pell Grant Program

Glendale Community College participates in the Federal Pell Grant Program which provides federal grants of up to a maximum of \$4,731 per year for students, depending upon the financial ability of the family and/or individual and the student's enrollment status. Applicants must be US citizens or eligible non-citizens and complete the Free Application for Federal Student Aid (FAFSA) and other required supplemental materials. All application materials are available in the Financial Aid Office.

Academic Competitiveness Grants (ACG)

Academic Competitiveness Grants are available to students who are U.S. citizens, enrolled full-time in college, are eligible for a Pell Grant and have completed a "rigorous high school program".

Federal Supplemental Educational Opportunity Grant (SEOG)

Glendale Community College participates in the Federal Supplemental Educational Opportunity Grant program which provides federal grants for students who qualify. The average grant at Glendale Community College is \$200 per semester. Applicants must be US citizens or eligible non-citizens and complete the Free Application for Federal Student Aid (FAFSA) and other required supplemental materials. All applications materials are available in the Financial Aid Office.

Federal Work Study

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

Federal Family Education Loan Program

The Federal Subsidized Stafford Student Loan program is a federally supported loan available to needy students. Eligible Glendale Community College students may borrow between \$500 and \$4,500 based on need, year in school, and satisfactory academic progress. Students must be eligible for need-based aid to receive a Subsidized Stafford Loan. There is no repayment or interest accrual while a student is enrolled at least half-time. Six months after the student is no longer enrolled, a variable interest rate not to exceed 6% begins to accrue. Combined interest and principal payments begin at a minimum of \$50 per month for a maximum of 10 years. The Federal Unsubsidized Stafford Student Loan program is available for students who do not demonstrate financial need. While the terms of the loan are similar to those noted above, interest accrual begins immediately. Some students may be eligible for an additional \$4,000 through this program.

To apply for a loan under the Federal Family Education Loan Program a student must complete a Free Application for Federal Student Aid (FAFSA), a Stafford Loan application and Glendale Community College supplemental materials as well as attend an "entrance interview" with a member of the Financial Aid staff. Please come to the Financial Aid office to receive a copy of the student loan policy.

Emergency Book Loans

Emergency book loans, not exceeding \$100, are available to enrolled students. These loans are administered by the Student Affairs office and are available only to those students awaiting disbursement of a financial aid award. To apply for a loan, a student must complete the Emergency Book Loan Application and be a member of the Associated Student Body (ASGCC). There is a \$10 late charge for each loan not paid in 30 days. Funds are limited and therefore it may not be possible to grant all requests. A student may receive only one loan per semester.

HEALTH CENTER

The Glendale Community College Health Center is open during most class hours and is found on the first floor of the San Rafael Building. Daily services include, blood pressure screening, tetanus shots and measles-mumps-rubella immunizations. A Registered Nurse is available for health assessment, first aid and crisis counseling. They will also discuss such subjects as health and family issues, birth control and nutrition. They have many outside referrals available for registered students who may need help. No appointment is necessary for these services.

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

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

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

Medical Emergency and Student Accident Policy

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

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

LEARNING CENTER

The Learning Center offers free instructional help to currently enrolled students who want to improve their learning skills. Some of the services offered include:

Tutoring

The Learning Center provides currently enrolled students with free tutoring in most subjects. Appointments are available for tutoring in math or writing. Tutoring in other subjects is arranged by Learning Center staff. Tutors are students who have been recommended by their instructors and have completed a tutor training course.

The Writing Center

The Writing Center provides peer tutoring to currently enrolled students who need help with writing related to class assignments. The Writing Center's goal is to help students with writing issues ranging from organization to mechanics, and to empower students to become more independent and confident writers. Tutors' training stresses best practices. Specifically, tutors demonstrate corrections, recommend strategies for various stages of the writing process, and offer thoughtful feedback. Tutors will not point out and correct every error within an essay; learning how to effectively edit and proofread is part of the students' academic responsibility and learning process. Tutors and staff will also direct students to writing resources such as handouts and online sites. Editing and proofreading services are not provided.

Computer-Assisted Instruction Lab (CAI Lab)

The CAI Lab features software designed to help students practice their skills in math, reading and writing. Students may work on a series of lessons that specifically address individual needs as recommended by instructors, or they may use the diagnostic tools to determine which skills need improvement. Although instructors often assign lab work to reinforce skills taught in class, any currently enrolled student may drop in to use the lab. College credit mini-courses in basic vocabulary and grammar (English 182 and 183) are also available.

Instructional Videos and DVDs

Instructional videos and DVDs are available for students to view in the Center or check out for home viewing. In addition, many instructors place materials on reserve in the Center as part of class assignments.

Tutor Training

Students hired to work in the Learning Center as tutors have been recommended by their instructors and are required to enroll in Student Development 150-Tutor Training. This half-unit, credit/no credit class provides tutors with an introduction to the diversity in teaching and learning styles, as well as various tutoring strategies and techniques. In addition, tutors attend regular staff meetings and training sessions.

Internet Access

Internet access is provided in the CAI Lab if computers are not being used for lab work. Wireless access is available.

The Learning Center is located in Administration 232.

Phone: (818) 240-1000, ext. 5333.

<http://www.glendale.edu/LearningCenter>

E-mail: learningcenter@glendale.edu.

LIBRARY

The Glendale Community 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, microforms, music CDs, magazines and newspapers; 1,000 reserve textbooks; and a variety of web accessible services and materials. The Library is open Monday through Saturday. Library services and resources are also available remotely on the Library's web site at www.glendale.edu/library.

Professional librarians are available - in the library, by phone, or online - 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, 40 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.

Library faculty teach information competency courses and workshops. The focus of information competency is on research, communication, analysis and evaluation skills, which are key to success in college and careers. Library 191, Introduction to Information Competency (2 units) is transferable to the University of California and California State University. A series of one-hour, hands-on library workshops covers the basics of Library and Internet research. The library is located on the third and fourth floors of the Library Building. For more information, call 818/240-1000, ext. 5586.

MATH/DISCOVERY CENTER

The Math/Discovery Center located in AS 103 provides the following services: Drop-in tutoring, computer programs, and videotapes. Selected student tutors and/or faculty members are available to answer questions and give brief explanations about math, physics and chemistry courses. No appointment is necessary. Computer programs are available for student use. These are one-to-one learning processes with a computer that will reinforce certain course topics, correct answers, show solution methods, or be used to review previous courses. Videotapes are also available for viewing in the center. The collection of videotapes includes topics in Basic Math, Elementary and Intermediate Algebra, Pre-Calculus, Calculus, and Statistics.

MATRICULATION SERVICES

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

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

The college agrees to provide:

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

The student agrees to:

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

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

Admissions

For new students, the first step is applying for admission to Glendale Community College. Students will be asked to provide the college with information about themselves so the staff can provide them with the types of services needed to help them achieve their goals and objectives. Some of this information is required by federal or state law, or college policies. Other information will assist the college in determining whether the student needs to be referred to orientation and assessment programs. It is important to submit copies of high school transcripts and transcripts of any previous college work at the time of admission.

Orientation

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 encouraged to participate in orientation. 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 extension 5918. Students can also complete an online orientation by visiting

our web site at www.glendale.edu. Click on new or returning students, then Online Orientation Program.

Assessment

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

All new non-exempt students are required to be assessed in English or ESL and mathematics upon application to the college and before the student enrolls in their first semester. For more information regarding assessment procedures, contact the assessment center at extension 5868 or use the web site at www.glendale.edu.

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 S.E.P. is required during the student's first year at the college. 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.

Matriculation Appeals Procedure

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

1. *Review of assessment*—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 complete the Glendale Community College prerequisite challenge petition and submit the document to the division chair responsible for the course or their designee (see class schedule for retesting 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 Community College Prerequisite Challenge Petition, and submit the document to the division chair responsible for the course. If the petition for a waiver is based upon the student's contention that he/she has the necessary skills to succeed in the class, the student may be asked to submit evidence of this proficiency. The student will be notified, within fifteen (15) working days, of the receipt of the petition. The student may appeal the decision of a division chair to the vice president of instruction.
3. *Complaint of unlawful discrimination*—If a student feels that assessment, orientation, counseling, (or any other matriculation procedure or service) is being applied in a discriminatory manner, a petition may be filed with the dean of student services. The student will be notified, within five (5) working days of the receipt of the petition, regarding the college's proposed response to the complaint and any additional steps which will be taken.
4. *Waiver of matriculation services*—If a student wants to waive a mandated matriculation service, such as assessment, orientation, counseling for completion of a student educational plan, and student follow-up services, they must complete and submit a Matriculation Services 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 (Arabic, Armenian, Farsi, Spanish and Vietnamese).
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 study list; 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 will also be provided with information from the Admissions and Records office regarding their date and time for registration, as well as the other requirements for completing this process.

Instruction and Progress Toward Goals

Students' active and diligent participation in their classes is the single-most important factor leading to their eventual academic success. Students are expected to attend all classes and to complete all course assignments in a timely fashion. To assist students in making progress toward their goal the

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.

college will provide them with a variety of support services, such as tutoring, other learning assistance activities, financial support (where applicable) and other forms of assistance to increase their educational development. Students are responsible for notifying the college of any specific needs they have, or of any change in their goal.

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

Completion of Student Goals

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

SCHOLARSHIPS

Any currently enrolled student who has completed at least 12 units of college credit, and has a GPA of 2.5 or higher at Glendale Community College may apply for scholarships or grants through the Scholarship Office. Selections are made by the GCC Scholarship Committee or award sponsors based on academic achievement, financial need, campus leadership, or other criteria established by the scholarship donors. Interested students may submit a single application during the fall or spring filing periods to be considered for all GCC scholarships for an entire school year. For more information, please call the Scholarship Office at (818) 240-1000, ext. 5591. GCC is honored to list the scholarships that have been generously donated to our students.

SCHOLARSHIPS AND AWARDS

Adams, Ercil W. Memorial

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

Alpha Upsilon-Delta Kappa Gamma Society

Scholarships are awarded to transferring students majoring in education who intend to pursue teaching careers.

American Association of University Women

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

Angeles Antiquers Scholarship

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

Ann Reed Collaborative Learning Scholarship (SI)

This scholarship was established in 1998 by Dr Jean Lecuyer and is awarded to outstanding Supplemental Instruction (SI) leaders who have demonstrated excellence and a willingness to go the extra mile to serve their fellow students.

Assistance League of Glendale

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

ASGCC Scholarship On Entrance

The ASGCC established this scholarship for entering freshmen from Glendale area high schools.

Battaglia, Angela and Anthony

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

Benedict, Fran Journalism Award

Established by the Glendale Community Foundation, this award is given to an outstanding journalism major who is transferring to a four-year university.

Bentley, Jeanne Memorial

Established by the family of Jeanne Bentley, long time Glendale educator, this award is given annually to a student transferring to a four-year school who is majoring in education.

Braille Transcribers Guild-Glendale

One scholarship is awarded to a visually handicapped student who is continuing at Glendale or transferring to upper division studies.

Burch, Ernest Jr. Memorial

In memory of Mr. Burch, a former GCC Bookstore employee, this annual award is given to a continuing student majoring in liberal arts.

California Retired Teachers Association

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

Casady, Virginia Memorial

A scholarship established in memory of Virginia Casady a Lifelong Learning Seminars faculty member. This scholarship is awarded annually to a single parent from non credit education transitioning to credit education.

Casillas, Arnulfo Memorial

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

Chemistry

A scholarship is awarded to an outstanding student in chemistry.

Christ, David Memorial

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

Clark, Katherine and Thomas Memorial

A scholarship established by former GCC employee, Magda von Tautphoeus, in memory of her parents, is awarded annually to a student who plans to be a teacher.

Clemens, Albert

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

Clover, Sara Evelyn Memorial

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

College Women's Club of Pasadena

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

Collins, Deirdre C. Memorial Scholarship

A scholarship in memory of GCC mathematics professor, Deirdre Collins, is awarded annually to a continuing student who is studying mathematics.

Colton-Field Academic Achievement Award

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

Connett, Ted Memorial

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

Costales, Sharon - Veterans Scholarship

A scholarship is awarded each semester to help a student, a veteran of the U.S. Armed Forces, to continue his/her education at Glendale Community College. This award has been established by Sharon Costales, former counselor at the college.

Crane Fund for Widows and Children

Scholarships are awarded to self-supporting students that lack family support in continuing their education.

Culinary Arts Scholarship

Scholarships/awards are given by the Culinary Arts Department to honor outstanding students majoring in the Culinary Arts Program.

Cunningham, Jeanne Homemaker Academic Award

Established in honor of Jeanne Cunningham, a former GCC faculty member, this annual scholarship is awarded to an outstanding GCC student who is transferring to a four year university and has homemaker responsibilities.

D'Aloia Cook, Estelle and James Michael D'Aloia

A scholarship established by Dr. Jewel Price, Dean of Student Services at GCC, in memory of her father and grandmother and is awarded annually to a continuing student who is a single parent and has been involved in community service.

Daly/Janicki Memorial

An annual scholarship is awarded in memory of Mr. Daly and Mr. Janicki, former English professors at Glendale Community College.

Danforth, Charles Memorial

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

Davitt, John and Gael Scholarship

Established by Dr. John Davitt, former GCC Superintendent/President, this annual scholarship is awarded to transferring students for their academic achievement, community service, and campus leadership.

Deaf Education Award

A scholarship is awarded annually to a hearing impaired student enrolled in the Glendale Community College Disabled Student Program.

De Angelis, John Memorial Flight Training Scholarship

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

De Grassi, Dolores Marie Memorial Scholarship

A scholarship established by GCC Professor Leonard De Grassi, in memory of his wife Dolores, is awarded to a GCC continuing student with a grade point average of 3.0 or higher.

Delmonte, Janet and John

Established by Mr. & Mrs. John Delmonte, this scholarship is awarded in the spring to an outstanding math or science major transferring to a four-year institution.

Del Rio, Teresa Memorial

A scholarship established by Mr. and Mrs. Fernando Del Rio in memory of their daughter is awarded annually to a continuing student at GCC.

De Rowe, Cora

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

De Vincentis, Lani

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

Doyle, Professor Mark A Memorial

This scholarship is awarded annually in memory of Mark Doyle, a former professor of Sociology, Anthropology, and Gerontology at GCC.

Dries, Delia Scholarship

Established in honor of Delia Dries by her daughter, Ann Ransford, Director of Communications, Marketing and Foundation at GCC, this award is given annually to an outstanding GCC student.

Early Childhood Education

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

Edwards, Raymond and Editha

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

Enfiadjian, Rafael Scholarship

The ASGCC provided funding to help the Math Division establish this scholarship in memory of mathematics instructor, Rafael Enfiadjian. It will be awarded to an outstanding math, physics, chemistry, or engineering student who has successfully completed Math 103, 104, or Physics 101.

Evans Family Scholarship

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

Fell, William H. Memorial Scholarship

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

Fidelity Federal Award

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

Gardner-Kuentz, Kelly Memorial Scholarship

Staff and parents from the Child Development Center established this award in honor of former CDC employee, Kelly Gardner-Kuentz. It is given annually to a female transfer student majoring in child development.

Gelfand-Sollars, Lisa Memorial

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

George, Gerry Memorial

Established in memory of Mr. Gerry George, a counselor in the Disabled Students Center, this award is given to an outstanding disabled student.

GCC Alumni Association

Each year scholarships are awarded to transferring and continuing students at Glendale Community College.

GCC Classified Council

Scholarships are awarded to students employed on campus who are in need of financial assistance for college expenses.

GCC Guild

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

GCC Senate Award for Academic Excellence

Two annual scholarships awarded to students with academic excellence.

Ghazarian, Haroutioun and Angele

An annual scholarship is awarded to a continuing student with financial need.

Ghazarian, Mshak K. Scholarship

A scholarship established by Sarkis Ghazarian, Coordinator of the Transfer Center, in honor of his son Mshak, is awarded to a transferring student with academic achievement and community services.

Ghazarian, Nahreen A.

An annual scholarship is awarded annually to a student who has a GPA of 3.5 or higher and is transferring to a four year school

Gibson, Charles H. Academic Achievement Award

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

Glendale Area Schools Federal Credit Union

A scholarship is awarded annually to a student continuing at Glendale Community College or transferring to a four-year institution.

Glendale Host Lions Club

This annual award was established to give financial help to a continuing student who is a US citizen and has attended a Glendale high school.

Golder, Laurel and Donald Memorial Scholarship

An annual scholarship is awarded to an incoming high school graduate with a strong record of campus and community service.

Gregg, J. Lee Memorial

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

Greco, Theresa Memorial

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

Grieg, Edvard - Lodge #74

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

Grumbley, Helen and Robert Memorial

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

Guilmette, Collin S. Memorial

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

Hacopian, Vahe and Armine Scholarship

GCC Board of Trustees member, Armine Hacopian and her husband Vahe, established this scholarship to help outstanding Latina and Armenian women transfer to four-year institutions.

Hahn, Paul Memorial

This award established in memory of Paul Hahn by his family is given annually to a student majoring in History who is preferably a veteran of the U.S. military.

Hammer, Florence Miller

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

Hansen, Mark David Memorial

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

Haskins, Robert Memorial

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

Hawkins, Drake C. Academic Achievement Award

A scholarship has been established by the ASGCC to honor Drake C. Hawkins, Professor of political science and Division Chair. The award is based on academic achievement.

Hawkins, Drake C. Scholarship in Political Science

A scholarship is awarded in honor of Drake Hawkins, professor of political science and Social Science Division Chair at Glendale Community College, to a student who has demonstrated excellence in political science.

Hedlund, John and Virginia

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

Hill, Lynn/Investors Club Scholarship

Established by friends of former GCC student Lynn Hill, this scholarship is awarded annually to a continuing student majoring in business.

Hilton Culinary Award

A scholarship is awarded annually to a continuing student attending the Culinary Arts Program.

Holden-Ferkich, Karen

A scholarship established by Karen Holden Ferkich is awarded to a student who earned a GED or high school diploma through the GCC Continuing Education program and is enrolled in college credit courses at GCC.

Hoover High - Ruth Starr Business Award

Scholarships for students majoring in business are awarded each semester to Hoover High School graduates attending Glendale Community College. Funds for the scholarship were donated by Ruth Starr, a former faculty member at Hoover High School and Glendale Community College.

Horton, Ernest and Patricia Philosophy Award

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

Huang, Tching Memorial Scholarship

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

Hubbard, Sonja Memorial

An annual scholarship is awarded to an outstanding psychology student continuing at Glendale College.

Huber, Max Memorial Scholarship

A scholarship established in memory of Max Huber, a former GCC student, by his family and friends. It is awarded annually to an outstanding continuing student.

Hudspeth, Cindy Lee Memorial

A scholarship established by the friends and family of Cindy Lee Hudspeth is awarded yearly to a student majoring in psychology who has completed 30 units of college work with at least a 3.0 GPA.

Hughes Journalism Scholarship

A scholarship is awarded by Mr. Tom Huges to an outstanding journalism student.

Hylandfjord, Erik-Michael Memorial Scholarship

A scholarship awarded annually to a continuing student pursuing a vocational education major.

Hyman, Mildred Memorial Scholarship

Established by family and friends of Mrs. Hyman, this scholarship is awarded annually to a student majoring in social work or nursing.

Ingledue, Alice Lee Memorial Scholarship

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

Insurance Business Association**Burbank-Glendale-Pasadena**

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

International Student Awards

Scholarships are awarded to assist international students in meeting their expenses at Glendale Community college. Funds are raised by the GCC International Club.

Jamgochian, Makrouhi Music Scholarship

A scholarship awarded annually to a continuing student who is studying music.

Jensen-McMullin, Cynthia

A scholarship established by Mrs. Jensen-McMullen, a former GCC student. The award is given in the spring and fall to a continuing engineering student.

Kazanjian Family

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

Keefe, Joe Memorial Scholarship

This scholarship in memory of Joe Keefe, a former botany professor at GCC, is awarded annually to a student majoring in botany.

Keller, John B. Memorial

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

Kienle, John Memorial

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

Kern, David E. Memorial

An annual award is given to an outstanding student in the Aerospace Program in memory of David E. Kern, former professor of aerospace studies and Division Chair of the Aerospace Program.

Kiwanis Club of Glendale

A scholarship is awarded to a transferring student based on academics and extra curricular and civic activities, and financial need.

Knickelbein, JoAnn Memorial

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

Knight Insurance Agency/FYE Scholarship

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

Kobaissi Family Scholarship

Established by Nidal Kobaissi, former president of the GCC Classified School Employees Association, this scholarship is awarded annually to a student selected by the CSEA.

Koploy, Bonnie Memorial

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

Kreider, John and Elsa

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

Kutch, Dan and Jeannine

One or two annual scholarships are awarded to students continuing their education at GCC.

La Crescenta Women's Club

Two scholarships are awarded annually to outstanding students who are transferring to a four-year college or university.

Larson, Jean Memorial

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

Lazzaretto, Charles Memorial

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

Lees, Bob Memorial Scholarship for Future Writers

Established by a GCC faculty member, Mona Field, in memory of her grandfather Bob Lees. This scholarship is awarded annually to a student who shows interest and talent in writing.

Levy, Ralph and Lillian Memorial Scholarship

Established in memory of Mr. and Mrs. Levy, this scholarship will assist transferring biology majors who are preparing for careers in medicine.

Lienhard, Patricia A. Academic Achievement Scholarship

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

Lillie, Ella and Everett - Mathematics Award

A scholarship is awarded annually to a woman transferring to upper division, majoring in mathematics.

Mathematics Teacher Scholarship

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

McGillivray, Vera Scholarship

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

McKay, Griffin R. Memorial Scholarship

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

McCuen, Jo Ray

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

McGuire, Barbara Memorial

Established in honor of Barbara McGuire, Administrator of the Parent Education Program at Glendale College, this award is given to a student majoring in the Early Childhood Education Program.

McKennon, Dean Memorial

An annual award is made to a continuing student majoring in theatre arts (stage design, makeup, technical stage, etc.), nominated by the Theatre Arts Department.

Memmler, Ruth, MD Scholarship

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

Millington - Holmes Family Scholarship

Former president of the GCC Board of Trustees, Robert Holmes, and his wife Deborah, established this award to recognize an outstanding continuing student.

Montante, Joseph Anthony Memorial Scholarship

Dr. Angelo Montante, Professor of History, established this scholarship in memory of his brother to recognize a student majoring in Social Science.

Montante, Mikey Memorial Scholarship

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

Montgomery Family Scholarship

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

Morris, Mary Lou Memorial Scholarship

Jolie Morris established this award in memory of her mother to assist students who are making progress toward educational goals despite financial difficulties or family responsibilities.

National Charity League of Glendale

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

Nelson, Virginia Memorial Scholarship

A scholarship in honor of Virginia Nelson, former Chairperson of the Non Credit Business Division, is awarded annually to a student enrolled in the Non Credit Business Program.

Neufeld, Helen Woman in Medicine Scholarship

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

Nibley, Linda Stirling Memorial

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

Noble, Lloyd M. Memorial Award

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

Northwest Glendale Lions Club

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

Oakmont League of Glendale Scholarships

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

Parker, W. Gary Mathematics Award

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

Parker, W. Gary Memorial Scholarship

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

Pedersen, Karen Memorial Scholarship

An annual scholarship awarded to a continuing student majoring in business.

Perezchica, G. Technical Theatre Scholarship

Guido Girardi established this award to recognize a Visual and Performing Arts student who has demonstrated outstanding effort in the learning of technical theater.

Perkins, Angela and Edward Memorial Scholarship

Established by Greg Perkins in memory of his parents to be awarded annually to a student who is first generation immigrant and is involved in campus and community activities.

Phillips, Estela Scholarship

A scholarship awarded annually to a student who is studying business in the Continuing Education program.

Place, Prof. Derrill Memorial Scholarship

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

Rasmuson, N. Arthur Scholar Award

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

Rasmuson, Art/White, Steve Scholarship

Established by former GCC Instructional Services Vice Presidents, Art Rasmuson and Steve White, this scholarship is awarded annually to a transferring social science major.

Rees, Jeanne Memorial

A scholarship in memory of Jeanne M. Rees, a long-time employee of Glendale Community College, is awarded annually to assist a student in financial need who is employed in the GCC Library.

Reinbolt, Dwain "Bud" Memorial Scholarship

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

Rhaney, Orine Memorial Scholarship

A scholarship awarded twice annually to a female student with financial need.

Richards, Tim - Foundation

Scholarships are awarded to transferring or continuing physically disabled students.

Rowley, Elizabeth Memorial Scholarship

An award is presented each year to a student planning to transfer to a four-year institution. This award is made from funds contributed by the Glendale Community College faculty in honor of Elizabeth Rowley, a former Dean of Women at Glendale Community College.

Sabatini, Luigi Memorial

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

Sarkisan, Edward Memorial Scholarship

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

Sartoris, James "Cardinal and Gold" Scholarship

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

Schlatter, Aulden and Betty Waud Memorial Scholarship

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

Serot Family Memorial Scholarship

Established by Larry and Joe Serot, is awarded annually to a transferring GCC student who has interest in a public services career.

Shelburne, David and Merry Journalism Scholarship

A scholarship established by Dave and Merry Shelburne is awarded annually to a student majoring in print or broadcasting journalism, public relations or mass communications.

Silina, Alex Memorial Scholarship

Alpha Gamma Sigma and the Associated Students of GCC (ASGCC) established this award in memory of Alex Silina, a former AGS member and student leader.

Smith, James M. Memorial

Established by family and friends of James M. Smith, a former GCC faculty member. This scholarship is awarded to a GCC continuing student that has financial need.

Southern California Restaurant Writers Scholarship

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

Steele, Helen C. Memorial Scholarship

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

Steinhilber, Irene Memorial Scholarship

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

Stirdivant, C. E. Memorial Scholarship

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

Striker, Wayne Memorial Scholarship

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

Study Abroad Scholarship

Scholarships are awarded to students interested to participate in the Study Abroad program.

Sutherland, Michael Winston Memorial Scholarship

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

Sweetnam, Ken and Betty Scholarship

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

Sweetnam, June Fisher Memorial Scholarship

A scholarship has been established by family and friends of June Fisher Sweetnam, and awarded annually to a student majoring in liberal arts studies.

Tallamder, Mark Foundation Organ Scholarship

A scholarship awarded annually to a continuing student in the applied music program who specializes in the organ.

Tang, Richard W. Memorial Scholarship

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

Taylor, Burtis and Opal Scholarship

A scholarship has been established by Dr. and Mrs. Taylor to assist continuing students who have financial need. Dr. Taylor is a former Superintendent of the Glendale Unified School District.

Taylor, Robert J. ASGCC Scholar Award

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

Theodorescu, Steffi Memorial Scholarship

Dana Nartea established this scholarship in memory of her mother for students who are interested in teaching careers and who are not eligible for traditional forms of student financial aid.

Thomas, Joe Journalism Scholarship

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

Turrill, Russell Halsey Humanities Award

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

Valentine, Leon

A scholarship awarded annually to help a GCC student with books and tuition.

Vazzana, Samuel Family Award

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

Viertel, Rich /Glendale Host Lions Club

Established by the Glendale Host Lions Club in memory of Rich Viertel. This scholarship is awarded every spring to a GCC student who is a USA citizen and has graduated from a Glendale high school.

Voegele, Margaret E. Scholarship

Two scholarships have been donated by friends of Margaret Voegele in memory of her husband, Christian, and in recognition of her long and distinguished service as executive secretary in the office of the Superintendent/President.

Wang, Yeimei/Southern California Restaurant Writers

The Southern California Restaurant Writers contributed funds for this award to recognize an outstanding student in the Culinary Arts Program.

Washington Mutual Bank

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

Webreck, Jeffrey and Jacquie Memorial Scholarship

A scholarship in memory of Jeffrey and Jacquie Webreck is awarded every spring to an outstanding student in broadcast journalism transferring to a four-year institution.

Wessly, William, Charlotte and Ernestine Memorial

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

Women's Athletic Club Study Grant

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

Wyler, Lorraine Memorial Scholarship

A scholarship established in memory of Lorraine Wyler by her husband, Paul Wyler, is awarded annually to a graduating student who is majoring in geology or oceanography.

BUSINESS DIVISION AWARDS

Scholarships are awarded annually by the Business Division to outstanding students majoring in Accounting, Business Administration, Business Office Technology, Computer Science, and Real Estate.

DeFrain, Patricia Memorial

Established in memory of former GCC professor, Patricia De Frain, this scholarship is awarded every year to a student majoring in business or business law.

Faverman, Frances and Herman Computer Science

Established by a GCC faculty member, Myron Faverman, is awarded annually to a continuing GCC student majoring in computer science.

Unterman, Robert Memorial Scholarship

Established in memory of former Business Division chairperson, Robert Untermman, this scholarship is awarded annually to a student majoring in accounting or business administration.

NURSING SCHOLARSHIPS**Coffelt, Dolores Memorial Scholarship**

A scholarship has been established in memory of Mrs. Dolores Coffelt by her family and friends, and awarded every year to a student enrolled in the nursing program.

Los Angeles County Medical Association

Awards are given to help nursing students with their college expenses while attending Glendale Community college.

Minor Sommerville, Mabel Memorial

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

Murphy, John Memorial

Established by Kathleen Murphy in memory of her husband, John, is awarded annually to a student enrolled in the nursing program.

Myers, Sandie Memorial

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

Rossall-Smith Nursing Grants

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

Svetich, Grace Ann Memorial

Established in memory of Mrs. Svetich, former GCC nursing student, is awarded annually to a student enrolled in the nursing program.

Van Avery, Johnetta Memorial Scholarship

A scholarship in memory of Johnetta Van Avery, a former classified staff member at Glendale Community College, has been donated by her family and friends. The scholarship will be awarded yearly to a woman over the age of 25 pursuing a career in the RN program.

Women of the Moose (Glendale Chapter)

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

PATRONS CLUB SCHOLARSHIPS/GRANTS IN AID**Bicentennial**

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

Bishop, Elsie Memorial-Outstanding Woman

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

Davitt, John A. Scholarship

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

College 50th Anniversary

A scholarship is awarded yearly to an outstanding Glendale Community College graduating student who has contributed to the college through service or participation in college-sponsored activities. This scholarship commemorates the 50th anniversary of Glendale Community College.

Craig, H. Rex Memorial

A scholarship is awarded to a freshman student continuing at Glendale Community College in the field of science. The recipient is selected by the science faculty. In honor of the first superintendent/president of Glendale College after separation from the Glendale Unified School District.

Gillespie, Matt Memorial

A perpetual scholarship is granted through a fund established by Mr. and Mrs. Michael Gillespie and supplemented by the Glendale Community College Patrons Club in honor of Matt Gillespie, former football player at Glendale Community College. The scholarship is given to a returning, outstanding defensive lineman as selected by the Athletic Department.

Grants-in-Aid

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

Humanities

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

Kobellas, Kenneth Memorial

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

Mack, Walter and Patricia Harris

A scholarship is awarded every spring to a transferring female student who is a U.S. citizen, majoring in kinesiology/education, and graduated from a California high school.

Murman, Hedwig (Hedy) Memorial

A scholarship is awarded to a transferring student graduated from a California high school, and majoring in English literature or languages.

Music

An award is given yearly to a student in the Music Program who has demonstrated financial need and outstanding academic achievement. The student must have a 2.5 GPA and must be a full-time student continuing at GCC or transferring.

Patrons' Golden Anniversary Award

A scholarship is awarded yearly to an outstanding Glendale Community College graduating student who has contributed to the college through service or participation in college-sponsored activities. This scholarship commemorates the 50th anniversary of Patron's Club.

Past Presidents Award

A scholarship is awarded to a graduating student majoring in the Fine Arts with a GPA of 2.5 or better.

Retired Deans

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

Smith, J. Walter -Outstanding Man

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

Theatre Arts

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

Visual Arts

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

Zajac, Sally

One or two scholarships awarded to students who have a GPA of 3.0 or higher and who have graduated from a California high school.

RE-ENTRY PROGRAM AWARDS**Harry L. Beck Memorial**

Donated by friends and relatives of Harry L. Beck, former Dean of Admissions and Records, this scholarship is awarded to a re-entry student with financial need and a commitment to education.

Berry, Rae

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

Glendale Rotary Club Foundation

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

Gorham Family Scholarship

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

Hamilton, Mary Memorial Scholarship

Family and friends established this scholarship in honor of Mary Hamilton, former president of the GCC Board of Trustees. It will be awarded each year to a woman in the Adult Re-entry Program who is transferring to a four-year university.

Kunze, William Memorial

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

Lienhard, Patricia A. Memorial

A scholarship is awarded annually to a student in the Adult Re-entry Program in memory of Dr. Patricia Lienhard, former Vice President of College Services at Glendale Community College.

Mahnken, Priscilla Memorial

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

Novinger, Anne Marie

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

P.E.O. Sisterhood

Established by the P.E.O. Chapter, Program for Continuing Education, awarded annually to a re-entry student in need of financial assistance.

Reinhart Family Scholarship

An annual scholarship established by the Reinhart Family will be awarded to re-entry students transferring to a four year university. It is in honor of Amelia Reinhart, Founder of the New Horizons program.

Rivas, Maria and Teresa Scholarship Fund

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

Tuesday Afternoon Club-(GCF)

This award, established by the Glendale Community College Foundation, is awarded to a re-entry GCC student.

Venola, Loramae Memorial Scholarship

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

ROSSALL-SMITH AWARDS**Female Scholar Athlete**

A scholarship is awarded to the outstanding female scholar athlete.

Male Scholar Athlete

A scholarship is awarded to the outstanding male scholar athlete.

Trustee Female Award

A scholarship is awarded each year to a continuing female student who has demonstrated excellent leadership qualities.

Trustee Male Award

A scholarship is awarded each year to a continuing male student who has demonstrated excellent leadership qualities.

TYE VEDEN SCHOLAR AWARDS

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

Director's Awards**Deans Award****Counselor's Awards****President's Merit Award****Excellence Awards****Mentoring Award****VISUAL AND PERFORMING ARTS SCHOLARSHIPS****ASGCC Fine Arts**

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

Braun, Aimee Memorial

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

Burke, Mary D. Vocal Award

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

William V. Burke Memorial Instrumental Scholarship

Established by the family of William V. Burke, this award is given annually to a student majoring in instrumental music.

Coomes, Michael Memorial

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

Charles, Richard E. (Dick) Memorial

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

Denton, Elmer G. Memorial Scholarship

A scholarship is awarded to an outstanding student in art history who has attended Glendale Community College for one year. The award is in memory of Elmer G. Denton and is donated by the Glendale Art Association and friends

G. Perezchica Technical Theatre Student

A scholarship established by Guido Girardi, GCC Theater Manager, is awarded to a student who demonstrates outstanding effort in the study of technical theatre.

Grassi, Ann S. Memorial

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

Huber, Walter R. Art Scholarship

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

Instrumentalist Award

Awarded annually to a continuing student who is a member of the GCC music instrumental ensemble.

Joy Fellowship

Awarded every year to a continuing student who has talent as a dancer.

Keller, Elsie Marie and Gordon Memorial Scholarship

Established in memory of Elsie Marie and Gordon Keller, this scholarship is awarded annually to an outstanding music major.

Kentner Kohler, Eleanor Memorial Scholarship

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

Knecht, Jane Memorial Scholarship

A grant is awarded every year in memory of Jane Knecht, former music professor, to a student majoring in music.

Markwell, Terry Memorial

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

Nern, Helen I. Conner Memorial -Theatre Arts

A scholarship is awarded on the basis of merit to a promising drama student. This scholarship is made possible through a gift by the late Helen Conner Nern because of her love of theatre.

Nern, Helen I. Conner Memorial - Music

A scholarship is awarded on the basis of merit to a promising music student. This scholarship is made possible through a gift by the late Helen Conner Nern because of her love of music.

Proctor, Pearl Memorial Scholarship

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

Rossall, Julia Memorial

Established by family and friends of Mrs. Rossall, former secretary to the Dean of Students, is awarded annually to a student majoring in music.

Rutter, Aleta Memorial

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

Seeley, Shirley Memorial

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

Seelos, Lorenna Elise Memorial Scholarship

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

Thomsen, Robert Memorial Scholarship

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

Wang, Frank

A scholarship established in memory of Frank Wang, former GCC dance instructor, is given annually to a student who is pursuing a career in dance.

Weaver, Johnene Memorial

Established in memory of a former GCC staff member and awarded annually to a continuing student in the Animation Program.

Whitten, Robert Pike (Performing Arts) Scholarship

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

von Tautphoeus, Magda

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

Young, Milton Memorial

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

SERVICE LEARNING CENTER

The Service Learning Center at Glendale Community College serves as a resource and placement center to help students make service and volunteer work a vital part of their college experience. The center provides services and information to help students make the most of their volunteer experience including general orientations, a database of over 200 local non-profit agencies where service can be performed, reflection sessions which help students discuss their experience with other students doing service, and follow-up activities to ensure the best possible placement.

Students perform service for a variety of reasons, including:

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

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

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

The SLC can be reached at 818-240-1000, extension 5789 or 5790 and is located in the Sierra Madre building, room 267. Hours of operation are Monday and Tuesday, 9 a.m. to 7 p.m., Wednesday and Thursday, 9 a.m. to 5 p.m., and Friday 9 a.m. to 3 p.m.

STUDENT CENTER

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

STUDENT EMPLOYMENT SERVICES/ JOB PLACEMENT CENTER

The Student Employment Services office is located on the 2nd floor of the San Rafael Building. 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.

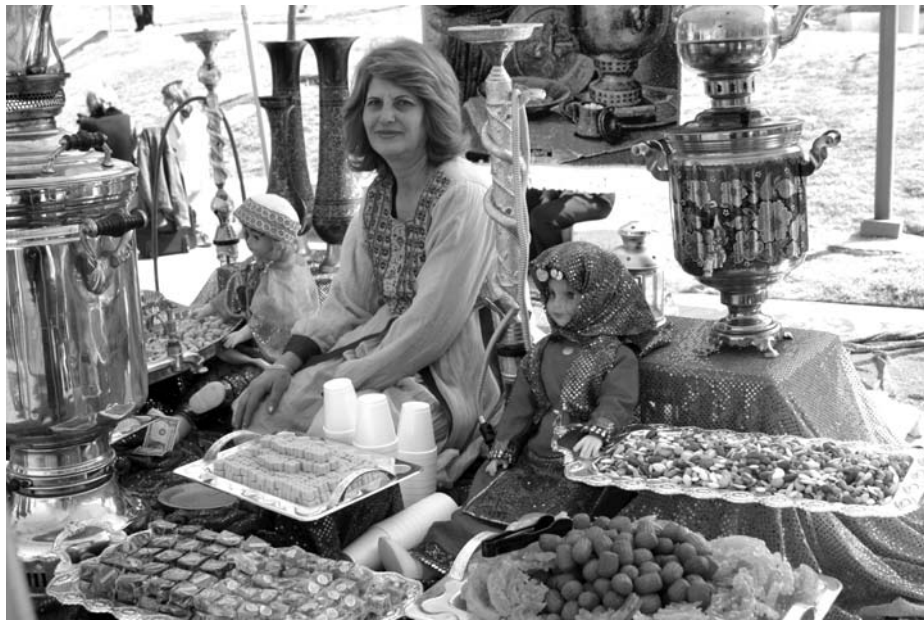
The Student Employment Services staff assists students in finding off-campus positions related to their disciplines. Students are advised on application and interview techniques and resume writing. In addition to providing part- and full-time job listings, the center sponsors on-campus recruiting by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

Job listings are also provided via the Internet through our partnership with MONSTERTRAK. To access these listings you must be a Glendale Community College student or an alumnus. You must call the Student Employment Services/ Job Placement Center for MONSTERTRAK registration information.

On-campus positions are also available for currently enrolled students. Glendale Community 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 San Rafael Bldg. for details.

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 second floor of the San Rafael Building and can be reached by phone at 818/240-1000 ext. 5442. Our Internet address is www.glendale.edu/transfercenter.



STUDENT ACTIVITIES & 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.

ASGCC Membership

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

Eligibility Requirements for ASGCC Candidates and Officers

All students are encouraged to participate in ASGCC affairs and run for an elected position within the organization. Candidates for an elective office must complete the required nominating petitions and meet the eligibility requirements before their candidacy is approved by the Office of Student Activities. Candidates must be enrolled in at least six units and have a minimum cumulative grade point average of 2.0 to be eligible to run for office. Once a student is elected to office, he or she must carry a minimum of 10 units and maintain a 2.0 grade point average throughout their term to remain eligible.

Student Government Elections

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

ASGCC Officers

The ASGCC Legislature consists of 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 Representatives-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.

ATHLETIC PROGRAM

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

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

STUDENT CLUBS AND ORGANIZATIONS

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

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

Cultural Organizations: Cultural organizations provide students with opportunities to learn about other cultures and meet students with similar backgrounds. These groups have included the Armenian Student Association, Black Student Alliance, Chinese Student Club, Vietnamese Club, Korean Club, Lebanese-Phoenician Heritage Club, International Students Club, Association of Latin American Students (ALAS), Persian Club and the Deaf Culture Awareness 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 Lesbian and Gay Student Union, Investors Club, Active Charities Team, Progressive Alliance, United Womyn's Council, LACTE, and the Dance Club.

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

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 and who is determined to be capable of benefiting from the instruction offered. Non-residents, including international students, may be admitted. Information concerning residency may be found elsewhere in this catalog. For further information contact the Office of Admissions and Records.

APPLICATION

An applicant may apply for admission to the College by doing one of the following:

- Completing an application on-line at www.glendale.edu
- Submitting a completed application at the Office of Admissions and Records
- Mailing a completed application to:
Glendale Community College
Office of Admissions and Records
1500 North Verdugo Road
Glendale, California 91208

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

ASSESSMENT

All first time matriculating students (see matriculation for definition) are required to assess prior to registering for their first semester at the College. The required assessment tests are English or ESL and mathematics. Failure to take these tests will prevent registration. The English and mathematics tests are computerized and are administered everyday. Check the Assessment Schedule for exact time. An appointment must be scheduled to take the ESL test. The Assessment Center is located in SF 112. No student will be admitted to take a test without a picture I.D.

Arithmetic Test

For students, including nursing applicants, without higher math experiences.

Chemistry Placement

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

English Placement

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

English as a Second Language (ESL) Placement

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

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

This test is used to place students in non-credit ESL courses and requires an appointment.

Mathematics Placement

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

General

The following test taking policy is strictly enforced at the Assessment Center. Placement re-testing is not allowed without permission of the appropriate division chair. Test scores for placement are valid for only a specific period of time; the table below lists the longevity of each test. Once that period of time expires, the student will have to retest.

| Placement Tests | Test Score Longevity | Test Taking Policy |
|-----------------------|----------------------|--------------------|
| Arithmetic Test | one year | every six months |
| Chemistry | one year | once per year |
| English Placement | five years | once per year |
| ESL Placement | one year | once per year |
| ESL/NCR Placement | one year | once per year |
| Mathematics Placement | one year | once per year |

CATALOG RIGHTS

New Students

When a new student first begins attending Glendale Community College, he or she will come under the catalog requirements in effect at that time; thus, a student who begins in fall 2008 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 2008-2009 Glendale Community College catalog.

Continuing Students

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

Returning Students

1. Students who return to Glendale Community College 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 if the following conditions are met:

- a. Student has earned 45 semester units with a minimum GPA of 2.00 and these units are recorded on the student's official transcript at Glendale Community College. Units earned may reflect courses taken at Glendale Community College as well as courses taken at other institutions.
- b. Student has seen a counselor, has completed an SEP, and has officially declared a major and an educational goal (including transfer institution, if applicable).

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 Glendale Community College providing that the following conditions are met:

1. Auditors must be eligible for admission to the college as regularly enrolled students. Jump Start students do not qualify to take a class using the audit policy.
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 shall be payable at the time of enrollment as an auditor. Auditors shall not be charged the enrollment fee for auditing a class. Students enrolled in 10 or more units will not be charged a fee for auditing up to three units.
6. No credit will be received for auditing a course. The college will not maintain any attendance or academic records.

CONTINUOUS ENROLLMENT

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. These students will not have priority registration, but will be able to obtain registration date and time for any term during the academic year by using STARS or MyGCC.

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. Where it is desired to offer such experience for the regular prerequisite, the student must have a petition approved to make such substitution. Once such a petition has been approved students may not later receive credit for a course for which they substituted the outside experience. Students who are considering developing a petition should first read the section on Credit by Examination.

Credit for lower level courses will not be granted if credits have been earned in higher level courses. 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.

FEES

Fees are established by the California State Legislature and the Glendale Community College District Board of Trustees.

| | |
|---------------------|------------------------|
| \$ 20 per unit | Enrollment Fee* |
| \$181 per unit | Nonresident Tuition* |
| \$ 15 fall/spring | Health Services Fee |
| \$ 12 summer/winter | |
| \$ 12.50 | Student Services Fee |
| \$ 10 | Student Photo I.D. Fee |

Enrollment Fee: All students, resident and non-resident, must pay the basic enrollment fee of \$20 per unit for each semester or summer/winter session.

Nonresident Tuition: Nonresident tuition is a mandatory fee of \$181 per semester unit (plus the enrollment fee of \$20 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 \$15 per semester and \$12 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 A.S.G.C.C. In addition, payment of the fee funds and allows student access to various college activities: the college bookstore, the college newspaper, inter-collegiate athletics, scholarship program, the emergency loan fund and instructional support.

Student Photo I.D. Fee: All new students are asked to purchase a photo I.D. card. Students are required to take their photo during the semester in which it was purchased. The fee for the photo I.D. is \$10 and is charged only once. The card is used at the library, the bookstore, offices in College Services and instructional labs at the college.

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 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.

Supplementary Fees:

| | |
|--------------------------|--|
| College Catalog: | \$5 per copy |
| Course Audit Fee: | \$15 per unit |
| GED Test Fee: | \$100 per battery of tests or \$20 per test |

Official College

Transcript: \$7.50

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

Parking: \$30 for summer/winter
\$60 for fall/spring

Refund Processing Fee: \$10

Returned Check: \$30

Verification of Enrollment: \$5

All fees are subject to change without notice.

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

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

REFUND/REPAYMENT POLICY

Refund Policy for all Students:

1. Refunds are automatic for those students who withdraw/drop unit(s) by the due date.
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:
3. There is a \$10 refund processing fee.
4. 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, SEOG 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 that 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 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 they determine that the student has withdrawn from school. The specific date at which the 60% point of the semester occurs is sent to students in the information accompanying their Financial Aid Award Notification. 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 effect their standing under the Financial Aid Satisfactory Academic Progress policy. Please note the following:

- 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 do not repay the funds owed or set up a repayment plan with the Financial Aid Office are disqualified from eligibility for federal student aid at any college or university.

Financial Aid Overpayments: If a student owes a repayment on federal student aid, the student has the option of repaying the amount in full or meeting with the Associate Dean of Financial Aid to discuss a repayment plan. If the

student fails to repay the amount due or set up a payment plan, the college is required to notify the US Department of Education accordingly and the student loses 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 sessions. 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 using STARS or MyGCC.

All students may register by telephone using STARS or online via WebReg. For information concerning this process, consult the semester Schedule of Classes or call the Office of Admissions and Records, (818) 240-1000, ext. 5901. Students may NOT enroll for two sections of the same course in any one semester.

After the beginning of the semester, students may:

- enroll in open semester-length courses through the first week of the semester without the permission of the instructor;
- enroll in closed semester-length courses with the permission of the instructor through the 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 and Records.

At the time of application and at registration each student is required to verify residence information. Even though a student may be otherwise admissible to Glendale Community College, the student may be classified as a tuition-paying student in accordance with the residence requirements.

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

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

All immigration documentaion and proofs of California residency 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 intersession during which the person proposes to attend.

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

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

1. There can be only one residence.
2. A residence is the place where one remains when not called elsewhere for labor or other special or temporary purpose, and to which he returns in seasons of repose.
3. A residence cannot be lost until another is gained.
4. The residence can be changed only by the union of act and intent.
5. A man or woman may establish his or her residence. A woman's residence shall not be 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 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).

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 and Records.

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 or college to Glendale Community College. All transcripts become the property of Glendale Community College and will not be returned.

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

Upon the written request of a student, a transcript of the student's record at Glendale Community College will be forwarded to a college or university, individual, firm, etc. providing that such student has no outstanding financial obligation to the college. 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.

WEBREG - ONLINE REGISTRATION

Students can register on-line using WebReg. Students can add or drop a class, pay fees and change their mailing address via WebReg. Log on to www.glendale.edu. Click on the WebReg link; enter your GCC student ID number and PIN; select a term and click on Login. Once you have completed your transaction, you can update, review, and finalize. It is the student's responsibility to make sure all transactions completed through WebReg are finalized. And don't forget to LogOut when you are finished using WebReg.



SCHOLASTIC INFORMATION AND REGULATIONS

ACADEMIC RENEWAL WITHOUT COURSE REPETITION

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

1. A student may request academic renewal (for not more than two consecutive semesters of work accomplished at Glendale Community College) through a petition to the Petitions Committee.
2. If and when the petition is granted, the student's permanent record will be annotated so that it is readily evident to all users of the record that no units for work taken during the disregarded term(s) even if satisfactory, will apply toward units for graduation or other unit commitment. However, all work will remain legible on the permanent record to insure a true and complete academic history.
3. Although none of the units completed during such semesters count toward a degree, passing work could satisfy a general education requirement (as subject credit only) for Plan A of graduation.
4. The student seeking academic renewal is responsible for presenting evidence to the effect that the previously recorded work was substandard academic performance (semester grade-point average less than 2.0) and is not reflective of more recently demonstrated academic ability.
5. Evidence of recent academic ability as shown on official transcript must include one of the following:
 - a. 15 semester units with at least a 3.00 GPA
 - b. 30 semester units with at least a 2.50 GPA
 - c. 45 semester units with at least a 2.00 GPA
6. There must be at least 24 months between the end of the most recent academic renewal semester and the date of initiation of the request and such renewal.
7. A student may request academic renewal only once.
8. A student may repeat work taken during academic renewal semester only if such repetition is necessary to allow normal progression toward an acceptable educational objective.
9. A student must include all work, including academic renewal semesters, in computation of the cumulative grade-point average toward honors at graduation.

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

ATTENDANCE AND DROP POLICY

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

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

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

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

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

CHANGE OF GRADES

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

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

Students have the right to formally appeal the final grade in a course. Appeals are limited to situations in which the student believes the grade was prejudicially, capriciously, or arbitrarily assigned. Appeals must first be directed to

the instructor of the course, orally or in writing. If further action is necessary, the student should appeal in writing to the division chair and then to the vice president, instructional services. If the issue continues to remain unresolved, a written appeal can be directed to the college Judicial Board. (Students are referred to the college's Grievance Policy and Procedures as stated in the catalog and available at all counselors' offices and the Office of Admissions and Records.)

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

COURSE REPETITION

Students may NOT enroll for two sections of the same course in any one semester. Repetition of courses is subject to the following conditions:

1. A course may be repeated only once to alleviate substandard work or when a "W" has been recorded on the student's record. The term "substandard" is defined as course work for which the grading symbol "D," "F" or "NC" was recorded.
In computing the grade-point average of a student who repeats a course in which a "D," "F," or "NC" 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. Nevertheless, the original grade on the academic record shall not be changed or eradicated.
2. Students may repeat courses in which they received grades of "A," "B," "C" or "CR" if it has been determined by the college Petitions Committee that a significant lapse of time has occurred since the student previously took the course or course content has been revised. No additional units attempted or grade points are allowed for the repeated course.
3. Repetitions are permitted in specific classes in which skills or proficiencies are enhanced through supervised repetitions and practices, or where active participating

experience in individual study or group assignments is the basic means by which learning objectives are achieved. Catalog descriptions of courses in which repetitions are permitted will include the number of repetitions permitted and/or the maximum number of units that may be earned through repetition.

CREDIT FOR ADVANCED PLACEMENT EXAMINATIONS

Glendale Community College recognizes the Advanced Placement Program of the College Entrance Examination Board. Course credit is granted for Advanced Placement Examinations with a score of three or higher if the division concerned has determined that the material covered is comparable to a specific course offering within that division. In general, scores of 3 satisfy Glendale Community College's graduation requirements for the associate degree. For AP credit for transfer to a four-year college/university, see the Transfer Center.

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

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

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

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

Advanced Placement credit may be granted for fulfillment of Glendale Community College'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 Advanced Placement units in accordance with its own internal policies. Thus, Advanced Placement units remain intact and do not transfer as Glendale Community College courses.

CREDIT BY EXAMINATION

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

Students may not petition for credit by examination if they enrolled in the course and received a letter grade of "I," "D" or "F". Students may not petition for credit by examination for a course if that course is at a lower level in the subject sequence than a course for which the student has already received credit through completion of the course.

CREDIT FOR ADVANCED PLACEMENT EXAMINATIONS

| Name of Examination | Score | Credit Granted |
|---|--------------|---|
| Art (History) | 3, 4 or 5 | 3 units—GCC Humanities graduation credit |
| Art (Studio-Drawing) | 3 | 3 units—elective credit toward graduation |
| Art (Studio-General) | 4 or 5 | See Division Chair |
| Biology | 3 4 or 5 | 3 units—GCC Natural Science graduation credit 4 units—credit for GCC's Biology 122 |
| Chemistry | 3 4 or 5 | 3 units—GCC Natural Science graduation credit 5 units—credit for GCC's Chemistry 110 |
| Computer Science (A) | 3 4 or 5 | 3 units—GCC Communication & Analytical Thinking graduation credit 3 units—credit for GCC's CS/IS 110 |
| Computer Science (AB) | 3 4 or 5 | 3 units—GCC Communication & Analytical Thinking graduation credit 4 units—credit for GCC's CS/IS 130 |
| Economics (Micro) | 3 4 or 5 | 3 units—GCC Social Science graduation credit 3 units—credit for GCC's Economics 101 |
| Economics (Macro) | 3 4 or 5 | 3 units—GCC Social Science graduation credit 3 units—credit for GCC's Economics 102 |
| English (Lang. & Comp.) | 3 4 or 5 | 3 units—GCC English Composition graduation credit 3 units—credit for GCC's English 101 |
| English (Lit. & Comp.) | 3 4 or 5 | 3 units—GCC English Composition graduation credit 3 units—credit for GCC's English 101 |
| French Language | 3 4 or 5 | 3 units—GCC Humanities graduation credit 10 units—credit for GCC's French 101-102 |
| French Literature | 3 4 or 5 | 3 units—GCC Humanities graduation credit 3 units—credit for GCC's French 124 |
| German Language | 3 4 or 5 | 3 units—GCC Humanities graduation credit 10 units—credit for GCC's German 101-102 |
| Government & Politics: United States | 3 4 or 5 | 3 units—GCC American Institutions graduation credit 3 units—credit for GCC's Political Science 101 |
| Government & Politics: Comparative | 3 4 or 5 | 3 units—GCC Social Science graduation credit 3 units—credit for GCC's Political Science 102 |
| History: United States | 3 4 or 5 | 3 units—GCC American History graduation credit 6 units—credit for GCC's History 117-118 |
| History: European | 3 4 or 5 | 3 units—GCC Social Science graduation credit 6 units—credit for GCC's History 101-102 |
| Human Geography | 4 or 5 | 3 units--credit for GCC's Geography 102 |
| Mathematics: Calculus AB | 3 4 or 5 | 3 units—credit for GCC's Mathematics 100 5 units—credit for GCC's Mathematics 103 |
| Mathematics: Calculus BC | 3 4 5 | 3 units—credit for GCC's Mathematics 100 5 units—credit for GCC's Mathematics 103 10 units—credit for GCC's Mathematics 103-104 |
| Music: Theory | 3 4 or 5 | 3 units—GCC Humanities graduation credit 3 units—credit for GCC's Music 102 |
| Physics B | 3 4 or 5 | 3 units—GCC Natural Science graduation credit 3 units—credit for GCC's Physics 110 |
| Physics C | 3 4 or 5 | 3 units—GCC Natural Science graduation credit 3 units—credit for GCC's Physics 110 |
| Psychology | 3 4 or 5 | 3 units—GCC Social Science graduation credit 3 units—credit for GCC's Psychology 101 |
| Spanish Language | 3 4 or 5 | 3 units—GCC Humanities graduation credit 10 units—credit for GCC's Spanish 101-102 |
| Spanish Literature | 3 4 or 5 | 3 units—GCC Humanities graduation credit 3 units—credit for GCC's Spanish 124 |
| Statistics | 4 or 5 | 3 units--credit for GCC's Math 136 |

Students may attempt Credit by Examination only once in a particular course. If a course has already been taken for credit, it is not repeatable for Credit by Examination.

Students wishing to challenge courses approved 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. An interview must be requested with the instructor of the course at which time the students' qualifications for challenging the course will be determined and arrangements will be made for the examinations.

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

Courses open to Credit by Examination include the following:

- Accounting 105, 110
- Administration of Justice 101, 108, 110, 116, 118, 120
- Architecture 101
- Art 147 and 148
- Aviation and Transportation 114 (Student must hold a Commercial Pilot Certificate)
- Aviation and Transportation 117 (Student must hold a Flight Instructor Certificate)
- Aviation and Transportation 119 (Student must hold a Private Pilot Certificate)
- Aviation and Transportation 120 (Student must hold a Private Pilot Certificate)
- Aviation and Transportation 122 (Student must have an Instrument Rating)
- Aviation and Transportation 125 (Student must have an Instrument Rating)
- Aviation and Transportation 135 (Student must hold a FAA Commercial Pilot Certificate or satisfactory score on FAA Commercial Pilot Knowledge Examination)
- Biology 127, 128, 132, 135, 146
- Business Administration 111, 112, 113, 114, 115
- Business Office Technology 106, 120, 155, 205
- Chemistry 101, 102, 110
- Computer Science/Information Systems 105, 110
- Drafting 129, 131, 141
- Economics 101*, 102*
- Egyptian Hieroglyphs 101, 102
- Electronics and Computer Technology 101, 102, 103, 110
- Engineering 101
- English 101
- Geology 101, 105, 110
- Health 101, 102, 104, 106, 107, 109, 110
- History 107*, 108*, 117*, 118*
- Machine Technology 101, 111
- Metallurgy 150
- Metals 150
- Nursing Science (all)
- Political Science 101*, 105, 106
- Psychology 101*
- Sociology 101*
- Technical Education 142, 143

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

*Also available through CLEP.

College Level Examination Program Policy (CLEP)

The College Level Examination Program is designed to award academic credit to students who have completed 12 or more semester units in residence at Glendale Community College with a cumulative grade-point average of at least 2.0 and have gained the equivalency of college course work through means other than enrollment in a formal college program.

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

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

CREDIT FOR MILITARY TRAINING

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

Applicants desiring credit for military training will be required to provide appropriate documents before credit for military service can be granted. Credit awarded for military training will include credit for hygiene toward the Associate degree.

CREDIT/NO CREDIT COURSES

There are two categories of Credit/No Credit courses.

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

- Accounting 121, 155, 156
- Allied Health 145
- Armenian 110, 111
- Art 158, 288
- Chinese 110-112
- Computer Applications and Business Office Technologies 93, 130, 156, 200, 206, 208, 220
- Computer Science/Information Systems 99, 191, 192, 200-202, 206, 208, 209
- English 152, 181-187, 189, 191
- English as a Second Language 117, 127
- French 110, 111
- German 110
- Independent Studies 101
- Internship 150
- Italian 110, 111
- Japanese 110, 111

Korean 110, 111
 Mathematics 151-153, 155, 190, 255
 Music 140, 239
 Nursing Science 201-204, 216, 219, 220, 232, 233, 260
 Photography 102, 104, 119
 Physical Education 101, 102, 119, 199, 134
 Real Estate 165
 Russian 110, 111
 Social Science 146
 Spanish 110, 111
 Speech 150-153
 Student Development 100, 101, 103, 104, 115, 120, 125-128, 141-144, 150, 155, 165

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

Students electing to take classes on a Credit/No Credit basis participate in the class as a regular student. If the grade awarded by the instructor is "C" or higher, the course grade is recorded as "CR". If the instructor-assigned grade is "D" or "F," the course grade is recorded as "NC".

All units earned on a Credit/No Credit basis in accredited institutions of higher education will be counted in satisfaction of Glendale Community College curriculum requirements.

Units earned on a Credit/No Credit basis will not be used to calculate grade point averages. However, units attempted for which "NC" is recorded shall be considered in progress probation and dismissal procedures.

Students not on probation may designate a course(s) for Credit/No Credit. The courses designated must be outside of courses required for the student's major. The number of Credit/No Credit units designated may not exceed twelve (12) in residence at Glendale Community College (exclusive of those earned in courses which are graded only on Credit/No Credit) with no more than six units during any semester or summer/winter intersession.

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

Accounting 105, 106, 110, 111, 120, 121, 130, 150, 157, 160, 165, 170, 175, 180, 201, 202, 210, 211, 220, 225, 230, 235
 Administration of Justice (all except 160)
 Alcohol/Drug Studies 101, 103, 110, 115
 American Sign Language 101-103, 105, 110, 151, 201, 202
 Anthropology 101-105, 111
 Architecture (all except 106, 107)
 Armenian 115, 116, 125-127, 201
 Art (all except 147, 148, 158 and 288)
 Aviation and Transportation 112, 113
 Biology 127, 128, 131, 132, 135, 139, 145, 146
 Business Administration (all)
 Chemistry 110, 114, 143
 Child Development (all except 158, 175, 176)

Computer Applications and Business Office Technologies (all except 90, 92-94, 130, 200, 206, 208, 209, 220 and 260)
 Computer Science/Information Systems (all except 99, 142, 191, 192, 200-202, 206, 208, 209)
 Culinary Arts (all except 128)
 Dance (all except 158, 160, 171)
 Economics 101, 102, 107
 Egyptian Hieroglyphs 101, 102
 Electronics and Computer Technology 106, 107, 111, 112, 212, 222, 226
 English 103, 105-117, 122-128, 140-142, 150, 151, 155-157
 English as a Second Language 115, 116, 123, 125, 128, 133, 135, 141, 145, 151, 155
 Ethnic Studies 101, 102, 110, 111, 122, 124, 125, 132, 164
 Fire Technology (all)
 Geography 103, 106, 110, 111, 120
 Geology 101, 105, 110, 112
 Health 101, 102, 104, 106, 107, 109, 110
 History 101, 102, 106-109, 111-115, 119-122, 131-133, 135, 136, 151, 152
 Hotel Restaurant Management (all)
 Humanities 101, 102, 105, 110, 111, 115, 117, 120, 125, 130, 135
 Independent Studies 049
 Italian 130
 Journalism 110
 Library 101, 191
 Linguistics 101
 Mathematics 119, 120, 101, 140, 141, 145, 146, 148, 158, 201, 219, 220, 241, 245, 246
 Media Arts 101-104, 111, 112, 117, 202, 205, 207, 218
 Music (all except 140, 239)
 Nursing Science 250, 255
 Paleontology 101
 Philosophy (all)
 Photography (all except 102, 104 and 119)
 Physical Education 105, 107, 111-116, 120-286, (except 128 and 228) 288-295
 Physical Science 131
 Physics 110
 Political Science 102, 106-108, 110-112, 151
 Psychology (all)
 Real Estate (all except 162, 163, and 164)
 Social Science 102, 103, 122, 124-127, 134, 136, 145
 Sociology (all)
 Spanish 115, 116, 125, 126, 203
 Special Topics 060
 Speech Communication 104, 105, 108, 190-193
 Student Development 145
 Technical Education 147
 Theatre Arts 101-104, 107-111, 121-123, 129-131, 133, 134, 140, 151

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) |
| CR- Credit (at least satisfactory—units awarded, not counted in GPA) | |
| NC- No Credit (less than satisfactory or failing—units not awarded in GPA but included in computation of progress probation) | |

Grade-Point Average

The grade-point average is computed by dividing the total number of grade points earned by the numbers of units attempted. A "W" notation does not enter into computation of the grade-point average. Also, such computations do not include the unit value of courses for which "CR" or "NC" are recorded or for courses completed under the regulations established for credit by examination. If a course is repeated for the purpose of improving previous substandard work, the units attempted and grade points earned are counted 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 grade-point average.

| |
|--|
| I - Incomplete (Included in the computation of progress probation) |
| W - Withdrawn (Included in computation of progress probation) |
| IP - In Progress—To be used when class extends beyond the normal end-of an academic term |
| RD- Report Delayed |

An incomplete grade may only be given when an unforeseen emergency prevents a student from completing work in a course. The incomplete grade must be removed by the end of the sixth week of the following semester regardless of whether or not the student is registered for classes at the college. The nature of the unforeseen emergency and the conditions for removal of the "I" shall be stated by the instructor in an

on-line contract. The contract shall include the grade to be assigned if the course work is not completed. The instructor will generate this contract when final grades are entered on-line. Once the work stipulated has been completed and evaluated, or once the time limit for completing the work has passed, a final grade shall be assigned on-line.

The instructor may grant an extension due to unusual circumstances and a new grade may be assigned.

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; 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 5101 and Administrative Regulations 5101 can be obtained from a division chairperson, the Dean of Student Affairs, the Dean of Instructional Services, the Dean of Student Services, and the Dean of Admissions and Records. Additionally, students may access these regulations on the GCC web site 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; College Services employees: Vice President, College Services or designee; Administrative Services employees: Vice President, Administrative Services or designee; College Administrators: Superintendent/President or designee.

The senior administrator shall meet with the student and GCC employee either jointly or separately to attempt to settle the 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.

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 then 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.

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 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 grade-point average.

Dean's Honors

A Dean's Honors List is published each semester. It includes 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. An earned grade of NC disqualifies a student for Dean's Honors.

Dean's Honors will be posted each semester to the students' permanent academic records. In addition, the student will receive a Dean's Honors certificate to commemorate their academic achievement.

Academic Honors at Graduation

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

PETITIONS PROCEDURE

Students 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.

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, assigning a lower or failing (F) final grade in the course (or denying promotion from a non-credit course).

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

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

REMEDIAL COURSEWORK LIMIT POLICY

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

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

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

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

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

STANDARDS OF SCHOLARSHIP

Glendale Community College interprets a "C" average as a satisfactory scholarship standard—which means that the student should receive grade points equal to twice the number of units attempted.

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

1. Academic Probation

A student will be placed on academic probation if the student's cumulative grade-point average for all units attempted at accredited postsecondary institutions is less than 2.0. Glendale Community College recognizes academic probationary status assigned by another college or university.

2. Progress Probation

A student who has enrolled in a cumulative total of at least nine (9) units shall be placed on progress probation if the percentage of all units in which a student has enrolled at accredited postsecondary institutions for which grades of "W", "I" and "NC" are recorded reaches or exceeds fifty percent (50%). Glendale Community College recognizes progress probationary status assigned by another college or university.

3. Dismissal

- a. A student on probation (academic, progress or a combination of both) who earns any form of probationary status during enrollment in two consecutive sessions of attendance shall be dismissed and shall not be reinstated until at least one semester has elapsed after the dismissal. A student dismissed at the end of the fall semester may enroll in winter session. A student dismissed at the end of spring semester may enroll in summer session. Glendale Community College recognizes academic dismissal assigned by another college or university. Students dismissed from other colleges or universities must abide by the procedures for students dismissed from Glendale Community College with respect to seeking readmission after dismissal.
- b. A student having been readmitted on probation after academic dismissal must maintain a semester grade-point average of at least 2.0 and must not be placed on progress probation. If either the semester grade-point average falls below 2.0 or the student is assigned the progress probation status, that student will again be dismissed for one semester.

Appeal for Reinstatement

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

Timeline for Appeals

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

Financial Aid Satisfactory Progress Policy

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

1. **Eligible Program**—A student must enroll in an 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.
2. **Review of Previous College Records**—Previous education at Glendale Community college and/or units completed at other accredited institutions will be included in determining the student's maximum time period for Title IV funds. Students are expected to make satisfactory progress according to the college's standards of scholarship during all periods of enrollment whether or not they are receiving Title IV aid. Students on academic and/or progress probation are eligible to receive Title IV aid during their probationary semester(s).
3. **Incremental Periods for Review of Satisfactory Progress**—Under both the college's general satisfactory progress standards for academic or progress probation/dismissal, as well as its financial aid satisfactory progress standards of unit completion, the student's progress shall be evaluated after the completion of each academic year. i.e., spring/summer semesters.
4. **Grades of F, W, NC, and IP will not count as units completed.**
5. **Course repetitions within college policy will be allowed**—unless the student is on a Satisfactory Academic Progress contract.
6. **Maximum Time Frame for Completing Educational Goal**—Students pursuing a degree or transfer program are allowed a maximum of 72 degree applicable units within which to complete their educational objective. Students enrolled in a certificate program must complete the program within the number of units as stated in the college catalog. Remedial course work may not exceed a 30 unit maximum. Students enrolled full-time are expected to complete 24 units during the academic year. Students enrolled three quarter, half-time, or less than half-time must complete the required minimum 18, 12, or 2 unit(s) relative to appropriate enrollment status.
7. **Financial Aid Probation**—During any academic year in which Title IV aid is received, students are expected to complete a minimum of 24, 18, or 12 units relative to the full-time, three-quarter time, or half-time enrollment status upon which receipt of the aid was determined; i.e., students receiving a Pell Grant based on the full-time payment schedule must complete 24 units during the academic year. Students receiving only FWS, and/or a Stafford loan must complete a minimum of 6 units each

semester or 12 units for the school year. Students who complete less than the number of units for which they were paid aid during the academic year are sent a warning letter and placed on financial aid probation for the subsequent school year. Students on financial aid probation are considered to be eligible to receive Title IV aid, during the probation period.

In addition, students who do not maintain a grade point average of at least 2.0 are placed on probation for the next award year.

8. **Financial Aid Dismissal**—A student who does not satisfactorily complete a minimum number of units relative to full-time, three-quarter time, or half-time status for two consecutive academic years on aid will be placed on unit dismissal. A student who has reached or exceeded the 30 or 72 unit maximum time frame without completing his/her educational objective is placed on term dismissal. Students who fail to maintain a 2.0 grade point average are dismissed from the college for failure to meet its general standards of academic and/or progress probation are also no longer eligible to receive further Title IV aid. Students placed on Academic Dismissal by the college are immediately terminated from financial aid.
9. **Academic contracts**—Students who have reached their maximum time frame without completing their educational objectives and who successfully appeal their dismissal from Title IV aid are placed on Academic Contracts. An Academic Contract lists the specific courses the associate dean for financial aid and/or the Financial Aid Appeals Committee has approved the students to take to complete their educational goals. Students on an Academic Contract are considered eligible for Title IV aid, but they are paid only for specific classes required to complete their educational objective.
10. **Academic Contract Dismissal**—Students on an Academic Contract who fail to meet the conditions of the contract are dismissed from further Title IV aid and are sent an Academic Contract dismissal letter.
11. **Appeal Procedures**—Students dismissed from financial aid for failure to meet either the college's general standards, the financial aid standards, or for failure to complete their educational goals within the maximum time frame provided may appeal. Please see the Financial Aid Office regarding the appeals process and appropriate forms. The student's financial aid eligibility is reinstated if the appeal is approved. There is no appeal for termination due to Academic Dismissal.

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*. 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 programs and functions; 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. 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 or law enforcement officers; failure to identify oneself or provide identification to these persons when requested to do so.
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.

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.

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

WITHDRAWAL/COURSE DROP POLICY

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

- They have dropped the course on STARS (Student Telephone Assisted Registration System) or Online via WebReg 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

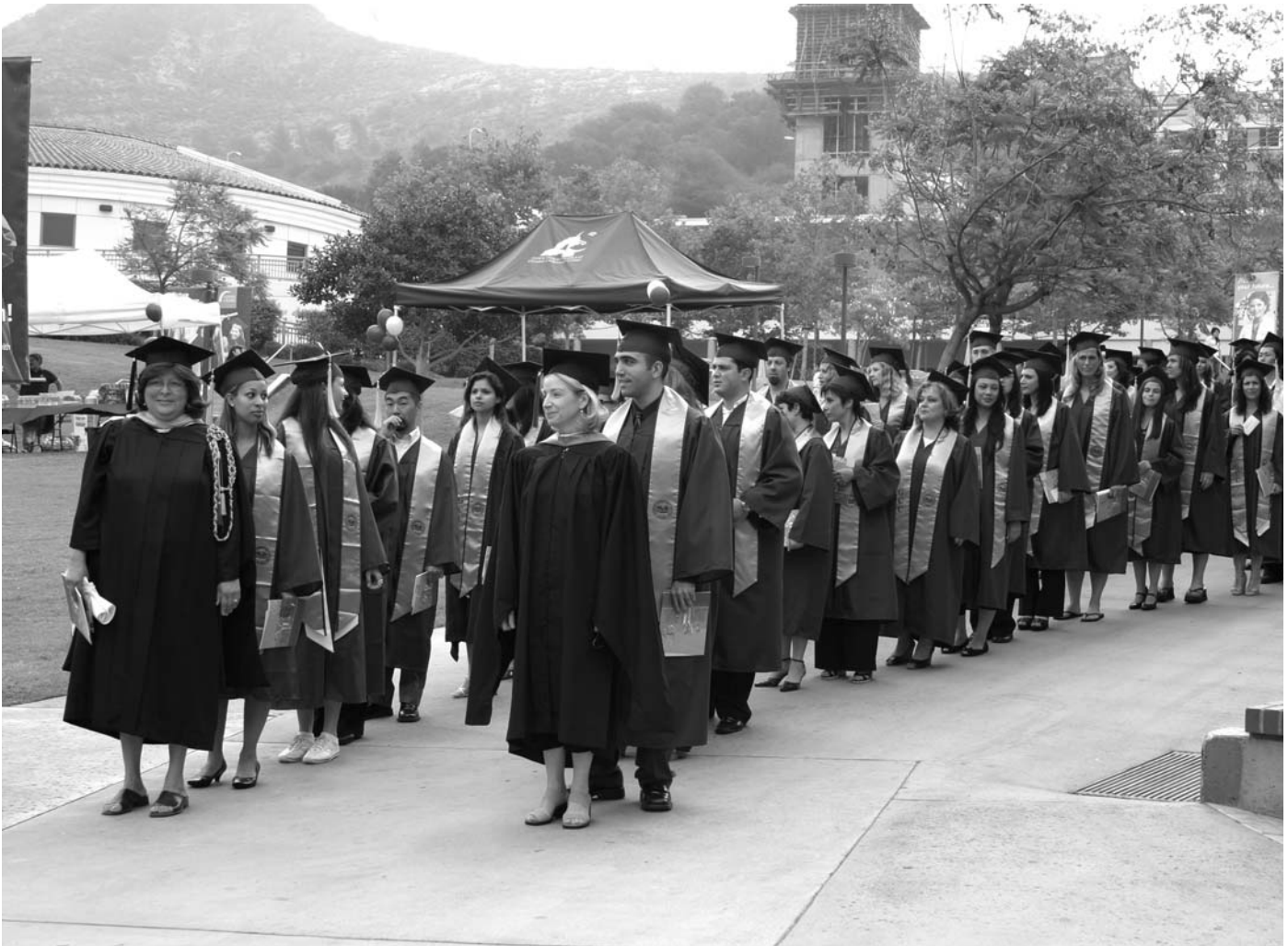
Students who drop or are dropped from semester length courses after the second week and prior to the end of the 12th week will receive grades of "W" on their permanent academic records.

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 fourth week, and by the end of the fifth 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. 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 "CR/NC" in those courses so designated.



GRADUATION REQUIREMENTS

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. A student may receive only one A.S. and one A.A. degree.

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

MAJOR

1. A major leading to a well-defined objective. When a course(s) required for a specific major is also on the list of approved general education courses, the course(s) may be used to satisfy both major and general education requirements. The requirement for the **Associate in Arts** degree may be met by completing a major with a minimum of **18 semester units** in:

| | |
|---|----------------------|
| Biological Sciences | Mass Communications |
| Business Administration | Mathematics |
| Choreographic Studies and Dance Techniques | Music |
| English | Physical Education |
| Foreign Language | Physical Science |
| Health Science | Social Sciences |
| Interdisciplinary Humanities | Speech/Communication |
| | TheatreArts |
| | Visual Arts |

The requirement for the **Associate in Science** degree may be met by completing an approved Glendale Community College Certificate Program of **24 semester units or more**. The approved certificate programs that satisfy the major requirement for the Associate in Science degree are listed on the following pages.

AMERICAN INSTITUTIONS

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

STATE & LOCAL GOVERNMENT

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

U.S. HISTORY

4. Knowledge of American History is required. Courses which satisfy this requirement include Economics 111/History 116; History 110, 111(CD), 117, 118, 150, 151; Social Science 125-126**, 131.

MATHEMATICS

5. Satisfactory evidence of proficiency in mathematics must be given. Proficiency may be demonstrated by completion with a grade of "C" or better in Mathematics 101, 115, 119 - 120, 140, 201, 219 - 220, or Technical Education 143, or an equivalent course taken at any accredited college.

HEALTH

6. Knowledge of community and personal hygiene must be demonstrated. Health 104, 106; Psychology 111(CD)* or equivalent will satisfy this requirement.

PHYSICAL EDUCATION

7. **Two semester units** of physical education activity classes and/or dance activity classes must be completed unless exempted by established policy. Consult the catalog for a list of the exemptions.

FIRST AID

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

CULTURAL DIVERSITY

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

GENERAL EDUCATION

10. **Eighteen (18) semester units** of general education including at least one course in each of the following areas:
 - a. **Natural Science.** At least one course (**3 semester units**) must be selected:
 Anthropology 101, 111; Astronomy 102, 103, 110, 110H, 120; Aviation and Transportation 122; Biology 101, 101H, 102, 102H, 103, 103H, 112, 115, 118, 120-123, 125, 125H, 126-132, 135, 137-139, 145, 146; Chemistry 101, 101H, 102, 102H, 103, 105-107, 110, 114, 115, 120, 121, 143; Geography 101, 111; Geology 101, 101H 102-105, 111, 111H, 112, 120; Oceanography 115, 116; Paleontology 101; Physics 101, 101H, 102, 102H, 103, 103H, 105, 106, 110; Physical Science 131; Technical Education 145.

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

Anthropology 102, 102H, 103-105; Business Administration 110; Economics 101, 102, 102H, 105; Ethnic Studies 101(CD), 102(CD), 110(CD), 111(CD), 120(CD)-125(CD), 132(CD), 164(CD); Geography 102, 103, 105, 106, 110, 114; History 101-109, 112-114, 115(CD), 119-122, 131-133, 135, 136; Mass Communications 101; Political Science 102, 103, 103H, 109-111; Psychology 101, 101H, 103-106, 108-110, 111(CD)*, 113(CD), 114, 115, 131, 150; Social Science 101, 124, 127(CD), 134, 136; Sociology 101, 102, 104, 105, 131; Speech 108.

- c. **Humanities.** At least two courses (**6 semester units**)—one from each of the two areas below must be selected.

1. **Interdisciplinary Humanities—3 semester units** required: Humanities 101(CD), 102(CD), 105(CD), 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. Armenian 101-104, 115, 116, 125-127; Art 101, 101H, 102, 102H, 103-113, 116, 118, 120, 121, 125, 199; Chinese 101-104; Dance 100, 102; Egyptian Hieroglyphs 101, 102; English 102*, 103, 105-111, 114-117, 121-123, 124(CD), 125-128, 130, 141(CD), 142(CD); French 101-105, 121, 124-126; German 101-106; Italian 101-104; Japanese 101-104; Korean 101-103, 115, 116; Linguistics 101; Music 101, 102, 110, 120-122, 125-127, 128(CD); Philosophy 101, 112, 113(CD), 114(CD), 116, 118(CD), 119-122; Russian 101, 102; Spanish 101-106, 115, 124-126; Speech 106, Theatre Arts 101, 102, 107.

- d. **Language and Rationality.** At least two courses (**6 semester units**) from Language and Rationality must be selected.

1. **English Composition—3 semester units** required. Evidence of proficiency in written English is required. This requirement may be fulfilled with a grade of "C" or better in one of the following: English 101, 101H, 120, 131; English as a Second Language 151 or Business Administration 106.
2. **Communication and Analytical Thinking—3 semester units** required.
Accounting 101, 102, 105, 106; Business Administration 120, 125; Computer Applications and Business Office Technologies 102, 105; Computer Science/Information Systems 101, 110, 120, 125, 130, 135, 137, 139, 140, 150, 156, 165, 172, 180;; English 102*, 102H, 104, 118; English as a Second Language 133, 141; Journalism 102, 107; Mathematics 100-103, 103H, 104, 104H, 105, 105H, 107, 107H, 108, 108H, 110-112, 115, 119, 120, 128, 130, 135, 136, 138-140, 148, 201, 219, 220; Philosophy 117, 123; Speech 100, 101, 103-105, 107, 111; Technical Education 143.

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

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

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

***This course satisfies 2 and 3.

DEGREE AND CERTIFICATE PROGRAMS

AA Degrees

Majors

| | | |
|---|---|-----------------------------|
| Biological Science | Health Science (2 options) | Physical Science |
| Business Administration | Interdisciplinary Humanities (3 options) | Social Sciences |
| Choreographic Studies and Dance Techniques | Mass Communications | Speech/Communication |
| English | Mathematics | Theatre Arts (2 Options) |
| Foreign Language (2 options) | Music | Visual Arts (7 options) |
| | Physical Education | |

AS Degrees Certificate Majors

| | | |
|------------------------------------|--|---|
| Accounting | Choreographic Studies & Dance Technique | Mass Communications |
| Administration of Justice | Computer Applications and Business | Medical Administrative Services Medical Front Office |
| Advertising Art | Office Technologies | Medical Secretary |
| Animation | Administrative Assistant | Medical Transcription |
| Classical | General Office | Music |
| Digital | Legal Secretary | Photography |
| Specialist in Alcohol/Drug Studies | Computer Information Systems | Real Estate |
| Art | Computer Numerical Control Technician | Real Estate Appraisal |
| Two-dimensional | Computer Programmer | Recreation Leadership |
| Three-dimensional | Computer Science | Registered Nursing |
| Aviation and Transportation | Computer Software Technician | Restaurant Management |
| Aviation Administration | Dietary Services Supervisor | Retail Management |
| Flight Attendant | Electronics & Computer Technology | Television Production |
| Pilot Training | Electronics Engineering Technician | Corporate Television |
| Bookkeeping | Computer Engineer Technician | Mass Media |
| Business Administration | Engineering/Electro-Mechanical Design | Videography |
| Financial Planning & Investment | Electro Mechanical Design | Theatre Arts |
| General Business | Fire Technology | Web Development |
| International Business | Fitness Specialist | Welding, Occupational (Combination Welder) |
| Entrepreneurship/Small Business | Insurance Specialist | |
| Ceramics | Machine & Manufacturing Technology | |
| Child Development | Machinist | |
| Teacher - Preschool | Management | |
| Teacher - Infant/Toddler | Marketing | |
| Teacher - School-Age Care | | |
| Master Teacher | | |
| Site Supervisor | | |

Certificates

Non-degree

Beginning Culinary Arts
 Computer Operator
 Computer Support Technician
 Desktop Publishing Technician
 Electro/Mechanical Fabrication
 Technician
 Electronics & Computer Technology
 Computer Repair Technician
 Receptionist/Office Clerk

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 DEGREE

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

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

BIOLOGICAL SCIENCE

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

BUSINESS ADMINISTRATION

Required: Accounting 101 (or 105 and 106), 102; Business Administration 101, 120; Computer Science/Information Systems 100 or 101.

CHOREOGRAPHIC STUDIES AND DANCE TECHNIQUES

The following dance courses are required (19 units): Dance 100, 111 (1.5 units), 116 (1.5 units), 121 (1.5 units), 130 (1.5 units), 131 (1 unit), 135 or 136 (3 units), 140; and Biology 120.

ENGLISH

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

Select an additional 12 units from English 101, 102, 103*, 104, 105, 106, 107, 108, 109, 110, 112*, 114, 115, 116, 117, 122, 123, 124, 125, 126, 127, 128, 130, 141, 142.

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

FOREIGN LANGUAGE

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

Option 1: Any French or Spanish language, excluding 110-113 level courses. (The title will reflect the language chosen)

Option 2: Ten (10) units in one foreign language and eight (8) units in another, excluding 110-113 level courses.

HEALTH SCIENCE

Required Core (14 units from either Option A or B) plus 6 electives units:

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

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

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

Category 1—Speech: Speech 100, 101, 103

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

INTERDISCIPLINARY HUMANITIES

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

Option 1: East-West Culture and Civilization

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

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

Option 2: Creativity

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

- Select 3 units from: Humanities 105, 110.

- Select 9 units from at least 3 of the following disciplines: Anthropology 101; Art 150, 160, 186; Biology 123; Dance 110, 115, 120, 130, 160; English 103, 111, 130; Ethnic Studies 101; French 105, 106; Philosophy 116, 117; Spanish 105, 106; Theatre Arts 103, 104, 109, 121, 123, 134.

Option 3: American Responses to Other Cultures

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

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

MASS COMMUNICATIONS

Required: English 101; Journalism 102, 103, 104; Mass Communications/Journalism 101.

A minimum of 3 units must be selected from the following: Journalism 106, 107; Mass Communications/Journalism 049**; Mass Communications 120; selected courses in the Pasadena City College Journalism Department may be used as electives, as announced in the Glendale Community College class schedule.

**A maximum of 6 units in Mass Communications/Journalism 049 may be counted toward the 18 units required.

MATHEMATICS

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

MUSIC

Required: Music 103 or 113, 104, 105, 107, 108, 125, 126, and 2 units of Music 140.

Piano proficiency equivalent to the level of Piano III (Music 162)

Four semesters (4 units) of enrollment in any of the following: Music 143, 144, 145, 146, 147, 148, 152, 230, 231, 232, 233, 234, 235, 236, 237, 240, 241, 242.

PHYSICAL EDUCATION

Required: Biology 115 or 120-121; Health 101, 104; Physical Education 120, 124 or 125, 128 or Culinary Arts 125.

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

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

PHYSICAL SCIENCE

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

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

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

Category 3: Astronomy 102, 103, 110, 120;
Geology 101, 102, 103, 104, 105, 111, 112, 120;
Oceanography 115; Paleontology 101.

SOCIAL SCIENCES

Required: A minimum of 18 units from the following:

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

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

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

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

- Select 12 units from four different disciplines: Anthropology 101, 102, 102H, 103, 104, 105, 111; Economics 101, 102, 102H, 105, 110, 111; Ethnic Studies 101, 102, 110, 111, 120 - 125, 132, 164; Geography 101 - 103, 105, 106, 110, 111, 114, 120, 121; History 101 - 109, 112 - 116, 120 - 122, 131, 132, 135, 136, 152; Philosophy 101, 112 - 114, 116 - 123; Political Science 102, 103, 103H, 108, 110, 111; Psychology 101, 101H, 103, 104 - 106, 108 - 111, 113 - 115, 131, 150; Social Science 101, 124, 127, 134, 136; Sociology 101, 102, 104, 105, 131, 140.

SPEECH/COMMUNICATION

Required: English 101 and Speech 101.

Select 3 courses from the following: Speech 100, 102, 103, 104, 105, 106, 107

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

THEATRE ARTS

Choose from one of the following options:

Option 1: Theatre Arts

- Required: Dance 140; English 101; Speech 101; Theatre Arts 102, 103, 109, 121, 123, 131, and three units from 160, 161, 162, 163 or 164.
- Electives: Art 101, 102; English 102, 125, 126; Humanities 117; Dance 101, 134; Speech 105; Theatre Arts 101, 104, 110, 122, 130, 134.

Option 2: Acting

- Required: Dance 140, 141; English 101 or 120; Speech 101, 105, 106; Theatre Arts 102, 103, 104, 107, 109, 131, and three units from 160, 161, 162, 163, or 164.
- Electives: Art 101, 102; English 102, 125, 126; Humanities 117; Dance 101, 134, 145; Theatre Arts 110, 122, 134.

VISUAL ARTS

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

Option 1: Art History

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

Option 2: Two Dimensional

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

Option 3: Graphic Art

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

Option 4: Three Dimensional

- Required: Art 101 or 102, 130, 138.
- Select 3 courses from: Art 152, 157, 180, 181, 186, 187, 190.

Option 5: Photography

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

Option 6: Animation

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

Option 7: Media Arts

- Required: English 112 or Journalism 102; Mass Communications 101; Media Arts 101, 102, 104, and 107.

ASSOCIATE IN SCIENCE MAJORS AND CERTIFICATE PROGRAMS

Certificate Programs are primarily business and technical programs for students desiring education beyond high school. These programs provide opportunities for students to prepare themselves for a wide variety of careers. In most cases these programs are planned without regard to transfer schools; however, many courses are transferable to four-year colleges or universities if students change their educational goals.

1. Certificates of Completion shall be issued upon request by the Office of Admissions and Records to students who qualify for them by completing one of the occupation-centered curriculums. The student must have a grade of "C" or better in all courses constituting the certificate program.
2. To earn a certificate, students must complete the number of units required by the division. No certificate shall consist of less than 6 semester units.
3. At least 12 units of the required courses must be completed at Glendale Community College. To earn a certificate that requires less than 12 units, all courses must be completed at Glendale Community College.
4. Students pursuing certificate programs of less than 18 units are not eligible for financial aid.

ACCOUNTING

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

CORE CURRICULUM

Accounting 101, or 105 and 106, 102, 120; Business Administration 101, 120; Computer Applications and Business Office Technologies 105 (or Business Administration 106*), 270 (or Accounting 180); Computer Science/Information Systems 101.

A minimum of 5 units must be selected from the following list of elective courses: Accounting 110**, 121, 130, 150, 155, 156, 160, 170, 180***, 201, 202, 210, 220, 225, 230, 235; Business Administration 106*, 131, 135, 136; Computer Applications and Business Office Technologies 106, 271; Economics 101, 102; Internship 050 (Accounting).

