



GOLDEN WEST COLLEGE

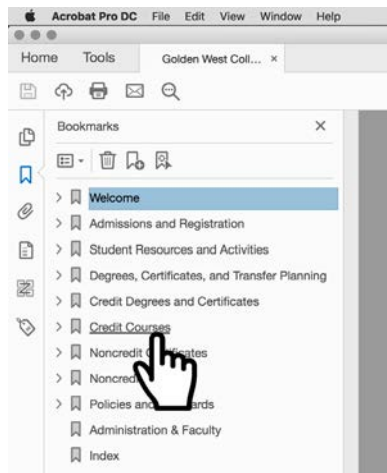
CATALOG

2019 – 2020

Revised November 22, 2019

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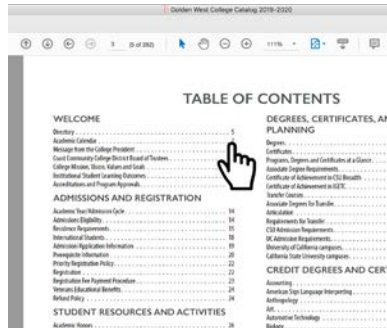
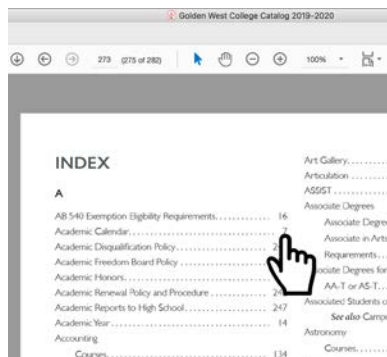


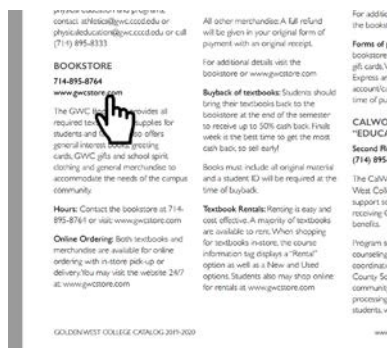
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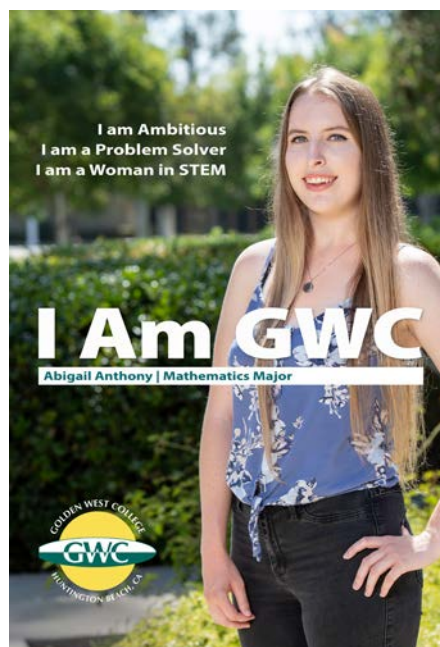
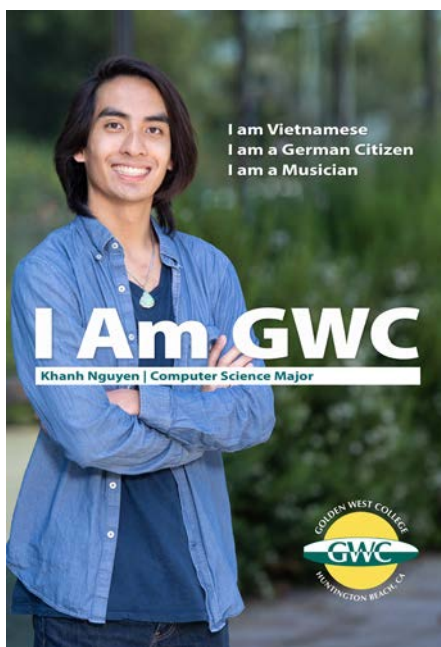
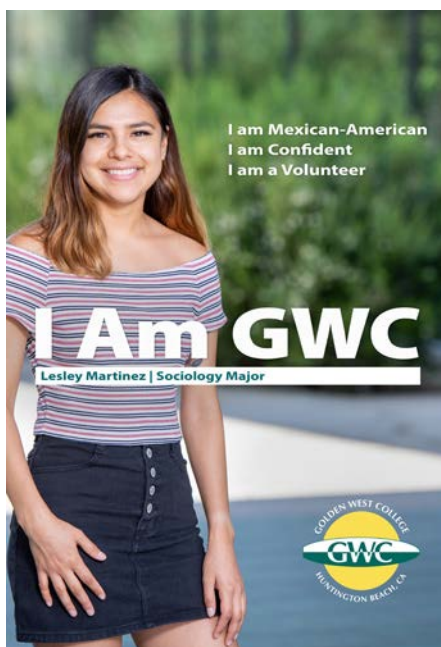
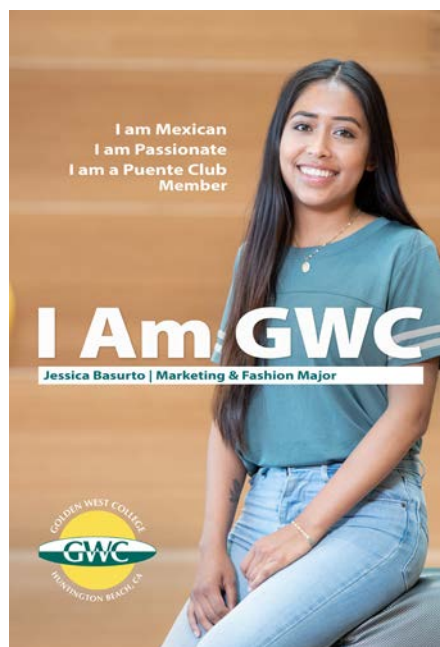
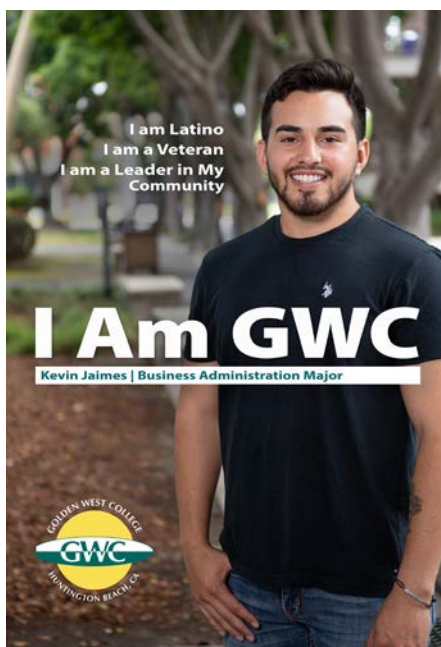
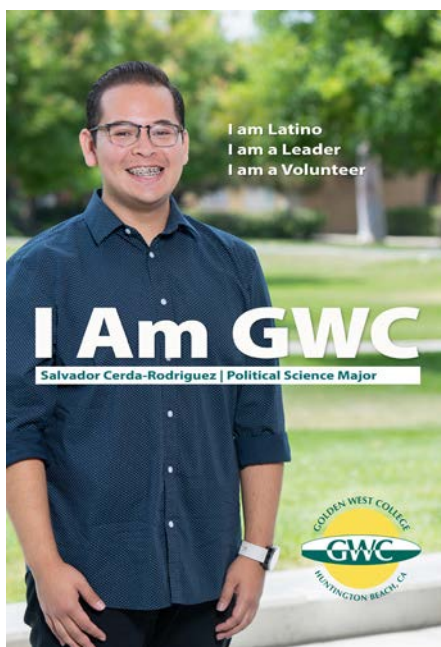
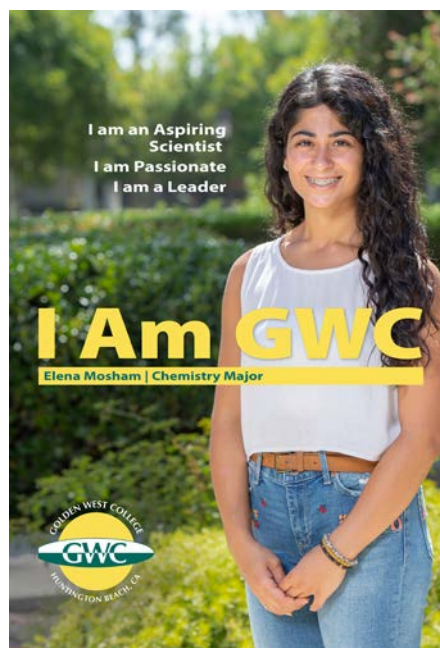
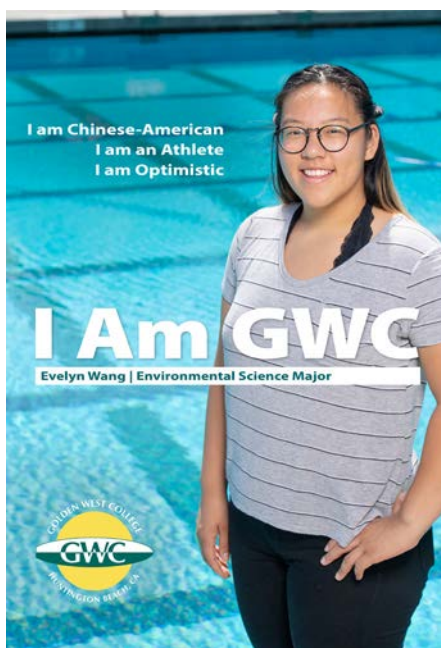
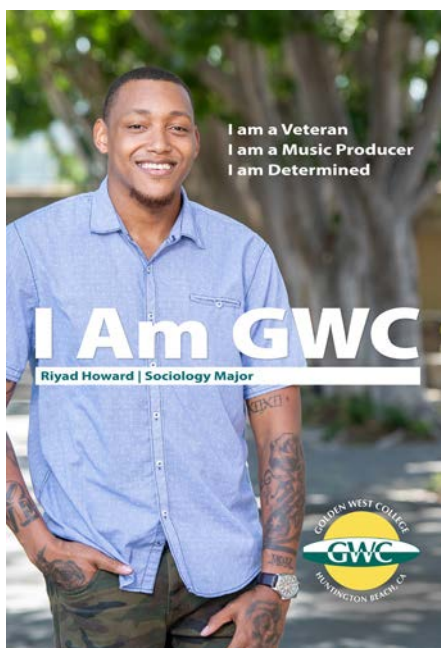
Index.

Clicking any entry in the Index on pages 273 – 279 will take you to the corresponding page.



Web Site URLs and Email Addresses.

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GWC Students and Staff show support for DACA Week — October, 2018

2019 – 2020 CATALOG

Golden West College prohibits discrimination on the basis of gender, race, age, color, religion, national origin, ethnicity, disability, sexual orientation, or any legally protected characteristic in the administration of its educational policies, personnel practices, and college programs. Grievance procedures exist for students, employees, and job applicants. Information regarding formal complaints is on file in the offices of the Chancellor and in the offices of the College President and Vice Presidents. Any questions concerning discrimination may be directed to the Golden West College Dean of Students and Title IX Coordinator at 714-895-8705, Golden West College, 15744 Goldenwest Street, Huntington Beach, CA 92647.

Questions or problems regarding access of students with disabilities to any college program or service should be directed to the Golden West College Dean of Students and Section 504 ADA Coordinator at 714-895-8705, Golden West College, 15744 Goldenwest Street, Huntington Beach, CA 92647.

Golden West College has made every reasonable effort to ensure that the information published in this catalog accurately reflects current legislation, information, policies, and fees. However, these are subject to modification at any time without notice, in order to accommodate changes in the resources or educational plans of the district, or for reasons deemed appropriate by the college president or designee.

Data on Golden West College's programs leading to gainful employment, required to comply with the Higher Education Act of 1965 as amended, can be found on the Golden West College website at www.goldenwestcollege.edu. For catalog updates and addenda, please refer to www.goldenwestcollege.edu/catalog.

Golden West College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, 10 Commercial Boulevard, Suite 204, Novato, CA 94949, 415-506-0234 www.accjc.org, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education.

Be sure to check the online version of the 2019 – 2020 catalog at www.goldenwestcollege.edu/catalog for any corrections to this printed version.

15744 Goldenwest Street, Huntington Beach, CA 92647 • 714-892-7711 • www.goldenwestcollege.edu

Catalog published June 21, 2019

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We Are Here to Help!

Visit the **GWC Answer Center**
in the Student Services Center
or Contact the **Call Center**

714-892-7711

SERVICES, RESOURCES & CONTACTS

LEARN MORE ABOUT:	ADMINISTRATOR/ CONTACT	LOCATION	TELEPHONE
Admissions & Records	Jennifer Ortberg	Student Services Center, 1st Floor	(714) 895-8306
Associated Students	Frank A. Cirioni	Student Services Center, 1st Floor	(714) 895-8261
Athletics	Daniel Johnson	Recreation Education 113	(714) 895-8334
Bookstore	Bookstore Staff	Bookstore Building	(714) 895-8764
Business & Career Education	Christopher Whiteside	Health Science 105	(714) 895-8792
CalWORKS/Re-Entry	Naomi Yoshida-Tan	Student Services Center, 2nd Floor	(714) 895-8111
Campus Life	Frank A. Cirioni	Student Services Center, 1st Floor	(714) 895-8261
CARE Program (single parents)	Natalie Timpson	Student Services Center, 2nd Floor	(714) 895-8952
Career Center	Career Center Staff	Student Services Center, 2nd Floor	(714) 895-8217
Child Care (Infants – 8th grade)			
Child Development Center	Samantha Hour	Boys & Girls Clubs of Huntington Valley	(714) 899-5900 x2
School-age Center (K-8)	Gricel Voigt	Boys & Girls Clubs of Huntington Valley	(714) 899-5900 x1
Clubs/Organizations	Frank A. Cirioni	Student Services Center, 1st Floor	(714) 895-8261
Community Education & Activities	Candy Lundell	Community Education Building	(714) 895-0800
Community Relations Office	Bruce Berman	Administration 126	(714) 895-8315
Counseling	Veronica Ornelas	Student Services Center, 2nd Floor	(714) 895-8799
Disabled Students Programs & Services	Chad Bowman	Student Services Center, 1st Floor	(714) 895-8350
			(714) 895-8721 / TDD
District Office		1370 Adams Ave, Costa Mesa	(714) 435-4600
Emergency – on campus	Jon Arnold	Public Safety Building	(714) 895-8999
EOP/S	Natalie Timpson	Student Services Center, 2nd Floor	(714) 895-8992
Facility Reservations	Michael Carrizo/Facilities	Administration 134	(714) 895-8143
Financial Aid	Adrienne Burton	Student Services Center, 1st Floor	(714) 895-8394
Fiscal Services	Paul Wisner	Student Services Center, 1st Floor	(714) 895-8112
Foundation	Bruce Berman	Administration 126	(714) 895-8315
Graduation	Admissions and Records Staff	Student Services Center, 1st Floor	(714) 895-8138
Grievances	Robyn Brammer	Student Services Center, 2nd Floor	(714) 895-8125
Health Services	Judy Cheng	Nursing & Health Services Building	(714) 895-8379
Help Desk	(MyGWC Assistance)	www.goldenwestcollege.edu/helpdesk	(714) 895-8306

LEARN MORE ABOUT:	ADMINISTRATOR/ CONTACT	LOCATION	TELEPHONE
Human Resources	Danielle Heinbuch	Humanities 103	(714) 895-8970
Intercultural Programs	Melissa Lyon	Student Services Center, 1st Floor	(714) 895-8705
International Students	Melissa Lyon	Student Services Center, 1st Floor	(714) 895-8705
Learning Disabilities	Chad Bowman	Student Services Center, 1st Floor	(714) 895-8350
			(714) 895-8721 /TDD
Library	Library Staff	Learning Resource Center	(714) 895-8741
Lost & Found	Public Safety Staff	Public Safety Building	(714) 895-8924
Nursing Admissions	Nursing Staff	Nursing & Health Services Building	(714) 895-8285
Online Instruction	Help Desk	Learning Resource Center Annex	(714) 895-8389
Outreach	Ben Olague	Criminal Justice 108	(714) 895-8144
Parking	Public Safety Staff	Public Safety Building	(714) 895-8924
Photo ID	Admissions and Records Staff	Student Services Center, 1st Floor	(714) 895-8306
Psychological Services	Judy Cheng	Nursing & Health Services Building	(714) 895-8379
Public Relations & Marketing	Pamela Brashear	Learning Resource Center Annex	(714) 892-7711
Public Safety	Jon Arnold	Public Safety Building	(714) 895-8183
Registration	Admissions and Records Staff	Student Services Center, 1st Floor	(714) 895-8306
Residency	Admissions and Records Staff	Student Services Center, 1st Floor	(714) 895-8197
Scholarships	Valerie Venegas	Health Science Building 130	(714) 892-7711 x55117
Security	Public Safety Staff	Public Safety Building	(714) 895-8183
Student Computer Center	Staff	Learning Resource Center	(714) 895-8904
Study Abroad	Melissa Lyon	Student Services Center, 1st Floor	(714) 895-8264
Swap Meet	Swap Meet Staff	Community Education Building	(714) 895-0888
Transcripts	Admissions and Records Staff	Student Services Center, 1st Floor	(714) 895-8151
Transfer Center	Thao Tran	Student Services Center, 2nd Floor	(714) 895-8794
Tutorial and Learning Center	Christina Oja	Learning Resource Center	(714) 895-8904
Veterans Affairs	Admissions and Records Staff	Student Services Center, 1st Floor	(714) 895-8140
Veteran's Resource Center	Susana Castellanos-Gaona	Student Services Center, 1st Floor	(714) 895-8705
Writing/Reading Center	David Hudson	Learning Resource Center	(714) 895-8772

