

ASSOCIATE IN SCIENCE MAJORS AND CERTIFICATE PROGRAMS

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

1. Certificates of Completion shall be issued upon request by the Office of Admissions and Records to students who qualify for them by completing one of the occupation-centered curriculums. The student must have a grade of "C" or better in all courses constituting the certificate program.
2. To earn a certificate, students must complete the number of units required by the division. No certificate shall consist of less than 18 semester units.
3. At least 12 units of the required courses must be completed at Glendale Community College.

ACCOUNTING

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

CORE CURRICULUM

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

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

*if not used to fulfill the CORE requirement.

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

COMPUTERIZED ACCOUNTING SPECIALIST

This certificate is designed to train students in various general ledger packages that are required by local employers. The student must complete all CORE courses totaling 15-16 units.

CORE CURRICULUM

Accounting 101 or 110, 120, 121 and 130.

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.

ADMINISTRATION OF JUSTICE

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

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

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

ADVERTISING ART

The Advertising Art Certificate curriculum combines fundamental fine arts courses with those of a technical nature to provide a comprehensive course study in visual communication. The program is intended to prepare students to communicate ideas and information using any visual medium. Advertising design students learn that by creating effective visual communication they make information accessible and comprehensible and give visual order, identification, and meaning to the many ideas existing within society.

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

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

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

ANIMATION

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

Classical Animation

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

Digital Animation

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

SPECIALIST IN ALCOHOL/DRUG STUDIES

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

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

Core Curriculum: (9 units):

Alcohol/Drug Studies 101, 103, 105.

Behavioral Courses (6 units):

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

Skill Courses (9 units):

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

Field Experience (6 units):

Alcohol/Drug Studies 150 and 151.

Field Placement (8 units):

Alcohol/Drug Studies 152 and 153.

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

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

ARCHITECTURAL DRAFTING AND DESIGN

This curriculum prepares a student to enter employment as an architectural draftsman in the building construction field.

These courses are required: Architecture 101, 102, 103, 105, 106, 107, 120, 125, 130, 135; Art 130 or 150; Business Administration 152; Engineering 109; Technical Education 140, 142*.

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

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

ART

For students who are interested in art as a career, the following courses are required:

Two-dimensional art: Art 101, 102, 130, 131, 150, 152, 160.

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

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

Three-dimensional art: Art 101, 102, 130, 131, 138, 150, 152, 180, 186, 187, 190.

ART HISTORY

The curriculum listed below is designed to prepare the student to be an art museum docent.

These courses are required: Art 103, 104, 105, 106, 107; Humanities 115; Speech 101.

A minimum of 3 units must be selected from the following recommended courses: Art 108, 109, 112, 113, 116, 118.

**AVIATION AND TRANSPORTATION—
Aviation Administration**

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

These courses are required: Aviation and Transportation 120, 128; Business Administration 101; English 101; Psychology 101; Speech 101.

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

**AVIATION AND TRANSPORTATION—
Flight Attendant**

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

The following courses are required: Aviation and Transportation 129, 130, 132, 134, 137, 151; Computer Information Systems 105; English 120 or ESL 151; Geography 102; Health 102; Internship 150; Sociology 101.

**AVIATION AND TRANSPORTATION—
Aircraft Powerplant Maintenance and Overhaul**

These courses are required: Aviation and Transportation 141, 142, 143, 144.

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

**AVIATION AND TRANSPORTATION—
Aircraft Powerplant and Airframe Maintenance and Overhaul**

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

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

**AVIATION AND TRANSPORTATION—
PILOT TRAINING**

Training offered in this field:

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

These courses are required: Aviation and Transportation 112, 113, 120, 121, 122, 123, 124, 125.

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

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

BOOKKEEPING

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

CORE CURRICULUM

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

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

*if not used to fulfill CORE requirement.

BUSINESS ADMINISTRATION

This certificate prepares students to participate in the world of business by presenting material representative of many different business disciplines. Various options are available to match the interest of the student.

CORE CURRICULUM

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

General Business Option

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

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

Small Business Option

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

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

Financial Planning and Investment Option

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

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

International Business Option

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

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

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

Retail Management Option

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 101 or 110; Business Administration 106, 110, 141, 144, 152, 162, 164; Business Office Technology 110, and either CS/IS 101 or 105.