*CABOT 105 is appropriate for certificate students; Associate of Science and transfer students must take Bus. Adm. 106.

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

***If not used to fulfill CORE requirement

ADMINISTRATION OF JUSTICE

This program 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.

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

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

It is further recommended that students take Psychology 114 and/or Speech 101.

ADVERTISING ART

The Advertising Art Certificate curriculum combines fundamental fine arts courses with those of a technical nature to provide a comprehensive course study in visual communication. The program is intended to prepare students to communicate ideas and information using any visual medium.

This program is designed for the student's entry into the profession in a variety of areas: salaried "in-house" artist for an agency, printing house or design studio artist, part-time or hourly artist for firms specializing in graphic art areas, or free-lance artist.

REQUIRED COURSES: Art 102, 130, 131, 134, 135, 136, 137, 150; Computer Applications and Business Office Technologies 206 (or equivalent); Computer Science/Information Systems 123 (Quark Xpress recommended); Photography 101; and 3 units from either Art 101 or 107.

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

ANIMATION

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

CLASSICAL ANIMATION

REQUIRED COURSES: Art 101 or 102, 130, 146 or 210, 150, 152, 153, 201, 205, 206; Theatre Arts 108 or Theatre Arts 103 and Dance 140.

DIGITAL ANIMATION

REQUIRED COURSES: Art 101 or 102, 146, 152, 220, 230, 231, 232, 233, 234; Photography 121 and 122.

SPECIALIST IN ALCOHOL/DRUG STUDIES

The program is designed to provide academic preparation and field experience for individuals employed, or preparing for employment, as alcohol and drug abuse specialists in public and private agencies. To earn a certificate the student must complete the core courses and selected courses from each section as designated, for a total of 39 units.

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

CORE CURRICULUM: (9 units) Alcohol/Drug Studies 101, 103, 105.

BEHAVIORAL COURSES (6 units):

Select 6 units from: Psychology 101, 108, 110, 114; Ethnic Studies 121***; Sociology 101*.

SKILL COURSES (9 units):

Select 9 units from: Alcohol/Drug Studies 110, 111, 112, 113, 114, 115, 118, 119**.

FIELD EXPERIENCE (4 units):

Alcohol/Drug Studies 150 and 151.

FIELD PLACEMENT (8 units):

Alcohol/Drug Studies 152 and 153.

CULTURAL DIVERSITY (3 units): Child Development 156; English 124, 141, 142; Ethnic Studies 101, 102, 110, 111, 120, 121***, 122, 123, 124, 125, 132, 164; History 111, 115; Humanities 101, 102, 105, 105H, 115, 125, 135; Music 128; Philosophy 113, 114, 118; Psychology 111, 113; Social Science 127.

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

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

***Ethnic Studies 121 may be counted in one area only.

ART

For students who are interested in art as a career, the following courses (from one of the two options) are required:

TWO-DIMENSIONAL ART: Art 101, 102, 130, 131, 150, 152, 160.

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

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

THREE-DIMENSIONAL ART: Art 101, 102, 130, 131, 138, 150, 152, 180, 186, 187, 190.

AVIATION AND TRANSPORTATION—

Aviation Administration

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

REQUIRED COURSES: Aviation and Transportation 120, 128; Business Administration 101; English 101; Psychology 101; Speech 101.

A minimum of 4 units must be selected from the following: Aviation and Transportation 121, 122, 123, 124, 125, 126, 127, 129, 131, 132, 134, 136; Accounting 101 (or 105 and 106), 102, 110; Computer Science/Information Systems 100, 101; Economics 101, 102.

AVIATION AND TRANSPORTATION—

Flight Attendant

The Flight Service-Airline and Travel Careers program prepares men and women of all ages to compete for the highly prized positions available as flight attendants in the airline and travel industry. As training progresses, students perform volunteer service at area airports in order to gain invaluable public personal contact experience.

REQUIRED COURSES: Aviation and Transportation 129, 130, 132, 137, 138; Health 102.

Choose 12 units from the following: Aviation and Transportation 128, Business Administration 152; Hotel Restaurant Management 115, Geography 101, 102, Humanities 135, Psychology 114, Sociology 101, and Social Science 124.

AVIATION AND TRANSPORTATION— PILOT TRAINING

Training offered in this field:

1. Instruction: For those who wish to complete two years of college to become eligible to enter civil aviation as professional pilots
2. Basic Pilot Training: Prepares the student for the FAA Private Pilot Airplane written examination for the Private Pilots License. Required course is Aviation and Transportation 120.
3. Advanced Pilot Training: A program designed to give private pilots adequate aeronautical knowledge and experience necessary to enter the field as commercial pilots with an instrument rating as their career. To enter this program, it is recommended the student satisfactorily complete Aviation and Transportation 120*.

REQUIRED COURSES: Aviation and Transportation 112 (2 units), 113 (2 units), 120, 121, 122, 123, 124, 125.

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

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

BOOKKEEPING

The bookkeeping curriculum has been designed for students who wish to become bookkeepers in private industry or government service. Students who wish to become public accountants should take the accounting curriculum.

CORE CURRICULUM

Accounting 110 or 101 or 105 and 106, 120, 130; Business Administration 101; Computer Applications and Business Office Technologies 105, 106, 110.

A minimum of 5 units must be selected from the following list of elective courses: Accounting 101*, 102, 121, 150, 155, 156, 157, 160, 165, 180; Business Administration 106, 110, 120, 162; Computer Applications and Business Office Technologies 208, 260, 270, 271; Computer Science/Information Systems 100, 101, 203; Internship 050 (Accounting).

*If not used to fulfill CORE requirement.

BUSINESS ADMINISTRATION - FINANCIAL PLANNING AND INVESTMENT

This certificate is intended for students interested in the business aspects of financial planning or investments.

REQUIRED COURSES: Accounting 110 or 101, or 105 and 106; Business Administration 101, 106 (or Computer Applications and Business Office Technologies 105), 131, 134; Computer Science/Information Systems 100 or 101 or Computer Applications and Business Office Technologies 260.

Select two of the following courses: Accounting 150; Business Administration 120, 135, 136.

BUSINESS ADMINISTRATION - GENERAL BUSINESS

This certificate is designed for students who are interested in a broad knowledge of business. Students completing this certificate are interested in working in a medium or large business environment.

REQUIRED COURSES: Accounting 110 or 101, or 105 and 106; Business Administration 101, 106 (or Computer Applications and Business Office Technologies 105), 110; Computer Science/Information Systems 100 or 101 or Computer Applications and Business Office Technologies 260.

Select three of the following courses: Business Administration 120, 134, 135, 141, 162.

NOTE: Substitutions for some of the above classes may be made with department approval.

BUSINESS ADMINISTRATION - INTERNATIONAL BUSINESS

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. This program is designed for both the individual entrepreneur and the established company executive.

REQUIRED COURSES: Accounting 110 or 101, or 105 and 106; Business Administration 101, 106 (or Computer Applications and Business Office Technologies 105), 170.

Select any three of the following courses: Business Administration 120, 158, 162, 175, or 176.

BUSINESS ADMINISTRATION - ENTREPRENEURSHIP/SMALL BUSINESS

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

REQUIRED COURSES: Accounting 110 or 101, or 105 and 106, 130, 170; Business Administration 101, 106 (or Computer Applications and Business Office Technologies 105), 110 or 120, 158, 162; Computer Science/Information Systems 100 or 101 or Computer Applications and Business Office Technologies 260.

CERAMICS

This certificate is designed for those students wishing to prepare for employment in the commercial ceramic industry. Emphasis in the coursework 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.

REQUIRED COURSES : Art 186, 187, 190, 192, 195; English 101 or 120 or 131 or ESL 151.

Select an additional six units from the following: Art 111, 130, 188, 191, 193.

CHILD DEVELOPMENT

The following Glendale Community College Child Development Certificate options are designed to support and encourage the professional development of students who aim for a career in: Infant, Toddler, and Preschool Education; School Age Child Care; and Early Childhood Administration and Supervision. Each certificate is outlined in acknowledgment of the California Child Development Permit, which is issued through the California Commission on Teacher Credentialing. 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. The required courses listed for the following child development certificates meet the requirements of the Commission on Teacher Credentialing for teachers of Child Development Centers, Extended Day Care Centers, and other publicly funded children's centers; the requirements of the California Child Development Permits: Preschool and School-Age Matrixes, and Administrative Code, Title XXII for teachers and directors of state licensed infant/toddler, preschool, and school-aged programs; the recommendations of the California Community Colleges Home Economic Program Plan for child development students; and the paraprofessional criteria in the 2001 No Child Left Behind.

TEACHER - PRESCHOOL

REQUIRED COURSES: Child Development 133, 135, 140, 142 and 181.

A minimum of nine units must be selected from the following: Child Development 137, 138, 147, 151, 152, 154, 155, 156, 158 (or Dance 158), 160, 174, 175, 176, 210, 220.

Select 16 units from the Glendale Community College Associate Degree General Education area 10A-D (see AA/AS requirements) with at least one course from each of the following areas:

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

TEACHER - INFANT/TODDLER

REQUIRED COURSES: Child Development 133, 135, 140, 142, 147 and 180.

A minimum of six units must be selected from the following: Child Development 137, 138, 151, 152, 154, 155, 156, 158 (or Dance 158), 160, 174, 175, 176, 210, 220.

Select 16 units from the Glendale Community College Associate Degree General Education area 10A-D (see AA/AS requirements) with at least one course from each of the following areas:

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

TEACHER - SCHOOL-AGE CARE

REQUIRED COURSES: Child Development 133, 135, 137, 140, 142 and 182.

A minimum of six units must be selected from the following: Child Development 138, 147, 151, 152, 154, 155, 156, 158 (or Dance 158), 160, 174, 175, 176, 210, 220.

Select 16 units from the Glendale Community College Associate Degree General Education area 10A-D (see AA/AS requirements) with at least one course from each of the following areas:

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

MASTER TEACHER

REQUIRED COURSES: Child Development 133, 135, 140, 141, 142, 176.

A minimum of six units must be selected from the following: Child Development 137, 138, 147, 151*, 152*, 154*, 155*, 156*, 158* (or Dance 158), 160, 174, 175, 210*, 220.

In addition, complete one of the following specialties for six units:

ARTS: Child Development 152*, 154*, Child Development/Dance 158*.

SPECIAL NEEDS: Child Development 155* and American Sign Language 101.

CULTURAL DIVERSITY: Child Development 156* and Ethnic Studies 121.

CURRICULUM: Child Development 151* and 210.

*These courses may not be used to meet more than one requirement.

Select 16 units from the Glendale Community College Associate Degree General Education area 10A-D (see AA/AS requirements) with at least one course from each of the following areas:

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

SITE SUPERVISOR

The Site Supervisor certificate is issued to students who have completed the requirements for the Associate in Science degree as well as the following requirements for the Site Supervisor certificate.

REQUIRED COURSES: Child Development 133, 135, 140, 141, 142, 174, 175, 176.

A minimum of six units must be selected from the following: Child Development 137, 138, 147, 151, 152, 154, 155, 156, 158 (or Dance 158), 160, 210, 220.

CHOREOGRAPHIC STUDIES AND DANCE TECHNIQUE

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

REQUIRED COURSES (18 units): Dance 100, 101 (1.5 units), 111 (1.5 units), 116 (1.5 units), 121 (1.5 units), 122 or 123 (1 unit), 130 (1.5 units), 131 (1.5 units), 134 or 112 or 113 (1 unit); 135 or 136 (3 units), and 194 (1 unit).

A minimum of 6 units must be selected from the following elective courses: Art 102, 125, 130; Dance 124, 125, 140, 141, 145; Health 110; Humanities 115, 120; Music 101, 135, 230, 236, 237; Physical Education 294; Theatre Arts 101, 103, 104, 109, 123, 130, 134.

COMPUTER APPLICATIONS AND BUSINESS OFFICE TECHNOLOGIES

These certificates prepare students with the skills and abilities for a career at both the operational and managerial levels required in today's office.

**Courses taken more than five years before the granting of any of these CABOT certificates must have the approval of the division chair for acceptance.

*A minimum speed is required for each individual certificate program. CABOT 230 is available to help students reach this goal. Students should request a card from their GCC instructor verifying their keyboarding speed. This card is valid for one year and must be current at the beginning of the semester/session in which the certificate is awarded. Replacement cards may be obtained by retesting. See Business Division.

ADMINISTRATIVE ASSISTANT

REQUIRED COURSES: Accounting 110 or 101 or 105 & 106; Business Administration 106, 110, and 152; Computer Applications and Business Office Technologies** 101, 102, 103, 104, 110, 208, 210*, 265, 266, 270, 285; Computer Science/Information Systems 191.

*A minimum speed of 40 wpm is required for this certificate.

GENERAL OFFICE

REQUIRED COURSES: Business Administration 110; Computer Applications and Business Office Technologies** 101, 102, 103, 104, 105, 110, 208, 210*, and 260; Computer Science/Information Systems 191.

*A minimum speed of 35 wpm is required for this certificate.

LEGAL SECRETARY

REQUIRED COURSES: Business Administration 106, 110, and 152; Computer Applications and Business Office Technologies** 102, 103, 104, 110, 156, 162, 165, 208, 210*, 265, 266, and 270; Computer Science/Information Systems 191.

*A minimum speed of 60 wpm is required for this certificate.

NOTE: Substitutions for some of the above classes may be made with department approval.

COMPUTER INFORMATION SYSTEMS

This curriculum is designed for those students interested in Computer Information Systems. To earn a certificate students must complete the required core courses, and choose other courses from the additional courses list to total **32 units**. **NOTE:** Courses taken more than three years before completion of the certificate must have the approval of the division chair for acceptance.

CORE CURRICULUM

Business Administration 106 or English 101; Computer Science/Information Systems 101, 110 or 112, 120 or 135, 172, 190, 191.

Additional Courses

Business Administration 110; Computer Science/Information Systems 120, 130, 135, 137, 139, 140; Internship 050 (Computer Science/Information Systems).

COMPUTER NUMERICAL CONTROL TECHNICIAN

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

REQUIRED COURSES: Computer Science/Information Systems 101; Electronics and Computer Technology 103, 104, 110*; Engineering 102, 107; Machine Technology 101, 110; Materials and Processes 146.

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

*or higher level

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

COMPUTER OPERATOR

The student completing this certificate will have a basic knowledge of the operation of computer systems in a business environment. To earn a certificate the student must complete the required CORE courses totaling 21 units.

CORE CURRICULUM

Computer Applications and Business Office Technologies 102; Computer Science/Information Systems 101, 172 (or CS/IS 203 and CABOT 206 or 208), 190 and 191; Electronics and Computer Technology 112 and 250.

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

COMPUTER PROGRAMMER

Students completing this certificate will have a basic knowledge of programming.

REQUIRED COURSES: Computer Applications and Business Office Technologies 102; Computer Science/Information Systems 101, 110, 120 or 137, 130, 135, 139.

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

COMPUTER SCIENCE

This program is designed for those students interested in computer science, either as a professional concentration, or for transfer to a four-year computer science program. To earn a certificate, the student must complete the required CORE courses and choose other courses from the additional courses list to total a minimum of **37 units**.

CORE CURRICULUM

Computer Science/Information Systems 165, 166, 211, 212, 280.

Additional Courses:

Computer Science/Information Systems 110 or 112, 125, 130, 135, 137, 139, 172, 190; Mathematics 103, 104, 107; Philosophy 123; Physics 101.

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

COMPUTER SOFTWARE TECHNICIAN

This program is designed to train students to meet the rapidly growing need for qualified hardware/software technicians, having a blend of hardware and software skills. To earn a certificate, the student must complete all required CORE courses, and choose other courses from the additional courses list to total 32 units.

CORE CURRICULUM

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

(Continued on next page)

Additional Courses:

Business Administration 106 , 110; Computer Applications and Business Office Technologies 206, 208; Computer Science/Information Systems 110, 120, 130, 135, 137, 139, 191, 203; Electronics and Computer Technology 100, 101*, 102*, 124*, 201*, 204*

*Corequisite required

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

COMPUTER SUPPORT TECHNICIAN

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

REQUIRED COURSES: Computer Applications and Business Office Technologies 102, Business Administration 110; Computer Science/Information Systems 101, 110 or 112, 172 (or 203 and CABOT 206 or 208), 190, 191.

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

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

CULINARY, NUTRITION, AND HOSPITALITY MANAGEMENT PROGRAM**BEGINNING CULINARY ARTS**

The beginning culinary arts program is designed as an introduction to the basics of food preparation, sanitation and service, preparing students for employment in the industry.

REQUIRED COURSES: Culinary Arts 111, 113, 122, 124; Cooperative Education 102 or Internship 050 (3 units).

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

DIETARY SERVICES SUPERVISOR

This 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.

REQUIRED COURSES: Culinary Arts 111 or 112, 113, 114 or 125, 116, 118, 142; Hotel/Restaurant Management 256; Cooperative Education 102 (3 units).

RESTAURANT MANAGEMENT

This 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.

REQUIRED COURSES: Culinary Arts 111, 113, 116, 117, 201, 207, 214 or 216; Hotel Restaurant Management 115, 203, 256; Internship 150 or Cooperative Education 102 (six units).

Elective units from the following are recommended: Business Administration 144; Computer Applications and Business Office Technologies 102; Culinary Arts 112.

DESKTOP PUBLISHING TECHNICIAN

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

CORE CURRICULUM

Computer Science/Information Systems 100 or 101 , 123, 124.

Additional Courses:

Art 130, 131, 134, 135, 136; Computer Applications and Business Office Technologies 206; Computer Science/Information Systems 111 or Media Arts 111; Computer Science/Information Systems 126; Journalism 102, 103, 107.

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

ELECTRO/MECHANICAL FABRICATION TECHNICIAN

Aviation and Transportation 150; Electronics & Computer Technology 110, 113; Engineering 102, 109; Technical Education 140, 142*.

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

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

ELECTRONICS AND COMPUTER TECHNOLOGY**CORE CURRICULUM**

These courses are required for all options: Electronics and Computer Technology 100, 101, 102, 103, 104, 113, 250 (3 units), 251 (2 units).

The following specialty courses are required for each individual certificate of completion.

ELECTRONICS ENGINEERING TECHNICIAN

Core Curriculum (as listed above); ECT 201, 202, 223, 252 (1 unit), 253 (1 unit); Computer Integrated Manufacturing 101, 102.

COMPUTER ENGINEER TECHNICIAN

Core Curriculum (as listed above); ECT 112, 203, 204, 212, 250 (1 unit), 252 (1 unit), 253 (2 units).

RECOMMENDED ELECTIVES

Recommended electives for E.E.T. are: ECT 112, 203, 204; Engineering 100; Technical Education 140. (continued on next page)

Recommended electives for C.E.T. are: Computer Integrated Manufacturing 101; Electronics and Computer Technology 113; Engineering 100, 107.

ELECTRONICS AND COMPUTER TECHNOLOGY NON-DEGREE OPTION

COMPUTER REPAIR TECHNICIAN

REQUIRED COURSES: Electronics and Computer Technology 103, 110, 112, 113, 212, 226, 250 (3 units), 251 (1 unit), 252 (1 unit) and 253 (1 unit).

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

ENGINEERING/ELECTRO-MECHANICAL DESIGN

CORE CURRICULUM

Engineering 101, 109; Technical Education 140 and 143.

ELECTRO/MECHANICAL DESIGN

Core Curriculum (as listed above)

REQUIRED COURSES: Engineering 100, 104, 106, and 108.

NON-DEGREE OPTIONS

ENGINEERING/CAD

Core Curriculum (as listed above)

REQUIRED COURSES: Engineering 102 and 110.

ELECTRONIC DESIGN

Core Curriculum (as listed above)

REQUIRED COURSES: Engineering 102 and 106.

FIRE TECHNOLOGY

This program 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 firefighting personnel.

REQUIRED COURSES (3 units in each course): Fire Technology 101, 102, 103, 105, 115.

In addition, a minimum of 12 units must be selected from the following: Fire Technology 104, 107, 108, 109, 110, 111, 112, 114, 116, 117, 118, 119, 151; Administration of Justice 117.

The following courses are recommended: Administration of Justice 101, 103, 107; Speech 101.

FITNESS SPECIALIST CERTIFICATE

This certificate prepares the student to work in various fitness leadership positions in the health/fitness industry or to become self-employed in health/fitness training and consultation. The program emphasizes the relationship of human physiology, exercise training, lifestyle behavior modification and disease prevention, distinguishing between the needs of healthy persons and those with health challenges. This program is based on the guidelines of the American College of Sports Medicine (ACSM).

REQUIRED COURSES: Biology 115*; Health 102, 110, and 128; Physical Education 111, 112, 113, 114, 115 and 116; and Internship 050.

*Waived for students completing Biology 120 and Biology 121.

INSURANCE SPECIALIST

This certificate is designed to prepare students for entry-level positions in insurance offices such as appraiser, agent, estimator, administrative assistant, broker, or salesperson. Coursework required for the certificate is intended to help prepare students for insurance certifications.

REQUIRED COURSES: Accounting 101 or 105 and 106; Business Administration 101, 106, 111, 112, 113, 114, 115, 120; Computer Applications and Business Office Technology 270; Computer Science/Information Systems 100 or 101 or CABOT 260; Internship 050.

MACHINE AND MANUFACTURING TECHNOLOGY - MACHINIST

This program is designed to provide the fundamentals of the machinist trade. This includes basic, advanced and complicated operations of machine tools, and the use of computers in programming numerical control milling machines.

REQUIRED COURSES: Computer Aided Manufacturing 210, 230; Machine Technology 101, 102, 103, 104; Metals 150; Technical Education 140, 142*.

The following courses are recommended: Computer Aided Manufacturing 211, 231; Cooperative Education 102; Engineering 102; Machine Technology 112.

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

MANAGEMENT

This curriculum is designed for students who are preparing to work in an entry-level to mid-management position.

REQUIRED COURSES: Accounting 110 or 101 or 105 and 106; Business Administration 101, 106 (or Computer Applications and Business Office Technologies 105), 110, 120 or 144, 141, 152 (or Speech 101 or 111); Computer Science/Information Systems 100 or 101 or Computer Applications and Business Office Technologies 260.

NOTE: Substitutions for some of the above classes may be made with department approval.

MARKETING

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

REQUIRED COURSES: Accounting 110 or 101 or 105 and 106; Business Administration 101, 106 (or Computer Applications and Business Office Technologies 105), 162, 164, 166; Computer Science/Information Systems 100 or 101 or Computer Applications and Business Office Technologies 260. (Continued on next page)

Select one course from the following: Business Administration 136, 152 (or Speech 100 or 111); Computer Applications and Business Office Technologies 280.

MASS COMMUNICATIONS

REQUIRED COURSES: Mass Communications/Journalism 101; Journalism 102, 103 or 104, 107; English 101 and 102 or 104.

A minimum of 3 units must be selected from the following: Computer Applications and Business Office Technologies 206 and 208; Computer Science/Information Systems 123, 124, 192; Journalism 106; Media Arts 101, 111.

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

MEDICAL ADMINISTRATIVE SERVICES

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

****Courses taken more than five years before the granting of these certificates must have the approval of the division chair for acceptance.**

***A minimum speed is required for each individual certificate program. CABOT 230 is available to help students reach this goal. Students should request a card from their GCC instructor verifying their keyboarding speed. This card is valid for one year and must be current at the beginning of the semester/session in which the certificate is awarded. Replacement cards may be obtained by retesting. See Business Division.**

MEDICAL FRONT OFFICE

REQUIRED COURSES: Computer Applications and Business Office Technologies 102, 103, 104, 110, 182, 185, 205* and 208.

Choose from one of the following courses: Computer Applications and Business Office Technologies 105, 156 and 190, or 183.

***A minimum speed of 25 wpm is required for this certificate.**

MEDICAL SECRETARY

REQUIRED COURSES: Computer Applications and Business Office Technologies 102, 103, 104, 105, 110, 156, 182, 185, 190, 208, 210*, 265, and 270.

***A minimum speed of 40 wpm is required for this certificate.**

MEDICAL TRANSCRIPTION

REQUIRED COURSES: Computer Applications and Business Office Technologies 102, 103, 105, 156, 182, 190, 208, 210*, 265.

***A minimum speed of 50 wpm is required for this certificate.**

NOTE: Substitutions for some of the above classes may be made with department approval.

MUSIC

This certificate prepares students for entry level positions within the professional music industry, working in a studio or performing live, as instrumentalists, vocalists, or composers. The courses are divided into four categories: core classes, instrumental and vocal classes, performing ensembles, and electives.

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

Instrumental and vocal classes (6 units are required, 2 units from each of the following groups):

1. Music 135, 136, 137
2. Music 140
3. Music 160, 161, 162, 163

Performing ensembles (4 units are required): Music 141, 143, 144, 145, 146, 147, 148, 152, 159, 231, 232, 233, 234, 235, 236, 237, 240, 241, 242.

Electives (5 units are required): Music 121, 127, 128, 129, 156, 157, 158, 176, 177.

NURSING

Glendale Community 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). 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 Licensed Vocational Nurse whose license is active and in good standing in California.

1. PLAN A—CAREER LADDER

Qualifies the student for an Associate in Science degree or a certificate 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 Board of Registered Nursing may deny a license regulated by the Business and Professional Code, Section 480, on such grounds as: being convicted of a crime, acts of dishonesty, fraud or deceit, abuse of vulnerable populations, etc. Refer to the Department of Nursing for further information.

II. PROGRAM REQUIREMENTS

A. GENERAL REQUIREMENTS

1. All required coursework for programs in the Department of Nursing must be completed with a "C" or better.
2. Applicants must meet the placement and testing requirements for the program for which they are applying.
3. 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 disorders which may prevent them from being able to perform tasks and responsibilities in nursing; and undergo a background check as required by clinical affiliates prior to being allowed into a clinical setting. Students who have questions regarding these requirements may contact the division office.

B. GENERIC ADN

1. Required prerequisite courses (or their equivalent) include Biology 112*, Microbiology; Biology 120*, Human Anatomy; Biology 121*, Physiology; Psychology 101, General Psychology; English 101, Freshman English; and eligibility to enroll in Mathematics 145.

*There is a 10-year recency requirement for Biology 112, 120 and 121. Please see Division Chair for extenuating circumstances.

2. Coursework required for certificate/licensure includes Biology 112, 120, 121; English 101; Nursing Science 200, 205, 208, 210, 211, 212, 213, 214, 215, 216 or 220, 222, 223; Psychology 101; Speech 101.
3. Graduation requirements: Any course or courses satisfying the Humanities (6 units); Multi-cultural course; American History, American Institutions, and State and Local government requirements; Mathematics proficiency. (Please see Index for graduation requirements).

C. LVN-RN

1. CAREER LADDER

- a. Prerequisite requirement: Current active California VN licensure in good standing.
- b. Required prerequisite courses: Same as Generic ADN program.

- c. Coursework required for certificate/licensure includes Biology 112, 120, 121; English 101; Nursing Science 213, 214, 215, 216, 217, 218 and 222; Psychology 101, Speech 101.
- d. A.S. graduation requirements: Same as Generic ADN.

NOTE: A student may apply to take the NCLEX-RN without completion of degree requirements when coursework required for licensure (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: Biology 121, Physiology and Biology 112, Microbiology; English 101, Freshman English; eligibility for Math 145; Psychology 101, General Psychology; and Speech 101, Public Speaking.
 - c. Coursework required for licensure includes Nursing Science 213, 214, 215, 216, 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.

PHOTOGRAPHY

This certificate is designed to prepare students for entry-level skills to work within the entertainment, magazine or printer industry as a professional assistant, staff commercial photographer, or lab technician.

These courses are required: Art 199; Photography 101, 103, 105, 106, 109, 112, 113, 114, 130.

The following courses are recommended: Photography 116, 117, 118, and 121.

REAL ESTATE

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.

The following courses are required: Real Estate 101, 120, 130, 140, 150, 162 or 163.

A minimum of 6 units must be selected from the following list to complete a total of 24.5 units required for this certificate: Accounting 101 (or 105 and 106) or 110; Business Administration 120; Real Estate 125, 161, 164, 180, 190, 195, 250.

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

REAL ESTATE APPRAISAL

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 Certificate)

CORE Courses: Real Estate 101, 130, 140, 150, 161-165.

A minimum of 3 units must be selected from the following list to complete a total of 29 units: Accounting 101 or 105 and 106 or 110; Business Administration 120; Real Estate 180, 190, 195, 250.

RECEPTIONIST/OFFICE CLERK

Required courses: Computer Applications and Business Office Technologies** 101, 102, 103, 104, 110, 205*, and 208; Computer Science/Information Systems 191.

*A minimum speed of 25 wpm is required for this certificate. Computer Applications and Business Office Technologies 230 is available to help students reach this goal. Students should request a card from their GCC instructor verifying their keyboarding speed.

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

RECREATION LEADERSHIP

These courses are required: Health 102, 104 or 106, 110; Physical Education 120 (2 units); Recreation Leadership 109.

A minimum of 13 units must be selected from the following: Administration of Justice 101 or 118; Art 101 or 102 or 112; Biology 121, 122; Music 120, 230 or 231; Psychology 101 or 110; Speech 101.

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

RETAIL MANAGEMENT

This certificate prepares students with the skills and abilities for the fast paced challenges in the competitive retail environment. It is intended for students who wish to prepare for employment and advancement in a variety of retail environments including technology, accounting, human resources, management, marketing, selling, inventory, and clerical functions.

Required courses: Accounting 110 or 101 or 105 and 106; Business Administration 106, 110, 141, 144, 152, 162, 164; Computer Applications and Business Office Technologies 110, and either Computer Science/Information Systems 100 or 101 or CABOT 260.

TELEVISION PRODUCTION

The Television Production curriculum is designed to prepare students for a career in the television industry. Typical entry level positions would be Production Assistant or Assistant Editor. The program is also suited for those desiring employment as independent video producers/directors.

Three options are presented - Mass Media, Videography, and Corporate Television.

MASS MEDIA OPTION

These courses are required: Journalism 102, 106; Mass Communications/Journalism 101; Media Arts 101, 104, 107, 112; Theatre Arts 101.

A minimum of 3 units must be selected from the following: Business Administration 164; Cooperative Education 102 (2 units); Internship 050 (3 units); Media Arts 111; Speech 100; Theatre Arts 140.

VIDEOGRAPHY OPTION

These courses are required: Art 125, 130; Journalism 102; Media Arts 101, 104, 107, 112; Photography 101.

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

CORPORATE TELEVISION OPTION

These courses are required: Business Administration 101, 166; Journalism 102; Media Arts 101, 104, 107, 112.

A minimum of 3 units must be selected from the following: Art 130; Computer Applications and Business Office Technologies 200; Cooperative Education 102 (2 units); Internship 050 (3 units); Media Arts 111; Psychology 114.

THEATRE ARTS—GENERAL CERTIFICATE

This certificate provides training in basic technical theatre skills for career employment in production and performance within the theatre industry.

These courses are required (22 units): English 101 or 120 or ESL 151; Speech 101 or 105; Theatre Arts 101, 103, 109 (1 unit), 121 (2 units), 123 (1 unit), 130 or 131 (3 units) and 3 units from either 160, 161, 162, 163 or 164.

A minimum of 8 units must be selected from the following elective courses: Art 101, 102, 125, 130, 132, 152; English 102, 116, 121, 125, 126; Humanities 117; Dance 101, 134, 140, 141, 145; Speech 101 or 105; Theatre Arts 102, 104, 106, 110, 122, 133, 134, 140.

WEB DEVELOPMENT

This certificate is designed for both the IT professional and the college student seeking a thorough preparation for the field of Web development. It focuses on the talents needed to build commercial Web sites. Course work includes Internet technologies, Web graphic design skills, programming and scripting for the Web. A major skill-building project spanning three semesters is included in the course work.

Required courses: Computer Science/Information Systems 190, 255, 260(4 units total)-266, Art/Photography 250, 251, and 255.

WELDING, OCCUPATIONAL (COMBINATION)

Occupational welding is a two-year program designed to prepare the student for entry into the welding field as a combination welder, skilled in metallic arc, tungsten inert gas, flux cored wire, metal inert gas welding, plasma arc cutting, oxy-fuel welding, cutting and brasing of common metals. The emphasis will be on obtaining a welding certification at the completion of the required courses.

These courses are required: Engineering 102; Welding 121, 122, 123, 124, 125 (1 unit); Metallurgy 150.

Choose six (6) units from the following courses: Business Administration 158; Machine Technology 107, 112; Technical Education 140, 142*; Welding 125 (2 units), 126 (3 units).

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



GENERAL EDUCATION REQUIREMENTS FOR GRADUATION FROM COLLEGES AND UNIVERSITIES

It is important for students who plan to transfer to a four-year college or university at the close of their community college studies to decide early which college they will enter. Having decided this, they should plan their program in accordance with the requirements of that institution.

In general, students who are eligible for admission to a university at the time of twelfth year graduation are admitted to that institution after completion of community college work provided they have maintained a satisfactory record in all work taken since twelfth grade.

Ordinarily students with high school deficiencies (i.e. course work, GPA, SAT/ACT etc.) are not permitted to transfer to a four-year college or university in advanced standing until they have proven their ability to do college work.

The requirements for college and university entrance with advanced standing vary significantly. Students should contact their counselor or the Transfer Center for these requirements.

The following are the General Education requirements for some of the four-year colleges and universities in this area. Requirements for additional colleges and universities are available from your counselor or the Transfer Center.

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



INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM

Valid through Summer 2008

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

Completion of the IGETC is not a requirement for transfer to a CSU or UC, nor is it the only way to fulfill the lower division, general education requirements of the CSU or UC prior to transfer. Students may find it advantageous to take courses fulfilling CSU's general education requirements or those of a particular UC campus.

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

AREA 1— ENGLISH COMMUNICATION

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

GROUP A: ENGLISH COMPOSITION

(1 course, 3 semester units)
English 101+, 101H+

GROUP B: CRITICAL THINKING—ENGLISH COMPOSITION

(1 course, 3 semester units)
English 102+, 102H+, 104

GROUP C: ORAL COMMUNICATION (CSU ONLY)

(1 course, 3 semester units)
Speech 101

AREA 2— MATHEMATICAL CONCEPTS and QUANTITATIVE REASONING

(1 course, 3 semester units)
Mathematics 100+, 103+, 103H, 104+, 104H+, 105+, 105H+, 107+, 107H+, 108+, 108H+, 110+, 111, 112+, 135, 136

AREA 3— ARTS and HUMANITIES

(3 courses, 9 semester units)
At least one course from the Arts and one from the Humanities.

ARTS COURSES:

Art 101+, 101H+, 102+, 102H+, 103+, 104+, 105+, 106+, 107+, 108 - 113, 116, 118, 120+, 121+, 125, 199
Dance 100
Music 101, 102, 110, 120+, 121, 125+, 126+, 127, 128
Theatre Arts 101, 102, 107

HUMANITIES COURSES:

Armenian 102+, 103, 104, 116+, 125 - 127
Chinese 102*, 103, 104
Economics 111* (same as History 116)
English 105 - 111, 114 - 117, 122 - 126, 128, 130, 141, 142
French 102 - 104, 121, 124 - 126
German 102 - 104, 125, 126
History 101+, 102+, 103 - 107, 108+, 109+, 110+, 111+, 112 - 115, 116* (same as Economics 111), 117+, 118+, 119 - 121, 131 - 133, 135, 136* (same as Social Science 136), 150, 152*
Humanities 101, 102, 105+, 105H+, 106, 110, 111, 115, 117, 120, 125
Italian 102, 103, 130
Japanese 102 - 104
Korean 102, 103
Philosophy 101, 113, 114, 116, 118 - 122
Russian 102
Spanish 102+, 103, 104, 124+, 124H+, 125+, 126+, 127, 128

AREA 4— SOCIAL and BEHAVIORAL SCIENCES

(3 courses, 9 semester units)
Courses from at least two disciplines or an interdisciplinary sequence.
Anthropology 102+, 102H+, 103 - 105
Economics 101, 102+ 102H+, 105+, 110, 111* (same as History 116)
Ethnic Studies 101, 102, 110, 111, 120 - 125, 132, 164
Geography 102, 103, 105, 106, 110
History 116* (same as Economics 111), 122, 152*
Journalism 101+
Linguistics 101
Mass Communications 101
Political Science 101, 102, 103+, 103H+, 108, 110, 111
Psychology 101+, 101H+, 103, 104, 106, 109 (same as Sociology 105), 113, 115
Social Science 124, 131+, 132+, 134, 136* (same as History 136)
Sociology 101, 102, 104, 105 (same as Psychology 109), 140
Speech 108

AREA 5— PHYSICAL and BIOLOGICAL SCIENCES

(2 courses, 7-9 semester units)
One Physical Science course and one Biological Science course; at least one must include a laboratory.

PHYSICAL SCIENCE COURSES: (Laboratory courses are underlined)

Astronomy 102, 110+, 110H+, 120+
Chemistry 101+, 101H+, 102+, 102H+, 103+, 105, 106, 110+, 114+, 120+, 121+
Geography 101, 111
Geology 101+, 101H+, 102, 103, 105, 110, 111+, 111H+, 112

Oceanography 115, 116

Paleontology 101

Physical Science 131+

Physics 101+, 101H+, 102+, 102H+, 103+, 103H+, 105+, 106+, 110+

BIOLOGICAL SCIENCES: (Laboratory courses are underlined)

Anthropology 101, 111

Biology 101+, 101H+, 102+, 102H+, 103+, 103H+, 112, 115+, 120+, 121+, 122+, 123, 125+, 125H+, 126, 132+, 135

LANGUAGE OTHER THAN ENGLISH (UC REQUIREMENT ONLY)

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

American Sign Language 101; Armenian 101+, 115+; Chinese 101; French 101; German 101; Italian 101; Japanese 101; Korean 101, 115+; Russian 101; Spanish 101+, 115+.

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

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

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

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

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

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

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

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

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

THE CALIFORNIA STATE UNIVERSITY

GENERAL EDUCATION REQUIREMENT

This list of courses from which 39 units must be selected for certification has been submitted to the California State University and is effective for students entering Glendale Community College for the summer 1987 session and thereafter. **All courses completed Fall, 1993 and thereafter must be completed with grades of "C" or better.**

History and Constitution Requirement

All students seeking a baccalaureate degree are required by California law to demonstrate competence in the Constitution of the United States, in American History, including the study of American Institutions and Ideals, and in the principles of state and local government established under the Constitution of the State of California. In accordance with Ex. Order 405 the following requirements are satisfied as indicated:

American Institutions:

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

American History:

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

State and Local Government:

Political Science 106; Social Science 125-126, 132

Breadth Requirement

Breadth Requirement courses which the president of Glendale Community College or his designated officer will certify as meeting the intent expressed in Executive Order No. 595 are listed below. Students will complete a minimum of thirty-nine (39) units from this list. No more than thirty (30) units may be certified in Areas B-D inclusive.

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

English 101, 101H, (Required)
Speech 101 (Required)
English 102, 102H, 104, 118
Humanities 105, 105H, 110
Philosophy 117, 123
Speech 100, 102 - 104

B. PHYSICAL UNIVERSE AND ITS LIFE FORMS (9 units)

Select one course from each of the following: Biological Sciences, Physical Sciences, and Mathematics. One Science course (either Biological or Physical) must include a laboratory activity.

BIOLOGICAL SCIENCE:

Anthropology 101, 111*
Biology 101*, 101H*, 102*, 102H*, 103, 103H, 112*, 115*, 120*, 121*, 122*, 123, 125, 125H, 126*, 127, 128*, 130*, 132, 135*, 137*

*Denotes laboratory activity.

PHYSICAL SCIENCE:

Astronomy 102*, 103, 110, 110H, 120
Chemistry 101*, 101H*, 102*, 102H*, 103*, 105*, 106*, 110*, 114*, 120*, 121*
Geography 101, 111*
Geology 101, 101H, 102, 103, 104, 105*, 111*, 111H*, 112*, 120
Oceanography 115, 116*
Paleontology 101
Physical Science 131*
Physics 101*, 101H*, 102*, 102H*, 103*, 103H*, 105*, 106*, 110
Technical Education 145

*Denotes laboratory activity.

MATHEMATICS:

Mathematics 100, 102, 103, 103H, 104, 104H, 105, 105H, 107, 107H, 108, 108H, 110, 111, 112, 135, 136, 138

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

9 semester units with at least one course each in Arts and Humanities.

C1 - ARTS:

Art 101, 101H, 102, 102H, 103 - 113, 116, 118, 120, 121, 125, 199
Dance 100

English 103

Humanities 117**, 120**

Music 101, 102, 104, 105, 107, 108, 110, 120 121, 125 - 128

Theatre Arts 101, 102

C2 - HUMANITIES:

Armenian 101 - 104, 115, 116, 125 - 127,

Chinese 101 - 104

English 105 - 111, 114 - 117, 122 - 130, 141, 142

French 101 - 104, 121, 124 - 126

German 101 - 104, 125, 126

History 152**

Humanities 101, 102, 106, 111, 115, 117**, 120**, 125, 130

Italian 101 - 104, 130

Japanese 101 - 104

Korean 101 - 103, 115, 116

Philosophy 101, 112 - 114, 116, 118 - 122

Russian 101, 102

Spanish 101 - 104, 115, 116, 124, 124H, 125 - 128

Speech 106

Theatre Arts 107

**May be used in only one (1) area.

D. SOCIAL, POLITICAL AND ECONOMIC INSTITUTIONS (9 units)

Courses must be selected from at least two disciplines.

D - 0 SOCIOLOGY:

Sociology 101, 102

D - 1 ANTHROPOLOGY AND ARCHEOLOGY

Anthropology 102, 102H, 103 - 105

D - 2 ECONOMICS

Economics 101, 102, 102H, 105, 110

D - 3 ETHNIC STUDIES

Ethnic Studies 101, 102, 110, 111, 120 - 125, 132, 164

D - 4 GENDER STUDIES

History 115**

D - 5 GEOGRAPHY

Geography 102, 103, 105, 106, 110

D - 6 HISTORY

History 101 - 109, 112 - 114, 115**, 119 - 122, 131 - 133, 135, 136**, 152**

D - 7 INTERDISCIPLINARY SOCIAL OR BEHAVIORAL SCIENCES

Journalism 101

Linguistics 101

Mass Communications 101

Social Science 101, 124, 127, 136**

Sociology 140

Speech 108

D - 8 POLITICAL SCIENCE, GOVERNMENT, AND LEGAL INSTITUTIONS

Political Science 102, 103, 103H, 108, 110, 111

D - 9 PSYCHOLOGY

Psychology 101, 101H, 103, 104, 115

**May be used in only one (1) area.

E. LIFELONG UNDERSTANDING AND SELF-DEVELOPMENT (3 units)

Child Development 135

Culinary Arts 125

Dance (all courses) (1 unit only)

Health 102, 104, 106

Physical Education (all activity courses) (1 unit only)

Physical Education 107

Psychology 105, 106, 108 - 111, 113, 131

Recreation Leadership 105

Social Science 134

Sociology 104, 105, 131

UNIVERSITY OF SOUTHERN CALIFORNIA

GENERAL EDUCATION CATEGORIES AND THE DIVERSITY REQUIREMENT Effective Fall 2007 through Summer 2008

All USC students must complete six general education (GE) courses. In addition, there are requirements in writing, diversity, and (for certain majors) foreign language.

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

College courses taken *before high school graduation* cannot be used to fulfill any of the requirements listed except for GE categories I and III.

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

LOWER DIVISION WRITING REQUIREMENT: Any of the courses below fulfills the lower division writing requirement *if completed after graduating from high school and before starting at USC* (an additional upper division writing course must be completed at USC):

ENGLISH 102, 102H, 104

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

LANGUAGE REQUIREMENT Third Level:

Armenian 103; Chinese 103; French 103;
German 103; Italian 103; Japanese 103; Korean 103;
Spanish 103

LANGUAGE REQUIREMENT Fourth Level:

Armenian 104; Chinese 104; French 104; German 104;
Italian 104; Japanese 104; Spanish 104

TRANSFERABLE GENERAL EDUCATION CATEGORIES:

CATEGORY I: Western Cultures and Traditions

Art 101, 101H, 102, 102H, 104, 105, 106
English 109, 110
History 101, 102, 108, 109
Philosophy 119, 120
Theatre Arts 102

CATEGORY II: Global Cultures and Traditions

Anthropology 102, 102H
Art 108, 109, 112, 116
Ethnic Studies 125
History 119
Music 127
Philosophy 114, 121

CATEGORY III: Scientific Inquiry (requires a lab)

Astronomy 102 w/110, 102 w/110H, 102 w/120
Biology 101, 101H, 122, 125 w/126, 125H w/126, 135
Chemistry 101, 101H, 120
Geography 101 w/111
Geology 101 w/111, 101H w/111H, 105
Oceanography 115 w/116
Physical Science 131
Physics 101, 101H, 105

CATEGORY V: Arts and Letters

Art 103, 107, 113, 118, 120, 121, 125
English 105, 106, 107, 108, 111, 114, 115, 116, 117, 122, 123,
124, 125, 126, 128
French 121
Music 120, 125, 126
Spanish 124, 124H
Theatre Arts 107

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

English 141, 142
Ethnic Studies 102, 110, 120, 121, 122, 123, 124, 132
History 111; 115
Humanities 125
Psychology 113
Social Science 134
Sociology 101, 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.

TRANSFER PROGRAMS

Transfer courses are designed to parallel lower-division offerings at four-year colleges and universities. Through the transfer curriculum, Glendale Community College 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 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.

Glendale Community College offers transferable courses in the following subject areas:

| | | |
|--|--------------------------------------|-------------------------------|
| ACCOUNTING | FIRE PROTECTION ADM. & TECHNOLOGY | CHIROPRACTIC |
| ANTHROPOLOGY | FOREIGN LANGUAGE | DENTISTRY |
| ARCHITECTURE | GEOGRAPHY | LAW |
| ART/ART HISTORY | GEOLOGY/GEOPHYSICS | MEDICINE |
| BIOCHEMISTRY | HEALTH SCIENCE | OPTOMETRY |
| BIOLOGY | HISTORY | PHARMACY |
| BUSINESS ADMINISTRATION | HUMANITIES | VETERINARIAN |
| CHEMISTRY | INDUSTRIAL ARTS | PHILOSOPHY |
| CHICANO STUDIES | INDUSTRIAL TECHNOLOGY | PHYSICAL EDUCATION |
| CHILD DEVELOPMENT | JOURNALISM | PHYSICS |
| COMMUNICATIVE DISORDERS | KINESIOLOGY/PHYSICAL EDUCATION | POLITICAL SCIENCE |
| COMPUTER INFORMATION SYSTEMS | LATIN AMERICAN STUDIES | PSYCHOLOGY |
| COMPUTER SCIENCE | LEISURE STUDIES & RECREATION | RADIO-TV-FILM |
| CRIMINAL JUSTICE | LIBERAL STUDIES | REHABILITATION SERVICES |
| DANCE | LINGUISTICS | RELIGIOUS STUDIES |
| DEAF STUDIES | MATHEMATICS | SOCIAL SCIENCE |
| EARTH SCIENCE | MICROBIOLOGY | SOCIAL WORK |
| ECONOMICS | MUSIC | SOCIOLOGY |
| ENGINEERING | NATURAL SCIENCE | SPEECH COMMUNICATION TEACHING |
| ENGLISH | NURSING | THEATRE ARTS |
| ENVIRONMENTAL & OCCUPATIONAL HEALTH | NUTRITIONAL SCIENCE | URBAN STUDIES |
| FAMILY ENVIRONMENTAL SCIENCES | PAN-AFRICAN STUDIES | VOCATIONAL ARTS |
| | PRE-PROFESSIONAL STUDIES: | |

Requirements at specific four-year institutions vary. See a counselor before planning a transfer program of study. Additional majors and colleges for transfer are located on ASSIST on the World Wide Web at: www.assist.org.

Transfer Related Websites:

Glendale Community College—www.glendale.edu/new/services/articulation.htm

Yahoo.com — <http://dir.yahoo.com/Education/>

The University of California—<http://www.ucop.edu/pathways>

The California State University —<http://www.calstate.edu>

Planning to Transfer?

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

www.assist.org

Your official source for California articulation and student transfer information.





COURSE DESCRIPTIONS

Courses are listed in numerical order under department headings, which are in alphabetical order. Each course is listed by number with the course title and the number of units. Following each course description are the number of hours of lecture and laboratory and prerequisites of the course. Transferability of the course is indicated for institutions to which students tend to matriculate. Whether or not all courses described will be offered during the present academic year will depend on the student enrollment.

COURSE PREREQUISITES/COREQUISITES/ RECOMMENDED PREPARATION

Prerequisites

"Prerequisite means a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program."

Students are expected to have satisfied the prerequisite requirements as stated in this catalog for all courses. **All prerequisite classes must have been completed with a satisfactory grade.** "Satisfactory grade means that, for the course in question, the student's academic record has been annotated with the symbol A, B, C, or CR."

Corequisites

"Corequisite means a condition of enrollment consisting of a course that a student is required to simultaneously take in order to enroll in another course."

Classes listed as corequisites must have been either completed or be taken concurrently.

Recommended Preparation

"Recommended preparation means a condition of enrollment that a student is advised, but not required, to meet before or in conjunction with enrollment in a course or educational program."

Recommended preparation 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 55534 (a) permits a student to appeal a course prerequisite based on the unavailability of the required course (see waiver of prerequisites).

DEGREE AND TRANSFER CREDIT

Not all courses offered at Glendale Community College award Associate in Arts and/or Associate in Science degree credit. Courses that do not award credit toward the AA/AS degrees contain the statement "non-degree applicable" in their course description and may not be counted toward the 60 unit requirement for graduation. All students

completing non-degree applicable courses prior to Fall 1990 will continue to receive graduation credit for these courses. Transfer credit is noted at the end of each course description. The note "UC" means the course is transferable to the University of California, all campuses. The note "CSU" means the course is transferable to the California State University, all campuses. The note "USC" means the course is transferable to the University of Southern California. Agreements concerning transferability are constantly being updated, therefore the student is cautioned to check with a counselor or the Transfer Center for exact transfer information. Some University of California (UC) transfer credit may be limited; consult a counselor or the Transfer Center for additional information.

CALIFORNIA ARTICULATION NUMBER (CAN)

Glendale Community College participates in the California Articulation Number System. The California Articulation Number System (CAN) identifies some of the transferable, lower division, introductory (preparatory) courses commonly taught within each academic discipline on California college campuses.

The list of courses from campuses which have qualified to participate in the CAN system is available in the Articulation Office. The system assures students that CAN courses on one participating campus will be accepted "in lieu of" the comparable CAN course on another participating campus. For example: CAN Econ 2 on one campus will be accepted for CAN Econ 2 on another participating campus. Each campus retains its own numbering.

CAN numbers are listed parenthetically after each course description in this catalog.

VARIABLE UNITS

Certain courses in this catalog have variable units indicated and specify the maximum number of units that may be acquired by repetitive enrollment in the class. Students who complete variable unit classes and earn less than the maximum units as indicated may repeat those classes only until the maximum indicated units have been earned.

OPEN ENROLLMENT

Unless specifically exempted by statute, every course, course section, or class for which average daily attendance is to be reported for state aid shall be open for enrollment and participation by any person who has been admitted to the college and who meets the prerequisites of such courses.

ACCOUNTING**101
FINANCIAL ACCOUNTING***5 Units*

Accounting 101 introduces students to the use of accounting information, and to analysis using accounting and financial concepts and terminology. Accounting information is presented from the user's viewpoint. The course covers financial accounting, dealing with such topics as the accounting cycle, revenue and expense recognition, internal control, external reporting requirements, financial statement analysis, and asset, liability, and owners' equity valuation. Ethical issues and open-ended exercises requiring critical judgment and narrative response by students may be used throughout the course. Lecture 5 hours.

Prerequisite: None. *Note:* This course may not be taken for credit by students who have completed Accounting 106 with a grade of "C" or better. *Transfer credit:* CSU, UC, USC (CAN BUS 2) (ACCTG 101 & 102 CAN BUS SEQ A)

**102
MANAGERIAL ACCOUNTING***5 Units*

Accounting 102 continues student development in the use of accounting concepts. It presents managerial accounting from an information-user, decision-making viewpoint. Emphasis is placed on developing students' ability to critically judge and evaluate issues covered in the course. The majority of the course covers managerial accounting for business operations, stressing four-year college transfer expectations, with the remainder concerned with financial management, and evaluating businesses. Ethical issues and open-ended exercises requiring critical judgment and narrative response by students may be used throughout the course. Lecture 5 hours. *Prerequisite:* Accounting 101 or 106 or equivalent. *Transfer credit:* CSU, UC, USC (CAN BUS 4) (ACCTG 101 & 102 CAN BUS SEQ A)

**105
INTRODUCTORY ACCOUNTING I***2½ Units*

Accounting 105 covers the accounting equation, the theory of debit and credit, the accounting cycle for service and merchandising businesses, the use of special journals and the preparation of trial balances and simple financial statements. Lecture 3 hours. *Prerequisite:* None. *Note:* Accounting 105 and 106 together cover the same material as Accounting 101. This course may not be taken for credit by students who have completed Accounting 101. *Transfer credit:* CSU

**106
INTRODUCTORY ACCOUNTING II***2½ Units*

Accounting 106 is a continuation of Accounting 105. The topics covered include deferrals and accruals, receivables and payables, cash control and the voucher system, inventory systems, fixed assets, payroll, systems analysis and accounting concepts and principles. Lecture 3 hours. *Prerequisite:* Accounting 105. *Note:* Accounting 105 and 106 together cover the same material as Accounting 101. This course may not be taken for credit by students who have completed Accounting 101. *Transfer credit:* CSU

**110
BASIC ACCOUNTING I***4 Units*

Accounting 110 is an introductory course in bookkeeping including study of the accounting equation, the theory of debit and credit, accounting devices, working papers and business forms, and the preparation of balance sheets and income statements. Lecture 4 hours, laboratory 1 hour. *Prerequisite:* None.

**120
COMPUTERIZED ACCOUNTING
SYSTEMS***4 Units*

Accounting 120 provides students with computer skills required for employment in the field of computerized accounting. This course provides an introduction to accounting application software for bookkeepers, accountants, and business managers. Lecture 3 hours, laboratory 3 hours. *Prerequisite:* Accounting 101 or 110. *Transfer credit:* CSU

**121
QUICKBOOKS/GREAT PLAINS***4 Units*

Accounting 121 is an advanced course allowing students to prepare sophisticated practice sets from assorted accounting software packages. Lecture 4 hours, laboratory 4 hours. *Prerequisite:* Accounting 101 or 110 or equivalent.

**130
PAYROLL ACCOUNTING***3 Units*

Accounting 130 is in-depth and practical instruction in payroll accounts. It offers an opportunity for the student to learn essential concepts of payroll and to master these concepts thoroughly by completing a wide variety of realistic activities. It covers payroll laws, payroll calculations, paying and recording payroll, federal and state payroll taxes, returns and payroll systems; manual and computerized. Lecture 3 hours, laboratory 1 hour. *Prerequisite:* None.

**150
PRINCIPLES OF INCOME TAXATION***3 Units*

Accounting 150 is a course that focuses on the analysis and preparation of tax returns, itemized deductions, and a technical proficiency in federal and state tax law as it applies to the individual. This course provides the foundation of knowledge required for tax practitioners. Lecture 3 hours. *Prerequisite:* None. *Note:* This course may be taken 4 times; a maximum of 12 units may be earned. A maximum of 3 units will transfer. *Transfer credit:* CSU

**155
VOLUNTEER INCOME TAX
ASSISTANCE (VITA)***2 Units*

Accounting 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. Lecture 6 hours. (6 weeks) *Prerequisite:* None. *Note:* The course is designed for non-professionals.

**156
VOLUNTEER INCOME TAX
ASSISTANCE (VITA) II***1 Unit*

Accounting 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. Lecture 1 hour, laboratory 4 hours. *Prerequisite:* Accounting 155 or equivalent. *Note:* This course may be taken 4 times; a maximum of 4 units may be earned.

**157
VOLUNTEER INCOME TAX
ASSISTANCE (VITA) LEADERSHIP***1 Unit*

Accounting 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 1 hour, Laboratory 4 hours. *Prerequisite:* Accounting 156. *Note:* This course may be taken 4 times; a maximum of 4 units may be earned.

**160
ADVANCED INCOME TAXATION**
3 Units

Accounting 160 covers the tax effects of accounting methods, rental and royalty income, business income and expenses, mechanisms for realizing income such as corporations and partnerships, and minimization of taxes through tax planning. This course is of assistance to tax practitioners, individuals seeking an overview of the various methods of taxation, and those planning to take the Enrolled Agents examination given by the Internal Revenue Service. Lecture 3 hours. *Prerequisite:* Accounting 150 or equivalent. *Note:* This course may be taken 4 times; a maximum of 12 units may be earned. *Transfer credit:* CSU

**165
TAX PLANNING**
2 Units

Accounting 165 is a course in the principles of tax planning. 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, and retirement planning. Lecture 2 hours. *Recommended preparation:* Accounting 150.

**170
CALIFORNIA BUSINESS TAXES**
2 Units

Accounting 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:* Accounting 101 or 106.

**175
ESTATE, GIFT, AND TRUST TAXATION**
2 Units

Accounting 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. *Prerequisite:* Accounting 150 or equivalent.

**180
FINANCIAL ANALYSIS AND
COMMUNICATIONS**
2 Units

Accounting 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. *Prerequisite:* Accounting 101 or equivalent.

**201
INTERMEDIATE ACCOUNTING I**
5 Units

Accounting 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:* Accounting 101 or 105 and 106.

**202
INTERMEDIATE ACCOUNTING II**
5 Units

Accounting 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:* Accounting 201.

**210
ADVANCED ACCOUNTING I**
5 Units

Accounting 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, multinational accounting, interim reporting and disclosures, governmental and not-for-profit accounting, debt restructuring, corporate reorganizations, and liquidations. Lecture 5 hours. *Prerequisite:* Accounting 201.

**220
COST ACCOUNTING**
3 Units

Accounting 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:* Accounting 102.

**225
AUDITING**
3 Units

Accounting 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:* Accounting 101 or 106.

**230
ACCOUNTING INFORMATION
SYSTEMS**
3 Units

Accounting 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:* Accounting 101.

**235
FRAUD EXAMINATION**
3 Units

Accounting 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:* Accounting 101.

ADMINISTRATION OF JUSTICE

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

101 INTRODUCTION TO THE ADMINISTRATION OF JUSTICE 3 Units

Administration of Justice 101 covers the history and philosophy of administration of justice in America; recapitulation of the system; identification of the various sub-systems, role expectations, and their inter-relationships; theories of crime, punishment, and rehabilitation; ethics, education, and training for professionalism in the system. Lecture 3 hours. **Recommended preparation:** Eligibility for English 120 or ESL 151. **Transfer credit:** CSU, UC, USC (CAN AJ 2)

103 CONCEPTS OF CRIMINAL LAW 1-3 Units

Administration of Justice 103 is a study of the legal definition of crime and defenses; purposes and functions of the substantive criminal law; historical foundations; the limits of the criminal law; focus upon the case study approach. Lecture 3 hours. **Prerequisite:** Administration of Justice 101 or equivalent. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned. **Transfer credit:** CSU, UC, USC

107 COMMUNITY RELATIONS 1-3 Units

Administration of Justice 107 focuses on the in-depth exploration of the roles of administration of justice practitioners and their agencies. Through interaction and study, the student becomes aware of the interrelationships and role expectations among the various agencies and the public. Principal emphasis is placed upon the professional image of the system of administration of justice and the development of positive relationships between members of the system and the public. Lecture 3 hours. **Prerequisite:** Administration of Justice 101 or equivalent. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned. **Transfer credit:** CSU, UC, USC

108 CONTEMPORARY POLICE OPERATIONS AND ISSUES 1-3 Units

Administration of Justice 108 is designed to develop basic understandings and a reasonable degree of skill with reference to the following problems and issues: responsibilities, power, and duties of the patrol officer; discretion; patrol procedures; field interrogation; preliminary handling of field problems; stake-outs; arrest procedures; vehicle code and transportation of prisoners; special police problems; moral and legal aspects of firearm usage. The course covers contemporary issues in police operations such as patrol efficiency, crime prevention, corruption, recruitment, training and stress management. Lecture 3 hours. **Prerequisite:** Administration of Justice 101 or equivalent. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned. **Transfer credit:** CSU

110 PRINCIPLES AND PROCEDURES OF THE JUSTICE SYSTEM 1-3 Units

Administration of Justice 110 presents an in-depth study of the role and responsibilities of each segment within the administration of justice system: Law enforcement, judicial, corrections. A past, present, and future exposure to each sub-system procedure from initial entry to final disposition and the relationship each segment maintains with its system members. Special emphasis is on the judicial processes. Lecture 3 hours. **Prerequisite:** Administration of Justice 101. (Administration of Justice 101 may be taken concurrently.) **Note:** This course may be taken 2 times; a maximum of 6 units may be earned. **Transfer credit:** CSU

116 CRIMINAL INVESTIGATION 1-3 Units

Administration of Justice 116 focuses on the fundamentals of investigation; crime scene search and recording; collection and preservation of physical evidence; scientific aids; modus operandi; sources of information; interviews and interrogation; follow-up and case preparation; mechanical truth devices; truth serums; crime laboratory. Lecture 3 hours. **Recommended preparation:** Administration of Justice 101 or equivalent. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned. **Transfer credit:** CSU

117 CRISIS INTERVENTION 1-3 Units

Administration of Justice 117 is designed to provide those skills necessary to deal with interpersonal conflict. The course addresses some of the interpersonal problems creating stress, conflict and anger and reviews some of the basic psychological techniques used in dealing with interpersonal problems. Specifically, the course familiarizes the student with intervention techniques in attempt suicides, death/injury notifications, domestic situations, disputes between landlord and tenants and intervention techniques with crime victims. The course covers recommended techniques in dealing with job related stress. A review of theoretical concepts and practical role playing situations provides the framework for the course. Lecture 3 hours. **Prerequisite:** None. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned.

118 YOUTHFUL OFFENDERS 1-3 Units

Administration of Justice 118 reviews the organization, functions, and jurisdiction of juvenile agencies; the processing and detention of juveniles; juvenile case disposition; juvenile statutes and court procedures. There are discussions on selected delinquency theories and a review of current correctional methods utilized in the treatment and control of juvenile delinquency in America. Lecture 3 hours. **Prerequisite:** Administration of Justice 101. (Administration of Justice 101 may be taken concurrently.) **Note:** This course may be taken 2 times; a maximum of 6 units may be earned. **Transfer credit:** CSU

120 LEGAL ASPECTS OF EVIDENCE 1-3 Units

Administration of Justice 120 is concerning the origin, development, philosophy, and constitutional and procedural considerations affecting arrest, search, and seizure; kinds and degrees of evidence and rules governing admissibility; judicial decisions interpreting individual rights and case studies. Lecture 3 hours. **Prerequisite:** Administration of Justice 101 or equivalent. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned. **Transfer credit:** CSU

129 SPECIAL CRIMES AND DANGEROUS DRUGS

1-3 Units

Administration of Justice 129 is designed to give all levels of law enforcement officers a fundamental understanding of narcotic addiction and the effects of hypnotic drugs as these factors are involved in the daily routine of police work review of the principles of detecting and investigating special crime offenses. The course also focuses on gambling, confidence games, loansharking, prostitution, and other crimes associated with organized crime activity. Lecture 3 hours. *Recommended preparation:* Eligibility for English 120 or ESL 151. *Note:* This course may be taken 2 times; a maximum of 6 units may be earned.

130 LAW ENFORCEMENT SUPERVISION AND MANAGEMENT

1-3 Units

Administration of Justice 130 provides an overview of the basic concepts, problems, issues, and concerns of a contemporary police organization. The four major areas the course examines and evaluates are: the preparation of the individual officer for future promotional examinations, the current major police supervisory principles and ideologies, the proven techniques and skills required in the practice of sound supervision in police service, and a survey of management theory. Lecture 3 hours. *Prerequisite:* Administration of Justice 101 or equivalent. *Note:* This course may be taken 2 times; a maximum of 6 units may be earned.

134 REPORT WRITING

1-3 Units

Administration of Justice 134 encompasses a survey of report writing and Records and Identification Bureaus. A study to aid police officers to analyze what they see, and to make a permanent and coherent record of facts to be used in criminal prosecution and administration procedures. Lecture 3 hours. *Recommended preparation:* Eligibility for English 120 or ESL 151. *Note:* This course may be taken 2 times; a maximum of 6 units may be earned.

155 FIREARMS TRAINING

½-1½ Units

Administration of Justice 155 is presented to fulfill the requirements of the P.C. 832 Module II training specifications. Lecture 1-3 hours, laboratory 2-5 hours. *Prerequisite:* None. *Note:* This course may be taken 3 times; a maximum of 4½ units may be earned.

205 ADVANCED FIELD OFFICER COURSE

½-2½ Units

Administration of Justice 205 is designed primarily but not exclusively for students employed as peace officers or private security officers. The course benefits those persons who need retraining or wish to develop specific job skills. This program updates the field officer on selected police skills and procedures, and also examines the problem of stress as it relates to the practice of law enforcement. The course must be taken for a minimum of 24 hours. Lecture 8-40 hours. *Prerequisite:* Administration of Justice 101 or equivalent. *Note:* This course may be taken 3 times; a maximum of 7½ units may be earned.

ALCOHOL/DRUG STUDIES

101 ALCOHOL/DRUG ABUSE AND DEPENDENCY

3 Units

Alcohol/Drug Studies 101 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. *Recommended preparation:* Eligibility for English 120 or ESL 151. *Transfer credit:* CSU

103 CHEMICAL DEPENDENCY: INTERVENTION, TREATMENT, AND RECOVERY

3 Units

Alcohol/Drug Studies 103 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. *Recommended preparation:* Psychology 101. *Prerequisite:* Alcohol/Drug Studies 101 (Alcohol/Drug Studies 101 may be taken concurrently) or equivalent. *Transfer credit:* CSU

105 PHARMACOLOGY: ALCOHOL AND OTHER DRUGS

3 Units

Alcohol/Drug Studies 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. *Prerequisite:* Alcohol/Drug Studies 101 and 103. (Alcohol/Drug Studies 103 may be taken concurrently). *Transfer credit:* CSU

110 COUNSELING TECHNIQUES AND CASE MANAGEMENT

3 Units

Alcohol/Drug Studies 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. *Prerequisite:* Alcohol/Drug Studies 101 and 103. *Recommended preparation:* Psychology 101. *Transfer credit:* CSU

111 FAMILY DYNAMICS AND ADDICTION

3 Units

Alcohol/Drug Studies 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. *Prerequisite:* Alcohol/Drug Studies 101 and 103. *Recommended preparation:* Psychology 101. *Transfer credit:* CSU

**112
GROUP THERAPY AND THE
THERAPEUTIC PROCESS***3 Units*

Alcohol/Drug Studies 112 is an introduction to the dynamics of group interaction and the facilitator functions of the counselor. The course emphasis group process and management in the "here and now" as a method of bringing about behavioral change. Throughout the semester all students participate as both members and facilitators in group process, providing a strong experiential component to the course. Lecture 3 hours. *Prerequisite:* Alcohol/Drug Studies 101 and 103. *Recommended preparation:* Psychology 101. *Transfer credit:* CSU

**113
CHEMICAL DEPENDENCY AND
HUMAN SEXUALITY***3 Units*

Alcohol/Drug Studies 113 explores the symbiotic relationship of alcohol and drug abuse to sexuality, sexual pathology, and intimacy dysfunction. The course builds on an overview of human needs and sexuality development. Clinical research involving chemical dependency, and sexual dysfunction is reviewed and discussed. Strategies of sex therapy and counseling are presented, along with specific intervention and treatment techniques. Lecture 3 hours. *Prerequisite:* Alcohol/Drug Studies 101 and 103. *Recommended preparation:* Psychology 101. *Transfer credit:* CSU

**114
SPECIAL POPULATIONS***3 Units*

Alcohol/Drug Studies 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. *Prerequisite:* Alcohol/Drug Studies 101 and 103. *Recommended preparation:* Psychology 104 or Social Science 121. *Transfer credit:* CSU

**115
ADULT CHILDREN OF
DYSFUNCTIONAL FAMILIES***3 Units*

Alcohol/Drug Studies 115 explores the effects of alcoholism and drug dependence and other severe psychological disorders within the dynamics of the family system. The effects of emotional and physical deprivation, violence, and child abuse are examined. Issues central to family dynamics and the development of dysfunctional affective behavioral patterns that commonly are carried into adulthood are discussed along with treatment options. Lecture 3 hours. *Prerequisite:* Alcohol/Drug Studies 101 and 103. *Recommended preparation:* Psychology 110. *Transfer credit:* CSU

**118
CHEMICAL DEPENDENCY AND
DOMESTIC VIOLENCE***3 Units*

Alcohol/Drug Studies 118 provides the student with an overview of domestic violence and its association with chemical dependency. The course illustrates historical, legal, and psychological perspectives of domestic violence in families. The cultural and social aspects of domestic violence, including the relationship of violence and chemical dependency are studied comprehensively. Approaches to breaking the cycle of violence, specific assessment and intervention techniques, and community resources are also addressed. Lecture 3 hours. *Prerequisite:* Alcohol/Drug Studies 101 and 103. *Recommended preparation:* Psychology 113.

**119
CHEMICAL DEPENDENCY AND CO-
OCCURRING DISORDERS***3 Units*

Alcohol/Drug Studies 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:* Alcohol/Drug Studies 105. *Recommended preparation:* Psychology 115.

**150
SELF-HELP GROUPS AND
RECOVERY***2 Units*

Alcohol/Drug Studies 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. *Recommended preparation:* Eligibility for English 120 or ESL 151. *Transfer credit:* CSU

**151
COMMUNITY RESOURCES***2 Units*

Alcohol/Drug Studies 151 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. The continuum of treatment care in surrounding local communities is represented in the agencies, programs, and facilities explored and evaluated. Students create, as a class project, a local resource directory of treatment services. Lecture 2 hours. *Prerequisite:* Alcohol/Drug Studies 150. *Transfer credit:* CSU

**152
INTERNSHIP I***4 Units*

Alcohol/Drug Studies 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, laboratory 3 hours. *Prerequisite:* Alcohol/Drug Studies 110 or 111 or 112. *Transfer credit:* CSU

153 INTERNSHIP II 4 Units

Alcohol/Drug Studies 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, laboratory 3 hours. *Prerequisite:* Alcohol/Drug Studies 110 or 111 or 112. *Transfer credit:* CSU

ALLIED HEALTH

See Alcohol/Drug Studies, EMT,
and Nursing Science

AMERICAN SIGN LANGUAGE

101 AMERICAN SIGN LANGUAGE I 4 Units

American Sign Language 101 is an introductory course that provides instruction on deafness, deaf culture, and the language used by the deaf community. Lecture 4 hours, laboratory ½ hour. *Prerequisite:* None. *Note:* This course may be taken 2 times; a maximum of 8 units may be earned. *Transfer credit:* CSU, UC, and USC

102 AMERICAN SIGN LANGUAGE II 4 Units

American Sign Language 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 hours, laboratory ½ hour. *Prerequisite:* American Sign Language 101 or equivalent. *Note:* This course may be taken 2 times; a maximum of 8 units may be earned. *Transfer credit:* CSU, UC, and USC

103 AMERICAN SIGN LANGUAGE III 4 Units

American Sign Language 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 hours, laboratory ½ hour. *Prerequisite:* American Sign Language 102 or equivalent. *Note:* This course is offered during the Fall semester only. This course may be taken 3 times; a maximum of 12 units may be earned. *Transfer credit:* CSU, UC, USC

104 AMERICAN SIGN LANGUAGE 1V 4 Units

American Sign Language 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 ½ hour. *Prerequisite:* American Sign Language 103 or equivalent. *Note:* This course is offered during the Spring semester only. *Transfer credit:* CSU, UC, USC

105 CONVERSATIONAL AMERICAN SIGN LANGUAGE I 2 Units

American Sign Language 105 offers intensive practice in expression and comprehension of American Sign Language. It provides the student with practical conversational practice on everyday topics, including culture, and allows for expansion of vocabulary and use of handshapes. This class allows for opportunities to interact with fellow students and the instructor in order to improve conversational skills. Lecture 2 hours. *Prerequisite:* American Sign Language 101 or equivalent. *Note:* This course may be taken 3 times; a maximum of 6 units may be earned. *Transfer credit:* CSU

151 INTRODUCTION TO THE STRUCTURE OF AMERICAN SIGN LANGUAGE 2 Units

NON-DEGREE APPLICABLE

American Sign Language 151 focuses on the grammatical and syntactical structures of American Sign Language (ASL). Topics covered include sociolinguistic variation, discourse styles, syntax, morphology, and phonology. Emphasis is placed on instruction in vocabulary, and basic sentence structure. Lecture 2 hours, laboratory 1 hour. *Prerequisite:* None. *Note:* This course may be taken 4 times; a maximum of 8 units may be earned. Lectures will be conducted entirely in ASL.

201 THE STRUCTURE OF AMERICAN SIGN LANGUAGE FOR PROFESSIONAL INTERPRETERS 3 Units

American Sign Language 201 is a skills-based course for working interpreters to improve their interpreting skills by incorporating features of American Sign Language (ASL) structure into their interpretations. Emphasis is placed on interpreting issues created by the difference in linguistic structures between English and ASL. Lecture 3 hours. *Prerequisite:* None. *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).

202 THEORY AND PROCESS OF INTERPRETING FOR PROFESSIONAL INTERPRETERS 3 Units

American Sign Language 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. Lecture 3 hours. *Prerequisite:* None. *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).

ANTHROPOLOGY**101
PHYSICAL ANTHROPOLOGY***3 Units*

Anthropology 101 is a study of human genetics; the relationship of humans to the animal world; evolutionary theory; fossil humans; racial differentiation, classification, and distribution; and current and ongoing evolution. Lecture 3 hours. *Prerequisite:* Eligibility for English 120 or ESL 151. *Transfer credit:* CSU, UC, USC (CAN ANTH 2)

**102/102H
CULTURAL ANTHROPOLOGY/
HONORS CULTURAL
ANTHROPOLOGY***3 Units*

Anthropology 102 is a study of the origin and development of human cultures and includes description of the material culture as well as social organization. It includes description of the material kinship patterns, political systems, religious beliefs and insights gained through linguistic study. The emphasis is placed on recent and contemporary tribal societies.

The honors course will be enhanced in one or more of the following ways:

1. Students will read three selected short ethnologies by Elman Service out of *Profiles in Ethnology*.
2. Students will be required to write a research paper (8-12 pages) on approved theses in the general field of cultural anthropology.
3. There will be an increased emphasis on critical thinking skills by increasing the value of essay answers on midterm examinations.

Lecture 3 hours. *Prerequisite:* Eligibility for English 120 or ESL 151. *Transfer credit:* CSU, UC, USC (CAN ANTH 4)

**103
ARCHAEOLOGY***3 Units*

Anthropology 103 is a general course in archaeology for beginning students. The material covered includes professional opportunities, methods of locating and digging sites, preserving and restoring artifacts, and methods of dating artifacts. Pre-history is traced through the various Stone Ages in the Old World into recorded historical times, emphasizing famous classical sites. Attention is similarly given to pre-history in the Americas. Lecture 3 hours. *Recommended preparation:* Eligibility for English 120 or ESL 151. *Transfer credit:* CSU, UC, USC (CAN ANTH 6)

**104
MAGIC, RELIGION, AND
WITCHCRAFT***3 Units*

Anthropology 104 is a cross-cultural 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:* Eligibility for English 120 or ESL 151. *Transfer credit:* CSU, UC, USC

**105
CULTURE AND COMMUNICATION***3 Units*

Anthropology 105 provides students with an overview of what is known about human languages, including the unique nature of human language, its structure, its universality, and its diversity. The course includes an introduction to linguistics: the universal and structural properties of language; as well as a look at language use in its social and cultural settings. This includes analysis of the ways in which culture and communication shape each other, with discussions of language socialization, gender, and socioeconomic factors in language use. Lecture 3 hours. *Recommended preparation:* Eligibility for English 120 or ESL 151. *Transfer credit:* CSU, UC, USC

**111
PHYSICAL ANTHROPOLOGY
LABORATORY***1 Unit*

Anthropology 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 taxonomy and behavior; fossil evidence of hominid evolution; forensic anthropology; and human physical variation. Laboratory 3 hours. *Prerequisite:* Anthropology 101 (Anthropology 101 may be taken concurrently). *Recommended preparation:* Eligibility for English 120 or ESL 151. *Transfer credit:* CSU, UC, USC

ARCHITECTURE**101
DRAFTING AND BASIC DESIGN***3 Units*

Architecture 101 is a study in the fundamentals of drafting techniques used in architectural drawing, and the basic design procedure relative to good residential planning. The course studies residential building codes, drafting of working drawings, scale drawing of construction details, framing concepts, and proper dimensioning techniques. Lecture 2 hours, laboratory 4 hours. *Prerequisite:* Art 130. (Art 130 may be taken concurrently.) *Recommended preparation:* Eligibility for English 120 or ESL 151. *Note:* Required for architecture majors. Recommended for art majors. *Transfer credit:* CSU

**102
ARCHITECTURAL DRAFTING AND
DESIGN***3 Units*

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

**103
DESCRIPTIVE GEOMETRY***3 Units*

Architecture 103 is an applied science treating of graphic representation of lines, planes, surfaces, and solids. Architectural applications are used for subject matter. Simple shades and shadows. Lecture 2 hours, laboratory 4 hours. *Prerequisite:* Architecture 101 or Engineering 101 or equivalent. *Transfer credit:* CSU, UC, USC

**105
PERSPECTIVE GRAPHICS***3 Units*

Architecture 105 is a course in technical perspective. Skills are developed in drawing of various architectural subjects and their shadows, rendering in various media, sketching in people, objects and landscape background and foreground. Lecture 2 hours, laboratory 4 hours. *Prerequisite:* Art 130, 150, and 151. (Art 151 may be taken concurrently.) *Transfer credit:* CSU, UC, USC

106
BUILDING CODES I
3 Units

Architecture 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:* Architecture 101 or equivalent. *Recommended preparation:* Eligibility for English 120 or ESL 151.

108
ARCHITECTURAL PRINT READING
3 Units

Architecture 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. Lecture 3 hours. *Prerequisite:* None. *Note:* Architecture 108 may not be taken for credit by students who have credit for Architecture 101, 102, 103, 105, or 107.

120
ARCHITECTURAL DESIGN I
3 Units

Architecture 120 presents a study of the numerous considerations required to build a two story dwelling, a two story apartment complex, or a retail building. Discussion covers fundamentals of design, building code considerations, and techniques of construction. Lecture 2 hours, laboratory 4 hours. *Prerequisite:* Architecture 101 or equivalent. *Recommended Preparation:* Architecture 102 and 105. *Note:* This course may not be taken for credit by students who have completed Architecture 109. *Transfer credit:* CSU

125
ARCHITECTURAL DESIGN II
3 Units

Architecture 125 presents a study of the numerous considerations required to build a typical two story single family home, a typical two story apartment complex, or a small store. Discussion reviews fundamentals of design, building code considerations, techniques of construction, and introduces working drawings and construction detail. Additional work includes beam loading calculation, heating, insulation, sound proofing, sanitary systems, soil problems, presentation techniques, and model building techniques. Lecture 2 hours, laboratory 4 hours. *Prerequisite:* Architecture 120. *Note:* This course may not be taken for credit by students who have completed Architecture 109. *Transfer credit:* CSU

130
ARCHITECTURAL DESIGN III
3 Units

Architecture 130 is a study of the concepts of basic commercial building construction. Emphasis is placed on the basic planning and design of a small commercial building of concrete block construction. Current construction techniques, and applicable building codes are covered. Lecture 2 hours, laboratory 4 hours. *Prerequisite:* Art 130 and Architecture 125. *Note:* This course may not be taken for credit by students who have completed Architecture 110. *Transfer credit:* CSU

135
ARCHITECTURAL DESIGN IV
3 Units

Architecture 135 is a study of the concepts of basic commercial building construction. Emphasis is placed on the basic planning and design of a small commercial building of concrete block construction. Current construction techniques, and applicable building codes are covered. Lecture 2 hours, laboratory 4 hours. *Prerequisite:* Architecture 130. *Note:* This course may not be taken for credit by students who have completed Architecture 110. *Transfer credit:* CSU

141
INTERIOR DESIGN
(Also listed as Art 141)
3 Units

Architecture 141 begins with the study of the floor plan and architectural background and moves through the selection and arrangement of furniture, floor, and window treatments, lighting, and accessory planning. Emphasis is placed on the use of design elements such as color, line, shape, texture, pattern, space, and their interaction with one another in the interior environment. Lecture 3 hours. *Recommended preparation:* Art 130. *Note:* This course may not be taken for credit by students who have completed Art 141. *Transfer credit:* CSU

150
BASIC RHINOCEROS APPLICATIONS
3 Units

Architecture 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:* Architecture 101 or Engineering 101 or equivalent.

229
3DS MAX FOR ARCHITECTURE AND ENGINEERING
1½ Units

Architecture 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. Lecture 1 hour, laboratory 2 hours. *Prerequisite:* Art 229. *Recommended preparation:* Engineering 109. *Note:* Current industry standard digital animation software will be used.

ARMENIAN

101
BEGINNING ARMENIAN I
5 Units

Armenian 101 covers the Armenian alphabet, its letters and their sounds, and the fundamentals of Armenian grammar. Students are taught to pronounce correctly, to acquire a practical vocabulary, and to understand, read, write and speak simple Armenian. Lecture 5 hours, laboratory ½ hour. *Recommended preparation:* Eligibility for English 120 or ESL 151. *Note:* Students with oral proficiency or who have attended schools where Armenian was the language of instruction should enroll in Armenian 115. *Transfer credit:* CSU, UC, USC

102
BEGINNING ARMENIAN II
5 Units

Armenian 102 continues the development of fundamental language skills, including comprehension, reading of simple texts in poetry and prose, and writing with a fair degree of grammatical correctness. The course teaches the speaking of everyday Armenian, and also prepares the student for more advanced work in the language. Lecture 5 hours, laboratory ½ hour. *Prerequisite:* Armenian 101 or equivalent. *Note:* This course may not be taken for credit by students who have completed Armenian 115 or 116. *Transfer credit:* CSU, UC, USC

**103
INTERMEDIATE ARMENIAN I**
5 Units

Armenian 103 includes further study of Armenian grammar, word analysis, vocabulary building, and reading and comprehension of intermediate literary texts and articles. Conversational fluency, composition writing, and familiarity with Armenian culture are the focus of this class. The class is conducted entirely in Armenian. Lecture 5 hours, laboratory ½ hour. *Prerequisite:* Armenian 102 or equivalent. *Note:* This course is offered during the Fall semester only. *Transfer credit:* CSU, UC, USC

**104
INTERMEDIATE ARMENIAN II**
5 Units

Armenian 104 reviews the fundamentals of Armenian grammar. It continues to stress word analysis and efficient methods of vocabulary building. Students will read literary texts of increasing difficulty and engage in conversation and composition, with emphasis on critical thinking. Students will evaluate various cultures in the Armenian language. Lecture 5 hours, laboratory ½ hour. *Prerequisite:* Armenian 103 or equivalent. *Note:* This course is offered during the Spring semester only. *Transfer credit:* CSU, UC, USC

**110
BASIC CONVERSATIONAL
ARMENIAN I**
3 Units

Armenian 110 is an introduction to Armenian with emphasis on developing essential skills in communication. The verbal active method is used, stressing oral expression. The course develops a beginning knowledge of reading and writing in Armenian, and also introduces the student to Armenian culture. Lecture 3 hours. *Prerequisite:* None. *Note:* Not open to students who have oral proficiency or who have attended schools where Armenian was the language of instruction. This course may not be taken for credit by students who have completed Armenian 115 and/or Armenian 116. This course may be taken 2 times; a maximum of 6 units may be earned.

**111
BASIC CONVERSATIONAL
ARMENIAN II**
3 Units

Armenian 111 continues the improvement of communication skills acquired in Armenian 110. It further develops language skills, including the reading and comprehension of simple texts; gives a broader idea of the structure of the language; and attempts to generate interest in the Armenian culture and further study. Lecture 3 hours. *Prerequisite:* Armenian 110 or equivalent. *Note:* This course may be taken 2 times; a maximum of 6 units may be earned.

**115
ARMENIAN FOR THE ARMENIAN
SPEAKING I**
5 Units

Armenian 115 provides intensive training in oral and written Armenian for students who already have a familiarity with the language but little and/or no formal instruction in it. Thus, structure of the language, basic grammar, spelling rules, vocabulary, composition, and oral communication are included. Lecture 5 hours. *Recommended preparation:* Eligibility for English 120 or ESL 151. *Note:* This course may not be taken for credit by students who have completed Armenian 101 or 102. Students with oral proficiency or who have attended schools where Armenian was the language of instruction should enroll in Armenian 115. *Transfer credit:* CSU, UC, USC

**116
ARMENIAN FOR THE ARMENIAN
SPEAKING II**
5 Units

Armenian 116 is a continuation of Armenian 115. Emphasis is on reading comprehension, composition, oral communication, spelling rules, intensive vocabulary, and a more advanced study of the structure of the language. Lecture 5 hours. *Prerequisite:* Armenian 115 or equivalent. *Note:* Students who have completed Armenian 102 may not take this course for credit. *Transfer credit:* CSU, UC, USC

**125
ANCIENT AND MEDIEVAL ARMENIAN
LITERATURE**
3 Units

Armenian 125 will provide students with a basic knowledge of Armenian literature and culture from the 5th to 19th century. Topics to be covered include the characteristics and evolution of the Armenian language, an overview of Armenian mythology, and ancient and medieval literature. Lecture 3 hours. *Prerequisite:* Armenian 101 or 115 or equivalent. *Transfer credit:* CSU, UC, USC

**126
ARMENIAN LITERATURE IN THE
ENLIGHTENMENT ERA**
3 Units

Armenian 126 will provide students with a basic knowledge of Armenian literature from the early 19th century to the early 20th century. Topics to be covered include: the impact of the European Enlightenment on Armenian literature, secularism, language reform in the mid-19th century, classicism and romanticism in Armenian literature, realism and critical realism in late 19th century literature. Lecture 3 hours. *Prerequisite:* Armenian 101 or 115 or equivalent. *Transfer credit:* CSU, UC, USC

**127
20TH AND 21ST CENTURY
ARMENIAN LITERATURE**
3 Units

Armenian 127 will provide students with a basic knowledge of Armenian literature from the 1910s to date. Topics to be covered include: the revolutionary poems of the 1920s in Soviet Armenia, the so-called "literature of nostalgia" of the post-genocide Armenian Diaspora, literary hardship and stagnation in Stalinist-era Armenian literature, the moderately relaxed period of post-Stalinist Armenia, and the contemporary literature in both Armenia and Diaspora. Lecture 3 hours. *Prerequisite:* Armenian 101 or 115 or equivalent. *Transfer credit:* CSU, UC, USC

**201
EMERGENCY ARMENIAN FOR
FIREFIGHTERS**
1 Unit

Armenian 201 prepares professionals to communicate better with the Armenian-speaking community. Students learn basic Armenian phrases and questions necessary to carry out specific job duties in their occupations, such as the language for fire scenes, still alarms, and fire-related medical concerns. Discussions will also cover cross-cultural issues that affect interactions between firefighters and the Armenian-speaking community. Lecture 1 hour. *Note:* This course may be taken 2 times; a maximum of 2 units may be earned.

ART

ANIMATION

**201
DRAWING FOR ANIMATION**
3 Units

Art 201 provides students with instruction in introductory drawing for animation. The course focuses on enhancing students' capacity to create drawings of people and animals depicting inner structure, weight, energy, movement, personality, and emotion. Students are required to keep a drawing journal and engage in daily observation and representation exercises. Lecture 2 hours, studio 4 hours. *Prerequisite:* Art 152 or equivalent. *Recommended preparation:* Art 130. *Note:* This course may be taken 2 times; a maximum of 6 units may be earned. *Transfer credit:* CSU

**205
FUNDAMENTALS OF ANIMATION I**
3 Units

Art 205 provides students with instruction in the fundamentals of classical animation. Emphasis is placed on developing in the student the ability to represent life in motion. Students use their life-drawing skills to create elementary animations, such as that of a bouncing ball, a leaf falling in the wind, or a simple walking figure. Broader concerns like effective composition and the impact of color in motion are introduced. Lecture 2 hours; studio 4 hours. *Prerequisite:* Art 201 or equivalent. *Recommended Preparation:* Art 130. *Note:* This course may be taken 2 times; a maximum of 6 units may be earned.

**206
FUNDAMENTALS OF ANIMATION II**
3 Units

Art 206 provides students 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 4 hours. *Prerequisite:* Art 205 or equivalent. *Recommended Preparation:* Art 130. *Note:* this course may be taken 2 times; a maximum of 6 units may be earned.

**207
ANIMATION PRE-PRODUCTION**
3 Units

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

**208
ANIMATION PRODUCTION**
3 Units

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

**210
ANIMATION STORYBOARDS**
3 Units

Art 210 prepares students to analyze scripts and represent a story visually for film or videotape. Issues of basic story structure, character development, staging, continuity, clarity, and appeal in visual design are examined. Students focus on translating written text into a storyboard with an emphasis on maintaining story flow and using camera angles and movement. Lecture 2 hours, studio 2 hours. *Prerequisite:* None. *Recommended preparation:* Art 130, 205, 206, English 115 or 116, and Theatre Arts 103. *Note:* This course may be taken 4 times; a maximum of 12 units may be earned.