GOLDEN WEST COLLEGE DIVISIONS/DEPARTMENTS

LEARN MORE ABOUT:	ADMINISTRATOR / CONTACT	LOCATION	TELEPHONE
Arts & Letters	Dean Dr. David Hudson	Fine Arts 106A	(714) 895-8772
Athletics	Acting Athletic Director Daniel Johnson	Recreation Education 113	(714) 895-8334
Business & Career Education	Dean Christopher Whiteside	Health Science 105	(714) 895-8792
Counseling	Dean Dr. Robyn Brammer	Student Services Center, 2nd Floor	(714) 895-8125
Criminal Justice	Dean Ron Lowenberg	Criminal Justice 116	(714) 895-8369
Enrollment Services	Dean Christina Ryan Rodriguez	Student Services Center, 1st Floor	(714) 895-8128
Library	Dean Carla Martinez	Learning Resource Center	(714) 895-8705
Math & Science	Interim Dean Rick Hicks	Technology 115	(714) 895-8990
School of Nursing	Vacant	NHS 140	(714) 895-8946
Social Sciences, Kinesiology & Learning Resources	Dean Dr. Alex Miranda	Learning Resource Center	(714) 895-8384

ADMINISTRATION

TITLE	ADMINISTRATOR	LOCATION	TELEPHONE
Golden West College President	Tim McGrath	Building 26, Rm 116	(714) 895-8101
Vice President, Administrative Services	Janet Houlihan	Building 26, Rm 116	(714) 895-8240
Acting Vice President, Instruction	Albert Gasparian	Building 26, Rm 116	(714) 895-8155
Vice President, Student Services	Dr. Claudia Lee	Student Services Center 2502	(714) 895-8130

ACADEMIC CALENDAR

FALL SEMESTER 2019

August 5	Early Start (Special Programs-Cosmetology 1st session) Classes Begin
August 25	Residency Determination Date
August 26	Regular Classes Begin (16-Week and 8-Week Classes)
September 2	Labor Day (Campus Closed)
October 7	2nd Cosmetology Classes Begin
October 21	Second 8-Week Classes Begin
November 11	Holiday -Veterans Day (Campus Closed)
November 15	Filing Deadline for Fall Graduation
November 28 – December 1	Thanksgiving Break (Campus Closed)
December 14	Last Day of Fall Semester
December 19 – January 1	Winter Break (Campus Closed)

INTERSESSION 2020

January 2	First Day of Instruction
January 20	Martin Luther King Day (Campus Closed)
January 24	Last Day of Intercession

SPRING SEMESTER 2020

January 7	Early Start (Special Programs) Classes Begin
January 26	Residency Determination Date
January 27	Regular Classes Begin (16 and 8-Week Classes)
February 14	Lincoln's Day (Campus Closed)
February 17	Washington's Day (Campus Closed)
March 25 – March 29	Spring Recess (Campus Closed)
March 30	Second Eight-Week Classes Begin
April 15	Filing Deadline for Spring Graduation
May 5	Scholarships and Awards Night
May 21	Commencement
May 23	Last Day of Spring Semester
May 25	Memorial Day (Campus Closed)

All dates and hours of operation are subject to change without notice.

Deadlines for refunds, fee cancellations, registration, and withdrawals are different for each course.

For specific course deadlines, please refer to one of the following:

Student Class Program/Web Schedule Bill (Available via MyGWC)

Academic Calendar – Available online at www.goldenwestcollege.edu/academic-calendar

If a holiday falls on Friday, Saturday and Sunday classes will not meet. If a holiday falls on Monday, Saturday and Sunday classes will meet. Final examinations are held during regular class meeting times during the last week of the semester.

CLASS CANCELLATION

College reserves the right to cancel classes. All classes offered are based upon sufficient enrollment to economically warrant them. Classes may be cancelled as a result of low enrollment, State legislation, and financial considerations. When classes are cancelled due to low enrollment, every attempt will be made to help students adjust their academic schedules.

PRESIDENT'S WELCOME



Tim McGrath

Welcome to Golden West College! For over 50 years, Golden West College has proudly served our community by welcoming and celebrating a diverse student body and staff. GWC is a qualifying Hispanic Serving Institution (HSI) and an Asian American Native American and Pacific Islander Serving Institution (AANAPISI). Our Center for Global and Cultural Programs offers activities and events to celebrate and bring awareness to a wide variety of customs and interests.

Whether your goal is to transfer to a four-year institution, earn a degree or certificate, enter the workforce, or build upon your existing skills, GWC has you covered! We have a variety of high quality degree and certificate programs from which to choose and dedicated student service professionals ready to help you meet your educational goals. Please visit our beautiful new Student Services Building at the center of campus where you can enroll in classes, meet with a guidance counselor, apply for financial aid, and learn about the various ways you can get involved in campus life.

GWC assistance extends beyond student services, as our Learning Resource Center offers computer labs where you can do your class work on campus, the Tutoring Center to help you excel in your classes, and library services to support your research needs.

Finally, you can use this catalog as your guide. It is more than a mere list of classes. The classes, degrees, and programs we offer have been carefully developed to articulate to CSU and UC and to prepare you to be a productive member of our community. This catalog will help you establish the path you will take to achieve your goals.

A blue ink handwritten signature, appearing to read 'Tim McGrath', written in a cursive style.

Tim McGrath
President, Golden West College

COAST COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

David A. Grant; Mary L. Hornbuckle; Jim Moreno
Jerry Patterson; Lorraine Prinsky, Ph.D.; Student Trustee

CHANCELLOR

John Weispfenning, Ph.D.

COLLEGE MISSION STATEMENT

Golden West College provides an intellectually and culturally stimulating learning environment for its diverse student population. The College provides enriching and innovative programs that help students: transfer to four-year institutions, earn associate degrees, complete certificates in career and technical education, advance their careers, and demonstrate college readiness. The College is committed to continuous assessment and improvement of student learning and institutional effectiveness.

COLLEGE VISION STATEMENT

GWC welcomes you. Be inspired. Be empowered.
Be transformed.

COLLEGE VALUES

Our values are the ideals that guide us in our commitment to student learning and to the vitality of our community.

- Welcoming Campus Environment
- Access, Equity, and Inclusiveness
- Excellence in Teaching and Learning
- Innovation and Technology
- Leadership Guided by Collaboration
- Stewardship and Sustainability

COLLEGE GOALS

STUDENT SUCCESS

Golden West College seeks to increase completion of educational and career goals by providing excellence in teaching and support services.

EQUITABLE ACHIEVEMENT

Golden West College seeks to close any identifiable student achievement gap while promoting and recognizing the diversity and contribution of all individuals.

LEARNING ENVIRONMENTS

Golden West College seeks to provide a safe, welcoming, and supportive environment to benefit students, faculty, staff, and the community.

COMMUNICATION

Golden West College seeks to improve communication to inform and engage the college community.

ENGAGEMENT

Golden West College seeks to increase active participation from students, faculty, staff, and community in college governance and leadership.

RESOURCE OPTIMIZATION

Golden West College optimizes financial resources, facilities and technology to enhance student learning and success.

GOLDEN WEST COLLEGE INSTITUTIONAL STUDENT LEARNING OUTCOMES

1. **Specialized Subject Knowledge (Majors)** – Demonstrate a depth of knowledge, skills, and abilities in a particular major.
2. **Broad Knowledge** – Demonstrate an understanding of the diverse perspectives, core concepts, and methods in the sciences, humanities, and arts.
3. **Analytic Skills** – Identify, evaluate, and apply logical and ethical reasoning to solve problems.
4. **Information Competency Skills** – Determine the scope of information needs; locate and retrieve relevant information; organize, analyze, and evaluate information; and understand the ethical and legal issues surrounding information and information technology.
5. **Quantitative Skills** – Convert information into relevant symbolic and mathematical forms (e.g. equations, graphs, diagrams, tables), provide accurate explanations of information presented in mathematical forms, and successfully perform calculations and symbolic operations.
6. **Oral and Written Communication Skills** – Produce clear and well-organized communication appropriate to the intended audience, context, and goal of the communication.
7. **Applied Learning** – Demonstrate how theories and practices learned in academic settings can be ethically applied and integrated into personal and professional pursuits.
8. **Lifelong Learning** – Demonstrate life-long learning strategies that are based on on-going self-assessment, education, appreciation of diverse perspectives, and acceptance of personal responsibility.



GOLDEN WEST COLLEGE IS ACCREDITED BY THE FOLLOWING AGENCIES:

Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges

10 Commercial Boulevard, Suite 204
Novato, CA 94949
(415) 506-0234
www.accjc.org

California Board of Registered Nursing

1747 North Market Blvd., Suite 150
Sacramento, CA 95834-1924
P.O. Box 944210
Sacramento, CA 94244-2100
(916) 322-3350
www.rn.ca.gov

Accreditation Commission for Education in Nursing

3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326
(404) 975-5000
www.acenursing.org

California Board of Barbering and Cosmetology

2420 Del Paso Road, Suite 100
Sacramento, CA 95834
P.O. Box 944226
Sacramento, CA 95834
(800) 952-5210
www.barbercosmo.ca.gov

ASE Education Foundation

1503 Edwards Ferry Rd., NE, Suite 401
Leesburg, VA 20176
(703) 669-6650
<https://aseeducationfoundation.org/>
info@ASEeducationFoundation.org

GOLDEN WEST COLLEGE OFFERS PROGRAMS WHICH ARE APPROVED BY:

California Board of Registered Nursing,
Continuing Education Provider

California Board of Barbering and Cosmetology

Approved as Certified Course Presenter by the
Commission on Peace Officers Standards and
Training (P.O.S.T.)

National Automotive Technicians Education
Foundation (NAFTEF) for Automotive Service
Excellence (ASE) Certification Training



GWC Campus Life hosts Club Expo during both Fall and Spring Semesters.



ADMISSIONS AND REGISTRATION



ACADEMIC YEAR 2019–2020

The academic year is divided into four sessions: fall semester; extending from August through December; Intersession, if available, the month of January; spring semester, from February through May; and summer session, from approximately June through mid-August.

Courses offered during these sessions are similar in scope and maintain equivalent standards. Students may enroll concurrently at Golden West College, Orange Coast College, and Coastline Community College, in both day and evening classes as well as online classes. Coordination of programs by these sister institutions provides a broad range of complementary offerings. On-campus classes are taught anywhere from 7 a.m. to 11 p.m., Monday through Friday. Some Saturday classes may be offered on a limited basis.

ADMISSION APPLICATION

Application for admission is available online at goldenwestcollege.edu. Questions regarding admission procedures will be handled by staff in the Answer Center, the Call Center, as well as staff in Admissions & Records, all located in the Student Services Center.

OPEN ENROLLMENT POLICY

It is the policy of the Coast Community College District that, unless specifically exempted by statute, every course section or class, the attendance of which is to be reported for state aid, wherever offered and maintained by the District, shall be fully open to enrollment and participation by any person who has been admitted to the college(s) and who meets such prerequisites as established pursuant to Section 58106 of Title 5 of the California Administrative Code.

NONCREDIT PROGRAM

ADMISSION

For information about our noncredit programs and courses, please contact: (714) 895-8955 or adulthoodeducation@gwc.cccd.edu

ADMISSIONS ELIGIBILITY

Anyone 18 years of age or older and who can profit from instruction qualifies for admission. If under age 18, you will qualify for admission if you have satisfied one of these:

1. Graduated from high school
2. Hold Certificate of Proficiency or a G.E.D. from the State of California
3. Enrollment in 9th through 12th grade and recommendation for advanced academic or vocational college level study

In accordance with California Education Code Sections 76001 or 76001.5, 9th through 12th grade students may be eligible to enroll in courses at Golden West College for advanced-level study in instructional or vocational areas not available at their school. The school and the college will determine who may enroll based on their judgment of the applicant's ability to profit from instruction. The college has the right and responsibility to restrict enrollment for reasons of health and safety, appropriateness of the course, preparedness of the student, college policy, state law and space availability. Note: In accordance with SB338, enrollment in physical education courses have been restricted or excluded.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Under this Act, students attending an institution of higher learning become an adult when it comes to their educational records at that institution. It is the policy of the Coast Community

College District, in accordance with FERPA, to not release/discuss a student's records without the signed release from the student authorizing the release of that information to anyone except the student.

Important Information for 9th through 12th Grade Students (College Credit Courses for High School Students: Dual & Concurrent Enrollment)

At Golden West College, we are dedicated to helping high school students throughout our district achieve college and career readiness. In partnership with local high schools, we are striving to support students' needs by offering multiple ways students can earn college credit in order to:

- Develop seamless pathways from high school to community college for Career & Technical Education programs;
- Increase students' preparation to transfer to four-year colleges and universities starting in high school;
- Support high school graduation rates by offering students opportunities to enroll in college prep courses.

For more information on Dual and Concurrent Enrollment, visit our college website: goldenwestcollege.edu/dualenrollment/

High School Students enrolled in college credit classes should be aware that:

- All Golden West College courses are college level courses
- High School Students cannot displace a college level student
- High School Students are not allowed on waitlists
- If the student is home-schooled, he/she must provide verification that the home-school program is

recognized and approved by the county department of education and provide verification that the student is able to succeed in college level classes. A Private School Affidavit should accompany the Special Part-Time High School Release Form or the Dual Enrollment Release form found at: goldenwestcollege.edu/enrollment-center/dual-concurrent-enrollment/

Students enrolled in 9th through 12th grade may enroll in courses at Golden West College if they meet the following criteria:

- The student must be at least a minimum day student at his/her school (not required for summer class registration)
- The course(s) requested is an advanced academic or vocational experience and not available at the student's regular school (PE courses are restricted in accordance with SB338)
- The student meets the prerequisite for the course requested
- The student has the permission of his/her parent and have completed the Parent Consent Form.
- The student has the permission of his/her high school principal or designee with a recommendation of the specific course or courses to be taken and have completed the Dual Enrollment Release Form or Special Part-Time High School Release Form: goldenwestcollege.edu/dualenrollment/forms/.

The college has the right and responsibility to restrict enrollment for reasons of health and safety, appropriateness of the course, preparedness of the student, college policy, state law and space availability. Application procedures are available on the Golden West College website.

RESIDENCE REQUIREMENTS

California Residence

Generally, California residence is established by one of the following:

1. If the applicant is under the age of 18, his or her parents must have had legal residence in California for a minimum of 12 consecutive months preceding the day before the first day of the semester or summer session.
2. If the applicant is 18 but not yet 19 years of age, the applicant and the applicant's parents or legal guardian must have residence in California for a minimum of 12 consecutive months preceding the day before the first day of the semester or summer session.
3. If the applicant is 19 years of age or older, the applicant must have had legal residence in California for a minimum of 12 consecutive months preceding the day before the first day of the semester.
4. Alien students holding visas which do not preclude them from establishing residency in California must have legal residence in California for a minimum of 12 consecutive months preceding the day before the first day of the semester.

*Residency Exemption—Nonresident

Tuition Exemptions for Refugees, Special Immigrant Visa holders, and Others.

In 2017, the California Legislature also enacted Assembly Bill 343, which establishes a new exemption from nonresident tuition for refugees with special immigrant visas (SIVs) who have fled Afghanistan, Iraq, Syria or other countries. Please contact the Residency Specialist at gwcresidency@gwc.cccd.edu for more information.

Effective January 1, 2018, Education Code section 68075.6 grants an exemption to nonresident tuition for:

1. Iraqi citizens or nationals (and their spouses and children) who were employed by or on behalf of the United States Government in Iraq, and who meet certain criteria (Ed. Code, § 68075.6, subd. (b)(1); Public Law 110-181, § 1244);
2. Translators (and their spouses and children) who worked directly with the United States Armed Forces, and who meet certain criteria (Ed. Code, § 68075.6; Public Law 109-163, § 1059); and
3. Refugees (Ed. Code, § 68075.6, subd. (b)(1), 8 U.S.C. § 1157).