NOTE: Other than the **CORE** courses, a course may not be used for more than one option on a single certificate. In all options, substitutions for some of the above classes may be made with department approval.

BUSINESS OFFICE TECHNOLOGY

This certificate prepares students with the skills and abilities for a career at both the operational and managerial levels required in today's office.

CORE CURRICULUM

Business Administration 106 (3 units), 110; Business Office Technology 101, 102, 103, 104, 110, and 254 or 265.

Administrative Assistant

Required courses: Core curriculum; Accounting 101, or 105 and 106, or 110; Business Administration 101, 152; Business Office Technology 120 (3 units), or 125 (3 units), 210 (3 units), 256 or 266; Business Office Technology 260 or Computer Science/Information Systems 115, or 105 and 201, or 105 and 208.

Executive Secretary

Required courses: Core curriculum; Accounting 110; Business Administration 152; Business Office Technology 120 (3 units) or 125 (3 units), 130*, 155, 210 (3 units), 256 or 266; Business Office Technology 260 or Computer Science/Information Systems 115, or 105 and 201, or 105 and 208.

*The certificate requires a minimum shorthand speed of 80 words per minute. Business Office Technology 130 is required if student tests lower than 80 words per minute.

Legal Secretary

Required courses: Core curriculum; Business Administration 152; Business Office Technology 120 (3 units) or 125 (3 units), 130*, 162, 165, 210** (3 units), 256 or 266; Business Office Technology 260 or Computer Science/Information Systems 115, or 105 and 201, or 105 and 208.

*The certificate requires a minimum shorthand speed of 80 words per minute. Business Office Technology 130 is required if student tests lower than 80 words per minute.

** Minimum typing speed of 60 words per minute.

Secretary

Required courses: Core curriculum; Business Office Technology 106, 120 (3 units) or 125 (3 units), 130*, 155, 210 (3 units), 256 or 266; Business Office Technology 260 or Computer Science/Information Systems 115, or 105 and 201, or 105 and 208.

*The certificate requires a minimum shorthand speed of 70 words per minute. Business Office Technology 130 is required if student tests lower than 70 words per minute.

General Office

Required courses: Core curriculum; Accounting 110; Business Office Technology 106, 155, 205 (3 units); Business Office Technology 260 or Computer Science/Information Systems 115, or 105 and 201, or 105 and 208.

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

CERAMICS

This certificate is designed for those students wishing to prepare for employment in the commercial ceramic industry as lab technicians. Emphasis in the coursework is on job-related skills such as production forming techniques, glaze formulation and application, patterning and decorating techniques, and kiln loading and firing. The program is also well suited for those desiring to set up their own production studios to work as independent artists.

These courses are required: Art 130, 138, 150, 186, 187, 188, 190, 191, 192; Accounting 110; Chemistry 110 or 143 or Art 195; Photography 101.

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

CERTIFIED TAX PREPARER

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

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

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

CHILD DEVELOPMENT

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

which supports a hierarchy of professional goals and competencies relative to employment and leadership.

Teacher

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

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

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

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

Infant/Toddler Teacher

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

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

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

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

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

School-Age Care Teacher

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

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

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

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

Master Teacher

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

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

Complete one of the following specialties for 6 units:

Music: Child Development 152 and Child Development/Dance 158

Special Needs: Child Development 155 and Sign Language 101

Cultural Diversity: Child Development 156 and Social Science 121

Curriculum: Child Development 151 and 210.

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

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

Site Supervisor

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

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

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

CHOREOGRAPHIC STUDIES AND DANCE TECHNIQUE

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

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

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

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

CLERICAL TRAINEE

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

CORE CURRICULUM

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

ELECTIVE COURSES

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

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

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

COMMUNICATIONS

Required courses: Speech 101, English 101; and one of the following: Speech 100, Speech 103, or Speech 104 for a total of 9 (nine) units.

COMPUTER AIDED MANUFACTURING

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

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

COMPUTER INFORMATION SYSTEMS

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

CORE CURRICULUM

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

Additional Courses

Business Administration 110; Computer Science/Information Systems 102, 115, 116, 120, 130, 135, 137, 139, 140; Internship 150 (Computer Science/Information Systems).