**218
INTERACTIVE MULTIMEDIA II**
(Also listed as CS/IS 218 and Media Arts 218)
3 Units

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

**220
INTRODUCTION TO MOTION GRAPHICS**
3 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 4 hours. *Prerequisite:* Photography 121 or equivalent. *Note:* This course may be taken 2 times; a maximum of 6 units may be earned. *Transfer credit:* CSU

**221
ADVANCED MOTION GRAPHICS**
3 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 4 hours. *Prerequisite:* Art 220 or equivalent. *Note:* This course may be taken 2 times; a maximum of 6 units may be earned. *Transfer credit:* CSU

**229
INTRODUCTION TO 3D STUDIO MAX**
1½ 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. Lecture 1 hour, studio 2 hours. *Recommended preparation:* Basic computer skills. *Note:* Current industry standard digital animation software will be used.

230 INTRODUCTION TO 3D COMPUTER GRAPHICS

3 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. Lecture 2 hours, studio 4 hours. **Prerequisite:** None. **Recommended preparation:** CABOT 206 and Art 152. **Note:** Current industry standard digital animation software will be used. **Transfer credit:** CSU

231 INORGANIC MODELING I

3 Units

Art 231 provides instruction in the modeling of inorganic objects, such as vehicles, furniture, or buildings. Students learn to apply polygon and non-uniform rational b-spline (NURBS) modeling techniques to create game-ready or cinema-ready three-dimensional objects. Methods of optimizing geometries for output will be covered. Lecture 2 hours, studio 4 hours. **Prerequisite:** Art 230 or equivalent. **Note:** Current industry standard digital animation software will be used.

232 ORGANIC MODELING

3 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. Lecture 2 hours, studio 4 hours. **Prerequisite:** Art 231 or equivalent. **Note:** Current industry standard digital animation software will be used.

233 CHARACTER SET-UP - KINEMATICS

3 Units

Art 233 provides students with training in character set-up techniques. Skills covered 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. Lecture 2 hours, studio 4 hours. **Prerequisite:** Art 230 or equivalent. **Note:** Current industry standard digital animation software will be used.

234 ADVANCED 3-D CHARACTER SET-UP

3 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. Lecture 2 hours. Studio 4 hours. **Prerequisite:** Art 233 or equivalent. **Note:** Current industry standard digital animation software will be used.

235 3-D CHARACTER ANIMATION

3 Units

Art 235 provides students with 3-D character animation training. 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 tract. Lecture 2 hours. Studio 4 hours. **Prerequisite:** Art 230 or equivalent. **Note:** Current industry standard digital animation software will be used. This course may be taken 2 times. A maximum of 6 units may be earned.

237 CREATING TEXTURES FOR 3-D ANIMATION

3 Units

Art 237 provides instruction in the theory and basic practice of texturing 3-D computer graphic objects. Maya's rendering module is 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. Students also learn how to work in Photoshop and Maya simultaneously. Lecture 2 hours. Studio 4 hours. **Prerequisite:** Art 230 or equivalent. **Note:** Current industry standard digital animation software will be used.

238 ADVANCED TEXTURING FOR 3-D ANIMATION

3 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. Lecture 2 hours. Studio 4 hours. **Prerequisite:** Art 237 or equivalent. **Note:** Current industry standard digital animation software will be used.

239 3-D ANIMATION LAB

1 Unit

Art 239 is a supplemental laboratory course designed to help students further develop their production skills using three-dimensional digital animation media on the SGI platform. Laboratory 6 hours. **Prerequisite:** Art 231 or equivalent. **Note:** This course may be taken 4 times. A maximum of 4 units may be earned.

245 DIGITAL SCULPTURE I

3 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 will be covered, in addition to practical concerns involved in integrating digital sculptural content into movies or games. Lecture 2 hours, Studio 4 hours. **Prerequisite:** Art 230 or equivalent. **Note:** Current industry standard digital animation software will be used.

246 DIGITAL SCULPTURE II

3 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. Lecture 2 hours, Studio 4 hours. **Prerequisite:** Art 245 or equivalent. **Note:** Current industry standard digital animation software will be used. This course may be taken 2 times. A maximum of 6 units may be earned.

247 PORTFOLIO DEVELOPMENT - ANIMATION

3 Units

Art 247 provides students with instruction in marketing their skills to the video game and digital animation industry. Students receive guidance in preparing still images and movies so that they are of the quality required for presentation. Students are required to participate in online digital animation message boards and to set up their own weblogs to share their projects with others. Lecture 2 hours, Studio 4 hours. *Prerequisite:* Art 221, 232, 234, 235, 238, or 246.

ART HISTORY

101/101H ART HISTORY: PREHISTORY-GOTHIC HONORS ART HISTORY: PREHISTORY-GOTHIC

3 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.

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 (CAN ART 2) (Art 101 & 102 CAN ART SEQ A)

102/102H ART HISTORY: RENAISSANCE- MODERN

HONORS ART HISTORY:
RENAISSANCE-MODERN
3 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. 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 (CAN ART 4) (Art 101 & 102 CAN ART SEQ A)

103 ANCIENT ART 3 Units

Art 103 is a survey of the architecture, painting and sculpture from their origins in prehistoric time through their development in ancient Egypt and Mesopotamia. The impact of these works on today's art is also considered. Lecture 3 hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

104 GREEK AND ROMAN ART 3 Units

Art 104 provides an in-depth study of the architecture, painting, and sculpture of ancient Greece and Rome. 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 Units

Art 105 is a survey of the architecture, painting, and sculpture of the period between ancient Rome and the Renaissance. It introduces the student to the philosophical ideas, economic trends, and political events that produced the art of the period. Lecture 3 hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

106 RENAISSANCE/BAROQUE ART 3 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 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 Units

Art 108 is a survey of the sculpture, painting, and architecture of India, China, Japan, Korea, and Persia from prehistoric times to 1200 A.D. It includes an introduction to the religious, philosophical, social and political ideas which influenced the art of these regions and times. Lecture 3 hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

109
ART OF THE EASTERN WORLD II
 3 Units

Art 109 is a survey of the sculpture, painting, and architecture of India, China, Southeast Asia, Japan, and the Islamic expansion in the Near East and Spain. The philosophical, social, and political ideas that produced Oriental art from 1200-1850 are considered. Lecture 3 hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

110
ART/MUSIC APPRECIATION
(Also listed as Music 110)
 3 Units

Art 110 is a team-taught course which provides a comparative historical overview of western art and music from the prehistoric era to the present. This introductory course presents influential figures in each period and analyzes important influences on their work. The relationship between music and art is explored, along with changing trends in thought and techniques. Lecture 3 hours. *Prerequisite:* None. *Note:* This course may not be taken for credit by students who have completed Music 110. *Transfer credit:* CSU, UC, USC

111
HISTORY OF WORLD CERAMICS
(Formerly listed as Art 198)
 3 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. *Transfer credit:* UC, CSU, USC

112
PRECOLUMBIAN ART OF THE AMERICAS
 3 Units

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

113
ART OF THE AMERICAS
(1600 to the Present)
 3 Units

Art 113 is a survey of art of the Americas from 1600 to the present. The main focus of the course is art of the United States, although art of Mexico, South America and Canada will be briefly discussed. 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. *Transfer credit:* CSU, UC, USC

116
ART OF AFRICA, OCEANIA, AND NORTH AMERICA
 3 Units

Art 116 is an introduction to the art of primitive Africa, Australia, New Guinea and North America. Lecture 3 hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

118
WOMEN IN VISUAL ARTS
 3 Units

Art 118 is an introduction to the history of women as artists in European and American traditions. Women's roles in non-Western cultures are also discussed as well as images of women in art. Lecture 3 hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

120
HISTORY OF ARCHITECTURE I
 3 Units

Art 120 is a survey course of architectural styles from their origin in prehistoric times to the Gothic period. Lecture 3 hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

121
HISTORY OF ARCHITECTURE II
 3 Units

Art 121 is a survey course of architectural styles from the Renaissance to the present. Lecture 3 hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

124
SOUTHERN CALIFORNIA ART MUSEUMS
 1 Unit

Art 124 is an introduction to the history of art museums, specifically the Southern California Art Museums. The course covers collections, current exhibitions, conservation of artifacts and administrative functions. There are guided visits to: The J. Paul Getty Museum's Greek and Roman art collection as well as research, conservation and administration departments; The Huntington Library Art Museum's educational setting for and collection of Eighteenth Century English art; The Norton Simon Collection; and The Los Angeles County Museum of Art's major current exhibit. Lecture 3 hours. *Prerequisite:* None. *Transfer credit:* CSU

125
HISTORY OF MOTION PICTURES
 3 Units

Art 125 is the historical and aesthetic introduction to the appreciation of motion pictures through the analysis of audio and visual techniques which can make the film an expressive means of communication. Selected motion pictures are screened. Lecture 3 hours. *Prerequisite:* None. *Note:* Each week students will be required to see one film chosen from the instructor's list of pertinent films available on television and in local theaters. *Transfer credit:* CSU, UC, USC

199
HISTORY OF PHOTOGRAPHY
 3 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. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

CERAMICS

186
CERAMICS
 3 Units

Art 186 is an introductory study in the field of ceramics. Students will learn various forming techniques, with an emphasis on wheel-throwing and the production of functional pottery forms. Surface design techniques, such as stamping, carving, slip and oxide decoration, wax resist and glaze application methods will be covered. Introductory clay and glaze composition are covered as well as basic kiln design. Lecture 2 hours; studio 4 hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

**187
CERAMICS**
3 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 will research, formulate, and test a glaze of their own choice. Various methods of firing ceramic vessels will be explored. Lecture 2 hours, studio 4 hours. *Prerequisite:* Art 186. *Transfer credit:* CSU, UC, USC

**188
ADVANCED CERAMICS I**
3 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 the loading and firing of kilns. Lecture 2 hours, studio 4 hours. *Prerequisite:* Art 187. *Transfer credit:* CSU, UC, USC

**189
ADVANCED CERAMICS II**
3 Units

Art 189 is a course designed for the advanced student who wishes to pursue an individual direction in depth. Students propose a semester 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 will be made where applicable. A written analysis of a current ceramic exhibition is required. Lecture 2 hours, studio 4 hours. *Prerequisite:* Art 188. *Note:* This course may be taken 3 times; a maximum of 9 units may be earned. *Transfer credit:* CSU, UC, USC

**190
CERAMIC HANDBUILDING**
3 Units

Art 190 is an introduction to basic ceramic hand-building techniques and processes. Traditional methods of forming, joinery and construction are introduced. Students learn to design and analyze functional and non-functional objects. The class explores traditional hand-built pottery, as well as contemporary, expressive hand-built forms. Lecture 2 hours, studio 4 hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

**191
ADVANCED CERAMIC
HANDBUILDING**
3 Units

Art 191 allows students to explore complex problems of design and construction. They work with the ceramic medium in conjunction with other materials while exploring possibilities of designing for architecture. In-depth studies of surface design and decorative techniques are included. Lecture 1 hour, studio 5 hours. *Prerequisite:* Art 190. *Note:* This course may be taken 3 times; a maximum of 9 units may be earned. *Transfer credit:* CSU, UC, USC

**192
EARTHENWARE**
3 Units

Art 192 is an intermediate course in ceramics dealing specifically with earthenware, or low-fired ceramics. A variety of forming techniques are studied, including slab and wheel. Students experiment with earthenware, clay bodies, glazes, underglazes, and slips. Specific projects will include glaze formulation and testing, underglazing, majolica (in-glaze painting), and overglazing (lustres, china paints, and decals). Students learn how to load an electric kiln. Students repeating the class learn how to fire an electric kiln. Lecture 2 hours, studio 4 hours. *Prerequisite:* Art 186 or 190. *Recommended preparation:* Art 130. *Note:* This course may be taken 4 times; a maximum of 12 units may be earned. *Transfer credit:* CSU, UC, USC

**193
RAKU**
3 Units

Art 193 is an introductory course in ceramics dealing exclusively with the raku firing process. Projects are drawn from a variety of forming methods including coil, slab, pinch, and wheel, which are fired by the Japanese raku process. Students also prepare raku clays and glazes to use in the execution of their projects. Lecture 2 hours, studio 4 hours. *Prerequisite:* Art 186 or 190. *Recommended preparation:* Art 130. *Note:* This course may be taken 4 times; a maximum of 12 units may be earned. *Transfer credit:* CSU, UC, USC

**195
GLAZE CALCULATION**
3 Units

Art 195 is an introduction to basic glaze and clay calculation. The students learn to calculate molecular weights, empirical formula, unity formula, and batch formula. Students use general glaze theory with calculating procedures to analyze and substitute (or create from beginning) glazes and clay bodies. The course involves simple arithmetical computations and includes certain ceramic laboratory skills and safety precautions for handling chemicals. This course prepares the vocational student for employment in the ceramic industry. Lecture 2 hours, studio 4 hours. *Prerequisite:* Art 187 or 191. *Note:* This course may be taken 4 times; a maximum of 12 units may be earned.

DESIGN

**130
DESIGN I**
3 Units

Art 130 is an introduction to the structure of two-dimensional art. This course provides fundamental understanding and control of the elements of design and the principles by which they can be related to solving design problems. The course is basic for art students and is helpful to students in related fields. Lecture 2 hours, studio 2 hours. *Prerequisite:* None. *Note:* This course may be taken 2 times; a maximum of 6 units may be earned. Students receiving a score of 4 or 5 on the Advanced Placement Examination (CEEB) in Studio Art may be given credit for Art 130 and Art 150 at Glendale Community College contingent upon approval of their portfolio by the art faculty. *Transfer credit:* CSU, UC, USC

**131
DESIGN II**
3 Units

Art 131 is advanced study in two-dimensional art structure. The study is developed in a series of problems. Some problems concentrate on advanced color study; some on space manipulation, some on understanding (through practice) the current concepts at work in the fine and decorative art fields. Whenever possible problems reflect directions dominating the current art scene. Lecture 2 hours, studio 2 hours. *Prerequisite:* Art 130. *Note:* This course may be taken 2 times; a maximum of 6 units may be earned. *Transfer credit:* CSU, UC, USC

**138
THREE-DIMENSIONAL DESIGN**
3 Units

Art 138 offers the study of space and form relationships expressed three dimensionally in line, plane, volume, texture and color, and the interaction of these basic design elements. Experiences are provided in various materials appropriate to three dimensional considerations with emphasis on design concepts and mastery of technical skills. This course is required for art majors and recommended for students of graphic and industrial design, architecture, interior and environmental design, stage design, and related fields. Lecture 2 hours, studio 2 hours. *Recommended preparation:* Art 130. *Transfer credit:* CSU, UC, USC

**141
INTERIOR DESIGN**
(Also listed as Architecture 141)
3 Units

Art 141 begins with the study of the floor plan and architectural background and moves through the selection and arrangement of furniture, floor, and window treatments, lighting, and accessory planning. Emphasis is placed on the use of design elements such as color, line, shape, texture, pattern, space, and their interaction with one another in the interior environment. Lecture 3 hours. *Recommended preparation:* Art 130. *Note:* This course may not be taken for credit by students who have completed Architecture 141. *Transfer credit:* CSU

**144
COLOR THEORY AND APPLICATION**
3 Units

Art 144 is an introductory course in color theory and application designed to meet the needs of art/non-art majors and minors in related fields of study such as: drama, music, production, apparel design, architecture, interior design, set design, lighting, fabric design, advertising and poster art. This course also deals with the nature and properties of color, its expressive potential and symbolic qualities. Lecture 2 hours, laboratory 2 hours. *Recommended preparation:* Art 130. *Transfer credit:* CSU

DRAWING

**150
DRAWING I**
3 Units

Art 150 is a basic drawing course dealing with the fundamentals of pictorial organization. The various means of representing the three-dimensional aspects of forms on a flat surface are emphasized. Drawings for this course are normally size 18" x 24" unless otherwise specified for special projects. Lecture 2 hours, studio 2 hours. *Recommended preparation:* Art 130. *Note:* This course may be taken 2 times; a maximum of 6 units may be earned. Students receiving a score of 4 or 5 on the Advanced Placement Examination (CEEB) in Studio Art may be given credit for Art 130 or 150 at Glendale Community College contingent upon approval of their portfolio by the art faculty. *Transfer credit:* CSU, UC, USC (CAN ART 8)

**151
DRAWING II**
3 Units

Art 151 is a second semester drawing course designed to enable students to further their abilities in drawing forms in depth, composition, and various drawing techniques. Lecture 2 hours, studio 2 hours. *Note:* This course may be taken 2 times; a maximum of 6 units may be earned. *Prerequisite:* Art 150. *Transfer credit:* CSU, UC, USC

**152
LIFE DRAWING I**
3 Units

Art 152 is a beginning course in drawing the figure from life. Quick drawings, as well as progressively longer drawings are done to explore the relationship of movement to form. Emphasis is placed on personal expression and interpretation as well as on proportion and structure. Special studies in artistic anatomy are also developed. This course is recommended for all art majors. Lecture 2 hours, studio 2 hours. *Prerequisite:* Art 150. (Art 150 may be taken concurrently.) *Recommended preparation:* Art 130. *Transfer credit:* CSU, UC, USC

**153
LIFE DRAWING II**
3 Units

Art 153 is the continuation of basic studies in drawing the figure from life. Further emphasis and attention is given to arrangement and compositional studies incorporating the figure. Expressive use of media for drawing the figure is explored. Lecture 2 hours, studio 2 hours. *Prerequisite:* Art 152. *Transfer credit:* CSU, UC, USC

**154
ADVANCED LIFE DRAWING I**
3 Units

Art 154 is the continuation of basic studies in drawing the figure from life. Emphasis is placed on using the figure in compositions. Creative use of the figure is stressed. Drawings should extend beyond "studies" and become personal statements. Increases emotional expression in drawings. Students may do one or more problems in three dimensions. Lecture 2 hours, studio 2 hours. *Prerequisite:* Art 153. *Transfer credit:* CSU, UC, USC

**155
ADVANCED LIFE DRAWING II**
3 Units

Art 155 is the continuation of basic studies in drawing the figure from life. Figure compositions are stressed. Students are encouraged to use the figure in creative and expressive drawings. A major project is required; this may follow an avenue of individual interest. Lecture 2 hours, studio 2 hours. *Prerequisite:* Art 154. *Transfer credit:* CSU, UC, USC

**156
ILLUSTRATION I**
3 Units

Art 156 is designed to acquaint the student with various types of illustration such as book, movie poster, editorial, spot, and magazine story. Emphasis is placed on learning a number of specific techniques which enable the student to work quickly while achieving a professional look. A variety of media is explored. The focus of this course is fine arts rather than technical or product illustration. Lecture 2 hours, studio 2 hours. *Prerequisite:* None. *Note:* This course may be taken 2 times; a maximum of 6 units may be earned. *Transfer credit:* CSU

158
LIFE DRAWING LABORATORY
 1 Unit

NON-DEGREE APPLICABLE

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

GALLERY STUDIES

157
**GALLERY STUDIES/
 ART PRESENTATION**
 3 Units

Art 157 is an introduction to the principles and practices for gallery / museum presentations of various art media. The course includes: basic preparator and curatorial work; installation techniques in a professional gallery setting utilizing various art media; publicity; 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 hours. Studio 4 hours. *Prerequisite:* None. *Note:* This course may be taken two times; a maximum of 6 units may be earned. *Transfer credit:* CSU

GRAPHIC DESIGN

132
TYPOGRAPHY I
 3 Units

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

133
DIGITAL ILLUSTRATION
 3 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, Studio 4 hours. *Prerequisite:* Art 130 or equivalent. *Note:* This course may be taken 2 times; a maximum of 6 units may be earned.

134
GRAPHIC DESIGN I
 3 Units

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

135
GRAPHIC DESIGN II
 3 Units

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

136
GRAPHIC DESIGN III
 3 Units

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

137
GRAPHIC DESIGN IV
 3 Units

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

139
INTRODUCTION TO PRE-PRESS
 3 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:* This course may be taken 3 times; a maximum of 9 units may be earned

**146
VISUAL LITERACY**
3 Units

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

**147
PUBLICATION DESIGN I**
3 Units

Art 147 provides students with training and experience in developing and designing printed publications. Current publication design trends are analyzed and discussed. Topics include book typography, grids, parts of a book, and imposition techniques. Lecture 2 hours, studio 4 hours. *Prerequisite:* Art 130 and 132 (Art 132 may be taken concurrently). *Recommended preparation:* Eligibility for English 120 or ESL 151.

**148
PUBLICATION DESIGN II**
3 Units

Art 148 provides students with training and experience in production techniques for publications. Current publication production techniques are analyzed and discussed. Topics include ink, bookbinding, papers, and imposition techniques. Lecture 2 hours, studio 4 hours. *Prerequisite:* Art 147 or equivalent. *Recommended preparation:* Eligibility for English 120 or ESL 151. *Note:* This course may be taken three times; a maximum of 9 units may be earned.

JEWELRY MAKING

**240
INTRODUCTION TO JEWELRY**
3 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 4 hours. *Prerequisite:* None. *Transfer credit:* CSU

**241
INTERMEDIATE JEWELRY**
3 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 4 hours. *Prerequisite:* Art 240 or equivalent. *Note:* This class may be taken three times; a maximum of 9 units may be earned. *Transfer credit:* CSU

PAINTING

**160
PAINTING I**
3 Units

Art 160 develops skill, technique, and composition in drawing and painting, using media such as oils and acrylics. Problems include representation and abstraction. Lecture 2 hours, studio 2 hours. *Prerequisite:* Art 150. (Art 150 may be taken concurrently.) *Recommended preparation:* Art 130. *Transfer credit:* CSU, UC, USC (CAN ART 10)

**161
PAINTING II**
3 Units

Art 161 is the application of principles, theories and techniques of drawing and painting to problems of still life, figure, landscape, and non-objective painting. Lecture 2 hours, studio 2 hours. *Prerequisite:* Art 160. *Transfer credit:* CSU, UC, USC

**162
ADVANCED PAINTING I**
3 Units

Art 162 applies the principles of art in drawing and painting for the more advanced student. Contemporary concepts in painting are explored. Individual assignments are given which emphasize personal interpretation and expression. Lecture 2 hours, studio 2 hours. *Prerequisite:* Art 161. *Recommended preparation:* Art 151. *Transfer credit:* CSU, UC, USC

**163
ADVANCED PAINTING II**
3 Units

Art 163 is a continuation of Art 162. Special problems are assigned to the student on an individual basis. Painting problems may include figure painting and the figure in relation to architectural forms. The student is encouraged to work from imagination as well as from direct visual experience. Field trips to museums and galleries are included in the course of instruction. Lecture 2 hours, studio 2 hours. *Prerequisite:* Art 162. *Transfer credit:* CSU, UC, USC

**164
WATER COLOR I**
3 Units

Art 164 is a study of the water color medium and techniques. The problems of painting are directed with a regard for the special qualities of water color. Class problems include various approaches to landscape painting, still life, and figure painting. Other problems emphasizing abstraction and non-objective painting are explored. Outdoor painting trips are used to help gain experience and skill in landscape painting. Lecture 2 hours, studio 2 hours. *Prerequisite:* Art 150. (Art 150 may be taken concurrently.) *Recommended preparation:* Art 130. *Note:* This course may be taken 2 times; a maximum of 6 units may be earned. *Transfer credit:* CSU, UC, USC

**165
WATER COLOR II**
3 Units

Art 165 is a continuation of the study of water color painting for the more advanced student. The application of general principles and theories of painting in reference to the special qualities of the water color medium is expanded. Class problems include experimentation of a variety of techniques and stylistic approaches. Individual interpretation and expression are encouraged. Lecture 2 hours, studio 2 hours. *Prerequisite:* Art 164. *Note:* This course may be taken 2 times; a maximum of 6 units may be earned. *Transfer credit:* CSU, UC, USC

PRINTMAKING

**170
PRINTMAKING I**
3 Units

Art 170 is an introduction to various printing processes including linoleum cuts, woodcuts, engraving, drypoint, etching, and aquatint. Creative personal approaches to printmaking are encouraged. Technical and expressive qualities of the various media are explored. Lecture 2 hours, studio 2 hours. *Prerequisite:* Art 130 or 150. *Note:* This course may be taken 2 times; a maximum of 6 units may be earned. *Transfer credit:* CSU, UC, USC

**171
PRINTMAKING II**
3 Units

Art 171 explores various approaches and techniques of intaglio printing with special emphasis on color printing. Lecture 2 hours, studio 2 hours. *Prerequisite:* Art 170. *Note:* This course may be taken 2 times; a maximum of 6 units may be earned. *Transfer credit:* CSU, UC, USC

172
LITHOGRAPHY I
3 Units

Art 172 is an introduction to the techniques and methods of lithography using metal plates as well as stone. This first semester course in lithography deals primarily with black and white as the graphic foundation for lithography. The student is encouraged to explore the creative possibilities of the medium and its wide variety of expressive qualities. Lecture 2 hours, studio 2 hours. *Prerequisite:* Art 171 or equivalent. *Note:* This course may be taken 2 times; a maximum of 6 units may be earned. *Transfer credit:* CSU, UC, USC

173
LITHOGRAPHY II
3 Units

Art 173 explores various approaches to color printing involving multiple plates as well as stones. Lecture 2 hours, studio 2 hours. *Prerequisite:* Art 172 or equivalent. *Note:* This course may be taken 2 times; a maximum of 6 units may be earned. *Transfer credit:* CSU, UC, USC

174
SILK SCREEN PRINTING
3 Units

Art 174 is an introduction to silk screen printing. The course includes preparation of equipment, various methods of stencil preparation, printing on paper and cloth and printing with a variety of paints and dyes. The first two or three problems are designed for all beginning students. The following projects provide options for choice. Students may choose an option that relates to their personal interests and career plans. The range of these optional project choices includes fine arts, graphic arts, decorative arts, and artist craftsman type projects. In the second semester, students are encouraged to do more challenging projects. Each new project provides a gain in the student's command of screen printing techniques. Individual interests are used to personalize the instruction to the maximum. Lecture 2 hours, studio 2 hours. *Recommended preparation:* Art 130. *Note:* This course may be taken 2 times; a maximum of 6 units may be earned. *Transfer credit:* CSU, UC, USC

175
SILK SCREEN PRINTING
3 Units

Art 175 is an advanced study of silk screen printing. The course includes the preparation of specialized equipment and research and experimentation to encourage creative use of the medium. Challenging problems are selected which relate to the personal interests of each student. Lecture 2 hours, studio 2 hours. *Prerequisite:* Art 174. *Note:* This course may be taken 2 times; a maximum of 6 units may be earned. *Transfer credit:* CSU, UC, USC

SCULPTURE

180
SCULPTURE I
3 Units

Art 180 is a series of sculptural problems in relief and in the round, which leads the student through exploratory investigations of various media and techniques, such as clay modeling, plaster, and stone carving, construction and assemblage. Emphasis is on problems of historical and contemporary interest and importance. This course is recommended for art majors and pre-dental, industrial design, and stage design students. Lecture 2 hours, studio 2 hours. *Recommended preparation:* Art 130 and 138. *Note:* This course may be taken 2 times; a maximum of 6 units may be earned. *Transfer credit:* CSU, UC, USC (CAN ART 12)

181
SCULPTURE II
3 Units

Art 181 allows the student to continue explorations into the sculptural discipline. A series of sculptural problems, including modeling the complete figure in clay, building three-dimensional forms with plaster and wire armature, carving in hard stone such as alabaster, carving in wood, construction and assemblage, and mixed media are studied in depth. Emphasis is on mastery of technique, further development of aesthetic and conceptual consideration, and self-motivation. The instructor works with each student on an individual basis to provide technical and conceptual assistance. Lecture 2 hours, studio 2 hours. *Prerequisite:* Art 180. *Note:* This course may be taken 2 times; a maximum of 6 units may be earned. *Transfer credit:* CSU, UC, USC

282
METHODS IN WOOD SCULPTURE
3 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 English 191 or ESL 141. *Note:* This course may be taken 4 times; a maximum of 12 units may be earned.

283
FIGURE MODELING
3 Units

Art 283 develops an understanding of measurement, proportion, movement, geometric shape, and the basic form of the human body through observation of live models. Students explore their expressive sculptural sensibilities using clay as the primary medium. Lecture 2 hours, studio 2 hours. *Recommended preparation:* Art 138, 180 or equivalent. *Note:* This course may be taken 2 times; a maximum of 6 units may be earned.

284
MOLD MAKING FOR THE SCULPTURE
3 Units

Art 284 explores a variety of mold making techniques, and experiments with a variety of casting materials. While the concentration in this class is on technical processes, students acquire these skills in order to expand and enhance their options for expressive sculpture. Lecture 2 hours, studio 2 hours. *Recommended preparation:* Art 138 or 180. *Note:* This course may be taken 2 times; a maximum of 6 units may be earned.

285
SCULPTURE LAB
1 Unit

NON-DEGREE APPLICABLE

Art 285 enables sculpture students to have additional supervised studio time, and to increase their laboratory skills relative to concurrent enrollment in sculpture classes. Studio 4 hours. *Prerequisite:* None. *Corequisite:* Students enrolled in this course must be concurrently enrolled in Art 138, 180, 181, 282, 283, or 284. *Note:* This course may be taken 4 times; a maximum of 4 units may be earned.

**286
PORTRAIT SCULPTURE**
3 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 English 191 or ESL 141. *Note:* This course may be taken 4 times; a maximum of 12 units may be earned.

**287
ANATOMY FOR THE SCULPTOR**
3 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 English 191 or ESL 141. *Note:* This course may be taken 4 times; a maximum of 12 units may be earned.

**288
THREE DIMENSIONAL DESIGN LAB**
1 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. Studio 4 hours. *Corequisite:* Art 138. *Note:* This course may be taken 4 times; a maximum of 4 units may be earned.

WEB DESIGN**250
DESIGNING WEB GRAPHICS**
(Also listed as Photography 250)
3 Units

Art 250 is an introductory web design course that covers web design principles, web graphic creation and preparation, graphic interchange format (gif) animations, project planning, and web environment issues that affect design. Students create assigned projects with industry standard software. Concept and design are emphasized throughout the course. Lecture hours 2, studio/lab hours 4. *Prerequisite:* Photography 121 or equivalent. *Note:* Students who have completed Photography 250 may not take this class for credit. This class may be taken two times; a maximum of six units may be earned.

**251
WEB DESIGN WITH DREAMWEAVER**
(Also listed as Photography 251)
3 Units

Art 251 is an intermediate-level web design course. Using industry standard wysiwyg software, students design and create web pages, using layout controls, tables, frames, layers, cascading style sheets, form creation, various types of links, rollovers, and layer animation. Design quality and concept are emphasized throughout the course. Lecture 2 hours, studio/lab 4 hours. *Prerequisite:* Art/Photography 250. *Note:* Students who have completed Photography 251 may not take this class for credit. This class may be taken two times; a maximum of six units may be earned.

**255
WEB DESIGN WITH FLASH**
(Also listed as Photography 255)
3 Units

Art 255 is a web design course using industry standard software to create full-page, interactive vector-based web animations. Students learn the construction of multiple-layered animations with interactive buttons, movieclips, graphics, and embedded sound files with optimization for the web. Design quality and concept are emphasized throughout the course. Lecture 2 hours, studio/lab 4 hours. *Prerequisite:* Art/Photography 250. *Note:* Students who have completed Photography 255 may not take this class for credit. This class may be taken two times; a maximum of six units may be earned.

ASTRONOMY

**102
OBSERVATIONAL ASTRONOMY**
1 Unit

Astronomy 102 maps the sky by means of bright stars and constellations. Small telescopes are used for observing celestial objects. Laboratory 3 hours. *Prerequisite:* Astronomy 110 or 120. *Transfer credit:* CSU, UC, USC

**103
TOPICS IN MODERN ASTRONOMY**
3 Units

Astronomy 103 is designed for students who have completed a survey course in astronomy. This course deals with recent developments in astronomy. Specific topics covered are exploration of the solar system with spacecraft, general relativity and black holes, active galaxies and cosmology. Lecture 3 hours. *Prerequisite:* Astronomy 110 or 120. *Transfer credit:* CSU

**110/110H
ASTRONOMY OF THE SOLAR SYSTEM**
HONORS ASTRONOMY OF THE SOLAR SYSTEM
3 Units

Astronomy 110 is a survey of the methods astronomers use and the findings they have made in their studies of the planets, satellites, asteroids, comets and other objects that make up the solar system.

The honors course will be enhanced in one or more of the following ways:

1. Students will read and work through a study guide of Galileo's *The Sidereal Messenger*.
2. Students will visit a local observatory or planetarium and write a report about their visit.
3. Working in teams, students will prepare Internet-based report on the following topics:
 - The chronology of space exploration for a selected solar object.
 - Surface or atmosphere features seen on a selected solar object.
 - What we know about a selected small body in the solar system.

Summaries of Reports will be presented in class.

Lecture 3 hours. *Prerequisite:* None. *Note:* This course may not be taken for credit by students who have completed Astronomy 101. *Transfer credit:* CSU, UC, USC

**120
ASTRONOMY OF STARS AND GALAXIES**
3 Units

Astronomy 120 is a survey of the methods astronomers use and findings they have made in their studies of the stars and galaxies. Lecture 3 hours. *Prerequisite:* None. *Note:* This course may not be taken for credit by students who have completed Astronomy 101. *Transfer credit:* CSU, UC, USC

AVIATION AND TRANSPORTATION

Students enrolling in some Aviation and Transportation courses will be required to purchase certain tools and equipment to meet the requirements of those courses. Students wishing to obtain tool and equipment lists in advance of registration should contact the appropriate instructor or department chair or go to the Aviation Web site at www.glendale.edu/aviation. Prior to applying for the FAA Examination, students are required to submit the proper paper work to Admissions and Records to obtain the official certificate.

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

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

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

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

**114
INSTRUMENT FLIGHT LAB**
4 Units

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

**115
COMMERCIAL FLIGHT TRAINING**
4 Units

Aviation and Transportation 115 is a flight training laboratory 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. *Prerequisites:* Aviation and Transportation 114 or possession of Federal Aviation Administration Private Pilot Certificate (airplane, single-engine land) with instrument rating, and; minimum of 200 hours of total flight time, and; AT 135 or proof of satisfactory completion of the Federal Aviation Administration Commercial Pilot Knowledge Examination (Aviation and Transportation 135 may be taken concurrently).

**117
AVIATION INSTRUCTOR COURSE**
3 Units

Aviation and Transportation 117 is a course of ground instruction designed for the student who wishes to become an aviation flight instructor. Teaching theory, and types and methods of instruction an effective instructor uses are discussed. Analysis and performance of flight maneuvers are stressed. Lecture 3 hours. *Prerequisite:* Aviation and Transportation 119 and 120 or successful completion of the Private Pilot Written Examination or a Private Pilot Certificate.

**119
PRACTICAL FLIGHT CONCEPTS**
3 Units

Aviation and Transportation 119 is a ground training course designed for the student who is receiving flight training to gain experience necessary to meet the qualifications of a private pilot with an airplane rating. The course covers the practical flight concepts a pilot may encounter in most flight situations. Lecture 3 hours. *Prerequisite:* Aviation and Transportation 120 or successful completion of the Private Pilot Written Examination or a Private Pilot Certificate.

**120
PRIVATE PILOT GROUND SCHOOL**
5 Units

Aviation and Transportation 120 prepares the student for the Private Pilot Written Examination, and is taught under Federal Aviation Administration approved Private Pilot Ground School Certificate HH8S190Q. The course covers powerplant operations, radio procedures and radio navigation, meteorology, and enroute navigation procedures common to the private pilot. Lecture 5 hours. *Prerequisite:* None. *Transfer credit:* CSU

**121
NAVIGATION**
3 Units

Aviation and Transportation 121 introduces the student to the aspect of dead-reckoning and pilotage navigation using the aeronautical chart. Composite navigation and vector analysis using the flight computer familiarizes the student with the practical features of navigation. Lecture 3 hours. *Recommended preparation:* Aviation and Transportation 120 or possession of a private pilot's certificate. *Transfer credit:* CSU

**122
METEOROLOGY**
3 Units

Aviation and Transportation 122 presents the basic principles of meteorology with emphasis placed on the physical laws that operate in the atmosphere, particularly as they affect aircraft flight. Weather maps, reports, and forecasts and their interpretation are stressed. Lecture 3 hours. *Recommended preparation:* Aviation and Transportation 120 or possession of a private pilot's certificate. *Transfer credit:* CSU

**123
AIRCRAFT STRUCTURE AND
AERODYNAMICS**
3 Units

Aviation and Transportation 123 provides the pilot with the necessary understanding of the aerodynamics of the aircraft and of the construction techniques and processes involved in the building of aircraft. This course meets the requirements for commercial pilots in the study of aircraft. Lecture 3 hours. *Recommended preparation:* Aviation and Transportation 120 or possession of a private pilot's certificate. *Transfer credit:* CSU

**124
RADIO PROCEDURES AND FLIGHT
REGULATIONS***3 Units*

Aviation and Transportation 124 is designed to provide the commercial pilot student with the necessary knowledge of radio navigation, radio-telephone communication procedures, and Federal Aviation Regulations required to pass the Federal Aviation Administration Commercial Pilot Written Examination. Lecture 3 hours. *Recommended preparation:* Aviation and Transportation 120 or possession of a private pilot's certificate. *Transfer credit:* CSU

**125
INSTRUMENT RATING GROUND
SCHOOL***3 Units*

Aviation and Transportation 125 introduces the student to the use of radio navigation, weather briefing, advanced navigation, standard instrument approaches, procedures and Federal Aviation Regulations pertaining to instrument flight. Students are prepared for the Federal Aviation Administration Instrument Pilot Written Examination. Lecture 3 hours. *Prerequisite:* Aviation and Transportation 120 or successful completion of the Private Pilot Written Examination or a Private Pilot Certificate. *Transfer credit:* CSU

**126
AIRCRAFT POWERPLANTS***3 Units*

Aviation and Transportation 126 introduces the student to aircraft powerplants, their construction, operation, maintenance, and servicing as they apply to the pilot. This course meets the requirements of the Federal Aviation Administration for Commercial Pilots in the study of aircraft engines. Lecture 3 hours. *Recommended preparation:* Aviation and Transportation 120 or possession of a private pilot's certificate. *Transfer credit:* CSU

**127
FLIGHT TRAINING MANEUVERS***3 Units*

Aviation and Transportation 127 presents in detail the procedures and methods for conducting the maneuvers required for the safe, skillful operation of the airplane. The performance and application of the various maneuvers required by the Federal Aviation Administration for the Private and Commercial Pilot Flight Tests are examined. Lecture 3 hours. *Recommended preparation:* Aviation and Transportation 120 or possession of a private pilot's certificate. *Transfer credit:* CSU

**128
AIRPORT OPERATIONS***3 Units*

Aviation and Transportation 128 is an analytical lecture course of study which acquaints the student with practical airport administration problems that exist today. Completion of this course enables the student to perform and function effectively in any of the many diversified airport operations. Course coverage includes airport development, site selection, local advertising, financial considerations and benefits to the community. Aviation safety within the confines of the airport, airport maintenance, familiarization with the Federal Aviation Administration and Federal Air Regulations governing airports as well as the National Transportation Safety Board. Lecture 3 hours. *Recommended preparation:* Aviation and Transportation 120 and 130. *Transfer credit:* CSU

**129
FLIGHT ATTENDANT I***3 Units*

Aviation and Transportation 129 prepares men and women for the highly competitive flight attendant positions and travel careers in the airlines and travel industry. Lecture 3 hours. *Prerequisite:* None.

**130
AIR TRANSPORTATION***3 Units*

Aviation and Transportation 130 introduces the student to the development of air transportation, problems in commercial air transportation, commercial aircraft, organization and functions of the airlines, regulations, airline routes in the United States and the pilot qualifications, schedules and services, revenue sources and potential operating overhead. The importance of airports, airways, advertising, and public relations is stressed. Lecture 3 hours. *Prerequisite:* None. *Transfer credit:* CSU

**131
AIR TRAFFIC CONTROLLER***5 Units*

Aviation and Transportation 131 prepares students for the Federal Aviation Administration Control Tower Operator Written Examination and assists them in the requirements necessary to apply for the position of air traffic control specialist, and is of value to those students preparing for the position of dispatcher, meteorologist, commercial pilot, and positions concerned with aircraft operations. Student and private pilots find this course informative; students preparing for their instrument rating receive much valuable information which assists them in preparing for the written examination and the flight check. Lecture 6 hours. *Prerequisite:* None.

**132
FLIGHT ATTENDANT II***3 Units*

Aviation and Transportation 132 prepares men and women for the highly competitive flight attendant positions and travel careers in the airline and travel industry. Lecture 3 hours. *Prerequisite:* Aviation and Transportation 129.

**134
AMERICAN AVIATION TRAVEL
HISTORY AND OPERATIONS***3 Units*

Aviation and Transportation 134 introduces the students to aviation travel history and the manner in which related events have affected the nation socially, economically and politically. This study of aviation emphasizes the development, testing, and utilization of aircraft in California. Lecture 3 hours. *Prerequisite:* None.

**135
COMMERCIAL PILOT GROUND
SCHOOL***3 Units*

Aviation and Transportation 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:* Aviation and Transportation 120 or equivalent.

**136
AVIATION PSYCHOLOGY***3 Units*

Aviation and Transportation 136 acquaints the professional pilot and flight attendant with an overview of aviation psychology. The influence of psychological factors on aviation safety, and the aviation professional's personal and occupational life is examined. Topics include human factors, human error, motivation and leadership, aviation stress management, group dynamics, attitudes and persuasion, assertiveness training, aircraft accident analysis, passenger psychology, career development, training, flight physiology, self-assessment, family and relationship issues, communications, ethics in professional aviation, and applications in space technology. Lecture 3 hours. *Prerequisite:* None.

137
AIRLINE TRAVEL CAREERS
 3 Units

Aviation and Transportation 137 is designed for students pursuing careers in airline travel. The course presents the current industry hiring qualifications and requirements for entry level industry employees. Lecture 3 hours. *Prerequisite:* None.

138
INTRODUCTION TO FLIGHT ATTENDANT TRAINING
 3 Units

Aviation and Transportation 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. Lecture 3 hours. *Recommended preparation:* Eligibility for English 120 or ESL 151. *Note:* Aviation and Transportation 138 and 151 combined: maximum credit, 3 units.

150
AIRCRAFT STRUCTURES
 4-8 Units

Aviation and Transportation 150 is a course to prepare the student for employment in the aircraft industry in the area of structural construction and repair. Lecture 12 hours, laboratory 18 hours. *Prerequisite:* None.

BIOLOGY

101/101H
GENERAL BIOLOGY
HONORS GENERAL BIOLOGY
 4 Units

Biology 101 is the first half of a one-year course designed for biological science majors. It covers fundamental biological principles and processes from the philosophy of the scientific method through biochemistry, molecular biology, cell respiration and photosynthesis, cell structure and function, mitosis and meiosis, Mendelian genetics, molecular genetics and gene regulation.

The honors course will be enhanced in one or more of the following ways:

1. Students will complete assignments derived from peer review journals or current scholarly biology books. Scholars will be held to a higher standard in completing these assignments than the non-scholars.
2. Library research workshops will provide a more in-depth examination of instructed materials.

Lecture 3 hours, discussion 1 hour, laboratory 2 hours. *Prerequisite:* Chemistry 101. *Transfer credit:* CSU, UC, USC (CAN BIOL 2) (Biology 101 & 102 CAN BIOL SEQ A)

102/102H
GENERAL BIOLOGY
HONORS GENERAL BIOLOGY
 5 Units

Biology 102 provides a continuation of the study of fundamental biological processes introduced in Biology 101. The course begins with developmental processes, followed by anatomy and physiology of plants and the anatomy and physiology of animals. The final unit covers evolutionary biology, systematics, chemosynthetic theories of the origin of life, population biology, and ecological principles. Laboratory is essentially a separate course involving a student research project on *Drosophila* genetics, developmental biology labs, and an extensive survey of biodiversity.

The honors course will be enhanced in one or more of the following ways:

1. Students will complete assignments derived from peer review journals or current scholarly biology books. Scholars will be held to a higher standard in completing these assignments than the non-scholars.
2. Scholars will complete a semester long research project. Scholars will be required to do an additional manipulation on the project and be held to a higher standard than non-scholars on their final report.
3. Library research workshops will provide a more in-depth examination of instructed material.

Lecture 3 hours, discussion 2 hours, laboratory 4 hours. *Prerequisite:* Biology 101 and Chemistry 101. *Transfer credit:* CSU, UC, USC (CAN BIOL 6) (Biology 101 & 102 CAN BIOL SEQ A)

103/103H
MOLECULAR BIOLOGY AND GENETICS
HONORS MOLECULAR BIOLOGY AND GENETICS
 4 Units

Biology 103 is an extension of the study of molecular biology, cell biology and genetics introduced in Biology 101/102. This course examines the structure and function of nucleic acids and proteins in the living cell, as well as how these molecules are studied and manipulated in the laboratory. Topics include regulation of gene expression, recombinant DNA technology, chromosome mapping and viral and prokaryotic genetics.

The honors course (as an added option) will be enhanced in one or more of the following ways:

1. Scholars will be held to a higher standard on the Internet Search assignment.
2. Library research workshops will provide a more in-depth examination of instructed material.

Lecture 4 hours. *Prerequisite:* Biology 101 and Chemistry 105 (Chemistry 105 may be taken concurrently). *Transfer credit:* CSU, UC, USC

112
MICROBIOLOGY
 5 Units

Biology 112 is a study of life using microorganisms (algae, bacteria, molds, protozoa, viruses, and yeasts) as prototypes. The course includes microbial biochemistry, genetics, cellular and ultra-cellular activities, applied uses, and pathogenicity of these forms of life. In the laboratory students also identify one unknown microbial organism. Lecture 3 hours, laboratory 6 hours. *Prerequisite:* Chemistry 101 or 110 or 120. *Transfer credit:* CSU, UC, USC (CAN BIOL 14)

115
HUMAN BIOLOGY
 4 Units

Biology 115 is an introductory course covering biological principles as they apply to the human body. The central theme is the structure and function of the human organism. Topics covered include: human evolution, the human species in the environment, cells, tissues, the major body systems, heredity, and the major human conditions and diseases. A weekly laboratory allows students the opportunity to gain practical experience in the techniques necessary to study the health sciences. Lecture 3 hours, discussion 1 hour, laboratory 2 hours. *Recommended preparation:* High school biology. *Note:* This course may not be taken for credit by students who have completed Biology 120 or 121. *Transfer credit:* CSU, UC, USC

118
PRINCIPLES OF BIOLOGY
 3 Units

Biology 118 is a television survey course covering the major concepts in biological science. The emphasis is on the dynamic processes and inter-relationships occurring in the living world. This course is designed for students majoring in fields other than the biological sciences. Lecture and discussion, 3 hours. *Prerequisite:* None. *Note:* This course may not be taken for credit by students who have completed Biology 122.

**120
HUMAN ANATOMY**

5 Units

Biology 120 comprehensively covers the systems of the human body. The laboratory includes the study of tissues using the microscope and a detailed study of the human skeleton. Dissections on the cat muscles and blood vessels, sheep brain, and cow eye, as well as the human cadaver, are included to illustrate comparative parts of human anatomy. Lecture 3 hours, discussion 2 hours, laboratory 4 hours. *Recommended preparation:* Biology 115 is strongly recommended for students with a limited background in the biological sciences. *Note:* Primarily for nursing, physical education, and health science majors. *Transfer credit:* CSU, UC, USC (CANBIOL 10) (BIOL120 & 121 CAN BIOL SEQ B)

**121
INTRODUCTION TO PHYSIOLOGY**

4 Units

Biology 121 studies the functions of the systems of the human body. Course format includes lecture and extensive lab activity including EEG, EKG, spirometry, urinalysis, blood analysis, etc. Physiology is required for nursing students and is elective for others. Lecture 3 hours, discussion 1 hour, laboratory 2 hours. *Prerequisite:* Biology 120 and Chemistry 101, 110, or 120. *Transfer credit:* CSU, UC, USC (CAN BIOL 12) (BIOL120 & 121 CAN BIOL SEQ B)

**122
INTRODUCTION TO BIOLOGY**

4 Units

Biology 122 is designed to give an overview of the biological sphere of life and an elementary working knowledge of the fields studied. It takes a liberalized approach to the study of five kingdoms of living organisms. The emphasis is on the dynamic processes and functional inter-relationships between which shape and influence the world. The problems facing the planet today are emphasized. Primarily for students majoring in fields other than the biological sciences. Lecture 3 hours, discussion 1 hour, laboratory 2 hours. *Recommended preparation:* Eligibility for English 120 is strongly recommended. *Note:* This course allows only 1 unit of credit for those students completing Biology 118. *Transfer credit:* CSU, UC, USC

**123
EVOLUTION**

3 Units

Biology 123 deals with the emergence and development of life. Evidences for and against the theory of evolution are discussed with topics including mechanisms and theories of evolution, biogeography, origins of life (including extra terrestrial possibilities), genetics, the emergence of primates and humans, cooperation, competition, racism, and war. The future of evolution, humans, and civilization concludes the course. Lecture 3 hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

**125/125H
MARINE BIOLOGY
HONORS MARINE BIOLOGY**

3 Units

Biology 125 is an introduction to biology offering a general survey of the ecosystems and diversity of life in the marine environment. The course includes an introduction to the sciences of geological, chemical and physical oceanography as the basis to understand the environment where marine organisms exist. A comparative approach is used to learn about the physiological and anatomical adaptations of the different marine organisms to their environment. Aspects of the three major areas of biology, evolutionary, cell and molecular theory, are addressed throughout the course.

The honors course will be enhanced in one or more of the following ways:

1. Students will complete a set of selected readings. Critical analysis of these readings is expected and the student will be evaluated during discussions and essays in regular examinations.
2. Students will be required to attend a field trip to the intertidal zone of a local Marine Life Refuge. After supervised collection of organisms, the students will have a discussion about the specimens collected and their interactions with the environment.
3. The students will have additional readings throughout the semester. Readings may include articles from science journals such as *Oceanus*, *American Scientist*, *Scientific American* or books like *Song for The Blue Ocean* by C. Safina and *The Edge of the Sear* by R. Carson.
4. Students will attend a field trip where they are expected to work in-groups for the collection, analysis, and discussion of the data.

Lecture 3 hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

**126
FIELD AND LABORATORY
INVESTIGATIONS IN MARINE
BIOLOGY**

1 Unit

Biology 126 is an introductory science laboratory offering a general survey of the diversity of life in the marine environment and an introduction to some of its major ecosystems. The laboratory exercises utilize the comparative method in order to study the anatomy, physiology and evolution of some of the major phyla of marine organisms. This course requires the participation in at least four field trips. Field trips introduce the student to the ecology of marine ecosystems. Laboratory/field work 3 hours. Field trips totaling a minimum of 9 hours are required. *Prerequisite:* Biology 125. (Biology 125 may be taken concurrently.) *Note:* Field trips require student contribution for meals and transportation. *Transfer credit:* CSU, UC, USC

**127
HUMAN ECOLOGY**

3 Units

Biology 127 is a survey course that introduces the student to basic ecological principles and the impact of human activities on ecosystems from historic to modern times. This survey course covers: basic principles of population biology and ecology, nutrient and energy cycling, agricultural impact and natural resource consumption by humans, the long-range needs for human coexistence with natural environments, the human population issue, the energy challenge and pollution. Lecture 3 hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

**128
ECOLOGY AND CONSERVATION
LABORATORY**

1 Unit

Biology 128 is offered as a practical supplement to Biology 127. Ecology and conservation allows the student to apply concepts and theory presented in Biology 127 to practical field situations. Students learn environmental monitoring and analysis techniques along with research data analysis and interpretation. Laboratory 3 hours. *Prerequisite:* Biology 127 (Biology 127 may be taken concurrently). *Transfer credit:* CSU, UC, USC

129 DIRECTED STUDIES IN MARINE ECOLOGY

(See Note)

Biology 129 is a course emphasizing individual investigation of the natural marine environment through field and laboratory studies. Students examine the inter-relationship between marine organisms and their habitats by special projects dealing with a particular problem. Library research, a scientific paper, and an oral presentation of the directed studies are an integral part of the course. Field studies investigate various localities during different semesters; such as, Baja California, the Channel Islands, the northern California coast, and local marine habitats. 3-9 hours field and laboratory study. *Prerequisite:* Biology 125 or Biology 101 and 102. *Note:* Three hours are required for each unit earned. The course may be taken for one, two, or three units according to the schedule. The course may be repeated for a maximum of 6 units. Field trips require student contribution for meals and transportation. *Transfer credit:* CSU

130 NATURAL HISTORY OF SOUTHERN CALIFORNIA

4 Units

Biology 130 is the ecological studies of alpine to lower desert and aquatic communities. Emphasis is placed on laboratory investigation of the types, distribution, and diversity of plants and animals within each community. Environmental factors such as climate, soils, and landforms are integrated with community studies. Lab studies are reinforced through two overnight field trips to desert or mountain areas. (See current class schedule.) Lecture 3 hours, laboratory 3 hours. *Recommended preparation:* A course in either high school or college biology or equivalent. *Note:* Overnight field trips will require student contribution for meals and transportation. *Transfer credit:* CSU, UC, USC

131 NATURAL HISTORY FIELD STUDIES

1-3 Units

Biology 131 offers individual and group investigation of the biological environment and the impact of human activities upon it. The course format includes discussion sessions as well as field studies. Students examine the inter-relationship between biological organisms and their habitats by special projects dealing with a particular problem. Library research, a scientific paper, and/or an oral presentation of the directed studies may be a part of the course. Field studies investigate a variety of world localities. The cost of land and air arrangements is borne by each student, and are kept to a minimum while still providing clean and comfortable lodging. 3-9 hours field and laboratory study. *Prerequisite:* A biology or ecology course in high school or college, or the equivalent. *Note:* Three hours are required for each unit earned. The course may be taken for one, two, or three units according to the schedule. This course may be taken 4 times; a maximum of 6 units may be earned. *Transfer credit:* CSU

132 INTRODUCTION TO MARINE SCIENCE

3 Units

Biology 132 serves as an introduction to oceanography, marine biology, and the related marine technologies. Topics covered include sea floor topography and geologic processes, water circulation, and the diversity of marine organisms and their physiological and ecological adaptations to the marine technologies dealing with the development and utilization of marine biological and geological resources. Lecture 3 hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

135 INTRODUCTION TO BOTANY

4 Units

Biology 135 is an introductory course covering biological principles as they apply to the plant world. The central theme is the importance of plant structure and variation in life on earth. Topics covered include plants and human affairs, plant cells, photosynthesis, the role of plants in ecological cycles, and a survey of the earth's plant forms. Lecture 3 hours, discussion 1 hour, laboratory 2 hours. *Recommended preparation:* High school biology. *Transfer credit:* CSU, UC, USC

137 FIELD BOTANY

5 Units

Biology 137 is a study of the plant materials and the ecology of the plant communities of Southern California. Two weekend field trips are included. Lecture 3 hours, discussion 2 hours, laboratory 4 hours. *Prerequisite:* None. *Transfer credit:* CSU

138 HORTICULTURE

3 Units

Biology 138 is a study of the names and requirements of exotic and native plants used in ornamental horticulture in the Los Angeles area. Basic principles and practices in propagation, pruning, diseases, and insect control as well as extensive laboratory work with living specimens in the greenhouse are elements included in this course. Field trips to local nurseries and parks are planned. Lecture 2 hours, discussion 1 hour, laboratory 1 hour. *Prerequisite:* None. *Transfer credit:* CSU

139 PLANT PROPAGATION

3 Units

Biology 139 is the study and practice of growing plants from seed and by asexual methods for commercial or home use. Propagation methods, structures, plant pests and diseases, and control of the plants being propagated are discussed. Laboratory work in seeding, transplanting, cutting, budding, and grafting are done by the student. Lecture 2 hours, discussion 1 hour, laboratory 2 hours. *Prerequisite:* None. *Transfer credit:* CSU

145 BIOLOGY OF BIRDS

2 Units

Biology 145 is a nine-week introductory course dealing with the identification, classification, ecology, anatomy, and behavior of birds. Course study emphasizes the natural history of local birds as well as representative bird groups from around the world. Lecture 3 hours, laboratory, see Note. *Prerequisite:* None. *Note:* Several laboratory sessions are required with each session lasting five hours. (See current schedule of classes.) *Transfer credit:* CSU

146 MARINE MAMMALS

2 Units

Biology 146 is an eight-week introductory course dealing with the identification, classification, ecology, anatomy, and behavior of marine mammals. Course study emphasizes the natural history of local marine mammal species as well as representative marine mammal groups from the oceans of the world. Lecture 3 hours, laboratory, see Note. *Prerequisite:* None. *Note:* One field session lasting three days and two field sessions lasting one day each are required. (See current schedule of classes for location and dates of field session.) *Transfer credit:* CSU

BUSINESS ADMINISTRATION

101 INTRODUCTION TO BUSINESS 3 Units

Business Administration 101 orients students to the field of business, introducing, in survey form, the functions, characteristics, organization, and problems of business. The course serves as a foundation for later specialized study, and directs the thinking of students to possible careers. Lecture 3 hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

106 WRITTEN BUSINESS COMMUNICATIONS 3 Units

Business Administration 106 is a writing course for students completing programs in business. The course prepares students to accomplish tasks and solve problems through the written word. The mechanics, strategies, and processes of technical writing, as well as creative and critical thinking skills, are applied to a variety of tasks which simulate typical events in business. Techniques are covered for creating effective business letters, information summaries, proposals, and reports, including references and research sources and appropriate styles and formats. In addition, original essays responding to a review of rhetorical works in the fields of business and economics are prepared. The impact of organizational procedures on business communications is explored, and the automated technology which facilitates this communication is applied to a variety of tasks common to the business organization. Lecture 4 hours. *Prerequisite:* Computer Applications and Business Office Technologies 105 or eligibility for English 101. *Recommended preparation:* Keyboarding skill at the rate of 30 w.p.m. *Transfer credit:* CSU

110 HUMAN RELATIONS IN BUSINESS 3 Units

Business Administration 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 services, and leadership. Lecture 3 hours. *Recommended preparation:* Eligibility for English 120 or ESL 151. *Note:* Students with no prior business experience should complete Business Administration 101 or Office Administration 101 before taking this course. This course counts toward social science units required for graduation. *Transfer credit:* CSU

111 INTRODUCTION TO INSURANCE 1 Unit

Business Administration 111 is intended to give 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.

112 INSURANCE CODE AND ETHICS 1 Unit

Business Administration 112 is a course intended to help individuals learn basic information regarding the insurance code and ethics for use in employment as insurance professionals in entry-level and higher positions. It addresses ethical considerations one must know and support in order to succeed in business, specifically in the insurance industry. Ethical issues common to employees working in insurance offices will be presented. Lecture 1 hour. *Prerequisite:* None.

113 PRINCIPLES OF PROPERTY AND LIABILITY INSURANCE 3 Units

Business Administration 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.

114 PERSONAL INSURANCE 3 Units

Business Administration 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.

115 COMMERCIAL INSURANCE 3 Units

Business Administration 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.

120 BUSINESS LAW I 3 Units

Business Administration 120 is a study of law as it influences business conduct, including growth of law and recent changes, especially the new Uniform Commercial Code, and principles of contracts, sales, and agency. Lecture 3 hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC (CAN BUS 8)

125 BUSINESS LAW II 3 Units

Business Administration 125 deals with the law of sales, negotiable instruments, partnerships, corporations, and trade regulation. Lecture 3 hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

131 INTRODUCTION TO FINANCE 3 Units

Business Administration 131 introduces the student to the many financial decisions faced by a modern business, along with the analytical tools and concepts necessary for an evaluation of these decisions. The material is applicable to large corporations, small businesses and nonprofit organizations. Lecture 3 hours. *Prerequisite:* None. *Note:* One year of accounting is recommended. *Transfer credit:* CSU

134 INVESTMENTS 3 Units

Business Administration 134 is designed to develop the student's understanding of the various public investments available, their potential risks and rewards, and the situations in which they are best utilized. Topics include investment principles and objectives, the operation of securities markets, investment banking, and asset selection and allocation. Lecture 3 hours. *Prerequisite:* None. *Transfer credit:* CSU

**135
MONEY AND BANKING**
3 Units

Business Administration 135 is a course designed to help students secure employment with investment banking houses, commercial banks, finance companies, stock and commodity exchanges, and securities dealers. It is a study of the American monetary system and American financial institutions. The course allows students to obtain a critical understanding of the Federal Reserve structure, monetary and fiscal policy, and the commercial banking process. Lecture 3 hours. *Prerequisite:* None. *Transfer credit:* CSU

**136
MONEY MANAGEMENT**
3 Units

Business Administration 136 covers the basic principles of efficient money management. The fundamentals of financial planning and the control of current financial actions to reach future financial goals are studied, including such topics as providing for major investments, retirement and pension planning, the tax environment, and the effect of new laws and regulations. Lecture 3 hours. *Prerequisite:* None. *Transfer credit:* CSU

**138
BUYING AND SELLING A BUSINESS**
3 Units

Business Administration 138 presents all the information necessary to conduct the purchase or sale of a small business. This course focuses on what a real estate agent should know so that he or she could properly list, offer, negotiate and sell a business. The techniques of marketing, financing, financial reporting, taxation, merging and business management are covered in detail. Lecture 3 hours. *Prerequisite:* None. *Note:* This course may not be taken for credit by students who have completed Real Estate 200. *Transfer credit:* CSU

**141
INTRODUCTION TO MANAGEMENT**
3 Units

Business Administration 141 introduces the student to the basic managerial functions within an organization, which include planning and decision making, organizing, staffing, directing, leading, and controlling. These functions apply to managers at all levels, from small business to top executive management. Lecture 3 hours. *Prerequisite:* None. *Transfer credit:* CSU

**144
HUMAN RESOURCES MANAGEMENT**
3 Units

Business Administration 144 presents a comprehensive overview of human resources management. It is designed for students in managerial, professional, or entrepreneurial career tracks for profit, not-for-profit, governmental, volunteer, military, and other types of organizations. Lecture 3 hours. *Prerequisite:* None.

**152
MANAGEMENT COMMUNICATIONS—ORAL**
3 Units

Business Administration 152 covers planning interpersonal communication, speaking techniques, conducting question-and-answer periods, conference leading on the job, objectives of good presentations, effective use of visuals in oral presentations, interviewing, bridges and barriers to communications, and what to do about rumors. Lecture 3 hours. *Prerequisite:* None. *Transfer credit:* CSU

**158
INTRODUCTION TO
ENTREPRENEURSHIP**
3 Units

Business Administration 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 will help individuals start new ventures as well as aid existing business owners to plan their growth. Lecture 3 hours. *Recommended Preparation:* Eligibility for English 191 or ESL 141.

**162
PRINCIPLES OF MARKETING**
3 Units

Business Administration 162 is an introductory course intended to acquaint students with the business practices involved in the activities of moving goods and services from the producer to the ultimate consumer. The course reviews the marketing system and the psychology and sociology of consumer decisions. Additional areas of interest include retailing, wholesaling, new product decisions, pricing, distribution, advertising, and marketing research. Lecture 3 hours. *Prerequisite:* None. *Transfer credit:* CSU

**164
RETAIL SELLING**
3 Units

Business Administration 164 is a class in which fundamental principles of retailing, wholesaling, and specialty selling are discussed. Students select several retail sales situations and present them before the class. The methods of approaching a prospect, demonstrating the product, and closing the sale are discussed and reviewed. The course covers plans for promotion, merchandising policies, and consumer behavior. Lecture 3 hours. *Prerequisite:* None.

**166
ADVERTISING**
3 Units

Business Administration 166 is an introductory course in the purpose and principles of advertising, including the organization and functions of advertising agencies. Buying motives and the writing of good copy are studied. Radio, television, and outdoor advertising methods and costs are covered. This course is not intended to develop artistic ability, but those who can illustrate their copy will find an opportunity to do so. Courses in advertising art are offered by the Art Department. Lecture 3 hours. *Prerequisite:* None. *Transfer credit:* CSU

**168
FASHION MERCHANDISING**
3 Units

Business Administration 168 is a study of principles of fashion. It includes a study of fashion retailers, apparel producers, and manufacturers. Lecture 3 hours. *Prerequisite:* None. *Note:* This course may not be taken for credit by students who have completed Fashion 125 or Fashion Design Merchandising 168. *Transfer credit:* CSU

**170
INTRODUCTION TO INTERNATIONAL
BUSINESS**
3 Units

Business Administration 170 is an overview of basic issues with which someone involved in international business must deal. These include deciding on a business organization for foreign operations, establishing banking relationships, raising capital, currency exchange, marketing in a foreign environment, with particular emphasis on Pacific Rim, Western European and South American markets; import-export regulations, and problems with locating manufacturing abroad. Lecture 3 hours. *Prerequisite:* None. *Transfer credit:* CSU

**175
IMPORT/EXPORT BUSINESS IN THE
PACIFIC RIM****3 Units**

Business Administration 175 is a project course teaching the real-world process of establishing an import/export business. The student is guided in preparing a business plan for an import/export activity. Each country in the Pacific Rim is discussed in terms of their current business conditions and import/export opportunities. Asia, our largest trading area, is the most successful, fastest growing economic area in the world. The special business cultures and techniques contributing to its success and the success of its firms are presented. A major part of the course is a discussion of the business aspect of the cultural views and practices necessary to do business in these countries. Lecture 3 hours. *Prerequisite:* None. *Note:* Students are expected to have a strong background in business and an interest in participating in the global economy. It is recommended that those students without practical business experience first complete Business Administration 101 and 170. *Transfer credit:* CSU

**176
IMPORT/EXPORT WITHIN NAFTA AND
LATIN AMERICAN COUNTRIES****3 Units**

Business Administration 176 discusses the special issues of doing business with NAFTA countries (Canada and Mexico) and with Latin America. The NAFTA countries are not only geographically the closest countries to the United States but have the most favorable trading conditions. These facts make NAFTA countries strong candidates for establishing an import/export business. Other Latin American countries are also analyzed from the governmental, social, economic, and geographic systems in these business opportunities. A major part of this course is a discussion of the business aspect of the cultural views and practices necessary to do business in the Americas. Lecture 3 hours. *Prerequisite:* None. *Note:* Students are expected to have a strong background in business and an interest in participating in the global economy. Practical business experience, especially in international business, is the best background for this course. However, it is recommended that those students without practical business experience first complete Business Administration 101 and 170. *Transfer credit:* CSU

CHEMISTRY**101/101H
GENERAL CHEMISTRY
HONORS GENERAL CHEMISTRY
5 Units**

Chemistry 101 is a course in fundamental chemistry designed to set forth the most important facts and theories with which chemistry is concerned. Basic laws and chemical calculations are stressed.

The honors course will be enhanced in one or more of the following ways:

1. Students will be expected to gain an increased conceptual understanding of the subject either through the use of an "Honors" textbook or supplements. Mastery will be assessed through exams given in essay and quantitative calculation format.
2. Laboratory will include increased emphasis on error analysis and record keeping. All experimental data and results will be entered into a research lab notebook.
3. Working in teams, students will complete an environmental research project utilizing equipment located either on campus or at a local university. Research project findings will be presented in a seminar style format at the end of the semester.

Lecture 3 hours, discussion 2 hours, laboratory 4 hours. *Prerequisite:* All three of the following must be satisfied.

1. Eligibility for English 120 or ESL 151.
2. One of the following:
 - a) Mathematics 101, or
 - b) One and one-half years of algebra in high school with a grade of "C" or better.
3. One of the following:
 - a) Chemistry 110 or
 - b) One year of high school chemistry (which included regularly scheduled laboratory work) with a grade of "C" or better and a satisfactory composite of test scores for the Mathematics and Chemistry Placement Exams.

Transfer credit: CSU, UC, USC (CAN CHEM 2) (CHEM 101 & 102 CAN CHEM SEQ A)

**102/102H
GENERAL CHEMISTRY
HONORS GENERAL CHEMISTRY
5 Units**

Chemistry 102 is a continuation of the study of the basic concepts of general chemistry introduced in Chemistry 101, with an emphasis on the theory and technique of qualitative analysis.

Working in teams, the honors course will be enhanced in one or more of the following ways:

1. Prepare a research project utilizing methods such as modern library search techniques, scientist interviews, and environmental monitoring on a current topic such as:

- the ozone
- drug resistant TB
- human genome project.

Research project findings will be presented in a seminar style format at the end of the semester.

-OR-

2. Complete the following:
 - a.) Prepare four different compounds in succession from a metal and write a report based on this experiment;
 - b.) Perform two quantitative analysis experiments analyzing the specific chemical content of common substances.
3. Students will be expected to gain an increased conceptual understanding of the subject either through the use of an "honors" textbook or supplements.

Lecture 3 hours, discussion 2 hours, laboratory 4 hours. *Prerequisite:* Chemistry 101. *Transfer credit:* CSU, UC, USC (CAN CHEM 4) (CHEM 101 & 102 CAN CHEM SEQ A)

**103
QUANTITATIVE ANALYSIS
4 Units**

Chemistry 103 emphasizes the principles and techniques of quantitative analysis, including calibration, volumetric, gravimetric and spectro-metric procedures. Many illustrative examples are solved. Lecture 2 hours, discussion 2 hours, laboratory 4 hours. *Prerequisite:* Chemistry 102. *Note:* Chemistry 103 is required of pre-medical students. Chemistry 103 is recommended for majors in chemistry, physics, pharmacy, mining engineering, geology, metallurgical or petroleum engineering, sanitary and municipal engineering, certain agriculture and public health curricula, and medical technologists. *Transfer credit:* CSU, UC, USC (CAN CHEM 12)

**105
ORGANIC CHEMISTRY
5 Units**

Chemistry 105 is an introductory study of the compounds of carbon, including the preparation, properties, and reactions of both aliphatic and aromatic hydrocarbons, halogen derivatives, alcohols, and ethers. Methods of synthesis are stressed, and reaction mechanisms and modern structural principles are introduced. Lecture 3 hours, discussion 2 hours, laboratory 4 hours. *Prerequisite:* Chemistry 102. *Note:* Required of pre-medical and pre-dental students; recommended for majors in chemistry, petroleum engineering, sanitary and municipal engineering, and pharmacy; and for certain home economics, public health, and agriculture majors. *Transfer credit:* CSU, UC, USC

**106
ORGANIC CHEMISTRY**
5 Units

Chemistry 106 is a study of the preparation, properties, and reactions of aliphatic, and aromatic acids, amines, aldehydes, ketones, carbohydrates, heterocyclic compounds, amino acids and proteins. Analysis as well as synthesis of compounds is stressed. Lecture 3 hours, discussion 2 hours, laboratory 4 hours. *Prerequisite:* Chemistry 105 or an equivalent course with 6 weekly hours of laboratory discussion. *Transfer credit:* CSU, UC, USC

**110
ELEMENTS OF GENERAL
CHEMISTRY**
5 Units

Chemistry 110 is a basic course in the fundamental principles, laws, and computations of chemistry emphasizing the descriptive phases and including a brief introduction to the chemistry of the carbon compounds. Lecture 4 hours, discussion 1 hour, laboratory 2 hours. *Prerequisite:* Mathematics 141 or one year of algebra in high school. *Transfer credit:* CSU, UC, USC

**114
THE CHEMICAL ENVIRONMENT**
4 Units

Chemistry 114 is a college-level course in chemistry for non-chemistry majors. The term environment is used in the broadest sense, including, for example, foods, drugs, biomolecules, metals, plastics, fertilizers, pesticides, fossil fuels, technology, the earth, water, atmosphere, and pollution. Fundamentals of chemistry including kinetic theory, structure, bonding, reactions, energetics, and nomenclature are developed to provide a framework for interpretation of environmental phenomena. Scientific thinking is analyzed and related to everyday thought. The strengths and limitations of science are considered, with some exposure to social and philosophical implications. Current events in science are emphasized. Elementary mathematical concepts are introduced as needed. Written reports are required. Field trips may be required. Lecture 3 hours, laboratory 3 hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

**115
CHEMISTRY FUNDAMENTALS FOR
NURSES**
3 Units

Chemistry 115 is a course in fundamental chemistry for nurses (lecture only) designed to give the basic concepts of chemistry necessary for the nursing profession. Lecture 3 hours. *Prerequisite:* None.

**120
FUNDAMENTALS OF COLLEGE
CHEMISTRY (Inorganic)**
5 Units

Chemistry 120 is a course in the fundamentals of chemistry with the emphasis on health science related examples. This course and Chemistry 121 are designed for health science (e.g. nursing), home economics, physical therapy, and other majors that need a year of college chemistry that includes inorganic, organic and biochemistry. Chemistry 120 covers inorganic chemistry. Chemistry 120 does not involve the level of mathematical applications that are found in Chemistry 101. Lecture 4 hours, discussion-laboratory 3 hours. *Prerequisite:* Mathematics 141 or one year of algebra in high school. *Note:* This course is not for science majors. At Glendale Community College, Chemistry 120 satisfies the prerequisite for Chemistry 121 only. *Transfer credit:* CSU, UC, USC (CAN CHEM 6)

**121
FUNDAMENTALS OF COLLEGE
CHEMISTRY (Organic and
Biochemistry)**
5 Units

Chemistry 121 is the second half of the year sequence and covers the fundamentals of organic and biochemistry. Lecture 4 hours, discussion-laboratory 3 hours. *Prerequisite:* Chemistry 120. *Note:* This course is not for science majors. *Transfer credit:* CSU, UC, USC

**143
INTRODUCTION TO CHEMISTRY**
4 Units

Chemistry 143 is an introductory course emphasizing the essential principles of chemistry with a descriptive survey of chemical facts. Reference is made to industrial and practical home chemistry. Lecture 3 hours, discussion 1 hour, laboratory 2 hours. *Prerequisite:* None. *Note:* Recommended as a foundation course for either Chemistry 110 or Chemistry 101. This course satisfies the chemistry requirement for many schools of nursing.

CHILD DEVELOPMENT

**130
PARENTING YOUNG CHILDREN**
1 Unit

Child Development 130 assists parents and child development students to gain competency in handling issues related to the growth and development of young children. Students are introduced to the skills and methods of observing and recording behavior, and they assess techniques that encourage self discipline. Lecture 2 hours (8 weeks). *Prerequisite:* None. *Note:* This course may be taken 2 times; a maximum of 2 units may be earned.

**133
INTRODUCTION TO EARLY
CHILDHOOD**
3 Units

Child Development 133 introduces the beginning student to Early Childhood Education, the discipline's history, the career ladder within the profession, and educational preparation options. An introductory experience in the campus laboratory school as a classroom aide provides initial exposure to observation, routines, and responsibilities in an early childhood classroom. Particular emphasis is on observation in all contexts, recording tools and assessment methods. The course work does not assume background in developmental theory. Lecture 2 hours, laboratory 3 hours. *Prerequisite:* Verification of current TB clearance. *Recommended preparation:* Eligibility for English 120 or ESL 151. *Transfer credit:* CSU

**135
EARLY CHILDHOOD THROUGH
ADOLESCENCE**
3 Units

Child Development 135 covers the growth and development of the child from conception through adolescence from a life span perspective. It is designed to demonstrate to the beginning student a framework for considering the developing child in relation to significant social environments of life. Theories, research, and principles of human development are introduced. The role and interrelationship of biology and the environment are studied. Students may observe toddlers, preschool, and school aged children in the Glendale College Child Development Center and/or community sites. Lecture 3 hours. *Recommended preparation:* Eligibility for English 120 or ESL 151. *Transfer credit:* CSU, UC, USC

**137
SCHOOL AGE CHILDREN IN CHILD
CARE**
3 Units

Child Development 137 examines needs and concerns relating to school-age child care. It provides background in the guidance of children ages 5-12, through knowledge of developmental ages and stages. Students discover the kinds of group programs which exist in the community, and analyze the quality environments and activities which safeguard the growth of children. Lecture 3 hours. *Prerequisite:* Child Development 135. *Transfer credit:* CSU

**138
CHILD HEALTH**
3 Units

Child Development 138 seeks to analyze the responsibilities of the home, the school, and the community for health protection. The characteristics of good health and the recognition of the symptoms of communicable diseases are examined. The habits and attitudes essential for physical and mental health of teachers, parents and children are studied. Lecture 3 hours. *Recommended preparation:* Eligibility for English 120 or ESL 151. *Transfer credit:* CSU

**140
PRINCIPLES AND PRACTICES IN
PRESCHOOL EDUCATION**
4 Units

Child Development 140 is an introduction to preschool teaching and the distinctive features, curricula, and traditions of this field. Attention is given to the value of emergent curriculum planning in all areas of the program. Opportunities to observe preschool child behavior and the role of the preschool teacher in various settings are provided. Lecture 3 hours, laboratory 3 hours. *Prerequisite:* Child Development 135 and verification of current TB clearance. *Transfer credit:* CSU

**141
FIELD PRACTICE IN A PRESCHOOL
PROGRAM**
2 Units

Child Development 141 is the culmination of the child development curriculum designed to provide an opportunity to synthesize the student teaching experience and move the teacher candidate towards the world of teaching at a professional level. Offered concurrently with Child Development 180/181/182 (Student Teaching Field Work), the course examines student field experiences in light of issues related to aims, persistent problems, theoretical arguments, and research findings in early childhood education. The course also features a strong technological component supporting the completion of electronic teaching portfolios. This course meets the requirements of the California Commission of Teacher preparation and licensing for teachers of Child Development Centers, Extended Day Care centers, and other publicly funded children's centers; and, also meets the requirements of the California Administrative Code, Title 22 for teachers and directors of state licensed preschools, day nurseries and infant centers. Lecture 2 hours. *Prerequisite:* Child Development 140, and verification of TB clearance. *Corequisite:* Child Development 180, 181, or 182. *Transfer credit:* CSU

**142
HOME, SCHOOL, AND COMMUNITY
RELATIONS**
3 Units

Child Development 142 explores the responsibilities of the home, the school, and the community to each other. The students develop a resource file which includes the locations and services of various community agencies—voluntary, private, and public. Lecture 3 hours. *Recommended preparation:* Eligibility for English 120 or ESL 151. *Transfer credit:* CSU

**147
WORKING WITH INFANTS AND
TODDLERS**
3 Units

Child Development 147 is designed to provide specialization in the milestones of infant and toddler development, and the various programs currently available. Students consider principles of care-giving, and learn appropriate play activities and materials necessary to enhance early childhood education. Observation of infants and toddlers is required, both in the classroom and outside in the community. Lecture 3 hours. *Prerequisite:* Child Development 135. *Transfer credit:* CSU

**150
INTRODUCTION TO CURRICULUM**
3 Units

Child Development 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 will be 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 will be examined. Lecture 2 hours, laboratory 3 hours. *Prerequisite:* Child Development 133, 135, and 140 (may be taken concurrently), and verification of TB clearance.

**151
CREATIVE ACTIVITIES FOR
PRESCHOOL CHILDREN**
3 Units

Child Development 151 provides teaching techniques and opportunities to personally experience creative activities geared to the young child. It focuses on integrating these activities into the curriculum and encouraging the preschool children to explore and enjoy learning from their environment. Creative areas include: arts and crafts, carpentry, blocks, dramatic play, science, and cooking. Lecture 3 hours. *Prerequisite:* None. *Transfer credit:* CSU

**152
MUSIC FOR YOUNG CHILDREN**
3 Units

Child Development 152 explores musical experiences appropriate to the development of the infant, the preschool child, the elementary school child, and the exceptional child. Lecture 3 hours. *Prerequisite:* None. *Transfer credit:* CSU

**154
EARLY CHILDHOOD EDUCATION
AND THE ART EXPERIENCE**

3 Units

Child Development 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 activities. Students have the opportunity to merge theory and practice and gain skills to facilitate creative expression. Exceptional children, diversity, and the Reggio Emilia approach are featured. Lecture 3 hours. *Recommended preparation:* Eligibility for English 120 or ESL 151. *Transfer credit:* CSU

**155
CHILDREN WITH SPECIAL NEEDS**

3 Units

Child Development 155 provides skill in identifying normal and special development of children, and includes methods of management and teaching techniques which prove helpful in working with children with special needs. A humanistic view of the whole child and the valuing and supporting of his/her rights is emphasized. Parents of exceptional or special children are considered, along with educational services and community agencies. Lecture 3 hours. *Prerequisite:* Child Development 135. (Child Development 135 may be taken concurrently.) *Transfer credit:* CSU

**156
TEACHING CHILDREN OF VARIOUS
CULTURES**

3 Units

Child Development 156 is designed to increase teacher competence through examination of various cultures in the U.S. and diversity issues of race, gender, age, and ability, resulting in the potential for classroom enrichment and child ego development. Lecture 3 hours. *Prerequisite:* Child Development 135. *Transfer credit:* CSU

**158
MOVEMENT DEVELOPMENT: BIRTH
THROUGH TWELVE YEARS
(Also listed as Dance 158)**

3 Units

Child Development 158 provides those students who are interested in teaching movement to children the opportunity to acquire knowledge and techniques related to motor development. The course introduces basic principles and theories of motor development in children from birth to age twelve, focusing on designing developmentally-appropriate and creative dance experiences for young children. Lecture 3 hours. *Prerequisite:* None. *Note:* This course will not fulfill physical education activity requirements. *Transfer credit:* CSU

**160
GUIDING CHILDREN AND
ADOLESCENTS**

3 Units

Child Development 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 English 120 or ESL 151. *Transfer credit:* CSU

**174
ADMINISTRATION AND SUPERVISION
OF EARLY CHILDHOOD PROGRAMS I**

3 Units

Child Development 174 addresses the functions common to the management of programs for young children. Topics covered include the general responsibilities of a director, various program types, licensing and accreditation criteria, and the process for starting a new center or a new year in an existing school. Particular emphasis is on developing sound fiscal and program management skills. Finance and budgeting, organizational structure, record keeping, equipment and space requirements, food services, and establishing general program policies are considered. Lecture 3 hours. *Prerequisite:* None. *Transfer credit:* CSU

**175
ADMINISTRATION AND SUPERVISION
OF EARLY CHILDHOOD PROGRAMS II**

3 Units

Child Development 175 explores issues regarding communication, supervisory processes, goal consensus, team building, leadership style, center climate, and other organizational issues. Comprehensive methods for analyzing the different components of an early childhood program to effect organizational change are discussed. Particular emphasis is on the art of leadership and interpersonal relationships. Lecture 3 hours. *Prerequisite:* Child Development 174. *Transfer credit:* CSU

**176
MENTOR TEACHER PRACTICES**

3 Units

Child Development 176 studies the methods and principles of supervising student teachers in early childhood classrooms. Emphasis is on the role of classroom teachers with experience able to function as mentors to new teachers while simultaneously addressing the needs of children, parents, and other staff. Lecture 3 hours. *Prerequisite:* State of California Child Development Permit (formerly known as California Children's Center Permit). *Transfer credit:* CSU

**180
STUDENT TEACHING FIELD
PRACTICE - INFANT/TODDLER**

1 Unit

Child Development 180 provides a one-semester teaching experience in an infant/toddler setting. The teacher candidate, under the supervision of a cooperating teacher and a college supervisor, will assume 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:* Child Development 141. *Transfer credit:* CSU

**181
STUDENT TEACHING FIELD
PRACTICE - PRESCHOOL FOCUS****1 Unit**

Child Development 181 provides a one-semester teaching experience in a preschool setting. The teacher candidate, under the supervision of a cooperating teacher and a college supervisor, will assume 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 a prospective teacher, and participate in seminar discussions. Laboratory 3 hours. *Corequisite:* Child Development 141. *Transfer credit:* CSU

**182
STUDENT TEACHING FIELD
PRACTICE - SCHOOL AGE FOCUS****1 Unit**

Child Development 182 provides a one-semester teaching experience in the school age setting. The teacher candidate, under the supervision of a cooperating teacher and a college supervisor, will assume 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:* Child Development 141. *Transfer credit:* CSU

**210
SCAFFOLDING LEARNING IN EARLY
CHILDHOOD EDUCATION****3 Units**

Child Development 210 compares current cognitive theories and provides methods for bridging the gap between research and classroom practice. Strategies and skills necessary to preparing environments that encourage active learning and problem-solving skills for children are developed. Particular emphasis develops the project approach to implementation, using the acclaimed, innovative Reggio Emilia techniques. Lecture 3 hours. *Prerequisite:* None. *Transfer credit:* CSU

**215
EMERGENT LITERACY IN EARLY
CHILDHOOD****3 Units**

Child Development 215 provides specialization in young children's strategies and activities for developing language and emerging literacy, birth through age eight. Emphases are placed on the study of oral language development and play related to early literacy. The course is designed to demonstrate a framework for considering the developing young child in relation to cultural, social, and family environments. Topics include: dialogic reading, early literacy, second language learning, play and literacy, family literacy, and becoming a conversationalist with children. Lecture 3 hours. *Prerequisite:* Child Development 140 and 150 (may be taken concurrently). *Note:* Child Development 200, 201, 202, and 215 combined: maximum credit, 3 units.

**220
STRESS, COPING AND RESILIENCY
FOR THE PROFESSIONAL EDUCATOR****3 Units**

Child Development 220 identifies stressors which diminish the effectiveness of the learning environment and place children at-risk for school problems. The Family Resiliency Model is utilized to examine critical family dynamics which affect children's emotional and psychological development. Stressors which spill over from the broader community (e.g. community violence, and natural catastrophes), as well as stressors which emerge from within the classroom (e.g. peer conflict, teacher-student conflict, and teacher burnout) are examined. Practical skills are provided to future teachers to assist them in managing their personal stress in developing effective communication and conflict management skills, and in creating a safe, competence-producing, and cooperative learning environment. Lecture 3 hours. *Recommended preparation:* Eligibility for English 101. *Transfer credit:* CSU

CHINESE**101
BEGINNING CHINESE I****5 Units**

Chinese 101 teaches the fundamentals of Chinese grammar. Students are trained to pronounce Chinese (Mandarin) correctly, to acquire a small working vocabulary which they use in conversation and phonetic writing, to read and write in phonetic transcription and to read and write approximately 150 Chinese characters. Lecture 5 hours, laboratory ½ hour. *Recommended preparation:* Eligibility for English 120 or ESL 151. *Note:* Not open to students with oral proficiency or who have attended schools where Mandarin Chinese was the language of instruction. In addition to the regular class hours, the student must spend one-half hour a week in the foreign language laboratory. *Transfer credit:* CSU, UC, USC

**102
BEGINNING CHINESE II****5 units**

Chinese 102 continues to present the fundamentals of Chinese grammar. Students are further trained to pronounce Mandarin correctly, to build their conversational and written vocabulary, and to read and write approximately 300 more Chinese characters. Lecture 5 hours, laboratory ½ hour. *Prerequisite:* Chinese 101 or equivalent. *Note:* In addition to the regular class hours, the student must do one half-hour a week of language laboratory work. *Transfer credit:* CSU, UC, USC

**103
INTERMEDIATE CHINESE I****5 Units**

Chinese 103 includes further study of Chinese grammar and idioms, intensive and extensive reading in contemporary Chinese, and written compositions in Chinese. This class is conducted entirely in Chinese. Lecture 5 hours, laboratory ½ hour. *Prerequisite:* Chinese 102 or equivalent. *Note:* This course is offered during the Fall semester only. *Transfer credit:* CSU, UC, USC

**104
INTERMEDIATE CHINESE II****5 Units**

Chinese 104 is a continuation of Chinese 103 with reading of more difficult literary texts, and increased emphasis on composition and conversation. This class is conducted entirely in Chinese. Lecture 5 hours, laboratory ½ hour. *Prerequisite:* Chinese 103 or equivalent. *Note:* This course is offered during the Spring semester only. *Transfer credit:* CSU, UC, USC

**110
BASIC CONVERSATIONAL CHINESE I
(MANDARIN)****3 Units**

Chinese 110 is an introduction to the Chinese language (Mandarin) with emphasis on developing essential skills in communication. The verbal active method used stresses oral expression. This course develops a working knowledge of reading and writing as well, and includes the use of tapes, cassettes, and films. Lecture 3 hours. *Prerequisite:* None. *Note:* Not open to students who have oral proficiency or who have attended schools where Chinese was the language of instruction. This course may be taken 2 times; a maximum of 6 units may be earned.

**111
BASIC CONVERSATIONAL
CHINESE II****3 Units**

Chinese 111 is a continuation of basic conversational Chinese. It teaches the students to communicate on a more advanced level and provides them with the ability to read and write basic Chinese as a route to further study. The classroom activities emphasize conversational repetition and oral expression. Reading and writing is introduced on a limited basis. Lecture 3 hours. *Prerequisite:* Chinese 110 or equivalent. *Note:* This course may be taken 2 times; a maximum of 6 units may be earned.

**COMPUTER AIDED
MANUFACTURING****210
COMPUTER AIDED
MANUFACTURING, BASIC MILLING**
3 Units

Computer Aided Manufacturing 210 introduces the use of computers in programming numerical control milling machines. Lecture 3 hours. *Prerequisite:* None. *Note:* This course may be taken 4 times; a maximum of 12 units may be earned.

**211
INTERMEDIATE MILLING**
3 Units

Computer Aided Manufacturing 211 is an intermediate course in the use of computers to aid in the programming of numerical control milling machines in manufacturing. Lecture 3 hours. *Prerequisite:* Computer Aided Manufacturing 210. *Note:* This course may be taken 2 times; a maximum of 6 units may be earned.

**220
COMPUTER AIDED
MANUFACTURING, BASIC LATHE**
3 Units

Computer Aided Manufacturing 220 introduces the operation of computers in programming numerical control lathe machines. Lecture 3 hours. *Prerequisite:* None. *Note:* This course may be taken 2 times; a maximum of 6 units may be earned.