These exemptions only apply to those who settled in California upon entering the United States. (Ed. Code, § 68075.6, subd. (b)(1).) Students who settled elsewhere in the United States, and then moved to California would not be eligible for this exemption and would be required to either establish residency or pay nonresident tuition. Under Education Code section 68122, T and U visa holders are also exempt from nonresident tuition by extension of Assembly Bill 343.

Assembly Bill 343 also states that the exemption for a student is only available for the maximum time it would take for the student to establish residency. (Ed. Code, § 68075.6, subd. (b)(1).) That time, and therefore any nonresident tuition exemption, will expire one year from the date the student settled in California upon entering the United States. (Ed. Code, § 68017.) Upon expiration of the nonresident tuition exemption, the student will either have established residency in California, or will have an intention to reside elsewhere, and be subject to nonresident tuition.

It is the responsibility of all students to maintain an accurate address on file with the Admissions & Records Office.

NONRESIDENT STUDENTS

The following conditions are applicable regarding nonresident fees:

1. Students who are not residents of California as of the day immediately preceding the first day of the semester or summer session will be required to pay nonresident tuition and capital outlay fees.
2. A student who is a member of the Armed Forces of the United States stationed in this, except a member of the Armed Forces assigned for educational purposes to a state-supported institution of higher education, is entitled to resident classification only for the purpose of determining the amount of tuition and fees.
3. Dependents of Service members are granted a one-year exemption from paying the nonresident tuition fee. The one-year period begins on the date the dependent enters California. After the exemption period has ended, dependents will be charged nonresident tuition and capital outlay fees unless they have met the residency intent and durational requirements for a one-year period prior to the residency determination date.
4. Veteran military personnel that were stationed in California for more than one year prior to separation qualify for the non-resident college fee waiver for one year within two years commencing immediately after discharge.
5. Minors (under 18 years of age and not married) will be required to pay the nonresident tuition and capital outlay fees if their parents or legal guardians reside outside

the state even though such minors may have lived in California for one year or more.

6. Students who are financially dependent on their parents or legal guardians will be required to pay nonresident tuition capital outlay fees if their parents or legal guardians reside outside the state even though such students may have lived in California for one year or more.
7. Alien students holding visas which preclude them from establishing residency in California may be restricted in their enrollment at Golden West College and will have to pay nonresident tuition capital outlay fees.
8. AB 540 Exemption Eligibility Requirements Senate Bill 68 established a complex scheme for determining eligibility for the AB 540 exemption. Under Senate Bill 68, a student is exempt from paying nonresident tuition at the California Community Colleges if the student meets all of the following four requirements, as applicable:
 - a. **Attendance at California schools.**
This requirement may be met in either of the following two ways:
 - I. Total attendance (or attainment of credits earned) in California equivalent to three or more years of full-time attendance at California high schools, California high schools established by the State Board of Education, California adult schools (established by a county office of education, a unified school district or high school district, or the Department of Corrections and Rehabilitation), campuses of the California Community Colleges, or a combination of these; or

- II. Three or more years of full-time California high school coursework, and a total of three or more years of attendance in California elementary schools, California secondary schools, or a combination of California elementary and secondary schools (Ed. Code, § 68130.5, subd. (a)(1).) Full-time attendance at a California community college means either 12 units of credit per semester (or quarter equivalent per year) or a minimum of 420 class hours per year (or semester or quarter equivalent per year) in non-credit courses authorized by Education Code section 84757. Attendance in credit courses at a California community college counted towards this requirement shall not exceed a total of two years of full-time attendance. (Ed. Code, § 68130.5, subds. (a)(1)(C)(i), (a)(1)(C)(ii).) Full-time attendance at a California adult school means a minimum of 420 class hours of attendance for each school year in classes or courses authorized by Education Code section 41976, or Penal Codes sections 2053 or 2054.2. (Ed. Code, §68130.5, subd. (a)(1)(C)(i).)

- b. **Completion of a course of study.**
This requirement may be met in any of the following ways:
 - I. Graduation from a California high school or equivalent.
 - II. Attainment of an associate degree from a California community college.
 - III. Fulfillment of the minimum transfer requirements established for the University of California or the California State University for students transferring from a California

community college. (Ed. Code, § 68130.5, subd. (a)(2).)

- c. **Registration.** Requires registration as an entering student at, or current enrollment at, an accredited institution of higher education in California. (Ed. Code, §68130.5, subd. (a)(3).)
- d. **Affidavit of student without lawful immigration status.** Students without lawful immigration status must file an affidavit with their college or university stating that the student has either filed an application to legalize his or her immigration status, or will file an application as soon as he or she is eligible to do so. (Ed. Code, § 68130.5, subd. (a)(4).)

Under Senate Bill 68, a “nonimmigrant alien” within the meaning 8 U.S.C. § 1101(a) (15) is not entitled to claim the exemption. These provisions identify a number of categories of visitors to the United States who have a form of temporary lawful status, but do not intend to establish residency.

California General Educational Development (GED), High School Equivalency Test (HiSET), Test Assessing Secondary Completion (TASC), and California High School Proficiency Examination (CHSPE). See General Counsel Legal Opinions 05-09 and 06-02.

The California Dream Act (Assembly Bills 130 and 131) were signed into law in 2011. Together these bills compose the California Dream Act and give AB 540 / AB 2000 students the right to apply for state financial aid, including Cal Grant A & B Entitlement awards, Cal Grant C awards, institutional grants and community college fee waivers.

9. In accordance with SB 141, Golden West College will exempt from nonresident tuition, a nonresident student who is a U.S. citizen and who resides in a foreign country, if that student meets all of requirements of the bill. Contact the Residency Specialist for a list of requirements: gwcresidency@gwc.cccd.edu or (714) 895-8306.

10. **Non-Resident Tuition Exemption:** In accordance with AB669, a student who currently resides in California and is 19 years of age or under at the time of enrollment, who is currently a dependent or ward of the state through California’s child welfare system, or was served by California’s child welfare system and is no longer being served either due to emancipation or aging out of the system, may be entitled to resident classification until he or she has resided in the state the minimum time necessary to become a resident.

Non-Resident Tuition in addition to the per unit cost: \$265.00 per unit + \$11.00 per unit Non-Resident Capital Outlay. Students who are not California residents as defined by the Education Code are required to pay the nonresident tuition fee in addition to the fees described above. Please note that it is the student’s responsibility to prove that he/she is a California resident.

Veterans Access, Choice and Accountability Act (VACA)

Effective July 1, 2015, California Education Code (68075.5(c)) allows California Community Colleges to grant full exemption from the nonresident fee for all students verified to be “covered individuals” per the below criteria and that qualify to use Montgomery GI Bill-Active Duty or Post-9/11 GI Bill education benefits (Chapters 30 and 33, respectively, of

Title 38, U.S. Code) while living in California.

Covered Individuals:

1. A Veteran who lives in the state in which the institution of higher learning is located (regardless of his/her formal state of residence) and enrolls in the school within three years of discharge from a period of active duty service of 90 days or more.
2. Individuals eligible for rehabilitation under 38 U.S. Code § 3102 pursuing a course of education with education assistance from the Training and Rehabilitation for Veterans with Service-Connected Disabilities (Chapter 31) education benefits program.
3. A spouse or child entitled to transferred education benefits who lives in the state in which the institution of higher learning is located (regardless of his/her formal state of residence) and enrolls in the school within 3 years of the transferor’s discharge from a period of active-duty service of 90 days or more.
4. A spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (provides Post-9/11 GI Bill benefits to the children and surviving and surviving spouses of service members who died in the line of duty while on active duty) who lives in the state in which the institution of higher learning is located (regardless of his/her formal state of residence) and enrolls in the school within three years of the service member’s death in the line of duty following a period of active-duty service of 90 days or more.
5. After expiration of the three year period following discharge or death as described in 38 U.S.C. 3679(c), a

student who initially qualifies under the applicable requirements above will maintain "covered individual" status as long as he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters or terms) at the institution, even if they enroll in multiple programs and shall continue to be exempt from paying nonresident tuition and other fees as described in the updated fee policy described below.

How Do I Obtain The VACA Act Tuition Fee Waiver?

The VACA Act Tuition Fee Waiver form is available online: goldenwestcollege.edu/admissions/vet-students/benefit-info/.

Incorrect Classification

A student incorrectly classified as a California Resident is subject to reclassification as a nonresident and payment of nonresident fees. If incorrect classification results from false or misleading statements, the student will be responsible for any fees associated with the incorrect classification. For evaluation of residency status, students must complete the Statement of Residence form and submit appropriate documentation as proof of California Residence (Sections 54012 and 54024 of AP 5015 Residence Classification) through the third week of the semester. The initial residency classification will be made at the time the student applies for admission. Students may file residency questionnaire forms through the third week of the semester to request a review of their residency status. Final residency determination is made by the Admissions & Records Office, located in the Student Services Center.

Reclassification

Reclassification to resident status must be requested by the student. The appropriate Statement of Residence

form along with the required proofs that establish both physical presence (minimum requirement of 12 consecutive months prior to the residency determination date) and intent to make California their permanent home must be submitted to the Admissions & Records prior to the term in which the student wishes to establish residency. Although a minimum of two proofs are required for residency reclassification consideration, the burden of proof remains in the hands of the requester. Therefore, the Admissions & Records reserves the right to request additional documentation in its efforts to determine California Residency for tuition purposes. For additional information, contact a Residency Specialist in the Admissions & Records Office in the Student Services Center, gwcresidency@gwc.cccd.edu or (714) 895-8306.

International Students on Student (F-1) Visas

Golden West College values diversity and encourages international students to seek admission. The college is authorized under federal law to enroll nonimmigrant alien students (Code of Federal Regulations 8CFR 214.3(k) and Section 101(a)(15)(F)). Golden West College provides a full service International Student Program (ISP) which works closely with international students throughout their studies. The ISP is dedicated to serving and supporting prospective, new, and continuing international students at GWC. Services for international students include specialized orientation, academic counseling, expert regulatory guidance, housing referral services, and customized student programming. Golden West College admits international students for the Fall, Spring, and Summer terms. All application materials must be submitted by the following deadlines*:

Summer April 25

Fall July 15

Spring December 10

*Applicants outside the U.S. are strongly advised to apply three to four months ahead of the above deadlines to allow sufficient time for visa application and processing. Please check the ISP website for extended deadlines which apply to in-country transfer students. The above deadlines are subject to change based on course availability.

Admission/Enrollment requirements are specified below. All documentation should be submitted directly to the International Student Program office at Golden West College:

1. International applicants to Golden West College must be high school graduates, be pursuing the final semester of high school or equivalent, or be 18 years of age or older prior to the start of the term of application. (Applicants who have completed high school, but who are under age 18 must submit proof of legal guardianship in the U.S.)
2. A signed, original International Student Application must be submitted along with a \$55 Application Fee.
3. All applicants must provide evidence of sufficient financial resources to meet all expenses during their period of attendance at Golden West College.
4. International students must have sufficient knowledge of English to benefit from instruction at the college level. Therefore, all applicants whose native language is not English are required to produce a minimum TOEFL score of 61 (Internet-based test); or the equivalent on an accepted alternate standardized test of English proficiency; or demonstrate

equivalency with prior coursework (original transcripts required); or obtain a qualifying score on the Golden West College placement test. See the International Student Program website for a full list of options for English demonstration.

5. Arrangements should be made to have official transcripts of all high school, college and ESL coursework sent directly to the International Student Program. All university coursework (from within the U.S. and abroad) is required.
6. Students transferring from another U.S. college, language program, or high school must notify their current Designated School Official (DSO) of their intent to transfer. The transfer process and SEVIS record release must be completed prior to the semester start date. Copies of the I-20, visa and passport pages must be submitted at the time of application.
7. International students are required to enroll in a minimum of 12 units each semester and pay international student (nonresident and capital outlay) fees. All fees are due at the time of registration.
8. All international students are required to purchase the college designated international student health insurance plan prior to registration. Private insurance is not accepted.
9. All international students are required by law to report a change of address to the school within 10 days of moving.
10. Completion of the International Student Orientation prior to the semester start date is mandatory.

For more information, visit the International Student Program office located within the Center for Global and Cultural Programs on the 1st floor of the Student Center; or contact:

Golden West College
International Student Program
15744 Goldenwest Street
Huntington Beach, CA 92647-3103

Phone: (714) 895-8146
Fax: (714) 895-8973

Email: isp@gwc.cccd.edu

Web: goldenwestcollege.edu/isp

Students Holding Visas Other Than Student (F-1) Visas

Aliens holding valid visas that are otherwise eligible for admission may enroll in classes provided they are proficient in English and their visas do not expire before the end of the term for which they are enrolling. Contact the Residency Specialist in Admissions & Records for information concerning specific enrollment restrictions.

An alien who is precluded from establishing domicile in the United States shall not be classified as a resident unless and until he or she has been granted a change in status by the U.S. Citizenship and Immigration Services (USCIS) to a classification which permits establishing domicile and has met all other applicable residency requirements. Aliens considered to be nonresidents are required to pay the nonresident tuition charge, and are not eligible for tuition exemption (Education Code 68130.5).

International Part-Time Concurrent Enrollment

If you are currently in the U.S. attending another school on an F-1, J-1 or M-1 visa, you may be able to take one or two classes at Golden West College as a concurrent student. You must submit the following documents to request concurrent enrollment at Golden West College:

1. Complete the online application at goldenwestcollege.edu/enrollment-center/application/

2. A copy of your current I-20 valid until the end of the term in which you are enrolling in.*
3. A letter from the DSO at your current school authorizing you to take the specific Golden West course(s). **Please wait until you receive your GWC student ID number before sending items 2 and 3.

We do not accept photographs of documents; documents may be scanned and emailed or submitted in person in Admissions & Records. You will need to submit a new letter for each term of intended enrollment.

ADMISSIONS INFORMATION

Application

New and returning students who have been absent for two or more semesters must submit a new application. You may submit an application online at: goldenwestcollege.edu. Check the college website for application filing periods. Students are strongly encouraged to apply early in the application filing period in order to have time to complete all the requirements to be eligible for a priority registration appointment. Refer to the college website for more information regarding priority registration.

Admissions Status

New/Returning students will receive information via email on how to log in to MyGWC, the college's student/faculty web portal once Admissions & Records processes your application. The email will also include your student ID number as well as any steps you will need to take in order to secure the best possible registration appointment.

Student Registration, Placement and Educational Planning

Based on student responses to the Golden West College application

for admission, students self-identify as either matriculating or non-matriculating. Students identified as matriculating are referred to core services: orientation and counseling. Students must complete orientation and declare a course of study and develop an educational plan prior to being eligible to receive priority registration. An educational plan can be accomplished by enrolling in a counseling course, attending an educational planning workshop, or by scheduling an appointment with a counselor.

Students can register early with Freshman Priority Registration by satisfying all of the following requirements:

- New Student Orientation
- Receive a Student Education Plan
- Placement: complete a multiple measure assessment: high school GPA or guided self-placement. GWC no longer requires or provides assessment tests to determine student's entry level into Math and English courses. All students have direct access to transfer-level Math and English courses with or without supplemental support. <http://www.goldenwestcollege.edu/assessment/>

The Guided Self-Placement Tool can help students choose the appropriate Math and English courses. Before enrolling in classes, students should make an appointment with a Counselor, who can help you make the best selection of courses based on your ability and academic goals. To contact General Counseling, visit <http://www.goldenwestcollege.edu/assessment/> or call 714-895-8799.

For assistance with placement into our English as a Second Language (ESL) or English Language Learner (ELL) courses please see the website for

additional information. <http://www.goldenwestcollege.edu/assessment/>

Non-matriculating students are exempt from participating in these core services but are advised to access these services if they decide to pursue a degree or certificate.

Exemptions

Some students may be exempted from advisement/orientation and counseling if they meet one of the following criteria:

1. Completed an A.A. degree or higher at an accredited United States college or university.
2. Are concurrently enrolled or are Dual Enrollment high school students attending with the recommendation of the school principal.

Prerequisites/Corequisites/Advisories

A Prerequisite is a requirement which must be met before enrollment in a course.

A Corequisite is a condition of enrollment consisting of a course that a student is required to simultaneously take in order to enroll in another course.

An Advisory (Recommended Preparation) is a condition of enrollment that is advised, but not required, to meet before, or in conjunction with, enrollment in a course or educational program.

Prerequisite Courses

Some courses require special permission or have mandatory prerequisites. If you are planning to enroll in one of these courses, you must meet one of the following:

1. Coast Community College District placement results

2. You must have completed the prerequisite course at GWC after 1989 with a grade of C or better or be currently enrolled in it at the time of registration and subsequently earn a grade of C or better; or
3. You must have completed the prerequisite course at another college with a grade of C or better.