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

COMPUTER NUMERICAL CONTROL TECHNICIAN

This certificate is designed to prepare the student as an industrial Computer Numerical Control Technician, which is an occupation listed under the manufacturing technology curriculum established by the Southern California Aerospace Industry Education Council.

The following courses are required: Computer Science/Information Systems 101; Electronics and Computer Technology 103, 104, 110*, 205; Engineering 102, 107; Machine Technology 101, 110; Materials and Processes 146.

Additionally, students are recommended to have completed basic English communications skills, general mathematics through trigonometry (e.g. Technical Education 142** & 143 or equivalent), general science (e.g. Technical Education 145 or equivalent), and Metallurgy 150 or Metals 150.

*or higher level

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

COMPUTER OPERATOR

(Formerly Computer Operations Technician)

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

CORE CURRICULUM

Business Office Technology 102; Computer Science/Information Systems 101, 172 or 201 and 206 and 208, 190, 191; Electronics and Computer Technology 100, 101, 102, 124, 201, 204

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

COMPUTER PROGRAMMER

(Formerly Computer Programming Technician)

Students completing this certificate will have a basic knowledge of programming. To earn a certificate the student must complete the required CORE courses totaling 22-23 units.

CORE CURRICULUM

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

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

COMPUTER SCIENCE

This program is designed for those students interested in computer science. To earn a certificate, the student must complete the required CORE courses and choose other courses from the additional courses list to total **32 units**.

CORE CURRICULUM

Business Administration 106 (3 units) or English 101; Computer Science/Information Systems 101, 120 or 130, 137 or 139, 190; Physics 105.

Additional Courses:

Business Administration 110; Computer Science/Information Systems 135, 172.; Electronics and Computer Technology 103, 110, 124; Mathematics 111

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

COMPUTER SOFTWARE TECHNICIAN

This program is designed to train students to meet the rapidly growing need for qualified hardware/software technicians, having a blend of hardware and software skills. To earn a certificate, the student must complete the required CORE courses, and choose other courses from the additional courses list to total 32 units.

CORE CURRICULUM

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

Additional Courses:

Business Administration 106 (3 units), 110; Computer Science/Information Systems 110, 120, 130, 135, 137, 139, 191, 201, 206, 208; Electronics and Computer Technology 100, 101, 102, 124, 201, 204

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

COMPUTER SUPPORT TECHNICIAN

(Formerly Microcomputer Software Operator and User Support Technician)

Students completing this certificate will possess a basic knowledge of computer operation and capabilities with the skills to troubleshoot problems or aid in user support. To earn a certificate the student must complete the required courses.

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

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

COSMETOLOGY

Glendale Community College has contracted with a Glendale beauty college for the provision of cosmetology instruction to registered Glendale Community College students. The completion of Cosmetology 111, 112, 113, and 114 provides 1,600 hours of theory and practice required by the State of California Cosmetology Act and by the Board of Cosmetology for licensing as a Cosmetologist. The 1,600 hours may be completed in four semesters; or a combination of three semesters and one ten-week summer session; or a combination of two semesters and two ten-week summer sessions.

These courses are required: Cosmetology 111, 112, 113, 114.

Recommended elective: Cooperative Education 102

CULINARY ARTS

This course of study provides basic and advanced training designed to prepare students for employment in various positions in the food service industry.

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

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

DESKTOP PUBLISHING

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

CORE CURRICULUM

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

Applied Areas

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

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

DESKTOP PUBLISHING TECHNICIAN

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

CORE CURRICULUM

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

Additional Courses:

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

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

DIETARY SERVICE SUPERVISOR

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

A minimum of 4 units must be chosen from the following: Business Administration 144; Business Office Technology 110; Culinary Arts 117, 207; English as a Second Language 133; English 191; Hotel/Restaurant Management 203; Special Projects 150.

DRAFTING/ELECTRO-MECHANICAL DESIGN

This course of study provides basic and advanced training in technical drawing and design with an emphasis on electro-mechanical design. ANSII Y14.5 and other military standards are presented along with computer aided drafting and design (CADAM).