**230
COMPUTER AIDED
MANUFACTURING, BASIC MILLING
PRACTICE**
1-2 Units

Computer Aided Manufacturing 230 is a laboratory class that allows students to practice on the MasterCam program and complete assignments from Computer Aided Manufacturing 210. Laboratory 3-6 hours. *Prerequisite:* Computer Aided Manufacturing 210 (Computer Aided Manufacturing 210 may be taken concurrently.) *Note:* This course may be taken 4 times; a maximum of 8 units may be earned.

**231
INTERMEDIATE MILLING
LABORATORY**
1 Unit

Computer Aided Manufacturing 231 is a laboratory class for students to practice on the MasterCam program and complete assignments from Computerized Numerical Control 211. This class provides additional time on computers to expand knowledge of and proficiency in the use of Computer Aided Manufacturing programs. Laboratory 3 hours. *Prerequisite:* Computer Aided Manufacturing 211 (Computer Aided Manufacturing 211 may be taken concurrently.) *Note:* This course may be taken 2 times; a maximum of 2 units may be earned.

**240
COMPUTER AIDED
MANUFACTURING, BASIC LATHE
PRACTICE**
1-2 Units

Computer Aided Manufacturing 240 is a laboratory class that allows students to practice on the MasterCam program and complete assignments from Computer Aided Manufacturing 220. Laboratory 3-6 hours. *Prerequisite:* Computer Aided Manufacturing 220 (Computer Aided Manufacturing 220 may be taken concurrently.) *Note:* This course may be taken 4 times; a maximum of 8 units may be earned.

**COMPUTER APPLICATIONS
AND BUSINESS OFFICE
TECHNOLOGIES****90
SELF-PACED INTRODUCTION TO
ADAPTED WORD PROCESSING
(Formerly CS/IS 104)**
1 Unit**NON-DEGREE APPLICABLE**

Computer Applications and Business Office Technologies 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 application program to enhance basic skill acquisition and facilitate production of simple written documents. Lecture 1 hour, laboratory 2 hours. *Prerequisite:* None. *Note:* This course may be taken 3 times; a maximum of 3 units may be earned.

**91
INTRODUCTION TO ADAPTED WORD
PROCESSING FOR STUDENTS WITH
VISUAL IMPAIRMENTS
(Formerly CS/IS 106)**
3 Units**NON-DEGREE APPLICABLE**

Computer Applications and Business Office Technologies 91 is designed to instruct students with visual impairments. The course combines either screen reading or text enlarging assistive computer technology and a word processing application program in order to enhance basic skill acquisition and facilitate production of written documents and academic assignments. Lecture 2 hours, laboratory 3 hours. *Prerequisite:* None. *Note:* This course may be taken 4 times; a maximum of 12 units may be earned.

**92
ADAPTED WORD PROCESSING
(Formerly CS/IS 107)**
3 Units**NON-DEGREE APPLICABLE**

Computer Applications and Business Office Technologies 92 is designed to instruct students with disabilities in the use of the combination of specially designed assistive computer technology and a word processing application program to enhance basic skill acquisition and facilitate production of written documents and academic assignments. Lecture 2 hours, laboratory 3 hours. *Prerequisite:* None. *Note:* This course may be taken 4 times; a maximum of 12 units may be earned.

**93
ADAPTED COMPUTER LABORATORY
(Formerly CS/IS 108)***1-2 Units***NON-DEGREE APPLICABLE**

Computer Applications and Business Office Technologies 93 is designed for the disabled student who has completed the regular Adapted Computer Technology but who must use adapted technologies to efficiently access the computer. Individualized projects will be developed and implemented. Laboratory 3-6 hours. *Prerequisite:* None. *Note:* This course may be taken 4 times; a maximum of 8 units may be earned.

**94
ADVANCED ADAPTED
APPLICATIONS
(Formerly CS/IS 109)***3 Units***NON-DEGREE APPLICABLE**

Computer Applications and Business Office Technologies 94 is designed to instruct students with disabilities to use assistive computer technology and mainstream application programs in order to facilitate production of written documents. Concepts related to basic spreadsheet/database applications and advanced word processing features are included. Lecture 2 hours, laboratory 3 hours. *Prerequisite:* None. *Note:* This course may be taken 4 times; a maximum of 12 units may be earned.

**101
BUSINESS OFFICE PROCEDURES***3 Units*

Computer Applications and Business Office Technologies 101 is a detailed study of general office procedures, including the selection of office supplies; processing of mail; use of postal and telegraph services; receptionist and telephone techniques; handling travel arrangements; data processing; preparation of reports; banking procedures; payroll, insurance, and tax records; legal forms; and job interviews. Lecture 3 hours. *Prerequisite:* None.

**102
ENGLISH FOR BUSINESS***4 Units*

Computer Applications and Business Office Technologies 102 is a course designed to help students improve their written communication in English. The course offers a systematic approach to building a foundation in the structure, mechanics, and application of the English language to the business environment by constructing and editing sentences, paragraphs, and documents for logical expression of thought using proper sentence structure, grammar, syntax, punctuation, and business vocabulary. Appropriate computer software is used. Students develop composition skills at progressively complex levels. Lecture 4 hours. *Prerequisite:* Computer Applications and Business Office Technologies 103 and one of the following: Eligibility for English 191 or ESL 141. *Recommended preparation:* Keyboarding skill at the rate of 25 w.p.m. or concurrent enrollment in a keyboarding course. *Note:* This course allows one unit of credit for students who have completed English 101, and 2 units of credit for students who have completed English 120 or English 131.

**103
BUSINESS VOCABULARY
DEVELOPMENT***3 Units*

Computer Applications and Business Office Technologies 103 is designed to develop skill in the acquisition and proper use of English vocabulary used in business communications. Both general and specialized vocabularies specific to business professions are covered. In addition, methods for independent study are explored to promote vocabulary expansion beyond the classroom. Lecture 3 hours. *Prerequisite:* Eligibility for ESL 133 or English 189.

**104
FILING METHODS AND SYSTEMS***1 Unit*

Computer Applications and Business Office Technologies 104 covers principles and procedures for establishment and use of various filing systems. This includes practice in alphabetic, numeric, geographic, and subject filing methods and covers principles and procedures for storage and retrieval, retention, transfer, and disposal of records. Lecture 3 hours. *Prerequisite:* None.

**105
INTRODUCTION TO OFFICE
CORRESPONDENCE***3 Units*

Computer Applications and Business Office Technologies 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 will be prepared. Lecture 3 hours. *Prerequisite:* CABOT 102 and eligibility for either English 120 or ESL 151 or the equivalent. *Recommended preparation:* Keyboarding skill at rate of 30 wpm.

**106
ELECTRONIC CALCULATORS***1 Units*

Computer Applications and Business Office Technologies 106 develops skill in the operation of ten-key electronic display/printing calculators. Students apply calculating machine skills to actual business problems. Lecture /Demonstration 2 hours (8-week course). *Prerequisite:* None. *Note:* Recommended for business certificates.

**110
COLLEGIATE BUSINESS
MATHEMATICS***3 Units*

Computer Applications and Business Office Technologies 110 is a complete course in mathematical topics needed for success in modern business. Students concentrate on analyzing word problems by generating and solving appropriate algebraic equations and selecting appropriate mathematical procedures to solve problems arising in complex business situations. Emphasis is on real-world problems in such areas as payroll, cash and trade discounting, simple and compound interest, depreciation, installment purchases, and note and mortgage valuation. This course offers students a solid preparation for entering courses in accounting, retailing and marketing and is a core requirement for Computer Applications and Business Office Technologies certificate programs. It also increases the student's chances of success on pre-employment mathematics tests. Lecture 3 hours. *Prerequisite:* None.

155 MACHINE TRANSCRIPTION GENERAL

1 Units

Computer Applications and Business Office Technologies 155 provides instruction on transcribing dictation from transcribing machines. It emphasizes excellence in keyboarding and proficiency in the use of English mechanics, such as spelling, grammar, punctuation and sentence structure. Lecture/demonstration 1 hour. **Prerequisite:** (1) Computer Applications and Business Office Technologies 205 or equivalent, (2) Computer Applications and Business Office Technologies 103, and (3) Computer Applications and Business Office Technologies 265 or equivalent. Computer Applications and Business Office Technologies 265 may be taken concurrently. **Recommended preparation:** Computer Applications and Business Office Technologies 105.

156 VOICE RECOGNITION

1 Unit

Computer Applications and Business Office Technologies 156 teaches students to use voice-recognition software to input information into the computer. Voice commands for formatting and editing documents are included. Lecture/Demonstration 1 hour. **Recommended preparation:** Eligibility for English 120 or ESL 151; and Computer Applications and Business Office Technologies 208 or equivalent.

162 LEGAL OFFICE PROCEDURES

3 Units

Computer Applications and Business Office Technologies 162 is a course offering specialized training in preparation of legal paperwork and forms, development of specialized vocabulary and spelling, familiarization with law office routines, and other legal procedures. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSU

165 MACHINE TRANSCRIPTION - LEGAL

1 Unit

Computer Applications and Business Office Technologies 165 is a machine transcription course which enables students to transcribe legal correspondence and keyboard legal forms commonly used in legal offices. Emphasis is placed on excellence in keyboarding and proficiency in use of English mechanics, such as spelling, grammar, punctuation, and proofreading. Lecture/demonstration 1 hour. **Prerequisite:** (1) Computer Applications and Business Office Technologies 210 or equivalent, (2) Computer Applications and Business Office Technologies 103, and (3) eligibility for Business Administration 106.

182 MEDICAL TERMINOLOGY

5 Units

Computer Applications and Business Office Technologies 182 is designed to familiarize students interested in the medical field with origin, correct spelling, pronunciation, meaning and current usage of common medical terms and their application to clinical records and reports. Emphasis is placed on the roots, prefixes, suffixes, and word combinations. Lecture 5 hours. **Recommended preparation:** Eligibility for English 120.

183 MEDICAL BILLING AND CODING

3 Units

Computer Applications and Business Office Technologies 183 is designed to familiarize students with the tools necessary to complete billing and coding procedures in a medical setting. Students will learn to use the Current Procedural Terminology (CPT-4) and International Classification of Diseases (ICD-9) reference books and will be given hands-on experience with a popular medical billing software program. Lecture/demonstration 3 hours. **Prerequisite:** CABOT 182 and CABOT 205 or equivalent. **Recommended preparation:** Eligibility for English 120 or ESL 151.

185 MEDICAL FRONT OFFICE PROCEDURES

3 Units

Computer Applications and Business Office Technologies 185 is a course offering an introduction to the medical office and concentrating on the medical assistant's role in the maintenance of a professional and efficient medical office, including career guidelines and professional qualifications; public relations; courteous and effective handling of patients, doctors, and co-workers; preparation and care of medical records; correspondence; financial records; insurance; and general management of a medical facility. Training is applicable in offices of physicians, medical hospitals and clinics, dental and mediological agencies and government-sponsored medical facilities. Lecture 3 hours. **Prerequisite:** Computer Applications and Business Office Technologies 182 or equivalent.

190 MACHINE TRANSCRIPTION - MEDICAL I

1 Unit

Computer Applications and Business Office Technologies 190 is a machine transcription course which enables students to transcribe medical correspondence and keyboard medical forms commonly used in medical offices. Emphasis is placed on excellence in keyboarding and proficiency in use of English mechanics, such as spelling, grammar, punctuation, and proofreading. Lecture/demonstration 1 hour. **Prerequisite:** (1) Computer Applications and Business Office Technologies 182, (2) Computer Applications and Business Office Technologies 205 or equivalent, and (3) Computer Applications and Business Office Technologies 103.

200 INTRODUCTION TO COMPUTER KEYBOARDING

1 Unit

Computer Applications and Business Office Technologies 200 develops the basic skills and keyboard techniques needed to work with a computer keyboard. Accuracy is stressed because a single error may result in inputting or retrieving incorrect information or no information at all. The effect of modifier and function keys unique to the computer keyboard is reviewed. Lecture 1 hour, laboratory 3 hours. (8 weeks) **Prerequisite:** None. **Note:** This course may be taken 3 times; a maximum of 3 units may be earned.

**205
COMPUTER KEYBOARDING/
TYPING I***3 Units*

Computer Applications and Business Office Technologies 205 develops the basic skill of keyboard techniques to give the foundation for advanced training in typing. Training is given in the preparation of memorandums, personal letters, business letters, simple tabulation, outlines, and manuscripts. Lecture 2 hours, laboratory 3 hours. *Prerequisite:* None. *Transfer credit:* CSU

**206
MACINTOSH BASICS***1 Unit*

Computer Applications and Business Office Technologies 206 provides students with a basic introduction to the Macintosh Operating System. Topics covered include the skills necessary for managing the desktop, using the mouse and pull-down menus, creating and manipulating folders, files, and windows, and other standard operations used in every Macintosh application. Lecture 2 hours, laboratory 1 hour. (8 weeks) *Prerequisite:* None.

**208
WINDOWS BASICS***1 Unit*

Computer Applications and Business Office Technologies 208 provides students with a basic introduction to the Windows environment. Topics covered include the skills necessary to manage the desktop, to use the mouse and pull-down menus, to create and manipulate folders, files, windows, and perform other standard windows operations, and to perform simple Internet searches. Lecture 2 hours, laboratory 1 hour. (8 weeks). *Prerequisite:* None. *Note:* This course may be taken 4 times using different operating systems; maximum of 4 units may be earned.

**209
ADVANCED WINDOWS***1 Unit*

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

**210
COMPUTER KEYBOARDING/
TYPING II***3 Units*

Computer Applications and Business Office Technologies 210 is a continuation of Computer Applications and Business Office Technologies 205, providing refinement and development of technique with increased emphasis on accuracy and speed. The course provides a detailed study of business letters, special office forms, tabulated reports, and manuscripts. Lecture 2 hours, laboratory 3 hours. *Prerequisite:* Computer Applications and Business Office Technologies 205 (3 units) or equivalent. *Transfer credit:* CSU

**220
WORD PROCESSING FOR
ACADEMIC WRITING
(Formerly CS/IS 220)***1 Unit*

Computer Applications and Business Office Technologies 220 is a course designed to benefit students who are required to write essays, term papers, and research papers. The course teaches students to use a word processing program, enabling them to edit their writing easily and encouraging a more finished product. Students will also learn how to format citations and reference pages using proper MLA and/or APA documentation styles. Lecture/demonstration 1½ hours, laboratory 1½ hours. *Prerequisite:* None.

**230
COMPUTER KEYBOARDING/
TYPING SPEED DEVELOPMENT***1 Unit*

Computer Applications and Business Office Technologies 230 is designed to provide intensive training and practice in building typewriting speed and control. The student is allowed to pursue individual goals. Lecture 1½ hours, laboratory 1½ hours. (8 weeks). *Prerequisite:* Computer Applications and Business Office Technologies 205 (3 units) or equivalent. *Note:* This course may be taken 4 times; a maximum of 4 units may be earned.

**260
BEGINNING MICROSOFT OFFICE
APPLICATIONS***4 Units*

Computer Applications and Business Office Technologies 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/demonstration hours 4. *Prerequisite:* Computer Applications and Business Office Technologies 200 and 208, or equivalent. (CABOT 200 and 208 may be taken concurrently.) *Note:* CABOT 260 does not fully prepare the student for MOS certification, nor does it lead directly to advanced courses taught in Computer Applications and Business Office Technologies. *Transfer credit:* CSU

**265
MICROSOFT WORD I***3 Units*

Computer Applications and Business Office Technologies 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. (8 weeks) Lecture/demonstration 6 hours. *Prerequisite:* Computer Applications and Business Office Technologies 208 or equivalent. (CABOT 208 may be taken concurrently) and CABOT 205 or equivalent or ability to type by touch at a minimum of 25 wpm.

266
MICROSOFT WORD II
 3 Units

Computer Applications and Business Office Technologies 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 6 hours. (8 weeks). *Prerequisite:* Computer Applications and Business Office Technologies 265 or equivalent.

270
MICROSOFT EXCEL I
 3 Units

Computer Applications and Business Office Technologies 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 6 hours. (8 weeks) *Prerequisite:* Computer Applications and Business Office Technologies 200 and 208, or equivalent. (CABOT 200 and 208 may be taken concurrently.)

271
MICROSOFT EXCEL II
 3 Units

Computer Applications and Business Office Technologies 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 6 hours. (8 weeks) *Prerequisite:* Computer Applications and Business Office Technologies 270 or equivalent.

275
MICROSOFT ACCESS I
 3 Units

Computer Applications and Business Office Technologies 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 6 hours (8 weeks). *Prerequisite:* Computer Applications and Business Office Technologies 200 and 208, or equivalent. (CABOT 200 and 208 may be taken concurrently)

276
MICROSOFT ACCESS II
 3 Units

Computer Applications and Business Office Technologies 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 6 hours. (8 weeks). *Prerequisite:* Computer Applications and Business Office Technologies 275 or equivalent.

280
MICROSOFT POWERPOINT I
 3 Units

Computer Applications and Business Office Technologies 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 6 hours. (8 weeks) *Prerequisite:* Computer Applications and Business Office Technologies 200 and 208, or equivalent. (CABOT 200 and 208 may be taken concurrently.)

281
MICROSOFT POWERPOINT II
 3 Units

Computer Applications and Business Office Technologies 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 6 hours. (8 weeks). *Prerequisite:* Computer Applications and Business Office Technologies 280 or equivalent.

285
MICROSOFT OUTLOOK
 3 Units

Computer Applications and Business Office Technologies 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 6 hours. *Prerequisite:* CABOT 200 and CABOT 208 or equivalent. (CABOT 200, 208, and 285 may be taken concurrently.)

286
MICROSOFT PUBLISHER
 3 Units

Computer Applications and Business Technologies 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 6 hours. *Prerequisites:* CABOT 200 and CABOT 208 or equivalent. (CABOT 200, 208, and 286 may be taken concurrently.)

COMPUTER INTEGRATED MANUFACTURING**101
INTRODUCTION TO ROBOTICS**
1.5 Units

Computer Integrated Manufacturing 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 3 hours. (8 weeks)
Prerequisite: None. *Transfer credit:* CSU

**102
AUTOMATION AND PRODUCTION CONTROLS**
1.5 Units

Computer Integrated Manufacturing 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 3 hours. (8 weeks)
Prerequisite: Computer Integrated Manufacturing 101. *Transfer credit:* CSU

**COMPUTER SCIENCE/
INFORMATION SYSTEMS****99
ORIENTATION TO COMPUTER SKILLS**
½ Unit
NON-DEGREE APPLICABLE

Computer Science/Information Systems 99 is designed to provide orientation in laboratory procedures to students wishing to have access to the computer laboratories. Lecture 1 hour. *Prerequisite:* None.

**100
COMPUTER CONCEPTS**
3 Units

Computer Science/Information Systems 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. Lecture 3 hours, laboratory 1 hour.
Prerequisite: None. *Note:* This course is not intended for MIS or CS majors and may not be taken for credit by students who have completed Computer Science/Information Systems 101. *Transfer credit:* CSU

**101
INTRODUCTION TO COMPUTER AND INFORMATION SYSTEMS**
5 Units

Computer Science/Information Systems 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/Demonstration 5 hours, laboratory 1 hour. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

**102
BUSINESS COMPUTER APPLICATIONS**
2 Units

Computer Science/Information Systems 102 is specifically intended for students who wish to transfer to a business program in a four-year university. The course is problem oriented and solves advanced business problems with commonly-used software packages in word processing, spreadsheets, and databases as well as operating systems. The knowledge gained in this course allows students to effectively compete in the rigorous computer environment demanded by upper-level business courses. Lecture 3 hours, laboratory 1 hour. *Prerequisite:* None. *Transfer credit:* CSU

**110
INTRODUCTION TO PROGRAMMING**
3 Units

Computer Science/Information Systems 110 is a course in programming computers using the BASIC programming language. The course teaches the student to define the problem, outline the solution (via flowcharting or equivalent technique), code and debug the program and develop documentation. Lecture 3 hours, laboratory 2 hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

**111
INTERACTIVE MULTIMEDIA I**
(Also listed as Media Arts 111)
3 Units

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

**112
INTRODUCTION TO PROGRAMMING USING JAVA**
3 Units

Computer Science/Information Systems 112 is a course in programming computers using the Java programming language, which includes defining the problem; flowcharting; writing, executing, and debugging application programs in an object oriented language; and program documentation. Students process programs using the equipment of the on-campus computer. Lecture 3 hours, laboratory 2 hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

**118
INTRODUCTION TO ADOBE ILLUSTRATOR**
3 Units

Computer Science/Information Systems 118 teaches the fundamentals of a micro-computer based two-dimensional/three-dimensional graphics program. The course introduces the student to an array of drawing tools, menu functions, projection methods, and presentation options. This course does not teach basic design concepts, but teaches the student to use specialized software tools. Lecture 3 hours, laboratory 2 hours. *Prerequisite:* None. *Note:* This course may be taken 2 times using different software or hardware; a maximum of 6 units may be earned.

119 ADVANCED 2D/3D GRAPHIC SOFTWARE

3 Units

Computer Science/Information Systems 119 teaches the advanced capabilities of a microcomputer based two-dimensional/three dimensional graphics program. This course does not teach basic design concepts, but teaches the student to make use of the symbol, animation, worksheet, and database capabilities of the software. Lecture 3 hours, laboratory 2 hours. *Prerequisite:* None.

120 VISUAL BASIC

3 Units

Computer Science/Information Systems 120 is an extended study of the capabilities of Visual Basic, an object-oriented programming language. The course includes file input/output, working with controls, windows, buttons, menus, multiple forms, databases and designing printed reports. Applications programs in business, education, science, mathematics, or engineering will be written. Lecture 3 hours, laboratory 2 hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

123 DESKTOP PUBLISHING

2 Units

Computer Science/Information Systems 123 is intended to acquaint the student with currently available desktop publishing technology. Students compose and create flyers, brochures and newsletters as well as explore the use of graphics programs. Students develop the skills necessary to plan, install and maintain a desktop publishing system. This course does not teach basic design concepts, but rather provides the student with new production tools. Lecture 3 hours, laboratory 1 hour. *Prerequisite:* None. *Note:* This course may be taken 3 times using different hardware or software; a maximum of 6 units may be earned. *Transfer credit:* CSU

124 ADVANCED DESKTOP PUBLISHING

3 Units

Computer Science/Information Systems 124 is designed to acquaint students with the advanced features of publishing software in order to produce quality printed graphics material. Students compose and create a four-page magazine or newsletter using state-of-the-art graphic design tools. Lecture 3 hours, laboratory 1 hour. *Prerequisite:* None. *Note:* This course may be taken four times using different software; a maximum of 12 units may be earned. *Transfer credit:* CSU

125 DISCRETE STRUCTURES FOR COMPUTING

5 Units

Computer Science/Information Systems 125 is a course in discrete mathematics which furnishes a strong foundation of mathematical tools for modeling problems in computer science for the computer science major. Topics include logic operations, combinatorics, undirected and directed graphs, Boolean algebra, algebraic systems, and finite state automata and Turing machines. Lecture 5 hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

126 DIGITAL IMAGING

3 Units

Computer Science/Information Systems 126 is an in-depth study course which introduces and teaches the concepts of Digital Imaging. Current imaging editing software, such as Photoshop, is used in the class. This course does not teach basic design concepts, but teaches the student techniques for the production of digital files which can be used for printing and display. Lecture 3 hours, laboratory 2 hours. *Prerequisite:* None.

130 INTRODUCTION TO ALGORITHMS USING PASCAL

4 Units

Computer Science/Information Systems 130 is a course in programming, algorithm development and problem-solving using the Pascal language with a structured approach. It includes a study of the syntax and data structures of the language with applications in science, engineering, and industry. The course is suitable either for students planning to transfer or those wishing to develop a marketable skill. Lecture 3 hours, laboratory 3 hours. *Prerequisite:* Computer Science/Information Systems 110 or 112 or equivalent. *Transfer credit:* CSU, UC, USC

135 PROGRAMMING IN C/C++

4 Units

Computer Science/Information Systems 135 is a course in programming using the C/C++ languages which are easily transportable languages with uses in applications programming for realtime, business, and image processing systems, as well as systems programming. Types, operators, control flow functions, object-oriented programming, classes, data abstraction, and program structure pointers and arrays are covered in the programming assignments. Lecture 3 hours, laboratory 3 hours. *Prerequisite:* Computer Science/Information Systems 130 or equivalent. *Transfer credit:* CSU, UC, USC

137 ADVANCED C AND C++ PROGRAMMING

4 Units

Computer Science/Information Systems 137 applies the full range of C and C++ programming tools to problems in data base design, interactive and non-interactive graphics, and the interface between the C language and various operating systems. It also provides an opportunity for students working with other types of computing problems or programming environments to specify work of their own choosing within the scope of the course. Lecture 3 hours, laboratory 3 hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

139 JAVA

4 Units

Computer Science/Information Systems 139 is a hands-on course where the student works with programs to develop a knowledge of Java concepts in an interactive environment. Stand alone applications and network applets are created and tested across operating systems and hardware platforms. Lecture 3 hours, laboratory 3 hours. *Prerequisite:* Computer Science/Information Systems 130 or equivalent. *Transfer credit:* CSU, UC, USC

140 COBOL PROGRAMMING I

4 Units

Computer Science/Information Systems 140 presents the elements and capabilities of COBOL (common business oriented language), using a structured approach. COBOL programming applies to most common computer system configurations and business problem-solving applications. The course includes rules for COBOL words, statements, divisions, literal, editing, and other features. Lecture 3 hours, laboratory 3 hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC (CAN CSCI 8)

141 ADVANCED JAVA

4 Units

Computer Science/Information Systems 141 is a hands-on course in which students work with advanced features of the Java programming language such as Java Database Connectivity, Servlets, Remote Method Invocation, and multimedia. Emphasis for the course is on creating a complete, distributable project incorporating these features. Lecture 3 hours, laboratory 3 hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

**142
SCIENTIFIC COMPUTING**
1 Unit

Computer Science/Information Systems 142 provides science and engineering students with a background in the standard computer tools used in research and development. The course covers basic Unix operating system practices, the fundamentals of Interactive Data Language (IDL) programming, and their application to the solution of typical scientific and engineering problems. Lecture 1 hour. *Prerequisite:* None.

**150
FORTRAN PROGRAMMING**
3 Units

Computer Science/Information Systems 150 is a course in programming computers in the FORTRAN language for those who plan to be programmers or for those whose work may be related to computer applications in business, education, or industry. Lecture 3 hours., laboratory 2 hours. *Prerequisite:* None. *Note:* This course may not be taken for credit by students who have completed Mathematics 130. *Transfer credit:* CSU, UC, USC

**151
PYTHON PROGRAMMING**
3 Units

Computer Science/Information Systems 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, laboratory 3 hours. *Prerequisite:* Computer Science/Information Systems 112 or equivalent.

**156
INTRODUCTION TO EXPERT SYSTEMS**
3 Units

Computer Science/Information Systems 156 presents the integration of current concepts of knowledge representation, deduction, and inference making in expert systems. This field is the most visible application of artificial intelligence. It includes a survey of current available application packages with references to programming in LISP and PROLOG. Lecture 3 hours, laboratory 1 hour. *Prerequisite:* None. *Transfer credit:* CSU

**165
COMPUTER ARCHITECTURE AND ASSEMBLY LANGUAGE**
4 Units

Computer Science/Information Systems 165 introduces the student to computer architecture as well as the world of assembly language programming utilizing the PEP/7 assembly language simulator. This course is intended for the serious computer student as well as the computing professional. Lecture 3 hours, laboratory 3 hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

**166
ADVANCED COMPUTER ARCHITECTURE AND ASSEMBLY LANGUAGE**
3 Units

Computer Science/Information Systems 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. The student will study the basics of virtual memory input-output and an introduction to the concept of microprogrammable 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 will be covered. Lecture 3 hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

**170
LARGE COMPUTER OPERATING SYSTEMS**
4 Units

Computer Science/Information Systems 170 is designed to acquaint the student with the standard large scale operating system. Topics include control language, file structures, input/output techniques, virtual memory, multi-programming/processing concepts, memory allocation, security and inter-program transfer and communication. Lecture 3 hours, laboratory 3 hours. *Prerequisite:* None. *Note:* This course is presently being taught using the VAX VMS operating system. *Transfer credit:* CSU, UC, USC

**172
UNIX/LINUX OPERATING SYSTEM**
4 Units

Computer Science/Information Systems 172 discusses the various features of the UNIX operating system. This operating system was developed by Bell Labs and is becoming an industry standard in modern computer systems. This course will be taught using UNIX on Glendale Community College Sun computers and LINUX on student home computers. Lecture 3 hours. Laboratory 3 hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

**174
UNIX/LINUX SYSTEM ADMINISTRATION**
4 Units

Computer Science/Information Systems 174 is a course designed to acquaint the student with Unix system administration. This course will introduce the Unix user to the tasks performed by a system administrator. Topics covered will include installation, system startup and shutdown networking, file 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. *Prerequisite:* CS/IS 172 or equivalent.

**180
SYSTEMS ANALYSIS**
3 Units

Computer Science/Information Systems 180 is a study of systems and procedures, design of a system, its implementation and installation, and finally its operation, evaluation, and modification. Includes analysis of various existing applications in business and industry. Lecture 3 hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

**185
DATABASE MANAGEMENT**
3 Units

Computer Science/Information Systems 185 is a course designed to acquaint the student with the elements of data base management which creates file structures to reduce the time and cost of writing programs to store and retrieve information. Topics include mass storage devices, access methods, and the relationship of files to the total system. Particular emphasis is placed on the on-line data base management system and its relationship to the operating system. Lecture 3 hours. *Prerequisite:* None. *Transfer credit:* CSU

186 WORKSTATION SECURITY AND SUPPORT

3 Units

Computer Science/Information Systems 186 familiarizes the student with workstation security measures and workstation operations. The Internet environment has spawned privacy and security issues; network administrators must be trained to solve security threats as well as maintain user workstations. The student will learn to recognize threats to workstation security. This course also prepares the student to build and maintain workstations in a network and Internet environment as well as work in a helpdesk or support capacity. Lecture/demonstration 3 hours. *Prerequisite:* None.

190 NETWORKING AND TELECOMMUNICATIONS

3 Units

Computer Science/Information Systems 190 is a course designed to acquaint the student with the essential elements of networking and telecommunications used in Local Area Networks (LAN), Wide Area Networks (WAN), Intermediate or Metropolitan Area, and Internet Network environments. Lecture 3 hours. *Prerequisite:* None. *Transfer credit:* CSU

191 INTERNET ORIENTATION

1 Unit

Computer Science/Information Systems 191 is a brief orientation to the Internet and to the facilities available at Glendale Community College. Students are introduced to the Internet, learn to use an E-Mail utility and also learn to conduct searches for information. This course satisfies the requirement for an Internet account. Lecture 2 hours, laboratory 1 hour (8 weeks). *Prerequisite:* None.

192 INTERNET: BEYOND THE BASICS

1 Unit

Computer Science/Information Systems 192 is an intermediate level course that enables the student to identify, analyze, and retrieve specific subject information across the Internet. Students select interest areas, exploring and evaluating a variety of resources on the Internet. Lecture 2 hours, laboratory 2 hours (8 weeks). *Prerequisite:* Computer Science/Information Systems 191.

195 SOFTWARE ENGINEERING

3 Units

Computer Science/Information Systems 195 presents a formal, engineering approach to the design, coding, testing, implementation, and maintenance of software. It is presented in a project oriented environment so the principles are learned through their application in software projects. Lecture 3 hours. *Prerequisite:* None. *Transfer credit:* CSU

196 ADVANCED NETWORKING: SECURITY

3 Units

Computer Science/Information Systems 196 is a course designed to help prepare the student for industry-recognized certification in advanced networking infrastructure. This course will focus on security installation, configuration and administration in the modern networking environment. Lecture 3 hours. *Prerequisite:* Computer Science/Information Systems 190 or equivalent.

197 ADVANCED NETWORKING: SERVER OPERATIONS

3 Units

Computer Science/Information Systems 197 is a course designed to acquaint the student with network servers. This course focuses on server installation, configuration and administration in the modern networking environment. It includes practical experience with several current server operating systems. Lecture/Demonstration 3 hours. *Prerequisite:* CS/IS 190 or equivalent.

203 COMMAND LINE OPERATING SYSTEMS

3 Units

Computer Science/Information Systems 203 is an introduction to operating systems concepts. Hardware architecture, file systems, computer interfaces, multiprogramming, resource management, and virtual memory are covered. Capabilities and limitations of different systems are analyzed. Windows 2000 Command Line (MS-DOS) and UNIX are used to demonstrate operating system internal structure, commands, and shell programming. Lecture/Demonstration 3 hours. *Recommended preparation:* Computer Science/Information Systems 101.

210 COMPUTER OPERATIONS

3 Units

Computer Science/Information Systems 210 studies the use, operation, and capabilities of computer systems. Students learn to operate a mainframe computer and peripheral equipment, with major emphasis of scheduling, data flow, and distribution of reports and maintenance. Lecture 3 hours. *Prerequisite:* None. *Transfer credit:* CSU

211 DATA STRUCTURES

5 Units

Computer Science/Information Systems 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 will apply the principles of programming as a tool for problem solving. The students will solve practical problems in a computer-equipped laboratory using a current programming language. Lecture 5 hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

212 ADVANCED DATA STRUCTURES

3 Units

Computer Science/Information Systems 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 will master the principles of programming as a tool for problem solving. The students will solve practical problems in a computer-equipped laboratory using an object oriented programming language, such as JAVA. Some specific topics that will be covered include hash tables, trees, persistent structures, indexed files, and databases. Lecture 3 hours. *Prerequisite:* Computer Science/Information Systems 211 or equivalent. *Transfer credit:* CSU, UC, USC

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

3 Units

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

**232
ORACLE/SQL**

1 ½ Units

Computer Science/Information Systems 232 is an introduction to the Oracle Relational Database Management System and the use of Oracle's Structured Query Language (SQL*Plus) query tool. This class will focus on the design and organization of a specific schema diagram and how to build SQL statements to access the data. Lecture/Demonstration: 3 hours. (8 weeks) *Prerequisite:* None.

**233
ADVANCED ORACLE/SQL**

1 ½ Units

Computer Science/Information Systems 233 is a more advanced look at the Oracle Relational Database Management System, the use of Oracle's Structured Query Language (SQL*Plus) query tool, as well as an introduction to PL/SQL. This class will build on the skills learned in CS/IS 232 and focuses primarily on DML (Data Manipulation), DDL (Data Definition), and DCL (Data control). The student will also be introduced to Procedural Language/Structured Query Language (PL/SQL), the programming language that uses SQL. Lecture/Demonstration 3 hours. (8 weeks) *Prerequisite:* CS/IS 232 or equivalent.

**255
INTRODUCTION TO ECOMMERCE/
EBUSINESS**

3 Units

Computer Science/Information Systems 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. *Prerequisite:* None.

**260
WEB SITE DEVELOPMENT I**

3 Units

Computer Science/Information Systems 260 provides students with training and experience in developing and managing Internet Web sites. Primary emphasis is placed on the development of the client-side of the Web for business purposes. Topics include forms, scripting, authoring, and file management software. Students use Web-building development techniques for the client-side of the Web. Lecture/Demonstration 3 hours. *Prerequisite:* None.

**261
WEB SITE DEVELOPMENT II**

3 Units

Computer Science/Information Systems 261 provides students with training and experience in developing and managing an Internet Web server for business. Current industry software is analyzed and discussed. Topics include choosing and installing server software, gateways, scripting languages, and security. Lecture/Demonstration 3 hours. *Prerequisite:* CS/IS 260 or equivalent.

**262
WEB SCRIPTING**

3 Units

Computer Science/Information Systems 262 is a hands-on course designed to acquaint the student with creating Web scripts. This course focuses on the fundamentals of programming with a browser scripting language. Students learn to write, debug, and test Web page scripts and functions. Lecture/Demonstration 3 hours. *Prerequisite:* CS/IS 260 or equivalent.

**263
DATABASE-DRIVEN WEB PAGE
CREATION**

3 Units

Computer Science/Information Systems 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. *Prerequisite:* CS/IS 260 or equivalent.

**264
WEB DEVELOPMENT PROJECT I:
PLANNING**

1 Unit

Computer Science/Information Systems 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. Lecture 1 hour, laboratory 2 hours. *Prerequisite:* CS/IS 260 or equivalent.

**265
WEB DEVELOPMENT PROJECT II:
CONSTRUCTION**

1 Unit

Computer Science/Information Systems 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. Lecture/Demonstration 1 hour. *Prerequisite:* CS/IS 264.

**266
WEB DEVELOPMENT PROJECT III:
MAINTENANCE**

1 Unit

Computer Science/Information Systems 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. Lecture/Demonstration 1 hour. *Prerequisite:* CS/IS 265.

280 CONCEPTS OF PROGRAMMING LANGUAGES

3 Units

Computer Science/Information Systems 280 discusses issues in the design, implementation and use of high-level programming languages, the 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:* Computer Science/Information Systems 135 and 139 or equivalent. *Transfer credit:* CSU, UC, USC

COOPERATIVE EDUCATION

101 GENERAL WORK EXPERIENCE

1-3 Units

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

102 OCCUPATIONAL WORK EXPERIENCE

1-4 Units

Cooperative Education 102 expands occupational learning opportunities and career awareness programs for students through employment in occupational fields for which their college majors are designed. Emphasis is placed on synthesizing and applying the knowledge gained in other course work to the work environment using the development of measurable job-related objectives the students accomplish during the course. Laboratory 5-20 hours. *Corequisite:* Employment related to major and concurrent registration in 7 units (including Cooperative Education). *Note:* The course may be taken 4 times; a maximum of 16 units may be earned for all Cooperative Education. *Transfer credit:* CSU (Max. 8 units)

CULINARY ARTS

110 FOODS FOR MODERN LIVING

3 Units

Culinary Arts 110 offers practical, scientific, and artistic approaches to foods. Emphasis is on basic information relating to food groups. Students gain experience in planning, purchasing, and procedures of food preparation to meet individual situations. Lecture 2 hours, laboratory 3 hours. *Prerequisite:* None. *Transfer credit:* CSU

111 BEGINNING FOOD PREPARATION AND LAB

5 Units

Culinary Arts 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 affect product outcome. Lecture 3 hours, laboratory 6 hours. *Prerequisite:* None. *Transfer credit:* CSU

112 ADVANCED FOOD PREPARATION

5 Units

Culinary Arts 112 is a continuation of Culinary Arts 111. It is the introduction and application of the principles of food preparation. The course emphasizes high production standards, attractive service, use of proper equipment, and efficient use of time. The course also stresses work simplification, nutrition requirements, and preparation of specialized food. Lecture 3 hours, laboratory 6 hours. *Prerequisite:* Culinary Arts 111 or equivalent. *Transfer credit:* CSU

113 SANITATION PRACTICES IN THE HOSPITALITY INDUSTRY

3 Units

Culinary Arts 113 studies sanitary practices as they affect the individual and the hospitality operation. 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, 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. Students must pass the ServSafe exam to receive credit for this course. Lecture 3 hours. *Prerequisite:* None. *Transfer credit:* CSU

114 NUTRITION AND MENU PLANNING

3 Units

Culinary Arts 114 examines the principles of nutrition and their relation to quantity food preparation and menu planning. The course emphasizes menu planning in relation to various food customs, numerous age groups, and identified deficiency diseases applicable to quantity food production. Lecture 3 hours. *Prerequisite:* None.

115 (SEE HOTEL RESTAURANT MANAGEMENT 115)

116 HOSPITALITY PROCUREMENT, PURCHASING, AND SELECTION

3 Units

Culinary Arts 116 examines policies, procedures, and controls and their implementation in purchasing merchandise and supplies for the hospitality industry including equipment, serviceware, furniture, fixtures, contract services, and food and beverage. The focus of this course is on optimal procurement, purchasing, and selection policies and procedures for the hospitality industry. Lecture 3 hours. *Prerequisite:* None. *Transfer credit:* CSU

117 FOOD, BEVERAGE AND LABOR COST CONTROL

3 Units

Culinary Arts 117 analyzes food, beverage and labor cost controls. Problem solving and solution techniques are applied by students to realistic operational situations. Areas covered include: cost, volume, profit relationships, food cost determination, standard costs, forecasting, sales control and menu pricing, beverage control, and labor control. Lecture 3 hours. *Prerequisite:* None. *Transfer credit:* CSU

118 DIETARY HEALTH CARE

3 Units

Culinary Arts 118 is a study of the function of a health care facility dietary department, its policies, financial management and organization of the food service. Consideration is given to appropriate menus for all age groups, modified diets, terminology used, types of food service available, standards of tray and cafeteria service, uniform system of accounting, and general legal and operational problems. Lecture 3 hours. *Prerequisite:* Culinary Arts 114. *Recommended preparation:* Eligibility for English 120 or ESL 151.

**122
INTERNATIONAL COOKING**
3 Units

Culinary Arts 122 is an introduction to culinary principles and techniques derived from countries throughout the world. Specific areas of instruction covered include selection of proper equipment and utensils, correct methods of preparation and procedures. Food preparation and presentation are also emphasized. Lecture 3 hours. **Prerequisite:** None. **Note:** This course may be taken 4 times emphasizing a different cuisine each time; a maximum of 12 units may be earned.

**124
BASIC BAKING AND DESSERT
MAKING**
3 Units

Culinary Arts 124 is a professional approach to all aspects of the pastry kitchen as related to the food service industry. The course emphasizes various methods of cake preparation, as well as the basics of baking technology. The course is designed to give students enough knowledge to understand the works of the pastry kitchen and bake shop. Lecture 3 hours. **Prerequisite:** None. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned.

**125
ELEMENTS OF NUTRITION**
3 Units

Culinary Arts 125 presents an overview of the many aspects of nutrition including problems of today, the nutritive processes of the body and dietary planning. Functions, utilization, and recommended allowances of nutrients are emphasized. Consumer education is included. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC (CAN H EC 2)

**128
NUTRITION AND PHYSICAL FITNESS
(Listed as PE 128 and Health 128)**
3 Units

Culinary Arts 128 is a course in nutrition and physical fitness. It provides the student with an overall study of the relationship between nutrition and physical fitness. The effects of nutrition on the anatomical and physiological aspects of the body are emphasized. The course also examines the production of energy from the intake of a variety of nutritional sources. The process of metabolism as a means toward energy production and physical activity is also discussed. Meal planning, basic physiology, current nutritional practices, eating disorders, weight control and athletic training are examined as they relate to the nutritional aspects of physical fitness. Lecture 3 hours. **Prerequisite:** None. **Note:** This course may not be taken for credit by students who have completed Health 128 or Physical Education 128. **Transfer credit:** CSU, UC, USC

**141
NUTRITION AND WEIGHT CONTROL**
2 Units

Culinary Arts 141 explores causes and control of various eating disorders: including overweight, underweight, and Bulemia (Anorexia Nervosa). The relationship of corrective dietary planning to these disorders is studied. Lecture 2 hours. **Prerequisite:** None.

**142
NUTRITION CONTROVERSIES**
2 Units

Culinary Arts 142 is a presentation of current nutrition and dietary controversies. Emphasis is placed on dietary planning for optimum health and disease prevention as it relates to menu planning in the food service industry. Lecture 2 hours. **Prerequisite:** None.

**150
HEALTHY CUISINE FOR KIDS**
½ Unit

Culinary Arts 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. Laboratory 1½ hours. **Prerequisite:** None.

**212
COMMERCIAL FOOD PREPARATION**
5 Units

Culinary Arts 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:** Culinary Arts 111. **Recommended Preparation:** Culinary Arts 112.

DANCE

It is recommended that a variety of activities be taken during a student's attendance at Glendale Community College. Courses in dance satisfy the physical education requirement. The following classes do not meet the physical education requirement: Child Development 158, Dance 158. Dance classes may be taken four (4) times; a maximum of six (6) units may be earned in any one course. All classes are coeducational unless otherwise noted.

**100
SURVEY OF DANCE HISTORY**
3 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. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

**101
INTRODUCTION TO DANCE**
½-2½ 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 ½-1½ hours, laboratory 1½-3½ hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

**102
DANCE CULTURES OF THE MIDDLE
EAST AND NORTH AFRICA**
3 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. Lecture 3 hours. *Prerequisite:* None. *Transfer credit:* CSU

**105
STEP AEROBICS**
(Also listed as Physical Education 105)
1-2½ Units

Dance 105 is a contemporary, high intensity, low impact fitness class designed for both men and women, to improve each participant's strength, flexibility, and cardiovascular fitness level through steady-state stepping movements. The student is exposed to a graduated continuous system of rhythmic stepping at various platform heights. The class includes lecture on basic nutrition, exercise concepts, and stress management as the factors apply to a personal fitness program. Class sessions include a warm-up, an exercise routine fitted to each student's level of fitness, and a cool down. Lecture ½-1½ hours, laboratory ½-3½ hours. *Prerequisite:* None. *Note:* Dance 105 Physical Education 105 may be taken 4 times; a maximum of 6 units may be earned. *Transfer credit:* CSU, UC, USC

**107
SURVEY OF DANCE TEACHING
METHODOLOGY**
3 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. Lecture 3 hours. *Prerequisite:* Dance 101 or equivalent.

**110
BALLET TECHNIQUE I**
½-2½ 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 ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

**111
BALLET TECHNIQUE II**
½-2½ Units

Dance 111 provides the student 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 ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* Dance 110 or equivalent. *Transfer credit:* CSU, UC, USC

**112
BALLET PERFORMANCE SKILLS**
1-2 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 historic ballet traditions. Lecture ½-1½ hours, laboratory 1½-2½ hours. *Prerequisite:* Dance 111 or equivalent. (Dance 111 may be taken concurrently.) *Note:* An audition may be required. No more than 12 units may be earned for Dance 112 and 113. *Transfer credit:* CSU, UC, USC

**113
BALLET PERFORMANCE SKILLS:
REPertoire**
1-2 Units

Dance 113 provides the student with practical experience in performance skills and technical development. Emphasis is given to varied styles and training methods of selected contemporary choreographers. Lecture ½-1½ hours, laboratory 1½-2½ hours. *Prerequisite:* Dance 111 or equivalent. (Dance 111 may be taken concurrently.) *Note:* An audition may be required. No more than 12 units may be earned for Dance 112 and 113. *Transfer credit:* CSU, UC, USC

**114
BALLET TECHNIQUE III**
1-2½ Units

Dance 114 provides 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 ½-1½ hours, studio 1½-3½ hours. *Prerequisite:* Dance 111.

**115
MODERN/CONTEMPORARY DANCE
TECHNIQUE I**
½-2½ Units

Dance 115 provides 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 ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

**116
MODERN/CONTEMPORARY DANCE
TECHNIQUE II**
½-2½ Units

Dance 116 provides an opportunity to extend the 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: ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* Dance 115 or equivalent. *Transfer credit:* CSU, UC, USC

**117
MODERN/CONTEMPORARY DANCE
TECHNIQUE III**
1-2½ 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 ½-1½ hours, studio 1½-3½ hours. *Prerequisite:* Dance 116.

**120
JAZZ TECHNIQUE I***½-2½ Units*

Dance 120 provides the student with practical experience in 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 ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

**121
JAZZ TECHNIQUE II***½-2½ 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 ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* Dance 120 or equivalent. *Transfer credit:* CSU, UC, USC

**122
JAZZ PERFORMANCE SKILLS***½-2½ Units*

Dance 122 provides the student with practical experience in performance skills and more advanced technical development. Emphasis is given to specific performance values and rehearsal techniques necessary to meet the demands of current professional dance for theater, film, and television. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* Dance 121 or equivalent. (Dance 121 may be taken concurrently.) *Note:* An audition may be required. No more than 12 units may be earned for Dance 122 and 123. *Transfer credit:* CSU, UC, USC

**123
JAZZ PERFORMANCE SKILLS:
REPERTOIRE***½-2½ Units*

Dance 123 provides the student with practical experience in jazz performance skills and technical development. Emphasis is given to varied styles and training methods of selected contemporary choreographers. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* Dance 121 or equivalent. (Dance 121 may be taken concurrently.) *Note:* An audition may be required. No more than 12 units may be earned for Dance 122 and 123. *Transfer credit:* CSU, UC, USC

**124
HIP-HOP***1-2½ 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 ½-1½ hours, studio 1½-3½ hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

**125
TAP DANCE***1-2½ Units*

Dance 125 provides students with practical experience in basic tap dance techniques. Through discussion and movement, the course emphasizes the development of coordination, rhythm, and performance skills. Students learn tap dance combinations and dances. A brief history of the development of the tap dance medium is included. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

**126
TAP DANCE II***1-2½ 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 ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* Dance 125 or equivalent. *Transfer credit:* CSU, UC, USC

**127
SALSA***1-2½ 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 ½-1½ hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

**128
MIDDLE EASTERN DANCE***1-2½ 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 ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None. *Note:* This course may be taken four (4) times; a maximum of ten (10) units may be earned. *Transfer credit:* CSU, UC, USC

**129
HIP-HOP II***1-2½ 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 ½-1½ hours, studio 1½-3½ hours. *Prerequisite:* Dance 124 or equivalent. *Transfer credit:* CSU, UC, USC

**130
CHOREOGRAPHY***½-2½ 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 ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* Dance 101 or equivalent. *Transfer credit:* CSU, UC, USC

**131
COMMERCIAL DANCE***1-2½ 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 in various styles. The student prepares for entrance into the dance field with classes and information from visiting guest artists. Lecture ½-2 hours, laboratory 1½-3 hours. *Prerequisite:* One of the following: Dance 110, 115, 120, or equivalent. *Note:* An audition may be required. No more than 12 units may be earned for Dance 131 and 132. *Transfer credit:* CSU, UC

134 CHOREOGRAPHY AND PERFORMANCE SKILLS

½-2½ Units

Dance 134 provides the student the opportunity to further explore their knowledge of the choreographic principles through practical participation in the development of a performance piece. Performance skills are developed throughout the rehearsal process. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* Dance 130 or equivalent. *Transfer credit:* CSU, UC, USC

135 DANCE PRODUCTION—REPERTOIRE

½-3 Units

Dance 135 provides the student 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. Lecture ½-2½ hours, laboratory 1½-5½ hours. *Prerequisite:* One of the following: Dance 112, 113, 116, 122, 123 or equivalent. *Note:* An audition may be required. No more than 12 units may be earned for Dance 135 and 136. *Transfer credit:* CSU, UC, USC

136 DANCE PRODUCTION—STUDENT CHOREOGRAPHY

½-3 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. Lecture ½-2½ hours, laboratory 1½-5½ hours. *Prerequisite:* One of the following: Dance 112, 113, 116, 122, 123 or equivalent. *Note:* An audition may be required. No more than 12 units may be earned for Dance 135 and 136. *Transfer credit:* CSU, UC, USC

137 JAZZ DANCE TECHNIQUE III

1-2½ 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 ½-1½ hours, studio 1½-3½ hours. *Prerequisite:* Dance 121.

138 SURVEY OF LATIN BALLROOM DANCE

½-2½ 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, Merenque, and Paso Doble. Lecture ½-1½ hours, studio 1½-3½ hours. *Prerequisite:* None.

140 MOVEMENT FOR THEATRE I

1 Unit

Dance 140 provides the student the opportunity to study stage movement, physical characterization and mime as related to theatre. The students will increase their knowledge through practical application of the movement aspects of theatre. Lecture ½ hour, laboratory 1½ hours. *Prerequisite:* None. *Corequisite:* Theatre Arts 103. *Transfer credit:* CSU, UC, USC

141 MOVEMENT FOR THEATRE II

1 Unit

Dance 141 provides the opportunity for advanced study of stage movement and introduces a comparison of stage, film and video movement techniques. Lecture ½ hour, laboratory 1½ hours. *Prerequisite:* Dance 140 or equivalent. *Corequisite:* Theatre Arts 104. *Transfer credit:* CSU, UC, USC

145 MOVEMENT FOR MUSICAL THEATRE

½-2½ Units

Dance 145 provides 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 ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

150 PHYSICAL REINTEGRATION

1-2½ Units

Dance 150 is an experimental movement class for students with learning disabilities and/or minor physical limitations. Areas covered include exploration of body image awareness and integration of sensory modalities with motor processes. Also included is orientation and relaxation with the integration of both into the student's daily life through dance movement. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None. *Note:* Verification of disability must be on file in the Disabled Student Center. *Transfer credit:* CSU

158 MOVEMENT DEVELOPMENT: BIRTH THROUGH TWELVE YEARS (Also listed as Child Development 158)

3 Units

Dance 158 provides those students who are interested in teaching movement to children the opportunity to acquire knowledge and techniques related to motor development. The course introduces basic principles and theories of motor development in children from birth to age twelve, focusing on designing developmentally-appropriate and creative dance experiences for young children. Lecture 3 hours. *Prerequisite:* None. *Note:* This course will not fulfill physical education activity requirements. *Transfer credit:* CSU

164 AEROBIC FITNESS (Also listed as Physical Education 164)

½-2½ Units

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

190 BEGINNING YOGA

1-2½ 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 ½-1½ hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

194 PILATES (Also listed as Physical Education 194)

½-2½ Units

Dance 194 provides the student with practical experience in the Matwork of the Pilates method of body conditioning. Through demonstration, exercise, and discussion the course emphasizes the development of strength, flexibility, and relaxation techniques. Students will develop a basic understanding of how to influence and control the body-mind interaction in the area of dance, athletics, and general fitness. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

ECONOMICS

**101
PRINCIPLES OF MICROECONOMICS**
3 Units

Economics 101 is a fundamental course in microeconomic analysis. It covers price theory, economic scarcity, consumer behavior, market equilibrium and disequilibrium, production costs, theory of the firm, market structures and income distribution. Other optional topics include the history of economic thought, externalities, market failure, international economics. The course emphasizes analytical problem solving and mathematic methods wherever possible. Lecture 3 hours. *Prerequisite:* Economics 102. *Transfer credit:* CSU, UC, USC (CAN ECON 4)

**102/102H
PRINCIPLES OF MACROECONOMICS
HONORS PRINCIPLES OF
MACROECONOMICS**
3 Units

Economics 102 is a fundamental course in economic analysis. Emphasis is placed on theories of output determination, consumption, investment, inflation, unemployment, and fiscal and monetary policy. Other selected topics may include international balance of payments, growth and development, and urban problems.

The honors course will be enhanced in one or more of the following ways:

1. Students will use a macroeconomic computer model to explore macroeconomic policies and be able to explain the theoretical basis of the results achieved in the computer model.
2. Students will write an essay critically assessing macroeconomic policies relative to different political viewpoints.
3. Students will complete writing assignments using critical thinking skills to assess macroeconomic policies.

Lecture 3 hours. *Prerequisite:* Eligibility for English 120 or ESL 151. *Transfer credit:* CSU, UC, USC (CAN ECON 2)

**105
THE AMERICAN ECONOMY**
3 Units

Economics 105 provides an introduction to the American economy, a foundation for understanding it and the problems that it faces. The course provides a description of the important institutions of our system and an analytical approach to the understanding of the basic economic problems generally suited for non-business majors. Lecture 3 hours. *Recommended preparation:* Eligibility for English 120 or ESL 151. *Note:* No credit will be granted for Economics 105 if Economics 101 and 102 have been taken previously. *Transfer credit:* CSU, UC, USC

**110
ECONOMICS OF THE ENVIRONMENT**
3 Units

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

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

Economics 111 is a history of the economic development of the United States from its settlement to the present. Emphasis is placed on the growth and development of economic institutions, slavery, reconstruction, work, the industrial revolution, workers' movement, and U.S. imperialism. This course meets the California State requirement in American History. Lecture 3 hours. *Recommended preparation:* Eligibility for English 120 or ESL 151. *Note:* This course may not be taken for credit by students who have completed History 116. *Transfer credit:* CSU, UC, USC

**EDUCATIONAL MEDIA
TECHNOLOGY**

**103
MEDIA EQUIPMENT OPERATION AND
TECHNIQUES**
3 Units

Educational Media Technology 103 is an introduction to the operating principles and utilization of media equipment, materials, and facilities. Students gain hands-on experience as technician trainees by participating in laboratory experience in the Media Services Department where they learn to operate and maintain such media equipment as public address systems, record players, tape recorders, projectors, cameras and other instructional materials. Lecture 2, laboratory 4 hours. *Prerequisite:* None.

EGYPTIAN HIEROGLYPHS

**101
BEGINNING HIEROGLYPHS**
3 Units

Egyptian Hieroglyphs 101 presents the fundamentals of hieroglyphic writing and Egyptian grammar. The aim of the course is to train students in the reading and writing of simple hieroglyphs. The course includes reading, translation of simple ancient Egyptian prose as well as exercises to illustrate each new point of grammar. Lecture 3 hours. *Recommended preparation:* Eligibility for English 101. *Transfer credit:* CSU

**102
BEGINNING HIEROGLYPHS**
3 Units

Egyptian Hieroglyphs 102 presents the fundamentals of hieroglyphic writing and Egyptian grammar. The aim of the course is to train students in the reading and writing of simple hieroglyphs. The course includes reading, translation of simple ancient Egyptian prose as well as exercises to illustrate each new point of grammar. Lecture 3 hours. *Prerequisite:* Egyptian Hieroglyphs 101. *Transfer credit:* CSU

**ELECTRONICS AND
COMPUTER TECHNOLOGY**

**100
TECHNICAL MATHEMATICS FOR
ELECTRONICS**
3 Units

Electronics and Computer Technology 100 is designed to offer the student a comprehensive study in the mathematics specifically used in the electronics and computer technology field. Phases covered include application of algebra, DC circuit analysis, AC fundamentals, simultaneous equations, AC circuit analysis, complex numbers, logarithms, and computer number systems. Lecture 3 hours. *Prerequisite:* None.

101
ELECTRONICS CIRCUITS I (DC)
 3 Units

Electronics and Computer Technology 101 offers a modern approach to electronics theory that is more compatible with the needs of industry. The study of DC theory and principles are integrated with computer-assisted problems using BASIC programming language. The use of matrices to solve elementary problems is introduced. Fundamental theorems are developed in lecture and put into practice in the laboratory. The laboratory develops the basic skills needed in using meters, power supplies, along with wiring and assembling DC circuits. Lecture 3 hours. *Corequisite:* Electronics and Computer Technology 250. *Transfer credit:* CSU

102
ELECTRONICS CIRCUITS II (AC)
 3 Units

Electronics and Computer Technology 102 is an extension of the principles of DC electronics applied to AC circuit problems. The extension of BASIC programming is used to solve complex AC circuits. The laboratory further develops equipment skills, introducing the use of oscilloscopes and signal generators. Lecture 3 hours. *Corequisite:* Electronics and Computer Technology 251. *Prerequisite:* Electronics and Computer Technology 101 or equivalent. *Transfer credit:* CSU

103
INTRODUCTION TO DIGITAL LOGIC
 3 Units

Electronics and Computer Technology 103 is an introduction to digital systems, number systems, Boolean Algebra, logic techniques, logic gates, multivibrator circuits, counters, multivibrators, programming and codes. Construction and development of TTL logic, using integrated circuits. Lecture 3 hours. *Corequisite:* Electronics and Computer Technology 250. *Transfer credit:* CSU

104
INTRODUCTION TO MICROPROCESSORS
 3 Units

Electronics and Computer Technology 104 introduces the characteristics, architecture, and operation of microprocessors, introducing peripheral interfacing techniques. Lab develops skills in microprocessor peripheral interfacing and assembly language programming. Lecture 3 hours. *Corequisite:* Electronics and Computer Technology 251. *Prerequisite:* Electronics and Computer Technology 103 or equivalent. *Transfer credit:* CSU

110
BASIC ELECTRICITY—ELECTRONICS
 3 Units

Electronics and Computer Technology 110 presents a survey of the basic principles of electronics (for non-electronics majors). It is designed to provide the students with an understanding of the basic principles of electronic circuits and their applications. Lecture 3 hours. *Corequisite:* Electronics and Computer Technology 251.

112
MICROCOMPUTER TROUBLESHOOTING AND REPAIR
 3 Units

Electronics and Computer Technology 112 is a course designed to give the student a comprehensive foundation in the methods of microcomputer repair at the board as well as the component level. Also included in this course are the methods and operation of related test equipment, computer diagnostics and component failure analysis. This course emphasizes hands-on experience with practical applications. Lecture 3 hours. *Corequisite:* Electronics and Computer Technology 250. *Note:* This course may be taken 2 times; a maximum of 8 units may be earned.

113
HIGH-RELIABILITY SOLDER, WIRE WRAP, AND PRINTED CIRCUIT BOARD REWORK AND REPAIR TECHNOLOGY
 3 Units

Electronics and Computer Technology 113 is a comprehensive course providing functional training in the concepts of high-reliability soldering, solder extraction, and electronics component removal/replacement, including terminal interconnections using wire-wrap techniques, and specialized high-technology industrial equipment. This course also encompasses rework, repair, and modification of electronic printed circuit boards. Additionally, automated industrial wave solder processes are studied. Laboratory work emphasizes hands-on experience in detailed applications using specialized industrial work stations, and automated industrial wave solder processes equipment. Lecture 3 hours. *Corequisite:* Electronics and Computer Technology 250. *Prerequisite:* None. *Note:* This course may be taken 2 times; a maximum of 8 units may be earned. Students who have taken Electronics and Computer Technology 111 will receive only 2 units of credit for Electronics and Computer Technology 113.

114
CISCO 1 TRAINING
 3 Units

Electronics and Computer Technology 114 provides students with classroom and laboratory experience in current and emerging networking technologies. This course meets current industrial and occupational requirements. Instruction includes safety, networking, network terminology and protocols, network standards, Local Area Networks (LANs), Wide Area Networks (WANs), Open System Interconnection (OSI) models, cabling, cabling tools, routers, router programming, star topology, Internet Protocol (IP) addressing, and network standards. Emphasis is given to use of decision-making and problem-solving techniques in applying science, mathematics, communication, and social studies concepts to solve networking problems. Additionally, students analyze recent local, state, and federal safety, building, and environmental codes and regulations. (8 weeks). Lecture 4.5 hours, laboratory 4.5 hours. *Prerequisite:* Electronics and Computer Technology 212 or equivalent.

115
CISCO 2 TRAINING
 3 Units

Electronics and Computer Technology 115 is the second of four courses providing students with laboratory experience in current and emerging CISCO technology that will enable them to enter employment and/or obtain further education and training in the computer networking field. Instruction includes safety, networking, network terminology and protocols, network standards, Local Area Networks (LANs), Wide Area Networks (WANs), Open System Interconnection Ethernet (OSI), Token Ring, Fiber Distributed Data Interface, TCP/IP addressing protocol, dynamic routing, routing and the network administrator's role and function. Instruction and training are provided in the proper care, maintenance, and use of networking software, tools, and equipment. (8 weeks). Lecture 4.5 hours, laboratory 4.5 hours. *Prerequisite:* Electronics and Computer Technology 114.

116
CISCO 3 TRAINING
 3 Units

Electronics and Computer Technology 116 is the third of four modules designed to introduce new content and extend previously learned network skills which enable students to enter the workforce and/or further their education and training in the computer networking field. Instruction introduces and enhances the student's knowledge of and practical experience with the design, configuration, and maintenance of switches, Local Area Networks (LANs) and Virtual Local Area Networks (VLANs). Students gain practical experience related to configuring LANs, WANs, Novell networks, Internet Packet Exchange (IPX) routing, and Interior Gateway Routing Protocol (IGRP) and network troubleshooting. Lecture 4.5 hours, laboratory 4.5 hours (eight weeks). *Prerequisite:* Electronics and Computer Technology 115.

117
CISCO 4 TRAINING
 3 Units

Electronics and Computer Technology 117 is the fourth of four classes preparing students with the skills they need to design, build, and maintain small to medium size networks. Students perform a series of practical labs to include emulating frame relay, configuring and writing access list, and custom configuring of a Cisco router. Student responsibility includes completion of a threaded case study, complete design of a local and wide area network of a typical school district to include information developed in the current as well as previous classes. Lecture 4.5 hours, laboratory 4.5 hours (eight weeks). *Prerequisite:* Electronics and Computer Technology 116.

118
CISCO CERTIFIED NETWORK PROFESSIONAL 1
 3 Units

Electronics and Computer Technology 118 focuses on building scalable Cisco networks, using Cisco routers connected to local area networks (LAN) and wide area networks (WAN) typically found at medium to large network sites. This course is the first of four that are part of the training path for those students seeking Cisco Certified Network Professional (CCNP) certification. Lecture 4.5 hours, laboratory 4.5 hours. (8 weeks). *Prerequisite:* None.

119
CISCO CERTIFIED NETWORK PROFESSIONAL 2
 3 Units

Electronics and Computer Technology 119 emphasizes building Cisco Multilayer Switched Networks, using high speed Ethernet technologies. This course includes both routing and switching concepts, covering both switched network schemes (Level 2) and hierarchical topology (Level 3) technologies. This course is the second of four that are part of the training path for those students seeking Cisco Certified Network Professional (CCNP) certification. Lecture 4.5 hours, laboratory 4.5 hours. *Prerequisite:* Electronics and Computer Technology 118 or equivalent.

124
INTRODUCTION TO MICROPROCESSORS—DIGITAL TECHNOLOGY
 3 Units

Electronics and Computer Technology 124 introduces the characteristics, architecture and operation of 8-bit microprocessors. This course also introduces assembly language programming and peripheral interfacing techniques of single board computers. Practical labs reinforce skills in programming and interfacing techniques. Lecture 3 hours. *Corequisite:* Electronics and Computer Technology 251. *Prerequisite:* Electronics and Computer Technology 103 or equivalent. *Note:* This course may not be taken for credit by students who have completed Electronics and Computer Technology 104 and 203.

201
SOLID STATE DEVICES
 3 Units

Electronics and Computer Technology 201 encompasses the study of Solid-State semiconductor theory, including diode rectifiers, filtered power supplies, transistor and FET amplifiers, IC oscillators, and thyristor devices. Laboratory experiments consist of constructing solid-state circuits, and performing circuit analysis and diagnostics of electronic parameters using state-of-the-art digital electronic test equipment. Lecture 3 hours. *Corequisite:* Electronics and Computer Technology 252. *Prerequisite:* Electronics and Computer Technology 102 or equivalent. *Transfer credit:* CSU

202
INTEGRATED CIRCUIT ELECTRONICS
 3 Units

Electronics and Computer Technology 202 is a comprehensive study and applied analysis of linear integrated circuit (IC) electronics technology. Lab develops skills in constructing, testing, and analyzing operational amplifier, differentiator and integrator, voltage and current regulator, oscillator and function generator, active filter, converter, and phase-lock loop IC circuits, using advanced electronics test equipment. Lecture 3 hours. *Corequisite:* Electronics and Computer Technology 253. *Prerequisite:* Electronics and Computer Technology 201 or equivalent. *Transfer credit:* CSU

203
MICROCOMPUTER TECHNOLOGY I
 3 Units

Electronics and Computer Technology 203 presents the basic principles of microcomputer integrated circuit technology. It is designed to provide the students with an understanding of the basic principles of integrated circuit microprocessor technology and its applications in 8-bit computers. Lecture 3 hours. *Corequisite:* Electronics and Computer Technology 253. *Prerequisite:* Electronics and Computer Technology 104 or equivalent. *Transfer credit:* CSU

204
MICROCOMPUTER TECHNOLOGY II
 3 Units

Electronics and Computer Technology 204 is a continuation of Electronics 203. Principles of integrated circuits, microcomputers, mnemonics, interfacing, and application are covered, emphasizing 16-bit and 32-bit computers. Lecture 3 hours. *Corequisite:* Electronics and Computer Technology 253. *Prerequisite:* Electronics and Computer Technology 203 or equivalent. *Transfer credit:* CSU

210
ELECTRONICS INSTRUMENTS AND MEASUREMENTS
 3 Units

Electronics and Computer Technology 210 is a comprehensive study of the theory of operation, characteristics, and applications of electronics specialized test and measurement instruments, including analog and digital meters, oscilloscopes, oscillators, generators, electronic counters, and impedance bridge networks. Precision measurements and relevant mathematical procedures are emphasized in the test, measurement and analysis of the operational parameters and performance of electronic printed circuits. Lecture 3 hours. *Prerequisite:* None. *Transfer credit:* CSU

212 ADVANCED MICROCOMPUTER REPAIR TECHNOLOGIES

3 Units

Electronics and Computer Technology 212 teaches students the methods of troubleshooting and repairing advanced microcomputer systems. Specific areas of concentration include network hardware for both IBM and Apple systems. Some emphasis on network software, such as Novell and X.25, is placed on troubleshooting and repairing of the systems. Lab experiences consist of diagnosis and repair of computer systems at campus locations, or during lab experience. Lecture 3 hours. *Corequisite:* Electronics and Computer Technology 252. *Prerequisite:* Electronics and Computer Technology 112.

223 COMMUNICATIONS SYSTEMS

2 Units

Electronics and Computer Technology 223 is a comprehensive study of electronic communications systems, from the fundamentals of radio frequency (RF) circuits to complex space-age technology. Specific areas of concentration in this course include RF theory, devices, circuits, and systems; including oscillators, amplifiers, modulators, AM and FM techniques, data communications, and satellite communications. Laboratory experiments deal with RF circuit/system analysis and instrumentation applications, including microcomputer simulation. Lecture 3 hours, laboratory 3 hours (8 weeks). *Prerequisite:* Electronics and Computer Technology 201. *Note:* A maximum of 4 units may be earned from any combination of Electronics and Computer Technology 222, 223, or 224.

226 PREPARATION FOR A+ CERTIFICATION

3 Units

Electronics and Computer Technology 226 prepares students for the A+ professional certification examination by presenting current Windows operating systems and peripheral equipment troubleshooting and repair. Lecture 3 hours. *Corequisite:* Electronics and Computer Technology 253. *Prerequisite:* ECT 112 and 212 or equivalent.

250 ELECTRONICS AND COMPUTER TECHNOLOGY LABORATORY I

1 Unit

Electronics and Computer Technology 250 is the laboratory course providing hands-on application of classroom theory for introductory ECT courses. Laboratory 3 hours. *Corequisite:* Electronics and Computer Technology 101, 103, 112, or 113. *Note:* This class may be taken 4 times; a maximum of 4 units may be earned.

251 ELECTRONICS AND COMPUTER TECHNOLOGY LABORATORY II

1 Unit

Electronics and Computer Technology 251 is the laboratory course providing hands-on application of classroom theory for basic ECT courses. Laboratory 3 hours. *Corequisite:* ECT 102, 104, 110, or 124. *Note:* This class may be taken 4 times; a maximum of 4 units may be earned.

252 ELECTRONICS AND COMPUTER TECHNOLOGY LABORATORY III

1 Unit

Electronics and Computer Technology 252 is the laboratory course providing hands-on application of classroom theory for intermediate ECT courses. Laboratory 3 hours. *Corequisite:* ECT 201 or 212. *Note:* This class may be taken 4 times; a maximum of 4 units may be earned.

253 ELECTRONICS AND COMPUTER TECHNOLOGY LABORATORY IV

1 Unit

Electronics and Computer Technology 253 is the laboratory course providing hands-on application of classroom theory for advanced ECT courses. *Corequisite:* ECT 202, 203, 204, or 226. *Note:* This class may be taken 4 times; a maximum of 4 units may be earned.

EMERGENCY MEDICAL TECHNOLOGY

139 INTRODUCTION TO EMERGENCY MEDICAL SERVICES

(Formerly listed as Allied Health 139)

2 Units

Emergency Medical Technology 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 health care 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). Lecture 2 hours. (8 weeks). *Recommended Preparation:* Biology 115 and English 120 or ESL 151.

140 EMERGENCY MEDICAL TECHNICIAN- BASIC (EMT-B)

(Formerly listed as Allied Health 140)

8 Units

Emergency Medical Technician 140 is designed to prepare students for certification and employment as an Emergency Medical Technician-Basic (EMT-B) 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 ride-along component. Upon successful completion of EMT 139 (Introduction to Emergency Medical Services) and EMT 140, a record of completion is issued. Upon successful completion of EMT 139 and 140, verification of successful coursework is issued to the student. This verification is required to apply for certification as an EMT-Basic. Lecture 6 hours, laboratory 6 hours. *Prerequisites:* (1) EMT 139 and (2) Student must be eighteen years of age prior to the last day of class. *Recommended Preparation:* Eligibility for English 101.

141 EMERGENCY MEDICAL TECHNOLOGY REFRESHER COURSE

(Formerly listed as Allied Health 141)

1½ Units

Emergency Medical Technology 141 provides the California Emergency Medical Technician with an update of recent procedural and regulatory changes in EMT practice. New and previously learned competencies related to equipment and techniques employed in emergency care are emphasized. Critical content for emergency response and treatment is reviewed. Lecture 5 hours (5 weeks). *Prerequisite:* Completion of Emergency Medical Technology 140 or the equivalent with a "C" or better. *Note:* This course may be taken 4 times; a maximum of 6 units may be earned.

ENGINEERING

100 INTRODUCTION TO ENGINEERING

3 Units

Engineering 100 introduces students to the profession and disciplines of engineering and the engineering design process. Instruction includes computer skills and communication strategies utilized in engineering. Lecture 3 hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

**101
ENGINEERING DRAFTING AND
BASIC DESIGN****3 Units**

Engineering 101 is an in-depth study course designed to present training in the manipulation of instruments, lettering, orthographic projection, sketching, drawing auxiliary and pictorial views, sectioning and dimensioning. Lecture 2 hours, laboratory 4 hours. **Recommended preparation:** Eligibility for English 120 or ESL 151. **Transfer credit:** CSU

**102
ENGINEERING PRINT READING FOR
INDUSTRY****2 Units**

Engineering 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 size dimensional systems, tolerancing, S1 metrics, value engineering and related industrial terminology are presented to strengthen the student's ability to interpret an engineering drawing. Lecture 2 hours, laboratory 1 hour. **Recommended preparation:** Eligibility for English 120 or ESL 151. **Note:** A recommended course for basic drafting review and non-drafting majors. This course may not be taken for credit by students who have completed Engineering 104, 106, or 108. **Transfer credit:** CSU

**103
DESCRIPTIVE GEOMETRY****3 Units**

Engineering 103 presents a study of a valuable engineering tool which facilitates the solution of engineering problems graphically. A study of lines and planes in space. The representation of surfaces, solids, interferences, and intersections. Excellent training in visualization and interpretation of engineering drawings. Lecture 2 hours, laboratory 4 hours. **Prerequisite:** Architecture 101 or Engineering 101 or equivalent. **Note:** This course may not be taken for credit by students who have completed Architecture 103. **Transfer credit:** CSU, UC, USC

**104
ADVANCED ENGINEERING DRAWING****3 Units**

Engineering 104 is designed to acquaint the trainee with delineation of simple machine parts including problems in visualization, dimensioning and tolerances, screw threads and fasteners, freehand sketching, pictorial drawing, piping, welding, gears and cams, assembly and working drawings. Special emphasis is laid upon the interpretation and production of drawings which conform to standard practice. Lecture 2 hours, laboratory 4 hours. **Prerequisite:** Engineering 101 or one year of mechanical drawing in high school. **Transfer credit:** CSU, UC, USC

**105
GEOMETRIC/DIMENSIONAL AND
TRUE POSITIONAL TOLERANCING****3 Units**

Engineering 105 presents current geometric/dimensional and true positional tolerancing (GD&T) trends and industrial usage throughout various engineering disciplines. Both ANSI Y14.5 82M and ASTM Y14.5 96M are presented with an emphasis on the latest issue of the standard. Lecture 3 hours. **Prerequisite:** None. **Recommended preparation:** Engineering 101 or related industry experience and eligibility for English 120 or ESL 151.

**106
ELECTRONIC DRAWING****3 Units**

Engineering 106 is a course in electro-mechanical packaging. Specializing in electronic drafting, printed circuit design, basic packaging, cabling and military standards. Emphasis is placed on the actual design and construction of various electronic packages in both individual and group design projects. Lecture 2 hours, laboratory 3 hours. **Prerequisite:** None. **Note:** Students must register for the full number of hours for which the course is scheduled. **Transfer credit:** CSU

**107
ELECTRICAL/ELECTRONICS
DRAWING****2 Units**

Engineering 107 is primarily intended for the student majoring in Electronics Computer Technology (ECT). It provides an introduction to the fundamentals of drafting and technical drawing with specific applications to ECT standards and devices. Students who satisfactorily complete this course are considered to have acquired the minimum drafting skills necessary for entry-level ECT technicians. Lecture 2 hours, laboratory 1 hour. **Recommended preparation:** Engineering 102 or equivalent. (Engineering 102 may be taken concurrently.) **Note:** This course is not intended for engineering or drafting majors. This course may not be taken for credit by students who have completed Drafting 131 or Engineering 101.

**108
ELECTRO-MECHANICAL PACKAGING****3 Units**

Engineering 108 is a course in tool design and strength of materials and advanced electro-mechanical packaging. Emphasis is placed on various individual and group design projects, covering piping, fixture design, package design, and mechanical design. Students are responsible for the complete design, drawings and all related paper work for each project. Lecture 2 hours, laboratory 3 hours. **Prerequisite:** Engineering 106. **Note:** Students must register for the full number of hours for which the course is scheduled. **Transfer credit:** CSU

**109
BASIC AUTOCAD APPLICATIONS****3 Units**

Engineering 109 is an introductory course in Computer-Aided Drafting and Design systems. Fundamental operational applications will be presented which will enable the students to expand their knowledge of Computer Graphics into other course structures that will require further knowledge as part of their course of instruction. Lecture 2 hours, laboratory 4 hours. **Prerequisite:** Engineering 101 or Architecture 101. **Transfer credit:** CSU

110 ADVANCED AUTOCAD APPLICATIONS

3 Units

Engineering 110 is an advanced course in engineering 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. *Prerequisite:* Engineering 109 or equivalent. *Transfer credit:* CSU, UC, USC

111 BASIC SOLID WORKS

3 Units

Engineering 111 is a basic course in engineering, drafting and design, utilizing Solid Works software, with an emphasis on three-dimensional design, modeling, and engineering applications. Lecture 2 hours, laboratory 4 hours. *Recommended preparation:* Engineering 101 or equivalent and eligibility for English 120 or ESL 151. *Transfer credit:* CSU

120 INTRODUCTION TO SOLID IMAGING TECHNOLOGY

2 Units

Engineering 120 provides students with the basic knowledge of solid imaging and its impact within the engineering and manufacturing community. Emphasis is placed on combining both engineering and manufacturing processes into a rapid prototype model. Students have the opportunity to explore the interaction between computer aided design (CAD), computer aided manufacturing (CAM), and solid imaging systems by participating in the engineering, manufacturing, prototyping and production of an actual part designed by the class. Lecture 2 hours. *Prerequisite:* None. *Recommended preparation:* English 120 or ESL 151, Engineering 102 or equivalent.

121 SOLID IMAGING TECHNOLOGY

3 Units

Engineering 121 provides students with comprehensive and working knowledge of solid imaging applications and procedures with relationship to the engineering, manufacturing and design community. Fabrication of three-dimensional models from students' computer aided designs will demonstrate various types of imaging software currently being used. Three-dimensional printing and fused deposition modeling techniques are features. Lecture 2 hours, laboratory/study 4 hours. *Prerequisite:* Engineering 110 or Computer Aided Manufacturing 211, Art 231 or equivalent.

150 ADVANCED COMPUTER AIDED DRAFTING LABORATORY

1-4 Units

Engineering 150 allows students or industry workers to improve and update their engineering and architecture skills. Techniques are practiced using engineering software. Inspection standards for the purpose of job advancement are presented. Laboratory 3-12 hours. *Prerequisite:* None.

151 COMPUTER AIDED DRAFTING LABORATORY

1-4 Units

Engineering 151 provides practice drafting and engineering computer equipment. Students work on individual projects. Training received in this course develops an ability to visualize and perform various computer functions necessary in the engineering trade. Laboratory 3-12 hours. *Prerequisite:* Engineering 109 or equivalent.

ENGLISH

101/101H FRESHMAN ENGLISH HONORS FRESHMAN ENGLISH

3 Units

English 101 is a foundation course in critical reading and writing skills required of those students intending to transfer to a university. Through their reading and discussion of selected prose works, students learn to identify problems, examine possible solutions, recognize unstated assumptions and values, appraise evidence, evaluate arguments, draw inferences, and test conclusions. Through their writing, students learn to analyze, synthesize, organize information logically, and propose original ideas. Students will also receive instruction in research and MLA documentation and will be 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 a composite of test scores and academic background or satisfactory completion of English 120 or ESL 151 or equivalent. *Transfer credit:* CSU, UC, USC (CAN ENGL 2) (ENGL 101 & 102 CAN ENGL SEQ A)

102/102H CRITICAL THINKING AND LITERARY ANALYSIS HONORS CRITICAL THINKING AND LITERARY ANALYSIS

3 Units

English 102 helps students to develop their critical thinking and writing skills beyond the level achieved in English 101. The course emphasizes the application of logical reasoning, analysis, and strategies of argumentation in critical thinking and writing, using literature (both fiction and non-fiction) and literary criticism as subject matter. Students will also receive instruction in literary research, and will complete a fully documented research paper.

The honors course will be enhanced in one or more of the following ways:

1. Accelerated standards of both critical thinking and literary analysis, including critical writing.
2. Introduction to and emphasis on types or schools of literary criticism, including professional models of such.

Lecture 3 hours. *Prerequisite:* English 101. *Transfer credit:* CSU, UC, USC (CAN ENGL 4) (ENGL 101 & 102 CAN ENGL SEQ A)

103 CREATIVE WRITING WORKSHOP

3 Units

English 103 consists of an introduction to the theory and practice of creative verbal expression in the major imaginative literary forms: (1) non-fiction and fiction prose, (2) poetry, and (3) drama. Emphasis is placed on step by step instruction in creating the finished piece of writing, with much group discussion of student writing. Lecture 3 hours. *Prerequisite:* Eligibility for English 101 or equivalent. *Note:* This course may be taken 3 times; a maximum of 9 units may be earned. *Transfer credit:* CSU, UC, USC (CAN ENGL 6)

**104
CRITICAL THINKING AND
ARGUMENTATION****3 Units**

English 104 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. Lecture 3 hours. *Prerequisite:* English 101. *Transfer credit:* CSU, UC, USC

**105
SURVEY OF ENGLISH LITERATURE
FROM THE ANGLO-SAXON PERIOD
TO 1780****3 Units**

English 105 is a survey course covering the development of English literature from the beginning to 1780 and emphasizing the development of thought in relation to historical and social backgrounds. Lecture 3 hours. *Prerequisite:* Eligibility for English 101. *Transfer credit:* CSU, UC, USC (CAN ENGL 8) (ENGL 105 & 106 CAN ENGL SEQ B)

**106
SURVEY OF ENGLISH LITERATURE
FROM 1780 TO THE PRESENT TIME****3 Units**

English 106 is a survey course covering the development of English literature from 1780 to the present time. English 106 continues to study the development of thought as an expression of our cultural heritage. Lecture 3 hours. *Prerequisite:* Eligibility for English 101. *Transfer credit:* CSU, UC, USC (CAN ENGL 10) (ENGL 105 & 106 CAN ENGL SEQ B)

**107
TWENTIETH CENTURY POETRY I****3 Units**

English 107 consists of an historical orientation to twentieth century poetry a discussion of the significant poets to approximately mid-century, and an intensive study of the most important modernist and contemporary poets of this period. Lecture 3 hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

**108
TWENTIETH CENTURY POETRY II****3 Units**

English 108 consists of a historical orientation to twentieth century poetry from about mid-century to the present. The course examines the influences of modernist poets on contemporary English and American poetry, including the innovations of Russian, European, and Latin-American poets. An in-depth study of the major poets of this period emphasizes the development of new trends in response to aesthetic and cultural changes in society. Lecture 3 hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

**109
INTRODUCTION TO LITERATURE OF
THE WESTERN WORLD****3 Units**

English 109 is a survey of the literature of the Western World from ancient times to the Renaissance. It includes selections from the Old and New Testaments; Celtic, Germanic, Norse, and French mythologies; and representative works from the Middle Ages and the Renaissance. Emphasis is placed on the Greek and Roman classics. Lecture 3 hours. *Prerequisite:* Eligibility for English 101. *Transfer credit:* CSU, UC, USC

**110
INTRODUCTION TO LITERATURE OF
THE WESTERN WORLD****3 Units**

English 110 is a survey of the literature of the Western World from the Enlightenment to the present time. Emphasis is placed on the cultural history and history of important ideas reflected in the literary works, as well as the development of literary techniques and style. Lecture 3 hours. *Prerequisite:* Eligibility for English 101. *Transfer credit:* CSU, UC, USC

**111
WOMEN IN LITERATURE****3 Units**

English 111 is a comparative study of the roles assigned to women in literature by both male and female authors. The course critically examines the literary and cultural stereotypes of women in the short story, novel, poetry, and drama. Lecture 3 hours. *Recommended preparation:* Eligibility for English 101. *Transfer credit:* CSU, UC, USC

**112
SCREENWRITING****3 Units**

English 112 is a basic course in the principles and practice of writing for film and cinema. Emphasis is placed upon the essentials of screenplay structure, format, sequence, characterization, and the dramatic scene. The course will include 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. *Recommended preparation:* Eligibility for English 101. *Note:* This course may be taken 3 times; a maximum of 9 units may be earned. *Transfer credit:* CSU

**114
INTRODUCTION TO POETRY****3 Units**

English 114 consists of an introduction to the basic structural, stylistic, and thematic elements of poetry with emphasis on the major poets and their contribution to the craft. An analysis of poetic techniques allows students to compare and contrast the development of various forms of poetry including traditional and experimental verse. Lecture 3 hours. *Prerequisite:* Eligibility for English 101. *Transfer credit:* CSU, UC, USC

**115
INTRODUCTION TO FICTION****3 Units**

English 115 introduces students to a variety of structural and stylistic elements, critical concepts, and themes that help them analyze and appreciate works of fiction. Students are encouraged to express their interpretations of readings in classroom discussions, and they learn and practice effective methods of writing about works of fiction. Lecture 3 hours. *Prerequisite:* Eligibility for English 101. *Transfer credit:* CSU, UC, USC

**116
INTRODUCTION TO DRAMA****3 Units**

English 116 is an historical survey of drama as a genre from the Classical period to the present day. The course introduces students to the elements of drama, and emphasizes class analysis or representative plays from selected periods. Students are encouraged to express their interpretations of plays and write critical papers about dramatic works. Lecture 3 hours. *Prerequisite:* Eligibility for English 101. *Transfer credit:* CSU, UC, USC

117
FILM AS LITERATURE
3 Units

English 117 is the study of film as literature from thematic, cultural, historical, and aesthetic perspectives. Students are encouraged to incorporate analytical perspectives from literary and film criticism into discussion and written work. Lecture 3 hours. *Recommended preparation:* Eligibility for English 101. *Transfer credit:* CSU, UC, USC

120
COMPOSITION AND READING
3 Units

English 120 is designed for students who want to prepare for the writing required in college classes and other settings. The course emphasizes practice in the writing of thesis-based essays and the critical analysis of selected prose works dealing with important contemporary ideas. English 120 provides practice in the mechanics, style, and organization of paragraphs and essays. Lecture 4 hours. *Prerequisite:* English 191 or placement based on a composite of test scores and academic background. *Recommended preparation:* English 192. (English 192 may be taken concurrently.)