An online Prerequisite Clearance Request must be submitted at least 10 days prior to your registration appointment. Students should allow 5 to 7 business days for processing. Students can upload any necessary unofficial documents (transcripts, AP scores, etc.) with the online request.

Note: Grades of "C-" do not meet the "C" grade or better requirement as defined for this purpose.

PREREQUISITE/COREQUISITE CHALLENGE

A prerequisite/corequisite challenge requires written documentation, explanation of alternative course work, background or abilities which adequately prepare the student for the course. A Prerequisite/Corequisite Challenge Form can be obtained from the Counseling Office for all courses that have a prerequisite. Reasons for seeking a Prerequisite/Corequisite Challenge Form may include one or more of the following:

1. A prerequisite/corequisite is not reasonably available;
2. The student believes the prerequisite/corequisite was established in violation of Title 5 regulations or in violation of the District-approved processes; the student believes the prerequisite/corequisite is discriminatory or being applied in a discriminatory manner; or
3. The student has the documented knowledge or ability to succeed in

the course without meeting the prerequisite/corequisite.

Note: A grade lower than a "C" in a prerequisite course may NOT be challenged through this process.

The college will respond to students filing the Prerequisite/Corequisite Challenge Form via email in a timely manner. If the challenge is upheld the student will be cleared to register for the class. If it is not upheld, the student will need to meet the prerequisite before enrolling in the class.

FEES AND EXPENSES

Enrollment Fee: \$46 per unit*

*Enrollment Fee is subject to change by the State Legislature.

Student Health Service Fee: \$20 per semester for fall and spring; \$16 for summer session. This is a mandated fee unless the student presents a waiver. Those eligible for a waiver are:

Students who depend solely on prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization. For further information, call (714) 895-8306.

Students enrolled only in courses of less than two weeks duration.

College Service Charge: \$17 per semester for fall and spring; \$10 for summer session. This charge underwrites many student services and campus programs. The College Administration and Student Council encourage students to support the campus community by paying this non-mandatory fee.

A portion (\$1.00) of each \$17, funds student scholarships. Information about specific programs funded by this charge and requests for a waiver of the College Services Charge are available during posted business hours in the Office of Campus Life. The request to waive the College Services Charge

must be secured in advance prior to the student's payment of registration fees. The period to obtain this waiver is between the date class schedules are available online through the last day to enroll in the regular school semester. This fee is subject to change. For further information call (714) 895-8261.

Student Representation Fee: \$2 per semester for fall and spring. One dollar (\$1.00) will go to the campus and one dollar (\$1.00) will go to the Student Senate for California Community Colleges for the purposes of providing student government representatives the means to state their positions and viewpoints before city, county, district, state, and federal government as well as other public agencies on behalf of the student body. This is a voluntary contribution made at the time of registration.

Nonresident Tuition: \$265 per unit + \$11 per unit Nonresident Capital Outlay. Students who are not California residents as defined by the Education Code are required to pay the non-resident tuition fee and nonresident capital outlay fee, in addition to the fees described above. Please note that it is the student's responsibility to prove that he/she is a California resident.

Material Fees: In accordance with regulations of the Board of Governors of the California Community Colleges, Title 5, California Administrative Code, Section 59400 et seq., the Coast Community College District shall provide free of charge to students all instructional materials, except for materials which the District Board of Trustees has approved as required materials for a particular course. The student must purchase these materials from the College at the District cost. The Board has approved such fees because these materials are required to complete the objectives of the course and they are tangible property of continuing value outside the classroom

which the student will retain as his or her own property.

Parking Permits: \$30 per semester and \$15 for the summer session. A current Golden West College Parking Permit is required to park a vehicle in campus parking lots. Permits may be purchased on-line by logging in to the student portal (MyGWC) or via the college's website. The permit must be displayed in clear view on the left rear bumper (driver's side) or hung from the inside rear view mirror, or attached inside the front window so as to be clearly visible. Mechanical permit dispenser machines are available in each parking lot for parking by the day at a cost of \$3 per day. Coin operated parking meters are available for use at \$0.25 per each 15 minutes for a maximum stay of 2 hours. Failure to properly display a valid parking permit may result in the issuance of a citation. A student whose permit is lost or stolen must purchase a new permit.

Parking citations are issued in cooperation with the West Orange County Municipal Court. These citations, if ignored, will affect future vehicle registration privileges with the California DMV. An academic hold will also be placed on the student's CCCD account until the citation has been paid.

Textbooks: Textbooks, manuals and other supplies are the responsibility of the student, and may cost as much as \$800 per semester. Required items are available at the campus Bookstore. Check with the Bookstore for refund, exchange and buyback policies.

Zero Cost Course Materials Sections: These course sections exclusively use digital or other instructional materials that are free of charge to students and may have a low-cost option for print versions for students who prefer this format. Please note there may still be other non-textbook mandatory costs associated with some of these sections (e.g. scantrons, scientific

calculators, laboratory materials and/or supplies, etc.). Under some circumstances, faculty may have to adjust selection of instructional materials and this can affect student costs. It may also be necessary to replace instructors scheduled to teach sections. Replacement faculty have academic freedom to choose instructional materials regardless of costs and are not obligated to use free course materials selected by previous instructor. These lists might be updated throughout the registration period. For additional information please contact faculty assigned to teach Zero Cost Digital Textbook sections or division deans.

Living Expenses: Housing, transportation, food and other living costs are the responsibility of the student. Golden West College does not operate dormitories or any off-campus housing. A housing referral service is available through the Student Life and Leadership Office. The referral lists are not approved, inspected, or in any way supervised by the college.

Library Fine Policy: Students are encouraged to return library materials on time in order to avoid fines and possible holds on grades, transcripts, and/or loss of library privileges. Fines are assessed for weekends, holidays, and during library hours since books can be returned 24 hours a day. An after-hours book return is located at the front entrance.

The fine rates are \$0.25/item/day for books from the general collection, \$0.25/hour for reserve materials, and \$6/day for media items. Bills for replacement costs and processing fees will be issued. Library fines and fees should be paid at the Public Services Desk.

When a book is lost, the Public Services librarian will determine the replacement cost of the item.

All fees are subject to change during the academic year.

PRIORITY REGISTRATION POLICY

Enrollment priority is the process used to determine the order in which students will have the opportunity to register for classes. Recognizing that each college serves a unique student population that may have differing needs, the development of specific registration priorities for some student groups will be done at the college level in accordance with District procedures.

The Coast Community College District is committed to the philosophy that all students should have fair and equitable access to courses and programs within the resources of each college and in accordance with State Education Code, Title 5 provisions, and guidelines adopted by the Board of Governors. Further, the District believes that students should be able to progress toward their stated educational objective in a timely manner.

The primary mission of the District colleges is to provide degree, certificate, and transfer programs. Therefore, priority is extended to matriculated students who have demonstrated satisfactory academic progress toward their declared educational objectives in these areas.

Students are assigned registration appointments in accordance with the Coast Community College District (CCCCD) Board Policy, BP 5055 and Administrative Procedure, AP 5055. Students will lose priority registration due to unit cap and/or not meeting academic progress standards (completion of more than 50% of courses attempted and maintaining a cumulative 2.0 GPA). Students will also lose eligibility for the California College Promise Grant (CCPG) due to not meeting academic standards. Students may appeal for consideration

of reinstatement of priority registration and/or CCPG eligibility. For exceptions that will be considered, visit the Golden West College website for details.

Board Policies and Administrative Procedures are available on the Board Policy section of the Coast Community College District (CCCCD) website at www.cccd.edu.

REGISTRATION

Online Registration: Online registration is by assigned appointment. Registration appointments are typically assigned to students two to three weeks prior to the first day of the registration cycle for the upcoming semester or session. This includes continuing students as well as new and returning students (applicants). Any student who applies and is admitted for the semester or term will have access to the MyGWC portal for all registration, fee payment and withdrawal transactions.

In-Person Registration: Students who are unable to register using MyGWC or choose not to do so can enroll in-person on a space available basis beginning the first week of the semester or session. NOTE: Class availability will be very limited for students who choose to wait for the in-person registration period.

Late Registration: Late registration for all classes begins the first day of the semester or session. During the first two weeks of class (spring and fall semester), students may register only with the permission of the instructor. In order for a student to receive a late add during the second week, he or she must have been in attendance the first week of class. Students will not be permitted to register after the second week of class. Check the college website or the class schedule for registration deadlines. Students should be aware that missing the first class meeting or meetings may

severely affect their chances to succeed in the course.

NOTE: Students entering classes late are responsible for making up missed work and are responsible for all fee and refund deadlines associated with each class section. Students who are permitted to add after the refund deadline will not be eligible for a refund if the class is dropped.

Physical Examination: A physical examination is not required to enroll at Golden West College except for students entering the Nursing Program and the Criminal Justice Academy Programs. The College Nurse may require a student to have a physical examination to protect either the student or the college.

Eligibility for Courses and Programs:

A student may enroll in any course offered at Golden West College provided prerequisites for the course have been met.

Programs Requiring Advanced

Approval: The programs at Golden West College that require advanced approval before entering are: Nursing - RN; Nursing - LVN to RN, and the Criminal Justice Academy Programs.

Waitlists: Waitlists may be available for most classes. If you add yourself to the waitlist and a seat becomes available, you will be notified by email and will have 24 hours to add the class via MyGWC. Students with valid cell phone numbers will also receive a text notification. Waitlist email notifications are sent to the Coast District assigned student Gmail account (username@student.cccd.edu). The link to your Gmail is found on the home page within your MyGWC.

Closed Classes: Classes with a "C" next to them on the searchable online class schedule indicate that the class is closed (full). If the class in which you wish to enroll is closed, don't give up!

1. Go for the sure thing! Try to find another CRN of the course that may still have seats available.
OR
2. If there is a waitlist option, place yourself on the waitlist. If a seat becomes available you will be notified by email and text and will have 24 hours to add the waitlisted class. All prerequisites and corequisites must be met. You can monitor your waitlist position by logging into your MyGWC and clicking on "Detail Schedule with Waitlist Position" from the student tab. Even though text messaging is available for waitlist notifications, it is suggested you log into your MyGWC and check your Coast District assigned Gmail account at least three times a day to reduce the chance of missing the email notification for the waitlist.
3. If waitlists are not available, check back to see if a seat may have become available due to a student withdrawal or due to a student being dropped for nonpayment of fees.
OR
4. If the class you want does not reopen before the semester begins, or if you are unable to place yourself on the waitlist because it is full, does not exist, or you are not eligible to do so, you may still go to the first class meeting. If space is available, the instructor may give you an ADD PERMIT with an Add Authorization Code (AAC). The AAC will allow you to register online MyGWC for the course prior to the "EXPIRES" deadline using the online registration system. However, please be aware that most instructors give priority to students who are already on the waitlist.

Please Note: A student must have a registration appointment to be able to register online using their MyGWC account.

REGISTRATION FEE PAYMENT PROCEDURE

Registration fees are due IMMEDIATELY after registration occurs. Golden West College does not bill for unpaid registrations. Students will be dropped for non-payment in accordance with the Drop for Non-Payment schedule posted on the college website. Visit <http://www.goldenwestcollege.edu/enrollment-center/tuition/> for specific payment deadlines.

Students Owning Less Than \$100:

Students who have a balance due of less than \$100 will not be dropped from classes, but unpaid balances will result in a hold on your account that prevents obtaining student records, including transcripts, verifications of enrollment, diplomas, etc.

Students Owning \$100 or More:

Students who have a balance due of \$100 or more will be dropped from classes (including Waitlist classes) if payments are not received in accordance with the Drop for Non-Payment schedule posted on the college website.

IMPORTANT: Students who enroll in classes after the final drop for non-payment or enroll after the term begins will not be dropped BUT will incur a financial obligation to the college AND a hold will be placed on their record if payment is not received. This hold will block future registration (adds, drops, withdrawals), obtaining transcripts, grades, diplomas, or verification of enrollment until all fees are paid. Any unpaid balances could be forwarded to a Collection agency which will incur additional costs.

FEE PAYMENT METHODS

Students can conveniently pay fees online by credit card via their MyGWC portal. Cash and checks may be accepted on a limited basis in the Bursar's Office, located in the Student Services Center during regular business hours.

Financial Aid Payments: Students who are having difficulty finding resources to pay fees should visit the Financial Aid website at goldenwestcollege.edu/gwcfao/ for information on fee waivers, grants and student loans.

California College Promise Grant (CCPG) pays enrollment fees ONLY. Students with a CCPG must pay the required health fee, College Service Charge and materials fees or you will be dropped from your classes.

If you think the Financial Aid Office should have posted your CCPG to your account but it is not showing on your MyGWC, contact the Financial Aid Office immediately. If it has not been posted, please pay the total balance due to avoid being dropped. If the total balance is paid, you will receive a refund for the per unit charge once the CCPG is posted to your registration account.

Scholarships: If you will be receiving a scholarship to help pay for your tuition, please contact the Admissions & Records immediately after you register to avoid being dropped, (714) 895-8306. You may also need to contact the Financial Aid office with your outside scholarship information so you can arrange for payment to be made to Golden West College.

Third Party Payments: If your tuition is going to be paid by a Third Party, i.e. Boeing, CA Department of Rehabilitation, Vocation Rehab or Tuition Assistance, once you have registered in classes, please submit your paperwork to the Admissions & Records Office immediately to avoid

being dropped for non-payment. (714) 895-8306.

Veterans: If you are receiving Chapter 33 Post 9/11 or Chapter 31 Vocational Rehabilitation & Employment educational benefits, please contact Veterans Services immediately after registering and prior to payment. You may be eligible to have some or all of your fees deferred.

The Admissions & Records Office is located on the first floor of the Student Services Center

Tuition Payment Plan: Golden West College has made available a payment plan administered by CashNet. This is a financing alternative if you cannot cover the entire amount of your GWC registration fees at the time of registration. The payment plan is available for students owing \$150 or more for the current registration term. This payment plan requires a student to have a personal checking account. For more information visit: goldenwestcollege.edu/register/. You MUST complete signing up for Tuition Pay by 12 p.m. (noon) of the scheduled drop day to ensure that you are not dropped from classes. Your Tuition Pay contract must equal the amount of registration fees assessed for your enrollment.

Late Payment Agreement: Students who owe less than \$150.00 for a semester or session, and have difficulty paying the balance prior to the payment deadline, may submit a Late Payment Agreement to the Admissions & Records Office for consideration. Call (714) 895-8121 for further details.

REFUND POLICY

To be Eligible for a Refund: Students must officially withdraw from classes by the refund deadline (Refer to the Student Class Program/Web Schedule Bill on the Student tab of the MyGWC portal page). It is the student's

responsibility to officially withdraw from classes and to verify all withdrawals. An instructor may drop students for non-attendance. Instructors are not responsible for making sure drops are made by the refund deadline. If the student has not been dropped from the class by the instructor, the student is responsible for withdrawing from the class by the refund deadline. Students who are officially enrolled in a class after the refund deadline will not be eligible for a refund. There are no exceptions.

Refund Processing: Refunds will be automatically processed every week beginning the first week of registration of the semester in which the fees were paid and each week thereafter until the end of the term. Official withdrawals made in accordance with the refund policy and by the withdrawal deadline will generate a credit balance on the student's account.

Online Credit Card Payment Refunds: Registration fee payments made by credit card through MyGWC will be refunded to the same credit card used for payment. Allow 6-10 business days for the refund to post. If the Credit Card used to pay fees is no longer valid, it is the student's responsibility to notify the Admissions & Records once the credit has been posted to the student's account and prior to the refund being processed. The refund will be converted to a check refund upon proper notification.

All requests for review of account summary must be made within the one-year grace period from the semester in which the fees were assessed. Such petitions are subject to review.

In Person Payment Refunds: Fee payments paid in person, by cash, check, money order or credit card, will be refunded through Bank Mobile as either a check, mailed to the mailing address Admissions and Records has on file,

direct deposit to an existing bank account or to a Bank Mobile account depending on the refund choice made by the student. It is the responsibility of the student to maintain correct and up-to-date address information. Addresses can be updated on MyGWC, under the Student Tab, and then click on Banner Self Service.

*Refund vendor subject to change during catalog year.

Important: Payments made using multiple payment methods (online credit card payments and cash, check or money order) during the current registration period will be refunded to the credit card used for online payments.

Cancelled Classes: If Golden West College cancels a class, registration fees for that class will be refunded. If you purchased a parking decal, it must be returned to the Admissions & Records within two weeks of the class cancellation date.

Returned Checks: Any check returned unpaid (stop payment or insufficient funds) does not constitute automatic withdrawal from class. A check returned from the bank for any reason is subject to a \$25 service charge. A hold will be placed on student records for any financial obligation, until the obligation is cleared.



2018 Rustlers Men's Water Polo Team won their third straight state championship — the 26th state championship for Men's Water Polo in GWC history.

ACADEMIC HONORS

Golden West College recognizes academic honors through a semester (fall and spring) Academic Honor's List and an annual acknowledgement of those who graduate with honors.