These courses are required: Business Administration 152; Engineering 103, 105, 106, 108, 109; Materials and Processes 146; Physics 110; Technical Education 140, 142*, 143 or Mathematics 141.

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

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

ELECTRO/MECHANICAL FABRICATION TECHNICIAN

Aviation and Transportation 150; Electronics & Computer Technology 110, 113; Engineering 102; Drafting 141; Technical Education 140, 142*.

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

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

ELECTRONICS AND COMPUTER TECHNOLOGY**CORE CURRICULUM**

These courses are required: Computer Science/Information Systems 110, 201; Electronics and Computer Technology 100, 101, 102, 103, 109, 113, 124, 201, 210.

The following specialty courses are required for each individual certificate of completion.

Electronics Engineering Technician

Core Curriculum; Electronics and Computer Technology 202, 223, 224; Engineering 130.

Computer Systems Technician

Core Curriculum; Electronics and Computer Technology 112, 204, 212, 226.

Automation Systems Technician

Core Curriculum; Computer Integrated Manufacturing 101, 102, 201.

RECOMMENDED ELECTIVES

Recommended electives for E.E.T. are: Computer Integrated Manufacturing 101, 102; Electronics and Computer Technology 112, 113, 203, 204, 223, 224; Engineering 100; Materials and Processes 146; Technical Education 145.

Recommended electives for C.S.T. are: Computer Integrated Manufacturing 101; Computer Science/Information Systems 180; Electronics and Computer Technology 113, 202; Engineering 100, 107, 109.

Recommended electives for A.S.T. are: Business Administration 148; Electronics and Computer Technology 113, 202, 203; Engineering 100, 107, 109; Machine Technology 101, 110; Materials and Processes 146.

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

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

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

Electronics Technician—Apprentice

These courses are required: Electronics and Computer Technology 103, 106, 107, 113, 210; Technical Education 142*.

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

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

**ENGINEERING—
(See DRAFTING/ELECTRO-MECHANICAL DESIGN)****ESCROW**

This curriculum is designed for either those students who are preparing to serve as escrow processing specialists or those students who are upgrading their skills in that field.

CORE CURRICULUM

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

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

FASHION DESIGN MERCHANDISING CERTIFICATE

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

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

Elective units from the following list are recommended: Art 130; Cooperative Education 102; Theatre Arts 123.

FIRE TECHNOLOGY

These courses are required (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, 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 150.

* Waived for students completing Biology 120 and Biology 121.

HOTEL/RESTAURANT MANAGEMENT

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

These courses are required: Business Administration 164; Business Office Technology 110; Computer Science/Information Systems 105; Culinary Arts 113, 115, 116; Hotel Restaurant Management 203, 220, 221; Internship 150.

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

INTERNATIONAL BUSINESS SPECIALIST

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

These courses are required: Business Administration 158, 162.

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

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

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

MACHINE AND MANUFACTURING TECHNOLOGY**Machinist Option:**

These courses are required: Computer Aided Manufacturing 210, 230; Machine Technology 101, 102, 103, 104; Metals 150; Technical Education 140, 142*.

The following courses are recommended: Computer Aided Manufacturing 211, 231; Cooperative Education 102; Engineering 102; Machine Technology 112.

Manufacturing Technician Option:

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

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

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

MANAGEMENT

CORE CURRICULUM

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

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

MANUFACTURING ENGINEERING

These courses are required: Business Administration 148; Computer Integrated Manufacturing 101, 102, 201; Computer Science/Information Systems 105; Electronics and Computer Technology 110; Engineering 102, 109; Machine Technology 107*; Metals 150; Quality Control 103; Technical Education 140, 142*.

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

MARKETING

This curriculum is designed for students who plan careers in activities such as marketing, marketing research, public relations, selling, retail selling, retail store management, advertising, and a sole proprietorship.

CORE CURRICULUM

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

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

MARKETING SPECIALIST

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

These courses are required: Business Administration 101, 120, 136 or 158 or 170, 162, 164, 166.

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

MASS COMMUNICATIONS

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

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

CORE CURRICULUM

Business Administration 106 (3 units), 110; Business Office Technology 102, 103, 182, 185 or 101, 190, 254 or 265; Business Office Technology 260 or Computer Science/Information Systems 115, or 105 and 201, or 105 and 208.