122
AMERICAN LITERATURE TO 1865
3 Units

English 122 is designed to give the student a generous sample of the works of major American writers from Colonial days to the Civil War, and to relate these works to the history of ideas. Important historical movements are traced so that students may gain increased understanding of America's heritage. Lecture 3 hours. *Recommended preparation:* Eligibility for English 101. *Transfer credit:* CSU, UC, USC (CAN ENGL 14) (ENGL 122 & 123 CAN ENGL SEQ C)

123
AMERICAN LITERATURE FROM 1865 TO THE PRESENT
3 Units

English 123 is designed to give a generous sample of the works of major American writers from the Civil War to the present day. The course is intended to enrich the student's understanding of selected major American works. The important literary movements, with their sociological implications, are traced so that the student can acquire a background for critical judgment of contemporary American writing. Lecture 3 hours. *Recommended preparation:* Eligibility for English 101. *Transfer credit:* CSU, UC, USC (CAN ENGL 16)

124
CONTEMPORARY LITERATURE
3 Units

English 124 is an introduction to representative literature after World War II, focusing on fiction, drama and poetry. The course explores recent advances in technology, multicultural diversity, and gender equity, plus other artistic, political and cultural developments and how these changes have affected contemporary literature; emphasis is on American authors, including recent immigrants. Lecture 3 hours. *Recommended preparation:* Eligibility for English 101. *Transfer credit:* CSU, UC, USC

125
SHAKESPEARE
3 Units

English 125 is an introduction to the works of Shakespeare. The course is focused on a close study of Shakespeare's major plays. It also provides a background and insights into the Elizabethan world so that the student may more fully understand and appreciate Shakespeare's writings. Lecture 3 hours. *Recommended preparation:* Eligibility for English 101. *Transfer credit:* CSU, UC, USC

126
THE MODERN DRAMA
3 Units

English 126 is a survey of modern plays and playwrights. Representative works of European and American dramatists are read with special attention given to the literary and sociological importance of plays written since 1870. Also considered are important developments in stagecraft and theatre construction which have had an influence on the playwrights. The aim of the course is to enable students to recognize differing views of human problems as dramatized by a wide variety of playwrights in the last one hundred years and to encourage objective, analytical judgments of literary excellence. Lecture 3 hours. *Prerequisite:* Eligibility for English 101. *Transfer credit:* CSU, UC, USC

127
CHILDREN'S LITERATURE
3 Units

English 127 is designed to develop the ability of students to select and use literature with children. As students read and discuss a broad range of children's literature, including both prose and poetry, they develop standards for judging children's literature and determining the appropriateness of a given literary work for an individual child. Students practice story-telling techniques and prepare activities to help children appreciate literature and grow through exposure to it. Lecture 3 hours. *Prerequisite:* Eligibility for English 120 or ESL 151. *Transfer credit:* CSU

128
THE BIBLE AS LITERATURE
3 Units

English 128 is a general introduction to the Bible: its characters, recurrent themes, images and symbols. The course presents information regarding the literary divisions, the language, and text of each book as well as its composition, authorship, date, and contents. Attention is given to literary, historical, geographical, archaeological, and theological matters, including the formation of the canon, modern approaches to biblical study, and principal English versions of the Scriptures. Lecture 3 hours. *Recommended preparation:* Eligibility for English 101. *Transfer credit:* CSU, UC, USC

130
SCIENCE FICTION LITERATURE
3 Units

English 130 is a survey of science fiction from the late 19th Century to the present, concentrating on 20th Century writers. Students read, analyze, and discuss the history of science fiction, major themes, genres (short story, novels, drama, poetry), media (radio, cinema, television), fandom (clubs, fan publications, conventions), and the function of science fiction as a literary form that reflects human concern with solving or escaping problems in an increasingly scientific and technological age. Lecture 3 hours. *Recommended preparation:* English 101. *Transfer credit:* CSU, UC, USC

141
SOUTHWESTERN ETHNIC LITERATURE
3 Units

English 141 is a study of representative pieces of fiction, drama, and poetry written by Chicano and Native American writers of the Southwestern United States, primarily from California, Arizona, and New Mexico. The course examines ethnic context, artistic technique, and literary themes, providing a window to the rich Native American and Chicano cultures. The course also makes connections between the literature, art, and philosophy of Chicanos and Native Americans. Students develop sensitivity to and an understanding of cultural differences from a literary standpoint with attention paid to historical, psychological, and sociological analysis. Lecture 3 hours. *Prerequisite:* Eligibility for English 101. *Transfer credit:* CSU, UC, USC

ENGLISH COURSE SEQUENCE

COMPOSITION COURSES

English 187—1 unit
Basic English Lab
Non-Degree Applicable

English 189—3 units
Writing Workshop I
Non-Degree Applicable

English 191—4 units
Writing Workshop II
Non-Degree Applicable

English 120—3 units
Composition and Reading
Degree Applicable

English 101—3 units
Freshman English
Transfer to UC & CSU

English 102—3 units
Critical Thinking and Literary
Analysis
Transfer to UC & CSU

English 104—3 units
Critical Thinking and
Argumentation
Transfer to UC & CSU

READING COURSES

English 186—1 unit
Basic Reading Lab
Non-Degree Applicable

English 188—3 units
Intro. to Academic Reading
Non-Degree Applicable

English 190—3 units
Intermediate Academic Reading
Non-Degree Applicable

English 192—3 units
Advanced College Reading
Degree Applicable

LITERATURE COURSES Transfer to UC & CSU

| | |
|-------------------|-----------------------|
| English 103 | Creative Writing |
| English 105 & 106 | British Survey |
| English 107 & 108 | 20th Century Poetry |
| English 109 & 110 | World Literature |
| English 111 | Women in Literature |
| English 112 | Screenwriting |
| English 114 | Intro. to Poetry |
| English 115 | Intro. to Fiction |
| English 116 | Intro. to Drama |
| English 117 | Film as Literature |
| English 122 & 123 | American Survey |
| English 124 | Contemporary Fiction |
| English 125 | Shakespeare |
| English 126 | The Modern Drama |
| English 127 | Children's Literature |
| English 128 | Bible as Literature |
| English 130 | Science Fiction |

NOTE: Eligibility for English 101 is recommended or required for all literature classes except English 107 and 108.

CONCURRENT ENROLLMENT REQUIRED -----
REQUIRED _____

142
ASIAN AMERICAN LITERATURE
 3 Units

English 142 is a study of representative pieces of poetry, fiction, and non-fiction written by Asian American writers. The course examines ethnic context, artistic technique, and literary themes, providing a window to the rich cultures of Asia, which underlie the perspective of Asian American minority groups in America. The course also makes connections between literature and art, as well as philosophy, of Asian American minority groups. Students develop sensitivity to and an understanding of cultural differences from a literary standpoint with attention paid to historical, psychological, and sociological enhancement. Lecture 3 hours. *Prerequisite:* Eligibility for English 101. *Transfer credit:* CSU, UC, USC

150
READING SKILL BUILDING
FOR ADULTS WITH LEARNING
DISABILITIES
 2 Units
NON-DEGREE APPLICABLE

English 150 is designed for the learning disabled adult with disorders in processing written information or with dyslexia. The course provides exposure to and practice in reading skills appropriate to the student's demonstrated strengths and weakness. Lecture 2 hours, laboratory 1 hour. *Prerequisite:* None. *Note:* This course may be taken 4 times; a maximum of 8 units may be earned.

151
DEVELOPING FUNDAMENTAL
WRITING SKILLS FOR ADULTS WITH
LEARNING DISABILITIES
 2 Units
NON-DEGREE APPLICABLE

English 151 is designed to provide the learning disabled student with skills in the areas of sentence construction, syntax, language development, and an understanding of the relationship between correct oral and written English communication. Lecture 2 hours, laboratory 1 hour. *Prerequisite:* None. *Note:* This course may be taken 4 times; a maximum of 8 units may be earned.

152
WRITING AND READING
STRATEGIES
 2 Units
NON-DEGREE APPLICABLE

English 152 is designed for students with learning disabilities who are enrolled in mainstream English classes. Students learn a variety of multi-sensory approaches to writing and reading in order to improve their management of written language. Lecture 2 hours, laboratory 2 hours. *Prerequisite:* None.

160
BEGINNING READING I FOR DEAF
STUDENTS
 3 Units

English 160 is designed for beginning-level deaf and hard of hearing readers who use American Sign Language as their primary communication system. The course emphasizes vocabulary development, pre-reading skill development, analysis of roots, prefixes, suffixes, use of contextual cues, and identifying the main idea. Comprehension and attention to detail are also emphasized. Lecture 3 hours. *Recommended preparation:* Fluency in American Sign Language.

161
BEGINNING READING II FOR DEAF
STUDENTS
 3 Units

English 161 is designed for high beginning level deaf and hard of hearing students who use American Sign Language as their primary communication system. The course emphasizes decoding meaning from content, identifying main idea, drawing conclusions, and making predictions. Lecture 3 hours. *Prerequisite:* English 160 or equivalent. Placement is based on a composite of test scores and academic background.

162
INTERMEDIATE READING I FOR
DEAF STUDENTS
 3 Units

English 162 is designed for high beginning-low intermediate level deaf and hard of hearing students who use American Sign language as their primary communication system. The course encourages students to read extensively thereby promoting English language proficiency and reading skills. Students read contemporary short stories, determine what questions those works raise, and discuss and write about their understanding of the texts. Lecture 3 hours. *Prerequisite:* English 161. Placement is based on a composite of test scores and academic background.

166
BEGINNING GRAMMAR I FOR DEAF
STUDENTS
 3 Units

English 166 is designed for beginning-level deaf and hard of hearing students who use American Sign Language as their primary communication system. The course is designed to improve the student's English grammatical understanding and usage. The course emphasizes the correct use of the simple and progressive verb tenses in simple sentence structures, modals of advice and opinion, modals of possibility and probability, and adverbs of frequency. Lecture 3 hours. *Recommended preparation:* Fluency in American Sign Language.

167
BEGINNING GRAMMAR II FOR DEAF
STUDENTS
 3 Units

English 167 is designed for beginning-level deaf and hard of hearing students who use American Sign Language as their primary communication system. The course is designed to improve the student's English grammatical understanding and usage. The course emphasizes the correct use of the perfect and perfect progressive tenses, simple past and past progressive tenses with time clauses and count and non-count nouns in simple sentence structures. Lecture 3 hours. *Prerequisite:* English 166 or equivalent. Placement is based on a composite of test scores and academic background.

168
INTERMEDIATE GRAMMAR I FOR
DEAF STUDENTS
 3 Units

English 168 is designed for intermediate-level deaf and hard of hearing students who use American Sign Language as their primary communication system. The course emphasizes the correct use of all verb forms, the passive tense, noun phrases, gerunds and infinitives. Lecture 3 hours. *Prerequisite:* English 167 or equivalent. Placement is based on a composite of test scores and academic background.

172
BEGINNING WRITING I FOR DEAF
STUDENTS
 2 Units

English 172 is designed for beginning-level deaf and hard of hearing students who use American Sign Language as their primary communication system. The course is designed to introduce students to formal sentence structure based on the principles of English grammar. Students will learn to identify and write different types of sentences in preparation for further academic writing. Lecture 2 hours, laboratory 1 hour. *Recommended preparation:* Fluency in American Sign Language.

**173
BEGINNING WRITING II FOR DEAF
STUDENTS**

2 Units

English 173 is designed for beginning-level deaf and hard of hearing students who use American Sign Language as their primary communication system. The course is designed to introduce students to formal sentence structure based on the principles of English grammar. Students will learn to identify and write different types of sentences in preparation for further academic writing. Lecture 2 hours, laboratory 1 hour. *Prerequisite:* English 172 or equivalent. Placement is based on a composite of test scores and academic background.

**174
INTERMEDIATE WRITING I FOR DEAF
STUDENTS**

2 Units

English 174 is designed for intermediate-level deaf and hard of hearing students who use American Sign Language as their primary communication system. The course focuses on paragraph planning and writing, to prepare students for further academic writing. Lecture 2 hours, laboratory 1 hour. *Prerequisite:* English 173 or equivalent. Placement is based on a composite of test scores and academic background.

**182
BASIC COMMUNICATION-
VOCABULARY**

1 Unit

NON-DEGREE APPLICABLE

English 182 is designed to help students develop a wide variety of vocabulary skills. The modular system allows students to work on one skill at a time and to work first on the skills they need the most. The audio-tutorial format allows students to work individually, progressing at their own rate and reviewing a topic as many times as necessary to achieve full understanding and mastery of it. Credit is awarded upon completion of all the modules. Laboratory 3 hours. *Prerequisite:* None. *Note:* This course may be taken 2 times; a maximum of 2 units may be earned.

**183
BASIC COMMUNICATION-GRAMMAR**

1 Unit

NON-DEGREE APPLICABLE

English 183 is designed to provide the student with the basic background and skills necessary for recognizing and remedying frequently made grammatical errors. This course, which is individualized, self-paced, interactive, and audio tutorial, introduces the student to basic English constructions and sentence-level writing problems. Credit is awarded upon completion of all the modules. Laboratory 3 hours. *Prerequisite:* None. *Note:* This course may be taken 2 times; a maximum of 2 units may be earned.

**184
BASIC SPELLING**

1 Unit

NON-DEGREE APPLICABLE

English 184 is designed for students who need to practice spelling English words the way they sound. Students practice spelling both short and longer words in English. The course focuses on sound-letter relationships, taking into account the factors of position, environment, and stress. In other words, students learn to predict the letter or combination of letters that will most likely be used to spell each English sound at the beginning, middle, and end of English syllables or words. Lecture 1 hour. *Prerequisite:* None.

**185
ADVANCED SPELLING**

1 Unit

NON-DEGREE APPLICABLE

English 185 is designed for students who spell words the way they sound, but who need practice in applying more complex spelling generalizations, and in spelling longer words or words that do not follow these generalizations. The course reviews sound-letter relationships, but focuses on the changes that take place in words as they change form or part of speech. Context, history, and meaning are emphasized as ways to predict the correct spelling of English words. Lecture 1 hour. *Prerequisite:* None.

**186
BASIC READING LABORATORY**

1 Unit

NON-DEGREE APPLICABLE

English 186 is an individualized course of study designed to improve a student's English reading skills. The course covers reading techniques, vocabulary development, and comprehension and analysis skills. Laboratory 3 hours. *Prerequisite:* Placement is based on a composite of test scores and academic background.

**187
BASIC ENGLISH LABORATORY**

1 Unit

NON-DEGREE APPLICABLE

English 187 is an individualized course of study designed to improve a student's English writing skills. The course covers the basics of sentence and paragraph composition, including an introduction to mechanics, grammar, spelling, and paragraph form. Laboratory 3 hours. *Prerequisite:* Placement is based on a composite of test scores and academic background and completion of English 186).

**188
INTRODUCTION TO ACADEMIC
READING**

3 Units

NON-DEGREE APPLICABLE

English 188 is a reading course designed for students who need to improve their basic skills. Various word attack skills are covered, including phonics, word analysis through the study of prefixes and word roots, and the use of context clues. Methods to improve comprehension are covered. Students are grouped into ability levels and organized into study sessions. There is extensive use of computer assisted instruction to drill vocabulary and to practice skills covered in class. Lecture 3 hours, laboratory 1 hour. *Prerequisite:* Placement is based on a composite of test scores and academic background. English 188 must be taken prior to or concurrently with English 189.

**189
WRITING WORKSHOP I**

3 Units

NON-DEGREE APPLICABLE

English 189 is designed for students who need to practice writing clear sentences and paragraphs in standard English. The course is a writing workshop. It involves the students actively in reading, writing, discussing, and re-writing. Individualized computer lessons provide tutorials and practice in the grammar and mechanics of writing. 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. Lecture 3 hours, laboratory 2 hours. *Prerequisite:* Placement is based on a composite of test scores and academic background. Concurrent enrollment in or satisfactory completion of English 188 is required.

190
INTERMEDIATE ACADEMIC READING
3 Units

NON-DEGREE APPLICABLE

English 190 is a reading course designed for students who wish to improve their college reading skills. Various textbook study methods are covered, as are memory improvement, vocabulary building through the study of prefixes and roots, and the use of context clues. Some basic word attack skills are reviewed, but the emphasis of the course is on strengthening higher level reading comprehension as well as improving critical reading. Methods to improve literal and inferential comprehension are covered. Lecture 3 hours, laboratory 1 hour. *Prerequisite:* Placement is based on a composite of test scores and academic background. English 190 must be taken prior to or concurrently with English 191.

191
WRITING WORKSHOP II
4 Units

NON-DEGREE APPLICABLE

English 191 is designed for students who need to practice writing more thoughtful and well-organized short compositions in standard English. Conducted as a writing workshop, the class also involves reading, and discussion of articles, stories and possibly longer works. Individualized computer lessons provide tutorials and practice in the grammar and mechanics of writing. 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. Lecture 4 hours, laboratory 2 hours. *Prerequisite:* Placement is based on a composite of test scores and academic background or satisfactory completion of English 189. Concurrent enrollment in or satisfactory completion of English 190 is required.

192
ADVANCED COLLEGE READING
3 Units

English 192 is a reading course designed for students who are generally good readers, but who wish to improve their reading speed and comprehension. Various speed reading techniques are covered, as well as vocabulary building through the study of prefixes and roots, and the use of context clues. Comprehension skills are reviewed as are the use of analogies and critical reading methods. Written book reviews and summaries are assigned. Lecture 3 hours, laboratory 1 hour. *Prerequisite:* Placement is based on a composite of test scores and academic background or satisfactory completion of English 190. *Recommended corequisite:* Concurrent enrollment in English 120. *Note:* This course may be taken 3 times; a maximum of 3 units may be earned.

197
LITERACY TRAINING METHODS
2 Units

English 197 is a course designed to help literacy tutors with no formal training in education promote the development of reading skills in children and adults. General tutoring methods, practice, responsibilities, and ethics are covered, as are specific methods to help build various reading skills. Lecture 2 hours. *Prerequisite:* Eligibility for English 120 or ESL 151. *Note:* This course may be taken 2 times; a maximum of 4 units may be earned.

200
SPEED READING
1 Unit

English 200 is a college-level speed reading course designed for advanced students who read well yet who need to increase their reading rate. There is heavy emphasis on matching improvements in reading rates with consistent or increased comprehension. A variety of self-pacing techniques are taught. Also covered are ways to increase eyespan and to cut down on vocalization and regression. Lecture 2 hours. *Prerequisite:* None. *Note:* The instructor may require up to 2 hours of laboratory work each week in the Learning Center. This course may be taken 2 times; a maximum of 2 units may be earned.

212
ADVANCED SCREENWRITING
3 Units

English 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:* English 112 or equivalent.

**ENGLISH AS A SECOND
LANGUAGE**

111
GRAMMAR AND WRITING I
5 Units
NON-DEGREE APPLICABLE

English as a Second Language 111 is designed for students at the beginning level of English. This course provides instruction in vocabulary, basic sentence structure, and simple reading and writing. Students write short paragraphs with correct punctuation and spelling. They practice idiomatic expressions used in writing and discuss cultural differences to help them adapt more quickly to college life in the United States. Lecture 5 hours, laboratory 1 hour. *Prerequisite:* Placement is based on a composite of test scores and academic background. *Recommended preparation:* Concurrent enrollment in an appropriate ESL listening and speaking course and a reading course.

115
LISTENING AND SPEAKING I
3 Units
NON-DEGREE APPLICABLE

English as a Second Language 115 is designed for students who cannot communicate effectively even in the most basic situations on the community college campus. Dialogues are presented, and students participate in role plays of campus-related situations in class and on the campus at large. Clear speaking, listening, and pronouncing are stressed in classroom drills and activities. Laboratory assignments may be made by the instructor based on individual student needs. Lecture 5 hours, laboratory 1 hour. *Prerequisite:* Placement is based on a composite of test scores and academic background. *Recommended preparation:* Concurrent enrollment in an ESL grammar and writing course. *Note:* This course is taught credit/no credit only.

**116
READING AND VOCABULARY FOR
ESL I STUDENTS***3 Units***NON-DEGREE APPLICABLE**

English as a Second Language 116 is designed to help beginning ESL students read simple passages. The course places heavy emphasis on basic vocabulary development and dictionary skills. Students study the relationships between sounds and spelling, and practice using various reading strategies to increase their reading comprehension. Lecture 3 hours, laboratory 1 hour. *Prerequisite:* Placement is based on a composite of test scores and academic background. *Recommended preparation:* Concurrent enrollment in an appropriate ESL listening and speaking course and an ESL grammar and writing course and a reading course.

**117
LISTENING COMPREHENSION &
VOCABULARY DEVELOPMENT***3 Units***NON-DEGREE APPLICABLE**

English as a Second Language 117 is a telecourse designed to help beginning ESL students improve their listening comprehension skills and vocabulary development. Students view videos specifically designed for this level and do listening comprehension and vocabulary development exercises in a workbook written to match the videotapes. Students participate in additional drills and activities assigned by the instructor. Lecture 5 hours. *Prerequisite:* Placement is based on a composite of test scores and academic background. *Recommended preparation:* Concurrent enrollment in an appropriate ESL grammar and writing course and a reading course. *Note:* This course may not be taken for credit by students who have completed ESL 125. The course grade will be "Credit" or "No Credit." There will be no letter grades for ESL 117.

**118
BASIC SPELLING FOR NON-NATIVE
SPEAKERS***2 Units***NON-DEGREE APPLICABLE**

ESL 118 is a course designed to improve the spelling proficiency of those students whose native language is not English. There is a special emphasis on the relationship of pronunciation to spelling. Lecture 2 hours, laboratory 1 hour. *Prerequisite:* Eligibility for ESL 123.

**123
GRAMMAR AND WRITING II***4 Units*

English as a Second Language 123 is designed for students at the low intermediate level of English. This course focuses on grammar, reading, and composition. Students write one- to two paragraph compositions. Special emphasis is placed on the acquisition of vocabulary, idioms, and structures appropriate for writing. The course stresses the correct use of a variety of grammatical structures and verb tenses within compositions. Lecture 5 hours, laboratory 1 hour. *Prerequisite:* Placement is based on a composite of test scores and academic background or satisfactory completion of ESL 111. *Recommended preparation:* Concurrent enrollment in an appropriate ESL listening and speaking course and a reading course.

**125
LISTENING AND SPEAKING II***2 Units***NON-DEGREE APPLICABLE**

English as a Second Language 125 presents listening comprehension strategies as well as practice in the pronunciation of individual sounds, word and sentence stress, and intonation patterns. Oral communication skills are strengthened through such activities as dialogues and role playing, as well as pair, group, and class discussion. Both formal and informal vocabulary and idioms are taught and tested. Lecture 4 hours, laboratory 1 hour. *Prerequisite:* Placement is based on a composite of test scores and academic background or satisfactory completion of ESL 115. *Recommended preparation:* Concurrent enrollment in an appropriate ESL grammar and writing course and a reading course.

**126
READING AND VOCABULARY FOR
ESL II STUDENTS***3 Units*

English as a Second Language 126 is designed to help lower-intermediate ESL students read academic materials. The course emphasizes vocabulary development by inferring meaning from context and by understanding affixes. Reading skills are practiced on passages from various fields, and a complete work is read. Lecture 3 hours, laboratory 1 hour. *Prerequisite:* Placement is based on a composite of test scores and academic background or satisfactory completion of ESL 116. ESL 121 (or 123) must be taken prior to or concurrently with ESL 126. *Recommended preparation:* Concurrent enrollment in an appropriate ESL listening and speaking course and an ESL grammar and writing course.

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

English as a Second Language 127 is a telecourse designed to help high-beginning to intermediate ESL students improve their listening comprehension skills and vocabulary development. Students view videos specifically designed for this level and do listening comprehension and vocabulary development exercises in a workbook written to match the videotapes. Students participate in additional drills and activities assigned by the instructor. Lecture 5 hours. *Prerequisite:* Placement is based on a composite of test scores and academic background or satisfactory completion of ESL 117. *Recommended preparation:* Concurrent enrollment in an appropriate ESL grammar and writing course and a reading course. *Note:* This course may not be taken for credit by students who have completed ESL 135. The course grade will be "Credit" or "No Credit." There will be no letter grades for ESL 127.

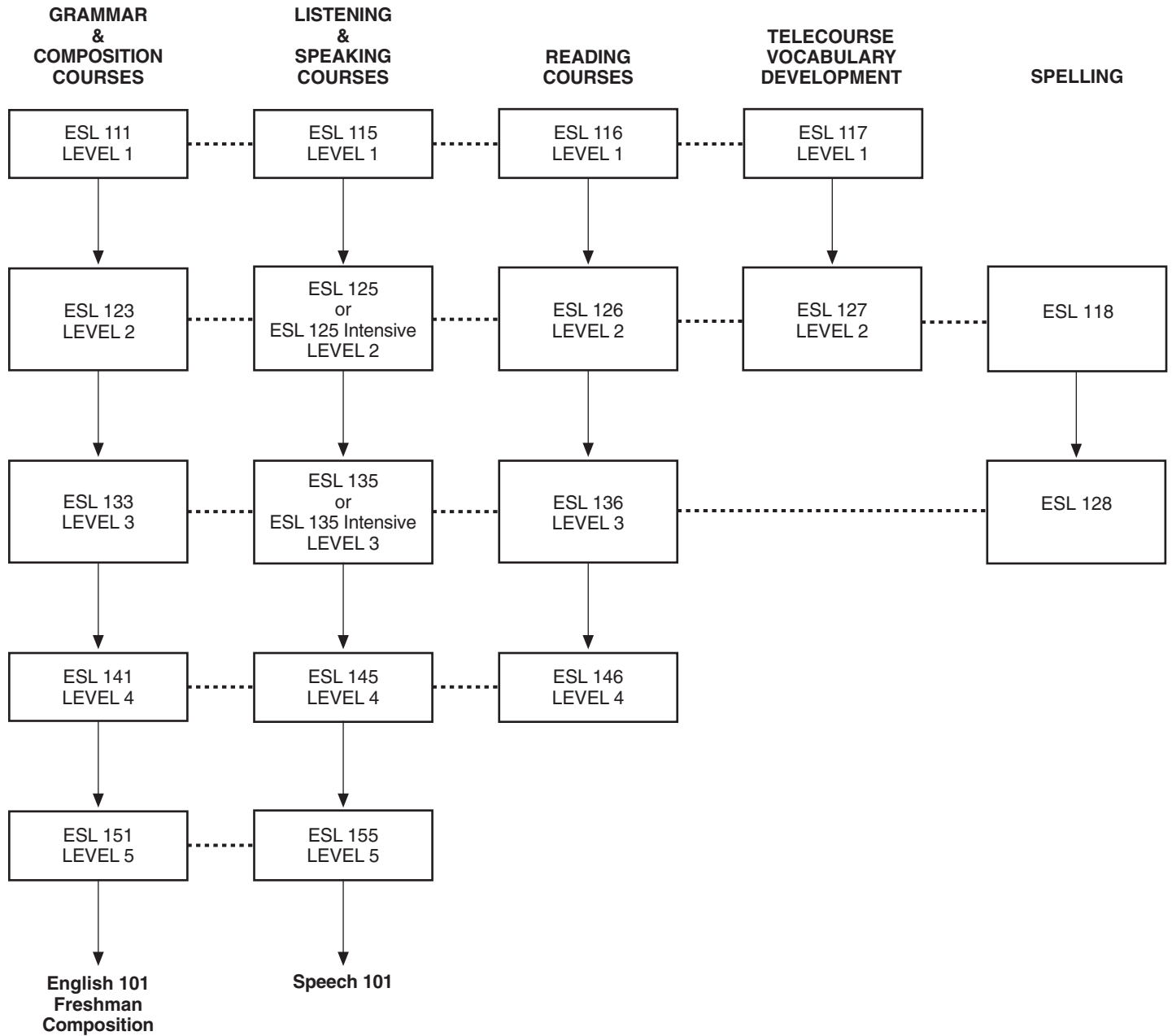
**128
ACADEMIC SPELLING FOR NON-
NATIVE SPEAKERS***2 Units***NON DEGREE APPLICABLE**

English as a Second Language 128 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, laboratory 1 hour. *Prerequisite:* Eligibility for ESL 133. *Recommended preparation:* Concurrent enrollment in an appropriate ESL listening and speaking, grammar and writing, and/or reading and vocabulary course.

**133
GRAMMAR AND WRITING III***4 Units*

English as a Second Language 133 is designed for students at the high intermediate level of English. The course focuses on grammar, controlled composition, and reading. Students study increasingly complex grammatical structures and incorporate these structures into essays of three to five paragraphs in length (approximately 300 words). Lecture 5 hours, laboratory 1 hour. *Prerequisite:* ESL 123 and ESL 126. *Recommended preparation:* Concurrent enrollment in an appropriate ESL listening and speaking course and a reading course. *Transfer credit:* CSU, UC, USC

CREDIT ESL COURSE SEQUENCE



It is recommended that students enroll in grammar and writing, listening and speaking, and reading classes in the same semester. Placement in the Credit ESL course sequence is based on a composite of test scores and academic background.

135
LISTENING AND SPEAKING III
 2 Units

English as a Second Language 135 stresses listening comprehension as well as oral communication by means of reports, short speeches, and small group and class discussion of high-interest topics. The standard pronunciation of individual sounds, as well as stress and intonation patterns are presented, drilled and tested. The students will study formal and informal idioms and vocabulary to improve their ability to communicate orally. Some work is done to correct the problems of individual students. In addition, laboratory assignments may be made based on individual student needs. Lecture 4 hours, laboratory 1 hour. *Prerequisite:* Placement is based on a composite of test scores and academic background or satisfactory completion of ESL 125. *Recommended preparation:* Concurrent enrollment in an appropriate ESL grammar and writing course and a reading course. *Transfer credit:* CSU

136
READING AND VOCABULARY FOR ESL III STUDENTS
 3 Units

English as a Second Language 136 is designed to encourage intermediate ESL students to read extensively and promote English language proficiency and reading skills. Students read complete works of fiction and non-fiction, determine what questions those works raise, and discuss and write about their understanding of the texts. Lecture 3 hours, laboratory 1 hour. *Prerequisite:* Placement is based on a composite of test scores and academic background or satisfactory completion of ESL 126. ESL 131 (or 133) must be taken prior to or concurrently with ESL 136. *Recommended preparation:* Concurrent enrollment in an appropriate ESL listening and speaking course and in an ESL grammar and writing course. *Transfer credit:* CSU

141
GRAMMAR AND WRITING IV
 4 Units

English as a Second Language 141 is designed for students at the advanced level of grammar and writing. Critical analysis of academic reading materials encourages independent thinking and the expression of informed opinion. Compositions are written in response to readings and discussions and become the vehicle for showing the ability to use advanced grammatical structures of English. Lecture 5 hours, laboratory 1 hour. *Prerequisite:* ESL 133 and 136. *Recommended preparation:* Concurrent enrollment in an appropriate ESL listening and speaking course and in an appropriate reading course. *Transfer credit:* CSU, UC, USC

145
LISTENING AND SPEAKING IV
 2 Units

English as a Second Language 145 stresses fluency and clarity in delivery of speeches as well as in various communicative activities. These may involve the preparation and presentation of reports, summaries, and persuasive speeches. Students are exhorted to use the vocabulary and grammatical structures appropriate to formal settings. Culturally appropriate subtleties such as body language are reviewed in order to maximize the efficacy of communication. Listening comprehension and lecture/note-taking skills are practiced and evaluated. Lecture 3 hours, laboratory 1 hour. *Prerequisite:* Placement is based on a composite of test scores and academic background or satisfactory completion of ESL 135. *Recommended preparation:* It is strongly recommended that a student be concurrently enrolled in an ESL grammar and writing class at the 133 level or higher. *Note:* This course is taught at a level of vocabulary equivalent to ESL 141. *Transfer credit:* CSU

146
READING AND VOCABULARY FOR ESL IV STUDENTS
 3 Units

English as a Second Language 146 is designed to encourage advanced ESL students to read extensively and to promote English language proficiency and reading skills. Students read complete works on related topics, analyze what questions those works raise, and discuss and write about their understanding of the texts. Students are asked to read texts from content courses or from literature. Lecture 3 hours, laboratory 1 hour. *Prerequisite:* Placement is based on a composite of test scores and academic background or satisfactory completion of ESL 136. ESL 141 must be taken prior to or concurrently with ESL 146. *Recommended preparation:* Concurrent enrollment in an appropriate ESL listening and speaking course and in an appropriate ESL grammar and writing course. *Note:* In addition to regular class hours, students must spend one hour a week in the laboratory. *Transfer credit:* CSU

151
READING AND COMPOSITION V
 4 Units

English as a Second Language 151 is designed for non-native students who are proficient in English and are able to compete with native students in most college courses except those that may require essay exams. The course gives students extensive practice in rhetorical modes of exposition and argument. It emphasizes analytical and expository writing at the essay level, as well as critical reading, and gives students practice in writing essay examinations. The course stresses both organization and in-depth essay development. Students work to eliminate weaknesses in syntax, idiomatic usage, and grammar. Library research techniques are introduced and a short research paper is completed. Lecture 4 hours, laboratory 1 hour. *Prerequisite:* Placement is based on a composite of test scores and academic background or satisfactory completion of ESL 141. *Transfer credit:* CSU, UC, USC

155
LISTENING AND SPEAKING V
 2 Units

English as a Second Language 155 concentrates on reducing foreign accents in the speech of otherwise articulate non-native students. Intensive practice in the production of individual sounds, rhythm, stress, intonation, phraseology helps students communicate more effectively and helps prepare them for upper division ESL phonetics courses. Students learn to use formal diction by making oral presentations and participating in class debates. They practice expressive speaking, appropriate facial expressions, and hand and body gestures. Laboratory assignments may be made at the discretion of the instructor. Lecture 3 hours, laboratory 1 hour. *Prerequisite:* Placement is based on a composite of test scores and academic background or satisfactory completion of ESL 145. *Recommended preparation:* It is strongly recommended that a student be concurrently enrolled in an ESL grammar and writing class at the 141 level or higher. *Transfer credit:* CSU

ETHNIC STUDIES

**101
LATIN AMERICAN CULTURAL
EXPRESSION**

3 Units

Ethnic Studies 101 surveys the cultural background that has shaped the present Latin American societies. The course analyzes such areas as: society culture, the psychology of the Latin American, city and rural life styles, religion, women, education and the role of the university, the artists and their role in politics, cultural imperialism, music and artistic expression, Latin American cinema, art in revolutionary societies, new song movement. Lecture 3 hours. *Recommended preparation:* Eligibility for English 120 or ESL 151. *Transfer credit:* CSU, UC, USC

**102
LATINOS IN THE UNITED STATES**

3 Units

Ethnic Studies 102 surveys the social, political, economic and cultural development and experience of the various Latin Americans in the United States. The survey includes the following groups: Mexicans, Puerto Ricans, Cubans and other Caribbeans, Central and South Americans. The course also analyzes the contributions made by the Latin Americans to the economic development of the North American society. Lecture 3 hours. *Recommended preparation:* Eligibility for English 120 or ESL 151. *Transfer credit:* CSU, UC, USC

**110
CONTEMPORARY ETHNIC WOMEN**

3 Units

Ethnic Studies 110 is a survey of the contemporary status of ethnic women in North American society. This course makes relevant cross-cultural comparisons using contemporary issues and their relation to the ethnic women of today. Lecture 3 hours. *Recommended preparation:* Eligibility for English 120 or ESL 151. *Transfer credit:* CSU, UC, USC

**111
EUROPEAN IMMIGRANTS IN
AMERICA, 1776 TO PRESENT**

3 Units

Ethnic Studies 111 is a survey course which examines the history and experiences of European immigrants in America from the late eighteenth century to the present. The course examines the immigration process itself, consider specific groups (British, Irish, German, Italian, Polish, Jewish, Greek, etc.) assess the reaction to immigration by white Americans, and evaluate the contribution made by European immigrants to American society. Lecture 3 hours. *Recommended preparation:* Eligibility for English 120 or ESL 151. *Transfer credit:* CSU, UC, USC

**120
MEXICAN-AMERICAN STUDIES**

(Formerly listed as Social Science 122)

3 Units

Ethnic Studies 122 is designed to provide the student with an understanding and appreciation of the social, political, economic and cultural experiences of the Mexican people in the United States. The course focuses on the Chicano experience after the signing of the Treaty of Guadalupe Hidalgo in 1848. The course continues to explore and analyze the contemporary problems of the Chicano people throughout the nation. Special attention is given to such topics as: immigration, political and labor participation, education, the family and cultural expression. Lecture 3 hours. *Recommended preparation:* Eligibility for English 120 or ESL 151. *Transfer credit:* CSU, UC, USC

**121
ETHNIC AND RACIAL MINORITIES**

(Formerly listed as Social Science 121)

3 Units

Ethnic Studies 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 English 120 or ESL 151. *Transfer credit:* CSU, UC, USC

**122
INTRODUCTION TO ASIAN
AMERICAN CULTURE**

3 Units

Ethnic Studies 122 is a survey course which will introduce students to the special elements unique to Asian culture. This course also focuses on the various dilemmas faced by Asian Americans as their respective cultural "roots" come into contact with the cultural values of the dominant society. Lecture 3 hours. *Recommended preparation:* Eligibility for English 120 or ESL 151. *Transfer credit:* CSU, UC, USC

**123
ASIANS IN AMERICA**

(Formerly listed as Social Science 123)

3 Units

Ethnic Studies 123 is a survey course which examines the experience of Asian American groups (Chinese, Japanese, Filipinos, Koreans, and others) from the mid-nineteenth century to the present. The course emphasizes these themes as it considers each immigrant group: stereotypes, push and pull factors in immigration, labor experiences, racism and discrimination in American society as applied to Asian Americans, contributions of Asian Americans to American society, community life before and since World War II, problems of the Asian American community today. Lecture 3 hours. *Recommended preparation:* Eligibility for English 120 or ESL 151. *Transfer credit:* CSU, UC, USC

**124
JAPANESE EXPERIENCE IN
AMERICA**

3 Units

Ethnic Studies 124 is an in-depth survey of the history of Japanese immigrants and their descendants in America from the 19th century to the present. The course is designed to meet the needs of students who wish to more fully understand the experience of the Japanese immigrants and their descendants in America. Lecture 3 hours. *Recommended preparation:* Eligibility for English 120 or ESL 151. *Transfer credit:* CSU, UC, USC

**125
NATIVE AMERICAN STUDIES**

3 Units

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

**132
THE AFRICAN AMERICAN
EXPERIENCE IN THE UNITED STATES**
3 Units

Ethnic Studies 132 surveys the African American experience in the United States. It traces the role and contributions of African American people in the development of the United States. The course includes such major topics as: the slave trade, the Revolutionary War and Civil War, the development of African American communities and culture, as well as contemporary African American issues. Lecture 3 hours. **Recommended preparation:** Eligibility for English 120 or ESL 151. **Transfer credit:** CSU, UC, USC

**164
THE ARMENIAN DIASPORA**
3 Units

Ethnic Studies 164 examines the development of the Armenian Diaspora from the abandonment of the Armenian Question by the United States and the European Powers in 1923, to the unfolding of current events that are critically affecting the Armenian case today. The course focuses on: the growing Armenian-American community; Armenian emigration from the Middle East and Soviet Armenia; pressures of assimilation in the U.S.; activities of community organizations toward preserving Armenian culture; current Armenian affairs and U.S. foreign policy. Lecture 3 hours. **Recommended preparation:** Eligibility for English 120 or ESL 151. **Transfer credit:** CSU, UC, USC

FIRE ACADEMY

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 Technology 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.

**116
FIRE ACADEMY I**
4 Units

Fire Technology 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 Technology 117, Fire Academy II, Fire Technology 118, Fire Academy III and Fire Technology 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 English 120 or ESL 151.

**117
FIRE ACADEMY II**
12 Units

Fire Technology 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 Technology 116, Fire Technology 118, and Fire Technology 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 Technology 116.

**118
FIRE ACADEMY III**
4 Units

Fire Technology 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 Technology 116, Fire Technology 117, and Fire Technology 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 Technology 117.

**119
FIRE ACADEMY 1V**
12 Units

Fire Technology 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 rescue firefighting, flashover recognition 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 Technology 116, Fire Technology 117, and Fire Technology 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 Technology 118.

**120
VERDUGO FIRE RECRUIT ACADEMY**
16 Units

Fire Technology 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 hoe, 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. Lecture 11.5 hours, laboratory 27 hours. **Recommended preparation:** Eligibility for English 120 or ESL 151. Completion of Fire Technology 101, 102, 103, 105, and 115. CPAT certification (Candidate Physical Ability Test) **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 Technology 116, 117, 118, or 119.

130 FIRE ACADEMY SKILL MAINTENANCE

½ - 2 Units

Fire Technology 130 is a refresher for Firefighter I participants. Equipment, drills, and practice are provided for Firefighter I skills maintenance. Topics include a review of fire fighting manipulative skills, building construction and assemblies, basic firefighting tactics, rescue, and fire prevention and physical fitness. Laboratory 1 ½ - 6 hours. **Prerequisite:** Fire Technology 117 or equivalent. **Note:** This course may be taken four (4) times; a maximum of two (2) units may be earned. Participants are required to have appropriate personal protective equipment (PPE) to include: helmet, eye protection, safety boots, firefighter structural gloves and an approved uniform. This course is offered credit/no credit only.

131 FIREFIGHTER SKILLS ENHANCEMENT

½ - 2 Units

Fire Technology 131 presents advanced skill enhancement for students who have recently completed a fire academy and are currently employed in fire service. Topics include advanced fire fighting skills, advanced equipment utilization, fire fighting tactics and strategies, and advanced rescue techniques and physical fitness. Laboratory 1½-6 hours. **Prerequisite:** Fire Technology 117 or employment in a related field. **Note:** This course may be taken four (4) times; a maximum of two (2) units may be earned. Participants are required to have appropriate personal protective equipment (PPE) to include: helmet, eye protection, safety boots, firefighter structural gloves and an approved uniform. This course is offered credit/no credit only.

FIRE TECHNOLOGY

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

101 INTRODUCTION TO FIRE PROTECTION

½-3 Units

Fire Technology 101 presents the philosophy and history of fire protection; history of loss of life and property by fire; review of municipal fire defenses; study of the organization and function of Federal, State, and County, and private fire protection agencies; and survey of professional fire protection career opportunities. Fire Technology 101 meets or exceeds the California State Fire Marshal's Office core requirement for Fire 1. Lecture 3 hours. **Recommended preparation:** Eligibility for English 120 or ESL 151. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned. **Transfer credit:** CSU

102 FIRE BEHAVIOR AND COMBUSTION

3 Units

Fire Technology 102 offers instruction in fire behavior and control, matter and energy, units of measurement, flammable liquids, toxic gases, chemicals, radioactive hazards, and fire fighting techniques. Fire Technology 102 meets or exceeds the California State Fire Marshal's Office core requirement for Fire 5. Lecture 3 hours. **Prerequisite:** Fire Technology 101 or equivalent. **Recommended preparation:** Eligibility for English 120 or ESL 151. **Note:** This course may be taken 2 times. A maximum of 6 units may be earned. **Transfer credit:** CSU

103 FIRE PREVENTION TECHNOLOGY

½-3 Units

Fire Technology 103 continues to present organization and function of the fire prevention organizations; inspection; surveying and mapping procedures; recognition of fire hazards; engineering a solution to the hazard; enforcement of the solution; public relations as affected by fire prevention. Fire Technology 103 meets or exceeds the California State Fire Marshal's Office core requirement for Fire 2. Lecture 3 hours. **Prerequisite:** Fire Technology 101 or equivalent. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned. **Transfer credit:** CSU

104 FIRE FIGHTING TACTICS AND STRATEGY

½-3 Units

Fire Technology 104 presents the review of fire chemistry, equipment, and personnel; basic fire fighting tactics and strategy; methods of attack; pre-planning fire problems. Review of related codes and ordinances. Lecture 3 hours. **Prerequisite:** Fire Technology 101 or equivalent. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned. **Transfer credit:** CSU

105 FIRE PROTECTION EQUIPMENT AND SYSTEMS

½-3 Units

Fire Technology 105 presents the methods, techniques and practical application of portable fire extinguishing equipment; sprinkler systems; protection systems for special hazards; and fire alarm and detection systems. Fire Technology 105 meets or exceeds the California State Fire Marshal's Office core requirement for Fire 3. Lecture 3 hours. **Prerequisite:** Fire Technology 101 or equivalent. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned. **Transfer credit:** CSU

107 FIRE HYDRAULICS

½-3 Units

Fire Technology 107 is designed for review of basic mathematics; hydraulic laws and formulas as applied to the fire service; application of formulas and mental calculation to hydraulic problems; water supply problems; underwriters' requirements for pumps. Lecture 3 hours. **Prerequisite:** Fire Technology 101 or equivalent. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned. **Transfer credit:** CSU

108 FIRE APPARATUS AND EQUIPMENT

½-3 Units

Fire Technology 108 covers the general technical knowledge of driving laws, driving techniques, construction, and operation of pumping engines, ladder trucks, aerial platforms, specialized equipment, and apparatus maintenance. Lecture 3 hours. **Prerequisite:** Fire Technology 101 or equivalent. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned. **Transfer credit:** CSU

**109
RESCUE PRACTICES***½-3 Units*

Fire Technology 109 offers instruction in rescue practices, the human body, emergency care of victims, childbirth, artificial respiration, toxic gases, chemicals and diseases, radioactive hazards, rescue problems and techniques. Lecture 3 hours. *Prerequisite:* Fire Technology 101 or equivalent. *Note:* This course may be taken 2 times; a maximum of 6 units may be earned. *Transfer credit:* CSU

**110
FIRE COMPANY ORGANIZATION AND PROCEDURE***½-3 Units*

Fire Technology 110 consists of the review of fire department organization; fire company organization; the company officer; personnel administration; communications; fire equipment; maintenance; training; fire prevention; fire fighting, company fire fighting capability; records and reports; supervision and leadership techniques. Lecture 3 hours. *Prerequisite:* Fire Technology 101 and 103 or equivalent. *Note:* This course may be taken 2 times; a maximum of 6 units may be earned. *Transfer credit:* CSU

**111
FIRE INVESTIGATION TECHNOLOGY***½-3 Units*

Fire Technology 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 Technology 101 or equivalent. *Note:* This course may be taken 2 times; a maximum of 6 units may be earned. *Transfer credit:* CSU

**112
WILDLAND FIRE CONTROL***½-3 Units*

Fire Technology 112 is designed to provide the employed firefighter or fire science major with a fundamental knowledge of the factors affecting wildland fire prevention, fire behavior, and control techniques. Lecture 3 hours. *Prerequisite:* Fire Technology 101 or equivalent. *Note:* This course may be taken 2 times; a maximum of 6 units may be earned. *Transfer credit:* CSU

**114
HAZARDOUS MATERIALS***½-3 Units*

Fire Technology 114 is an introduction to basic fire chemistry and physics. This course covers problems of flammability as encountered by fire-fighters when dealing with toxic substances, fuels, explosives, oxidizers and radioactive materials. It also covers fire fighting practices pertaining to hazardous materials in storage and transit. Lecture ½-3 hours. *Prerequisite:* Fire Technology 101 or equivalent. *Note:* This course may be taken 2 times; a maximum of 6 units may be earned. *Transfer credit:* CSU

**115
BUILDING CONSTRUCTION***3 Units*

Fire Technology 115 investigates the components of building construction that relate to fire safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, preplanning fire operations, and operating at fires. The development and evolution of building and fire codes are studied in relationship to past fires in residential, commercial, and industrial occupancies. Fire Technology 115 meets or exceeds the California State Fire Marshal's Office core requirement for Fire 4. Lecture 3 hours. *Prerequisite:* Fire Technology 101. *Transfer credit:* CSU

**150
FIRE INSTRUCTOR 1A***2 Units*

Fire technology 150 offers students the basic methods and techniques employed by fire service personnel to select, develop and organize material for in-service training programs, evaluation, and application of principles of 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. *Prerequisite:* Fire Technology 101 or employment in a fire related occupation.

**151
FIRE INSTRUCTOR 1B***2 Units*

Fire Technology 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. *Prerequisite:* Fire Technology 150 or equivalent.

**152
FIRE MANAGEMENT I***2 Units*

Fire Technology 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 2½ hours. *Prerequisite:* Fire Technology 110 or employment in a fire related occupation. *Recommended preparation:* Eligibility for English 120 or ESL 151.

**153
FIRE INVESTIGATION 1A***2 Units*

Fire Technology 153 is a course presenting methods of investigation of the cause and origin of structure, vehicle, wildland, and other types of fires, including relevant laws and case histories. This course applies to the California Fire Service Training and Education System Certifications. Lecture 2.5 hours. *Prerequisite:* Fire Technology 116, 117, 118 and 119 or equivalent. *Recommended preparation:* Eligibility for English 120 or ESL 151. *Note:* This course may be taken 3 times; a maximum of 6 units may be earned.

**154
FIRE COMMAND 1A***2 Units*

Fire Technology 154 provides instruction pertaining to the initial assessment and action processes at a working fire. The course includes discussion concerning the roles and responsibilities of the fire officer, fire behavior, available fire ground resources, operations and management. This course applies to the California fire Service Training and Education System certifications. Lecture 2 ½ hours. *Prerequisite:* Fire Technology 110, or Incident Command System (ICS) 200, or employment in a fire related occupation. *Recommended preparation:* Eligibility for English 120 or ESL 151.

155 FIRE COMMAND 1B

2 Units

Fire Technology 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 2½ hours. **Prerequisite:** Fire Technology 154, or Incident Command Systems (ICS) 200, or employment in a fire related occupation. **Recommended preparation:** Eligibility for English 120 or ESL 151.

156 FIRE PREVENTION 1A

2 Units

Fire Technology 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 2½ hours. **Prerequisite:** Fire Technology 110 or employment in a fire-related occupation. **Recommended preparation:** Eligibility for English 120 or ESL 151.

157 FIRE PREVENTION 1B

2 Units

Fire Technology 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 2½ hours. **Prerequisite:** Fire Technology 156 or employment in a fire related occupation. **Recommended preparation:** Eligibility for English 120 or ESL 151. **Note:** This course may be taken 3 times; a maximum of 6 units may be earned.

FRENCH

101 BEGINNING FRENCH I

5 Units

French 101 presents the fundamentals of French grammar. The students are trained to pronounce correctly, to acquire a small working vocabulary which they use in conversation and writing, and to learn to read simple French. Lecture 5 hours, laboratory ½ hour. **Recommended preparation:** Eligibility for English 120 or ESL 151. **Note:** This course is not intended for students with oral proficiency or who have attended schools where French was the language of instruction. **Transfer credit:** CSU, UC, USC (CAN FREN 2) (FREN 101 & 102 CAN FREN SEQ A)

102 BEGINNING FRENCH II

5 Units

French 102 continues to present the fundamentals of French grammar. It trains further in correct pronunciation, and presents more difficult elementary prose. The discussions in French will stress the correct use of verbs and idioms and efficient methods of vocabulary building. Lecture 5 hours, laboratory ½ hour. **Prerequisite:** French 101 or equivalent. **Transfer credit:** CSU, UC, USC (CAN FREN 4) (FREN 101 & 102 CAN FREN SEQ A)

103 INTERMEDIATE FRENCH I

5 Units

French 103 offers a review of French grammar stressing structure, word analysis, vocabulary building and composition. The student is introduced to simple texts of French prose and poetry. Discussions in French of contemporary literature and topics of interest will enable the student to gain fluency in speaking the French language. Lecture 5 hours, laboratory ½ hour. **Prerequisite:** French 102 or equivalent. **Note:** This course is offered during the Fall semester only. **Transfer credit:** CSU, UC, and USC (CAN FREN 8) (FREN 103 & 104 CAN FREN SEQ B)

104 INTERMEDIATE FRENCH II

5 Units

French 104 reviews the fundamentals of French grammar. It continues to stress correct diction and efficient methods of vocabulary building. Students will read intermediate French prose of increasing difficulty and engage in conversation and composition with emphasis on critical thinking. They will evaluate aspects of their own and French culture in the new medium of the French language. Lecture 5 hours, laboratory ½ hour. **Prerequisite:** French 103 or equivalent. **Note:** This course is offered during the Spring semester only. **Transfer credit:** CSU, UC, USC (CAN FREN 10) (FREN 103 & 104 CAN FREN SEQ B)

105 CONVERSATIONAL FRENCH

3 Units

French 105 is an intensive practice in oral expression and comprehension of spoken French. Lecture 3 hours. **Prerequisite:** French 102 or equivalent. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned. **Transfer credit:** CSU, UC, USC

110 BASIC CONVERSATIONAL FRENCH I

3 Units

French 110 is an introduction to French with emphasis on developing essential skills in communication. The verbal active method used stresses oral expression. The course also develops a working knowledge of reading and writing French. Lecture 3 hours. **Prerequisite:** None. **Note:** Not open to students who have oral proficiency or who have attended schools where French was the language of instruction. This course may be taken 2 times; a maximum of 6 units may be earned.

111 BASIC CONVERSATIONAL FRENCH II

3 Units

French 111 is an introduction to French with emphasis on developing essential skills in communication. The verbal active method is used and oral expression is stressed. The course also develops a working knowledge of reading and writing French. Lecture 3 hours. **Prerequisite:** French 110 or equivalent. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned.

GEOGRAPHY

**101
PHYSICAL GEOGRAPHY***3 Units*

Geography 101 is a study of the basic physical elements of geography, their correlation and integrated patterns of world distribution. Special attention is given to the earth and its astronomical relationships, weather, climate, and landforms. Lecture 3 hours. *Prerequisite:* Eligibility for English 120 or ESL 151. *Transfer credit:* CSU, UC, USC (CAN GEOG 2)

**102
CULTURAL GEOGRAPHY***3 Units*

Geography 102 is a systematic study of the cultural variables of humankind: population, religion, language, economic activities, settlements. Emphasis upon selected cultural problems of humankind's occupation. Lecture 3 hours. *Recommended preparation:* Eligibility for English 120 or ESL 151. *Transfer credit:* CSU, UC, USC (CAN GEOG 4)

**103
WORLD REGIONAL GEOGRAPHY***3 Units*

Geography 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 English 120 or ESL 151. *Transfer credit:* UC, CSU, USC

**105
GLOBALIZATION: REGIONAL
DEVELOPMENT AND WORLD
ECONOMY***3 Units*

Geography 105 explores the spatial dimensions of global and regional economic activity. The course combines elements of the physical environment (climate, natural resources) with those of the human environment (history, culture, economics, politics) to better understand the evolution, current state, regional disparities, and contemporary issues and concerns of the world economy. Lecture 3 hours. *Recommended preparation:* Eligibility for English 120 or ESL 151. *Transfer credit:* CSU, UC, USC

**106
HUMAN IMPACT ON THE
ENVIRONMENT***3 Units*

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

**110
GEOGRAPHY OF CALIFORNIA***3 Units*

Geography 110 is a systematic study of the spatial distributions of California's biophysical and cultural phenomena. Special emphasis is placed on the impact of human occupancy. Lecture 3 hours. *Recommended preparation:* Eligibility for English 120 or ESL 151. *Transfer credit:* CSU, UC, USC

**111
PHYSICAL GEOGRAPHY
LABORATORY***1 Unit*

Geography 111 is the laboratory course for Physical Geography. Laboratory exercises include the observation and interpretation of weather data, statistical analysis of climate data, development of cartographic techniques, map interpretation, aerial photography interpretation, and landform description and analysis. Local field trips are required. Laboratory 3 hours. *Prerequisite:* Geography 101. (Geography 101 may be taken concurrently). *Transfer credit:* CSU, UC, USC

**114
GEOGRAPHY OF BAJA CALIFORNIA***2 Units*

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

**120
INTRODUCTION TO GEOGRAPHICAL
INFORMATION SYSTEMS***3 Units*

Geography 120 is an introduction to the basic principles of geographical information systems (GIS), including data gathering, analysis, and display through digital methods. Students will be introduced to examples of how GIS is currently being used to answer spatial questions on environmental and social issues. Lecture/demonstrations will demonstrate these principles through hands on demonstration of a GIS package on microcomputers. Lecture/demonstration 3 hours. *Recommended preparation:* Geography 101, 102, 105, 106, or equivalent. Familiarity with Microsoft Windows Operating Systems. *Transfer credit:* CSU, UC, USC

**121
INTERMEDIATE GEOGRAPHIC
INFORMATION SYSTEMS***3 Units*

Geography 121 provides further study in the principles and application of geographical information systems (GIS), including data gathering, analysis, and display through digital methods. Students will integrate geographic concepts and techniques used in spatial analysis, network analysis and 3D analysis with both raster and vector data. GIS analysis through spatial statistics, network routing and 3D surface modeling are emphasized. Lecture/demonstrations will introduce these principles through examples and demonstrations of a GIS package on microcomputers. A student project that demonstrates map display and analysis of data is required. Lecture/demonstration 3 hours. *Prerequisite:* Geography 120 or equivalent. *Recommended preparation:* Familiarity with Microsoft Windows Operating Systems. *Transfer credit:* CSU, UC, USC

GEOLOGY

**101/101H
PHYSICAL GEOLOGY
HONORS PHYSICAL GEOLOGY***3 Units*

Geology 101 is a study of the physical materials and processes of the earth.

The honors course will be enhanced in one or more of the following ways:

1. Students will do weekly quantitative problem sets in the geosciences using skills expected of students who are eligible to take Math 110.
2. Students will prepare a research project and present it in class. Relevant topics include:
 - global geochemical cycles
 - planetary geology from remotely sensed data
 - problems in plate tectonic

- climate change history
- history of life
- local geological history
- interactions of man with earth

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

102 ENVIRONMENTAL GEOLOGY

3 Units

Geology 102 is a study of the earth or natural hazards like earthquakes, volcanism, climate change, pollution and human interactions with the earth environment. Lecture 3 hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

103 GEOLOGY OF CALIFORNIA

3 Units

Geology 103 is a study of the characteristics and historical development of the geologic provinces of California. Lecture 3 hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

104 FIELD GEOLOGY

2-6 Units

Geology 104 is a field study of geologic features within several geologic provinces. Emphasis is placed on the recognition, interpretation, recording, and reporting of geologic information observed in the field. Petrologic, paleontologic, structural, and stratigraphic information is compiled and integrated into an interpretation of the geologic history of the area investigated. An extended period in the field may be substituted for a number of shorter field trips. Field trips will normally be taken on weekends and/or during vacation periods. The itinerary, schedule, and field area will be determined at the first class meeting (see current class schedule). The student is responsible for the cost of food and transportation; the approximate cost is \$35 for each two units of work; this figure may vary considerably depending on the location of the study area. Travel is usually by chartered bus. Field Geology requires a great deal of rigorous activity and living conditions in the field are often primitive. Lecture and field study will be the semester equivalent of one hour of lecture and three hours of laboratory per week for each two units of credit; a typical semester of work would include 16 hours of lecture and six days in the field. *Prerequisite:* Completion of one of the following courses: Geology 101, 102, 103, 105; Oceanography 115; Paleontology 101; or equivalent.

Note: Two units of non-overlapping field study will often be offered for the fall and spring semesters; extended periods of study may be available during summer session. Weather conditions may require rescheduling of some trips. This course may be taken 3 times; a maximum of 6 units may be earned. *Transfer credit:* CSU, UC, USC

105 HISTORICAL EARTH SCIENCE

4 Units

Geology 105 is a study of the geologic and paleontologic history of the North American continent. Lecture 3 hours, laboratory 3 hours. *Prerequisite:* Completion of any one of the following courses: Geology 101, 102, 103; Oceanography 115; Paleontology 101; or equivalent. *Transfer credit:* CSU, UC, USC (CAN GEOL 4)

111/111H PHYSICAL GEOLOGY LABORATORY HONORS PHYSICAL GEOLOGY LABORATORY

1 Unit

Geology 111 is an introduction to common laboratory practices and exercises in physical geology, such as identifying common minerals and rocks and understanding simple topographic and geological sections and maps.

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 (including 5 hours of supervised field observations). *Prerequisite:* Geology 101. (Geology 101 may be taken concurrently.) *Note:* This course may not be taken for credit by students who have completed Geology 110. *Transfer credit:* CSU, UC, USC

112 ENVIRONMENTAL GEOLOGY LABORATORY

1 Unit

Geology 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. Also included are identifying common mineral and rock samples, water and soil analysis and integrating data from the World Wide Web in problem solving exercises. Laboratory 3 hours. *Prerequisite:* Geology 102. *Note:* Geology 102 may be taken concurrently with Geology 112. *Transfer Credit:* CSU, UC, USC

120 EARTHQUAKES

3 Units

Geology 120 introduces the student to the current knowledge of earthquakes, with special reference to California, emphasizing their occurrence, causes and properties and the way the dangers from earthquakes can be reduced. The material presented is appropriate for students seeking to fulfill general science requirements as well as for those wishing to acquire a specialized knowledge of the subject. Lecture 3 hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

GERMAN

101 BEGINNING GERMAN I

5 Units

German 101 presents the fundamentals of German grammar. The students are trained to pronounce correctly, to acquire a small working vocabulary that they use in conversation and writing, and to learn to read simple German. Lecture 5 hours, laboratory ½ hour. *Recommended preparation:* Eligibility for English 120 or ESL 151. *Note:* This course is not intended for students with oral proficiency or who have attended schools where German was the language of instruction. *Transfer credit:* CSU, UC, AND USC (CAN GERM 2) (GERM 101 & 102 CAN GERM SEQ A)

**102
BEGINNING GERMAN II**
5 Units

German 102 continues to present the fundamentals of German grammar. It trains further in correct pronunciation, and presents more difficult elementary prose. The discussions in German will stress correct use of verbs and idioms and efficient methods of vocabulary building. Lecture 5 hours, laboratory ½ hour. *Prerequisite:* German 101 or equivalent. *Transfer credit:* CSU, UC, and USC (CAN GERM 4) (GERM 101 & 102 CAN GERM SEQ A)

**103
INTERMEDIATE GERMAN I**
5 Units

German 103 offers a review of German grammar stressing sentence structure, word analysis, vocabulary building and composition. The student is introduced to simple texts of German prose and poetry. Discussions in German of contemporary literature and topics of interest will enable the student to gain fluency in speaking the German language. Lecture 5 hours, laboratory ½ hour. *Prerequisite:* German 102 or equivalent. *Transfer credit:* CSU, UC, USC (CAN GERM 8) (GERM 103 & 104 CAN GERM SEQ B)

**104
INTERMEDIATE GERMAN II**
5 Units

German 104 reviews the fundamentals of German grammar. It continues to stress word analysis, vocabulary building and correct diction. Students read intermediate German of increasing difficulty and engage in conversation and composition with emphasis in critical thinking. They evaluate aspects of their own and German culture in the medium of the German language. Lecture 5 hours, laboratory ½ hour. *Prerequisite:* German 103 or equivalent. *Transfer credit:* CSU, UC, USC (CAN GERM 10) (GERM 103 & 104 CAN GERM SEQ B)

**105
CONVERSATIONAL GERMAN**
3 Units

German 105 offers intensive practice in oral expression and comprehension of spoken German. Lecture 3 hours. *Prerequisite:* German 102 or equivalent. *Note:* This course may be taken 2 times; a maximum of 6 units may be earned. *Transfer credit:* CSU, UC, USC

**110
BASIC CONVERSATIONAL
GERMAN I**
3 Units

German 110 is an introduction to the German language with emphasis on developing essential skills in communication. The verbal active method used stresses oral expression. The course develops a working knowledge of reading and writing as well, and includes the use of tapes, cassettes, and films. Lecture 3 hours. *Prerequisite:* None. *Note:* Not open to students who have oral proficiency or who have attended schools where German was the language of instruction. This course may be taken 2 times; a maximum of 6 units may be earned.

HEALTH

**101
FIRST AID**
1 Unit

Health 101 covers prevention and cause of accidents or sudden illness. It meets the requirements of the American Red Cross for certification in Community First Aid and CPR. Lecture and skill practice 2 hours. (8 weeks) *Prerequisite:* None. *Note:* Recommended for physical education majors. *Transfer credit:* CSU, UC, USC

**102
STANDARD FIRST AID AND CPR**
2 Units

Health 102 covers the prevention and care of accidents or student illnesses. It meets the requirements of the American Red Cross for certification in Community First Aid and CPR. Lecture and skill practice 2 hours, laboratory 1 hour. *Prerequisite:* None. *Note:* Health 102 allows only 1 unit of credit for students who have completed Health 101 or Health 107 and no credit for those who have completed both Health 101 and Health 107. *Transfer credit:* CSU, UC, USC

**104
HEALTH EDUCATION**
3 Units

Health 104 covers current issues in health and their effect upon the quality of human life. The course emphasizes the holistic approach to health and wellness and explores the latest concepts in nutrition, disease prevention, mental health and stress management, sexual relationships and lifestyles, drug use and abuse, and consumer and environmental health issues. Instruction focuses on individual responsibility for wellness, cultural diversity, and effective interpersonal communication. Lecture 3 hours. *Note:* No credit allowed for students who have completed Health 106 or Psychology 111. *Transfer credit:* CSU, UC, USC

**106
WOMEN'S HEALTH EDUCATION**
3 Units

Health 106 explores the various dimensions of health as they relate to women. 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. Lecture 3 hours. *Prerequisite:* None. *Note:* No credit allowed for students who have completed Health 104 or Psychology 111. *Transfer credit:* CSU, UC, USC

**107
CARDIO-PULMONARY
RESUSCITATION**
1 Unit

Health 107 is a course covering the life-saving techniques of cardio-pulmonary resuscitation and stresses mouth-to-mouth resuscitation, manual cardiac compression, first aid for obstructed airway, one and two-person CPR, and infant/child CPR. Lecture 2 hours. (8 weeks) *Prerequisite:* None. *Transfer credit:* CSU

**109
DECISIONS IN CHILD HEALTH AND
CRISIS**
3 Units

Health 109 is a course which includes the fundamentals of basic anatomy and physiology of children, common childhood acute illness and injury, the emergency medical system, principles of emergency care of children, and safety and preventive techniques. The course enables the student to be aware of the day-to-day health care problems of children and the overwhelming complexity of today's emergency medical services system. Those who are in contact with children on a regular basis learn to cope with day-to-day and emergency situations and are able to respond in the most appropriate manner upon completion of this course. Lecture 2½ hours, laboratory 1½ hours. *Prerequisite:* None. *Note:* This course satisfies the First Aid requirement for graduation. *Transfer credit:* CSU

**110
PREVENTION AND CARE OF
ATHLETIC INJURIES**
2 Units

Health 110 is a course of in-depth examination of selected topics in sports medicine. The course provides a thorough knowledge of the prevention and care of injuries commonly occurring during physical activity. Lecture 2 hours, laboratory 1 hour. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

128
NUTRITION AND PHYSICAL FITNESS
 (Also listed as Physical Education
 128 and Culinary Arts 128)
 3 Units

Health 128 is a course in nutrition and physical fitness. It provides the student with an overall study of the relationship between nutrition and physical fitness. The effects of nutrition on the anatomical and physiological aspects of the body are emphasized. The course also examines the production of energy from the intake of a variety of nutritional sources. The process of metabolism as a means toward energy production and physical activity is also discussed. Meal planning, basic physiology, current nutritional practices, eating disorders, weight control and athletic training are examined as they relate to the nutritional aspects of physical fitness. Lecture 3 hours. *Prerequisite:* None. *Note:* This course may not be taken for credit by students who have completed Culinary Arts 128 or Physical Education 128. *Transfer credit:* CSU, UC, USC

HISTORY

101
HISTORY OF WESTERN EUROPE
 3 Units

History 101 studies the growth of western European civilization from the decline of the Roman Empire to the 17th Century. An introduction to the study of history, giving a general perspective of the development of those political, economic, and social institutions which explain our present-day civilization. An attempt is made to orient the student's thinking to present world problems. Lecture 3 hours. *Recommended preparation:* Eligibility for English 101. *Note:* Students who have taken History 108 will receive only 1 unit of credit for History 101. *Transfer credit:* CSU, UC, USC (CAN HIST 2) (HIST 101 & 102 CAN HIST SEQ A)

102
HISTORY OF WESTERN EUROPE
 3 Units

History 102 studies the growth of western European civilization from the 17th Century to the present time. It is introduction to the study of history; giving a general perspective of the development of those political, economic, and social institutions which explain our present-day civilization. An attempt is made to orient the student's thinking to present world problems. Lecture 3 hours. *Recommended preparation:* Eligibility for English 101. *Note:* Students who have taken History 109 will receive only 1 unit of credit for History 102. *Transfer credit:* CSU, UC, USC (CAN HIST 4) (HIST 101 & 102 CAN HIST SEQ A)

103
HISTORY OF EARLY LATIN AMERICA
 3 Units

History 103 is a general survey of the history of Latin America from discovery to independence. The planting of the European civilization in Latin America, the growth of the different colonies, viceroalties, supporting systems, the international contest for the continents, and the wars of independence in Latin America. Lecture 3 hours. *Recommended preparation:* Eligibility for English 101. *Transfer credit:* CSU, UC, USC

104
HISTORY OF CONTEMPORARY LATIN AMERICA
 3 Units

History 104 is a general survey of 19th and 20th century Latin American history. The course focuses on the political, economic and social development of Latin America. In addition, the course offers an historical review of U.S.-Latin America relations. The course is designed to acquaint the student with the area's basic history so as to better appreciate and understand contemporary social and political change in Latin American societies. Lecture 3 hours. *Recommended preparation:* Eligibility for English 101. *Transfer credit:* CSU, UC, USC

105
20TH CENTURY CENTRAL AMERICA AND THE CARIBBEAN
 3 Units

History 105 is an introductory course focusing on the contemporary political, economic and social history in Central America and the Caribbean. The course stresses the 20th Century, with special attention given to the role and impact of United States policy in the region. Lecture 3 hours. *Recommended preparation:* Eligibility for English 101. *Transfer credit:* CSU, UC, USC

106
HISTORY AND POLITICS OF THE RUSSIAN PEOPLE
 3 Units

History 106 is a study of the political, social, economic and cultural development of the Russian people from earliest days to the contemporary period. Emphasis will be laid on the development of the modern Soviet ideology and power politics. Lecture 3 hours. *Recommended preparation:* Eligibility for English 101. *Transfer credit:* CSU, UC, USC

107
HISTORY OF CIVILIZATION
 (Pre-History to 800)
 3 Units

History 107 is a general political survey of the world from earliest times to the Carolingian Empire, c. 800, with emphasis on the development of human ideas, arts, and institutions. Emphasis is placed upon the contributions to civilization made in ancient times by Egypt, Greece, Rome, India, China, and other powers. An attempt is made to give the student a perspective on the past. Lecture 3 hours. *Recommended preparation:* Eligibility for English 101. *Transfer credit:* CSU, UC, USC

108
HISTORY OF CIVILIZATION
 (Carolingian Empire to the French Revolution, c. 1789)
 3 Units

History 108 is a general political survey of the world from the Carolingian Empire, c. 800, to the French Revolution, c. 1789, with emphasis on the development of human ideas, arts, and institutions. The characteristics of the medieval and modern worlds are examined. The principles—cultural, social, economic, and political—which brought the modern world into being are analyzed. Lecture 3 hours. *Recommended preparation:* Eligibility for English 101. *Note:* Students who have taken History 101 will receive only one unit of credit for History 108. *Transfer credit:* CSU, UC, USC

109
HISTORY OF CIVILIZATION
 (French Revolution to the Present)
 3 Units

History 109 is a general political survey of the world from the French Revolution, c. 1789, to the present with emphasis on the development of human ideas, arts, and institutions. An attempt is made to give the student a perspective and a basis for interpreting current world events. Lecture 3 hours. *Recommended preparation:* Eligibility for English 101. *Note:* Students who have taken History 102 will receive only 1 unit of credit for History 109. *Transfer credit:* CSU, UC, USC

**110
UNITED STATES HISTORY**
3 Units

History 110 is an interpretation of the more meaningful and significant issues, events, and ideas which have played a major role in shaping present day America. Main attention is focused upon political and economic aspects with some treatment of social and cultural developments. This course meets the California State requirement in American History. Lecture 3 hours. *Prerequisite:* Eligibility for English 120 or ESL 151. *Note:* This course allows only 1 unit of credit for students who have completed History 117, 118, or Social Science 131. *Transfer credit:* CSU, UC, USC

**111
THE WOMAN IN AMERICAN HISTORY**
3 Units

History 111 is a survey of the history of women in America from the colonial period to the present with emphasis on relevant political, economic, and social factors. Traditional roles of women in society are analyzed in terms of literary images, popular culture, and stereotypes. Attitudes and prejudices held by both sexes toward each other, reform movements, religious crusades, women's rights, and emancipation movements are examined in the context of American History. Lecture 3 hours. *Recommended preparation:* Eligibility for English 120 or ESL 151. *Note:* This course allows only 1 unit of credit for students who have completed History 117, or Social Science 131 and no credit for those who have completed History 118. *Transfer credit:* CSU, UC, USC

**112
PACIFIC COAST HISTORY**
3 Units

History 112 is a survey of the discovery, exploration, and settlement of Mexico, California, Oregon, Washington, British Columbia, and Alaska. Emphasis is placed upon the development of their particular political, economic, and cultural institutions, along with their relationships with each other and the rest of the world. Lecture 3 hours. *Recommended preparation:* Eligibility for English 101. *Transfer credit:* CSU, UC, USC

**113
HISTORY OF MEXICO**
3 Units

History 113 is an in-depth study of the emergence of the Mexican institutions and traditions from Pre-Colombian societies to the present. The course is designed to meet the needs of the college student who wishes to understand the development of the modern Mexican nation. Modern Mexico and its development is the primary concern of this course. Lecture 3 hours. *Recommended preparation:* Eligibility for English 101. *Transfer credit:* CSU, UC, USC

**114
HISTORY OF BAJA CALIFORNIA**
3 Units

History 114 is a survey of the prehistory, discovery, exploration, settlement, and modern development of the Baja California states of Mexico. Emphasis is placed on the development of their political, economic and cultural institutions. Their relationship with the United States, and California in particular, is analyzed in terms of their historical and present day experience. Lecture 3 hours. *Recommended preparation:* Eligibility for English 101. *Note:* Optional field trips to places of historical interest in the states of Baja California may be offered. *Transfer credit:* CSU, UC, USC

**115
REBELLIOUS WOMEN IN MODERN
AMERICA**
3 Units

History 115 investigates the legal, economic, political, and social issues surrounding the dramatic transformation of gender relations in contemporary society. Topics to be included are women's private lives (sexuality and reproductive roles, family roles, parenting); women's public roles (work, volunteerism, occupational segregation, education, religion); women's political roles (the gender gap, female leadership); and public policy that has affected women's private and public lives (welfare, affirmative action, child care legislation). The course focuses on leaders of the women's movement in the United States who worked to change laws; to open doors to new occupations; and to create, and influence new institutions, as well as old. Using biography, primary source documents, and socio-historical studies, the course begins by focusing on women in the 1940s, then moves forward into the Women's Movement of the 1950s, 1960s, and 1970s, and the conservative reactions to the movement in the 1980s and 1990s. Lecture 3 hours. *Recommended preparation:* Eligibility for English 120 or ESL 151. *Transfer credit:* CSU, UC, USC

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

History 116 is a history of the economic development of the United States from its settlement to the present. Emphasis is placed on the growth and development of economic institutions, slavery, reconstruction, work, the industrial revolution, workers' movement, and U.S. imperialism. This course meets the California State requirements in American History. Lecture 3 hours. *Recommended preparation:* Eligibility for English 120 or ESL 151. *Note:* This course may not be taken for credit by students who have completed Economics 111. *Transfer credit:* CSU, UC, USC

**117
HISTORY OF THE UNITED STATES**
3 Units

History 117 is a survey course that looks in depth at United States history from the colonial period to Reconstruction. The English colonies, the Revolutionary War, the Constitution, the New Nation, Jeffersonian and Jacksonian democracy, slavery, Civil War, and Reconstruction will all be examined. This course meets the California State requirements in United States history. Lecture 3 hours. *Prerequisite:* Eligibility for English 120 or ESL 151. *Note:* History 117 allows only 1½ units of credit for students who have completed History 110. History 117-118 allows only 3 units of credit for students who have completed History 110. *Transfer credit:* CSU, UC, USC (CAN HIST 8) (HIST 117 & 118 CAN HIST SEQ B)

**118
HISTORY OF THE UNITED STATES**
3 Units

History 118 is a survey course that looks in depth at United States History from the Post-Reconstruction period to the present. The Gilded Age, Populism and Progressivism, Imperialism, the Great Depression and New Deal, World War II, the Cold War, Vietnam, Watergate, and the Reagan years will all be examined. This course meets the California State requirements in United States history. Lecture 3 hours. *Prerequisite:* Eligibility for English 120 or ESL 151. *Note:* History 118 allows only 1 unit of credit for students who have completed History 151 and 1½ units of credit for students who have completed History 110. History 117-118 allows only 3 units of credit for students who have completed History 110. *Transfer credit:* CSU, UC, USC (CAN HIST 10) (HIST 117 & 118 CAN HIST SEQ B)

**119
HISTORY OF THE FAR EAST**
3 Units

History 119 is a general survey of East Asian civilization from antiquity through the nineteenth century. Primary emphasis is placed upon the political, religious, social, and economic development of China and Japan with some attention on Korea and Southeast Asia. Lecture 3 hours. *Recommended preparation:* Eligibility for English 101. *Transfer credit:* CSU, UC, USC

**120
HISTORY OF THE FAR EAST**
3 Units

History 120 is a general survey of China, Japan, Korea, and Southeast Asia in the international community from the nineteenth century to the present. Primary emphasis is centered upon the impact of Western culture and the major political and social movements of the twentieth century, Nationalism and Communism. Lecture 3 hours. *Recommended preparation:* History 119 and eligibility for English 101. *Transfer credit:* CSU, UC, USC

**121
ARMENIAN HISTORY**
3 Units

History 121 is a survey of the history of the Armenian people from 1,000 B.C. to the present. Topics include: The Artashesian, Arshaguni, Bagratuni, and Cilician kingdoms; Armenia under the domination of Persian, Roman, Byzantine, Arab, Mongol, Turkish, and Russian empires; the religious, artistic and architectural dimensions of the Armenians' cultural heritage; the literary renaissance and emergence of the Armenian Question in the 19th century; World War I and the Armenian Genocide; the Republic of Armenia and international treaties up to 1923; and developments in Soviet Armenia from 1920 to the present. Lecture 3 hours. *Recommended preparation:* Eligibility for English 120 or ESL 151. *Transfer credit:* CSU, UC, USC

**122
CALIFORNIA HISTORY**
3 Units

History 122 is a survey of the discovery, exploration, and settlement of California. The emphasis is on the development of particular political, economic, and social institutions, along with California's relationships with the United States. Lecture 3 hours. *Recommended preparation:* Eligibility for English 101. *Transfer credit:* CSU, UC, USC

**131
A HISTORY OF AFRICA SINCE 1800**
3 Units

History 131 surveys the development of Africa from 1800 to the present. Themes to be covered include: colonialization and underdevelopment, neo-colonialism, nationalism and African independence movements. Case studies of individual African countries are used to analyze the various themes. Lecture 3 hours. *Recommended preparation:* Eligibility for English 120 or ESL 151. *Transfer credit:* CSU, UC, USC

**132
HISTORY OF THE PHILIPPINES**
3 Units

History 132 examines the geographical, cultural, and historical realities of the Philippines, from the Spanish colonial period to the present. Particular emphasis is given to past and present U.S.-Philippine relations and to the contemporary social, economic, and political situation in the Philippines. Lecture 3 hours. *Recommended preparation:* Eligibility for English 120 or ESL 151. *Transfer credit:* CSU, UC, USC

**133
A HISTORY OF SCIENCE**
3 Units

History 133 is a history of the notable scientific ideas and discoveries in Western civilization. It is a seminar, colloquial style discussion class that examines the forces in history that led to the development of the major scientific revolutions and thinkers that have shaped modern industrialized man and his culture. Some of the subjects and scientists studied include the philosophy of science, the scientific method, science and pseudoscience, how science interacts with other cultural elements, ancient science, magic and renaissance science, the Copernican Revolution, the Newtonian Revolution, the Darwinian Revolution, Pasteur and the medical revolution, and the Einsteinian Revolution. The course enhances the student's understanding of the present by a better understanding of the past. Lecture 3 hours. *Recommended preparation:* Eligibility for English 101. *Transfer credit:* CSU, UC, USC

**135
HISTORY OF THE VIETNAM WAR**
3 Units

History 135 studies the background of U.S. involvement in Vietnam from the French occupation to the winding down of the war during the Nixon years. The course focuses on such matters as the historical and cultural realities of the situation, the gradual and growing U.S. commitment during the Eisenhower and Kennedy Administrations, and the height of the American build-up during the Johnson Presidency. An attempt is made to discuss the "lessons" of Vietnam and major unresolved issues deriving from the war. Lecture 3 hours. *Recommended preparation:* Eligibility for English 120 or ESL 151. *Transfer credit:* CSU, UC, USC

**136
WAR: HISTORY, CAUSES,
SOLUTIONS**
(Also listed as Social Science 136)
3 Units

History 136 explores the history, causes, and potential solutions to the problem of war. The history of individual wars is examined within a broader picture of war in general, including ancient warfare, the Middle Passage, the rise of modern war, and the development of total war. An interdisciplinary approach is taken in exploring the immediate causes of war, including historical, economic, political, anthropological, sociological, and psychological causes. The course probes moral and philosophical aspects for the ultimate causes of war. Finally, solutions are considered including diplomacy, treaties, the United Nations, a one-world government, and the dismantling of nation-states. Lecture 3 hours. *Recommended preparation:* Eligibility for English 101. *Note:* This course may not be taken for credit by students who have completed Social Science 136. *Transfer credit:* CSU, UC, USC

**150
UNITED STATES HISTORY AND ITS
ARTISTIC EXPRESSION**
3 Units

History 150 examines the political, social, and cultural or artistic history of the United States from the Colonial Era through the present. Special emphasis will be given to those epochs in which the ideas and institutions of "We the people of the United States" were brought forth and matured and to the artistic expressions of the birth and growth of the nation. Lecture 3 hours. *Recommended preparation:* Eligibility for English 120 or ESL 151. *Transfer credit:* CSU, UC, USC

**151
THE UNITED STATES IN THE
TWENTIETH CENTURY***3 Units*

History 151 analyzes the political, economic, and social history of the United States since 1900. Special emphasis is placed on the post-World War II period. Current issues are stressed with their historical background. Lecture 3 hours. *Recommended preparation:* Eligibility for English 120 or ESL 151. *Note:* This course allows only 1 unit of credit for students who have completed History 118. *Transfer credit:* CSU, UC, USC

**152
RADICALS AND REBELS: SOCIAL
PROTEST IN THE 1960'S***3 Units*

History 152 introduces students to the history of protest movements in the 1960's, focusing on the period 1954 to 1974. Students will 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 will be placed on an examination of the civil rights movement, the student movement, the anti-Vietnam War movement, the minority empowerment movements, the women's movement, and the counter-culture. Lecture 3 hours. *Recommended preparation:* Eligibility for English 101. *Transfer credit:* CSU, UC, USC

**HOTEL RESTAURANT
MANAGEMENT**

**115
INTRODUCTION TO THE
HOSPITALITY INDUSTRY
(Formerly titled Culinary Arts 115)***3 Units*

Hotel Restaurant Management 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

**120
INTRODUCTION TO TRAVEL AND
TOURISM***3 Units*

Hotel Restaurant Management 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.

**201
RESTAURANT MANAGEMENT
(Formerly titled Culinary Arts 201)***3 Units*

Hotel Restaurant Management 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.

**203
CATERING I***3 Units*

Hotel Restaurant Management 203 studies the theory and practice of presenting a catering event. Practice is given in the managing of the total operation as well as some experience in specialty food preparation. Lecture 2 hours, laboratory 3 hours. *Prerequisite:* None.

**207
DINING ROOM SERVICES
(Formerly titled Culinary Arts 207)***3 Units*

Hotel Restaurant Management 207 is an introduction and application of the principles of preparing food sales and presenting service at special events and functions within the scope of the hospitality industry such as teas, receptions, weddings and banquets. The course covers the management of a dining room including good housekeeping techniques, fine food, and efficient service. Types of dining service included are: waited table service (French, Russian, American, English), limited service, counter, tray service, catering, and vending. Lecture 2 hours, laboratory 4 hours. *Prerequisite:* None.

**214
BEVERAGES AND WINE SERVICE
(Formerly titled Culinary Arts 214)***3 Units*

Hotel Restaurant Management 214 is a study of the beverage costs and uses in commercial restaurants and hotels. Analysis of the operation, sales, costs and profit functions are studied. Produce information and the study of the historical background of beverages are covered. The organization of the operation of a bar, wine cellar, or catered services is studied. Lecture 3 hours. *Prerequisite:* None.

**216
WINE SELECTION AND
PRESENTATION
(Formerly titled Culinary Arts 216)***3 Units*

Hotel Restaurant Management 216 covers all aspects of wine production including, but not limited to, the production of wine, wine cellar organization, characteristics of the most popular wine varieties, matching wine with food, wines from numerous countries, and wine tasting techniques. This course includes wine tasting and a 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 Units*

Hotel Restaurant Management 220 provides instruction and procedures in the front-office operation of a hospitality lodging enterprise. Emphasis is placed on the following aspects: public and employee relations, guest accommodations/reservations, forecasting, office routines and reports, machine operation, room rates, and the application of computer programs. Lecture 3 hours. *Prerequisite:* None. *Transfer credit:* CSU

**221
HOUSEKEEPING MANAGEMENT
OPERATIONS***3 Units*

Hotel Restaurant Management 221 acquaints the student with housekeeping duties as they pertain to rooms and accommodations in a hotel or motel. The course focuses on the comfort of guests as a priority concern. Emphasis is placed on effective communication between housekeeping, front office and engineering/maintenance. Students receive instruction in report writing. Lecture 3 hours. *Prerequisite:* None.

**222
INTRODUCTION TO HOTEL AND
RESORT OPERATIONS**

3 Units

Hotel Restaurant Management 222 is an introduction to the operating systems and components of a hotel-resort facility, which includes 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 Units

Hotel Restaurant Management 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:* Hotel Restaurant Management 115. *Transfer credit:* CSU

**256
MANAGEMENT OF HOSPITALITY
PERSONNEL AND OPERATIONS**

3 Units

Hotel Restaurant Management 256 covers management skills for students pursuing a career in supervision within the restaurant/hospitality industry. It includes the application of basic management concepts and techniques necessary in achieving objectives in the management of human resources. Using case studies, students analyze the hospitality workplace, management responsibilities in coaching, training, and providing employee feedback. Decision making and leadership development is also discussed. Lecture 3 hours. *Prerequisite:* None.

HUMANITIES

**101
EAST/WEST: CULTURE AND
CIVILIZATION TO 1700**

3 Units

Humanities 101 is an interdisciplinary, multi-cultural, team-taught course that examines the historic push and pull of eastern and western civilizations from primitive times until 1700. Important themes, events, and discoveries linking east and west are shown through literature, folklore, art history, philosophy, and science. Students compare and contrast eastern and western views of time and eternity; standards of excellence; decadence and decline; motives, manners, and morals; and problems of extremes as they explore some of the most compelling problems, questions, and issues faced by humans of both hemispheres. The course centers on critical thinking; students are challenged to analyze, synthesize, and propose original ideas through the media of reading, discussion, and writing. Lecture 3 hours. *Prerequisite:* Eligibility for English 101. *Transfer credit:* CSU, UC, USC

**102
EAST/WEST: CULTURE AND
CIVILIZATION FROM 1700**

3 Units

Humanities 102 is an interdisciplinary, multi-cultural, team-taught course that examines the historic push and pull of eastern and western civilizations from 1700 until the present. Important themes, events, and discoveries linking east and west are shown through literature, folklore, art history, philosophy, and science. Students compare and contrast eastern and western views of science and reason; romanticism, skepticism, and pessimism; the gradual change of traditional morals, manners, means and measures; the concept of relativity; and the quantum leap into contemporary thought as they explore some of the most compelling problems, questions, and issues faced by humans of both hemispheres. The course centers on critical thinking; students are challenged to analyze, synthesize, and propose original ideas through the media of reading, discussion, and writing. Lecture 3 hours. *Prerequisite:* Eligibility for English 101. *Transfer credit:* CSU, UC, USC

**105/105H
THE HUMAN STRUGGLE
HONORS THE HUMAN STRUGGLE**

3 Units

Humanities 105 is an interdisciplinary, intercultural course designed to challenge students to further develop critical reading, writing, and thinking abilities through comparative study of materials from literature and various disciplines. Students evaluate some of the most relevant issues faced by people of the United States and other cultures throughout history, with emphasis on values and ethics. The course examines the creative impulses and destructive forces that have influenced the human struggle for order, acceptance, knowledge, understanding, self expression, power, freedom, individuality and survival. Students improve their abilities to analyze, synthesize, develop original ideas, distinguish fact from opinion or belief, and use logic and reason in language and thought to determine whether the solutions of the past are compatible with the problems of today and tomorrow. Writing instruction focuses on improving advanced composition skills. The course may be team-taught.