Eligibility for Academic Honor's List:

- A 3.5 grade point average in 12 or more units (completed in one semester) in courses evaluated with letter grades.

Eligibility for Graduation with Honors:

- Meet all graduation requirements.
- A 3.5 cumulative grade point average and a minimum of 48 units in courses evaluated with letter grades.*
- All graded coursework is included in making this determination.

*Spring grades will not be used in computing the grade point average for the graduation ceremony, but will be used in determining the final grade point average for the diploma.

ADULT EDUCATION

(714) 892-7711 ext 55062

The Office of Adult Education at Golden West College seeks to serve adult education students in the local community as they consider their pathways to college and career options through free, non-credit classes.

ALPHA GAMMA SIGMA HONOR SOCIETY

Alpha Gamma Sigma, established in 1922, is California's Community College Honor Society. The state organization schedules two conferences each year; awards thousands of dollars annually to outstanding AGS honor society members and provides a forum for academic excellence, student success,

and community involvement on the California community college campuses.

Eligibility for membership in the Sigma Pi Chapter at Golden West College is based on completing 12 or more graded college units at GWC, with a cumulative GPA of 3.0 or better. Membership is renewable each semester. Chapter dues and grade verification are required. Permanent membership is awarded to students completing 60 units, with two semesters of membership, and a cumulative GPA of 3.25 or better. Permanent members receive recognition on their GWC transcript and diploma and at the state level. All graduating AGS members in good standing may wear a gold AGS stole at the GWC graduation ceremony. The Sigma Pi Chapter at Golden West College recognizes academic achievement and promotes scholarship eligibility and transferability to four-year institutions.

Active AGS members practice leadership and organizational skills, initiate service programs for the campus and community, and develop networking, and interpersonal communication skills. Members meet weekly on campus during the fall and spring semesters. There are no scheduled meetings during intersession or summer.

Students must apply for membership during the first ten weeks of the fall or spring semester. AGS membership application forms, dues and grade verifications should be submitted to the GWC Fiscal Services Office.

ASSOCIATED STUDENTS OF GOLDEN WEST COLLEGE (ASGWC)

(See Campus Life)

ATHLETIC PROGRAMS

<http://www.gwcathletics.com/>

The athletic program of Golden West College is coordinated by the Athletic Director. Included in the Physical Education complex are the Gymnasium, Cardiovascular/Strength Training Fitness Center, and the Yoga/Pilates Center.

Outdoor facilities feature a rubberized all-weather track, football field, baseball stadium, softball stadium, tennis, sand volleyball courts, and soccer fields. The total complex is complemented by an Olympic-sized, 50-meter pool and a rehabilitation pool.

Intercollegiate Athletics: Golden West College is a member of the Orange Empire Conference of the California Community College Athletic Association. Member colleges of the conference are Cypress, Fullerton, Irvine Valley, Orange Coast, Santa Ana, Santiago Canyon, Riverside, Saddleback, and Golden West. The College sponsors a full program of intercollegiate athletic competition.

In football the college is a member of the Southern California Football Association comprised of Southern California Community Colleges.

Men's sports include football, soccer, basketball, cross country, and water polo in the fall; and baseball, basketball, swimming, track and field, and volleyball in the spring.

Women's sports include basketball, cross country, water polo, soccer, and volleyball in the fall; and basketball, track and field, women's beach volleyball, swimming, and softball in the spring.

Athletic Eligibility: To be eligible for intercollegiate participation at Golden West College, student athletes must be enrolled in 12 units of course work. To remain eligible in subsequent semesters, they must satisfactorily complete 24 units between seasons of competition of which 18 need to be academic, vocational or remedial, and maintain a cumulative 2.0 grade point average

since the start of the semester/quarter of the first participation. Questions on athletic eligibility should be referred to the Athletic Director.

Physical Education and Fitness

Programs: To meet the fitness needs and increase awareness of how to live a longer and healthier life, a number of the college's physical activity facilities are available for use by the surrounding communities.

A variety of cardiovascular conditioning and strength training classes are offered for enrollment. Also there are outdoor sand volleyball, and tennis courts and the running track which are open to the community year-round during the week from dawn till dusk as long as their use does not interfere with regularly scheduled classes and/or competitions.

For additional information on athletic eligibility and teams or physical education and programs, contact athletics@gwc.cccd.edu or physicaleducation@gwc.cccd.edu or call (714) 895-8333

BOOKSTORE

714-895-8764

www.gwcstore.com

The GWC Bookstore provides all required textbooks and supplies for students and faculty. It also offers general interest books, greeting cards, GWC gifts and school spirit clothing and general merchandise to accommodate the needs of the campus community.

Hours: Contact the bookstore at 714-895-8764 or visit: www.gwcstore.com

Online Ordering: Both textbooks and merchandise are available for online ordering with in-store pick-up or delivery. You may visit the website 24/7 at: www.gwcstore.com

Software titles are available at www.thinkedu.com/bn and are educationally discounted up to 85%

Returns: Textbooks: A full refund will be given in the original form of payment if textbooks are returned during the first week of classes with original receipt. With proof of a schedule change and original receipt, a full refund will be given in original form of payment during the first 30 days of classes. Textbooks must be returned in original condition. Unwrapped loose-leaf books and activated eBooks are non-refundable.

General Reading Books, Software, Audio, Video and Small Electronics: A full refund will be given in your original form of payment if merchandise is returned within 14 days and with original receipt. Opened software and small electronics may not be returned. They can be exchanged for the same item if defective.

All other merchandise: A full refund will be given in your original form of payment with an original receipt.

For additional details visit the bookstore or www.gwcstore.com

Buyback of textbooks: Students should bring their textbooks back to the bookstore at the end of the semester to receive up to 50% cash back. Finals week is the best time to get the most cash back, so sell early!

Books must include all original material and a student ID will be required at the time of buyback.

Textbook Rentals: Renting is easy and cost effective. A majority of textbooks are available to rent. When shopping for textbooks in-store, the course information tag displays a "Rental" option as well as a New and Used options. Students also may shop online for rentals at www.gwcstore.com

Students must be 18 years of age or older and provide a telephone number, government issued ID, email address and a personal credit card at the time of the transaction. All accepted forms of payment may be used to pay for textbook rentals.

Students may register their email address to receive reminder notices when their rental due date is approached.

For more details visit: www.gwcstore.com

Price Match: We price match to Amazon.com and BN.com. Visit or contact us with the following information:

1. Website or location with lower price
2. Textbook ISBN
3. New, Used or Used Rental

For additional details/criteria please visit the bookstore or www.gwcstore.com

Forms of payment: The GWC bookstore accepts Barnes and Noble gift cards, Visa, Mastercard, American Express and Discover cards. The account/card holder must be present at time of purchase.

CALWORKS PROGRAM "EDUCATION THAT WORKS"

**Second Floor, Student Services Center
(714) 895-8111**

The CalWORKs Program at Golden West College provides specialized support services for students who are receiving CalWORKs/TANF cash-aid benefits.

Program services include individualized counseling, career assessment, coordination of services with County Social Services Agencies and community based service providers, processing of county paperwork for students, work-study, job development

assistance, student success workshops, monthly gas vouchers, and school supplies. The CalWORKs staff is dedicated to ensuring a positive educational experience that leads to student success.

For more information, please contact us at (714) 895-8111, or visit our website at goldenwestcollege.edu/calworks/. If you meet CalWORKs/TANF eligibility, an intake appointment will be scheduled for you.

CAMPUS LIFE

First Floor, Student Services Center
<http://www.goldenwestcollege.edu/campus-life/>
 714-895-8261

Campus Life strives to maximize personal growth and development in students by providing a variety of opportunities for involvement, service, and leadership in co-curricular, campus, and community activities. In response to the varying needs of the student population, Campus Life recognizes diversity as a core value of our campus community. With an emphasis on academic excellence and student retention, Campus Life supports the academic mission of the college by working to create experiential learning opportunities outside of the classroom and encouraging students to actively participate in the greater educational community as part of the college's fully integrated planning process.

Specific service areas include:

Associated Students of Golden West College (ASGWC): Members of Student Government share active and vital roles in the governance process at Golden West College. Executive Student Council members are elected by the general student body or appointed when vacancies occur. Student Delegates have the opportunity to join ASGWC at any time throughout the year. ASGWC is

comprised of five standing committees: Activities, Finance, Publicity, Student Interest, and Sustainability that assist in the organization and operation of campus programs and events.

Campus Life: Provides a variety of on-campus and off-campus programs, activities, and events for Golden West College students. We also assist students, faculty, and staff with planning co-curricular campus activities.

College Service Charge & Student Representation Fee:

The College Services Charge is \$17 per semester (fall/spring) and \$10 for the summer session. The College Service Charge provides funding for ASGWC to provide students with a variety of programs and services. Students also receive discounts at local businesses and free entry to athletics and campus life events. The Student Representation Fee is \$2 per semester (fall/spring) with one dollar going to the Student Senate for California Community Colleges and one dollar staying at Golden West College to fund student advocacy and representation.

GWC Student Discount Program:

Discounts are available to students, faculty, and staff from local shops and restaurants. An extensive list of student discounts can be found on the GWC App or online at goldenwestcollege.edu/student-discounts.

Locker Rental: Low-cost locker rentals are available for current GWC students. The lockers are located in the Humanities Building and the cost is \$5.00 with proof of payment of the College Service Charge or \$10.00 without.

Publicity: Free printer services are available to departments, programs, and student clubs and organizations. The LED Marquee (located above the Recreational Education building) and the GWC App are available to advertise on-campus events.

Student Clubs and Organizations:

Joining a Club is a great way to enrich your academic experience and meet people with similar interests. GWC has clubs of all types that focus on a variety of topics and interests. To join a Club, attend a meeting, contact the club advisor, join through a current member, or attend Club Expo during the fall or spring semester. Club meeting times can be found on the GWC App. Want to start a new club or organization? The process is easy! All you need to do is recruit five (5) other interested students, obtain an advisor, and file a New Club Application.

Student Participation on College Committees:

Students are encouraged to serve as student representatives in the participatory governance process at Golden West College.

Student Center: Offers a variety of amenities to students, including the GWC Cafeteria, a lounge area with a large HDTV, wireless internet access, and a free computer café.

Student Center Stage: Available for student forums, community presentations, and small productions.

CAREER CENTER

Second Floor, Student Services Center
 (714) 895-8217

The Career Center is a free service designed to serve the career development needs of students and the general public. Our friendly and well-trained staff assists students in exploring occupations and career fields with a comprehensive library of up-to-date computerized and published materials/resources. Individualized assistance is provided by trained personnel and counselors to help you reach your educational and career goals.

Services include:

- Computerized personality assessments to learn more about yourself.
- Career inventories to identify occupational fields that match your work values, leisure activities, and personal interests.
- Computerized career research systems that outline job descriptions, salaries, job outlook, and education/training requirements.
- A library of published materials covering majors and related occupations.
- Access to employment opportunities and support with résumé and interviewing skills.
- Career fairs hosting employers from the local community (offered in partnership with Workforce Development)

For more information, please contact us at (714) 895-8217, email us at: careerctr@gwc.cccd.edu, or visit our website at goldenwestcollege.edu/career-center

CHILD DEVELOPMENT CENTER**(714) 899-5900 ext. 2**

Registered student parents may enroll their children in Infant/Toddler Care for children ages 6 weeks to 2 years or in Preschool care for children ages 2-6. Full-time Infant Care and Preschool are available from 6:30 am – 6:00 pm, five days per week, Monday-Friday. A part-time option, for 2-3 days per week from 6:30 am - 6:00 pm, is available for children who are 3 or older and fully potty trained. For specific information and fee payment, parents may contact the Child Development Center at (714) 899-5900 ext. 2. Office hours: 7:00 am to 6:00 pm, Monday through

Friday. Services provided by Boys & Girls Clubs of Huntington Valley.

COLLEGE EMERGENCY HOTLINE**(714) 895-8999**

A person may call the College Emergency Hotline (714) 895-8999 for information regarding emergency campus closures or when the State issues a potential stage three alert for power outages.

COMMUNITY EDUCATION AND ACTIVITIES

One aspect of the community college mission is to promote involvement of the community. Golden West College Community Education and Activities strives to identify and meet the needs of the community which are not met by college credit programs. These services, which are self-supporting and fee-based, include cultural enrichment, educational, holistic health, recreational, and vocational activities.

Programs offered through Community Education and Activities are lectures, workshops and educational programs on a variety of subjects and programs from children to seniors.

Qualified individuals are encouraged to submit proposals to present programs in such areas as seniors, "College for Kids," business, holistic health, personal and professional development.

Gold Key Card Program: Gold Key cards are available to persons who are 60 years or older. This card entitles seniors to free parking in GWC student stalls, reduced rates on services at Cosmetology, and discounted prices at designated GWC events such as plays, concerts, and lectures. Gold Key cards are available for a fee of \$5.00 per semester and are effective through the end of each semester. The cards may be purchased in the Community Education and Activities Office.

Community Education and Activities Programs Refund and Transfer

Charges: Refunds must be requested at least three working days prior to the program start date or the printed refund deadline date for selected programs. There will be a \$10.00 processing fee per person for each program.

Participants who have registered for a program and request a transfer to another program must pay a \$10.00 processing fee per person for each program. Transfers are accepted no later than three (3) working days prior to the program start date or the printed refund deadline date for selected programs.

Swap Meet: Community Education and Activities takes pride in its many accomplishments. Among them is the success of the Golden West College Swap Meet which began in the spring of 1979 with a turnout of 100 vendors. The Swap Meet is open Saturdays and Sundays throughout the year except during winter break and Easter Sunday. Featuring over 700 vendor spaces per day, the Swap Meet provides a great environment for family outings. Admission and parking are free to the public.

COOPERATIVE WORK EXPERIENCE PROGRAMS**(714) 895-8217**

www.goldenwestcollege.edu/career-center

GWC students may earn units of credit towards completion of a certificate or degree for work-based learning with employers approved by the college. The learning objectives must relate to the student's educational and/or vocational interests. The educational value of the student's work-based learning experience will be assessed through the use of job-related student learning outcomes.

Units of Credit: Students may earn 1 - 4 units of credit per semester and can accumulate a maximum of 12 units of work-based learning credit (16 units if studying for a vocational degree or certificate) while attending Golden West College. Units may be transferable to California State University campuses as elective units

Guidelines:

- The work-based learning experience must be directly related to the student's college major or career goal.
- A minimum of 3 learning objectives are identified for each work-based learning experience with the assistance of a college mentor and job supervisor.

For enrollment information please contact the Career Services Office, (714) 895-8217, or email cwe@gwc.cccd.edu.

COUNSELING

Second Floor, Student Services Center (714) 895-8799

The Counseling Department is dedicated to assisting students to achieve success in their academic, career, and life goals in an inclusive environment that embraces the diversity of our students and community. Our professionally trained counselors are available to assist you with clarifying career and educational goals, educational planning and course selection, university transfer, and personal counseling. Services include:

- Online orientation for a successful college experience
- Counseling courses to help clarify career and academic goals
- Individualized counseling to assist students with achieving their career and academic goals

- Assistance with course selection and program planning
- Information for transferring to other colleges and universities
- Special workshops and seminars on a variety of educational, career, and personal topics
- Electronic and Video counseling, for answers to general questions, is available at: www.goldenwestcollege.edu/counseling

To meet with a counselor call (714) 895-8799 or come by the Counseling Center located in the 2nd floor of the Student Services Center.

New Student Advisement and Priority Registration Process

Assistance in planning college courses to meet desired goals is made available to each student prior to enrollment in courses. All new students are strongly encouraged to complete the Priority Registration Process, which includes completion of the orientation, placement in Mathematics and English, updating your Program of Study and creating a Student Educational Plan (SEP). The Priority Registration checklist and the online student orientation can be accessed from the student tab on MyGWC.com.

Transfer Center

Second Floor, Student Services Center (714) 895-8794

The Transfer Center is dedicated to helping students make a seamless transition from the community college to a four-year college/university. We serve as a resource center for students seeking to continue their education at baccalaureate and graduate level programs. The following information and services are offered by our center:

- Transfer related information and publications from different colleges/universities.

- Transfer Admission Guarantee (TAG) selected University of California Campuses and Transfer Admission Agreements with private universities
- Associate Degree for Transfer programs
- General Education and major articulation for UC, CSU, and private/independent universities.
- Transfer fairs with representatives from various colleges/universities in both the fall and spring semesters
- Workshops and assistance with university applications, financial aid, and transfer services
- College campus tours
- Individual appointments with an Admissions representative from local UC, CSU and private universities

Students can visit our website at www.goldenwestcollege.edu/transfer-center/ for updated information and calendar of events. For assistance, please visit the Transfer Center located on the 2nd floor of the Student Services Center, call (714) 895-8794, or email transfer@gwc.cccd.edu.