OPTIONS

Medical Secretary

The following courses are required: Core curriculum; Business Office Technology 120 or 125 (3 units), 130*, 155, 210 (3 units), 256 or 266.

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

Medical Front Office

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

Medical Transcription

The following courses are required: Core curriculum; Business Office Technology 110, 195, 210 (3 units), 256 or 266.

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

MICROSOFT OFFICE USER SPECIALIST (MOUS)— PREPARATION CERTIFICATES

Glendale Community College offers seven (7) preparation certificate options in Microsoft Office User Specialist (MOUS). Students are awarded MOUS Preparation certificates by applying for a specific option and by completing the required courses for the Core (beginning) and Expert (advanced) Microsoft Office User Specialist programs. GCC Microsoft Office 2000 Preparation certificates are available for Core Word, Excel, Core Access, Core PowerPoint, Expert Word, Expert Excel, Expert Access and Expert PowerPoint.

OPTION 1 (4 Core/1 Expert)

16 Weeks—Core: Business Office Technology 260.

1st 8-Weeks—Core: Business Office Technology 200, and Computer Science/Information Systems 208.

2nd 8-Weeks—Expert: Business Office Technology 266 or 271, Business Office Technology 230, and Computer Science/Information Systems 209.

OPTION 2 (4 Core)

16 Weeks—Core: Business Office Technology 260.

1st 8-Weeks—Core: Business Office Technology 200 and Computer Science/Information Systems 208.

2nd 8-Weeks—Core: Business Office Technology 230 and Computer Science/Information Systems 209.

OPTION 3 (2 Core)

1st 8-Weeks—Core: Choose from one of the following: Business Office Technology 265, 270, 275, or 280; Business Office Technology 200 and Computer Science/Information Systems 208.

2nd 8-Weeks—Core: Choose from one of the following: Choose from one of the following: Business Office Technology 265, 270, 275, or 280; Business Office Technology 230 and Computer Science/Information Systems 209.

OPTION 4 (Word Core & Expert)

1st 8-Weeks—Core: Business Office Technology 200, 265, and Computer Science/Information Systems 208.

2nd 8-Weeks—Expert: Business Office Technology 230, 266, and Computer Science/Information Systems 209.

OPTION 5 (Excel Core & Expert)

1st 8-Weeks—Core: Business Office Technology 200, 270, and Computer Science/Information Systems 208.

2nd 8-Weeks—Expert: Business Office Technology 230, 271, and Computer Science/Information Systems 209.

OPTION 6 (Access Core & Expert)

1st 8-Weeks—Core: Business Office Technology 200, 275, Computer Science/Information Systems 208.

2nd 8-Weeks—Expert: Business Office Technology 230, 276, Computer Science/Information Systems 209.

OPTION 7 (PowerPoint Core & Expert)

1st 8-Weeks—Core: Business Office Technology 200, 280, Computer Science/Information Systems 208.

2nd 8-Weeks—Expert: Business Office Technology 230, 281, Computer Science/Information Systems 209.

MUSIC

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

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

Instrumental and vocal classes (6 units are required, 2 units from each of the following groups):

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

Performing ensembles (4 units are required): Music 141, 144, 145, 146, 147, 148, 152, 159, 231, 232, 233, 234, 235, 236, 237, 240.

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

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

NURSING

The Glendale Community College Department of Nursing is accredited by the California Board of Registered Nursing and the California Board of Vocational Nursing and Psychiatric Technician Examiners. The nursing assistant class (CNA/HHA) is approved by the California Department of Health Services.

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

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

B. Advanced Placement Options (LVN-RN)

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

1. PLAN A—Career Ladder

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

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

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

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.

B. Generic ADN

1. Required prerequisite courses (or their equivalent) include Biology 112, Microbiology; Biology 120, Human Anatomy; Biology 121, Physiology; Psychology 101, General Psychology; and eligibility to enroll in English 101 and Mathematics 145.

2. Coursework required for certificate/licensure includes Biology 112, 120, 121; English 101; Nursing Science 200, 205, 206, 207, 210, 211, 212, 213, 214, 215, 222, 223; Psychology 101; Speech 101.
3. Graduation requirements: Any course or courses satisfying the Humanities (6 units); Multicultural course; American History, American Institutions, and State and Local government requirements; Mathematics proficiency. (Please see Index for graduation requirements).