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 English 101. *Transfer credit:* CSU, UC, USC

**106
MODERN SOCIETY IN ITS MILIEUX**

3 Units

Humanities 106 is an interdisciplinary, team-taught, cross-cultural course emphasizing foreign literatures in translation. Students are encouraged to read, think, discuss and write critically in dealing with some important concerns of modern times as interpreted by different societies. Students do comparative analyses of literature from various countries in their historical, political, and social contexts. The linguistic style of each foreign language is stressed. Lecture 3 hours. *Prerequisite:* Eligibility for English 101. *Transfer credit:* CSU, UC, USC

**110
SCIENCE, LITERATURE, AND HUMAN
INSIGHT****3 Units**

Humanities 110 is an interdisciplinary, intercultural team-taught course in which students further apply the principles of critical thinking and comparative analysis in order to better understand the relationships among literature, science, and technology. Through directed reading, class discussion, and writing, students continue to develop logical thought processes enabling them to reason inductively and deductively, to distinguish fact from judgment, to examine evidence and credibility of sources, to propose new ideas, and to reach logical conclusions. Through their study of literature, students learn about human values, behavior and motivations; through their study of scientific and technological achievements, they learn about the methods and limitations of science. Major historical and contemporary themes linking science and literature are presented for evaluation. Writing instruction focuses on improving advanced composition skills. Lecture 3 hours. *Prerequisite:* Eligibility for English 101. *Transfer credit:* CSU, UC, USC

**111
IRISH HISTORY, LITERATURE, AND
CULTURE FROM THE BEGINNING TO
THE PRESENT****3 Units**

Humanities 111 is a broad-based, interdisciplinary team-taught course that covers the entire history of Ireland: its mythology, folklore, art, music, literature, and major political events. The course also focuses on the impact of Irish culture on England, Europe, Spain, Canada, and the United States through the centuries. Through assigned readings, discussions, and writing, the students gain critical insights into the causes and consequences of Ireland's turbulent history and struggle for independence as well as its literary and socio-political contributions to world culture and civilization. Lecture 3 hours. *Prerequisite:* Eligibility for English 101. *Transfer credit:* CSU, UC, USC

**115
WORLD MYTHOLOGY****3 Units**

Humanities 115 is an interdisciplinary course in which students analyze ancient myths in the context of the cultures from which they arose. It provides a basis for increased understanding of art forms from all over the world, including literature, painting, sculpture, and architecture. Students explore the role myths play in answering the ultimate questions of human life and in expressing the values of the societies which developed and/or perpetuated the stories. Students see the impact of psychology, oral transmission, and environment (social, geo-political, and economic) on belief systems. Most importantly, students relate myths to questions and issues of the present day, relevant to their own lives and the lives of those with whom they share the country and the planet. Lecture 3 hours. *Prerequisite:* Eligibility for English 101. *Transfer credit:* CSU, UC, USC

**117
CREATIVITY, CULTURE, AND
SOCIETY: KALEIDOSCOPE****3 Units**

Humanities 117 is an interdisciplinary, team-taught course focusing on literature, drama, dance, and film and examining their relationships with other areas of college study. The course recognizes that, like the pieces in a kaleidoscope, individual art works and art forms are only components of larger patterns. As students compare and contrast works from various cultures and times, they are encouraged to read, think, discuss, and write critically about the interaction among artist, society, and work of art. Students explore the creative process and ask what has led to, as well as what results from, works of art. Students learn to analyze, synthesize, draw inferences, propose new ideas, support theses, reach logical conclusions, and become active participants in the artistic process. Lecture 3 hours. *Prerequisite:* Eligibility for English 101. *Transfer credit:* CSU, UC, USC

**120
LITERATURE AND THE CULTURAL
ARTS****3 Units**

Humanities 120 is an interdisciplinary course that focuses on the interrelationships of literature and the cultural arts (architecture, music, painting, and sculpture), with emphasis on the literature, to show not only their independence but also their synthesis. Through critical reading, discussion, and writing, students analyze the influences of each genre upon the creative impulses of the others. Humanities 120 examines literary and cultural achievements, developments, and values in the major periods of western history that served as a foundation for modern thought and letters. The course may be team taught. Lecture 3 hours. *Prerequisite:* Eligibility for English 101. *Transfer credit:* CSU, UC, USC

**125
CROSSCURRENTS: AMERICAN
SOCIAL VALUES****3 Units**

Humanities 125 is an interdisciplinary course designed to enrich students' knowledge and understanding of the cultural influences of ethnic, racial and gender diversity in the shaping of American society—past and present—and to enable them to speculate critically on American society in the future. Students analyze materials from literature, history, and other disciplines. The course explores the development and current reality of commonly held American ideals, attitudes and institutions and their role in the unique balance between freedom and responsibility. Students are encouraged to develop their critical thinking skills through reading, writing, and discussion. This course may be interactively team-taught. Lecture 3 hours. *Prerequisite:* Eligibility for English 101. *Transfer credit:* CSU, UC, USC

130 THE INDIVIDUAL, THE GROUP, AND THE ORGANIZATION

3 Units

Humanities 130 is an interdisciplinary, team taught, intercultural course that emphasizes personal and global issues, problems, and patterns of communication in the work environment as they apply to individual workers, groups and organizations. Students develop critical reading, writing, and thinking skills by analyzing and discussing an international array of essays, works of fiction, plays, poems, songs, and films concerning work, and by engaging in individual and collaborative activities designed to pose ethical and decision-making problems. Writing instruction focuses on improving composition skills. Lecture 3 hours. *Prerequisite:* Eligibility for English 101. *Transfer credit:* CSU

135 HUMANITIES AND THE WORLD OF WORK

3 Units

Humanities 135 is an interdisciplinary course that combines instruction in fiction and non-fiction, film, ethics, problem solving, and decision making to help students examine today's multicultural society and workplace and develop values that may influence their personal and professional growth throughout their lives. Students analyze and discuss contemporary issues, problems and trends, and become familiar with the history of discrimination on the basis of color, ethnicity, gender, and sexual orientation and the impact of this discrimination on educational opportunities, career choice, and employability. Students participate in group and individual activities designed to develop and reinforce analytical skills. They also keep journals in which they react to assignments and class presentations. Critical analysis of course materials helps students learn to deal with a variety of situation and tasks they may encounter in their career fields. Lecture 3 hours. *Recommended preparation:* Eligibility for English 120 or ESL 151.

INDEPENDENT STUDIES

101 VOLUNTEER SERVICE

1-3 Units

Independent Study 101 is an independent study course based on a cooperative effort between the student, a volunteering faculty member, and a community-based organization to provide real-world experience in a field of interest while at the same time filling a need in the community. Laboratory 3-9 hours. *Prerequisite:* Concurrent registration in 6 or more units. *Recommended preparation:* Eligibility for English 120 or ESL 151 or Business Administration 106. This course is designed for students who have previously completed a course with a service-learning component. *Transfer credit:* CSU

049 INDEPENDENT STUDY

1-3 Units

Glendale Community College may make available in the curriculum of each division lower division units of study known as Independent Study. The purpose of the Independent Study course is to provide gifted students with an opportunity to explore a subject in greater depth than usual; to familiarize students with some basic research techniques; to interest students in possible career areas; and to take advantage of special academic interests. Emphasis shall be on individual research projects, library research and preparation of research papers. There is no prescribed course outline. Students develop a research project, have it approved by the sponsoring instructor and appropriate division chairperson, then submit the finished project, which may be library research, or perhaps a supervised experimental program related to a specific course of instruction. This course may be offered in all disciplines. Registration is open to any student at Glendale Community College who is currently registered for 6 or more units and who is admitted to Independent Study by the instructor. A student is limited to one Independent Study per semester and to no more than 12 units for credit toward the AA Degree or Certificate and no more than 6 units per division. The units received may be acceptable for college transfer subject to the approval of the individual college. The instructor shall make arrangements for students' Independent Study registration with the Admissions office. Attendance accounting procedures shall be cleared with the Admissions and Records Office by the instructor. *Prerequisite:* Concurrent registration in 6 or more units. *Transfer credit:* CSU

INTERNATIONAL FIELD STUDIES

048 INTERNATIONAL FIELD STUDIES

1-3 Units

International Field Studies 148 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. Lecture 1-3 hours, laboratory 3-9 hours. *Prerequisite:* None. *Note:* This course may be taken 4 times; a maximum of 12 units may be earned. Each repetition must be in a different country and/or area of the world. *Transfer credit:* CSU

INTERNSHIP

050 INTERNSHIP

1-3 Units

Internship 150 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 all disciplines. Lecture ½ hour, laboratory 3-9 hours. *Recommended preparation:* Eligibility for English 120 or ESL 151. *Note:* Students must arrange an approved internship prior to enrolling in this class. This course may be taken 4 times; a maximum of 12 units may be earned. *Transfer credit:* CSU

ITALIAN

101 BEGINNING ITALIAN I

5 Units

Italian 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. Lecture 5 hours, laboratory ½ hour. *Recommended preparation:* Eligibility for English 120 or ESL 151. *Note:* This course is not intended for students with oral proficiency or who have attended schools where Italian was the language of instruction. *Transfer credit:* CSU, UC, USC (CAN ITAL 2) (ITAL 101 & 102 CAN ITAL SEQ A)

**102
BEGINNING ITALIAN II**
5 Units

Italian 102 continues to present the fundamentals of Italian grammar. It trains further in correct pronunciation, and presents more difficult elementary prose. The discussions in Italian will stress correct use of verbs and idioms and efficient methods of vocabulary building. Lecture 5 hours, laboratory ½ hour. *Prerequisite:* Italian 101 or equivalent. *Transfer credit:* CSU, UC, AND USC (CANITAL 4) (ITAL 101 & 102 CAN ITAL SEQ A)

**103
INTERMEDIATE ITALIAN I**
5 Units

Italian 103 includes further study of Italian grammar. The aim of the course is to train students in reading comprehension of intermediate prose with stress on documentary aspects of Italian life, character analysis, and the study of ideas. Oral and written discussions will be stressed. Lecture 5 hours, laboratory ½ hour. *Prerequisite:* Italian 102 or equivalent. *Note:* This course is offered during the Fall semester only. *Transfer credit:* CSU, UC, USC

**104
INTERMEDIATE ITALIAN II**
5 Units

Italian 104 completes the review of the fundamentals of grammar. The aim of the course is to train students in reading intermediate prose of increasing difficulty with stress on the study of ideas. The training also includes oral discussion and written exposition. Lecture 5 hours, laboratory ½ hour. *Prerequisite:* Italian 103 or equivalent. *Note:* This course is offered during the Spring semester only. *Transfer credit:* CSU, UC, USC

**110
BASIC CONVERSATIONAL ITALIAN I**
3 Units

Italian 110 is an introduction to Italian with emphasis on developing essential skills in communication. The verbal active method is used, stressing oral expression. The course also develops a working knowledge of reading and writing Italian. Lecture 3 hours. *Prerequisite:* None. *Note:* Not open to students who have oral proficiency or who have attended schools where Italian was the language of instruction. This course may be taken 2 times; a maximum of 6 units may be earned.

**111
BASIC CONVERSATIONAL ITALIAN II**
3 Units

Italian 111 is a continuation of the study of Italian as a conversational language with emphasis on lifelike situations. Attention is given to essential grammar principles and cultural information. Lecture 3 hours. *Prerequisite:* Italian 110 or equivalent. *Note:* This course may be taken 2 times; a maximum of 6 units may be earned. This course may not be taken for credit by students who have taken Italian 102 prior to Italian 111, or who take Italian 102 concurrently with Italian 111.

**130
ITALIAN CULTURE AND
CIVILIZATION THROUGH CINEMA**
3 Units

Italian 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. *Recommended preparation:* Eligibility for English 101. *Transfer credit:* CSU, UC, USC

JAPANESE

**101
BEGINNING JAPANESE I**
5 Units

Japanese 101 presents the fundamentals of Japanese grammar. The students are trained to pronounce correctly, to acquire a small working vocabulary for conversation and writing, and to read and write both hiragana and katakana (native Japanese alphabets). Lecture 5 hours, laboratory ½ hour. *Recommended preparation:* Eligibility for English 120 and ESL 151. *Note:* This course is not intended for students with oral proficiency or who have attended schools where Japanese was the language of instruction. *Transfer credit:* CSU, UC, USC

**102
BEGINNING JAPANESE II**
5 Units

Japanese 102 continues to present the fundamentals of Japanese grammar. It trains further in correct pronunciation, and presents kanji (Chinese characters). Discussions in Japanese will stress verb forms and vocabulary building. Lecture 5 hours, laboratory ½ hour. *Prerequisite:* Japanese 101 or equivalent. *Transfer credit:* CSU, UC, USC

**103
INTERMEDIATE JAPANESE I**
5 Units

Japanese 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 the focus of this class. Emphasis will be placed on the customs, culture and institutions of the Japanese people. Lecture 5 hours, laboratory ½ hour. *Prerequisite:* Japanese 102 or equivalent. *Note:* This course is offered during the Fall semester only. *Transfer credit:* CSU, UC, USC

**104
INTERMEDIATE JAPANESE II**
5 Units

Japanese 104 completes the study of Japanese grammar and vocabulary and continues the study of short narrative writings. Conversational fluency, composition writing and increased familiarity with Japanese culture are the focus of this class. Emphasis will be placed on the customs, culture, and institutions of the Japanese people. Lecture 5 hours. Laboratory ½ hour. *Prerequisite:* Japanese 103 or equivalent. *Note:* This course is offered during the Spring semester only. *Transfer credit:* UC, CSU

**110
BASIC CONVERSATIONAL
JAPANESE I**
3 Units

Japanese 110 is an introduction to the Japanese language with emphasis on developing essential skills in communication. The verbal active method used stresses oral expression. This course also develops a working knowledge of reading and writing and includes the use of cassettes and films. Lecture 3 hours. *Prerequisite:* None. *Note:* Not open to students with oral proficiency or who have attended schools where Japanese was the language of instruction. This course may be taken 2 times; a maximum of 6 units may be earned.

**111
BASIC CONVERSATIONAL
JAPANESE II**
3 Units

Japanese 111 is a continuation of basic conversational Japanese. It teaches the students to communicate on a more advanced level and provides them with the ability to read and write for further study. Classroom activities emphasize oral expression. Reading and writing are introduced on a limited basis. Lecture 3 hours. *Prerequisite:* Japanese 110 or equivalent. *Note:* This course may be taken 2 times; a maximum of 6 units may be earned.

JOURNALISM

101 INTRODUCTION TO MASS COMMUNICATIONS (Also listed as Mass Communications 101)

3 Units

Journalism 101 is an introductory course exploring the history, institutions, and social impact of mass communication media, including print, photography, recordings, film, television, computers, and the role of advertising and public relations. The course is taught from a perspective of theories of persuasion, the symbolic power of images, and the relationship between information and knowledge. Special attention is given to the impact of these media on how we live and believe as individuals and as a society. Lecture 3 hours. *Recommended preparation:* Eligibility for English 101. *Transfer credit:* CSU, UC, USC (CAN JOUR 4)

102 REPORTING THE NEWS

3 Units

Journalism 102 is an introductory course in the gathering and writing news, features, and editorials. Emphasis is on clear and concise written expression with laboratory drill in English fundamentals. Study of news sources, acceptable forms for stories, style and methods of various media, elementary editing, and law and ethics of communication. Newspapers and other media at the local community level as well as the national metropolitan levels are utilized. Lecture 3 hours, laboratory 1 hour. *Recommended preparation:* Eligibility for English 101. *Transfer credit:* CSU (CAN JOUR 2)

103 STUDENT PUBLICATIONS STAFF

3 Units

Journalism 103 is a course in writing news, feature, and editorial copy, copy reading and editing, headline writing, newspaper layout and make-up and the mechanics of newspaper production. Study of law and ethics of the press and over-all emphasis on the function and responsibility of the newspaper. Second semester stress is on interpretive reporting. Class produces the campus newspaper *El Vaquero*. Lecture 2 hours, laboratory 4 hours. *Prerequisite:* Journalism 102 or equivalent. *Transfer credit:* CSU

104 STUDENT PUBLICATIONS EDITORS

3 Units

Journalism 104 is an advanced course in writing news, feature, and editorial copy, copy reading and editing, headline writing, newspaper layout and makeup, and the mechanics of newspaper production. Study of law and ethics of the press and over-all emphasis on the function and responsibility of the newspaper. Second semester stress is on interpretative reporting. Class produces the campus newspaper *El Vaquero*. Lecture 2 hours, laboratory 4 hours. *Prerequisite:* Journalism 103. *Note:* An interview and instructor consent may be required. This course may be taken 2 times; a maximum of 6 units may be earned. *Transfer credit:* CSU

106 INTRODUCTION TO BROADCAST JOURNALISM I

3 Units

Journalism 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. *Transfer credit:* CSU

107 MAGAZINE WRITING

3 Units

Journalism 107 focuses on feature writing for magazines and newspapers. Students learn how to find feature ideas and develop them into articles for student or professional publications. The creative story-telling side of journalism is stressed. The free-lance market for feature writers is discussed. Lecture 3 hours. *Recommended preparation:* Eligibility for English 101. *Note:* This course may be taken 2 times; a maximum of 6 units may be earned. *Transfer credit:* CSU

110 PHOTOJOURNALISM

3 Units

Journalism 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 is used. Lecture 2 hours; laboratory 4 hours. *Recommended preparation:* Eligibility for English 101. *Note:* This course may be taken two times; a maximum of six units may be earned. *Transfer credit:* CSU

116 INTRODUCTION TO BROADCAST JOURNALISM II

3 Units

Journalism 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:* Journalism 106 or equivalent.

210 ADVANCED NEWS WRITING

3 Units

Journalism 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:* Journalism 102 or equivalent.

250 VISUAL COMMUNICATION

3 Units

Journalism 250 surveys the techniques and examples of visual communication employed in the mass media, including newspapers, magazines, television, the Internet, and advertising. It is designed to lead students to an understanding of the possibilities of visual communication in the mass media. Designed to both show students how the media use images and how they might incorporate visual images into their own work, the course will expose students to both practitioners and scholars in the field. This class will expose students to images and theories of use of images and encourage them to develop their critical thinking skills by learning the language and theory of the disciplines. Lecture 3 hours, laboratory 1 hour. *Prerequisite:* Journalism 102 or equivalent. *Transfer credit:* CSU

KOREAN**101
BEGINNING KOREAN I**
5 Units

Korean 101 teaches the fundamentals of Korean grammar. Students are trained to pronounce Korean correctly, to acquire a small working vocabulary which they use in conversation and writing, and to read and write in the native Korean alphabet. Lecture 5 hours, laboratory ½ hour. *Recommended preparation:* Eligibility for English 120 or ESL 151. *Note:* This course is not intended for students with oral proficiency or who have attended schools where Korean was the language of instruction. *Transfer credit:* CSU, UC, USC

**102
BEGINNING KOREAN II**
5 Units

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

**103
INTERMEDIATE KOREAN I**
5 Units

Korean 103 includes further study of Korean grammar and idioms, intensive and extensive reading in contemporary Korean, and written compositions in Korean. This class is conducted entirely in Korean. Lecture 5 hours, Laboratory ½ hour. *Prerequisite:* Korean 102 or equivalent. *Note:* This course is offered during the Fall semester only. *Transfer credit:* UC, CSU, USC

**110
BASIC CONVERSATIONAL KOREAN I**
3 Units

Korean 110 is an introduction to the Korean language with emphasis on developing essential skills in communication. The verbal active method used stresses oral expression. This course also develops a working knowledge of reading and writing. Lecture 3 hours. *Prerequisite:* None. *Note:* Not open to students who have oral proficiency or who have attended schools where Korean was the language of instruction. This course may be taken 2 times; a maximum of 6 units may be earned.

**111
BASIC CONVERSATIONAL KOREAN II**
3 Units

Korean 111 is a continuation of Korean 110. It teaches the students to communicate on an advanced level and provides them with the ability to read and write for further study. Classroom activities emphasize conversational repetition and oral expression. Reading and writing will be introduced on a limited basis. Lecture 3 hours. *Prerequisite:* Korean 110 or equivalent. *Note:* This course may be taken 2 times; a maximum of 6 units may be earned.

**115
KOREAN FOR THE KOREAN
SPEAKING I**
5 Units

Korean 115 provides intensive training in oral and written Korean for students who have familiarity with the language but little or no formal instruction in it. Structure of the language, basic grammar, oral communication, spelling rules, vocabulary, and composition are included. Lecture 5 hours. *Recommended Preparation:* Eligibility for English 120 or ESL 151. *Note:* students who have completed Korean 101 may not take this course for credit. Students with oral proficiency or who have attended schools where Korean was the language of instruction should enroll in Korean 115. *Transfer credit:* CSU, UC, USC

**116
KOREAN FOR THE KOREAN
SPEAKING II**
5 Units

Korean 116 is a continuation of Korean 115. Emphasis is placed on reading comprehension, composition, oral communication, spelling rules, intensive vocabulary, and a more advanced study of the structure of the language. Lecture 5 hours. *Prerequisite:* Korean 115 or equivalent. *Note:* Students who have completed Korean 102 may not take this course for credit. *Transfer credit:* CSU, UC, USC

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

Library 101 introduces methods of contemporary research through the use of online databases and the Internet, as well as traditional print materials. Collaborative efforts lead to well-researched and accurately documented term paper presentations. Lecture 1½ hours, laboratory 1½ hours. *Prerequisite:* None. *Note:* No credit will be given to students who have completed Library 191 prior to Library 101. Students completing both Library 101 and Library 191 will receive a maximum of two units for both classes. *Transfer credit:* CSU, UC

**191
INTRODUCTION TO INFORMATION
COMPETENCY**
2 Units

Library 191 is designed to teach and strengthen lifelong research and information literacy 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, analyzing, organizing, and presenting information. The topics to be covered include: understanding call numbers; utilizing online catalogs to locate books; expanding knowledge of reference materials; developing research strategies; exercising critical thinking to evaluate information; applying critical and technical skills to periodical and online databases; understanding bibliographic citation formats; and using the Internet as a research tool. Lecture / Demonstration 2 hours. *Prerequisite:* None. *Note:* No credit will be given to students who have completed Library 101 prior to Library 191. Students completing both Library 191 and Library 101 will receive a maximum of two units for both classes. *Transfer credit:* CSU, UC

LINGUISTICS

101 INTRODUCTION TO LANGUAGE AND LINGUISTICS

3 Units

Linguistics 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, neurolinguistics, and sociolinguistics. Lecture 3 hours. *Recommended preparation:* Eligibility for English 101. *Transfer Credit:* CSU, UC, USC

MACHINE TECHNOLOGY

101 MACHINE TECHNOLOGY I

3 Units

Machine Technology 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. *Note:* Students must register for the full number of hours for which the course is scheduled, but late registration is permitted provided a vacancy in the class exists. *Transfer credit:* CSU

102 MACHINE TECHNOLOGY II

5 Units

Machine Technology 102 is a continuation of the fundamentals of the machinist trade. Advanced training in set-up work, tool grinding, and machine operations is presented. Related lectures cover types of threads and threading, calculating and cutting of tapers, gears and gear trains. Basic design and capacity of machine tools are investigated. Lecture 3 hours, laboratory 6 hours. *Prerequisite:* Machine Technology 101. *Note:* Students must register for the full number of hours for which the course is scheduled, but late registration is permitted provided a vacancy in the class exists. *Transfer credit:* CSU

103 MACHINE TECHNOLOGY III

5 Units

Machine Technology 103 covers more advanced and complicated operations of machine tools and equipment. Precision inspection, production and assembly are studied. Lectures and demonstrations on specialized machine tools and equipment give the student a better understanding of their use and capacities. Lecture 3 hours, laboratory 6 hours. *Prerequisite:* Machine Technology 102. *Note:* Students must register for the full number of hours for which the course is scheduled, but late registration is permitted provided a vacancy in the class exists. *Transfer credit:* CSU

104 MACHINE TECHNOLOGY IV

5 Units

Machine Technology 104 is a continuation of advanced and complicated operations of machine tools and equipment. Lectures and demonstrations include a thorough investigation of heat-treatment of metals, special metals and their uses, abrasives, grinding wheels, and efficient use of surface, cylindrical, and tool cutter grinders. Basic tool and die work in which the student designs and builds jigs and fixtures is offered to students showing advanced abilities. Lecture 3 hours, laboratory 6 hours. *Prerequisite:* Machine Technology 103. *Note:* Students must register for the full number of hours for which the course is scheduled, but late registration is permitted provided a vacancy in the class exists. *Transfer credit:* CSU

107 MACHINE PRACTICE I

2 Units

NON-DEGREE APPLICABLE

Machine Technology 107 provides practice on machine shop equipment. Students work on individual projects which they retain for their use. Training received in this course develops an ability to visualize and perform various functions necessary in the machine trade. Lecture 1 hour, laboratory 3 hours. *Prerequisite:* None. *Note:* Credit per semester will be indicated on the Schedule. This course may be taken 3 times; a maximum of 6 units may be earned.

108 MACHINE PRACTICE II

2 Units

NON-DEGREE APPLICABLE

Machine Technology 108 provides practice on machine shop equipment. Students work on individual projects which they retain for their use. Training received in this course develops an ability to visualize and perform various functions necessary in the machine trade. Lecture 1 hour, laboratory 3 hours. *Prerequisite:* Machine Technology 107. *Note:* Credit per semester will be indicated on the Schedule. This course may be taken 3 times; a maximum of 6 units may be earned.

109 PRINCIPLES OF TOOL ENGINEERING

5 Units

Machine Technology 109 is an advanced course in machine shop training presenting systems of production. Interchangeability, and dimensioning as they pertain to tool design and construction of drill jigs, milling, grinding, and lathe fixtures, locating and clamping of parts, tooling for horizontal turret lathes, and toolroom inspection and gauging are examined. Training required for engineers and designers noting duties and positions in manufacturing organizations are investigated. Lecture 3 hours, laboratory 6 hours. *Prerequisite:* Machine Technology 104. *Note:* Students must register for the full number of hours for which the course is scheduled, but late registration is permitted provided a vacancy in the class exists. *Transfer credit:* CSU

110 PRINCIPLES OF NUMERICAL CONTROL

5 Units

Machine Technology 110 is an advanced course in machine technology presenting principles of numerical control, preparation of machining programs and development of control tapes. Design and construction of tools and fixtures, selection and modification of tooling are studied. Lecture 3 hours, laboratory 6 hours. *Prerequisite:* Machine Technology 102. *Transfer credit:* CSU

**111
PRINCIPLES OF NUMERICAL
CONTROL***3 Units*

Machine Technology 111 presents principles of numerical control, preparation of machining programs and development of control tapes. It is designed for the advanced machine technology student who wishes to explore the field of numerically controlled machining. Lecture 3 hours. *Prerequisite:* Machine Technology 101. (Machine Technology 101 may be taken concurrently.) *Note:* This course may be taken 2 times; a maximum of 6 units may be earned. This course may not be taken for credit by students who have completed Machine Technology 110.

**112
MACHINE PRACTICE III***1-4 Units*

Machine Technology 112 is designed to allow students or industrial workers to improve and update their machining skills. Techniques practiced are uses of lathe, mill, drill, grinder. Inspection strategies for the purpose of job advancement are presented. Laboratory 3-12 hours. *Prerequisite:* Machine Technology 107. *Note:* Hours to vary according to students' needs; 48 hours laboratory equals one unit. This course may be taken 2 times; a maximum of 8 units may be earned.

**113
INTERMEDIATE ENGINE LATHE
PROCESSES***2 Units***NON-DEGREE APPLICABLE**

Machine Technology 113 is a course that provides specialized training on the engine lathe processes. Building on the basic processes, this class will develop skills working on tapering, threading, grooving, contouring both inside and out. The use of the 3 and 4 jaw chucks, faceplate, rubber chuck and collets is studied. Lecture 1 hour, laboratory 3 hours. *Prerequisite:* None.

**114
INTERMEDIATE VERTICAL MILL
PROCESSES***2 Units***NON-DEGREE APPLICABLE**

Machine Technology 114 is a course that provides specialized training on the vertical mill. Building on the basic processes, this class develops skills working on vises, fixturing, angular milling, end mills, shell mills, fly cutting, radius cutting, and undercutting. Lecture 1 hour, laboratory 3 hours. *Prerequisite:* None.

MASS COMMUNICATIONS

**101
INTRODUCTION TO MASS
COMMUNICATIONS****(Also listed as Journalism 101)***3 Units*

Mass Communications 101 is an introductory course exploring the history, institutions, and social impact of mass communication media, including print, photography, recordings, film, television, computers, and the role of advertising and public relations. The course is taught from a perspective of theories of persuasion, the symbolic power of images, and the relationship between information and knowledge. Special attention is given to the impact of these media on how we live and believe as individuals and as a society. Lecture 3 hours. *Recommended preparation:* Eligibility for English 101. *Transfer credit:* CSU, UC, USC (CAN JOUR 4)

**120
INTRODUCTION TO PUBLIC
RELATIONS***3 Units*

Mass Communications 120 is a practical guide to effective public relations, its history and its relationship with the media. The course is designed for persons who wish to make public relations a career, untrained persons who are currently or plan to be involved in publicity activities, and for journalism majors or minors who wish to enhance their studies. Lecture 3 hours. *Prerequisite:* None. *Transfer credit:* CSU

**MATERIALS AND
PROCESSES**

**146
MATERIALS AND PROCESSES***3 Units*

Materials and Processes 146 is a study of the manufacture and properties of ferrous and non-ferrous alloys, ceramic products, wood, cements, plastics, fuels, glass, concrete, rubber, etc. Their uses, adaptability, and limitations in industry are studied. Current methods of manufacture and technique are covered. The course covers testing of materials by the destructive and nondestructive methods and the physical properties of materials. Lecture 3 hours. *Prerequisite:* None. *Transfer credit:* CSU

MATHEMATICS

All students who have not taken a Mathematics course at Glendale College are required to take a mathematics placement examination before enrolling in any mathematics course except Mathematics 190. Contact your counselor for additional information.

**100
COLLEGE ALGEBRA***3 Units*

Mathematics 100 is a detailed study of the basic concepts of algebra, including first and second degree equations and inequalities, graphs of linear and quadratic functions, conic sections, polynomial functions, exponential functions, logarithmic functions, systems of equations including Gaussian elimination. Lecture 4 hours. *Prerequisite:* Placement is based on a composite of test scores and academic background or satisfactory completion of Mathematics 101 or 120 or 2 units of Mathematics 220. *Transfer credit:* CSU, UC, USC (CAN MATH 10)

**101
INTERMEDIATE ALGEBRA***5 Units*

Mathematics 101 includes fundamental laws, curve plotting, linear equations, negative and fractional exponents, quadratic equations, arithmetic and geometric progressions, the binomial theorem, the remainder theorem, the factor theorem, logarithms, second and third order determinants. Lecture 5 hours. *Prerequisite:* Placement is based on a composite of test scores and academic background or satisfactory completion of Mathematics 141 or 146 or 148 or 2 units of Mathematics 246.

**102
TRIGONOMETRY***3 Units*

Mathematics 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, inverse functions, complex numbers, and polar and parametric equations. Lecture 4 hours. *Prerequisite:* Mathematics 100. *Transfer credit:* CSU (CAN MATH 8)

**103/103H
CALCULUS AND ANALYTIC
GEOMETRY
HONORS CALCULUS AND ANALYTIC
GEOMETRY***5 Units*

Mathematics 103 is the first of a sequence of three courses combining the subject matter of analytic geometry and calculus. Functions and their graphs are studied with special attention to differentiation, limits, rules and integration using various techniques. Applications of both differentiation and integration are covered.

The honors course will be enhanced in one or more of the following ways:

1. Extensive use of technology (TI Graphing calculator) through extra problems and/or projects in each chapter, for the purposes of verification, as well as experimentation with analytical work.
2. A written biography of a mathematician referenced in the textbook.
3. A model to be made of volume of revolution.
4. One problem from each section of the text worked out using a Scientific Notebook.
5. The following journal articles read along with questions to be answered:
 "Descartes Derivative"
 "Monte Carlo Integration"
 "John Napier and the Logarithm"
 These are only examples. Other journal articles could be included.

Lecture 5 hours. *Prerequisite:* Placement is based on a composite of test scores and academic background or satisfactory completion of Mathematics 110 or Mathematics 100 & 102. *Transfer credit:* CSU, UC, USC (CAN MATH 18) (MATH 103 & 104 CAN MATH SEQ B) (MATH 103 & 104 & 105 CAN MATH SEQ C)

**104/104H
 CALCULUS AND ANALYTIC
 GEOMETRY
 HONORS CALCULUS AND ANALYTIC
 GEOMETRY
 5 Units**

Mathematics 104 is a study of transcendental functions, techniques of integration, polar coordinates, parametric equations, conic sections, indeterminate forms and infinite series.

The honors course will be enhanced in one or more of the following ways:

1. Extensive use of the technology (TI Graphing calculator) through extra problems and/or projects in each chapter, for the purposes of verification, as well as experimentation with analytical work.
2. A written biography of a mathematician referenced in the textbook.
3. A model to be made of a volume of revolution.
4. One problem from each section of the text worked out using a Scientific Notebook.
5. The following journal articles read along with questions to be answered:
 "Descartes Derivative"
 "Monte Carlo Integration"
 John Napier and the Logarithm"
 These are only examples. Other journal articles could be included.

Lecture 5 hours. *Prerequisite:* Mathematics 103. *Transfer credit:* CSU, UC, USC (CAN MATH 20) (MATH 103 & 104 CAN MATH SEQ B) (MATH 103 & 104 & 105 CAN MATH SEQ C)

**105/105H
 CALCULUS AND ANALYTIC
 GEOMETRY
 HONORS CALCULUS AND ANALYTIC
 GEOMETRY
 4 Units**

Mathematics 105 is a course in vector calculus. Topics covered include vector functions, vector differentiation, parametric equations, vectors in three and higher dimensional space, multiple integration, and an introduction to vector analysis including divergence, curl, and Stoke's Theorem.

The honors course will be enhanced in one or more of the following ways:

1. The students will be assigned no less than ten computer labs to examine the concepts:
 - 3-dimensional vectors
 - quadric surfaces
 - curl and divergence
2. The students will complete a course computer project on an application from biology, physics, engineering, or business.

Lecture 5 hours. *Prerequisite:* Mathematics 104. *Transfer credit:* CSU, UC, USC (CAN MATH 22) (MATH 103 & 104 & 105 CAN MATH SEQ C)

**107/107H
 LINEAR ALGEBRA
 HONORS LINEAR ALGEBRA
 4 Units**

Mathematics 107 covers the topics of vector spaces, linear transformations and matrices, matrix algebra, determinants, eigenvalues and eigenvectors, and solutions of systems of equations.

The honors course will be enhanced in one or more of the following ways:

1. Investigation and projects concerning technologic applications of linear algebra. Specifically, Fourier Series and the Simplex method are widely used applications that would clearly benefit our CS/IS majors.
2. Concentration on the theory central to the study of linear algebra. Specifically, students should be held responsible for statements of theorem and their proofs. Especially central theorems such as the Plus/Minus Theorem, the Projection Theorem, etc.

Lecture 5 hours. *Prerequisite:* Mathematics 104. *Recommended preparation:* Mathematics 105. *Transfer credit:* CSU, UC, USC (CAN MATH 26)

**108/108H
 ORDINARY DIFFERENTIAL
 EQUATIONS
 HONORS ORDINARY DIFFERENTIAL
 EQUATIONS
 4 Units**

Mathematics 108 covers the solution of ordinary differential equations using various techniques including variation of parameters, the Laplace transform, power series, and numerical methods. Systems of linear differential equations and an introduction to Fourier Series are also covered. Applications are drawn from the physical sciences.

The honors course will be enhanced in one or more of the following ways:

1. Students will navigate through computer explorations on a software package called ODE Architect.
2. Students will carry out computer and other lab projects in each chapter of the course and submit their results for grading.

Lecture 5 hours. *Prerequisite:* Mathematics 104. *Recommended preparation:* Mathematics 105. *Transfer credit:* CSU, UC, USC (CAN MATH 24)

**110
 PRECALCULUS
 5 Units**

Mathematics 110 is a course designed for review of those algebraic concepts needed for the study of calculus. The course includes a more thorough study of algebraic and trigonometric functions. The course emphasizes linear and quadratic equations and inequalities, graphs of linear and quadratic functions, conic sections, polynomial functions, systems of equations, matrices and determinants mathematical induction, trigonometric functions, inverse trigonometric functions, trigonometric identities and equations, and right and oblique triangles. Lecture 5 hours. *Prerequisite:* Placement is based on a composite of test scores and academic background. *Note:* A maximum of 6 units may be earned from any combination of Mathematics 100, 102, and 110. *Transfer credit:* CSU, UC, USC (CAN MATH 16)

**111
FINITE MATHEMATICS**
3 Units

Mathematics 111 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 satisfactory completion of Mathematics 101, 120, 5 units of Math 201, or 2 units of Math 220. *Transfer credit:* CSU, UC, USC (CAN MATH 12)

**112
CALCULUS FOR BUSINESS**
5 Units

Mathematics 112 is a one semester course in calculus for business, management, and social science majors. Topics in this course include: techniques of differentiating; maximum-minimum problems; curve sketching; derivatives and applications of exponential and logarithmic functions; techniques of integration; simple differential equations; the calculus of functions of several variables, including Lagrange multipliers and multiple integration. Lecture 5 hours. *Prerequisite:* Placement is based on a composite of test scores and academic background or satisfactory completion of Mathematics 101 or 120 or 2 units of Mathematics 220. *Recommended preparation:* Mathematics 100. *Transfer credit:* CSU, UC, USC (CAN MATH 34)

**115
SURVEY OF MATHEMATICS**
3 Units

Mathematics 115 is non-transferable course designed to satisfy the mathematics proficiency requirement for the A.A. or A.S. degree. There is an emphasis on problem solving and decision making. Topics which may be covered include problem solving techniques, using measurement in decision making, calculating possibilities, measuring certainty, tree diagrams, probabilities and estimation, individual and group behavior, and methods of recognizing consensus. Lecture 3 hours. *Prerequisite:* None.

**119
INTERMEDIATE ALGEBRA I**
3 Units

Mathematics 119 is the first course in a two-semester sequence. It includes fundamental laws, solving and graphing linear equations, basic rules of exponents, determinants, and matrices. Lecture 5 hours. *Prerequisite:* Placement is based on a composite of test scores and academic background or satisfactory completion of Mathematics 146 or 141 or 148 or 2 units of Mathematics 246.

**120
INTERMEDIATE ALGEBRA II**
2 Units

Mathematics 120 is the second course of the two-semester intermediate algebra sequence. It includes radicals and fractional exponents, quadratic equations and inequalities, arithmetic and geometric progressions, the binomial theorem, logarithms, and conic sections. Lecture 4 hours. *Prerequisite:* Satisfactory completion of Mathematics 119 or 3 units of either Mathematics 201 or 219.

**135
LIBERAL ARTS MATHEMATICS**
3 Units

Mathematics 135 is a one-semester course designed for liberal arts majors. Topics in this course include voting systems and how to measure power, game theory, apportionment, probability and statistical inference. Lecture 3 hours. *Prerequisite:* Placement is based on a composite of test scores and academic background or satisfactory completion of Mathematics 101 or 120 or 2 units of Mathematics 220. *Transfer credit:* CSU, UC

**136
STATISTICS**
4 Units

Mathematics 136 is a one-semester course designed for students whose major requires a course in statistics. Topics in this course include: the nature of statistical methods, types of data, introductory probability, sampling theory, experimental design, confidence intervals, hypothesis testing, regression analysis, and decision making. Emphasis 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 Mathematics 101, 120 or five units of Mathematics 201. *Transfer credit:* CSU, UC, USC (CAN STAT 2)

**138
MATHEMATICS FOR ELEMENTARY
TEACHERS**
3 Units

Mathematics 138 is a one-semester course designed for prospective elementary school teachers. Topics in this course include: problem-solving techniques, set operations, functions, number theory, ratio, proportion and percent, and math study skills. Lecture 3 hours. *Prerequisite:* Placement is based on a composite of test scores and academic background or satisfactory completion of Mathematics 101 or 120 or 2 units of Mathematics 220. *Transfer credit:* CSU, UC

**139
MATHEMATICS FOR ELEMENTARY
TEACHERS II**
3 Units

Mathematics 139 is a continuation of Mathematics 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:* Mathematics 138. *Transfer credit:* CSU, UC

**140
PLANE GEOMETRY**
3 Units

Mathematics 140 is a comprehensive course in plane geometry. The course includes sets and geometric figures, congruence, parallel lines and parallelograms, circles, inequalities, proportion and similar polygons, loci, constructions, and areas of polygons. Lecture 3 hours. *Prerequisite:* None.

**141
BEGINNING ALGEBRA**
4 Units

Mathematics 141 is a one semester review course in the fundamental operations of algebra. The course focuses on solution of linear and quadratic equations, algebraic operations, factoring algebraic fractions, exponents and radicals, and systems of linear equations. This course is the equivalent of one year of algebra in high school and is designed for students to review their algebra. Lecture 5 hours. *Prerequisite:* Placement is based on a composite of test scores and academic background or satisfactory completion of Mathematics 145 or 2 units of Mathematics 245. *Note:* This course may not be taken for credit by students who have completed Mathematics 146, 148 or 246. A maximum of 4 units will be granted for Mathematics 141, 145 and 245.

145
ELEMENTARY ALGEBRA I
2 Units

Mathematics 145 is designed to cover the fundamental operations of algebra normally included in the first semester of a year course taught in the secondary school, and includes signed numbers, solution of linear equations, algebraic manipulations, powers, polynomials, factoring, and rational expressions. The course should be elected by students who have never studied algebra or who have studied it for less than one year. Lecture 4 hours. *Prerequisite:* Placement based on a composite of test scores and academic background or satisfactory completion of Mathematics 153 or 155 or 158 or 4 units of Mathematics 255. *Note:* This course may not be taken for credit by students who have completed Mathematics 141 or 148.

146
ELEMENTARY ALGEBRA II
2 Units

Mathematics 146 is a continuation of Mathematics 145 and completes the topics covered in one full year of beginning algebra as taught in the secondary school. This course covers the fundamental operations of algebra including graphing linear equations, solving linear systems, roots and radicals, and quadratic equations. Lecture 4 hours. *Prerequisite:* Satisfactory completion of Mathematics 145 or 2 units of Mathematics 245. *Note:* This course may not be taken for credit by students who have completed Mathematics 141 or 148.

148
APPLIED ALGEBRA
4 Units

Mathematics 148 is a continuation of Mathematics 158 and completes the topics covered in one full year of algebra as taught in the secondary schools. The course investigates problem-solving techniques in the context of "real-life" situations. The fundamental operations of algebra, including solutions to quadratic equations, are covered. Students use powers, roots, systems of linear equations, factoring, and formulas to solve problems. Radicals and rational expressions and equations are also covered. Students participate in laboratory exercises that use mathematical principles learned in the lectures and from the text. Lecture 4 hours, laboratory 1 hour. *Prerequisite:* Placement based on a composite of test scores and academic background or satisfactory completion of Mathematics 145 or 158. *Note:* This course may not be taken for credit by students who have completed Mathematics 141 or 146. A maximum of 4 units may be earned for Mathematics 148 and 145.

151
BASIC ARITHMETIC
 $\frac{1}{2}$ -2 Units
NON-DEGREE APPLICABLE

Mathematics 151 is a self-paced remedial course in the fundamental processes of arithmetic designed to develop both accuracy and speed in the computation using whole numbers, fractions, decimals, percent, and properties of the decimal number system. Lecture 2 hours, laboratory 1 hour. *Prerequisite:* Placement is based on a composite of test scores and academic background. *Note:* The student will receive $\frac{1}{2}$ unit of credit for each module successfully completed. A maximum of 2 units may be earned for Mathematics 151 and 152.

152
BASIC MATHEMATICS
2 Units
NON-DEGREE APPLICABLE

Mathematics 152 is a lecture-based remedial course in the fundamental processes of arithmetic designed to develop skill in computation, using whole numbers, fractions, decimals, percent, and properties of the decimal number system. The use of calculators is integrated into the course. Lecture 2 hours. *Prerequisite:* Placement is based on a composite of test scores and academic background. *Recommended preparation:* Eligibility for English 189 or ESL 131 or planning to enroll in ESL 121 during the same semester. *Note:* A maximum of 2 units may be earned for Mathematics 151 and 152.

153
PREALGEBRA
 $1\frac{1}{2}$ Units
NON-DEGREE APPLICABLE

Mathematics 153 is a remedial course in the fundamental processes of prealgebra, with an emphasis on the arithmetic of signed numbers. Rules of exponents, first degree equations, study and test-taking techniques related to mathematics are also covered. Lecture $1\frac{1}{2}$ hours. *Prerequisite:* Placement is based on a composite of test scores and academic background or 2 units of credit in Mathematics 151 or satisfactory completion of Mathematics 152. *Note:* A maximum of 3 units may be earned for Mathematics 153 and 158.

155
ALGEBRA BASICS
4 Units
NON-DEGREE APPLICABLE

Mathematics 155 is a remedial course designed to prepare students for their first course in algebra. It includes the fundamental processes of arithmetic and prealgebra. It is designed to develop skill in computation using whole numbers, fractions, decimals, percents, and properties of the decimal number system with an emphasis on the arithmetic of signed numbers. Rules of exponents, first-degree equations, fundamental facts about geometry with regard to area and perimeter are also included. Study and test-taking techniques related to mathematics are also covered. Lecture 5 hours. *Prerequisite:* Placement is based on a composite of test scores and academic background. *Note:* A maximum of 4 units of credit will be granted for Mathematics 155 and Mathematics 255.

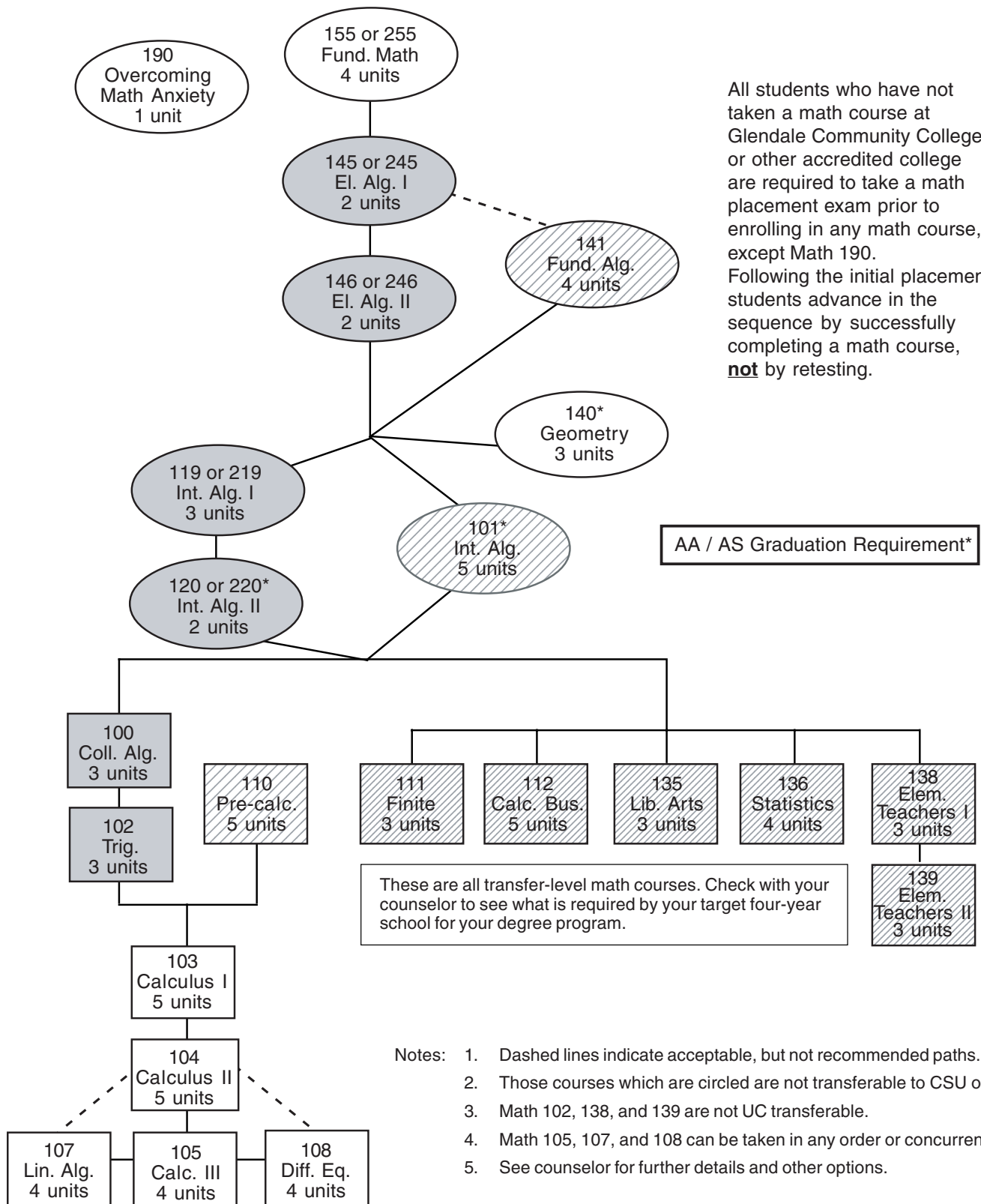
158
APPLIED PREALGEBRA
3 Units
NON-DEGREE APPLICABLE

Mathematics 158 is a course in the fundamental process of prealgebra which investigates problem-solving techniques in the context of "real-life" situations. Students learn the arithmetic of signed numbers and different ways to represent numbers. Students learn to use calculators and measuring tools while participating in laboratory exercises that use the mathematical principles learned in the lecture and problem-solving sessions. Metric and English unit measurements, formulas, ratios, and proportions are explained. Introductory geometry is covered. The course should be selected by students who have never successfully completed the first year of high school algebra. Lecture 3 hours, laboratory 1 hour. *Prerequisite:* Placement is based on a composite of test scores and academic background or 2 units of credit in Mathematics 151, or satisfactory completion of Mathematics 152. *Note:* A maximum of 3 units will be granted for Mathematics 153 and 158.

190
OVERCOMING MATH ANXIETY
1 Unit
NON-DEGREE APPLICABLE

Mathematics 190 is designed to provide students of varying mathematical backgrounds with the knowledge, skills, and attitudes to be successful in their mathematics related goals. Topics include problem solving, test-taking, and stress reduction. Lecture 2 hours (8 weeks). *Prerequisite:* None.

MATH SEQUENCE



All students who have not taken a math course at Glendale Community College or other accredited college are required to take a math placement exam prior to enrolling in any math course, except Math 190. Following the initial placement, students advance in the sequence by successfully completing a math course, **not** by retesting.

AA / AS Graduation Requirement*

These 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.

- Notes:
1. Dashed lines indicate acceptable, but not recommended paths.
 2. Those courses which are circled are not transferable to CSU or UC.
 3. Math 102, 138, and 139 are not UC transferable.
 4. Math 105, 107, and 108 can be taken in any order or concurrently.
 5. See counselor for further details and other options.

May 2008

**201
INTERMEDIATE ALGEBRA**
1-5 Units

Mathematics 201 is a self-paced course that covers those topics commonly taught in the second year of high school algebra. Topics include: properties of real numbers, properties of exponents (rational), functions and their inverses; simplifying rational, exponential, and logarithmic expressions; using determinants; graphing lines, parabolas, ellipses, and hyperbolas; solving linear, absolute value, quadratic, exponential and logarithmic equations and inequalities; arithmetic and geometric sequences and series; the binomial expansion. Lecture 4 hours, laboratory 3 hours. **Prerequisite:** Placement is based on a composite of test scores and academic background or satisfactory completion of Mathematics 141 or 146, or 148. **Note:** This course may be taken 4 times; a maximum of 5 units may be earned for Mathematics 101 and 201.

**219
INTERMEDIATE ALGEBRA I**
1-3 Units

Mathematics 219, a self-paced course, is the first course in a two-semester sequence that covers those topics commonly taught in the second year of high school algebra. Topics include: fundamental laws, solving, and graphing linear equations, basic rules of exponents, operations with polynomials, factoring, determinants, matrices, operations with rational expressions and radical expressions, solving rational and radical equations. Lecture 5 hours, laboratory 1 hour. **Prerequisite:** Placement is based on a composite of test scores and academic background or satisfactory completion of Math 141, Math 146, Math 148, 4 units of Math 241, or 2 units of Math 246. **Note:** This course may be taken 3 times for a maximum of 3 units; a maximum of 3 units of credit will be granted for Mathematics 119, 219, and 201.

**220
INTERMEDIATE ALGEBRA II**
1-2 Units

Mathematics 220 is the second course of the two-semester sequence of self-paced courses covering those topics commonly taught in the second year of high school algebra. Topics include quadratic equations and inequalities, arithmetic and geometric progressions, the binomial theorem, logarithms, and conic sections. Lecture 4 hours, laboratory 1 hour. **Prerequisite:** Satisfactory completion of Mathematics 119 or 3 units of Mathematics 201 or 219. **Note:** This course may be taken 3 times for a maximum of 2 units; a maximum of 5 units of credit will be granted for Mathematics 101, 119-120, 219-220, and 201.

**241
BEGINNING ALGEBRA**
1-4 Units

Mathematics 241 is a self-paced course in the fundamental operations of algebra. The course focuses on solutions of linear and quadratic equations, algebraic operations, factoring algebraic fractions, exponents and radicals, and systems of linear equations. This course is the equivalent of one year of algebra in high school. Lecture 5 hours, laboratory 2 hours. **Prerequisite:** Placement is based on a composite of test scores and academic background or satisfactory completion of Math 155, Math 145, Math 158 or 4 units of Math 255. **Note:** This course may be taken 4 times for a maximum of 4 units; a maximum of 4 units of credit will be granted for Mathematics 141, Mathematics 145, Mathematics 146, Mathematics 148, and Mathematics 241.

**245
BEGINNING ALGEBRA I**
1-2 Units

Mathematics 245, a self-paced course, is the first course in a two-semester sequence covering the fundamental operations of algebra. The course focuses on solutions of linear equations, algebraic operations, linear equations in two variables, systems of linear equations, exponents and polynomials. This course is designed to cover what is normally included in the first semester of one year of algebra in high school. Lecture 4 hours, laboratory 1 hour. **Prerequisite:** Placement is based on a composite of test scores and academic background or satisfactory completion of Math 155, 158 or 4 units of Math 255. **Note:** This course may be taken 3 times for a maximum of 2 units; a maximum of 2 units of credit will be granted for Mathematics 145 and 245.

**246
BEGINNING ALGEBRA II**
1-2 Units

Mathematics 246 is the second course in a two-semester sequence of self-paced courses covering the fundamental operations of algebra. Mathematics 246 is a continuation of Mathematics 245 and completes the topics covered in one year of algebra in high school. The course focuses on factoring, algebraic fractions, radicals and solutions of quadratic equations. Lecture 4 hours, laboratory 1 hour. **Prerequisite:** Placement is based on a composite of test scores and academic background or satisfactory completion of Math 145, 2 units of 245 or 2 units of Math 241. **Note:** This course may be taken 3 times for a maximum of 2 units; a maximum of 4 units of credit will be granted for Mathematics 141, 145-146, 148, 245-246 and 241.

**255
FUNDAMENTALS OF MATHEMATICS**
1-4 Units

NON-DEGREE APPLICABLE

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

MATHEMATICS, BUSINESS

See **COMPUTER APPLICATIONS
AND BUSINESS OFFICE
TECHNOLOGIES 110**

**MATHEMATICS,
TECHNICAL**

See **TECHNICAL EDUCATION
142, 143; ELECTRONICS &
COMPUTER TECHNOLOGY 100**

MEDIA ARTS

**101
INTRODUCTION TO VIDEO
PRODUCTION**
3 Units

Media Arts 101 provides students with a basic overview of the aesthetics and techniques required in the production of studio-based video programs. The topics to be covered include studio camera operation, microphone selection and placement, audio control operations, video control operations, studio lighting and crew positions. Projects consist of hands-on video production experiences in the GCTV Studio. Lecture 2 hours, laboratory 4 hours. **Prerequisite:** None. **Transfer credit: CSU**

**103
INTRODUCTION TO DIGITAL
CINEMATOGRAPHY****3 Units**

Media Arts 103 provides students with a basic overview of the aesthetics and techniques required in single-camera "film style" video production. The topics to be covered include basic cinematography, camera familiarization and operation, lenses, camera angles, camera blocking and movement, coverage, continuity, digital video formats, filters, location production, lighting and simple editing. Projects consist of hands-on experiences with digital video cameras and computers. Lecture 2 hours, laboratory 4 hours. *Prerequisite:* None. *Transfer credit:* CSU

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

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

**107
INTRODUCTION TO AUDIO
PRODUCTION****3 Units**

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

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

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

**112
DIGITAL VIDEO EDITING****3 Units**

Media Arts 112 is an intermediate-level video production class. Emphasis will be on non-linear digital video editing, using professional applications. Topics will include system set-up, video capturing, overwrite and insert editing, dialog and multi-clip editing, media management, editing aesthetics, continuity, high-definition, effects, titling, and compression. Students will output their projects to digital videotape and DVD. *Prerequisite:* Media Arts 103 or equivalent. *Note:* This course features Apple's Final Cut Pro Software. *Transfer credit:* CSU

**117
MUSIC VIDEO PRODUCTION****3 Units**

Media Arts 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 Arts 101. *Recommended preparation:* Media Arts 103 or 112; Eligibility for English 120 or ESL 151.

**202
DVD AUTHORING AND PRODUCTION****3 Units**

Media Arts 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. Lecture 2 hours, laboratory 4 hours. *Prerequisite:* Media Arts 103 or equivalent. *Note:* This course features Apple's DVD Studio Pro and Compressor software.

**205
MEDIA STREAMING AND MOBILE
CONTENT PRODUCTION****3 Units**

Media Arts 205 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, iPods, cellular phones, and personal data assistants (PDA's). The topics to be covered 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. Laboratory 4 hours. *Prerequisite:* Media Arts 103 or equivalent.

**207
INTERNET RADIO WEBCASTING****3 Units**

Media Arts 207 is designed to provide students a realistic working experience in Internet radio production. The emphasis is on the actual production of audio programs for the campus and community. Students gain experience with all capabilities of the Media Arts Audio Studio as well as being involved in programming operations for Glendale Community College's Internet radio "station". Laboratory 6 hours. *Prerequisite:* Media Arts 107 or equivalent. *Note:* This course may be taken three (3) times; a maximum of nine (9) units may be earned.

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

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

METALLURGY

**150
PRINCIPLES OF METALLURGY AND
HEAT TREATING
(Also listed as Metals 150)
3 Units**

Metallurgy 150 is the study of principles governing the selection, use, and treatment of metals and alloys in manufacturing and related technologies. Lecture 3 hours. *Prerequisite:* None. *Note:* This course may not be taken for credit by students who have completed Metals 150.

METALS

**150
PRINCIPLES OF METALLURGY AND
HEAT TREATING
(Also listed as Metallurgy 150)
3 Units**

Metals 150 is the study of principles governing the selection, use, and treatment of metals and alloys in manufacturing and related technologies. Lecture 3 hours. *Prerequisite:* None. *Note:* This course may not be taken for credit by students who have completed Metallurgy 150.

MUSIC

The following music performance/ensemble courses may be offered for fewer than the stated units: Music 141, 143, 146, 147, 159, 230, 233 - 238.

**101
MUSIC FUNDAMENTALS
3 Units**

Music 101 is a beginning course for those students who seek a basic knowledge of the fundamentals of music and music notation. Students learn the basic elements of pitch, rhythm, notation, scale structure, tonality, intervals, chords, melody, harmony, musical terminology, and score reading. Students apply these concepts to writing and analyzing simple musical examples. In addition, students learn to relate these concepts to the piano keyboard and to play simple examples. Lecture 3 hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC (CAN MUS 2)

**102
FUNDAMENTALS FOR MUSIC
MAJORS
3 Units**

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

**103
KEYBOARD HARMONY I
2 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. Lecture 2 hours. *Prerequisite:* None. *Note:* Music 103 is designed for students who have a basic knowledge of music. Students should be able to read musical notation and understand concepts of melody, harmony, and rhythm. *Transfer credit:* CSU, UC, USC

**104
MUSICIANSHIP I
2 Units**

Music 104 is a course designed to train the student to recognize the various intervals and rhythms used in composition and to use them in functional application through sight singing and ear training exercises. Music 104 is required for music majors. Lecture 2 hours, laboratory 1 hour. *Corequisite:* Music 107. *Recommended preparation:* Study of piano is strongly recommended. Students should have some knowledge of rhythmic patterns, scales, intervals and notation. *Transfer credit:* CSU, UC, USC

**105
MUSICIANSHIP II
2 Units**

Music 105 is a continuation of Music 104 with further emphasis on sight singing and ear training as well as the ability to perform melodic passages based on the major and minor modes. Basic harmonic progressions are also emphasized with application to melodic patterns and rhythms. Music 105 is required for music majors. Lecture 2 hours, laboratory 1 hour. *Prerequisite:* Music 104. *Corequisite:* Music 108. *Note:* For the non-pianist, concurrent study of piano is strongly recommended. Students should have some knowledge of scales, intervals, key signatures, triad notation and identification, time signatures and note values. *Transfer credit:* CSU, UC, USC

**107
HARMONY I**
3 Units

Music 107 develops an understanding of compositional techniques. Emphasis is placed on scales, intervals, triads, inversions, basic voice leading, figured bass, and simple harmonization. Music 107 is required for music majors. Lecture 3 hours. *Corequisite:* Music 104. *Note:* For the non-pianist, concurrent study of piano is strongly recommended. *Transfer credit:* CSU, UC, USC

**108
HARMONY II**
3 Units

Music 108 develops an understanding of compositional techniques. Emphasis is placed on cadences, modulations, dominant sevenths, secondary dominants and analysis. Music 108 is required for music majors. Lecture 3 hours. *Prerequisite:* Music 107. *Corequisite:* Music 105. *Note:* For the nonpianist concurrent study of piano is strongly recommended. *Transfer credit:* CSU, UC, USC

**110
MUSIC/ART APPRECIATION**
(Also listed as Art 110)
3 Units

Music 110 is a team-taught course which offers a comparative overview of western art and music from the prehistoric era to the present. This introductory course presents influential figures in each period and analyzes important influences on their work. The relationship between music and art is explored, along with changing trends in thought and techniques. Lecture 3 hours. *Prerequisite:* None. *Note:* This course may not be taken for credit by students who have completed Art 110. *Transfer credit:* CSU, UC, USC

**113
KEYBOARD HARMONY II**
2 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 2 hours. *Prerequisite:* Music 103 or equivalent. *Transfer credit:* CSU, UC, USC

**120
MUSIC APPRECIATION**
3 Units

Music 120 traces the evolution of music over the past 1500 years, with a special emphasis on understanding how to listen for greater enjoyment. Students learn the basic elements of music, such as form and structure, families and subgroups of musical instruments, as well as learning about specific composers and works. Lecture 3 hours. *Prerequisite:* None. *Note:* This course may not be taken for credit by students who have completed Music 125 or 126. This course is designed especially for non-music majors. Music majors should enroll in Music 125 and 126. The student is required to attend five (5) classical concerts and submit concert reports. *Transfer credit:* CSU, UC, USC

**121
HISTORY OF ROCK MUSIC**
3 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's. 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. *Transfer credit:* CSU, UC, USC

**125
HISTORY AND LITERATURE**
3 Units

Music 125 covers the history of music from the early Christian era through the Baroque Period. In addition to lectures and readings, the course includes a study of live and recorded musical performances. Recognition of composers and styles is emphasized. Lecture 3 hours, directed listening 2 hours. *Recommended preparation:* It is strongly recommended that students entering Music 125 be able to read music well enough to identify key signatures and transpositions, and be able to follow a musical score. *Note:* Students are required to attend six (6) concerts featuring music from the historical periods being studied, and to submit six (6) concert reports. Students are urged to take Music 125 and 126 within the same academic year. *Transfer credit:* CSU, UC, USC (CAN MUS 8) (MUS 125 & 126 CAN MUS SEQ B)

**126
HISTORY AND LITERATURE**
3 Units

Music 126 begins with the mid-18th century and continues with musical history through the present day. In addition to lectures and readings, the course includes a study of live and recorded musical performances. Recognition of composers and styles is emphasized. Lecture 3 hours, directed listening 2 hours. *Recommended preparation:* It is strongly recommended that students entering Music 126 be able to read music well enough to identify key signatures and transpositions, and be able to follow a musical score. *Note:* Students are required to attend six (6) concerts featuring music from the historical periods being studied, and to submit six (6) concert reports. Students are urged to take Music 125 and 126 within the same academic year. *Transfer credit:* CSU, UC, USC (CAN MUS 10) (MUS 125 & 126 CAN MUS SEQ B)

**127
WORLD MUSIC**
3 Units

Music 127 is designed to provide non-majors with a broader understanding of the multi-cultural world community. Students are introduced to non-western music as it occurs in Africa, the Middle East and Asia. Musical expression is viewed as an outgrowth of diverse cultural needs. Lecture 3 hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

**128
MUSIC OF AMERICA**
3 Units

Music 128 is a survey of American music in its progression from colonial psalm tunes to present day rap. It focuses on major musical styles of each historical period and the events that influenced them. The course covers the musical contributions of each immigrant group to the hybrid that is American music. This exploration provides a solid basis for increased understanding of other cultural viewpoints. Lecture 3 hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

129 COMMERCIAL VOICE

2 Units

Music 129 is an introduction to the basic principles of vocal production as they apply to singing songs from contemporary commercial idioms, including popular songs, jazz, gospel, Broadway show tunes, and track singing. Emphasis is placed on posture, breathing, resonance, style, microphone technique, movement, program development, and presentation. Literature appropriate for each voice range and ability is studied. Students are required to perform songs from memory. Lecture 2 hours, laboratory 1 hour. *Prerequisite:* None. *Note:* This course may be taken 4 times; a maximum of 8 units may be earned.

135 VOICE TRAINING I

2 Units

Music 135 stresses the principles of correct vocal production and their application to songs and ballads in English. Emphasis is placed on the following: proper breathing habits, the relationship between breathing and tone making, vocal health, range, resonance, registration, poise, posture, and song presentation. The development of an appreciation for the vocal arts is an important aspect of the course. Lecture 2 hours. *Prerequisite:* None. *Note:* This course may be taken 2 times; a maximum of 4 units may be earned. *Transfer credit:* CSU, UC, USC

136 VOICE TRAINING II

2 Units

Music 136 is a continuing focus upon the principles of correct vocal production and their application to songs and ballads in English. Foreign art songs are introduced; more difficult exercises both musically and vocally are stressed. Further emphasis is placed on legato singing, diction, interpretation, and expression. The development of an appreciation for the vocal arts is of continuing importance. Lecture 2 hours. *Prerequisite:* Music 135 or equivalent. *Note:* This course may be taken 2 times; a maximum of 4 units may be earned. *Transfer credit:* CSU, UC, USC

137 VOICE TRAINING III

2 Units

Music 137 is a continuation and broadening of the principles of vocal production and proper use of the breath in singing as outlined in Music 135 and 136. More difficult literature is explored, including contemporary music and several songs in foreign languages. Performances and recital. Lecture 2 hours. *Prerequisite:* Music 136 or equivalent. *Note:* This course may be taken 2 times; a maximum of 4 units may be earned. *Transfer credit:* CSU, UC, USC

140 APPLIED MUSIC

1 Unit

Music 140 is a course in individual and ensemble performance. Students receive eight hours of private instruction on a solo instrument. Emphasis is on solo performance through individual instruction, recital performance through participation in a recital class, and ensemble performance through participation in a performing ensemble. Lecture 1 hour, laboratory 0.5 hours. *Prerequisite:* The student must demonstrate a basic proficiency on his or her instrument or voice. An audition is required. *Corequisite:* Students must be concurrently enrolled in a one-unit section of one of the following performing ensembles: Music 143 (instrumentalists only), 146, 147, 148, 231, 234, 235, or 240. *Note:* This course may be taken 4 times; a maximum of 4 units may be earned. *Transfer credit:* CSU, UC, USC

141 CONCERT BAND

½-1 Unit

Music 141 is for students who wish to learn the techniques used in performing concert band literature, and who wish to perform with other instrumentalists. Emphasis is placed on developing music reading skills and gaining additional familiarity with the stylistic differences between composers. Selected works are rehearsed and performed. Performance 3 hours. *Prerequisite:* Ability to perform on a standard band instrument. *Note:* This course may be taken 4 times; a maximum of 4 units may be earned. Audition is required. Please contact the instructor at extension 5621 prior to the first class meeting. *Transfer credit:* CSU, UC, USC

143 JAZZ BAND

½-1 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. Performance 3 hours. *Prerequisite:* The ability to perform in a proficient manner upon the trumpet, trombone, saxophone, drums, string bass, guitar, or piano. *Note:* Audition is required. Please contact the instructor at extension 5621 prior to the first class meeting. Concert dress is required. Students must provide an appropriate instrument. This course may be taken 4 times; a maximum of 4 units may be earned. *Transfer credit:* CSU, UC, USC

144 WOODWIND ENSEMBLE

1 Unit

Music 144 is a small instrumental group which plays for college and community activities. Emphasis is on balance, dynamics, phrasing, and interpretation. Performance 3 hours. *Prerequisite:* Ability to play a musical instrument in a band, orchestra, or chamber music ensemble. *Note:* Audition is required. Please contact the instructor at extension 5621 prior to the first class meeting. This course may be taken 4 times; a maximum of 4 units may be earned. *Transfer credit:* CSU, UC, USC

145 BRASS ENSEMBLE

1 Unit

Music 145 is a small instrumental group which plays for college and community activities. Emphasis is on balance, dynamics, phrasing, and interpretation. Performance 3 hours. *Prerequisite:* Ability to play a musical instrument in a band or orchestra. *Note:* Audition is required. Please contact the instructor at extension 5621 prior to the first class meeting. This course may be taken 4 times; a maximum of 4 units may be earned. *Transfer credit:* CSU, UC, USC

146 COMMUNITY ORCHESTRA: LITERATURE 1725-1850

½-1 Unit

Music 146 is a class for students who want to learn and perform the standard orchestral repertoire from the Baroque era through the Romantic periods. Literature includes overtures, symphonies, and suites. Emphasis is placed on interpretation and style. Performance 3 hours. *Prerequisite:* The ability to perform on a standard orchestral instrument is required. *Note:* Audition is required. Please contact the instructor at extension 5621 prior to the first class meeting. Concert dress is required. Students must provide an appropriate instrument. This course may be taken 4 times; a maximum of 4 units may be earned. *Transfer credit:* CSU, UC, USC

**147
COMMUNITY ORCHESTRA:
LITERATURE 1825-1950***½-1 Unit*

Music 147 is a class for students who want to learn and perform the standard orchestral repertoire from the Romantic era through the present. Concerto literature and programmatic music are featured. Emphasis is placed on interpretation and style. Performance 3 hours. **Prerequisite:** The ability to perform on a standard orchestral instrument is required. **Note:** Audition is required. Please contact the instructor at extension 5621 prior to the first class meeting. Concert dress is required. Students must provide an appropriate instrument. This course may be taken 4 times; a maximum of 4 units may be earned. **Transfer credit:** CSU, UC, USC

**148
CHAMBER MUSIC***½-1 Unit*

Music 148 is a 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. **Prerequisite:** The ability to perform on a standard string, wind, or keyboard instrument is required. **Note:** Audition is required. Please contact the instructor at extension 5621 prior to the first class meeting. Students must provide an appropriate instrument. This course may be taken four times; a maximum of four units may be earned. **Transfer credit:** CSU, UC, USC

**152
STRING ENSEMBLE***1 Unit*

Music 152 is a small instrumental group which plays for college and community activities. Emphasis is on balance, dynamics, phrasing, and interpretation. Performance 3 hours. **Prerequisite:** Ability to play a musical instrument in a band or orchestra. **Note:** Audition is required. Please contact the instructor at extension 5621 prior to the first class meeting. This course may be taken 4 times; a maximum of 4 units may be earned. **Transfer credit:** CSU, UC, USC

**156
CLASSICAL GUITAR I***2 Units*

Music 156 is for students who wish to learn the elementary techniques of guitar playing. Included are the studies of fundamental music reading, skills, notation for guitar, tuning, playing techniques, fingerings, key signatures and scales, and the performance of easy solo guitar music in the first position. Another aspect of the course is to foster an appreciation for the classic guitar, its literature and performing artists. No previous musical training is required. Lecture 1 hour, laboratory 1 hour. **Prerequisite:** None. **Note:** Students are required to have a standard six (6) string guitar to use in class and are expected to practice one (1) hour a day. This course may be taken 2 times; a maximum of 4 units may be earned. **Transfer credit:** CSU, UC, USC

**157
CLASSICAL GUITAR II***2 Units*

Music 157 continues with the study of basic classic guitar techniques. Dynamics, ligados, and grace Notes are introduced. Students become acquainted with the entire fingerboard through scales in the 2nd, 4th, 5th, 7th, and 9th positions, and also through selected compositions for the guitar from the 18th and 19th centuries, and solo arrangements of familiar tunes. Chord structure is discussed and applied to the fingerboard. Lecture 1 hour, laboratory 1 hour. Three (3) hours practice by arrangement. **Prerequisite:** Music 156 or equivalent. **Note:** Students are required to have a standard six (6) string guitar to use in class and are expected to practice one (1) hour a day. This course may be taken 2 times; a maximum of 4 units may be earned. **Transfer credit:** CSU, UC, USC

**158
CLASSICAL GUITAR III***2 Units*

Music 158 proceeds with techniques and compositions of intermediate level. Included for study are selected pieces from the Renaissance, Baroque, Classic, and Romantic eras, as well as solo arrangements of familiar tunes. Knowledge of the entire fingerboard is further enhanced by the practice of two and three octave scales. Basic skills for transcribing music written for keyboard are introduced. Lecture 1 hour, laboratory 1 hour. Three (3) hours practice by arrangement. **Prerequisite:** Music 157 or equivalent. **Note:** Students are required to have a standard six (6) string guitar to use in class and are expected to practice one (1) hour a day. This course may be taken 2 times; a maximum of 4 units may be earned. **Transfer credit:** CSU, UC, USC

**159
CLASSICAL GUITAR ENSEMBLE***½-1 Unit*

Music 159 is for students who wish to learn the techniques used in performing guitar duos, trios, and quartets and who wish to perform with other instruments or with singers. Emphasis is placed on developing music reading skills and gaining additional familiarity with the guitar and its potential as an ensemble instrument. Selected works from the various periods of music history are rehearsed, and performed. Performance 3 hours. **Prerequisite:** Music 157 or equivalent. **Note:** This course may be taken 4 times; a maximum of 4 units may be earned. Students are required to have a standard acoustic guitar equipped with nylon strings for use in class and for practice outside of class. An audition may be required. **Transfer credit:** CSU, UC, USC

**160
PIANO I***2 Units*

Music 160 is designed for students who wish to gain an elementary knowledge of piano keyboard and the rudiments of music reading. The content of the course will be based on the assumption that students have had no previous musical training. Lecture 2 hours. **Prerequisite:** None. **Note:** Music 160 is not open to students having previous instruction or experience in piano playing. This course may be taken 2 times; a maximum of 4 units may be earned. It is recommended that the student have a piano available for practice and is expected to practice one (1) hour a day. **Transfer credit:** CSU, UC, USC

**161
PIANO II***2 Units*

Music 161 is a course for the advancement of the beginning pianist in skills, interpretation and tonal coloring. Lecture 2 hours. **Prerequisite:** Music 160 or one-half year of piano experience. **Note:** This course may be taken 2 times; a maximum of 4 units may be earned. It is recommended that the student has a piano available for practice and is expected to practice one (1) hour a day. **Transfer credit:** CSU, UC, USC

162
PIANO III
2 Units

Music 162 covers the theory and interpretation of works from the preclassical, classical, and romantic periods as well as modern or contemporary music. Emphasis on development of technique, style, tone-color, dynamics and phrasing. Lecture 2, hours. *Prerequisite:* Music 161 or one year of piano experience. *Note:* This course may be taken 2 times; a maximum of 4 units may be earned. It is recommended that the student has a piano available for practice and is expected to practice one (1) hour a day. *Transfer credit:* CSU, UC, USC

163
PIANO WORKSHOP
1 Unit

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

170
MUSIC THEATRE WORKSHOP
3 Units

Music 170 is designed to provide training and experience in the art of musical theatre. Performance of a major production is the objective of the course. Students have the opportunity to participate in the rehearsals and the development of the performances. Course work provides experience in the techniques of stage ensemble, acting, technical stage, costuming, and makeup. Auditions are held for all roles. Lecture 2 hours, laboratory 3 hours. *Prerequisite:* Ability to sing with good pitch and acceptable vocal quality. *Note:* This course may be taken 4 times; a maximum of 12 units may be earned. *Transfer credit:* CSU, UC, USC

171
COMMERCIAL MUSIC
3 Units

Music 171 offers prospective musicians an introduction into the many vocational aspects of their field. It is designed to provide a basic understanding of such essentials as fields of commercial music employment opportunities, seeking employment, copyright law, typical financial transactions, modern recording procedures. Lecture 3 hours. *Prerequisite:* None. *Transfer credit:* CSU

175
SYNTHESIZER—ELECTRONIC MUSIC I
3 Units

Music 175 is a study of the synthesizer and electronic music through discussion of the history and literature and the practical use of electronic instruments. Instruction 3 hours, directed practice by arrangement 3 hours. *Prerequisite:* None.

176
POPULAR SONGWRITING
3 Units

Music 176 is designed for students who have a basic knowledge of music and music notation. Students learn how the components of lyrics, melody, and chords fit together within the verses, chorus, and bridge of a popular song. In addition, students develop an awareness of the stylistic traits that distinguish different types of popular music. Students are also introduced to the relevant aspects of the music publishing industry, including copyright law. *Prerequisite:* Music 101 or equivalent. *Note:* Music 176 is designed for students who have a basic knowledge of music. During the semester, students are required to write songs in different styles. Students must be able to perform their compositions and have the necessary skills to make simple audiocassette recordings of their songs for in-class presentation.

177
MUSIC RECORDING AND NOTATION
3 Units

Music 177 is a course that offers an introduction to the computer software used for multi-track recording and music notation. Multi-track recording and music notation are essential skills which musicians need to function in today's creative world. Students first learn how both skills were practiced before the era of desktop computers. Students then learn how to use music software to capture their creative ideas through the basic principals of multi-track recording and how to use notation software to display their ideas as readable music. Lecture 3 hours. *Prerequisite:* None. *Transfer Credit:* CSU

178
MUSIC RECORDING AND SEQUENCING
3 Units

Music 178 is an intensive survey of advanced software-based techniques in digital audio and Musical Instrument Digital Interface (MIDI) recording and sequencing. Advanced techniques in signal processing, multi-tracking and mastering will be applied to compositional projects. Students will learn how to create, edit, produce, and burn their own music CDs. Lecture 3 hours. *Prerequisite:* Music 177 or equivalent. *Transfer Credit:* CSU

230
CHORUS
½-1 Unit

Music 230 is a beginning course in the appreciation and performance of standard choral literature, with special emphasis on principles of part singing, vocal control, interpretation, diction, phrasing, and breath control. Public performances may be required. Performance 3 hours. *Prerequisite:* None. *Note:* An audition is required. This course may be taken 4 times; a maximum of 4 units may be earned. *Transfer credit:* CSU, UC, USC

231
COLLEGE CHOIR
1 Unit

Music 231 is a beginning course in the appreciation and performance of advanced choral literature, with special emphasis on principles of part singing, vocal control, interpretation, diction, phrasing, and breath control. Public performances may be required. Performance 3 hours. *Prerequisite:* Music 135 or equivalent. *Note:* Students must demonstrate the ability to match pitches and maintain steady rhythm. An audition may be required. This course may be taken 4 times; a maximum of 4 units may be earned. *Transfer credit:* CSU, UC, USC

232
CHAMBER CHORALE: WINTER PRODUCTIONS
1 Unit

Music 232 is a course in the appreciation and performance of choral literature written for treble voices. Emphasis is placed on music written prior to 1800 and appropriate seasonal literature. Public performance is required. Performance 3 hours. *Prerequisite:* None. *Note:* Students must have the ability to match pitches and maintain a steady rhythm. An audition is required. This course may be taken 4 times; a maximum of 4 units may be earned. *Transfer credit:* CSU, UC, USC

**233
CHAMBER CHORALE: FESTIVAL**
½-1 Unit

Music 233 is a course in the appreciation and performance of choral literature written for treble voices. Emphasis is placed on music written after 1800 and other art music suitable for performance at adjudicated festivals. Public performance is required. Performance 3 hours. *Prerequisite:* None. *Note:* Students must have the ability to match pitches and maintain a steady rhythm. An audition is required. This course may be taken 4 times; a maximum of 4 units may be earned. *Transfer credit:* CSU, UC, USC

**234
CONCERT SINGERS: MADRIGAL
FEASTE**
½-1 Unit

Music 234 is a course in the appreciation and performance of traditional choral literature. Emphasis is placed on music composed prior to 1700. Public performance is required. Performance 3 hours. *Prerequisite:* None. *Note:* Students must demonstrate the ability to match pitches and maintain steady rhythm. An audition is required. This course may be taken 4 times; a maximum of 4 units may be earned. *Transfer credit:* CSU, UC, USC

**235
CONCERT SINGERS:
MASTERWORKS**
½-1 Unit

Music 235 is a course in the appreciation and performance of large-scale choral masterworks composed with orchestral or instrumental ensemble accompaniment. Emphasis is placed on music composed after 1600. Public performance is required. *Prerequisite:* None. *Note:* Students must demonstrate the ability to match pitches and maintain steady rhythm. An audition is required. This course may be taken 4 times; a maximum of 4 units may be earned. *Transfer credit:* CSU, UC, USC

**236
VOCAL ENSEMBLE: HOLIDAY
REVIEW**
½-1 Unit

Music 236 is the study and performance of choral literature composed for small vocal ensembles. Vocal music in both popular and jazz idioms is studied. Traditional seasonal music is emphasized. Some of the music may be choreographed. Performance 3 hours. *Prerequisite:* None. *Note:* An audition is required. Membership in other performance groups may be required. This course may be taken 4 times; a maximum of 4 units may be earned. *Transfer credit:* CSU, UC, USC

**237
VOCAL ENSEMBLE: JAZZ/SHOW
CLASSICS**
½-1 Unit

Music 237 is the study and performance of choral literature composed for small vocal ensembles. Vocal music in both show (popular) and jazz idioms is studied. Some of the music may be choreographed. Performance 3 hours. *Prerequisite:* None. *Note:* An audition is required. Membership in other performance groups may be required. This course may be taken 4 times; a maximum of 4 units may be earned. *Transfer credit:* CSU, UC, USC

**238
CHORALOGRAPHY**
½-1 Unit

Music 238 is the study and performance of movement for choral literature composed for small vocal ensembles. Vocal music in both popular and jazz idioms is studied in this course. Some traditional seasonal music is also studied. Emphasis is placed on movement that is appropriate for the choral singer. Performance 3 hours. *Prerequisite:* None. *Corequisite:* Music 236 or 237. *Note:* An audition with the instructor is required. Membership in other performance groups may be required. This course may be taken 4 times; a maximum of 4 units may be earned. *Transfer credit:* CSU, UC, USC

**239
TOUR CHOIR**
½-1 Unit

Music 239 is a course which offers singers the opportunity to travel and perform choral masterworks in the great performance halls and churches of the world. Emphasis is placed on a combination of American literature and on the literature of the countries that are visited on the tour. All solo material is performed by members of the tour choir. Performance 3 hours. *Prerequisite:* None. *Note:* Students must demonstrate good musicianship, be able to sing on pitch, maintain steady rhythm and display a sensitivity to choral blending of voices. An audition may be required. This course may be taken 4 times; a maximum of 4 units may be earned. See instructor for estimated cost. *Transfer credit:* CSU

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

Music 240 is a course in the appreciation and performance of traditional choral literature. Emphasis is placed on non-orchestral music composed for the winter holiday season. Public performance is required. Performance 3 hours. *Prerequisite:* None. *Note:* Students must demonstrate the ability to match pitches and maintain steady rhythm. An audition is required. This course may be taken 4 times; a maximum of 4 units may be earned. *Transfer credit:* CSU, UC, USC

**241
CONCERT SINGERS: TRADITIONAL**
½ - 1 Unit

Music 241 is a course in the appreciation and performance of traditional choral and 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. Performance 3 hours. *Prerequisite:* None. *Note:* Students spend 8 hours outside of class at off-campus rehearsals and scheduled performances. Students must demonstrate the ability to match pitches and maintain steady rhythm. An audition is required. This course may be taken 4 times; a maximum of 4 units may be earned. *Transfer credit:* CSU, UC, USC

**242
CONCERT SINGERS:
CONTEMPORARY**
½ - 1 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. Performance 3 hours. *Prerequisite:* None. *Note:* Students spend 8 hours outside of class at off-campus rehearsals and scheduled performances. Students must demonstrate the ability to match pitches and maintain steady rhythm. An audition is required. This course may be taken 4 times; a maximum of 4 units may be earned. *Transfer credit:* CSU, UC, USC

NATIONAL FIELD STUDIES

047

NATIONAL FIELD STUDIES

1-3 Units

National Field Studies 048 provides college credit for travel and study in the United States 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. Lecture 1-3 hours, laboratory 3-9 hours. **Prerequisite:** None. **Note:** This course may be taken 4 times; a maximum of 12 units may be earned. Each repetition must be in a different state and/or area of the United States. **Transfer credit:** CSU

NURSING SCIENCE

The Health Sciences Division offers a variety of courses and programs in the health care field. Semester length courses include the Emergency Medical Technician which prepare students to apply for and take their respective certifying examinations. An Alcohol/Drug Studies Program is also offered (see listing under that heading in this catalog). These programs are described in the Associate in Science Majors and Certificate programs section of this catalog.

REGISTERED NURSING

200

NURSING PERSPECTIVES

1½ Units

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

201

NURSING SEMINAR I

1 Unit

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

202

NURSING SEMINAR II

1½ Units

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

203

NURSING SEMINAR III

1½ Units

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

204

NURSING SEMINAR IV

1 Unit

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

205

ESSENTIALS OF MEDICATION ADMINISTRATION

½ Unit

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

208
PHARMACOLOGY FOR NURSING
 2 ½ Units

Nursing Science 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 nurse's role in promoting safe and effective pharmacologic therapy is stressed. The importance of 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. **Prerequisite:** Nursing Science 205. **Note:** No credit if taken after Nursing Science 206 and 207. **Transfer credit:** CSU

210
FUNDAMENTALS OF NURSING
 3½ Units

Nursing Science 210 introduces the core concepts, principles, and clinical skills common to all areas and levels of nursing practice. It presents the delivery of nursing care based on a hierarchy of universal human needs which impact health, quality of life, and achievement of potential. The entry level student is introduced to the components and use of the nursing process. This course provides the basic platform of nursing knowledge, skills, and caring upon which subsequent nursing courses build. The student is introduced to health care resources for electronic information retrieval. Clinical experiences in the ambulatory and/or acute and long-term care health care settings and simulated experiences in the College Nursing Skills Laboratory are included. Lecture 1½ hours, laboratory 6 hours. **Prerequisite:** Selection for enrollment in the Registered Nursing Program and completion of Nursing Science 200 and 205 or previous completion of equivalent coursework. **Recommended preparation:** Concurrent enrollment in Nursing Science 201. **Transfer credit:** CSU

211
MEDICAL-SURGICAL NURSING I
 3½ Units

Nursing Science 211 introduces the student to the basic concepts involved in caring for the patient with a medical-surgical health problem. The course stresses unmet human needs and the nursing process as organizing frameworks for nursing knowledge and skills. Health care needs of the older adult are emphasized. This course continues to emphasize access and use of electronically obtained information related to nursing and health care. Clinical experiences which provide an opportunity for the student to apply theoretical concepts and utilize basic clinical skills are included. Lecture 1½ hours, laboratory 6 hours. **Prerequisite:** Nursing Science 205 and 210, or previous completion of equivalent coursework. **Transfer credit:** CSU

212
MEDICAL-SURGICAL NURSING II
 4½ Units

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

213
MEDICAL-SURGICAL NURSING III
 4½ Units

Nursing Science 213 continues the study of the adult and the aging adult with unmet needs resulting from increasingly complex health problems. This course addresses the needs of patients/clients whose health care needs require complex nursing interventions and competence using the nursing process. Physical assessment is reintroduced at a more complex level, building on previous knowledge and experiences. A portion of clinical assignments focuses on the aging adult with complicated health care needs. Clinical experiences include acute and community-based experiences which provide an opportunity for the student to apply theoretical concepts, demonstrate critical thinking, and increase clinical skills. Lecture 2 hours, laboratory 7½ hours. **Prerequisite:** Completion of the first year of the Registered Nursing Program, or previous completion of equivalent coursework; or selection for enrollment in the Career Ladder LVN-RN Program. **Recommended preparation:** Concurrent enrollment in Nursing Science 203. **Transfer credit:** CSU

214
MEDICAL-SURGICAL NURSING IV
 6 Units

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

**215
NURSING PRACTICE IN
CONTEMPORARY SETTINGS**

2 ½ Units

Nursing Science 215 provides the fourth semester nursing student with the opportunity to integrate and apply previously learned skills and knowledge from all areas of nursing practice to new, current, and/or evolving health care settings. Classroom content focuses on the forces which have influenced modern health care in America as well as the sociological, political, and economic issues which shape the delivery of contemporary health care and the practice of nursing. Classroom and clinical experiences assist the student to acquire additional proficiency which will assist in securing an entry level registered nurse position. Lecture 1½ hours, laboratory 3 hours. **Prerequisite:** Completion of the third semester of the Registered Nursing Program. **Corequisite:** Nursing Science 214. **Recommended preparation:** Concurrent enrollment in Nursing Science 204. **Transfer credit:** CSU

**216
INTERMEDIATE CLINICAL
EXPERIENCE**

2 Units

Nursing Science 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. Laboratory 12 hours. (8 weeks) **Prerequisite:** Nursing Science 212 or equivalent. This course is designed for students who have completed the first year of the generic RN Program or an LVN who has completed Nursing Science 217. This course is graded credit/no credit (CR/NC) only. This course may be taken 2 times; a maximum of 4 units may be earned. **Transfer credit:** CSU

**217
LVN-RN BRIDGE COURSE
(Formerly Nursing 217)**

1 Unit

Nursing Science 217 is an introduction for the LVN to the concepts central to registered nursing practice. The course clarifies the philosophy and theme which serve as the foundation for the registered nurse curriculum at Glendale Community College. It fosters clinical application of the nursing process and its integration into nursing practice. Lecture 3 hours (6 weeks). **Prerequisite:** Selection for the Nursing Program as a Career Ladder student, transfer student or foreign nurse graduate. **Note:** Successful completion of this course is required for the Career Ladder student to remain enrolled in the Nursing Department. **Transfer credit:** CSU

**218
NURSING PHARMACOLOGY REVIEW
AND UPDATE**

1 ½ Units

Nursing Science 218 encompasses a review of basic pharmacology content and dosage calculation, emphasizing pharmaceutical principles. Recent 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 recent changes in these classifications and representative agents. Lecture 4.5 hours. (6 weeks) **Prerequisite:** Nursing Science 217 (may be taken concurrently).

**219
CLINICAL ENRICHMENT**

2 Units

Nursing Science 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. The rotation is designed to improve general patient care skills by offering experiences that foster confidence, critical thinking, time management and prioritizing skills, and communication in the clinical setting. Laboratory 18 hours (6 weeks). **Prerequisite:** Nursing Science 210 or equivalent. **Note:** This course is offered only as Credit/No Credit.

**220
NURSING STUDENT WORK-STUDY**

3 Units

Nursing Science 220 is an elective nursing course designed to enhance the clinical expertise, judgment, and confidence of the intermediate RN nursing student. It is an intensive clinical experience in the form of a paid internship in a sponsoring acute care facility. Clinical experiences provide the student with an RN preceptor and the opportunity to practice previously learned nursing skills and knowledge in varied settings and situations. The consistent workplace assignments enhance the student's future nursing employment opportunities and provide valuable insight into workplace expectations and realities. Laboratory 27 hours. **Prerequisite:** Nursing Science 212 or equivalent. **Note:** Prior to enrolling in the course the student must apply for and be hired by the sponsoring health care facility as a student nurse worker. The student must then comply with the requirements of the hiring institution for completion of paperwork and criteria for employment. Students are assigned a clinical preceptor from the hiring institution and attend conferences held by an assigned Glendale Community College faculty member. College nursing faculty and hospital staff jointly provides student supervision and support. Offered as Credit/No Credit only.