CULTURAL PROGRAMS

Art Gallery

goldenwestcollege.edu/art-gallery/

The Art Gallery at Golden West College exhibits regional, national, and international art. Gallery exhibits include our annual juried student exhibit and several traditional and contemporary art exhibits throughout the year.

Dance

(714) 895-8772

The annual dance concert features GWC students and invited guests. There are additional performances

and master classes offered in the GWC studio dance theater and in the community.

Intercultural Program (ICP)

**First Floor, Student Services Center
(714) 895-8146**

The Intercultural Program supports the Golden West College mission to create an intellectually and culturally stimulating learning environment for students and the community. The ICP enhances academic excellence through co-curricular programming which includes a variety of intercultural events, celebrations, workshops, field trips, invited speakers, and other collaborative programs offered at the college, the Coast Community College District, and within the local community. For more information, visit the Intercultural Program office located within the Center for Global and Cultural Programs on the 1st floor of the Student Services Center, go online to www.goldenwestcollege.edu/isp/icp, or call (714) 895-8146.

Music

(714) 895-8772

On-campus and off-campus concerts are performed each year by the Chamber Choir, Early Music Ensemble, and Symphonic Band.

Theater Productions

The Golden West College Theater Department provides a diversified theater season consisting of Mainstage Theater and Stage West Theater productions. Drama, comedy, and musical productions are offered, with themes from the classical to the contemporary.

For more information about Golden West College's outstanding Fine and Performing Arts programs, call (714) 895-8772 (Arts and Letters

Division Office) or go online to www.gwctheater.com (Performing Arts).

DISABLED STUDENTS PROGRAMS & SERVICES (DSPS)

**First Floor, Student Services Center
(714) 895-8721**

Golden West College offers students with disabilities a variety of support services to ensure equal access to instruction. If students have a verified disability, they are encouraged to request assistance from the Disabled Students Programs & Services (DSPS). After meeting with a DSPS counselor, services may include, but are not limited to:

- Registration Assistance
- Sign Language Interpreters
- CART/Captioning Services
- Adaptive Technology
- Alternative Media
- Academic and Career Counseling
- Testing Accommodations
- Note Taking Services
- Priority Registration
- Courses are offered in Reading, Language, and Math in the High Tech Center (HTC)
- Adaptive Physical Education Courses
- Liaison with Campus and Other Agencies

For additional information, eligibility, policies, and procedures regarding accommodations and services, please call: (714) 895-8721 (voice), email: dsp@gwcccd.edu or visit: www.goldenwestcollege.edu/dsp

Golden West College, in alignment with the Coast Community College District strives to ensure compliance with

accessibility standards for electronic and information technology (AP-3722; BP-3722). GWC works to ensure all curriculum, instructional material, websites, and media/videos are accessible to students with disabilities and the appropriate accommodations are available through DSPS. If you need assistance, find material that is not accessible, or media/videos that are not captioned, please contact the DSPS office immediately so we can make sure all areas are in compliance with the American with Disability Act; Title 5 of California Code of Regulations, and Section 504/508 of the Rehabilitation Act of 1973.

EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS) & COOPERATIVE AGENCIES RESOURCES FOR EDUCATION (CARE)

**Second Floor, Student Services Center
(714) 895-8768**

The Extended Opportunity Programs & Services (EOPS), CARE (single parents), and Guardian Scholars (Foster Youth) Programs at Golden West College are categorically state funded. The programs are designed and dedicated to the delivery of comprehensive services and benefits that encourage the enrollment, retention, and transfer of students who are challenged by language, social, economic, and educational disadvantages. One of the programs main objectives is to ensure participants equal access to success while pursuing their certificate of achievement, an Associate in Arts Degree (A.A.), and/or meet four-year university transfer requirements.

Eligible students are welcome to take advantage of the following services:

- Book Service
- High School Outreach
- Transfer Assistance

- Counseling
- Peer Advisement
- Tutoring
- Learning Skills Classes
- Priority Registration Program (if qualified)
- Foster Youth Services
- Study Hall Access
- Single Parent Services

Voluntary participation in these programs is based on state mandated guidelines. Students must apply for financial aid, complete an EOPS application, complete the College assessment test, and be enrolled as a full-time student at Golden West College. Students must also maintain satisfactory academic progress as defined by the Financial Aid Office. If applying for the CARE Program or Guardian Scholars Program, an additional application is required to establish eligibility.

FINANCIAL AID

**First Floor, Student Services Center
(714) 895-8394**

The Financial Aid Office (FAO) administers all Federal and State financial aid programs available to GWC students. This includes grants, fee waivers, loans, and on-campus work opportunities. The FAO's goal is to assist students and their parents in paying for educational costs (which includes reasonable living costs) by using the U.S. Department of Education methodology to evaluate the student's or student's family's ability to pay these costs and distributing limited financial aid resources in an equitable manner.

All students who are U.S. citizens or legal residents should apply for financial aid even if they think that they will not qualify. Because many different types of aid exist with differing qualifications,

only a financial aid staff member can really determine what types and how much aid a student qualifies for. Often those who think they will receive nothing, qualify for something.

Financial aid is awarded on a first-come, first-served basis. Golden West College may not have enough of certain funds to award all eligible students, so students are highly encouraged to file their applications early (October or November for the following fall semester). Another reason to file your application before March is to ensure that you meet the state priority filing deadline for Cal Grant (March 2nd). You may apply for financial aid after March 2nd and through the year for which you want to receive aid, however those who apply later will miss these early filing opportunities and will also wait longer for their financial aid application to be reviewed.

It is up to the student to make the effort to learn where, when and how to apply for financial aid. It is important for the student to understand that they are responsible for meeting all deadlines and requirements. The Golden West Financial Aid Staff is available to assist applicants in completing the process successfully. The GWC Financial Aid website (<http://www.goldenwestcollege.edu/gwcfao/>) is an additional resource for prospective and current applicants to learn more about various financial aid, scholarship opportunities, important deadlines and additional support resources.

You may be eligible for Financial

Aid if you: Go to www.fafsa.ed.gov and complete the Free Application for Federal Student Aid (FAFSA) and include the Golden West College federal code: 001206.

- Are determined to have financial need based upon your FAFSA data and the Financial Aid Office review.

- Are a United States citizen or a permanent resident or an eligible non-citizen.
- Are an undergraduate student enrolled in an eligible program at Golden West College.
- Do not owe a refund on any grant received at any post-secondary institution and are not in default on any student loan.
- Maintain satisfactory academic progress as defined by the GWC Financial Aid Satisfactory Academic Progress Policy.

You may also be asked to submit some or all of the following:

- A signed copy of your IRS tax transcript, or Income Certification if you did not file.
- A signed copy of your parent's IRS tax transcript, or Income Certification if they did not file.
- Untaxed Income Verification.
- For men, proof of selective service registration.
- Any other information necessary, as requested by the Financial Aid Office.

For a comprehensive overview of applying for and receiving financial aid at Golden West College, visit <http://www.goldenwestcollege.edu/gwcfao/>

FINANCIAL AID PROGRAMS

**First Floor, Student Services Center
(714) 895-8394**

The application form for all financial aid awards administered by the GWC Financial Aid Office is the FAFSA. The FAFSA is an online application that you both complete and submit online to the United States Department of Education. FAFSA Worksheets are available in the Financial Aid Office to help guide you through this process. A few programs may require you to submit a secondary

application form in addition to the FAFSA. Apply for FAFSA at www.fafsa.ed.gov and complete the Free Application for Federal Student Aid (FAFSA) and include the Golden West College federal code: 001206.

Federal Pell Grant: A Federal grant for undergraduate students. The award is based upon the student's Expected Family Contribution (EFC) (determined by the FAFSA) and is prorated to the number of units a student is enrolled in or completes.

Federal SEOG: The Supplemental Educational Opportunity Grant for undergraduates with exceptional financial need. Funds are limited and awarded on a first-come, first-served basis.

Cal Grants: State grants for undergraduate students. Students must submit their FAFSA by March 2nd to be considered for a Cal Grant for the following academic year. The State of California awards these grants to students through the GWC Financial Aid Office on an entitlement basis and also on a competitive basis. If the student has not completed 24 degree-applicable units within the Coast Community College District, then the student must have their high school GPA verification form submitted to the State of California by their high school by March 2nd.

Cal Grant A awards assist low and middle-income students with tuition/fee costs and are made on the basis of need and grade point average. Students who plan to enroll at a community college before transferring to a four-year college or university may apply for a community college reserve grant through Cal Grant A.

Cal Grant B awards assist very low income, first-year students with living expenses, books, supplies, transportation, and other non-tuition

costs. (Renewals may also cover tuition/fee costs.)

Cal Grant C awards assist low and middle-income vocational students with tuition and training costs. Recipients must be in a program of study that is four months to two years in duration, at a vocational school, community college, or independent college.

Full Time Student Success Grant: The Full Time Student Success Grant (FTSSG) is awarded to students who are Cal Grant B eligible and are enrolled Full-Time (12 units or more).

Community College Completion Grant: The Community College Completion Grant (CCCCG) is awarded to students who are eligible for both a Cal Grant B and the Full Time Student Success Grant, in addition recipients must have a comprehensive Student Education Plan and be enrolled in 15 units that are required per his/her Ed Plan.

Chafee Grant: A grant that is only available to students who were foster youth. The grant pays up to \$5,000. You may apply at: <https://www.chafee.csac.ca.gov/default.aspx>. Students who are eligible for a Chafee Grant should also contact the EOPS office to learn more about qualifying for the Guardian Scholarship Program.

Federal Work-Study: The Federal Work Study (FWS) program is designed to provide eligible students who have financial need an opportunity to earn a part of their educational expenses through work. Most of the FWS work is done on the GWC campus, making it easier for students who have transportation issues or difficulty scheduling classes around a demanding job. FWS funds are awarded on a first-come, first served basis to students with the lowest EFCs who have indicated on their FAFSA a desire to work.

Direct (Stafford) Student Loan:

This is a loan and must be repaid. The loan is available in both subsidized and unsubsidized forms. Entrance and exit counseling is required. You must complete and submit a FAFSA, and complete any required documents.

California College Promise Grant (formally known as the BOGFW):

Available only to California residents attending a California Community College. The fee waiver will waive the per-unit enrollment fees for all qualified applicants. The fee waiver does not waive any other college fees, which you must pay. If not paid, you will be dropped from your classes.

Dream Act: AB540 students who meet the qualifications will be exempt from paying nonresident tuition and have the opportunity to qualify for a Cal Grant, Full Time Student Success Grant and the Community College Completion Grant. Please visit the following website for additional information, www.cccd.edu/students/financial-aid and click on California Dream Act.

Dreamer Student Emergency Aid Grant:

The State of California has provided limited funds to provide AB-540, or DACA students with emergency funding to help these students who are enrolled in at least 3 units at Golden West College afford to stay in school. This is a state grant and does not need to be paid back. To request emergency funding, you must meet the eligibility requirements below: The GWC Financial Aid Office must receive a valid California Dream Act Application (<http://www.goldenwestcollege.edu/gwcfao/dreamer-student-emergency-aid-grant/>).

Rights and Responsibilities of Students:

All students are entitled to receive equitable treatment in the awarding of financial aid. It is the student's responsibility to report any changes in his/her financial or academic

status. All financial aid recipients are expected to maintain Satisfactory Academic Progress or they will lose their financial aid eligibility. Please read the Satisfactory Academic Progress Policy on our webpage.

Expected Family Contribution (EFC)

Parents' Contribution: The primary responsibility for assisting students with the cost of a post-secondary education lies with the student and often times his/her family. The expected contribution is determined by a federal need analysis process evaluating the family's financial information provided on the FAFSA.

Student's Contribution: All students are expected to contribute toward their own educational expenses. A student's income and assets will also be assessed through federal methodology based upon data submitted on the FAFSA.

Satisfactory Academic Progress (SAP) Policy for Financial Aid Recipients

SAP standards apply to all federal and state aid applicants whether or not they have previously received student financial aid.

Students receiving financial aid must agree to make Satisfactory Academic Progress toward their educational goal. Failure to maintain these standards will result in the loss of eligibility for financial assistance. This policy applies to students receiving assistance from those financial aid programs administered by the GWC Financial Aid Office and is separate from the College's academic progress policies.

All students must meet the SAP policy (partially detailed below) to be eligible to receive financial aid.

The Financial Aid Office reviews academic progress at the end of

each academic term. SAP includes measures of cumulative G.P.A. and unit completion progress, with a maximum number of attempted units allowed. Please read the SAP policy in its entirety on our website.

Refunds/Repayments/Over-Awards

Refunds: In accordance with Public Law 105-244 students who receive federal financial assistance and withdraw from all of their classes before completing more than 60% of the semester will be required to return any unearned federal funds. The amount of the return will be calculated on a pro-rata basis. Federal Work Study (FWS) earnings are excluded from the calculation.

Repayments/Over-Awards: Should it be determined at any time that the student received funds for which he/she was ineligible, the student will be required to repay these funds. Students will be notified in writing via email of repayment options and the consequences of non-payment.

IMPORTANT NOTICE: Be advised that financial aid award amounts may increase or decrease due to a variety of factors, which may include a change in either the student's enrollment status or the student's FAFSA data. The Financial Aid Office reserves the right to modify financial aid award amounts at any time due to either changes in the availability of funds or changes in Federal regulations.

For More Information: This section only briefly touches upon what you should know about student financial aid. Please visit the GWC Financial Aid Office on the first floor of the Student Services Center; go to the GWC Financial Aid website (<http://www.goldenwestcollege.edu/gwcfao>) or call (714) 895-8394 for more information and specifics about student financial aid.

GWC MOBILE APP

www.goldenwestcollege.edu/gwcapp or gwc.campusapp.com

The GWC App connects students to everything you need to succeed in college. Connect with faculty, staff, classmates, and friends. Access a robust campus life calendar, connect with your peers via the Student Feed and direct messaging, view your class schedule, and get involved with student clubs and organizations. Download the GWC App for free on your mobile device through the App Store or Google Play by searching for Golden West College.

GWC FOUNDATION

(714) 895-8316

www.gwchbfoundation.com

The Golden West College Foundation was organized in 1985 to solicit and manage gifts to benefit the college and its students. The Foundation is dedicated to supporting the College's mission of providing comprehensive academic opportunities to the community for lifelong learning.

A board of directors provides the leadership and direction for the organization's operation and manages the Foundation. The Foundation has grown steadily since 1985 with assets over \$9,800,000. This has been accomplished through donations of cash, bequests and grants from individuals and businesses. The Foundation has provided over \$8,800,000 in scholarships to Golden West College students, and over \$8,900,000 in program support. In addition to cash assets, the Foundation annually receives donated equipment and supplies that represent thousands of dollars in gifts-in-kind.

The primary focus of the Foundation Board of Directors is to work towards building support for college-wide needs. To nurture groups who have special interests in supporting Golden

West College, the Foundation provides direction to two auxiliaries. Each auxiliary is managed by its own board and officers, requiring membership dues for operational expenses. Membership is open to the public.

Information is available by calling the Foundation office, (714) 895-8316, or at www.gwchbfoundation.com or addressing a letter to the Golden West College Foundation, 15744 Goldenwest Street, Huntington Beach, CA 92647-3103.

Golden West College Patrons

Organized in April 1973, the Golden West College Patrons membership is composed of alumni, community members and GWC staff and faculty. The Patrons is a volunteer organization that raises monies for student scholarships through their Chefs for Scholarships event held each fall. The members also volunteer each year in support of other events such as Commencement, Scholarships and Awards, and Gala.

Hens and Chickens

The Hens & Chickens Quilt Fellowship of GWC began in 1989 when a group of quilters did not want to disband after taking a quilting class. Their name was taken from the name of a quilt block. Members range in age from 7 to 75. Each year they create a custom, one-of-a-kind quilt which is raffled and proceeds are given as The Hens & Chickens Quilt Fellowship Scholarship.

HISPANIC-SERVING INSTITUTION

Golden West College is proud of its designation by the Federal Department of Education as a Hispanic-Serving Institution, defined as a non-profit institution that has at least 25% Hispanic full-time students. Because of our location in Huntington Beach, Orange County, and our commitment to attract a broad range of students

seeking educational opportunities, the Hispanic students play an important role in our campus life. Students have the opportunity to participate in the Puente Program and Club, the Intercultural Center, and the Mi Casa Student Club as well as to participate in a variety of courses that explore the impact and contribution of the Hispanic cultures in American society. Chicano/Latino students from the surrounding high schools have the opportunity to attend the annual Chican@/Latin@ College Day event, as they have been doing since its inception in 1975. This event is a well-established tradition, embraced by the local high schools, Latino community and CCCD.

ONLINE INSTRUCTION

(714) 895-8389
www.onlinegwc.org

The Online Instruction Department supports online learning and instruction by providing students with technical support for online education, and assisting faculty in developing and maintaining their courses within the Canvas learning management system.