C. LVN-RN

1. Career Ladder
 - a. Prerequisite requirement: Current licensure as an LVN in the State of California.
 - b. Required prerequisite courses: Same as Generic ADN.
 - c. Coursework required for certificate/licensure includes Biology 112, 120, 121; English 101; Nursing Science 213, 214, 215, 217, and 222; Psychology 101, Speech 101;
 - d. A.S. graduation requirements: Same as Generic ADN.

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

2. 30-Unit Option
 - a. Prerequisite requirement: Current license as an LVN in the State of California.
 - b. Prerequisite courses: Biology 121, Physiology and Biology 112, Microbiology.
 - c. Coursework required for licensure includes Nursing Science 213, 214, 215, 217, and 222.

D. Transfer and challenge opportunities are available by departmental policy. Please consult the Counseling Department or the Department of Nursing for further information.

PHOTOGRAPHY

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

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

PUBLIC RELATIONS CERTIFICATE

Required Courses: English 101; Mass Communications/Journalism 101; and Mass Communications 120.

One of the following: Mass Communications/Journalism 102 or 107.

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

REAL ESTATE

In the Real Estate curriculum, special attention is given to the California license requirements. A salesperson must take the real estate principles course before taking the state salespersons licensing examination and two other courses within 18 months of passing the examination. An applicant for the broker's license must have taken the eight (8) real estate courses required of the Real Estate Certificate before taking the State Broker Examination.

The following courses are required: Real Estate 101, 120, 130, 140, 150, 160.

A minimum of 6 units must be selected from the following list: Accounting 101 (or 105 and 106) or 110; Business Administration 120; Internship 150 (Real Estate); Real Estate 170, 180, 190, 250, 251.

RECREATION LEADERSHIP

These courses are required: Health 102, 104, 110; Physical Education 120 (2 units); Recreation Leadership 109.

A minimum of 13 units must be selected from the following: Administration of Justice 101 or 118; Art 101 or 102 or 112; Biology 121, 122; Music 120, 230 or 231; Psychology 101 or 110; Speech 101.

Recommended electives: Cooperative Education 102; Physical Education 124, 125, 126, and additional courses in basketball, dance, soccer, softball, tennis, and volleyball.

RETAIL MANAGEMENT (See Business Administration)

SMALL BUSINESS SPECIALIST

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

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

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

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

TELEVISION PRODUCTION

The Television Production curriculum is designed to prepare students for a career in the television industry. Typical entry level positions would be Production Assistant or Assistant Editor. The program is also suited for those desiring employment as independent video producers/directors. Three options are presented - Mass Media, Videography, and Corporate Television.

MASS MEDIA OPTION

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

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

VIDEOGRAPHY OPTION

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

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

CORPORATE TELEVISION OPTION

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

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

THEATRE ARTS—GENERAL CERTIFICATE

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

A minimum of 8 units must be selected from the following elective courses: Art 101, 102, 125, 130, 132, 152; English 102, 116, 121, 125, 126; Humanities 117; Dance 101, 134, 140, 141, 145; Speech 101 or 105; Theatre Arts 102, 104, 106, 110, 122, 133, 134, 140.

WEB PUBLISHING SPECIALIST

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

CORE CURRICULUM

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

Additional Courses:

Art 130, 131, 134, 135, 136, 137; Business Administration 162, 166; Computer Science/Information Systems 123, 124; Mass Communications 102, 103, 107.

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

WELDING, OCCUPATIONAL (COMBINATION WELDER)

Occupational welding is a two-year program designed to prepare the student for entry into the welding field as a combination welder, skilled in metallic arc, tungsten inert gas, flux cored wire, metal inert gas welding, plasma arc cutting, oxy-fuel welding, cutting and brasing of common metals. The emphasis will be on obtaining a welding certification at the completion of the required courses.

These courses are required: Engineering 102; Welding 121, 122, 123, 124, 125 (1 unit); Metallurgy 150 or Metals 150.

Elective units from the following list are recommended: Machine Technology 101 or 105; Materials and Processes 146; Mathematics 151*; Technical Education 142*; Welding 125.

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