**222
PSYCHIATRIC NURSING**
3½ Units

Nursing Science 222 focuses on the dynamics of adult clients undergoing acute and chronic psychosocial stress. The nursing process, including interviewing skills, is presented within a framework of total mental health team management. Therapeutic relationship is presented as a means of expressing caring. The causes of stress are identified from various theoretical perspectives. The student is encouraged to undertake self exploration and develop a concept of the individual that includes the ability to adapt as a result of successful human need fulfillment. The course provides the student with knowledge and understanding of the interrelatedness of developmental, environmental, cultural, socioeconomic and ethnic factors affecting psychosocial adaptation along the health-illness continuum. Laboratory experiences in mental health settings are included. Lecture 2 hours, laboratory 4½ hours. **Prerequisite:** Completion of the first semester of the generic Registered Nursing Program; or completion of previous equivalent coursework; or selection for enrollment in the Career Ladder LVN-RN Program. **Recommended preparation:** Concurrent enrollment in Nursing Science 202 is highly recommended. **Transfer credit:** CSU

**223
MATERNAL CHILD HEALTH**
5½ Units

Nursing Science 223 focuses on the needs of the growing family and incorporates both maternity and pediatric nursing content. The nursing process is stressed as the student learns to adapt previously learned skills and knowledge to the unmet needs of the maternity and pediatric patient. Observation and direct care of normal and high risk populations are included. Theory and clinical experiences are structured to provide the second year nursing student with the opportunity to develop essential linkages for decision making and prioritization unique to this specialty. Lecture 3½ hours, laboratory 7½ hours. **Prerequisite:** Nursing Science 222 or previous completion of equivalent coursework. **Recommended preparation:** Enrollment in Nursing Science 203 is highly recommended. **Transfer credit:** CSU

**232
NURSING SEMINAR LEVEL II**
1 Unit

Nursing Science 232 provides an enrichment opportunity for students enrolled in the second semester of the nursing curriculum to further explore and apply classroom content to clinical situations and scenarios. The course includes discussion, demonstration, computer simulation, guided practice, and audiovisual presentations. Lecture/Demonstration ½ hour. Laboratory 1½ hours. **Prerequisite:** Nursing Science 211 or equivalent. **Corequisite:** Enrollment in Nursing Science 212 or 222. **Note:** This is an optional but highly recommended class in the Registered Nursing curriculum. This course is offered only as Credit/No Credit and may be taken 2 times; a maximum of 2 units may be earned.

**233
NURSING SEMINAR LEVEL III**
1 Unit

Nursing Science 233 provides an enrichment opportunity for students enrolled in the third semester of the nursing curriculum to further explore and apply classroom content to clinical situations and scenarios. The course includes discussion, demonstration, computer simulation, guided practice, and audiovisual presentations. Lecture/Demonstration ½ hour. Laboratory 1½ hours. **Prerequisite:** Nursing Science 212 or equivalent. **Corequisite:** Enrollment in Nursing Science 213 or 223. **Note:** This is an optional but highly recommended class in the Registered Nursing curriculum. This course is offered only as Credit/No Credit and may be taken 2 times; a maximum of 2 units may be earned.

**250
THE HISTORY AND PRACTICE
OF NURSING**
2 Units

Nursing Science 250 provides an overview of the historical foundations of nursing, contemporary opportunities and issues in nursing, current issues in healthcare, and how these impact nursing practice and its contributions to the health care system. Emphasis is placed on California scope of nursing practice, ethics and legal aspects, and the physical, ethical, and psychosocial requirements needed to practice in this profession. Myths about what nursing is, and is not are addressed so that the student can have an accurate understanding about this profession. Lecture 2 hours. **Recommended preparation:** Eligibility for English 120 or ESL 151.

**255
BASIC ELECTROCARDIOGRAPHY**
2 Units

Nursing Science 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. Lecture 2 hours. **Prerequisite:** None. **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 concepts.

**260
NURSING LABORATORY**
1 Unit

Nursing Science 260 provides an enrichment opportunity for students who are enrolled in the registered nursing program. This course focuses on enrichment opportunities which allow the student added opportunity towards the development of skills, concepts, and activities which promote success within the nursing program. Laboratory 3 hours. **Prerequisite:** Selection for enrollment in the registered Nursing Program. **Note:** This course may be taken 4 times; a maximum of 4 units may be earned.

NUTRITION

See Culinary Arts

OCEANOGRAPHY

**115
OCEANOGRAPHY**
3 Units

Oceanography 115 is an introduction to the physical, chemical, and geological aspects of oceanography. Lecture 3 hours. **Prerequisite:** None. **Transfer credit:** CSU, UC, USC

**116
OCEANOGRAPHY LABORATORY**
1 Unit

Oceanography 116 is an introduction to the common laboratory practices and exercises on the physiochemical and geological aspects of oceanography. Laboratory 3 hours per week including 8 hours of supervised observations and data collection aboard an oceanographic research vessel. **Prerequisite:** Oceanography 115. (Oceanography 115 may be taken concurrently.) **Transfer credit:** CSU, UC, USC

PALEONTOLOGY

101 GENERAL PALEONTOLOGY

3 Units

Paleontology 101 is a survey of the classification and history of life including both plants and animals. It also includes an interpretation of the significance of fossils as evidence of organic evolution and the adaptations of life to its physical and biological environments. Students study the sequences of floras and faunas as found in the rocks. Lecture 3 hours. *Prerequisite:* None. *Note:* A good high school record or second semester standing is recommended. *Transfer credit:* CSU, UC, USC

PHILOSOPHY

101 INTRODUCTION TO PHILOSOPHY

3 Units

Philosophy 101 is an overview of the classical and modern problems of philosophy. A consideration of the nature of knowledge, views of the cosmos or world, and the problems of truth, beauty, ethics, and theology. Lecture 3 hours. *Prerequisite:* Eligibility for English 120 or ESL 151. *Transfer credit:* CSU, UC, USC (CAN PHIL 2)

112 HUMAN VALUES AND ENVIRONMENTAL ISSUES

2 Units

Philosophy 112 is a study of human attitudes toward the physical world and the biological organisms within it. Topics covered will be the definition of values, a study of historical viewpoints, and a brief assessment of the consequences of such attitudes in creating and/or solving environmental problems. The course will consider various ways in which a consciously considered value system might be deliberately applied to specific solutions. Lecture 2 hours. *Recommended preparation:* Eligibility for English 101. *Transfer credit:* CSU, UC, USC

113 COMPARATIVE WORLD RELIGIONS: NEAR EAST

3 Units

Philosophy 113 is a comparative study of the salient ideas and philosophical developments in Zoroastrianism, Judaism, Christianity, Islam, and primitive and national religions of the past. Lecture 3 hours. *Recommended preparation:* Eligibility for English 101. *Transfer credit:* CSU, UC, USC

114 COMPARATIVE WORLD RELIGIONS: FAR EAST

3 Units

Philosophy 114 is a comparative study of the salient ideas and philosophical developments in Hinduism, Buddhism, other Indian religions, Taoism, Confucianism, and Shinto. Lecture 3 hours. *Recommended preparation:* Eligibility for English 101. *Transfer credit:* CSU, UC, USC

116 ETHICS FOR MODERN LIFE

3 Units

Philosophy 116 is an analysis of the concept of the good, the scope of morality, the deterministic controversy, the ethical yardsticks, and the major ethical systems and their roots. Attention is given to contemporary positivism, John Dewey, Marxist ethics, authority as an ethical principle, intuitionism, egoistic hedonism, utilitarianism, ethical idealism, Immanuel Kant, modern Aristotelianism, and existentialism and recent ethical theories. The nature and scope of contemporary moral problems are also examined. Lecture 3 hours. *Recommended preparation:* Eligibility for English 101. *Transfer credit:* CSU, UC, USC (CAN PHIL 4)

117 INTRODUCTION TO LOGIC

3 Units

Philosophy 117 is a study of the structure and function of language, inductive and deductive forms of reasoning and argumentation. Includes the study of formal argumentation, the methods of experimental inquiry, the nature of scientific hypothesis, and probability theory. Lecture 3 hours. *Recommended preparation:* Eligibility for English 101. *Transfer credit:* CSU, UC, USC (CAN PHIL 6)

118 WOMEN, THE EARTH, AND THE DIVINE

3 Units

Philosophy 118 introduces students to the relationship between social domination of women and domination of the rest of nature. The goal of this course is to help students develop skills in analyzing the impact of the world's major religions on the lives of women in both the majority and minority cultures and on the life of the planet earth. Topics covered are the definition of values, a study in viewpoints of the major religious traditions, such as Hinduism, Buddhism, Judaism, Christianity and Islam. This course also offers a brief assessment of the consequences of such attitudes in creating and/or solving women's as well as environmental problems in the United States.

Emphasis is placed on developing judgment in the use of primary or secondary sources, and helping students discern what sources they should or should not trust. The course considers the differences among applications of deliberately selected value systems with respect to the treatment of women in the United States. In addition, it presents how the treatment of women in minority cultures affects cross cultural understanding and affects the attitudes of the majority towards minorities. Lecture 3 hours. *Recommended preparation:* Eligibility for English 120 or ESL 151. *Transfer credit:* CSU, UC, USC

119 HISTORY OF PHILOSOPHY: ANCIENT PERIOD

3 Units

Philosophy 119 is a critical study of the philosophic systems and ideas of the Western civilization from the ancient Greeks to the end of the Medieval period, with special emphasis on the Pre-Socratics, Plato, Aristotle, Roman philosophical thinkers, and the impact of Christian thought on Western culture. Lecture 3 hours. *Recommended preparation:* Eligibility for English 101. *Transfer credit:* CSU, UC, USC

120 HISTORY OF PHILOSOPHY: MODERN PERIOD

3 Units

Philosophy 120 is a critical study of the philosophic systems and ideas of the modern period which have had a dominant impact on Western civilization, with special emphasis on Descartes, Spinoza, Leibniz, Locke, Berkeley, Hume, Kant, Hegel, Marx, Nietzsche, twentieth century British and American philosophers. Lecture 3 hours. *Recommended preparation:* Eligibility for English 101. *Transfer credit:* CSU, UC, USC

121 ISLAM: A WAY OF LIFE

3 Units

Philosophy 121 is a study of Islam as both a religion and a culture. The study of the religion includes a consideration of beliefs and practices of the faith, and the history of the man, Muhammad, who revealed the faith. The study of the culture includes a consideration of the early successors to Muhammad, religious movements and sects, philosophy, science, and political power. Lecture 3 hours. *Recommended preparation:* Eligibility for English 101. *Transfer credit:* CSU, UC, USC

122
LATIN AMERICAN PHILOSOPHY
 3 Units

Philosophy 122 is the study of the various forms which philosophy has taken in Latin America. The course examines the background of Inca, Aztec, and European thought patterns. It emphasizes philosophy of civilization and philosophy of art, including the contributions of the Mexican muralist. Representative viewpoints, such as scholasticism, romanticism, and evolutionism are described. The course underlines the vitality of Latin American positivism, and it concludes with rival twentieth century currents of thought. Lecture 3 hours. *Recommended preparation:* Eligibility for English 101. *Transfer credit:* CSU, UC, USC

123
INTRODUCTION TO SYMBOLIC LOGIC
 3 Units

Philosophy 123 introduces students to the calculus of propositional and predicate logic to enable students to formally evaluate arguments. Students will 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. *Recommended preparation:* Eligibility for English 101. *Transfer credit:* CSU, UC, USC

PHOTOGRAPHY

DARKROOM PHOTOGRAPHY

101
INTRODUCTION TO PHOTOGRAPHY
 3 Units

Photography 101 is a beginning course in black and white photography that covers basic camera operations, light, film, exposure, darkroom procedures, film processing, printing with filters, burning, dodging, spotting, and drymounting. Emphasis is placed on composition theory, print quality, concept, and design throughout the course. Lecture 2 hours, studio/laboratory 4 hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

102
BLACK AND WHITE DARKROOM LABORATORY
 1 Unit

NON-DEGREE APPLICABLE

Photography 102 enables photography students to have additional supervised black and white studio time, and to increase their technical and design skills relative to concurrent enrollment in a black and white photography course. Studio 4 hours. *Corequisite:* Enrollment in one of the following for those working in black and white photography: Photography 101, 103, 105, 106, 107, 108, 112, 113, 114, 117, or 118. *Note:* This course may be taken 4 times; a maximum of 4 units may be earned.

103
INTERMEDIATE PHOTOGRAPHY
 3 Units

Photography 103 is an intermediate black and white photography course which explores experimental methods of photographic printing, a variety of black and white films, printing papers, film developers, and how to window mat. Students develop projects using a variety of experimental methods. Print quality, concept, and design are emphasized throughout the course. Lecture 2 hours, studio 4 hours. *Prerequisite:* Photography 101 or equivalent. *Note:* This course may be taken 2 times; a maximum of 6 units may be earned. *Transfer credit:* CSU

104
COLOR DARKROOM LABORATORY
 1 Unit

NON-DEGREE APPLICABLE

Photography 104 enables photography students to have additional supervised color studio time, and to increase their technical and design skills relative to concurrent enrollment in a color photography course. Studio 4 hours. *Corequisite:* Enrollment in one of the following: Photography 107 (for students working with color negatives or slides), 109, 110, or 116. *Note:* This course may be taken 4 times; a maximum of 4 units may be earned.

105
MULTIPLE IMAGING
 3 Units

Photography 105 is a black and white photography course which covers methods of creating multiple imagery such as: multiple exposure and multiple printing, photographing with filters, and the application of hand-coloring materials. Students develop projects using multiple image creation techniques. Print quality, concept, and design are emphasized throughout the course. Lecture 2 hours, studio 4 hours. *Prerequisite:* Photography 101 or equivalent. *Note:* This course may be taken 2 times; a maximum of 6 units may be earned. *Transfer credit:* CSU

106
AVAILABLE LIGHTING
 3 Units

Photography 106 is a course in which students explore the creative use of available light and on-camera flash. The course covers principles of natural and artificial light, on-camera flash techniques, exposure control, and the application of lighting to emphasize image design, detail, mood, or concept. Students create projects using course information. Print quality, concept, and design are emphasized throughout the course. Lecture 2 hours, studio 4 hours. *Prerequisite:* Photography 101 or equivalent. *Note:* This course may be taken 2 times; a maximum of 6 units may be earned.

107
SPECIAL PROJECTS
 3 Units

Photography 107 is designed for advanced students who wish to concentrate on an in-depth individual direction. The student explores and combines an aesthetic and expressive use of the photographic medium to complete projects with developed personal statements. At the beginning of the semester, the student presents a written proposal outlining three specific areas of concentration: 1. theme, 2. medium, 3. techniques. Students are required to complete a professional portfolio at the end of the semester. Research and reading assignments are made where applicable. Lecture 2 hours, studio 4 hours. *Prerequisite:* Photography 105. *Note:* This course may be taken 3 times; a maximum of 9 units may be earned. *Transfer credit:* CSU

108
PHOTO COMMUNICATIONS
 3 Units

Photography 108 allows students to explore various approaches and uses of the photograph for publication. The course covers concepts in the impact of the single image, candid and contrived subject matter, image with text, and the photo essay form. Emphasis throughout the course is on development of technical skills and a personal point of view. Lecture 2 hours, studio 4 hours. *Prerequisite:* Photography 103 or equivalent. *Note:* This course may be taken 2 times; a maximum of 6 units may be earned. *Transfer credit:* CSU

109
COLOR PHOTOGRAPHY I
 3 Units

Photography 109 is a beginning course in color photography covering the fundamentals of printing from color negatives, color theory principles, working with color schemes, color darkroom procedures, spotting, and print presentation. Print quality, concept, and design are emphasized throughout the course. Lecture 2 hours, studio/laboratory 4 hours. *Prerequisite:* Photography 101 or equivalent. *Note:* This course may be taken 2 times; a maximum of 6 units may be earned. *Transfer credit:* UC, CSU, USC

110
COLOR SLIDE PHOTOGRAPHY
 3 Units

Photography 110 covers the basic knowledge and steps involving E-6 film processing (color transparencies), printing from color slides by tube processing, characteristics of light, color theory, film, and paper. Emphasis is on color printing techniques and the development of personal ideas. Lecture 2 hours, studio 4 hours. *Prerequisite:* Photography 101 or equivalent. *Note:* This course may be taken 2 times; a maximum of 6 units may be earned. *Transfer credit:* CSU

112
STUDIO LIGHTING
 4 Units

Photography 112 teaches students to work with studio lighting. The course covers principles of studio light, key, fill, background setups, exposure control for strobes, and portrait and table top still life techniques. Print quality, concept, and design are emphasized throughout the course. Lecture 2 hours, studio 4 hours. *Prerequisite:* Photography 101 or equivalent. *Note:* This course may be taken 4 times; a maximum of 16 units may be earned.

113
ZONE SYSTEM AND FINE PRINTING
 3 Units

Photography 113 is a black and white photo course applying the Zone System to the fine art of image making. The course covers the Zone System method of previsualizing the subject as it would appear in the final print before making the exposure, then gearing the exposure, developing, and printing processes towards reproducing the previsualized tones. The course also covers archival processing and matting, and the characteristics of film, paper, and chemicals. Students create projects using course information. Print quality, concept, and design are emphasized throughout the course. Lecture 2 hours, studio 4 hours. *Prerequisite:* Photography 101 or equivalent. *Note:* This course may be taken 2 times; a maximum of 6 units may be earned.

114
VIEW CAMERA
 3 Units

Photography 114 explores basic view camera operations related to outdoor and studio shooting. The course covers aperture and shutter features, camera movements, exposure calculations, film handling, and processing. Lecture 2 hours, studio 4 hours. *Prerequisite:* Photography 101 or equivalent. *Recommended preparation:* Art 130, Photography 112. *Note:* This course may be taken 2 times; a maximum of 6 units may be earned.

116
COLOR PHOTOGRAPHY II
 3 Units

Photography 116 is an advanced color course covering exaggerated and false color schemes obtained through the use of special lighting, equipment, exposure, or processing. Students explore techniques such as long exposures, cross-processing, altering of negatives and prints, color printing from black and white negatives, and multiple exposure. Print quality, concept, and design are emphasized throughout the course. Lecture 2 hours, studio 4 hours. *Prerequisite:* Photography 109 or equivalent. *Note:* This course may be taken 3 times; a maximum of 9 units may be earned.

117
ALTERNATIVE PROCESSES
 3 Units

Photography 117 is a course that introduces the student to a variety of alternative photographic processes, such as Cyanotype, Van Dyke, and Xerox Transfer. The course covers negative making for alternative processes, mixing light sensitive formulas then hand-coating formulas onto paper. Print exposure is not made with the darkroom enlarger, but with an ultraviolet light source. Students create projects using course information. Print quality, concept, and design are emphasized throughout the course. Lecture 2 hours, studio 4 hours. *Prerequisite:* Photography 101 or equivalent. *Note:* This course may be taken 2 times; a maximum of 6 units may be earned.

118
DOCUMENTARY PHOTOGRAPHY
 3 Units

Photography 118 is a photo course focusing on documentary approaches in photography. Students are introduced to and guided through documentary styles, project and theme development, and technical and design techniques used to communicate theme. Students create a series of related images using course information. Print quality, concept, and design are emphasized throughout the course. Lecture 2 hours, studio 4 hours. *Prerequisite:* Photography 101 or equivalent.

DIGITAL PHOTOGRAPHY

121
IMAGING WITH PHOTOSHOP I
 3 Units

Photography 121 is a beginning level Photoshop course for the Macintosh computer. The course covers basic Photoshop tools, layers, channels, image adjustments, composite imaging, scanning, and output. Image designs and concepts are emphasized throughout the course. Lecture 2 hours, studio 4 hours. *Prerequisite:* None. *Note:* This course may be taken 2 times; a maximum of 6 units may be earned.

**122
IMAGING WITH PHOTOSHOP II**
3 Units

Photography 122 is a second level Photoshop course for the Macintosh computer. The course is 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 for print and film. Covered in the course are special effects techniques, advanced methods of compositing, masking, and retouching. Students create projects using course information. Image designs and concepts are emphasized throughout the course. Lecture 2 hours, studio 4 hours. **Prerequisite:** Photography 121 or equivalent. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned.

**124
PHOTO RETOUCHING AND REPAIR
WITH PHOTOSHOP**
4 Units

Photography 124 is a Photoshop course focusing on professional methods of masking, retouching, and repairing photos for high resolution output. The following is covered in the course: portrait and glamour retouching; image rebuilding; scratches and tear repair; background removal; tone and color corrections; sharpening; and complex masking. This course is a second level Photoshop course for the Macintosh computer. Students create projects using course information. Image designs and concepts are emphasized throughout the course. Lecture 2 hours, Studio 4 hours. **Prerequisite:** Photography 121 or equivalent. **Note:** This course may be taken 4 times; a maximum of 16 units may be earned.

**125
SPECIAL EFFECTS WITH
PHOTOSHOP**
4 Units

Photography 125 is a digital course using Photoshop's filters, layer styles, tools adjustments, blending modes, and masking abilities to create special effects for images. Covered in the course are techniques for creating textures, weather elements, objects and lighting, type, drawing, painting, and photo effects. The course is a second level Photoshop course for the Macintosh computer. Students create projects using course information. Image designs and concepts are emphasized throughout the course. Lecture 2 hours, Studio 4 hours. **Prerequisite:** Photography 121 or equivalent. **Note:** This course may be taken 4 times; a maximum of 16 units may be earned.

**130
DIGITAL PHOTOGRAPHY**
4 Units

Photography 130 is a digital photography course for students with experience in basic filmed-based photography. Concepts and techniques specific to photography are introduced in the course. The course covers digital camera features and capture, photo and film scanning, photo file types, and overview of the digital darkroom, file archiving, basic image corrections, and output for print and multimedia. Students create projects using course information and work on Macintosh computers to enhance images. Image designs and concepts are emphasized throughout the course. Lecture 2 hours, studio 4 hours. **Prerequisite:** Photography 101 or equivalent. **Note:** Basic computer skills are recommended. This course may be taken 2 times; a maximum of 8 units may be earned.

**250
DESIGNING WEB GRAPHICS**
(Also listed as Art 250)
3 Units

Photography 250 is an introductory web design course that covers web design principles, web graphic creation and preparation, graphic interchange format (gif) animations, project planning, and web environment issues that affect design. Students create assigned projects with industry standard software. Concept and design are emphasized throughout the course. Lecture hours 2, studio/lab hours 4. **Prerequisite:** Photography 121 or equivalent. **Note:** Students who have completed Art 250 may not take this class for credit. This class may be taken two times; a maximum of six units may be earned.

**251
WEB DESIGN WITH DREAMWEAVER**
(Also listed as Art 251)
3 Units

Photography 251 is an intermediate-level web design course. Using industry standard wysiwyg software, students design and create web pages, using layout controls, tables, frames, layers, cascading style sheets, form creation, various types of links, roll-overs, and layer animation. Design quality and concept are emphasized throughout the course. Lecture 2 hours, studio/lab 4 hours. **Prerequisite:** Art/Photography 250. **Note:** Students who have completed Art 251 may not take this class for credit. This class may be taken two times; a maximum of six units may be earned.

**255
WEB DESIGN WITH FLASH**
(Also listed as Art 255)
3 Units

Photography 255 is a web design course using industry standard software to create full-page, interactive vector-based web animations. Students learn the construction of multiple-layered animations with interactive buttons, movieclips, graphics, and embedded sound files with optimization for the web. Design quality and concept are emphasized throughout the course. Lecture 2 hours, studio/lab 4 hours. **Prerequisite:** Art/Photography 250 or equivalent. **Note:** Students who have completed Art 255 may not take this class for credit. This class may be taken two times; a maximum of six units may be earned.

PHYSICAL EDUCATION

The Physical Education department offers a wide variety of activities to meet the varied interests of the Glendale College student. Two units of physical education are required in order to be eligible for the Associate in Arts and/or the Associate in Science degree. The following classes do not meet the physical education activity requirement: Dance 158; Physical Education 111-116, 120, 124, 125, 126, 128, 146, 149, 195, 196, 199, 228, 236. Individuals may be exempt from the physical education requirement upon presentation of evidence that they meet one of the following: 1) have attained the age of 21 years prior to the start of their last semester toward the degree, or 2) have a medical excuse on file, or 3) are enrolled in the Registered Nursing program.

It is recommended that a variety of activities be taken during a student's attendance at Glendale Community College. Courses in dance satisfy the physical education requirement (except Dance 158). Physical education activity classes (except P.E. 107) may be taken four (4) times; a maximum of six (6) units may be earned in any one course. All classes are coeducational unless otherwise noted.

101 WELLNESS AND FITNESS LABORATORY

1-2½ Units

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

102 CARDIOVASCULAR FITNESS

1-2½ Units

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

105 STEP AEROBICS (Also Listed as Dance 105)

1-2½ Units

Physical Education 105 is a contemporary, high intensity, low impact fitness class, designed for both men and women, to improve each participant's strength, flexibility, and cardiovascular fitness level through steady-state stepping movements. The student is exposed to a graduated continuous system of rhythmic stepping at various platform heights. The class includes lecture on basic nutrition, exercise concepts, and stress management as the factors apply to a personal fitness program. Class sessions include a warm-up, an exercise routine fitted to each student's level of fitness, and a cool down. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None. *Note:* Physical Education 105/Dance 105 may be taken 4 times; a maximum of 6 units may be earned. *Transfer credit:* CSU, UC, USC

106 ADVANCED STEP AEROBICS

1-2½ Units

Physical Education 106 is an advanced level, high intensity, low impact aerobic exercise class which utilizes sophisticated aerobic choreography to promote kinesiological awareness and mind/body integration. Students perform continuous, intricate, rhythmical stepping combinations, using a platform of increasing heights to promote cardiovascular fitness. Topics such as target heart rate, exercise technique, flexibility training, nutrition, and exercise-related injuries are discussed, as they pertain to lifestyle wellness. Classes include a warm-up, complex step combinations, a cool-down, a muscle strengthening/toning component, and flexibility training. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

107 PRINCIPLES OF LIFESTYLE FITNESS

2 Units

Physical Education 107 provides students with the information needed to make educated decisions about lifetime fitness and wellness activities. Students learn both practical and theoretical concepts in cardiovascular fitness, strength training, flexibility, weight control and dietary habits. In addition, students explore the effects that various stages of human development have on specific body systems. Students examine how a reasonably conceived and defined program of activity and diet may result in improved fitness wellness and quality of life. Through lecture/laboratory presentations, students apply learned principles to the design of individualized fitness and nutrition programs. Lecture 2 hours, laboratory 2 hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

110 INDOOR CYCLING FOR FITNESS

1-2.5 Units

Physical Education 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. Lecture ½ to 1.5 hours. Laboratory 1.5 to 3.5 hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

111 EXERCISE PSYCHOLOGY

2 Units

Physical Education 111 explores cognitive behavior modification techniques that 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. *Prerequisite:* None.

112 APPLIED EXERCISE PHYSIOLOGY

2 Units

Physical Education 112 examines how physiological functions of the human body change during exercise. Topics of discussion include cardiorespiratory changes, training effect on the musculoskeletal system, energy production, and the effect of ergogenic aids on exercise performance. All topics are discussed as they relate to practical exercise training. Hands-on laboratory exercises demonstrate how aspects of exercise physiology should be integrated into practical trainer/client work. Lecture 1½ hour, laboratory 1½ hour. *Prerequisite:* None.

113 EXERCISE TESTING

2 Units

Physical Education 113 examines various means for assessing physical fitness. Through hands-on training, students learn to administer tests to determine body composition, cardiorespiratory endurance, muscular strength and endurance, flexibility, and blood pressure. Analyzing and explaining results of the various tests are also emphasized. Lecture 1½ hour, laboratory 1½ hour. *Prerequisite:* None.

114 INSTRUCTIONAL TECHNIQUES FOR FITNESS LEADERS

2 Units

Physical Education 114 examines techniques and principles involved in teaching safe and effective aerobic and resistance routines. Techniques include sequencing of exercise, proper and improper execution of exercise, handling error correction, and communicating clearly with fitness participants. Students are given the opportunity to instruct various types of routines in class daily. Lecture 1½ hours, laboratory 1½ hours. *Prerequisite:* None.

**115
INSTRUCTIONAL TECHNIQUES FOR
FITNESS LEADERS AS APPLIED TO
SPECIAL POPULATIONS****2 Units**

Physical Education 115 examines the instructional techniques used by fitness leaders as they apply to physical activity needs of special populations and persons with health challenges. Groups studied include seniors, children, pregnant women, athletes, persons with cardiovascular and metabolic diseases, and those with musculoskeletal impairments. Differences in anatomical and physiological aspects of persons in these groups are investigated, ultimately leading to an exploration of how these differences impact exercise programming. Lecture 1½ hours, laboratory 1½ hours. *Prerequisite:* None.

**116
CAREERS FOR FITNESS LEADERS****1 Unit**

Physical Education 116 explores the employment and career opportunities available in the health/fitness industry. It teaches students tactics by which to promote themselves as fitness leaders in various sectors of the industry. Lecture 1 hour. *Prerequisite:* None.

**119
FOUNDATIONS FOR FITNESS
PERSONAL TRAINING****3 Units**

Physical Education 119 is an overview on the principles of physical training. The course covers the critical competencies required for students interested in becoming a personal trainer. Research-based exercise protocols and procedures are emphasized. Lecture 3 hours. *Prerequisite:* None.

**120
INTRODUCTION TO PHYSICAL
EDUCATION****½ -2½ Units**

Physical Education 120 is a course designed to acquaint prospective teachers with the social, physical, and professional demands of physical education. A preview of the profession of physical education as a whole is gained through testing, class recitation and field trips. Opportunities in health and recreation are explored. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None. *Note:* Recommended for physical education majors. This course will not fulfill physical education activity requirements. *Transfer credit:* CSU, UC, USC

**121
INTERMEDIATE INDOOR CYCLING
FOR FITNESS****1-2½ Units**

Physical Education 121 offers instruction in indoor cycling dealing with basic cardiovascular fitness which is achieved through: general cycling, fast cycling, sprints, intervals and hill climbing. Cycling safety, bike fit, heart rate training are incorporated with choreographed workouts on specially designed stationary bicycles, using music and fundamental cycling techniques. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None. *Transfer credit:* CSU

**124
SPORTS OFFICIATING—
VOLLEYBALL, BASKETBALL****2 Units**

Physical Education 124 is a course in the theoretical and practical techniques of officiating basketball and volleyball. Lecture 2 hours, laboratory 1 hour. *Prerequisite:* None. *Note:* Recommended for physical education majors and recreation majors and for prospective community youth leaders. *Transfer credit:* CSU, UC, USC

**125
SPORTS OFFICIATING****2 Units**

Physical Education 125 is a theory and practical course in the techniques of officiating basketball, volleyball, softball, and track and field. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None. *Note:* Recommended for physical education and recreation majors and for prospective community youth leaders. This course will not fulfill physical education activity requirements. *Transfer credit:* CSU, UC, USC

**126
SPORTS OFFICIATING—TRACK AND
FIELD, SOFTBALL****2 Units**

Physical Education 126 is a course in the theoretical and practical techniques of officiating softball and track and field. Lecture 2 hours, laboratory 1 hour. *Prerequisite:* None. *Note:* Recommended for physical education majors and recreation majors and for prospective community youth leaders. *Transfer credit:* CSU, UC, USC

**127
PHYSICAL EDUCATION ACTIVITIES****½-2½ Units**

Physical Education 127 is instruction in the fundamentals of individual activities and seasonal sports. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

**128
NUTRITION AND PHYSICAL FITNESS
(Also listed as Health 128 and
Culinary Arts 128)****3 Units**

Physical Education 128 is a course in nutrition and physical fitness. It provides the student with an overall study of the relationship between nutrition and physical fitness. The effects of nutrition on the anatomical and physiological aspects of the body are emphasized. The course also examines the production of energy from the intake of a variety of nutritional sources. The process of metabolism as a means toward energy production and physical activity will also be discussed. Meal planning, basic physiology, current nutritional practices, eating disorders, weight control and athletic training are examined as they relate to the nutritional aspects of physical fitness. Lecture 3 hours. *Prerequisite:* None. *Note:* This course may not be taken for credit by students who have completed Health 128 or Culinary Arts 128. This course will not fulfill physical education activity requirements. *Transfer credit:* CSU, UC, USC

**129
STRENGTH AND CONDITIONING FOR
INTERCOLLEGIATE ATHLETICS****½-2½ Units**

Physical Education 129 is designed to increase strength, flexibility, body coordination (agility), speed, and aerobic/anaerobic conditioning as it relates to optimal athletic performance. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None. *Note:* This class is structured to provide strength and conditioning programs specific to intercollegiate athletics both during participation and in the "off-season." *Transfer credit:* CSU, UC, USC

**130
ADAPTED ACTIVITIES****½-2½ Units**

Physical Education 130 is a diversified program of developmental activities for students with disabilities which prevent their participation in a regular physical education program. The emphasis is on the student's remaining abilities, not their disabilities. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

**131
SELF-DEFENSE FOR THE DISABLED**
1-2½ Units

Physical Education 131 is a diversified program of self-defense training and lecture topics that focus on the ability of the disabled to protect and defend themselves. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

**132
ADAPTED AQUATICS**
1-2½ Units

Physical Education 132 is a diversified program of aquatics for students with disabilities which prevent their participation in a regular physical education aquatics program. The emphasis is on the student's remaining abilities and adapting them to facilitate swimming, water aerobics, and aquatic skills proficiency. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None. *Note:* This course is specially designed for students who meet Title V eligibility requirements for Disabled Student Program and Services. *Transfer credit:* CSU, UC, USC

**133
LIFETIME FITNESS AND WELLNESS FOR THE DISABLED**
2 Units

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

**134
ADAPTED WELLNESS AND FITNESS LABORATORY**
1-1½ Units

Physical Education 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. Lecture ¼ to ½ hour, laboratory 2¼ to 3 hours. *Prerequisite:* none. *Note:* This course is specially designed for students who meet Title V eligibility requirements for Disabled Student Programs and Services. *Transfer credit:* CSU, UC, USC

**135
ADAPTED INDOOR CYCLING FOR FITNESS**
1-1½ Units

Physical Education 135 offers students with disabilities instruction in indoor cycling. Indoor cycling is a low-impact, non-weight-bearing physical activity, which enhances cardio-respiratory 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. Lecture ¼ to ½ hour, laboratory 2¼ to 3 hours. *Prerequisite:* none. *Note:* This course is specially designed for students who meet Title V eligibility requirements for Disabled Student Program and Services. *Transfer credit:* CSU, UC, USC

**140
BEGINNING BADMINTON**
½-2½ Units

Physical Education 140 is instruction in the rules and practice in individual fundamentals, development of singles and doubles play, and competitive participation. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

**141
INTERMEDIATE BADMINTON**
½-2½ Units

Physical Education 141 is additional practice and more detailed instruction in fundamentals, development of singles and doubles play, and court strategy. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

**145
ADVANCED BASEBALL**
1-2½ Units

Physical Education 145 offers instruction and opportunities for skill development in techniques for competitive baseball participation. Advanced offensive and defensive strategies are covered and a comprehensive physical training program is implemented to prepare students for competition. Lecture ½-1 ½ hours. Laboratory 1 ½ - 3 ½ hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

**146
ADVANCED BASEBALL THEORY**
2 Units

Physical Education 146 covers advanced theory and strategies used in the sport of baseball. Lecture 2 hours, laboratory 1 hour. *Prerequisite:* None. *Note:* Physical Education 146 is recommended for Physical Education majors and students planning to participate in varsity baseball for a second year. *Transfer credit:* CSU, UC, USC

**147
OFF-SEASON TRAINING FOR INTERCOLLEGIATE BASEBALL**
½-2½ Units

Physical Education 147 is instruction in rules and game strategy for baseball as well as practice in fundamental techniques of throwing, fielding, batting, and team play. Fall Semester only. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

**148
INTERCOLLEGIATE BASEBALL**
½-2½ Units

Physical Education 148 is development of team play for competitive participation. Spring Semester only. Daily. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None. *Note:* Limited to students trying out for the varsity team. *Transfer credit:* CSU, UC, USC

**149
BASEBALL THEORY**
2 Units

Physical Education 149 covers the theoretical foundations of the sport of baseball. Lecture 2 hours, laboratory 1 hour. *Prerequisite:* None. *Note:* Physical Education 149 is recommended for Physical Education majors and students planning to participate in varsity baseball. *Transfer credit:* CSU, UC, USC

**150
BEGINNING BASKETBALL**
½-2½ Units

Physical Education 150 is instruction and practice in the fundamental techniques and rules of the game. Development of team play and competitive participation. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

**154
INTERMEDIATE BASKETBALL**
½-2½ Units

Physical Education 154 is instruction in rules and game strategy, practice in fundamental techniques. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

**155
ADVANCED BASKETBALL – MEN**
1-2½ Units

Physical Education 155 offers instruction and opportunities for skill development in techniques for competitive basketball participation. Advanced offensive and defensive strategies are covered and a comprehensive physical training program is implemented to prepare students for competition. Lecture ½ - 1½ hours. Laboratory 1½ - 3 ½ hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

**156
ADVANCED BASKETBALL – WOMEN**
1-2½ Units

Physical Education 156 offers instruction and opportunities for skill development in techniques for competitive basketball participation. Advanced offensive and defensive strategies are covered and a comprehensive physical training program is implemented to prepare students for competition. Lecture ½-1½ hours. Laboratory 1½ - 3½ hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

**157
INTERCOLLEGIATE BASKETBALL—
MEN**
½-2½ Units

Physical Education 157 is individual instruction and development of team play for competitive participation. Fall semester only. Daily. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None. *Note:* Limited to students competing on an organized team. *Transfer credit:* CSU, UC, USC

**160
INTERCOLLEGIATE BASKETBALL—
WOMEN**
½-2½ Units

Physical Education 160 provides the opportunity for individual instruction and development of team play for competitive participation with other community colleges. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None. *Note:* Limited to students competing for the varsity team. *Transfer credit:* CSU, UC, USC

**164
AEROBIC FITNESS**
(Also listed as Dance 164)
½-2½ Units

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

**166
WEIGHT TRAINING FOR WOMEN**
½-2½ Units

Physical Education 166 is designed to give the female student an opportunity to develop a physical fitness program through weight training. It provides opportunity for the further development of body flexibility, strength and coordination, along with contributing to the general physical well-being of the individual. Students will be prepared to set up and design a personal weight training program to fit their individual needs. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

**167
WEIGHT TRAINING AND
CONDITIONING**
(FORMERLY BODY MECHANICS AND
WEIGHT TRAINING)
½-2½ Units

Physical Education 167 is conditioning exercises to increase body flexibility and strength of musculature in various parts of the body; to develop skilled body control with respect to agility, balance, and coordination; and to produce skills in relaxation. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

**168
INTERMEDIATE WEIGHT TRAINING
AND CONDITIONING**
(Formerly Intermediate Body
Mechanics)
½-2½ Units

Physical Education 168 is conditioning exercises to increase strength, body flexibility, and overall physical fitness. Instruction and practice and techniques of weight training. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

**169
BODY MECHANICS—WOMEN**
½-2½ Units

Physical Education 169 offers the student experiences in conditioning exercises to increase body flexibility, increase cardio-respiratory endurance, and increase the strength of the musculature in various parts of the body. The course helps to develop skilled body control with respect to agility, balance, and coordination; and to produce skills in relaxation. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

**172
INTERCOLLEGIATE CROSS
COUNTRY—MEN**
½-2½ Units

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

**173
INTERCOLLEGIATE CROSS
COUNTRY—WOMEN**
2½ Units

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

**194
PILATES**
(ALSO LISTED AS DANCE 194)
½-2½ Units

Physical Education 194 provides practical experience through exercise in conjunction with discussion periods to enable the student to develop a knowledge of body-mind interaction in the area of athletics. The student learns how to influence and control this interaction, with regard to pain and energy flow, suppleness, relaxation, stretch and strength factors. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

**195
FOOTBALL THEORY**
2 Units

Physical Education 195 is theory and development of offensive and defensive formations and strategies. Lecture 4 hours. *Prerequisite:* None. *Note:* Recommended for physical education majors. This course may be taken 2 times; a maximum of 4 units may be earned. *Transfer credit:* CSU, UC, USC

**196
ADVANCED FOOTBALL THEORY**
2½ Units

Physical Education 196 covers advanced theoretical foundations and strategies of football. Lecture 4 hours, laboratory 1 hour. *Prerequisite:* None. *Note:* Recommended for Physical Education majors and students who are participating in varsity football for a second year. *Transfer credit:* CSU, UC, USC

**197
OFF-SEASON TRAINING FOR
INTERCOLLEGIATE FOOTBALL**

½-2½ Units

Physical Education 197 is instruction and practice in techniques of individual offense and defense. Spring semester only. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

**198
INTERCOLLEGIATE FOOTBALL**

½-2½ Units

Physical Education 198 is development of team play for competitive participation. Fall semester only. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None. *Note:* Limited to students wishing to compete on the varsity team. *Transfer credit:* CSU, UC, USC

**200
FLAG FOOTBALL**

½-2½ Units

Physical Education 200 is instruction and practice in fundamentals, with the development of team play and competition. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

**202
BEGINNING GOLF**

½-2½ Units

Physical Education 202 is instruction and practice in the fundamentals of golf. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

**203
INTERMEDIATE GOLF**

½-2½ Units

Advanced instruction and practice on the golf course are included in this course. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

**204
ADVANCED GOLF**

1-2½ Units

Physical Education 204 offers instruction and opportunities for skill development in techniques for competitive golf participation. Advanced skill development and strategies are covered and a physical training program is implemented to prepare students for competition. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Recommended preparation:* Some competitive golf experience. *Transfer credit:* CSU, UC, USC

**205
INTERCOLLEGIATE GOLF**

½-2½ Units

Physical Education 205 is development of play for competitive participation. Spring semester only. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None. *Note:* Limited to students competing for the varsity team. *Transfer credit:* CSU, UC, USC

**208
BEGINNING GYMNASTICS**

½-2½ Units

Physical Education 208 covers techniques in tumbling and apparatus activities with emphasis upon body balance, coordination, and rhythm. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

**217
SELF-DEFENSE TECHNIQUES**

1-2½ Units

Physical Education 217 teaches practical self-defense techniques stressing both physical and psychological preparedness for defense. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

**222
PADDLE TENNIS**

½-2½ Units

Physical Education 222 is instruction and practice in the basic strokes, fundamental techniques, and rules of the game. A sport very similar to regular tennis. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

**224
RACQUETBALL**

½-2½ Units

Physical Education 224 is introduction and practice in the fundamental techniques and rules of the game. Each student is responsible for a minimal court fee. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

**226
RUNNING AEROBICS**

1-2½ Units

Physical Education 226 is an introduction to running aerobics as a lifetime activity. The purpose of this course is to make the student aware of the physiological and psychological benefits derived from running aerobics. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

**227
SELF DEFENSE FOR THE WOMAN**

½-2½ Units

Physical Education 227 teaches practical self defense techniques for women stressing both physical and psychological preparedness for defense. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

**228
SOCCER THEORY**

2 Units

Physical Education 228 is designed for men and women. It covers the theoretical foundations of the sport of soccer, with emphasis on strategy, game tactics, philosophy, and FIFA laws of the game. Lecture 2 hours, laboratory 1 hour. *Prerequisite:* None. *Note:* Physical Education 228 is recommended for Physical Education majors and students planning to participate in varsity soccer. *Transfer credit:* CSU, UC, USC

**229
SOCCER**

½-2½ Units

Physical Education 229 is instruction and practice in the basic fundamentals, techniques, and rules of soccer. Development of team play, with emphasis on offensive and defensive strategy. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

**230
INTERCOLLEGIATE SOCCER—MEN**

½-2½ Units

Physical Education 230 is instruction and practice in intercollegiate play including techniques, rules, strategy, and history as well as comprehensive physical training. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

**231
SOFTBALL**

½-2½ Units

Physical Education 231 will furnish practice in the fundamental skills of throwing, fielding, hitting, and team play. Instruction in rules and game strategy will be given. Conditioning and stretching exercises are presented to increase strength and flexibility. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

**234
ADVANCED SOFTBALL**

1-2½ Units

Physical Education 234 offers instruction and opportunities for skill development in techniques for competitive participation. Advanced offensive and defensive strategies are covered and a comprehensive physical training program is implemented to prepare students for competition. Lecture ½-1½ hours. Laboratory 1½-3 ½ hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

**235
INTERCOLLEGIATE SOFTBALL**
½-2½ Units

Physical Education 235 provides the opportunity for individual instruction and development of team play for competitive participation with other community colleges. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None. *Note:* Limited to students competing for the varsity team. *Transfer credit:* CSU, UC, USC

**236
SOFTBALL THEORY**
2 Units

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

**241
SOCCER—WOMEN**
½- 2½ Units

Physical Education 241 offers instruction and practice in the basic fundamentals, techniques, and rules of soccer. Students learn the development of team play, with emphasis on offensive and defensive strategy. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

**243
INTERCOLLEGIATE SOCCER—
WOMEN**
2½ Units

Physical Education 243 is instruction and practice in intercollegiate play including techniques, rules, strategy, and history as well as comprehensive physical training. Lecture 1½ hours, laboratory 3½ hours. *Prerequisite:* None. *Note:* Some experience playing soccer is recommended. *Transfer credit:* CSU, UC, USC

**246
OFF-SEASON TRAINING FOR
INTERCOLLEGIATE SOCCER**
½-2½ Units

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

**247
INTERMEDIATE SOCCER**
½-2½ Units

Physical Education 247 offers instruction and practice in advanced fundamentals, techniques, and rules of soccer, and development of team play, with emphasis on offensive and defensive strategies. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

**261
BEGINNING TENNIS**
½-2½ Units

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

**262
INTERMEDIATE TENNIS**
½-2½ Units

Physical Education 262 offers instruction and practice in individual fundamentals, development of team play and court strategy in tennis. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

**263
ADVANCED TENNIS**
½-2½ Units

Physical Education 263 offers individual instruction and development of advanced techniques for competitive participation. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

**266
INTERCOLLEGIATE TENNIS—MEN**
½-2½ Units

Physical Education 266 is development of team play for competitive participation. Offered Spring semester only. Daily. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None. *Note:* Limited to students trying out for the varsity team. *Transfer credit:* CSU, UC, USC

**267
INTERCOLLEGIATE TENNIS—
WOMEN**
½-2½ Units

Physical Education 267 offers advanced techniques for competitive participation with other community colleges. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None. *Note:* Recommended for students trying out for the varsity team. Offered Spring semester only. *Transfer credit:* CSU, UC, USC

**268
ADVANCED TRACK AND FIELD— MEN**
1-2½ Units

Physical Education 268 offers instruction and opportunities for skill development in techniques for competitive track and field participation. Advanced techniques and skill development programs are covered and a comprehensive physical training program is implemented to prepare students for competition. Lecture ½-1½ hours. Laboratory 1½-3½ hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

**269
ADVANCED TRACK AND FIELD—
WOMEN**
1-½ Units

Physical Education 269 offers instruction and opportunities for skill development in techniques for competitive track and field participation. Advanced techniques and skill development programs are covered and a comprehensive physical training program is implemented to prepare students for competition. Lecture ½- ½ hours. Laboratory 1½-3½ hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

**270
OFF-SEASON TRAINING FOR
INTERCOLLEGIATE TRACK AND
FIELD**
½-2½ Units

Physical Education 270 is instruction and practice in fundamental techniques of running and field events. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

**272
INTERCOLLEGIATE TRACK AND
FIELD—MEN**
½-2½ Units

Physical Education 272 is designed for competitive participation. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None. *Note:* Spring semester only. Limited to students trying out for the varsity team. *Transfer credit:* CSU, UC, USC

**273
INTERCOLLEGIATE TRACK AND
FIELD—WOMEN**
2½ Units

Physical Education 273 is designed for competitive participation in track and field. Lecture 1½ hours, laboratory 3½ hours. *Prerequisite:* None. *Note:* Spring semester only. Limited to students trying out for the varsity team. *Transfer credit:* CSU, UC, USC

**274
BEGINNING VOLLEYBALL***½-2½ Units*

Physical Education 274 offers instruction and practice in volleyball techniques with team tournaments. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

**275
INTERMEDIATE VOLLEYBALL***½-2½ Units*

Physical Education 275 offers instruction and practice in volleyball techniques with team tournaments for experienced players. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

**276
ADVANCED VOLLEYBALL***½-2½ Units*

Physical Education 276 gives the student the opportunity for development of advanced techniques in volleyball for competitive participation with other community colleges. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

**277
OFF-SEASON TRAINING FOR
INTERCOLLEGIATE VOLLEYBALL***½-2½ Units*

Physical Education 277 offers instruction and practice in fundamental techniques of competitive volleyball. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None. *Transfer credit:* CSU

**281
INTERCOLLEGIATE VOLLEYBALL—
MEN***½-2½ Units*

Physical Education 281 offers instruction and practice in individual fundamentals, development of team play and court strategy for competitive participation. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None. *Note:* Recommended for physical education majors. Limited to students trying out for varsity volleyball teams. *Transfer credit:* CSU, UC, USC

**282
INTERCOLLEGIATE VOLLEYBALL—
WOMEN***½-2½ Units*

Physical Education 282 provides the opportunity for individual instruction of development of team play for competitive participation with other community colleges. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None. *Note:* Limited to students competing for the varsity team. *Transfer credit:* CSU, UC, USC

**285
SPIRIT AND CHEER
(Formerly listed as P.E. 171)***1 Unit*

Dance 171 provides an opportunity for students to gain knowledge and technical skills in the choreography and techniques of pep arts through practical application and discussion. Emphasis is placed on leadership training, personal and professional development. Lecture ½ hour, laboratory 1½ hours. *Prerequisite:* None. *Transfer credit:* CSU, UC

**294
STRESS REDUCTION***½-2½ Units*

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

**295
WALKING FOR HEALTH & FITNESS***½-2½ Units*

Physical Education 295 is an introduction to the benefits of an organized walking program. The class provides the student with various methods of walking to achieve whole-body fitness, flexibility, and increased cardio-vascular health efficiency. The course also discusses methods of using walking as a form of weight control and stress management in addition to achieving a healthful life style. This class is ideal for the student wishing a low-impact aerobic work-out. Lecture ½-1½ hours, laboratory 1½-3½ hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

PHYSICAL SCIENCE

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

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

PHYSICS

**101/101H
ENGINEERING PHYSICS
HONORS ENGINEERING PHYSICS
5 Units**

Physics 101 involves the study of mechanics and properties of matter. The course is an intensive study of motion, dynamics and statics, oscillations, wave motion, and sound, with emphasis upon vector analytical methods. The MacIntosh computer and spreadsheets are used extensively.

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. An Internet paper and PowerPoint presentation on topics in contemporary mechanics such as:
 - gyroscopic stability
 - G.P.S. systems
 - Celestial mechanics
3. Special, more advanced homework sets. Lecture 5 hours, laboratory 3 hours. *Prerequisite:* Physics 105 or physics taken in high school with a grade of "C" or better and Mathematics 103. (Mathematics 104 must be taken concurrently with or prior to taking Physics 101.) *Note:* Physics 101 is restricted to engineering and science majors. *Transfer credit:* CSU, UC, USC (CAN PHYS 8) (PHYS 101 & 102 & 103 CAN PHYS SEQ B)

**102/102H
ENGINEERING PHYSICS
HONORS ENGINEERING PHYSICS
4 Units**

Physics 102 is a study of static electricity including Gauss' Law, potentials and electric fields, direct and alternating current theory, laws of magnetism and magnetic properties of matter, electromagnetism and induced currents, Maxwell's equations and radiation theory.

The honors course will be enhanced in one or more of the following ways:

1. Learning mathematical programs such as Mathematica or Scientific Word.
2. Special, more advance homework sets using Mathematica or Scientific Word. Lecture 4 hours, laboratory 2 hours. *Prerequisite:* Physics 101 and Mathematics 104. *Transfer credit:* CSU, UC, USC (CAN PHYS 12)(PHYS 101 & 102 & 103 CAN PHYS SEQ B)

**103/103H
ENGINEERING PHYSICS
HONORS ENGINEERING PHYSICS
5 Units**

Physics 103 covers heat, thermodynamics, optics, and modern physics and involves an intensive study of the concepts of fluids, temperature, heat, calorimetry, heat transfer, thermodynamics, entropy, and kinetic theory. The course focuses on a thorough presentation of geometrical and physical optics with considerable emphasis on modern physics including quantum physics, wave mechanics, and special relativity.

The honors course will be enhanced in one or more of the following ways:

1. An Internet paper and PowerPoint presentation on topics in contemporary optics and thermo-dynamics such as:
 - fiber optics
 - laser communication
 - laser therapy
 - solar engineering
 - solar power systems
2. A spreadsheet solution of an engineering problem of advanced difficulty.

Lecture 5 hours, laboratory 2 hours. *Prerequisite:* Physics 101 and Mathematics 104. *Transfer credit:* CSU, UC, USC (CAN PHYS 14) (Phys 101 & 102 & 103 CAN PHYS SEQ B)

**105
GENERAL PHYSICS
4 Units**

Physics 105 is a general course that focuses on properties of matter, mechanics, heat, wave motion, and sound. It includes lectures, demonstrations, problems, and laboratory work. Lecture 3 hours, discussion 1 hour, laboratory 2 hours. *Prerequisite:* Mathematics 102 or 110, or equivalent. *Note:* Required of pre-dental and pre-medical students. *Transfer credit:* CSU, UC, USC (CAN PHYS 2) (PHYS 105 & 106 CAN PHYS SEQ A)

**106
GENERAL PHYSICS
4 Units**

Physics 106 is a general course that focuses on the study of light, electricity, magnetism, and modern physics. It includes lectures, demonstrations, problems, and laboratory work. Lecture 3 hours, discussion 1 hour, laboratory 2 hours. *Prerequisite:* Physics 105. *Note:* Required of pre-dental and pre-medical students. *Transfer credit:* CSU, UC, USC (CAN PHYS 4) (PHYS 105 & 106 CAN PHYS SEQ A)

**110
INTRODUCTION TO PHYSICS
3 Units**

Physics 110 is a brief presentation of some of the more important and usual phenomena in physics with classroom demonstrations and lectures in mechanics, heat, sound, light, magnetism, and modern physics. Lecture 3 hours. *Prerequisite:* None. *Note:* This course may not be taken for credit by students who have completed Physics 101 or 105. *Transfer credit:* CSU, UC, USC

POLITICAL SCIENCE

**101
INTRODUCTION TO GOVERNMENT
3 Units**

Political Science 101 is an introduction to the principles and problems of government in the United States with emphasis placed on the Federal government and politics at the national level. Political Science 101 meets the California State requirement in the United States Constitution. Lecture 3 hours. *Prerequisite:* Eligibility for English 120 or ESL 151. *Note:* Political Science 101 allows only one unit of credit for students who have completed Political Science 105 or Social Science 132. Recommended for students seeking a Baccalaureate (4-year) degree. *Transfer credit:* CSU, UC, USC (Pol. Sci. 101 & 106 CAN GOVT 2)

**102
MODERN COMPARATIVE
GOVERNMENTS
3 Units**

Political Science 102 is a comparative study of the constitutional principles, governmental institutions, political parties, and recent history of policy and action of selected foreign governments. Lecture 3 hours. *Prerequisite:* Political Science 101 or 103 or 105 or Social Science 125 or 126, 132. *Transfer credit:* CSU, UC, USC

**103/103H
INTRODUCTION TO WORLD POLITICS
HONORS INTRODUCTION TO WORLD
POLITICS
3 Units**

Political Science 103 develops an intellectual framework which will order students' thoughts on world politics and enable them to analyze and evaluate present and potential issues and events that affect international power and the pursuit of peace.

The honors course will be enhanced in one or more of the following ways:

1. Students will write a research paper on a controversial topic in world politics designed to develop analytical skills.

2. Debates will occur between pairs of students on a controversial topic in world politics designed to develop their verbal analytical skills.

3. Assignments of important theories in world politics to be presented by students in class in order to develop their analytical skills.

Lecture 3 hours. *Prerequisite:* Eligibility for English 120 or ESL 151. *Transfer credit:* CSU, UC, USC

**105
AMERICAN POLITICAL IDEALS
2 Units**

Political Science 105 is a study of the theory and practices of the American democratic political process and formal institutional functions. Special emphasis is placed on the Federal Constitution and how it operates in the context of political democracy. The role of parties and groups in politics is analyzed. Political Science 105 meets the California State requirement in the United States Constitution. Lecture 2 hours. *Recommended preparation:* Eligibility for English 120 or ESL 151. *Note:* It is recommended that the California State requirement in American History be completed prior to enrollment in this course. This course may not be taken for credit by students who have completed Political Science 101 or Social Science 132. Students who have successfully completed Political Science 105 and Political Science 106 will not be granted credit for Political Science 151. Recommended for students seeking an Associate in Arts degree. *Transfer credit:* CSU, UC, USC

**106
AMERICAN STATE AND LOCAL
GOVERNMENT
1 Unit**

Political Science 106 is a study of the origins, structures, and functions of California government and politics with emphasis on the State level, but including the city, county and district levels. Lecture 2 hours. (8 weeks) *Recommended preparation:* Eligibility for English 120 or ESL 151. *Note:* It is recommended that this course be taken after the completion of the Constitution requirement. This course or Social Science 132 is a graduation requirement. This course may not be taken for credit by students who have completed Social Science 132. Students who have successfully completed Political Science 106 will be granted only two units of credit for completion of Political Science 151. Students who have successfully completed Political Science 105 and 106 will not be granted credit for Political Science 151. *Transfer credit:* CSU (Pol. Sci. 101 & 106 CAN GOVT 2)

108 POLITICS AND PRACTICE OF THE UNITED NATIONS

3 Units

Political Science 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:** Eligibility for English 120 or ESL 151. **Transfer credit:** CSU, UC, USC

110 CONTEMPORARY WORLD PROBLEMS

3 Units

Political Science 110 examines the controversial issues in world politics—from regional conflicts, international economic relations, arms and disarmament, human rights and foreign policy, to environmental considerations. The format of the course is multidimensional, using lecture, discussion, and debate techniques. Lecture 3 hours. **Recommended preparation:** Eligibility for English 120 or ESL 151. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned. **Transfer credit:** CSU, UC, USC (Transfer limitation: See counselor.)

111 THE MODERN MIDDLE EAST: ITS POLITICAL AND ECONOMIC IMPACT

3 Units

Political Science 111 is a survey of the historical background and current politics of the Middle East. Topics covered include: introduction to the land, peoples, cultures, and religions; overview of the history of the region, with an emphasis on the Eastern Question; emergence of the modern nation-states following World War I; internal political developments in major countries up to the present; Westernization and Islamic resurgence; regional conflicts and international connections; the economic and political impact of oil; European and Soviet influences; Middle East lobbies in the United States and U.S. foreign policy. Lecture 3 hours. **Recommended preparation:** Eligibility for English 120 or ESL 151. **Transfer credit:** CSU, UC, USC

112 MODEL UNITED NATIONS LABORATORY

1½ Units

Political Science 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. Lecture 1 hour, Laboratory 1½ hours. **Corequisite:** Political Science 108. **Note:** This class may be taken four times; a maximum of six units may be earned. **Transfer credit:** CSU

151 FUNDAMENTALS OF GOVERNMENT AND YOU

3 Units

Political Science 151 deals with the individual as a student, as a worker, and as a member of society. It examines the benefits, controls, and rights of the individual which result from our political system as it operates through government. Meets the requirements of the A.A. Degree in the United States Constitution and state and local government. Lecture 3 hours. **Recommended preparation:** English 191 or eligibility for ESL 151 or English 120. **Note:** Students who have successfully completed Political Science 106 will be granted only two units of credit for completion of Political Science 151. Students who have successfully completed Political Science 105 and Political Science 106 will not be granted credit for Political Science 151.

PSYCHOLOGY

101/101H GENERAL PSYCHOLOGY HONORS GENERAL PSYCHOLOGY

3 Units

Psychology 101 is an intensive study of human behavior. The course examines scientific principles, biological basis of behavior, sensation, perception, learning, memory, motivation, thinking, individual differences, intelligence, personality, behavior disorders, and therapeutic behavior change.

The honors course will be enhanced in one or more the following ways:

1. Students will have an increased responsibility for leading class discussions and critical thinking exercises.
2. Homework assignments will be focused on critical thinking and the analysis of important topics related to psychology.

Lecture 3 hours. **Prerequisite:** Eligibility for English 120 or ESL 151. **Note:** Sophomore standing preferred. **Transfer credit:** CSU, UC, USC (CAN PSY 2)

103 PHYSIOLOGICAL PSYCHOLOGY

3 Units

Psychology 103 is a exploration of the relationship between mind and body, emphasizing the neurological correlates of behavior. The course includes the structure and functions of the nervous system, methodology, concepts of physiological psychology, and current developments. Lecture 3 hours. **Prerequisite:** Psychology 101. **Transfer credit:** CSU, UC, USC

104 SOCIAL PSYCHOLOGY

3 Units

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

105 PSYCHOLOGY OF HUMAN SEXUALITY

3 Units

Psychology 105 is a survey of human sexuality. The course focuses on internal and external anatomy, physiological functioning and dysfunctioning, causes and possible corrections of dysfunctions. It covers such matters as conception, pregnancy, childbirth, methods of birth control and family planning, and cultural and psychological influences. Lecture 3 hours. **Recommended preparation:** Eligibility for English 120 or ESL 151. **Transfer credit:** CSU, UC, USC

106 DEVELOPMENTAL PSYCHOLOGY

3 Units

Psychology 106 is the study of the psychological development of the person from the prenatal period through old age and death. This course emphasizes theories and their applications to physical, cognitive, social, and emotional development throughout the human life-span. Lecture 3 hours. **Recommended preparation:** Eligibility for English 101. **Transfer credit:** CSU, UC, USC

**108
THE PSYCHOLOGY OF LOSS
EXPERIENCE***3 Units*

Psychology 108 is a study of loss experiences, including but not limited to loss by death, together with their impact on the grieving survivor. This course examines historical and contemporary attitudes and practices and the historical factors that have influenced significant changes between the two. Various kinds of losses are defined and explored. Stages of dying, death preparation, and stages of grieving and recovery are included together with recommendations from modern experts for facilitating recovery. Lecture 3 hours. *Recommended preparation:* Eligibility for English 120 or ESL 151. *Transfer credit:* CSU

**109
INTRODUCTION TO GERONTOLOGY***3 Units***(Also listed as Sociology 105)**

Psychology 109 is an introduction to the study of social gerontology, aging and its implications for the individual and society utilizing a multidisciplinary approach. Lecture 3 hours. *Recommended preparation:* Eligibility for English 120 or ESL 151. *Note:* This course may not be taken for credit by students who have completed Sociology 105. *Transfer credit:* CSU, UC, USC

**110
THE PSYCHOLOGY OF PERSONAL
AND SOCIAL ADJUSTMENT***3 Units*

Psychology 110 is a study of the processes of human adjustment. The characteristics of healthy and unhealthy personality patterns, and the forces that shape them, will be studied. Psychological principles are applied to problems of personal growth, self-awareness, problem-solving, stress and crisis management and interpersonal relationships and the skills needed to maintain them in various life situations. Lecture 3 hours. *Recommended preparation:* Eligibility for English 120 or ESL 151. *Transfer credit:* CSU

**111
WOMEN: MIND AND BODY***3 Units*

Psychology 111 is an investigation into traditional and nontraditional medical model health delivery systems, with special emphasis on women and their bodies. Major topics covered are women as research subjects, cross-cultural perspectives on the use of health care, and current research findings on menstruation, pregnancy, menopause, sexually transmitted diseases, HIV, cancer, and cardiovascular diseases. Psychological concepts of fitness, nutritional awareness, belief systems and emotional management, and stress reduction are addressed. Lecture 3 hours. *Recommended preparation:* Eligibility for English 120 or ESL 151. *Note:* No credit will be given if Health 104 or Health 106 have been completed. *Transfer credit:* CSU, UC, USC

**113
PSYCHOLOGY OF WOMEN***3 Units*

Psychology 113 is a study of the psychological factors which contribute to the present emotional, sexual and economic status of the American woman. This study is designed to help the student better understand the experiences of women through the examination of family structure, social structure, female sexuality and self-esteem. Lecture 3 hours. *Recommended preparation:* Eligibility for English 120 or ESL 151. *Transfer credit:* CSU, UC, USC

**114
PSYCHOLOGY OF HUMAN
COMMUNICATION***3 Units*

Psychology 114 is a study of the process of human communication. The characteristics of effective communication and its uses are studied and the specific skills for the achievement of effective communication are explored. The application of communication skills to the building of interpersonal relationships, the resolution of conflicts, and the attainment of personal growth are included in this course of study. Lecture 3 hours. *Recommended preparation:* Eligibility for English 120 or ESL 151. *Transfer credit:* CSU

**115
ABNORMAL PSYCHOLOGY***3 Units*

Psychology 115 deals with maladaptive or abnormal behavior of human beings. Topics covered include classifications, clinical pictures, causal factors, treatment and outcomes of maladaptive patterns, assessment, therapy, and prevention. Lecture 3 hours. *Prerequisite:* Psychology 101. *Transfer credit:* CSU, UC, USC

**131
MARRIAGE AND INTIMATE
RELATIONSHIPS
(Also listed as Sociology 131)***3 Units*

Psychology 131 studies, with an emphasis on psychological and sociological theories and research, the development of traditional and contemporary patterns of people living together. Topics examined include the historical development of marriage, diverse lifestyles (including single-parenting, the blended family, and gay and lesbian partnerships), partner compatibility, communication techniques, intimacy, conflict, child-rearing, dissolution of partnerships, and speculation about the future of relationships. Lecture 3 hours. *Recommended preparation:* Eligibility for English 120 or ESL 151. *Note:* This course may not be taken for credit by students who have completed Sociology 131. *Transfer credit:* CSU

**150
EDUCATIONAL PSYCHOLOGY***3 Units*

Psychology 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:* Psychology 101 or Social Science 101; and eligibility for English 101.

QUALITY ASSURANCE

**101
PROCESS AND PRODUCTION
PLANNING***3 Units*

Quality Assurance 101 is an introduction to the concepts of industrial production planning. Emphasis is placed on technical skills required in efficiently creating and planning work orders and related documentation to meet industrial standards. Lecture 3 hours. *Prerequisite:* Technical Education 143 or Electronics and Computer Technology 100 or Mathematics 141. *Transfer credit:* CSU

QUALITY CONTROL

101 PRINCIPLES OF METROLOGY

3 Units

Quality Control 101 presents the principles of measurement systems, units, measurement standards, and calibration control. Metrication, basic standards, and traceability applications of instruments and gauges are presented as they relate to quality control. Lecture 3 hours. *Prerequisite:* Technical Education 143 or Electronics and Computer Technology 100 or Mathematics 141. *Transfer credit:* CSU

102 QUALITY CONTROL APPLICATION

3 Units

Quality Control 102 is an analysis of engineering drawing and technical skills in researching standard requirements used in creating practical work sequenced assembly methods. Lecture 3 hours. *Prerequisite:* Technical Education 143 or Electronics and Computer Technology 100 or Mathematics 141. *Transfer credit:* CSU

103 STATISTICAL PROCESS CONTROL

3 Units

Quality Control 103 presents an in-depth study of probability and statistics in relation to quality control. Emphasis is placed on current industrial standards and procedures used throughout the Aerospace Industry. Lecture 3 hours. *Prerequisite:* Technical Education 143 or Electronics and Computer Technology 100 or Mathematics 141. *Transfer credit:* CSU

REAL ESTATE

Classes in real estate are offered for students interested in the field of real estate. The courses are designed to accommodate the real estate education needs of students in preparing for real estate careers as well as those already engaged in real estate services. The curriculum provides instruction designed to assist those wishing to obtain real estate sales and real estate broker licenses. Most of the courses are scheduled in the Evening College Program. A Certificate of Completion may be earned.

101 REAL ESTATE PRINCIPLES

3 Units

Real Estate 101 covers the basic laws and principles of California real estate and gives understanding, background, and terminology necessary for advanced study in specialized courses. The course is of assistance to those preparing for the real estate sales license examination. Lecture 3 hours. *Prerequisite:* None. *Note:* This course may be taken 3 times; a maximum of 9 units may be earned. *Transfer credit:* CSU

105 REAL ESTATE PRE-LICENSE

3 Units

Real Estate 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.

120 REAL ESTATE PRACTICE

3 Units

Real Estate 120 covers the day-to-day operations from the viewpoint of the real estate salesperson. The topics covered include: listing, prospecting, advertising, financing, sales techniques, escrow, and ethics. This course applies toward the State of California's educational requirement for the salesperson's and broker's examination. Lecture 3 hours. *Prerequisite:* None. *Transfer credit:* CSU

125 REAL ESTATE SALES SOFTWARE

1 Unit

Real Estate 125 is designed to introduce students to computers and teach them how to use the computer as a tool in the real estate industry. The course's primary emphasis is on understanding the theories and concepts of the computer and how use of the computer is going to change the concepts and theories taught in other real estate courses. Current software emphasizing database management and remote communicating is taught. Lecture 1 hour, laboratory 3 hours (8 weeks). *Prerequisite:* None. *Transfer credit:* CSU

130 REAL ESTATE ECONOMICS

3 Units

Real Estate 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. *Transfer credit:* CSU

140 LEGAL ASPECTS OF REAL ESTATE

3 Units

Real Estate 140 is a study of California real estate law, including rights incident to property ownerships and management, agency, contracts, and application to real estate transfer, conveyancing, probate proceedings, trust deeds, and foreclosure, as well as recent legislation governing real estate transactions. This course applies toward education requirement of broker's examination. Lecture 3 hours. *Prerequisite:* None. *Transfer credit:* CSU

150 REAL ESTATE FINANCE

3 Units

Real Estate 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. *Prerequisite:* None. *Transfer credit:* CSU

161 INCOME APPRAISAL REPORT WRITING

3 Units

Real Estate 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. *Transfer credit:* CSU

**162
BASIC APPRAISAL PRINCIPLES AND
PRODEDURES***3.5 Units*

Real Estate 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.

**163
BASIC RESIDENTIAL REAL ESTATE
APPRAISAL***3.5 Units*

Real Estate 163 which focuses on residential appraisals, meets the requirements of the 2008 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

**164
RESIDENTIAL APPLICATIONS AND
RESIDENTIAL REPORT WRITING***3 Units*

Real Estate 164 meets the requirements of the 2008 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

**165
UNIFORM STANDARDS OF
PROFESSIONAL APPRAISAL
PRACTICE (USPAP)***1 Unit*

Real Estate 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. Lecture 1 hour. *Prerequisite:* None. *Note:* Students with disabilities who require special accommodations must contact the GCC Business Division before registering for information to obtain prior written approval from the AQB.

**180
MORTGAGE LOAN BROKERING***3 Units*

Real Estate 180 details the requirements for granting licenses to loan on real property in California. Lecture 3 hours. *Prerequisite:* None. *Transfer credit:* CSU

**190
PROPERTY MANAGEMENT***3 Units*

Real Estate 190 is a basic course in the management of income properties which analyzes specific types of properties that are managed; formulates and discusses the major problems of leasing, collections, rent schedules, tenant selection, neighborhood analysis, purchasing, evictions, preventive maintenance, depreciation, record keeping, and economics of property; and compiles a set of procedures for practical utilization in property management. Lecture 3 hours. *Prerequisite:* None. *Transfer credit:* CSU

**195
COMMON INTEREST DEVELOPMENTS
(HOMEOWNERS ASSOCIATIONS
MANAGEMENT)***3 Units*

Real Estate 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. *Prerequisite:* None.

**250
ESCROW I***3 Units*

Real Estate 250 is an introduction to the terminology, legal aspects, and process in the escrow function in real estate transactions. Emphasis is on the process of taking, processing, and closing of escrow. Lecture 3 hours. *Prerequisite:* None. *Transfer credit:* CSU

**RECREATION
LEADERSHIP**

**105
PHYSICAL EDUCATION
AND RECREATION FOR THE
HANDICAPPED***2 Units*

Recreation Leadership 105 is designed to train people to provide physical education and recreational activities for the handicapped, this course helps the student understand and appreciate needs, desires, and problems related to various handicaps as well as learn how to provide such activities. Lecture 2 hours, laboratory 2 hours. *Prerequisite:* None. *Transfer credit:* CSU

**109
RECREATION LEADERSHIP***2 Units*

Recreation Leadership 109 is a basic training course for playground directors and recreation leaders. A study in the organization and administration of community and school recreation programs. Emphasis is placed on training in leadership techniques and on the development of programs in recreation, sports, and athletics. Lecture 2 hours, laboratory 1 hour. *Prerequisite:* None. *Note:* Recommended for physical education majors and students entering the recreation field. *Transfer credit:* CSU

RUSSIAN

**101
ELEMENTARY RUSSIAN I***5 Units*

Russian 101 covers the Russian alphabet, its letters and their sounds, and the fundamentals of Russian grammar. Students are taught to pronounce correctly, to acquire a practical vocabulary, and to understand, read, write, and speak simple Russian. Lecture 5 hours, laboratory ½ hour. *Recommended preparation:* Eligibility for English 120 or ESL 151. *Note:* This course is not intended for students with oral proficiency or who have attended schools where Russian was the language of instruction. *Transfer credit:* CSU, UC, and USC

**102
BEGINNING RUSSIAN II**
5 Units

Russian 102 continues to present the fundamentals of Russian grammar. The skill of listening comprehension, speaking, reading, and writing of contemporary standard Russian are developed at a basic level. Lecture 5 hours, laboratory ½ hour. **Prerequisite:** Russian 101 or equivalent. **Note:** This class is not designed for native speakers of Russian. **Transfer credit:** CSU, UC, and USC

**110
BASIC CONVERSATIONAL RUSSIAN I**
3 Units

Russian 110 teaches the fundamentals of grammar and correct pronunciation so that the student can employ a small working vocabulary in conversation and writing. The ability to read simple Russian is also developed. Lecture 3 hours. **Prerequisite:** None. **Note:** Not open to students who have oral proficiency or who have attended schools where Russian was the language of instruction. This course may be taken 2 times; a maximum of 6 units may be earned.

**111
BASIC CONVERSATIONAL
RUSSIAN II**
3 Units

Russian 111 is a further study of the language with continued emphasis on developing essential communication skills. Fundamentals of grammar and oral expression are stressed. The course further develops a working knowledge of reading and writing as well. Lecture 3 hours. **Prerequisite:** Russian 110 or equivalent. **Note:** This course may be taken 2 times; a maximum of 6 units may be earned.

SOCIAL SCIENCE

**101
URBAN EDUCATION IN AMERICA**
3 Units

Social Science 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 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 working in diverse, multi-racial, multi-ethnic urban settings and on the efforts being made to respond to the needs of urban students. Lecture 3 hours. **Recommended preparation:** Eligibility for English 101. **Note:** This course requires all students to complete a minimum of 20 hours of verified field observation in an urban school setting. **Transfer credit:** CSU

**124
INTERNATIONAL/INTERCULTURAL
STUDIES**
3 Units

Social Science 124 is designed to provide a critical and analytical introduction to the problems of global understanding. Studies are conducted on the ways in which the individual personality is shaped in a particular culture and civilization. The course is designed for all students, regardless of cultural background, who wish to enhance their ideas of what it means to belong in a peer group, or in a family, or in the larger community. This is a cross-cultural communication skills building course. Lecture 3 hours. **Recommended preparation:** Eligibility for English 120 or ESL 151. **Transfer credit:** CSU, UC, USC

**125
THE AMERICAN EXPERIENCE—
AMERICAN HERITAGE**
3 Units

Social Science 125 covers issues and events from colonial times through the Civil War which are discussed and evaluated in relation to their social, cultural, political, and economic significance. Important contributions of significant men and women to the historical development of the country are highlighted. Students are introduced to the contemporary American political process and its formal institutional functions in a comparative study of federal, state, and local governments. The operation of the federal constitution in a political democracy is emphasized. The roles of political parties and special interest groups are examined. Students learn the structure and function of government in relation to the individual. Major rights and freedoms of citizens and non-citizens in the United States and California are delineated and discussed. The completion of Social Science 125 and 126 fulfills the California State requirements in American History, Institutions and State and Local Government. Lecture 3 hours. **Recommended preparation:** Eligibility for English 120 or ESL 151. **Note:** Social Science 125 and 126 are designed for F1 visa students who speak a language other than English as their first language, or naturalized citizens, or immigrants seeking naturalization who have never taken U.S. History taught in English or in a U.S. high school. All others should take the standard courses in U.S. History and Government. No credit allowed for students who have completed History 110, 111, 117, 118, or 151; Economics 111; Political Science 101, 105, 106, or 151; Social Science 131 or 132. **Transfer credit:** CSU

**126
THE AMERICAN EXPERIENCE—
MODERN AMERICA**
3 Units

Social Science 126 covers issues and events since the Reconstruction to the present which are discussed and evaluated in relation to their social, cultural, political, and economic significance. Important contributions of significant men and women to the historical development of the country are highlighted. Students are introduced to the contemporary American political process and its formal institution functions in a comparative study of federal, state, and local governments. The operation of the federal constitution in a political democracy is emphasized. The roles of political parties and special interest groups are examined. Students learn the structure and function of government in relation to the individual. Major rights and freedoms of citizens and noncitizens in the United States and California are delineated and discussed. The completion of Social Science 125 and 126 fulfills the California State requirements in American History, Institutions, and State and Local Government. Lecture 3 hours. **Prerequisite:** Social Science 125. **Note:** Social Science 125 and 126 are designed for F-1 visa students who speak a language other than English as their first language, or naturalized citizens, or immigrants seeking naturalization who have never taken U.S. Government or U.S. History taught in English or in a U.S. high school. All others should take the standard courses in U.S. History and Government. No credit allowed for students who have completed History 110, 111, 117, 118, or 151; Economics 111; Political Science 101, 105, 106, or 151; Social Science 131 or 132. **Transfer credit:** CSU

**127
LOS ANGELES COUNTY:
HISTORY, POLITICS, AND CULTURE**
3 Units

Social Science 127 examines one of the most culturally diverse places on Earth—Los Angeles County. The region is viewed in three contexts: its history, its portrayals in literature, and the issues it faces today. The historic underpinnings of the region are explored from the Gabrielino people of the Spanish, Mexican, and United States eras. This course includes the stories of ethnic and racial groups, including some not often associated with the area's history. The last segment of the course examines contemporary issues, opportunities, and problems facing Los Angeles County. Lecture 3 hours. **Recommended preparation:** Eligibility for English 120 or ESL 151. **Transfer credit:** CSU

**131
INTRODUCTION TO SOCIAL SCIENCE**
4 Units

Social Science 131 examines the interrelationship of the social sciences and their application to the problems of group living in the twentieth century through a survey of the principal facts and concepts of history and sociology. Problems are studied in relationship to the historical development of the United States. The student is led to acquire a body of knowledge through an analysis of historical and contemporary social problems. This course meets the California State requirements in American History. Lecture 4 hours. **Recommended preparation:** Eligibility for English 120 or ESL 151. **Note:** Social Science 131 allows only two units of credit for students having credit in History 110 or 111. If History 117-118 are completed for credit, then no units are allowed for Social Science 131. **Transfer credit:** CSU, UC, USC

**132
INTRODUCTION TO SOCIAL SCIENCE**
4 Units

Social Science 132 examines the inter-relationship of the social sciences and their application to the problem of group living in the twentieth century through a survey of the principal facts and concepts of political science and economics. Problems are studied in relationship to governments in the United States. The student is led to acquire a body of knowledge through an analysis of contemporary political and economic problems. This course meets the California State requirements in the American Constitution, and State and Local Government. Lecture 4 hours. **Recommended preparation:** Eligibility for English 120 or ESL 151. **Note:** Social Science 132 allows only two units of credit for students having credit in Political Science 101 or Political Science 105. If only Political Science 106 has been completed for credit, three units are allowed. **Transfer credit:** CSU, UC, USC

**134
WOMEN, MEN, AND SOCIETY**
3 Units

Social Science 134 is a survey course which explores the experience of women and men in American society. The course uses an interdisciplinary approach to look at old and new research about women and men. The sexist assumptions of most academic disciplines requires not just that material on women be integrated into these disciplines but that material on both sexes must be studied in new ways. Lecture 3 hours. **Recommended preparation:** Eligibility for English 120 or ESL 151. **Transfer credit:** CSU, UC, USC

**136
WAR: HISTORY, CAUSES,
SOLUTIONS**
(Also listed as History 136)
3 Units

Social Science 136 explores the history, causes, and potential solutions to the problem of war. The history of individual wars is examined within a broader picture of war in general, including ancient warfare, the Middle Passage, the rise of modern war, and the development of total war. An interdisciplinary approach is taken in exploring the immediate causes of war, including historical, economic, political, anthropological, sociological, and psychological causes. The course probes moral and philosophical aspects for the ultimate causes of war. Finally, solutions are considered including diplomacy, treaties, the United Nations, a one-world government, and the dismantling of nation-states. Lecture 3 hours. **Recommended preparation:** Eligibility for English 101. **Note:** This course may not be taken for credit by students who have completed History 136. **Transfer credit:** CSU, UC, USC

**145
INTRODUCTION TO COMMUNITY
SERVICE LEARNING**
2 Units

Social Science 145 gives students a background in community service volunteerism and service learning as well as an opportunity to do community volunteer work for credit. The course emphasizes the historic traditions of volunteer service in America and other nations as well as current opportunities for lifelong service. Lecture 1 hour, laboratory 3 hours. **Recommended preparation:** Eligibility for English 120 or ESL 151. **Note:** Students must complete 48 hours of volunteer service in an approved setting. **Transfer credit:** CSU

**146
COMMUNITY VOLUNTEERISM
LABORATORY**
1 Unit

Social Science 146 is designed to give students who have successfully completed the Introduction to Community Volunteerism class a chance to continue volunteer service under supervision. Students complete three lab hours of volunteer work per week as well as meet with the instructor and submit a complete journal. Laboratory 3 hours. **Prerequisite:** Social Science 145. **Note:** This course may be taken 3 times; a maximum of 3 units may be earned. **Transfer credit:** CSU

SOCIOLOGY**101
INTRODUCTION TO SOCIOLOGY**
3 Units

Sociology 101 is an introduction to sociology, its methods and resources. The course focuses on the following areas: society and culture, personality organization, social interaction and social processes, human groups and collective behavior, role and status, class and stratification, ethnic and other intergroup relations, ecology and urban sociology, population and social change. Lecture 3 hours. **Prerequisite:** Eligibility for English 120 or ESL 151. **Transfer credit:** CSU, UC, USC (CAN SOC 2)

**102
SOCIAL CRISES OF TODAY**
3 Units

Sociology 102 develops a definition and criteria of social crises. The course examines social problems within the context of culture and economics. Selected social issues such as crime, ethnic tensions, poverty, work, youth, the changing nature and role of the family, homelessness, and related urban issues are addressed within functional and conflict theoretical frameworks. Lecture 3 hours. **Recommended preparation:** Eligibility for English 120 or ESL 151. **Transfer credit:** CSU, UC, USC (CAN SOC 4)

**104
SOCIOLOGY OF SEX AND GENDER**
3 Units

Sociology 104 is a survey course that explores biological, anthropological, psychological, and sociological perspectives of sex and gender roles in American society and various other societies, such as Sweden, Russia, China, India, etc. Focusing on power relations, the course uses a sociological and psychological approach to analyze sex and gender roles in major social institutions: Family, education, mass media, religion, work, law, political or economic structures, and medical systems. The analysis is placed in historical and contemporary contexts. Lecture 3 hours. **Recommended preparation:** Eligibility for English 120 or ESL 151. **Transfer credit:** CSU, UC, USC

**105
INTRODUCTION TO GERONTOLOGY**
(Also listed as Psychology 109)
3 Units

Sociology 105 is an introduction to the study of social gerontology, aging and its implications for the individual and society utilizing a multidisciplinary approach. Lecture 3 hours. **Recommended preparation:** Eligibility for English 120 or ESL 151. **Note:** This course may not be taken for credit by students who have completed Psychology 109. **Transfer credit:** CSU, UC, USC

**131
MARRIAGE AND INTIMATE
RELATIONSHIPS**
(Also listed as Psychology 131)
3 Units

Sociology 131 studies, with an emphasis on psychological and sociological theories and research, the development of traditional and contemporary patterns of people living together. Topics examined include the historical development of marriage, diverse lifestyles (including single-parenting, the blended family, and gay and lesbian partnerships), partner compatibility, communication techniques, intimacy, conflict, child-rearing, dissolution of partnerships, and speculation about the future of relationships. Lecture 3 hours. *Recommended preparation:* Eligibility for English 120 or ESL 151. *Note:* This course may not be taken for credit by students who have completed Psychology 131. *Transfer credit:* CSU

**140
INTRODUCTION TO SOCIAL
WELFARE**
3 Units

Sociology 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 English 120 or ESL 151. *Transfer credit:* CSU, UC, USC

SPANISH

**101
BEGINNING SPANISH I**
5 Units

Spanish 101 teaches the fundamentals of Spanish grammar. Students are trained to pronounce Spanish correctly, to acquire a small working vocabulary which they use in conversation and writing, and to read simple Spanish. The class is taught primarily in Spanish. Students may enroll concurrently in Spanish 110. Lecture 5 hours, laboratory ½ hour. *Recommended preparation:* Eligibility for English 120 or ESL 151. *Note:* Students with oral proficiency or who have attended schools where Spanish was the language of instruction should enroll in Spanish 115. *Transfer credit:* CSU, UC, USC (CAN SPAN 2) (SPAN 101 & 102 CAN SPAN SEQ A)

**102
BEGINNING SPANISH II**
5 Units

Spanish 102 continues to present the fundamentals of Spanish grammar. It emphasizes correct pronunciation and presents more difficult elementary prose. The discussions in Spanish will stress the correct use of verbs and idioms and efficient methods of vocabulary building. Lecture 5 hours, laboratory ½ hour. *Prerequisite:* Spanish 101 or equivalent. *Note:* This course may not be taken for credit by students who have completed Spanish 116. *Transfer credit:* CSU, UC, USC (CAN SPAN 4) (SPAN 101 & 102 CAN SPAN SEQ A)

**103
INTERMEDIATE SPANISH I**
5 Units

Spanish 103 includes further study of Spanish grammar and idioms, intensive and extensive reading in contemporary Spanish, and written compositions in Spanish. This class is conducted entirely in Spanish. Lecture 5 hours, laboratory ½ hour. *Prerequisite:* Spanish 102 or 116 or the equivalent. *Note:* In addition to the regular class hours, the student must spend 1/2 hour a week in the laboratory. This course is offered during the Fall semester only. *Transfer credit:* CSU, UC, USC (CAN SPAN 8) (SPAN 103 & 104 CAN SPAN SEQ B)

**104
INTERMEDIATE SPANISH II**
5 Units

Spanish 104 is a continuation of Spanish 103 with reading of more difficult literary texts, and increased emphasis on composition and conversation. This class is conducted entirely in Spanish. Lecture 5 hours, laboratory ½ hour. *Prerequisite:* Spanish 103 or the equivalent. *Note:* In addition to the regular class hours, the student must spend 1/2 hour a week in the laboratory. This course is offered during the Spring semester only. *Transfer credit:* CSU, UC, USC (CAN SPAN 10) (SPAN 103 & 104 CAN SPAN SEQ B)

**105
CONVERSATIONAL SPANISH**
3 Units

Spanish 105 is a course of intensive practice in the expression and comprehension of spoken Spanish. Lecture 3 hours. *Prerequisite:* Spanish 101 and 102 or the equivalent. *Note:* This course may be taken 2 times; a maximum of 6 units may be earned. *Transfer credit:* CSU, UC, USC

**106
ADVANCED CONVERSATIONAL
SPANISH**
3 Units

Spanish 106 is a course of intensive practice in the expression and comprehension of spoken Spanish. Lecture 3 hours. *Prerequisite:* Spanish 101, 102 and 103 or the equivalent. *Note:* This course may be taken 2 times; a maximum of 6 units may be earned. *Transfer credit:* CSU, UC, USC

**110
BASIC CONVERSATIONAL SPANISH I**
3 Units

Spanish 110 is an introduction to Spanish with emphasis on developing essential skills in communication. The verbal active method used stresses oral expression. The course develops a working knowledge of reading and writing as well. Lecture 3 hours. *Prerequisite:* None. *Note:* Not open to students who have oral proficiency or who have attended schools where Spanish was the language of instruction. This course may not be taken for credit by students who have completed Spanish 115 and/or 116. This course may be taken 2 times; a maximum of 6 units may be earned.

**111
BASIC CONVERSATIONAL
SPANISH II**
3 Units

Spanish 111 is an introduction to Spanish with emphasis on developing essential skills in communication. The verbal active method used stresses oral expression. The course develops a working knowledge of reading and writing as well. It includes use of tapes or cassettes in the language laboratory. Lecture 3 hours. *Recommended preparation:* Eligibility for English 120 or ESL 151. *Note:* Students with oral proficiency or who have attended schools where Spanish was the language of instruction should enroll in Spanish 115.

**115
SPANISH FOR THE SPANISH
SPEAKING I**
5 Units

Spanish 115 provides intensive training in oral and written Spanish for students who have a familiarity with the language but little or no formal instruction in it. Structure of the language, oral communication, fundamentals of grammar, and composition are included. Lecture 5 hours. *Recommended preparation:* Eligibility for English 120 or ESL 151. *Note:* Students with oral proficiency or who have attended schools where Spanish was the language of instruction should enroll in Spanish 115. *Transfer credit:* CSU, UC, USC

**124/124H
ENGLISH TRANSLATIONS OF
MASTERPIECES OF HISPANIC
LITERATURE****3 Units**

Spanish 124 is a study of major works of literature of Spain and Spanish America in English translation. No knowledge of Spanish is necessary.