Located in the annex building of the Learning Resource Center, the Online Instruction Department welcomes walk-ins from 8 a.m. to 5 p.m., Monday through Friday. The Online Instruction team may also be contacted for phone support from 8 a.m. to 5 p.m., Monday through Friday at (714) 895-8389, and online at www.onlinegwc.org

Online Courses

Online courses require a specified number of hours per week of course participation within Canvas (see course details in the searchable schedule). These hours can be completed at times that fit within the student's schedule, provided all course due dates are met. Since there are no on-campus meetings for fully online classes, students must log on to Canvas (through www.

onlinegwc.org) on the first day of class to avoid being dropped for non-attendance.

Hybrid Courses

In addition to the specified Canvas participation hours, Hybrid courses also require on-campus course meetings. The meetings may be weekly for the duration of the semester, or there may be only a few specified meeting dates (see course details in the searchable schedule). In either case, these meetings are not optional. Students should ensure they will be able to attend all on-campus meetings before signing up for a Hybrid course.

Canvas as a Supplement to On-Campus Courses

Instructors teaching a traditional, face-to-face course may choose to utilize Canvas to post information, administer assignments and exams, or communicate with their students.

Please note that, although there are some exceptions, most Canvas courses do not appear to students before the start date of the course. Additionally, while Canvas courses usually remain open for a certain number of days after the semester ends, they will not be available to students indefinitely.

Visit www.onlinegwc.org for additional information about online courses at Golden West College.

OUTREACH

Second Floor, Student Services Center
outreach@gwc.cccd.edu

Outreach is dedicated to making the transition to college easier by providing information to all who inquire about Golden West College and its programs.

Services include:

- Group and individual tours (by appointment)

- Classroom presentations
- College Nights, Parent Info Sessions, and Career Fairs
- College- and career-readiness information for elementary, middle, and high schools
- Information requests
- Special Campus Events

PUBLIC SAFETY

(714) 895-8924

(714) 895-8999 Emergencies

911 Emergencies

Golden West College maintains a Public Safety Department with personnel available 24 hours a day. Anyone may report any criminal or non-criminal activity, or emergency, by calling (714) 895-8924 or (714) 895-8999 for emergencies (or by dialing 911). The Public Safety Building is located in the southwest corner of the campus, next to Nursing & Health Services (Goldenwest St. and Edinger Ave). The Public Safety office is open between the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday.

Additional information regarding the Golden West College Public Safety Department and their services can be obtained by visiting: goldenwestcollege.edu/public-safety/

PUENTE PROGRAM

(714) 895-8214

puente@gwc.cccd.edu

The Puente Program is a two semester learning community that includes three main components. The accelerated writing course sequence incorporates Mexican-American, Latino and other multi-cultural authors with emphasis on English writing skills. Intensive counseling provides students with sustained, in-depth career and academic guidance throughout their enrollment in community college. Students then receive mentoring from

members of the community who are recruited, trained, and matched with students to share career advice and personal experiences. Students in the Puente Program enroll as a cohort in required coursework each semester and participate in the program as a true learning community that supports personal, academic, and cultural development of students.

All students are eligible to enroll in the Puente program. Once enrolled in the Puente Program, students can continue to take advantage of Puente mentoring, counseling, and guidance while enrolled at Golden West College.

Eligibility: All students are eligible to enroll if they meet the following requirements:

1. Eligibility for English G095 in the fall semester; by multiple-measures assessment.
2. Completion and submission of the Puente Program application, available in the Counseling Office, or online at www.goldenwestcollege.edu/puente.
3. Enrollment in the program is on a first-come, first-served basis.
4. Commitment to the goals of the Puente Program, including an intent to transfer to a four-year college/university.

Benefits:

1. Intensive writing training
2. Mentoring
3. Transfer counseling
4. Career development
5. Identity development
6. Inclusion in an active learning community

Puente Classes:

Fall First Semester:

English G100 – Introduction to College Writing/Reading, 3 units

English G095 – English Basic Skills Corequisite, 2 units

College G100 – Becoming a Successful College Student, 3 units

Spring Second Semester:

English G110 – Critical Thinking, Literature, 4 units

Counseling G104 – Career and Life Planning, 3 units

SCHOLARSHIPS

www.goldenwestcollege.edu/scholarships/

Citizens and organizations donate funds for scholarships to be awarded to deserving Golden West College students. Scholarships are awarded on the basis of scholastic achievement, financial need, and/or contribution to campus and community life according to the criteria set up by the donor. Application forms are available in November of each year and awards are presented in May at the Scholarship and Awards Ceremony. Funds are available the following academic year.

Visit www.goldenwestcollege.edu/scholarships for more information.

STUDENT LEARNING SERVICES

Disabled Students Programs & Services (DSPS) High Tech Center (HTC):

First Floor, Learning Resources Center (LRC)

(714) 895-8322 or

www.goldenwestcollege.edu/dsps

The High Tech Center (HTC) located in the Learning Resource Center (LRC) is a specialized computer lab that provides adaptive computer hardware and software for students registered through the GWC DSPS office.

Individual assistance is provided on an as needed basis. Students must register for HTC Open Lab unit and be earning units at GWC concurrently with the semester in which they are enrolled in. For assistance in registering for the HTC Open Lab please contact the DSPS Office.

Adaptive programs include: ZoomText, Kurzweil 3000 (Scan/Read software for learning disabled students), JAWS, Dragon Naturally Speaking, MyReader 2, adaptive keyboard and mouse, adaptive equipment, large monitors, CCTVs and adjustable work stations.

The High Tech Lab also provides an Open Lab class and readiness courses that students can take to improve their skills in English (reading and language) and Math. Students can take a 0.5-unit or 1-unit course depending on their needs. Registration fees are based on the number of units and any associated material fees.

Library

Second Floor, Learning Resources Center (LRC)
(714) 895-8741

Students, faculty, and staff use the resources of the Golden West College Library in order to locate information to meet their educational, vocational, social, and personal goals. Librarians teach information competency concepts at the reference desk, during library orientation sessions, through social media and during library classes that assist and instruct library users on the scope of information; how to locate and retrieve relevant information; how to organize, analyze, and evaluate information; and understand the ethical and legal issues surrounding information and information technology.

The Library's materials collection is comprised of approximately 45,000 books, a magazine and newspaper browsing collection, full-text online

periodical databases, e-books, computers with internet access and Microsoft Office, and DVDs. The Library aims to provide 24/7 quick and easy access to timely materials. Other amenities include photocopiers, printers, group study rooms, and resources for physically-challenged students. The Student Textbook Access Reserve (STAR) Collection provides copies of many textbooks for use within the library. Also, the Library has a laptop/Chromebook loan program that can be accessed at the Public Services Desk.

Student Success Center

First Floor, Learning Resources Center (LRC)

The primary focus of the center is to promote student success by providing all students access to the following programs:

Student Computer Center

First Floor, Learning Resources Center (LRC)
(714) 895-8904
www.goldenwestcollege.edu/ssc/student-computer-center/

The Student Computer Center is a computer laboratory that provides unlimited use of computers, high speed internet access, color printing, scanners, course software, CD-RW-DVD combo, Microsoft Office, as well as eleven Macintosh computers loaded with the most current Digital Art software. The Student Computer Center also offers faxing and copying services at a minimal charge to students. To use the Student Computer Center, students must register for Learning Skills G922.

Tutorial and Learning Center

First Floor, Learning Resources Center (LRC)
(714) 895-8904
goldenwestcollege.edu/ssc/tutoring/

Academic support is available to all GWC students in the classes for which

they are currently enrolled. The Tutorial and Learning Center provides the following services:

- Community tutoring
- Drop-in tutoring
- Group tutorials
- Individual appointments
- International Conversation Lab
- Online tutoring

Additional support services include: review sessions before major exams, study skills videos, as well as self-help pamphlets and literature. The Tutorial and Learning Center is located in the Learning Resource Center room 129. For hours and additional information please call 714-895-8904 or visit goldenwestcollege.edu/tutoring/.

Developmental Math Program

(714) 895-8384
goldenwestcollege.edu/dev-math/

The Developmental Math Program encompasses MATH G010, Elementary Algebra, MATH G030, Intermediate, MATH G040, Accelerated Elementary and Intermediate Algebra, and MATH G080, Pre-statistics, which provides the entry-level math knowledge, skills, and techniques required to enter upper-level math sections. This program focuses attention on student-specific needs, tutoring, and other support programs to assist students in becoming successful in their math course, and lays the foundation for the advanced/transfer math courses.

Embedded Tutoring Program (ET)

(714) 892-7711 x55233
goldenwestcollege.edu/et

The Embedded Tutoring program at GWC used embedded tutors to provide more individualized attention and assistance during class activities,

and to motivate students' participation and engagement in the classroom. In embedded tutoring, a tutor works in and/or out of the classroom under the instructor's guidance to help students understand course concepts and enhance student engagement. The Embedded Tutor functions as:

- A peer tutor, providing support to students as they work with the class content and texts
- A mentor, helping students foster connections with support services
- A model student, demonstrating effective student behaviors and successful academic habits

To find out whether a class has an embedded tutor, please contact the Student Success Center at (714) 892-7711 x55233.

Writing and Reading Center

First Floor, LRC

(714) 895-8303

goldenwestcollege.edu/ssc/Writing/

The Writing and Reading Center offers many short courses that help students improve their reading and writing skills. The courses focus on understanding college-level texts, writing essays and research papers, and improving vocabulary and grammar skills. All courses include one-on-one tutoring with experienced instructors. Each course can be taken for units of credit, and all courses are open for enrollment until week 12 of the semester. Fee varies from course to course. Please call for additional information.

Mathematics Computer Lab

The Math Computer Lab is located in the Math and Science Building, Room 227. Each semester some hours are reserved for scheduled classes. At other times the lab is open on an as needed basis to assist any student currently enrolled in any Mathematics course here at GWC. Please check the posted

schedule at the beginning of each semester to see when open hours are available. Phone: (714) 892-7711 ext. 51133. Hours: M-Th 8:00 a.m. – 6:00 p.m.

STUDENT HEALTH CENTER

First Floor, Nursing and Health Services

(714) 895-8379

Golden West College offers health services for all currently enrolled students who are attending classes and have paid the health fee. Most services are included in the health fee which is currently \$20 per semester for fall and spring; \$16 for summer session (subject to change). Healthy students learn better and stay in school.

The Health Center is designed to provide affordable and convenient health care services for short-term acute illnesses with a focus on prevention. The Health Center is open Monday through Friday during the fall and spring semesters. Call for intersession and summer hours. A Registered Nurse will be on duty on these days to provide treatment, health counseling, and referrals to appropriate services. Physicians and psychologists are available by appointment after consultation with a Registered Nurse. We are located in the Nursing and Health Services building next to the Edinger street parking lot on the south side of the campus. To make an appointment call (714) 895-8379. Services are confidential and comply with health privacy laws.

Services include:

- Basic treatment and first aid
- Treatment of illness
- Immunizations
- Family Planning
- Testing and treatment of sexually transmitted infections

- Mental health consultation
- Short term mental health therapy
- Social Services consultation
- Medical lab work
- Health counseling and education
- Referrals to community resources
- Basic physical exams, at an additional charge

Visit our webpage at goldenwestcollege.edu/student-health-center/ or search Google for GWC Student Health Center.

STUDY ABROAD PROGRAM

First Floor, Student Services Center (714) 895-8146

GWC students are encouraged to explore options for earning course credit while participating in Study Abroad. Several short-term study abroad programs led by district faculty members are offered each year through the Coast Community College District. In addition, a variety of quality programs are available through independent providers. For more information and advising on how to plan your study abroad experience, please visit the Study Abroad office located within the Center for Global and Cultural Programs on the 1st floor of the Student Services Center; visit the website www.goldenwestcollege.edu/studyabroad/ or call (714) 895-8146.

VETERANS EDUCATION & TRANSITION SERVICES (V.E.T.S.)

First Floor, Student Services Center, located in The Admissions and Records Office.

Golden West College is accredited by the California State Approving Agency for Veterans Education for the training of veterans seeking benefits under state and federal regulations.

School Certifying Official (SCO)

Application and certification for benefits are provided by the School Certifying Official located in the Student Services Center, on the first floor in Admissions & Records. For information, contact Sonia Cazarez at sczarecz@gwc.cccd.edu.

Eligibility for Benefits

The Veterans Services office will assist veterans and dependents using the following VA educational benefits:

- Post 9/11 GI Bill (Chapter 33)
- Montgomery GI Bill (Chapter 30)
- Montgomery GI Bill Selected Reserve (MGIB-SR Chapter 1606)
- Vocational Rehabilitation & Employment Program (VR&E Chapter 31)
- Dependents' Educational Assistance (Chapter 35)

To apply for educational benefits, veterans and dependents can use VA Form 22-1990 which is available on the VA website <https://www.vets.gov/education/apply/>

Eligibility for benefits is determined by the Department of Veterans Affairs.

The number of units veterans and dependents must take to qualify for benefits varies according to the educational benefit used. Call the VA's Western Regional Processing Office toll free at (888) 442-4551 for information about compensation and periods of eligibility.

After registering for classes, students using Chapter 33 Post 9/11 or Chapter 31 Vocational Rehabilitation & Employment educational benefits must immediately contact the Veterans Services office at 714-895-8140 to request a fee deferral, or they will be dropped in accordance with the non-payment drop schedule.

Requirements for Receiving VA Educational Benefits

1. To qualify for benefits, veterans and eligible dependents must be working toward an approved educational objective. A list of approved programs for VA benefits can be found on the VA WEAMS Institutional Search Tool at <https://inquiry.vba.va.gov/weamspub/buildSearchCountryCriteria.do>
2. Veterans and dependents must submit official sealed transcripts from all colleges attended previously to Golden West College within four weeks of being admitted, or future certifications for benefits may be delayed.
3. Students must have a counselor-approved Student Education Plan. Only classes that are applicable towards their educational goal will be certified for educational benefits.
4. Students must notify the School Certifying Official of all changes in enrollment at the time of the transaction. The veteran is responsible for any overpayment in housing allowance caused by enrollment changes.
5. Students must maintain satisfactory standards of progress. Students who are on academic or progress disqualification may not be eligible for benefits.

Registration Priority for Veterans

All students are subject to the provisions of SBI 456.

Under the provisions of California Education Code Section 66025.8

- a. GWC will grant priority registration to any member or former member of the Armed Forces of the United States, who is a resident of California, and who has received an honorable discharge, a general discharge, or

an other than honorable discharge, and to any member or former member of the State Military Reserve, for any academic term attended for four academic years after he or she has left state or federal active duty, which he or she shall use within 15 years of leaving state or federal active duty.

- b. A former member of the Armed Forces of the United States or the State Military Reserve who received a dishonorable discharge or a bad conduct discharge is not eligible for priority registration for enrollment pursuant to this section.

Proof of current military status (military ID or DD214 Member 4) must be submitted to the Veterans Services window located in Admissions & Records.

CalVet Tuition Fee Waivers

In recognition of the sacrifices made by veterans while serving our country with honor, the State of California may grant their dependents a tuition fee waiver while attending a California Community College, a campus of the California State University system, or a campus of the University of California System. In addition to submitting an application to the California Department of Veterans Affairs, dependents **MUST** complete the California College Promise Grant (formally known as the BOGFW) available on the school's website. Please note: the Financial Aid Office recommends students complete the Free Application for Federal Student Aid (FAFSA) which includes the California College Promise Grant (formally known as the BOGFW) application.

Students who have been approved for the CalVet tuition fee waiver should take their Authorization Letter to the Financial Aid Office. Please note that the waiver is for tuition only. Students

must pay any and all remaining fees or they will be dropped in accordance with the non-payment drop schedule.

For more information about this program, contact your local County Veterans Service Office.

Active Military Tuition Assistance

Active military using Tuition Assistance should consult with the Director of Admissions & Records: GWC_Director_Admissions_Records@gwc.cccd.edu

Veterans Resource Center (VRC)

**First Floor, Student Services Center
(714) 892-7711 ext 55144**

The purpose of the VRC is to address the unique needs of our veteran student population and provide the tools that each individual veteran needs in order to meet his/her educational goals. It also provides students with a place to socialize with fellow veterans and is a meeting place for the GWC Student Veteran Organization.

The VRC features:

- Lounge
- Mess Hall
- Computer Lab
- Study Hall

Student Services in the Center include:

- Academic counseling
- Mental health counseling
- Tutoring
- Peer-to-peer mentorship
- Book vouchers and gas cards
- School supplies
- Chromebook loan program
- Free printing

The Stand and The Rack

Forum II, Room 103

The Stand (food pantry) and The Rack (closet for professional attire) are open to support student needs. Located on the west side of Forum II, near the Student Services Center.

Zero Cost Course Materials (ZCCM)

Courses listed in the schedule under the attributes section denoted by a green \$0 symbol exclusively use digital course materials that are free of charge to students and therefore not required to be purchased.