The honors course will be enhanced in one or more of the following ways:

1. Students will write a longer research paper using critical thinking skills and literary analysis on an approved thesis using the MLA guidelines.
2. There will be an increased emphasis on critical thinking skills by increasing the value of essay answers on examinations.
3. Students will attend a theatrical presentation of one of the dramas studied and/or attend literary conferences hosted by nearby four-year institutions.

Lecture 3 hours. *Recommended preparation:* Eligibility for English 120 or ESL 151. *Note:* This course may not be taken for credit by students who have completed Spanish 125 or 126. *Transfer credit:* CSU, UC, USC

**125
SURVEY OF SPANISH LITERATURE****3 Units**

Spanish 125 is a lower division survey of the literature of peninsular Spain, from the ballads of the Medieval period to the twentieth century. Reading and class lectures are entirely in Spanish and are supplemented by tapes, records and films. Lecture 3 hours.

Prerequisite: Spanish 104 or equivalent. *Note:* Students may receive only one unit of credit for Spanish 125 if they have received credit for Spanish 124. *Transfer credit:* CSU, UC, USC

**126
SURVEY OF SPANISH AMERICAN
LITERATURE****3 Units**

Spanish 126 is a lower division survey of the literature of Spanish America, from the prehispanic literature of the Incas, as recorded by el Inca Garcilaso de la Vega, and the histories of the Mayas in the Popol Vuh, to the literature of the twentieth century. Reading and lectures will be entirely in Spanish. Tapes and records will be used to supplement text and lectures. Lecture 3 hours. *Prerequisite:* Spanish 104 or equivalent. *Note:* Students may receive only one unit of credit for Spanish 126 if they have received credit for Spanish 124. *Transfer credit:* CSU, UC, USC

**201
EMERGENCY SPANISH FOR
FIREFIGHTERS****1 Unit**

Spanish 201 prepares professionals to improve their communication with the Spanish-speaking community. Students learn basic Spanish phrases and questions necessary to carry out specific job duties in their occupations, such as the language for fire scenes, still alarms, and fire-related medical concerns. The Command Spanish® methodology will be used. Discussions will also cover cross-cultural issues that affect interactions between firefighters and the Spanish-speaking community. Lecture 2 hours (8-week course). *Prerequisite:* none. *Note:* This course may be taken 2 times; a maximum of 2 units may be earned.

**202
SURVIVAL SPANISH FOR SCHOOL
ADMINISTRATORS, TEACHERS, AND
SUPPORT STAFF****3 Units**

Spanish 202 helps school administrators, teachers, and support staff to improve their communication with Spanish-speaking students and their families in various school situations. Students learn basic Spanish phrases and questions necessary to carry out specific job duties in their occupations, such as the language for instructional management, classroom management, extracurricular activities, school security, emergencies and disasters, and the front office. The Command Spanish® methodology will be used. Discussions will cover cross-cultural issues such as literacy and language as well as social, cultural, and educational differences and experiences. Appropriate classroom techniques to help Hispanic students reach their goals and be successful in the U.S. educational process will also be covered. Lecture 3 hours. *Prerequisite:* None.

**203
OCCUPATIONAL SPANISH FOR
NURSING****2 Units**

Spanish 203 is designed to help office nurses and hospital nurses improve their communication with Spanish-speaking patients. Students learn basic Spanish phrases and questions necessary to carry out specific nursing duties in both medical offices and hospital settings. For office nurses, students learn the language for patient body commands, patient traffic, intake, assisting physician's exam, laboratory procedures, patient treatment and discharge; for hospital nurses, students learn the language for check in, initial assessment, routine in-bed and out-of-bed procedures, patient transport, medicines and injections, patient food and drink, family visits, and patient discharge. The Command Spanish® methodology will be used. Discussions will cover trans-cultural training and emphasis is placed on enhancing the quality of patient care and reducing the fear of hospital settings through the use of Spanish. Lecture 2 hours. *Prerequisite:* None.

SPECIAL TOPICS

**060
SPECIAL TOPICS****1-3 Units**

Special Topics 060 provides faculty the opportunity to offer a topic of interest to the community in a quick-start format. This course may be offered in all disciplines. Please see the current Schedule of Classes for current offerings. Lecture 1-3 hours, laboratory/studio 2-3 hours. *Prerequisite:* none. *Note:* This class may be taken 4 times with different course content; a maximum of 12 units may be earned.

**SPEECH
COMMUNICATION**

**100
INTERPERSONAL COMMUNICATION****3 Units**

Speech 100 is designed to provide students with an understanding of factors affecting human communication on a day-to-day basis and to provide laboratory experiences aimed at developing skills in such areas as language, listening, assertiveness, conflict resolution, nonverbal behaviors, group problem solving, and cross cultural communication. The instructional approach is deductive-inductive-deductive, involving lecture/discussions, activities demonstrating concepts covered, and further lecture/discussion for purposes of additional clarification. Lecture 3 hours. *Recommended preparation:* Eligibility for English 101. ESL students should complete ESL 155. *Transfer credit:* CSU, UC, USC

**101
PUBLIC SPEAKING**
3 Units

Speech 101 places emphasis upon organization and delivery of extemporaneous speeches. Experience is provided in, but not limited to, informative and persuasive speaking. This course satisfies speech requirements of those expecting to transfer to colleges and universities. Lecture 3 hours. *Recommended preparation:* Eligibility for English 101. *Transfer credit:* CSU, UC, USC (CAN SPCH 4)

**102
ADVANCED PUBLIC SPEAKING**
3 Units

Speech 102 places emphasis on the development of critical thinking and listening skills through advanced public speaking in specific communication environments. The course examines both the technique and substance of public address by exploring: rhetorical strategies, quality of argument, quality of support for claims, use of language, fallacies, as well as the demands placed on the speaker by the audience. Lecture 3 hours. *Prerequisite:* Speech 101 and English 101. *Transfer credit:* CSU, UC, USC

**103
GROUP DISCUSSION**
3 Units

Speech 103 involves techniques and theories of discussion with emphasis on group productivity and oral communication in groups. Use of logical, clear reasoning in research, analysis of problems, effectiveness of participation, and leadership in the discussion mode are also examined. Class activities include role playing, problem solving, panel discussions, and symposium forum discussions. Lecture 3 hours. *Recommended preparation:* Eligibility for English 101. ESL students should complete ESL 155. *Transfer credit:* CSU, UC, USC

**104
ARGUMENTATION AND DEBATE**
3 Units

Speech 104 is designed to provide students with an understanding of the factors affecting basic argumentation and debate on a day-to-day basis and to provide laboratory experiences aimed at developing skills in such areas as language, listening, assertiveness, conflict resolution, non-verbal behaviors, group problem solving, and cross cultural communication. The instructional approach is deductive-inductive-deductive, involving lecture/discussions, formal, in-class debates and critical analysis of contemporary issues. Lecture 3 hours. *Prerequisite:* One of the following: Speech 101 or Speech 103 or high school public speaking or high school debate. *Transfer credit:* CSU, UC, USC (CAN SPCH 6)

**105
VOICE AND DICTION**
3 Units

Speech 105 is designed to improve vocal quality and force, pitch flexibility, rate, articulation, and pronunciation. The student develops an understanding of the speech mechanism. Emphasis is placed on improvement through increased self-perception and practice exercises. Lecture 3 hours. *Recommended preparation:* Eligibility for English 101. ESL students should complete ESL 155. *Transfer credit:* CSU, UC, USC

**106
ORAL INTERPRETATION OF
LITERATURE**
3 Units

Speech 106 is designed to teach the skills and techniques of oral interpretation of literary works. Students learn to use their voices and articulation techniques to communicate emotional energy through the words of the text. Class exercises and instructor feedback are used to teach these concepts and to focus on the students' individual strengths and weaknesses. Selected students are chosen to participate in a reader's theatre production. Lecture 3 hours. *Recommended preparation:* Eligibility for English 101. *Note:* An audition may be required. *Transfer credit:* CSU, UC, USC

**107
BUSINESS AND PROFESSIONAL
SPEECH**
3 Units

Speech 107 provides techniques for effective oral communication in the business environment. Emphasis is placed on audience analysis, organization, and speaking deportment. Class activities include interviewing, informative and persuasive presentations, and presentations in small group settings. Students have the opportunity to work extensively on videotape. Lecture 3 hours. *Recommended preparation:* Eligibility for English 101; ESL students should complete ESL 155. *Transfer credit:* CSU

**108
INTERCULTURAL COMMUNICATION**
3 Units

Speech 108 provides an introduction to communication between people from different cultures. This course presents theories and principles of both verbal and nonverbal communication with an emphasis on application of concepts to interaction between people from different cultures. Assignments and activities are geared towards the analysis of communication situations across cultures and the practice of skills to successfully engage in intercultural communication encounters. Lecture 3 hours. *Prerequisite:* None. *Transfer credit:* UC, CSU, USC

**111
PUBLIC SPEAKING FOR NON-NATIVE
SPEAKERS**
3 Units

Speech 111 places emphasis on organization and delivery of extemporaneous speeches. Experience is provided in, but not limited to, informative and persuasive speaking. Issues of concern to non-native speakers will be addressed, including cultural variables involved in the public speaking situation, compensatory strategies to improve individual grammar, syntax and phonological errors, and speech anxiety. Lecture 3 hours. *Recommended preparation:* Eligibility for English 120 or ESL 151 and ESL 155. *Transfer credit:* CSU

**190
INTERCOLLEGIATE FORENSICS
PRACTICUM**
1 Units

Speech 190 provides the training, rehearsal, and performance practice necessary to develop speech performance skills to participate on a competitive collegiate forensics team. Students will have the option to choose areas of interest. Lecture 1 hour. *Prerequisite:* One of the following: Speech 101, 103, 104, 106 or equivalent. *Note:* This course may be taken 4 times; a maximum of 4 units may be earned. *Transfer credit:* CSU

**191
FORENSICS: INDIVIDUAL EVENTS**
2-3 Units

Speech 191 provides introductory theory, training, and instruction necessary to develop speech performance skills and succeed on a competitive forensics team. Students participate in multiple, intercollegiate speaking competitions. Emphasis is on individual speaking events including platform events, limited time preparation events and oral interpretation events. Students will have the option to choose areas of interest. Lecture 1 hour, laboratory 3-6 hours. *Prerequisite:* One of the following: Speech 101, 103, 104, 106 or equivalent. *Note:* This course may be taken 4 times; a maximum of 12 units may be earned. *Transfer credit:* CSU

**192
FORENSICS: TEAM EVENTS**
2-3 Units

Speech 192 provides introductory theory, training, and instruction necessary to develop speech performance skills and participate on a competitive forensics team. Students participate in multiple, intercollegiate speaking competitions. Emphasis is on team events. Lecture 1 hour, laboratory 3-6 hours. *Prerequisite:* One of the following: Speech 101, 103, 104, 106 or equivalent. *Note:* This course may be taken 4 times; a maximum of 12 units may be earned. *Transfer credit:* CSU

**193
DEBATE TEAM**
2-3 Units

Speech 193 reviews theory and instruction for participation on the forensic debate team. Students develop speaking and argumentation skills. Lecture 1 hour, laboratory 3-6 hours. *Prerequisite:* One of the following: Speech 101, 103, 104, 106 or equivalent. *Note:* This course may be taken 4 times; a maximum of 12 units may be earned. *Transfer credit:* CSU

STATISTICS

See Mathematics 136

STUDENT DEVELOPMENT

A maximum of 6 units of degree applicable Guidance and/or Student Development courses may be counted toward an Associate degree and/or certificate.

**100
COLLEGE ORIENTATION**
½-1 Unit

Student Development 100 is an introductory college orientation course for newly enrolled and matriculated students. The course covers the following topics: college academic regulations, four-year schools' requirements for transfer, AA degree requirements, Certificate programs' requirements, college services and specialized student support services. At the conclusion of the course, the student is able to produce a Student Educational Plan. Lecture ½-2 hours. *Recommended Preparation:* Eligibility for English 187 or ESL 123. *Note:* This course is offered only as Credit/No Credit. This course may be taken 2 times; a maximum of 2 units may be earned.

**101
FRESHMAN SEMINAR**
1 Unit

Student Development 101 is dedicated to ensuring students' college success and motivating their journey toward lifelong learning. The seminar will enable students to develop their own plan for personal, academic, and career success through self-evaluation, application of specific techniques, and classroom activities. These activities will help students acquire effective study strategies, increase critical and creative thinking skills, establish short-term and long-term goals, and learn to manage time more efficiently. Students will learn about the many campus resources available to them. This is a course about making choices, especially those about setting and meeting personal, academic and career goals. Lecture 1 hour. *Prerequisite:* None. *Note:* This course is offered only as Credit/No Credit. *Transfer credit:* CSU

**103
COLLEGE ORIENTATION FOR
INTERNATIONAL STUDENTS**
1 Unit

Student Development 103 is an introduction to customs unique to the American culture, prevalent American attitudes, United States immigration regulations affecting international students, and general principles for living and studying in the United States of America. Additionally, the course covers college academic regulations, requirements for transfer to four-year colleges and universities, college services, and specialized student support services. At the conclusion of the course, the student is able to produce a Student Educational Plan. Lecture 1-3 hours. *Prerequisite:* None. *Note:* Student Development 103 is designed specifically for newly-enrolled international (F-1 visa) students. Placement is based upon TOEFL results and/or previous college experience. This course is offered only as Credit/No Credit.

**104
COLLEGE ORIENTATION FOR
STUDENTS WITH DISABILITIES**
1 Unit

Student Development 104 is an introduction to issues unique to students with disabilities. Additionally, the course covers college academic regulations, requirements for transfer to four-year colleges and universities, college services, and disabled student support services. At the conclusion of the course, the student is able to produce a Student Educational Plan. Lecture 1 hour. *Prerequisite:* None.

**105
COLLEGE SUCCESS FOR STUDENTS
WITH DISABILITIES**
1 Unit

Student Development 105 assists students with disabilities realize their greatest potential for success in college and in life by discovering self-motivation, mastering effective self management strategies, developing mutually supportive relationships, and by changing self defeating patterns and limiting beliefs. Lecture 1 hour. *Recommended Preparation:* English 189 or ESL 133. *Note:* The course is specially designed for students who meet Title V eligibility requirements for Disabled Student Programs and Services. This course is offered only as Credit/No Credit and may be taken three times; a maximum of three units may be earned.

**120
TRANSFER ORIENTATION**
1 Unit
NON-DEGREE APPLICABLE

Student Development 120 is an orientation course for students who plan to transfer to one of California's 90 four-year colleges or universities. Topics include: the value of pursuing higher education, admissions, and academic requirements, university comparison, financial aid options, special programs, priority filing periods, and developing an autobiographical essay. Lecture 1 hour. *Prerequisite:* None. *Note:* This course is offered only as Credit/No Credit.

**125
CAREER PLANNING**
1 Unit

Student Development 125 is a course that helps students choose a career goal by assessing and analyzing personal values, aptitudes, skills, interests, and traits and relating them to career areas. Decision-making strategies are taught and a tentative career plan is developed. Lecture 1 hour. *Prerequisite:* None. *Note:* This course may be taken 2 times; a maximum of 2 units may be earned. This course is offered only as Credit/No Credit.

**126
JOB SEARCH STRATEGIES**
1 Unit

Student Development 126 is a course designed to teach methods in job search skills. Students learn how to prepare a job resume and cover letter, how to prepare for a job interview, and how to locate sources of job leads. Lecture 1 hour. *Prerequisite:* None. *Note:* This course may be taken 2 times; a maximum of 2 units may be earned. This course is offered only as Credit/No Credit.

**127
MAJOR EXPLORATION**
½ Unit

Student Development 127 is a course designed to help students identify majors they might be interested in pursuing. Emphasis is placed on introducing students to the required education and training needed for a particular major. Students analyze factors such as interests, values, and skills that influence their choice of a major. Lecture ½ hour. *Prerequisite:* None. *Note:* This course is offered only as Credit/No Credit.

128 VOCATIONAL PLANNING FOR STUDENTS WITH DISABILITIES

1-2 Units

Student Development 128 is a course designed to assist students with disabilities learn about themselves, design a vocational plan, and apply decision-making skills to the world of work. Students will explore career goals by assessing and analyzing personal values, aptitudes, skills, and interests, and relate them to a career and to their specific disabilities. Lecture 1-2 hours. *Prerequisite:* None. *Note:* Allows only 1 unit of credit for students who have completed Student Development 126. This course is offered only as Credit/No Credit.

141 STUDY SKILLS

1 Unit

Student Development 141 is an introduction to study skills methods, academic support services, and student's academic assessment. It is designed to present practical study techniques, including note-taking skills, preparing for and taking examinations, increasing time management skills, improving memory skills, learning to deal with stress more effectively, and gaining motivation for success. *Note:* This course is offered only as Credit/No Credit and may be taken 2 times; a maximum of 2 units may be earned.

142 STUDY SKILLS

1 Unit

NON-DEGREE APPLICABLE

Student Development 142 places special emphasis on the time schedule, the discovery of the nature and extent of reading difficulties, outlining the lecture and reading assignments, efficient use of the facilities for study, developing skill in Note-taking, and preparing for examinations. Laboratory 3 hours. *Prerequisite:* None. *Note:* This course is offered only as Credit/No Credit.

143 STUDY SKILLS LAB

½-2 Units

NON-DEGREE APPLICABLE

Student Development 143 is a laboratory course designed to meet the individualized needs of students with disabilities. Specialized tutoring is offered to assist students in developing compensatory strategies necessary for success in mainstream classes and daily living. Laboratory 1½-6 hours. *Prerequisite:* None. *Note:* This course is offered only as Credit/No Credit.

144 IMPROVING COLLEGE PERFORMANCE

1 Unit

NON-DEGREE APPLICABLE

Student Development 144 is an introduction to study skills methods, academic support services, and student's academic assessment. The course is designed for students on probation. (See policy on probation in the Glendale Community College catalog.) *Note:* This course may not be taken for credit by students who have completed Student Development 145. This course is offered only as Credit/No Credit.

145 ACADEMIC AND LIFE SUCCESS

3 Units

Student Development 145 is a survey course designed to increase academic and life success throughout the life span. Students develop their own academic and life success plans through both cognitive and affective techniques and knowledge. Students learn and apply learning theories and problem-solving skills in areas such as: self-motivation and discipline, memory development, time management, study skills and techniques, personal management skills, theories of personality, values and interests, self-esteem, and life transitions and changes. Lecture 3 hours. *Recommended Preparation:* Eligibility for English 191 or ESL 141. *Transfer credit:* CSU, UC

146 EFFECTIVE STUDY TECHNIQUES

1 Unit

NON-DEGREE APPLICABLE

Student Development 146 is a lecture course designed to familiarize students with disabilities with memory techniques, test preparation strategies, time management, and notetaking skills. This course helps students develop critical thinking skills as well as compensatory strategies. Lecture 3 hours. *Prerequisite:* None.

147 STUDY SKILLS LAB: ENGLISH

½-1 Unit

NON-DEGREE APPLICABLE

Student Development 147 is a laboratory course designed to meet the individual needs of students with disabilities. Specialized tutoring is offered to assist students develop compensatory strategies necessary for success in college English classes. Laboratory 1½-3 hours. *Prerequisite:* None.

148 STUDY SKILLS LAB: MATH

½-1 Unit

NON-DEGREE APPLICABLE

Student Development 148 is a laboratory course designed to meet the individual needs of students with disabilities. Specialized tutoring is offered to assist students develop compensatory strategies necessary for success in college math courses. Laboratory 1½-3 hours. *Prerequisite:* None.

150 TUTOR TRAINING

½ Unit

Student Development 150 is an introduction to tutoring skills for students wishing to act as peer tutors at the college. The course emphasizes the linking of course content and critical thinking skills with the ability and skills necessary to assist students in their learning process. Lecture ½ hour. *Prerequisite:* None. *Note:* This course is designed for students who wish to work as peer tutors at GCC.

165 STRESS MANAGEMENT

1 Unit

NON-DEGREE APPLICABLE

Student Development 165 is a course designed to assist the student to become aware of stress management and stress reduction. Students learn the basic techniques of relaxation, breathing processes, self awareness and assertiveness training. Students develop a stress reduction program to enhance their lives and learn to recognize the stressors encountered in school, work place and home environment. Lecture 1 hour. *Prerequisite:* None. *Note:* This course may be taken 2 times; a maximum of 2 units may be earned. This course is offered only as Credit/No Credit.

171 STUDENT LEADERSHIP

1 Unit

Student Development 171 presents the fundamentals of student leadership. Students study leadership theory, parliamentary law, committee techniques, democratic organization, principles and functions of student government, and group leadership problems. Lecture 1 hour, discussion 1 hour. *Prerequisite:* None. *Note:* Open to all students interested in developing leadership skills. Officers of all student organizations are urged to enroll. This course may not be taken for credit by students who have completed Social Science 141.

TECHNICAL EDUCATION**140
FUNDAMENTALS OF ENGINEERING
DOCUMENTATION**
3 Units

Technical Education 140 is a fundamental course in reporting technical information for those participating in engineering or manufacturing programs. Lecture 3 hours. *Prerequisite:* None. *Note:* Technical Education 140 is required in Architectural Drafting and Design and Drafting/Electro-Mechanical Design certificate programs.

**142
TECHNICAL MATHEMATICS I**
*3 Units***NON-DEGREE APPLICABLE**

Technical Education 142 is a review of basic mathematics as required in the mechanical trade programs. Subject areas covered include units of measurement (inch and S.I. metric), decimals, percentages and fractions. Problems are drawn from the industrial field. Lecture 3 hours. *Prerequisite:* None.

**143
TECHNICAL MATHEMATICS II**
3 Units

Technical Education 143 is an advanced study of algebra, trigonometry, and quadratic equations as required in the mechanical trade programs. Problems are drawn from the industrial field. Lecture 3 hours. *Prerequisite:* Technical Education 142 or equivalent.

**145
APPLIED PHYSICS**
3 Units

Technical Education 145 studies the application of physics to industry. The course covers fundamental concepts, pressure and buoyancy in fluids, simple and compound machines, hydraulic and pneumatic machines, work, energy, and power, composition and resolution of forces, heat—its measurement, transfer, and conversion to work, light and color, magnetism, atomic energy, and electronics. Lecture 3 hours. *Prerequisite:* Technical Education 142 or Electronics and Computer Technology 100 or Mathematics 141 or equivalent. *Transfer credit:* CSU

**147
SURVEY OF ROBOTICS**
1 Unit

Technical Education 147 is a survey course designed to familiarize students enrolled in technical education industrial courses with the fundamentals of robotics and robot industrial systems. It is a basic study of the high-technology field of robotics, in order to develop an awareness of the field as it applies to individual areas of technical expertise. Areas covered include artificial intelligence, robot classifications and axis geometry, elements of robot systems, power and positioning, Servo Systems, teach-pendants, controllers, and sensors. Hands-on experience in the use and positioning of actual robot trainers is emphasized. Lecture 2 hours, laboratory 1 hour. (8 weeks) *Prerequisite:* None.

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

Theatre Arts 101 is designed to give students a broad introduction to the performing arts and technical skills of television, film, and theatre. The course uses field trips, play analysis, lectures, and audiovisual presentations to give students a first or renewed appreciation of these three dramatic media. Lecture 3 hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

**102
THEATRE HISTORY**
3 Units

Theatre Arts 102 is a survey of the history of the theatre through its major influences concentrating on Greek, Roman, Renaissance, Elizabethan, Restoration and Modern eras. Lecture 3 hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

**103
FUNDAMENTALS OF ACTING
(Vocal Interpretation)**
3 Units

Theatre Arts 103 is a course planned to introduce the student to the theory and basic mechanics of vocal control and interpretation necessary for the successful study of acting. Lecture 3 hours, laboratory 2 hours. *Prerequisite:* None. *Corequisite:* Concurrent enrollment in Dance 140 is required. *Note:* This course may be taken 2 times; a maximum of 6 units may be earned. *Transfer credit:* CSU, UC, USC

**104
FUNDAMENTALS OF ACTING
(Body Control)**
3 Units

Theatre Arts 104 deals with the development of bodily control and interpretation and the integration of a controlled voice and body. Lecture 3 hours, laboratory 2 hours. *Prerequisite:* Theatre Arts 103, Speech 105, Dance 141. (Dance 141 may be taken concurrently.) *Note:* This course may be taken 2 times. A maximum of 6 units may be earned. *Transfer credit:* CSU, UC, USC

**106
INTRODUCTION TO THEATRICAL
DIRECTING**
3 Units

Theatre Arts 106 is designed to introduce theatre students to the theory, techniques, and skills of theatrical directing as well as to offer them practice in directing short scenes from plays. Lecture 3 hours, laboratory 2 hours. *Prerequisite:* Theatre Arts 101, 103, and 104. *Note:* This course may be taken 3 times; a maximum of 9 units may be earned. *Transfer credit:* CSU, UC, USC

**107
DRAMA HERITAGE**
3 Units

Theatre Arts 107 is a survey of dramatic literature from the classical to the modern period from the production point of view. Periods of study include Greek, Medieval, Renaissance, Restoration, and Modern Realism. The course combines the reading of plays with field trips to local theatres and in-class audio-visual presentations to give the student the means to analyze and appreciate the plays both as literature and performance. Lecture 3 hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

**108
INTRODUCTION TO ACTING**
3 Units

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

**109
STAGE MAKE-UP**
1 Unit

Theatre Arts 109 provides instruction in the use and application of all types of stage make-up. Students from this course compose the make-up crew for all college productions. Theatre Arts majors should have at least one semester of make-up. Laboratory 3 hours. *Prerequisite:* None. *Transfer credit:* CSU, UC, USC

**110
STAGE MAKE-UP**
1 Unit

Theatre Arts 110 is a continuation of Theatre Arts 109 with emphasis on unusual character make-up. Laboratory 3 hours. *Prerequisite:* Theatre Arts 109. *Transfer credit:* CSU, UC, USC

**111
VOICE FOR THE ACTOR**
3 Units

Theatre Arts 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. *Prerequisite:* None.

**121
STAGE SCENIC DESIGN**
2 Units

Theatre Arts 121 is a practical course in instruction in the fundamentals of designing stage scenery. All the sets used in Glendale Community College productions are designed by this class. Some ability in art, costuming, or theatre techniques is helpful. Lecture, 1 hour, laboratory 3 hours. *Prerequisite:* Theatre Arts 131 (3 units) or equivalent. *Transfer credit:* CSU, UC, USC

**122
STAGE SCENIC DESIGN**
2 Units

Theatre Arts 122 is a continuation of Theatre Arts 121 with more emphasis on originality of design. Lecture 1 hour, laboratory 3 hours. *Prerequisite:* Theatre Arts 121. *Transfer credit:* CSU, UC, USC

**123
STAGE COSTUME DESIGN
WORKSHOP**
1-3 Units

Theatre Arts 123 is a course in the designing and construction of group costumes for stage, ensembles, etc. This course includes the planning for and the buying of suitable materials, design and color schemes, the design and construction of costumes and accessories, arrangement and maintenance of the costume wardrobe. Students in this course design and make costumes for school dramatic programs. Lecture 2 hours, laboratory 3 hours. *Note:* This course may be taken 4 times; a maximum of 8 units may be earned. A proportionate amount of work is required according to the number of units elected by the students (2 to be arranged hrs. per unit). *Transfer credit:* CSU, UC, USC

**129
BACKSTAGE LAB FOR
PERFORMERS**
1 Unit

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

**130
PERFORMING ARTS TECHNICAL
SUPPORT**
1-3 Units

Theatre Arts 130 teaches the technical support aspects for the performing arts, including: dance, music, and theatre arts. Through lecture and laboratory experiences the students are prepared to stage manage, run sound, run lights, manage props, execute scenery changes using the fly system, and manage costumes for productions. Lecture 1 hour, laboratory/studio 3-9 hours. *Prerequisite:* None. *Note:* This course may be taken 4 times; a maximum of 12 units may be earned. *Transfer credit:* CSU, UC, USC

**131
TECHNICAL STAGE**
1-3 Units

Theatre Arts 131 is a laboratory class in the construction, painting, and handling of scenery and scenic effects and in the operation of the stage. All technicians for staging the various Glendale Community College productions will be drawn from this class. It is required that class members have free time to devote to rehearsals and performances. Theatre Arts majors should have at least one semester of technical stage. See also Theatre Arts 105. The laboratory consists of 10-15 hours per week by arrangement. *Prerequisite:* None. *Note:* This course may be taken 4 times; a maximum of 9 units may be earned. A proportionate amount of work is required according to the number of units elected by the student and signed for at the time of registration. *Transfer credit:* CSU, UC, USC

**133
ART OF LIGHTING DESIGN**
2 Units

Theatre Arts 133 is designed for students who have a basic knowledge of visual or performing arts. Students learn how to use artificial light sources to create an appropriate environment for a variety of entertainment media, including animation, and theatre and dance productions. Applying basic techniques of lighting composition, students use highlights, shadows, textures, and colors to achieve the desired effects. Lighting designs are created using virtual lighting simulations on a computer. These programs are used in the analysis and performance of design exercises. Lecture 2 hours, laboratory 1 hour. *Prerequisite:* None. *Note:* Theatre Arts 133 is designed for students who have completed at least one course in visual arts, dance, media arts, music, or theatre arts. *Transfer credit:* CSU, UC, USC

**134
PRACTICAL AND THEORETICAL
ASPECTS OF STAGE LIGHTING**
2 Units

Theatre Arts 134 is for the advanced student in technical theatre. It is a course designed to develop the skills and techniques which are necessary for the student's participation and appreciation of the art of stage lighting. It is hoped that the student will develop, as a result of familiarity with stage lighting practice, a sense of balance and rhythm with regard to color, light and shadow, and mass. Laboratory 6 hours. *Prerequisite:* Theatre Arts 133 or equivalent. *Note:* This course may be taken 3 times; a maximum of 6 units may be earned. *Transfer credit:* CSU, UC, USC

**140
INTRODUCTION TO PERFORMANCE
FOR THE CAMERA***3 Units*

Theatre Arts 140 is a comprehensive introduction to performing in the media of television and film. The course explores the styles and the mastery of technical specifics demanded by each medium. The approach is to teach on-camera techniques simply and correctly, while providing a broad understanding of why and how things are done in media production. Practical aspects of facilitating a performance career are covered: getting an agent, joining the unions, and acquiring the necessary tools of the trade, such as pictures and resumes. Lecture 3 hours, laboratory 2 hours. *Prerequisite:* None. *Note:* This course may be taken 2 times; a maximum of 6 units may be earned.

**151
THEATRE MANAGEMENT***3 Units*

Theatre Arts 151 is designed to provide an introduction to economic and managerial aspects of American theatre, especially as they apply to professional resident theatre and nonprofessional community and educational theatre organizations. It is assumed that students have a background in theatre history and production but that they are comparatively untutored in economics and business administration. Lecture 3 hours. *Recommended corequisite:* Concurrent enrollment in Theatre Arts 131. *Note:* This course may not be taken for credit by students who have completed Business Administration 151. *Transfer credit:* CSU

**160
ACTING STYLES WORKSHOP IN
MUSICAL THEATRE***1-3 Units*

Theatre Arts 160 is a workshop in acting styles designed to support musical theatre production. The students enrolled in this course will be formed into a company to present the combined Dance, Music, and Theatre Arts Department productions at Glendale Community College. Each student will be assigned projects in accordance with his or her interests and talents. The projects will involve some phase of theatrical production as it relates to performance skills in the style of theatre generally termed American Musical Comedy. The rehearsal laboratory consists of 10 – 15 hours per week. Lecture 1 hour, laboratory 3 – 9 hours. *Prerequisite:* None. *Note:* This course may be taken 4 times; a maximum of 12 units may be earned. Maximum credit allowed for Theatre Arts 105 and Theatre Arts 160 is 12 units. *Transfer credit:* CSU, UC, USC

**161
ACTING STYLES WORKSHOP IN
CLASSICAL THEATRE PRODUCTION***1-3 Units*

Theatre Arts 161 is a workshop in acting styles designed to support classical theatre production. The students enrolled in this course will be formed into a company to present the Theatre Arts Department productions at Glendale Community College. The productions will 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. The works include, but are not limited to, Jonson, Marlowe, Shakespeare, Moliere, Racine, Rosseau, Lope de Vega, and Pedro Calderon de la Barca. Each student will be assigned projects in accordance with his or her interests and talents. The projects will involve some phase of theatrical production as it relates to performance skills in the style of classical theatre. The rehearsal laboratory consists of 10-15 hours per week. Lecture 1 hour, laboratory 3-9 hours. *Prerequisite:* None. *Note:* This course may be taken 4 times; a maximum of 12 units may be earned. Maximum credit allowed for Theatre Arts 105 and Theatre Arts 161 is 12 units. *Transfer credit:* CSU, UC, USC

**162
ACTING STYLES WORKSHOP IN
MODERN THEATRE PRODUCTION***1-3 Units*

Theatre Arts 162 is a workshop in acting styles designed to support modern theatre production. The students enrolled in this course will be 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 will 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 will be assigned projects in accordance with his or her interests and talents regarding the selected materials. The projects will involve some phase of theatrical production as it relates to performance skills in the style of Modern drama. The rehearsal laboratory consists of 10-15 hours per week. Lecture 1 hour, laboratory 3-9 hours. *Prerequisite:* None. *Note:* This course may be taken 4 times; a maximum of 12 units may be earned. Maximum credit allowed for Theatre Arts 105 and Theatre Arts 162 is 12 units. *Transfer credit:* CSU, UC, USC

**163
ACTING STYLES WORKSHOP IN
CONTEMPORARY THEATRE***1-3 Units*

Theatre Arts 163 is a workshop in acting styles designed to support contemporary theatre production. The students enrolled in this course will be 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 will be assigned projects in accordance with his or her interests and talents. The projects will involve some phase of theatrical production as it relates to performance skills in the style of Contemporary World Theatre. Included will be current or recent successful stage play scripts from Broadway, Off-Broadway, West-end London, and other world theatre centers and date back to the style changes in realism in the mid-to-late 1950's. The rehearsal laboratory consists of 10-15 hours per week. Lecture 1 hour, laboratory 3-9 hours. *Prerequisite:* None. *Note:* This course may be taken 4 times; a maximum of 12 units may be earned. Maximum credit allowed for Theatre Arts 105 and Theatre Arts 163 is 12 units. *Transfer credit:* CSU, UC, USC

**164
ACTING STYLES WORKSHOP IN
NEW WORKS AND EXPERIMENTAL
THEATRE PRODUCTION***1-3 Units*

Theatre Arts 164 is a workshop in acting styles designed to support new works and experimental theatre production. The students enrolled in this course will be formed into a company to present the Theatre Arts Department productions at Glendale Community College. Each student will be assigned projects in accordance with his or her interests and talents. The projects will involve some phase of theatrical production as it relates to performance skills in the style of new plays and plays of a differently structures 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. The rehearsal laboratory consists of 10-15 hours per week. Lecture 1 hour, laboratory 3-9 hours. *Prerequisite:* None. *Note:* This course may be taken 4 times; a maximum of 12 units may be earned. Maximum credit allowed for Theatre Arts 105 and Theatre Arts 164 is 12 units. *Transfer credit:* CSU, UC, USC

WELDING

117 INTRODUCTION TO WELDING

1-3 Units

Welding 117 consists of oxyacetylene welding, flame cutting, (manual and automatic), bronze and silver brazing and soldering. These processes are discussed and demonstrated. The student is given experience in applying the principles by individual practice on a sequence of selected plates and manipulative exercises on various metals. Lecture 1-2 hours, laboratory 3-4 hours. **Recommended preparation:** Eligibility for English 120 or ESL 151. **Note:** This course may be taken 4 times; a maximum of 12 units may be earned. **Transfer credit:** CSU

118 GENERAL WELDING

2-3 Units

Welding 118 consists of theory and techniques in basic Shielded Metal Arc Welding and Flux Cored Arc Welding. The student is given experience in applying the principles by individual practice on a sequence of selected plates and manipulative exercises on mild steel. Lecture 1-2 hours, laboratory 3-4 hours. **Prerequisite:** Welding 117. **Note:** This course may be taken 4 times; a maximum of 12 units may be earned.

121 OCCUPATIONAL WELDING

3 Units

Welding 121 is the first in a series of occupational welding courses designed to prepare the student for employment in the welding industry. It covers the theory of welding processes, welding safety, terms, basic metallurgy, and the fundamentals of metallic arc and oxyacetylene welding. Lecture 1 hours, laboratory 6 hours. **Recommended preparation:** Eligibility for English 120 or ESL 151. **Note:** This course may be taken 3 times; a maximum of 15 units may be earned.

122 OCCUPATIONAL WELDING

3 Units

Welding 122 is second in a series of occupational welding courses designed to prepare the student for employment in the welding industry. It covers fundamentals of blueprint reading, interpreting shop drawings and sketches, advanced metallic arc and oxyacetylene welding and provides, an introduction to tungsten inert gas and metal inert gas arc welding. Lecture 1 hours, laboratory 6 hours. **Prerequisite:** Welding 121 or equivalent. **Recommended preparation:** Eligibility for English 120 or ESL 151. **Note:** This course may be taken 3 times; a maximum of 15 units may be earned.

123 OCCUPATIONAL WELDING

3 Units

Welding 123 is third in a series of occupational welding courses designed to prepare the student for employment in the welding industry. It covers basic preparation for welding certification, advanced metallic arc, tungsten inert gas, metal inert gas, and oxyacetylene welding, including specific welding exercises needed to prepare the student for the manipulative phase of the certification examination. Lecture 1 hours, laboratory 6 hours. **Prerequisite:** None. **Note:** This course may be taken 3 times; a maximum of 15 units may be earned.

124 OCCUPATIONAL WELDING

3 Units

Welding 124 is fourth in a series of occupational welding courses designed to prepare the student for employment in the welding industry. It covers the preparation for a welding certification in metallic arc, tungsten inert gas, and metal inert gas arc welding. Lecture 1 hours, laboratory 6 hours. **Prerequisite:** None. **Note:** This course may be taken 3 times; a maximum of 15 units may be earned.

125 ADVANCED WELDING PROCEDURES

1-4 Units

Welding 125 is advanced welding procedures and practices for experienced students or industrial workers who wish to improve and update their manipulative skills or prepare for a specific certification in metallic arc, tungsten inert gas, or metal inert gas welding. Laboratory 3-12 hours by arrangement. **Prerequisite:** Welding 117 or 121 or equivalent. **Note:** Hours to vary according to student needs; 48 hours laboratory equals 1 unit. This course may be taken 4 times; a maximum of 16 units may be earned.

126 OCCUPATIONAL WELDING CERTIFICATION WORKSHOP

1-3 Units

Welding 126 is designed for the student or industrial worker with a welding background to gain practical experience in specific skill areas of concentration, resulting in state welding certification. Laboratory 3-9 hours. **Prerequisite:** Welding 117 or 118 or 125 or related occupational experience. **Note:** This course may be taken 3 times; a maximum of 9 units may be earned.



Continuing Education (Noncredit)



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 Skills Center, CalWORKs/WIA training programs, Developmental Skills Lab and the English as a Second Language program. Parent Education and Lifelong Learning are also a part of the Continuing Education program offered on the main 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) 548-5233 (24 hour voice mail) or (818) 240-1000 ext. 5678 or 5681 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 OPPORTUNITIES AND RESPONSIBILITIES TO KIDS (CALWORKS)

The CalWORKs office at the Garfield Campus assists eligible students who are currently receiving welfare with supportive services including case management, personalized job placement assistance, free on-site child care for eligible families, referral to community resources, and collaboration with local county welfare offices to maintain ancillary services while attending school.

CAREER CENTER

The Career Resource Center assists with transfer to the main 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. Call (818) 240-1000 ext. 5055 or 5056 for more information.

CHILDCARE

The Parent Support Center offers on-site child care 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. Call (818) 240-1000 ext 3071 for more information.

COUNSELING

Counselors are available for assistance with students seeking High School Diplomas and GEDs. Counselors work with State Department of Rehabilitation referrals and California Training Benefits (CTB) students. They assist with transition to credit classes at the Main Campus, and provide other general academic counseling. Hours vary from 8:00 a.m. to 9:30 p.m. Call (818) 240-1000 ext 5055 or 5678 for times and appointments.

Mental Health Counseling is offered for short-term and crisis counseling for students that are enrolled in any continuing education program or class. Students should obtain a referral from staff or faculty to make an appointment. For more information call (818) 240-1000 ext 5678.



CONTINUING EDUCATION CERTIFICATES

GED PREPARATION CERTIFICATE

This program prepares students to take and pass the GED test, an equivalency to the high school diploma.

Required courses:

Developmental Skills Lab 010, 020, 050, 060 (or 061).

ADULT BASIC EDUCATION CERTIFICATE

This program allows students to increase their basic academic skills to the 8th grade level or beyond, increasing their chances for employment and success in further education.

Required courses: Developmental Skills Lab 010, 020, and 050.

BEGINNING ESL CERTIFICATE

This certificate will lead to enhanced job opportunities at entry level positions. The courses focus on the fundamental requirements that provide a general understanding of spoken and written English. Completion of this initial certificate encourages students to continue their studies in other courses at the college.

Sequence of courses: English as a Second Language 001 (or ESL 005 for the more mature adult), 010, 020, and 080.

INTERMEDIATE ESL CERTIFICATE

This certificate prepares the student for job opportunities that require a conversant level of English. The courses required focus on verbal communication skills, comprehension of everyday spoken English, and the development of life skills competencies. This certificate also prepares the student for higher levels of study that include noncredit business courses, the GED program, citizenship courses and possible matriculation to credit classes.

Sequence of courses: English as a Second Language 030, 040, 081 and Office Business Technology 071.

ADVANCED ESL CERTIFICATE

This certificate prepares the student for job opportunities that demand a fluent level of spoken English. The required courses focus on verbal communication skills, comprehension of academic, professional, and everyday spoken English, and the development of life skills competencies. This certificate also prepares the student for higher levels of study that include noncredit business courses, the GED program, citizenship courses and matriculation to credit classes.

Sequence of courses: English as a Second Language 050, 082 and Office Business Technology 071.

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.

Required courses: Office Business Technology 011, 034, 035, 040, 055, 070, 080, 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.

Required courses: Completion of General Office Clerk I or equivalent; Office Business Technology 012, 021, 031, 032, 050, 090 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 are able to integrate various peripheral devices to create computer documents or presentations. The students gain the soft skills necessary for leading groups as well as being an active member of a group.

Required courses: Completion of General Office Clerk II or equivalent; Office Business Technology 013, 022, 033 and 101.

Complete one of the following courses: Office Business Technology 111, 130 or 150.

MEDICAL FRONT OFFICE CLERK

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.

Required courses: Office Business Technology 011, 034, 035, 040, 050, 061, 070, 080, and 100.

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.

Required courses: Office Business Technology 011, 034, 035, 040, 050, 062, 070, 080, 100.

ACCOUNT CLERK I

This program prepares students for entry-level bookkeeping positions.

Required courses: Office Business Technology 011, 021, 022, 032, 034, 040, 070, 080, and 090.

ACCOUNT CLERK II

In this program, students learn advanced accounting techniques, computerized accounting systems, and the use of Excel spreadsheets.

Required courses: Completion of Account Clerk I or equivalent; Office Business Technology 023, 035, 050, 091, 095, 097, and 100.

Complete one of the following courses: Office Business Technology 130, 138, or 150.

HIGH SCHOOL DIPLOMA REQUIREMENTS

- 40 credits of English
- 10 credits of World History
- 10 credits of United States History
- 10 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 experience)
- 5 credits of Computer Technology
- 5 credits of Health
- 10 credits of Art, Music or Foreign Language
- 40 credits of Electives

Total of 185 credits plus demonstration of competency in reading, writing, and mathematics.

Competency Requirements

Reading Competency - One of the following:

- Pass the GED 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 GED 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 GED Mathematics with a score of 450 or higher
- Pass the Mathematics portion of the CAHSEE

For GED testing information please refer to the General Information section, page 16.

DEVELOPMENTAL SKILLS LAB

The Developmental Skills lab is an individualized program for students who wish to improve their basic skills, prepare for the GED or complete their high school diploma. Courses are open-entry/open-exit.

010 BASIC ENGLISH 0 Units

Developmental Skills Lab 010 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.

015 VOCABULARY DEVELOPMENT 0 Units

Developmental Skills Lab 015 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.

020 BASIC MATH 0 Units

Developmental Skills Lab 020 is a math course designed for adults who wish to review or master basic arithmetic from whole number operations through percent. Laboratory 120 hours. **Note:** This is a self-paced course in an open-entry, open-exit lab environment.

021 ARITHMETIC 1A 0 Units

Developmental Skills Lab 021 introduces students to whole number, fractions, decimals, 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.

022 ARITHMETIC 1B 0 Units

Developmental Skills Lab 022 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.

023 ALGEBRA 1A 0 Units

Developmental Skills Lab 023 introduces students to algebraic vocabulary, solving equations with one variable, and working with polynomials and algebraic fractions. 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 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.

024 ALGEBRA 1B 0 Units

Developmental Skills Lab 024 is the second half of a one-year high school level algebra course. This course includes solving equations with multiple variables, solving linear equations, using functions, working with rational and irrational numbers, and solving quadratic equations. 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 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.

025 GEOMETRY 1A 0 Units

Developmental Skills Lab 025 is the first half of a one-year high school level geometry course. The course includes plane figures, basic proofs, coordinate graphing, and congruent triangles and transformations. 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.

026 GEOMETRY 1B 0 Units

Developmental Skills Lab 026 is the second half of a one-year high school level geometry course. The course includes proportion and similarity, the Pythagorean Theorem, and three dimensional figures, solid geometric figures, and lines and loci in space. 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.

027 APPLIED MATHEMATICS 0 Units

Developmental Skills Lab 027 is designed to help students use mathematical principles and computations in everyday living. This course may be taken as a high school elective 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.

030 LIFE SCIENCE 1A 0 Units

Developmental Skills Lab 030 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 results in 5 high school credits (1/2 unit).

031 LIFE SCIENCE 1B 0 Units

Developmental Skills Lab 031 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 results in 5 high school credits (1/2 unit).

**032
PHYSICAL SCIENCE 1A**
0 Units

Developmental Skills Lab 032 acquaints 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 results in 5 high school credits (1/2 unit).

**033
PHYSICAL SCIENCE 1B**
0 Units

Developmental Skills Lab 033 expands 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 results in 5 high school credits (1/2 unit).

**034
HEALTH AND GUIDANCE**
0 Units

Developmental Skills Lab 034 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 results in 5 high school credits (1/2 unit).

**040
WORLD HISTORY 1A**
0 Units

Developmental Skills Lab 040 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. **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 results in 5 high school credits (1/2 unit).

**041
WORLD HISTORY 1B**
0 Units

Developmental Skills Lab 041 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 results in 5 high school credits (1/2 unit).

**042
UNITED STATES HISTORY 1A**
0 Units

Developmental Skills Lab 042 meets the needs of students who wish to earn high school credit for first semester United States History (exploration through reconstruction after the Civil War). Laboratory 100 hours. **Note:** This is a self-paced course in an open-entry, open-exit lab environment. Successful completion of this course results in 5 high school credits (1/2 unit).

**043
UNITED STATES HISTORY 1B**
0 Units

Developmental Skills Lab 043 meets the needs of students who wish to earn high school credit for second semester United States History (post Civil War through the New Millennium). Laboratory 100 hours. **Note:** This is a self-paced course in an open-entry, open-exit lab environment. Successful completion of this course results in 5 high school credits (1/2 unit).

**044
AMERICAN GOVERNMENT**
0 Units

Developmental Skills Lab 044 meets 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 results in 5 high school credits (1/2 unit).

**045
ECONOMICS**
0 Units

Developmental Skills Lab 045 meets the needs of students who wish to earn high school credit for economics. This is a fundamental course in both micro- and macroeconomics. Microeconomic 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 results in 5 high school credits (1/2 unit).

**048
PSYCHOLOGY**
0 Units

Developmental Skills Lab 048 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 results in 5 high school credits (1/2 unit).

**050
BASIC READING**
0 Units

Developmental Skills Lab 050 is an individualized beginning reading course. This course covers reading techniques, vocabulary development, and comprehension and analysis skills. Laboratory 200 hours. **Note:** This is a self-paced course in an open-entry, open-exit lab environment.

**060
GED PREPARATION**
0 Units

Developmental Skills Lab 060 is an individualized course designed to prepare students to take the GED (General Educational Development) test. This course covers all five areas of the test: reading, writing, social studies, 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.

**061
GED LAB**
0 Units

Developmental Skills Lab 061 is an individualized course designed to prepare students to take the GED (General Educational Development) test. This course covers all five areas of the test: reading, writing, social studies, science, and mathematics. This is a self-study program. Laboratory 320 hours. **Note:** This is a self-paced course in an open-entry, open-exit lab environment.

110
ENGLISH 9A
0 Units

Developmental Skills Lab 110 is equivalent to the first semester of ninth grade English. It meets the requirements for a high school diploma. The course focuses upon basic grammar. Laboratory 100 hours. *Note:* This is a self-paced course in an open-entry, open-exit lab environment. Successful completion of this course results in 5 high school credits.

111
ENGLISH 9B
0 Units

Developmental Skills Lab 111 is equivalent to one semester of ninth grade English. It meets the requirements for a high school diploma. The course focuses upon basic writing skills. Laboratory 100 hours. *Note:* This is a self-paced course in an open-entry, open-exit lab environment. Successful completion of this course results in 5 high school credits.

112
ENGLISH 10A
0 Units

Developmental Skills Lab 112 meets the requirements for 10th grade English and is designed to improve grammar and writing skills. Students will write paragraphs and a variety of essays. Laboratory 100 hours. *Note:* This is a self-paced course in an open-entry, open-exit lab environment. Successful completion of this course results in 5 high school credits.

113
ENGLISH 10B
0 Units

Developmental Skills Lab 113 meets the requirements for 10th grade English and is designed to improve grammar and writing skills. Students will analyze fiction, poetry and drama and write paragraphs, essays, and a research paper. Laboratory 100 hours. *Note:* This is a self-paced course in an open-entry, open-exit lab environment. Successful completion of this course results in 5 high school credits.

114
ENGLISH 11A
0 Units

Developmental Skills Lab 114 meets the needs of students who wish to earn credit for 11th grade English. This course focuses on reading, analyzing, and writing about American Literature selections through 1899. An introduction to the modes of descriptive, narrative, and business writing is included as well as an introduction to the research paper. Laboratory 100 hours. *Note:* This is a self-paced course in an open-entry, open-exit lab environment. Successful completion of this course results in 5 high school credits.

115
ENGLISH 11B
0 Units

Developmental Skills Lab 115 meets the needs of students who wish to earn credit for 11th grade English. This course focuses on reading, analyzing, and writing about American Literature selections through 1899. Further practice in the modes of descriptive, narrative, and research paper writing is included. Laboratory 100 hours. *Note:* This is a self-paced course in an open-entry, open-exit lab environment. Successful completion of this course results in 5 high school credits.

116
ENGLISH 12A
0 Units

Developmental Skills Lab 116 meets the requirements of twelfth grade high school English. Literary analysis, written responses to literature, research report writing, and the elements of discourse are emphasized in this course. Laboratory 100 hours. *Note:* This is a self-paced course in an open-entry, open-exit lab environment. Successful completion of this course results in 5 high school credits.

117
ENGLISH 12B
0 Units

Developmental Skills Lab 117 meets the requirements of the second semester of twelfth grade high school English. Further practice in literary analysis, written responses to literature, research report writing, and the elements of discourse are included in the course. Laboratory 100 hours. *Note:* This is a self-paced course in an open-entry, open-exit lab environment. Successful completion of this course results in 5 high school credits.

147
WORLD GEOGRAPHY 1A
0 Units

Developmental Skills Lab 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 the entire course results in 5 high school credits.

148
WORLD GEOGRAPHY 1B
0 Units

Developmental Skills Lab 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 the entire course results in 5 high school credits.

149
ART HISTORY 1A
0 Units

Developmental Skills Lab 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 the entire course results in 5 high school credits.

150
ART HISTORY 1B
0 Units

Developmental Skills Lab 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 the entire course results in 5 high school credits.

ENGLISH AS A SECOND LANGUAGE

The Noncredit English as a Second Language program offers literacy through advanced courses. They are designed to meet the various needs of the student population. Courses are open-entry/open-exit, and are tuition free.

001 ENGLISH AS A SECOND LANGUAGE LITERACY

0 Units

English as a Second Language 001 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 structure and communicative skills necessary in basic life skills competencies. Instruction integrates listening, speaking, reading, and writing skills. Lecture 224 hours.

005 ENGLISH AS A SECOND LANGUAGE FOR OLDER ADULT LEARNERS

0 Units

English as a Second Language 005 is designed for older adult learners at the high-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 dialogs 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.

010 ENGLISH AS A SECOND LANGUAGE LEVEL 1

0 Units

English as a Second Language 010 is designed for students at the low-beginning level of English acquisition. This course provides instruction in simple reading and writing, basic sentence and paragraph structure, spelling and phonemic correspondences, and listening and oral communication skills. Students read and listen to dialogs 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.

020 ENGLISH AS A SECOND LANGUAGE LEVEL 2

0 Units

English as a Second Language 020 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.

030 ENGLISH AS A SECOND LANGUAGE LEVEL 3

0 Units

English as a Second Language 030 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 integrates all four skills and stresses the grammatical study of verbs and vocabulary development. Emphasis is placed upon a general understanding of spoken and written English and overall communicative effectiveness. Lecture 224 hours.

040 ENGLISH AS A SECOND LANGUAGE LEVEL 4

0 Units

English as a Second Language 040 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 integrates all four skills and stresses the grammatical study of clauses, review of all tenses, and vocabulary development. Emphasis is placed upon the direct study of English grammar appropriate for academic settings and overall communicative effectiveness. Lecture 224 hours.

050 ENGLISH AS A SECOND LANGUAGE LEVEL 5

0 Units

English as a Second Language 050 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. Instruction integrates all four skills with special attention given to the development of writing skills. Emphasis is placed upon the direct study of English grammar appropriate for academic settings and overall communicative effectiveness. Lecture 224 hours.

080 ENGLISH AS A SECOND LANGUAGE BEGINNING CONVERSATION

0 Units

English as a Second Language 080 is designed for students who cannot effectively communicate in most everyday situations. Controlled dialogs 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.

081
ENGLISH AS A SECOND LANGUAGE
INTERMEDIATE CONVERSATION
0 Units

English as a Second Language 081 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 participate using role plays and dialogs in paired and small group activities. Class discussions are also used. Laboratory assignments may be added by the instructor based on individual student needs. Lecture 112 hours.

082
ENGLISH AS A SECOND LANGUAGE
ADVANCED CONVERSATION
0 Units

English as a Second Language 082 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.

083
ENGLISH AS A SECOND LANGUAGE
ACCENT REDUCTION
0 Units

English as a Second Language 083 concentrates on reducing foreign accents in the speech of non-native students. Practice in the production of individual sounds, rhythm, stress, intonation and phraseology helps students communicate more effectively and helps prepare them for everyday activities where communication is required. Students learn to use formal diction by making oral presentations and participating in class discussions. They practice expressive speaking, appropriate facial expressions, and hand and body gestures. Laboratory assignments may be made at the discretion of the instructor. Lecture 64 hours.

090
CITIZENSHIP
0 Units

ESL 090 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.

HOME ARTS

These courses are designed to help adults with skills needed in the home.

010
CREATIVE STITCHERY
0 Units

Home Arts 010 covers the many stitching techniques found in the three general categories of needlework—surface embroidery, needlepoint (canvas work), and counted thread. This broad range of stitching techniques is presented for the purpose of developing wall hangings, pictures, pillows and other decorative items. To enhance needlework as an art form, a wide variety of traditional and contemporary threads and fabrics are used. Lecture 7 hours, laboratory 10.5 hours. *Note:* This course is designed for the older adult.

020
MULTI-LEVEL SEWING AND
DRESSMAKING
0 Units

Home Arts 020 meets the needs of the beginning sewing student or the student with limited experience, as well as the student with some sewing experience ranging from intermediate to advanced levels, including tailoring, if needed. Beginning students are able to develop the appropriate expertise needed for basic garment construction while experienced students are able to expand their knowledge to create garments of increasing difficulty. The class emphasizes good sewing techniques, including the appropriate application of speed-sewing skills and the correct use of equipment, including the sewing machine, the serger or over-lock machine and various pressing equipment. The class covers the use of commercial patterns, including adjustments and proper fit and how to select and handle fabrics. Lecture 30 hours, laboratory 60 hours. *Note:* This course is designed for the older adult.

040
QUILT MAKING
0 Units

Home Arts 040 presents quilt-making techniques for the purpose of developing functional and decorative items. Students make a variety of quilt blocks to learn both hand and machine techniques. Traditional and contemporary designs and techniques will be demonstrated and practiced. Lecture 27 hours, laboratory 27 hours. *Note:* This course is designed for the older adult.

LIFELONG LEARNING SEMINARS

This program is designed for the older adult. The courses encourage the pursuit of lifelong learning, promote mental and physical well-being, and broaden the outlook of the participants.

010
CONTEMPORARY WORLD ISSUES
0 Units

Lifelong Learning Seminars 010 centers on discussion of current social, political, and cultural issues around the world. This class is an opportunity for seniors to discuss, share opinions, and gain insight into the complex events of today's world. Lecture 36 hours.

013
VOLUNTEERING FOR HEALTH AND SERVICE
0 Units

Lifelong Learning Seminars 013 centers on the needs of the people in the community and the impact volunteers have on those needs. This class is designed for the older adult who would like to experience the satisfaction of providing service. Students learn about the various volunteer opportunities in the local area and work with at least one of them. Lecture 12 hours.

020
JOY OF LIVING
0 Units

Lifelong Learning Seminars 020 is an interactive discussion course with an emphasis on personal enrichment and on meeting life's challenges with a positive outlook. Lecture 16 hours. *Note:* This is a course designed for the older adult.

021
QUALITY OF LIFE
0 Units

Lifelong Learning Seminars 021 is an interactive class focusing on improving the quality of life, increasing social outlets, and clarifying life issues. Lecture 32 hours. *Note:* This is a course designed for the older adult.

023
FAMILY RELATIONSHIPS
0 Units

Lifelong Learning Seminars 023 explores the nature and importance of social, mental, and emotional connections with family, friends, and colleagues. Lecture 16 hours. *Note:* This is a course designed for the older adult.

024
PHILOSOPHY AND ETHICS FOR EVERYDAY LIVING
0 Units

Lifelong Learning Seminars 024 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.

025
ADJUSTMENT TO RETIREMENT
0 Units

Lifelong Learning Seminars 025 explores the social, psychological, and practical adjustments associated with retirement. Various expectations and experiences of retirement are shared with the purpose of easing the students' adjustment to this major life event. Lecture 12 hours.

026
THE SIMPLE LIFE
0 Units

Lifelong Learning Seminars 026 encourages socialization and personal development through the discussion of various philosophers and the application of that philosophy to the student's life. This course is inspired by Henry David Thoreau's intense appreciation of nature and his pursuit of simplicity and self-sufficiency. This is an open-entry, open-exit discussion group designed for older adults. Lecture 12 hours. *Note:* Each session focuses on a different philosopher.

027
WHERE'S MY MEMORY?
0 Units

Lifelong Learning Seminars 027 explores the far reaches of the human mind - the processes of remembering and forgetting, with special emphasis on age-related memory loss and strategies for memory enhancement. Lecture 12 hours.

028
LEARN TO UNLEARN

Lifelong Learning Seminars 028 helps the mature adult student to improve the quality of his/her life through creative thinking and applying recommended techniques for enhancing self-esteem. Lecture 12 hours.

030
DISCOVERING YOURSELF THROUGH MEMOIR WRITING AND MORE
0 Units

Lifelong Learning Seminars 030 provides the opportunity for mature 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.

040
HEALTH AND EXERCISE
0 Units

Lifelong Learning Seminars 040 is a health and fitness class designed and paced for the mature adult. Students learn the correct ways to stretch and stay limber, participate in low-impact aerobics to improve cardiovascular health, and learn health and diet information designed to help create and retain vigor and well-being. Lecture 20 hours, laboratory 100 hours.

041
WALKING THROUGH LOCAL HISTORY
0 Units

Lifelong Learning Seminars 041 offers walking tours of Glendale or surrounding communities for older adult students who are interested in understanding cultural and architectural history as it interfaces with our daily lives. Lecture 16 hours.

042
HEALTH AND FITNESS THROUGH AEROBIC MOVEMENT
0 Units

Lifelong Learning Seminars 042 is a health course designed for the mature adult who is interested in improving general health, fitness, physical coordination, and memory. Lecture 10 hours, laboratory 22 hours. *Note:* This course is paced for the older adult.

044
DIET AND NUTRITION
0 Units

Lifelong Learning Seminars 044 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.

050
BEGINNING SKETCHING
0 Units

Lifelong Learning Seminars 050 is designed to introduce basic drawing or sketching skills to the older adult. Students will learn the basic of mark making which will enable them to document their lives and interests by means of a sketchbook. Lecture 2.5 hours, studio 15 hours. *Note:* This is a course designed for the older adult.

051
ADVANCED SKETCHING
0 Units

Lifelong Learning Seminars 051 introduces more advanced drawing skills to the older adult. Students further explore mark making and its potential for documentation and self-expression. Work on location will allow students to develop more skill as they sketch from life. Presentation and observation of student work and artists work will enrich mark making vocabulary and dialogue. Lecture 2.5 hours, studio 15 hours. *Note:* This is a course designed for the older adult.

052
INTRODUCTION TO PAINTING
0 Units

Lifelong Learning Seminars 052 is an introduction to methods of painting for mature adult students. Oil pastel, oil painting and acrylic painting mediums are introduced. Emphasis is placed on visual interpretation, familiarization with the various mediums, design and color principles, and various techniques of painting. This course is designed to enhance the mental acuity, fine motor skills, creativity, and art appreciation of the older adult. Lecture 2.5 hours, studio 15 hours.

053
WATERCOLOR AND COLOR DRAWING
0 Units

Lifelong Learning Seminars 053 provides a transition from sketching to painting for mature adults by reviewing and developing basic drawing skills and by introducing the use of an aqua or dust medium. The course also offers a brief introduction of color principles. This course is designed to enhance the mental acuity, fine motor skills, creativity, art appreciation, and painting ability of the older adult. Lecture 2.5 hours, studio 15 hours. *Note:* Previous familiarity with sketching techniques would be advantageous.

**070
CONTEMPORARY NOVELS**

0 Units

Lifelong Learning Seminars 070 is a reading and discussion forum based on novels selected by the students. This class is designed for older adult students who, because of their maturity level and life experiences, bring greater insight to the reading. This insight becomes the basis of the class discussions. Lecture 32 hours.

**072
FILM CRITICISM**

0 Units

Lifelong Learning Seminars 072 provides exposure to an academic curriculum of film history and criticism for older adults. This class helps 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 will be shown. Lecture 12.5 hours. *Note:* Each session will focus on five different films.

**075
DEBATE FOR THE MATURE ADULT**

0 Units

Lifelong Learning Seminars 075 is a discussion-practice course with emphasis on personal enrichment through exploration of today's issues in an advocacy format. This course is designed for the older adult and students are encouraged to choose topics of interest to that age group. Instruction is given in argument creation and presentation, followed by student practice. Lecture 48 hours.

**080
ACTING IMPROVISATION
WORKSHOP**

0 Units

Lifelong Learning Seminars 080 explores acting techniques in a series of theater games and improvisations that emphasize basic acting skills. This is a course designed and paced for the mature adult for the purpose of helping the student to increase self-confidence and communication skills. Laboratory 32 hours.

**090
ART HISTORY**

0 Units

Lifelong Learning Seminars 090 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. This course is designed for the older adult and will emphasize analyzing the art from the perspective of having lived through the richness of youth, early adulthood, and middle age. Lecture 14 hours.

**095
WORLD RELIGIONS**

0 Units

Lifelong Learning Seminars 095 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 from the senior perspective. Lecture 32 hours.

**101
MONEY MANAGEMENT**

0 Units

Lifelong Learning Seminars 101 introduces older adult students to basic financial principals as they apply to preparing for and achieving a successful retirement. Although this class is available to all students, it is best suited for pre-retirees between the ages of 55 and 65. Lecture 18 hours.

**102
INTRODUCTION TO COMPUTERS**

0 Units

Lifelong Learning Seminars 102 is an introduction to the world of computers for the older adult. The course covers basic operating procedures as well as working with Windows and documents. Lecture/Demonstration 15 hours.

**103
INTRODUCTION TO WORD**

0 Units

Lifelong Learning Seminars 103 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. This course is designed for the older adult. Lecture/Demonstration 15 hours.

**104
INTERNET AND EMAIL**

0 Units

Lifelong Learning Seminars 104 provides students with a basic introduction to accessing and using email and the Internet. Topics covered include how to connect to the Internet, use of a web browser, use of search engines, how to buy on the Internet, and adding and deleting favorites. Students will also learn how to create and use an email account. Lecture/Demonstration 15 hours. *Note:* This is a course designed for the older adult.

**120
SEMINARS AT RETIREMENT
RESIDENCES**

0 Units

Lifelong Learning Seminars 120 provides speakers, film, and discussion to stimulate the mental, social, and emotional health of retirement home residents and to promote lifelong learning. Lecture 32 hours. *Note:* This course is designed for older adults who are primarily living in retirement residences.

**130
SEMINARS AT CONVALESCENT
FACILITIES**

0 Units

Lifelong Learning Seminars 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.

**141
ANCIENT CIVILIZATIONS OF THE
WORLD**

0 Units

Lifelong Learning Seminars 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 adult who wants 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.

**142
ARCHAEOLOGICAL DISCOVERIES
OF THE MIDDLE EAST**

0 Units

Lifelong Learning Seminars 142 explores the archaeology of the ancient Middle East. This course is designed for older adults who want to sharpen their minds and increase their understanding of how archaeological discoveries teach us about earlier cultures and how these insights enhance our understanding of contemporary life. Lecture 10 hours.

**200
ENCORE**

0 Units

Lifelong Learning Seminars 200 offers a series of informative seminars of special interest to mature adults. The topics are chosen, prepared, and presented by the students themselves. Areas of interest are chosen in small groups which are designed to develop cooperation skills and offer an opportunity to increase social connections in the community. Lecture 20 hours.

OFFICE BUSINESS TECHNOLOGY

These courses offer vocational training and job-enhancement opportunities.

011 BEGINNING KEYBOARDING *0 Units*

Office and Business Technology 011 is an individualized class that covers keyboarding by touch. All students will work on computers. Extensive accuracy and speed development is offered. Students may enter at any time throughout the semester, and the curriculum is individualized. The course is self-paced. Lecture/Demonstration 50 hours.

012 INTERMEDIATE KEYBOARDING *0 Units*

Office and Business Technology 012 is an individualized class that covers keyboarding by touch through the production of business documents. All students will work on computers and learn MS Word as they advance. Extensive accuracy and speed development is offered. Students may enter at any time throughout the semester, and the curriculum is individualized. The course is self-paced. Lecture/Demonstration 150 hours.

013 ADVANCED KEYBOARDING *0 Units*

Office and Business Technology 013 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 will work on computers and learn Advanced MS Word functions as they progress. Extensive accuracy and speed development is offered. The course is self-paced. Students may enter at any time throughout the semester, and the curriculum is individualized. Lecture/Demonstration 100 hours.

014 KEYBOARDING FOR HIGH SCHOOL CREDIT *0 Units*

Office and Business Technology 014 is an individualized class that covers keyboarding by touch through the production of business documents. All students will work on computers and learn MS Word as they advance. Extensive accuracy and speed development is offered. Students may enter at any time during the first half of the semester, and the course is self-paced. Successful completion of this course (60 lessons) is worth 5 high school credits. Lecture/Demonstration 100 hours.

021 BUSINESS MATH & CALCULATORS *0 Units*

Office and Business Technology 021 increases students' basic math skills. The course includes instruction in basic arithmetic, calculators by touch, speed development on calculators, and calculator functions. Students may enter at any time, and the curriculum is individualized. The course is self-paced. Students may complete one or more sections. Lecture/Demonstration 160 hours.

022 BEGINNING ACCOUNT CLERK *0 Units*

Office and Business Technology 022 students will study full cycle accounting, financial statements, payroll, and accounts receivable and payable in both manual and computerized formats (Quick Books and Peachtree). Students may enter at any time, and the curriculum is individualized. The course is self-paced. Lecture/Demonstration 140 hours.

023 ADVANCED ACCOUNT CLERK *0 Units*

Office and Business Technology 022 students will study advanced accounting, financial statements, uncollectibles, notes payables and receivables, accruals, inventory, and advanced accounts receivable and payable in both manual and computerized formats (Quick Books and Peachtree). Students may enter at any time, and the curriculum is individualized. The course is self-paced. Lecture/Demonstration 160 hours.

031 BUSINESS WRITING: EMAIL *0 Units*

Office and Business Technology 031 covers email writing including English essentials and email etiquette rules. Lecture/Demonstration 32 hours.

032 BUSINESS WRITING: MEMOS *0 Units*

Office and Business Technology 032 focuses on interoffice memorandum writing. It also covers English essentials along with other forms of workplace documents, i.e., news release. Lecture/Demonstration 32 hours.

033 BUSINESS LETTER WRITING *0 Units*

Office and Business Technology 033 covers business letter composition, English essentials, and the production of other workplace documents such as agendas and minutes. Lecture/Demonstration 32 hours.

034 FILING FUNDAMENTALS *0 Units*

Office and Business Technology 034 covers the use of indexing rules to file alphabetically, numerically, geographically, and by subject. Timed exercise practices, handouts, and quizzes are designed to assist students to be prepared for employment tests and to be competent to perform on-the-job filing. Computerized software provides hands-on review of filing fundamentals. Lecture/Demonstration 48 hours.

035 ON-THE-JOB COMMUNICATION *0 Units*

Office and Business Technology 035 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.

040 21ST CENTURY EMPLOYMENT STRATEGIES *0 Units*

Office and Business Technology 040 prepares students for success in gaining employment. Topics to be covered include resume development, cover letters, interviewing techniques, thank you notes, job search strategies, employment applications, and job retention. Lecture/Demonstration 87.5 hours.

050 CUSTOMER SERVICE SKILLS

0 Units

Office and Business Technology 050 teaches practical techniques to overcome the number one complaint of employers: poor customer service skills. Emphasis will be 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 40 hours.

055 OFFICE EQUIPMENT

0 Units

Office and Business Technology 055 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.

061 MEDICAL FRONT OFFICE

0 Units

Office and Business Technology 061 provides the participant with a comprehensive understanding of medical front office duties. Emphasis will be on mastering medical terminology, handling problem situations involving patients over the phone or in person, and learning basic billing and transcription techniques and software. Lecture/Demonstration 200 hours. *Note:* Student should be able to keyboard at a minimum rate of 20 wpm and perform alpha/numeric filing.

062 DENTAL FRONT OFFICE

0 Units

Office and Business Technology 062 provides the participant with a comprehensive understanding of dental front office duties. Emphasis will be on mastering dental terminology, handling problem situations involving patients over the phone or in person, and learning basic billing and transcription techniques and software. Lecture/Demonstration 140 hours. *Note:* Student should be able to keyboard at a minimum rate of 20 wpm and perform alpha/numeric filing.

070 INTRODUCTION TO COMPUTERS

0 Units

Office and Business Technology 070 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.

071 COMPUTER BASICS FOR ENGLISH LANGUAGE LEARNERS

Office and Business Technology 071 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.

080 WINDOWS

0 Units

Office and Business Technology 080 provides students with a basic introduction to the Windows environment. Topics covered include managing the desktop, the mouse, using pull-down menus, managing files (create folders, delete, move, copy files, etc), and learning system information. Lecture/Demonstration 16 hours.

090 MICROSOFT EXCEL

0 Units

Office and Business Technology 090 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.

091 MICROSOFT ADVANCED EXCEL

0 Units

Office and Business Technology 091 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.

095 QUICKBOOKS AUTOMATED ACCOUNTING

0 Units

Office and Business Technology 095 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.

097 PEACHTREE AUTOMATED ACCOUNTING

0 Units

Office and Business Technology 097 is an automated accounting course using Peachtree Complete 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.

100 BEGINNING MICROSOFT WORD

0 Units

Office and Business Technology 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.

101 ADVANCED MICROSOFT WORD

0 Units

Office and Business Technology 101 is an advanced course in 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 43 hours. Lecture/Demonstration 48 hours.

111 MICROSOFT POWERPOINT

0 Units

Office and Business Technology 111 provides students with a basic introduction to presentation software using Microsoft PowerPoint. Topics covered include: using a design template, auto layouts to create a presentation, running a slide show, inserting Clip Art, and creating organizational charts. Lecture/Demonstration 32 hours.

113 MICROSOFT ACCESS

0 Units

Office and Business Technology 130 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 hours.

**138
MICROSOFT OUTLOOK**
0 Units

Office and Business Technology 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 involves teaching the student how to communicate by e-mail, manage contacts, plan tasks, schedules, and manage the inbox. Lecture/Demonstration 32 hours.

**140
INTERNET**
0 Units

Office and Business Technology 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.

**150
INTEGRATED TECHNOLOGY**
0 Units

Office and Business Technology 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. Student will move data between applications (Word, Excel, PowerPoint, and Access), and install and use devices such as a FAX/Modem, scanner, DVD+R/RW, Digital Cameras and Memory Readers. Lecture/Demonstration 32 hours.

PARENT EDUCATION

This program is designed to assist parents in developing the knowledge and skills needed to raise happy, healthy, and well-adjusted children.

**010
INFANTS (0-6 MONTHS)**
0 Units

Parent Education 010 focuses study on parenting children from birth through 6 months of age. Parents (or caregivers) attend class with one or more children of the designated age. Lecture 16 hours, laboratory 16 hours.

**011
INFANTS (7-12 MONTHS)**
0 Units

Parent Education 011 focuses study on parenting children from 7 to 12 months of age. Parents (or caregivers) attend class with one or more children of the designated age. Lecture 16 hours, laboratory 16 hours. **Note:** Students are asked to attend the first session without children.

**012
TODDLERS (13-19 MONTHS)**
0 Units

Parent Education 012 focuses study on parenting children from 13-19 months of age. Parents (or caregivers) attend class with one or more children of the designated age. Lecture 24 hours, laboratory 16 hours. **Note:** Students are asked to attend the first session without children.

**013
TODDLERS (20-26 MONTHS)**
0 Units

Parent Education 013 focuses study on parenting children from 20-26 months of age. Parents (or caregivers) attend class with one or more children of the designated age. Lecture 24 hours, laboratory 16 hours. **Note:** Students are asked to attend the first session without children.

**020
TWO-YEAR-OLDS**
0 Units

Parent Education 020 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. **Note:** Students are asked to attend the first session without children.

**021
TWO OR THREE-YEAR-OLDS**
0 Units

Parent Education 021 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. **Note:** Students are asked to attend the first session without children.

**022
TWO, THREE, OR FOUR-YEAR-OLDS**
0 Units

Parent Education 022 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. **Note:** Students are asked to attend the first session without children.

**030
THREE-YEAR-OLDS**
0 Units

Parent Education 030 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. **Note:** Students are asked to attend the first session without children.

**031
THREE OR FOUR-YEAR-OLDS**
0 Units

Parent Education 031 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. **Note:** Students are asked to attend the first session without children.

**041
PRE-KINDERGARTEN**
0 Units

Parent Education 041 focuses study on parenting the pre-kindergarten aged child (4 to 5 years of age). Parents (or caregivers) attend class with one or more children of the designated age. Lecture 32 hours, laboratory 32 hours. **Note:** Students are asked to attend the first session without children.

**050
MULTI-AGE**
0 Units

Parent Education 050 focuses study on parenting children from birth through the pre-kindergarten years. Parents (or caregivers) attend class with one or more pre-school age child. Lecture 24 hours, laboratory 24 hours. **Note:** Students are asked to attend the first session without children.

**051
FATHERING SKILLS**
0 Units

Parent Education 051 focuses study on the father's role in parenting children from birth through the pre-kindergarten years. Fathers attend class with one or more pre-school age child. Lecture 16 hours, laboratory 16 hours. **Note:** Students are asked to attend the first session without children.

**054
WORKING PARENTS**
0 Units

Parent Education 054 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. **Note:** Students are asked to attend the first session without children.

**055
PARENTING MULTIPLES***0 Units*

Parent Education 055 focuses study on the unique issues involved in parenting twins or triplets from birth through the pre-kindergarten years. Parents attend class with one or more children of the designated age. Lecture 24 hours. Laboratory 24 hours. *Note:* Students are asked to attend their first class meeting without children.

**056
PREPARING FOR PARENTING***0 Units*

Parent Education 056 focuses on preparing students for the role of parent. This class is appropriate for expectant parents, adoptive parents of infants, and individuals considering parenthood. Lecture 8 hours, laboratory 8 hours. *Note:* This is not a child-birth preparation class. No children may attend this class.

**060
POSITIVE PARENTING SKILLS***0 Units*

Parent Education 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.

**070
THE POLITICS AND PRACTICE OF
PARENT ASSOCIATIONS***0 Units*

Parent Education 070 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.

**090
SINGLE PARENTING***0 Units*

Parent Education 090 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.

**102
PARENTING THE CHILD WITH
SPECIAL NEEDS***0 Units*

Parent Education 102 is designed for parents who seek assistance in parenting skills that encourage the optimum development of a child with special needs. Lecture 32 hours. *Note:* This class is for adults only. No children may attend.

**103
ANGER MANAGEMENT AND
DISCIPLINE***0 Units*

Parent Education 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.



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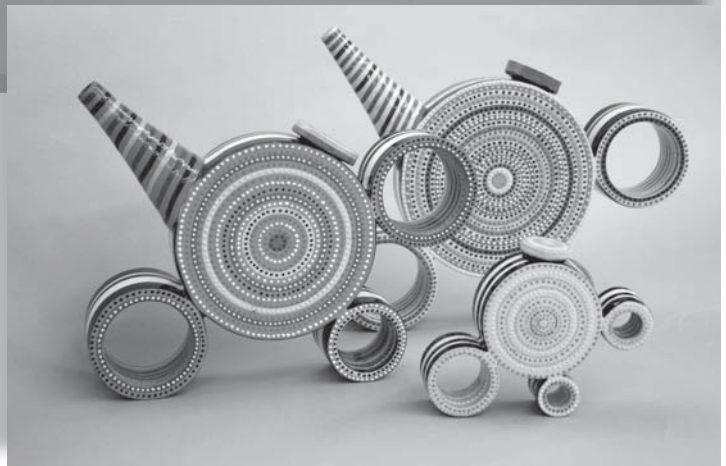
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- AA AVIATION / ART Bldg.
- AD JOHN A. DAVITT ADMINISTRATION Bldg.
- AS ARROYO SECO Bldg.
- AT ADVANCED TECHNOLOGY CENTER
- AU AUDITORIUM Bldg.
- BK BOOKSTORE
- CDC CHILD DEVELOPMENT CENTER
- CR CAMINO REAL Bldg.
- CS CIMMARUSTI SCIENCE CENTER
- D DUPLICATING
- EA EOPS ANNEX
- G ART GALLERY
- HS BHUPESH PARIKH HEALTH SCIENCES & TECHNOLOGY Bldg.
- LB LIBRARY Bldg.
- LR LOS ROBLES Culinary Arts
- LS LIFE SKILLS Bldg.
- OM OPERATIONS & MAINTENANCE
- 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.
- VG VERDUGO GYM
- VGT VERDUGO GYM Trailers

PARKING

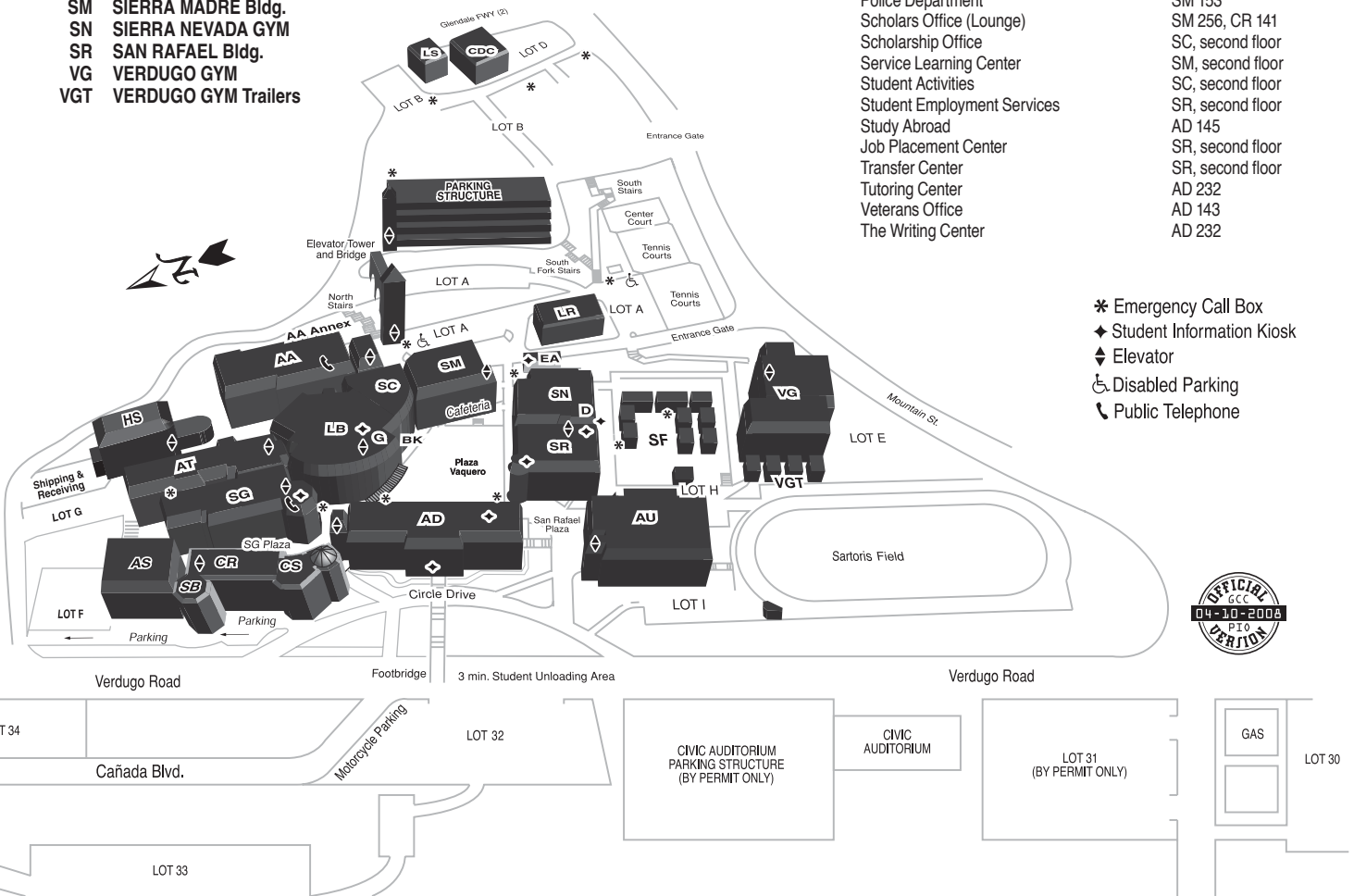
- PARKING STRUCTURE Student Permit/Staff Permit
- LOT A Staff Permit
- LOT B Student Permit
- LOT C/32 Staff Permit/Student Metered
- LOT D Staff Permit
- LOT E Staff Permit
- LOT F Staff Permit
- LOT G Staff Permit
- LOT H Staff/Disabled Student Permit
- LOT I Staff Permit
- CIRCLE DRIVE Staff Permit
- Civic Auditorium Parking Structure and LOT 31— Semester Permits Only
- LOTS 30, C/32, 33 & 34 — Metered Lots

SERVICE

- Academic Counseling
- Admissions & Records
- ASGCC Business Office
- Assessment Center
- Baja Field Studies Program
- Bookstore
- Career Center/Adult Re-Entry Services
- Center for Students with Disabilities
- English Lab
- EOPS
- ESL Lab
- Fees, Tuition & Refunds
- Financial Aid
- Food Services
 - Cafeteria
 - Cafe Vaquero
 - Milky Way Cafe
- Health Center
- Instructional Services
- International Student Services
- Learning Center
- Lost & Found
- Outreach
- P.A.C.E.
- Police Department
- Scholars Office (Lounge)
- Scholarship Office
- Service Learning Center
- Student Activities
- Student Employment Services
- Study Abroad
- Job Placement Center
- Transfer Center
- Tutoring Center
- Veterans Office
- The Writing Center

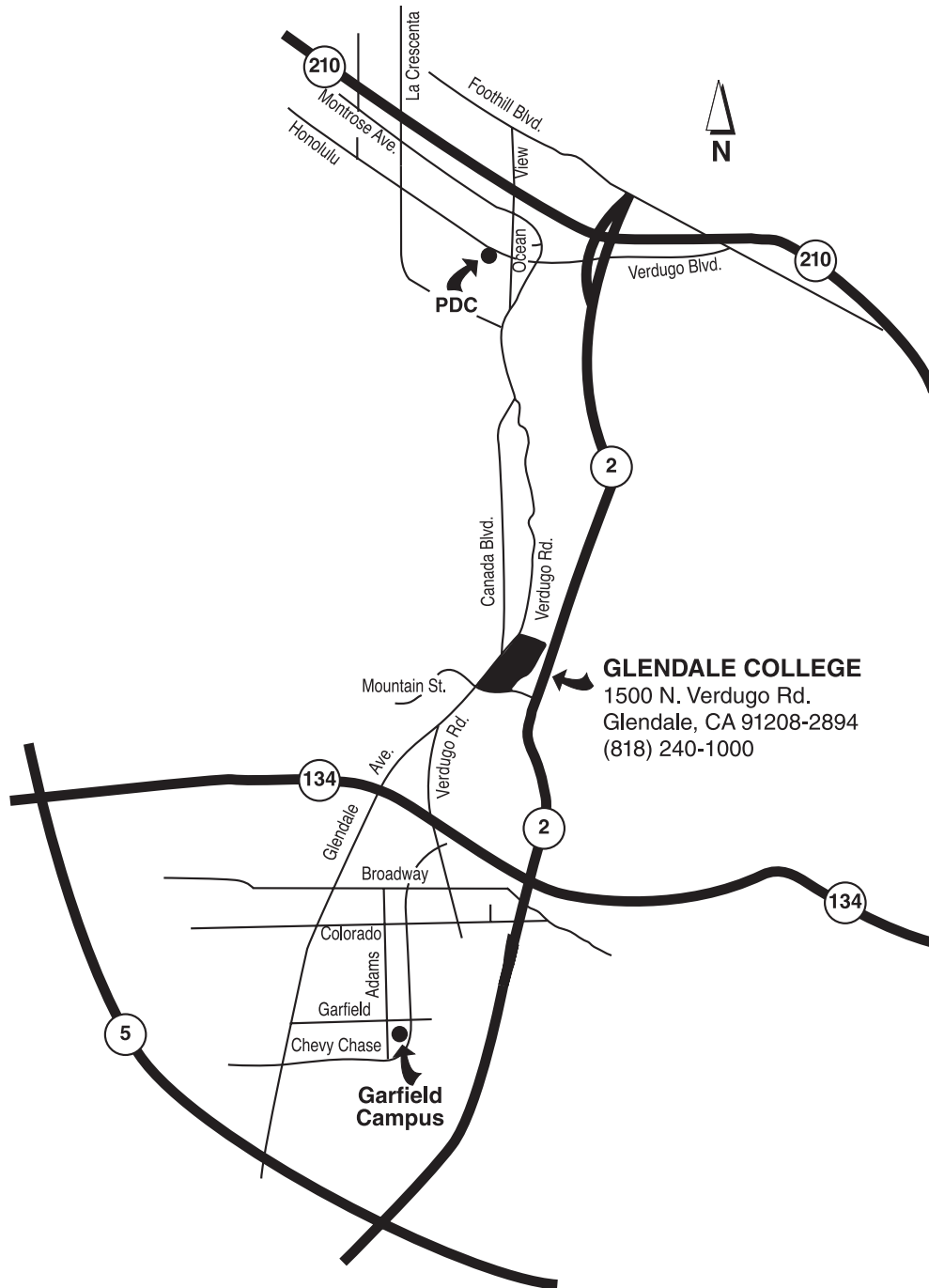
BUILDING

- SR, second floor
- AD 143
- SC, first floor
- SF 112
- AA 1-B
- SC, first floor
- SR, second floor
- SR, second floor
- AD 238
- EOPS Annex
- SG 135
- AD 127
- SF 110
- SM, 1st & 2nd floor
- SR Plaza
- SG Plaza
- SR, first floor
- AD 145
- SR, second floor
- AD 232
- SM 153
- SM 266
- AD 145
- SM 153
- SM 256, CR 141
- SC, second floor
- SM, second floor
- SC, second floor
- SR, second floor
- AD 145
- SR, second floor
- AD 232
- AD 143
- AD 232



- * Emergency Call Box
- ◆ Student Information Kiosk
- ⬆ Elevator
- ♿ Disabled Parking
- ☎ Public Telephone





GLENDALE COLLEGE
 1500 N. Verdugo Rd.
 Glendale, CA 91208-2894
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Garfield Campus

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