ASSOCIATE DEGREES

Associate in Arts (AA) and Associate in Science (AS) Degrees

Associate Degrees are commonly conferred by community colleges. This degree is awarded at Golden West College to students who have satisfactorily completed a program of study with a specific major or area of emphasis and completed the application for graduation. The associate degree is normally completed in two years and has one of two major purposes. Either the program of study prepares the individual for transfer to a four-year college or university or the program of study is intended to prepare the student for immediate employment.

The requirements for the associate degree include the specific courses in the major or area of emphasis and courses comprising the general education or breadth requirement.

The Major or Area of Emphasis required for an AA/AS Degree focuses on a student's desire to obtain a degree or to transfer to a four-year institution. A minimum of 18 units of coursework in a focused area is required for a Major and a minimum of 18 units of generalized coursework in an area is required for an Area of Emphasis. Either of these, completed along with the General Education Requirements and a minimum of 12 units in residence at GWC meets the AA Degree requirements. All Majors and Areas of Emphasis offered by Golden West College go through the State approval process.

Major and Area of Emphasis Student Learning Outcomes:

Demonstrate skills, abilities, and knowledge in a particular area of aptitude or study.

Major and Area of Emphasis Requirements: Minimum of 18 units of study with all coursework for the Major or Area of Emphasis being completed with a grade of "C" or better.

Major and Area of Emphasis Courses: See a GWC counselor or the GWC website at www.goldenwestcollege.edu for a listing of required courses for each Area of Emphasis or Major.

REQUIREMENTS FOR THE ASSOCIATE DEGREE FOR TRANSFER (ADT): ASSOCIATE IN ARTS FOR TRANSFER (AA-T) OR ASSOCIATE IN SCIENCE FOR TRANSFER (AS-T)

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an "associate degree for transfer," a newly established variation of the associate degrees traditionally offered at a California community college. The Associate in Arts

for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. In order to earn one of these degrees, students must complete 60 CSU-transferable semester units with a minimum grade point average of 2.0. Students transferring to a CSU campus that accepts the AA-T or AS-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree (unless the major is a designated "high-unit" major). This degree may not be the best option for students intending to transfer to a particular CSU campus or to a university or college that is not part of the CSU system. Students should consult with a GWC counselor when planning to complete the degree for more information on university admission and transfer requirements.

Requirements

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

1. Completion of 60 CSU-transferable semester units.
2. Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework. While a minimum of 2.0 is required for admission, some majors may require a higher GPA. Please consult with a counselor for more information.
3. A minimum of 12 units in residence at GWC.
4. Completion of a minimum of 18 semester units in an AA-T or AS-T major. All courses in the major must be completed with a grade of C or better.
5. Certified completion of the California State University General Education-Breadth pattern, (CSU GE Breadth); or the Intersegmental General Education Transfer Curriculum pattern (IGETC), 37-39 units.
6. Courses used to satisfy major requirements can also be used to satisfy CSU GE Breadth or IGETC. See a GWC counselor for further information.

APPLICATION PROCEDURES

Associate in Arts/Science degrees are not automatically awarded when the student completes the requirements. The student must file a petition in Admissions & Records according to the following schedule:

Graduation Period	AA/AS Filing Period	ADT Filing Period
Summer	July 1 – August 1	July 1 – August 1
Fall	August 15 – November 15	August 15 – September 15
Spring	January 15 – April 15	January 15 – February 15

Associate in Arts degrees are awarded only after spring graduation, but the graduation date is posted on the student's transcript after the graduation period in which the Associate in Arts degree is earned. Please note that the filing period for the ADT is early in the term to allow for appropriate reporting of degree progress to the CSU E-Verify system. If a student is completing an ADT and misses the priority filing deadline, this will impact reporting to the CSU, and may jeopardize CSU admission. The student, however, can still file the petition to graduate until the AA/AS filing period closes.

Certificate of Achievement application may be made during the semester of completion. Filing deadlines are the same as for graduation, above.

Pre-graduation check: Students who have completed thirty units of college work may request a pre-graduation check.

AWARDING OF MULTIPLE DEGREES

Students seeking a concurrent or subsequent Associate Degree must meet the following conditions:

1. All General Education requirements as specified by the current catalog shall be met.
2. Complete all requirements for any additional major with a grade of "C" or better in all major courses.
3. A minimum GPA of 2.0 for all units counted toward the degree.
4. A minimum of 12 units in residence at GWC.

DUPLICATE DEGREES

Students are not permitted to acquire duplicate Associate Degrees in the same major; within the Coast Community College District.

CERTIFICATE OF ACHIEVEMENT - CAREER

This certificate goes through the State approval process and requires a minimum of 12 units of coursework in a particular academic or occupational area. The certificate

programs normally include only those courses which have a direct bearing upon specialized occupational competency since the objective of earning the career certificate is immediate employment in a specialized area. Upon successful completion of the program and completing the application, the student will receive the certificate and be recognized at the graduation ceremony. In order to earn a Certificate of Achievement all courses that apply to the certificate must be completed with a minimum grade of "C" in each course unless otherwise stated. A minimum of 12 units in residence at GWC is required, and 50 percent of the certificate program must be completed at GWC.

CERTIFICATE OF ACHIEVEMENT - TRANSFER

The Intersegmental General Education Transfer Curriculum (IGETC) and the California State University General Education Breadth (CSU GE Breadth) Certificates of Achievement are State approved and along with a Major or Area of Emphasis meet the requirement for an AA Degree with the purpose of preparing the student for transfer to a four-year institution. An application must be filed for graduation to be recognized at the graduation ceremony. A minimum of 12 units in residence at GWC is required.

CERTIFICATE OF SPECIALIZATION

This certificate focuses on the student gaining competency in a skill so that he/she can quickly move into the workplace. There is emphasis on updating or newly emerging technologies and the coursework for the Certificate of Specialization must be under 18 units. This certificate is not approved by the State and there is no acknowledgment of completion given at graduation, and is not recorded on a transcript. In order to earn a Certificate of Specialization all courses that apply to the certificate must be completed with a minimum grade of "C" in each course unless otherwise stated. Fifty percent of the certificate program must be completed at GWC.

NONCREDIT CERTIFICATES

See the Noncredit section beginning on page 213.

CREDIT PROGRAMS	DEGREES	CERTIFICATES	BANNER CODES
ACCOUNTING			
Accounting	AA/AS Major		2_AA_ACCT
Staff Accountant		Certificate of Achievement	2_CL_ACCT
IRS Enrolled Agent		Certificate of Specialization	2_CE_EATS
AMERICAN SIGN LANGUAGE INTERPRETING			
American Sign Language Interpreting	AA/AS Major	Certificate of Achievement	2_AA_ASLI, 2_CL_ASLI
ANTHROPOLOGY			
Anthropology	AA-T		2_AAT_ANTH
ART			
Art	AA/AS Major		2_AA_ART
Art History	AA-T		2_AAT_ART
Studio Arts	AA-T		2_AAT_SA
AUTOMOTIVE TECHNOLOGY			
Chassis & Drivetrain Specialist	AA/AS Major	Certificate of Achievement	2_AA_ATCD, 2_CL_ATCD
Engine Performance & Emissions Specialist	AA/AS Major	Certificate of Achievement	2_AA_ATEP, 2_CL_ATEP
BIOLOGY			
General Biology	AA/AS Major		2_AA_BIOL
BUSINESS			
Business Administration	AS-T, AA/AS Major	Certificate of Achievement	2_AST_BSAD, 2_AA_BSAD, 2_CL_BSAD
Entrepreneurship I - Small Business Ownership & Expansion		Certificate of Specialization	2_CE_ENTRI
Entrepreneurship II - Small Business Startup Essentials		Certificate of Specialization	2_CE_ENTRII
CHEMISTRY			
Chemistry	AA/AS Major		2_AA_CHEM
CHILD AND ADOLESCENT DEVELOPMENT			
Child and Adolescent Development	AA-T		2_AAT_CHAD
COMMUNICATION STUDIES			
Communication Studies	AA-T		2_AAT_COMM
COMPUTER AIDED DESIGN AND DRAFTING–CADD			
Computer Aided Design and Drafting–CADD	AA/AS Major	Certificate of Achievement	2_AA_DRAFT, 2_CL_CADD
Technical Drafting Option		Certificate of Specialization	2_CE_TD
COMPUTER BUSINESS APPLICATIONS			
Computer Business Applications	AA/AS Major	Certificate of Achievement	2_AA_CBA, 2_CL_CBA
Business Information Worker I		Certificate of Achievement	2_CL_BIWI
Microsoft Office		Certificate of Specialization	2_CE_MSO
COMPUTER SCIENCE			
Computer Science	AA/AS Major		2_AS_CS
Software Development	AA/AS Major	Certificate of Achievement	2_AA_CSSD, 2_CL_CSSD
Video Game Development	AA/AS Major	Certificate of Achievement	2_AA_CSVG, 2_CL_CSVG
COSMETOLOGY			
Cosmetology	AA/AS Major	Certificate of Achievement	2_AA_COSM, 2_CT_COSM
Esthetician	AA/AS Major	Certificate of Achievement	2_AA_ESTH, 2_CL_ESTH
Barbering		Certificate of Achievement	2_CT_BARB
CRIMINAL JUSTICE			
Administration of Justice	AS-T, AA/AS Major		2_AST_AJ, 2_AA_CJAD
Corrections	AA/AS Major		2_AA_CORR
Law Enforcement		Certificate of Achievement	2_CL_CJ
Police Academy	AA/AS Major		2_AA_CJPA
DANCE			
Dance	AA/AS Major		2_AA_DANCE
DESIGN			
Design		Certificate of Achievement	2_CL_DSGN
DIGITAL ARTS			
Digital Arts	AA/AS Major		2_AA_DART
Biotechnology Media Design		Certificate of Specialization	2_CE_BTMD
Graphic Design and Production		Certificate of Achievement	2_CT_DART
Graphic Design Advanced Production		Certificate of Specialization	2_CE_GDAP
Graphic Design Foundation		Certificate of Specialization	2_CE_GDF
Graphic Design Web Site Design		Certificate of Specialization	2_CE_GDWSD
DIGITAL MEDIA			
Digital Media	AA/AS Major	Certificate of Achievement	2_AA_DM, 2_CL_DM
Audio Recording		Certificate of Specialization	2_CE_AR
Video Editing		Certificate of Specialization	2_CE_VE
Video Production		Certificate of Specialization	2_CE_VP
DRAFTING (See Computer Aided Design & Drafting)			
ECONOMICS			
Economics	AA-T		2_AAT_ECON
ELEMENTARY TEACHER EDUCATION			
Elementary Teacher Education	AA-T		2_AAT_ETED
ENGLISH			
English	AA-T		2_AAT_ENGL

CREDIT PROGRAMS	DEGREES	CERTIFICATES	BANNER CODES
FLORAL DESIGN & SHOP MANAGEMENT			
Floral Design & Shop Management	AA/AS Major	Certificate of Achievement	2_AA_FDSM, 2_CL_FDSM
Floral Design Artisan		Certificate of Specialization	2_CE_FDA
Floral Design Entrepreneur		Certificate of Specialization	2_CE_FDE
GEOGRAPHY			
Geography	AA-T		2_AAT_GEOG
GEOLOGY			
Geology	AS-T		2_AST_GEOL
GLOBAL STUDIES			
Global Studies	AA-T	Certificate of Achievement	2_AAT_GLBL, 2_CB_GLOB
HISTORY			
History	AA-T		2_AAT_HIST
KINESIOLOGY			
Kinesiology	AA-T		2_AAT_KIN
LIBERAL ARTS			
Arts and Humanities	AA Area of Emphasis		2_AA_LAAH
Business and Public Administration	AA Area of Emphasis		2_AA_LABPA
Computer Science and Technology	AA Area of Emphasis		2_AA_LACST
Human Behavior and Self-Development	AA Area of Emphasis		2_AA_LAHBSD
Mathematics	AA Area of Emphasis		2_AA_LAMA
Science	AA Area of Emphasis		2_AA_LASCI
Social and Behavioral Sciences	AA Area of Emphasis		2_AA_LASBS
Social Sciences	AA Area of Emphasis		2_AA_SSCIE
LIBERAL STUDIES			
Elementary Education	AA/AS Major		2_AA_LSEE
MANAGEMENT			
Management	AA/AS Major	Certificate of Achievement	2_AA_MGMT, 2_CL_MANG
Human Resources Management		Certificate of Achievement	2_CB_HRMG
Marketing	AA/AS Major	Certificate of Achievement	2_AA_MRKT, 2_CL_MARK
Retail Management		Certificate of Achievement	2_CT_RMGT
MATHEMATICS			
Mathematics	AS-T, AA/AS Major		2_AST_MATH, 2_AA_MATH
MUSIC			
Music	AA-T, AA/AS Major		2_AAT_MUS, 2_AA_MUS
NURSING			
Nursing - LVN to RN	AA/AS Major		2_AS_LVN
Nursing - Registered Nurse	AA/AS Major		2_AS_NURS
PEACE STUDIES			
Peace Studies	AA/AS Major		2_AA_PEAC
PHILOSOPHY			
Philosophy	AA-T		2_AAT_PHIL
PHYSICS			
Physics	AS-T, AA/AS Major		2_AST_PHYS, 2_AA_PHYS
POLITICAL SCIENCE			
Political Science	AA-T, AA/AS Major		2_AAT_POLS, 2_AA_POLS
PRE-PROFESSIONAL			
Pre-Health Science		Certificate of Specialization	2_CE_PHS
Pre-Occupational Therapy		Certificate of Achievement	2_CL_PREOT
Pre-Physical Therapy		Certificate of Achievement	2_CL_PREPT
Pre-Physician Assistant		Certificate of Achievement	2_CL_PREPA
PSYCHOLOGY			
Psychology	AA-T, AA/AS Major		2_AAT_PSYC, 2_AA_PSYC
SOCIOLOGY			
Sociology	AA-T		2_AAT_SOC
THEATER			
Theatre Arts	AA-T, AA/AS Major		2_AAT_THEA, 2_AA_THEA
Costume Production & Wardrobe Technician		Certificate of Achievement	2_CB_THEA
Scenic Lighting and Projection Design Technician		Certificate of Achievement	2_CB_SLPD
TRANSFER			
CSU General Education Breadth		Certificate of Achievement	2_CT_CSU
IGETC		Certificate of Achievement	2_CT_IGET
WORLD LANGUAGE			
French	AA/AS Major		2_AA_FREN
Spanish	AA-T, AA/AS Major		2_AAT_SPAN, 2_AA_SPAN
Vietnamese	AA/AS Major		2_AA_VIET
World Language	AA/AS Major		2_AA_WLANG

2019-2020 ASSOCIATE DEGREE REQUIREMENTS

ASSOCIATE DEGREE REQUIREMENTS

- Completion of General Education Requirements by one of the following methods:
 - Completion of a minimum of 18 units as listed under Areas A through E below.
 - Completion of a minimum of 39 units of CSU General Education requirements. Students who complete this pattern are also eligible to receive the Certificate of Achievement in CSU General Education Breadth.
 - Completion of a minimum of 34 (UC) or 37 (CSU) units of Intersegmental General Education Transfer Curriculum (IGETC) requirements. Students who complete this pattern are also eligible to receive the Certificate of Achievement in IGETC.

Students should consult a GWC counselor in order to select the best pathway to meet their educational goals. For students who intend to transfer, the choice of general education will be specific to both their major and transfer institution.
- Completion of a Major or Area of Emphasis—a minimum of 18 units.
- Completion of additional elective units to a total of 60 units.
- 2.0 overall Grade Point Average at GWC and 2.0 overall Grade Point Average for all colleges attended.
- At least 12 units completed at GWC.

General Education Requirements (A through E):	C	IP	N
AREA A: English Language: Communication and Analytical Thinking (6 units minimum. Minimum of 3 semester units in each category) 1. Composition: English G100 / G100H or G103 (F2018+) with a grade of "C" or better. 2. Communication and Analytical Thinking: Business Communication G139; Communication Studies G100, G108, G110 or G110H, G112, G220; Computer Science G262; English G110 or G110H; Mathematics G030, G040, G080 G100, G103, G104, G115, G120, G140, G160, G170, G180, G185, G235, G280, G282, G285; Philosophy G115, G125; Psychology G130, G140 Course from other college: _____ College: _____ AP: _____ Course from other college: _____ College: _____ AP: _____			
AREA B: Natural Sciences: Minimum of 3 semester units Anthropology G185, G185L; Astronomy G100, G100L; Biology G100 or G100H, G101, G104, G104L, G110, G120, G180, G182, G183, G186, G210, G220, G221, G225; Chemistry G110, G130, G180, G185, G220, G225; Geography G180, G180L; Geology G105, G106, G110, G120; Physical Science G100; Physics G110, G111, G120, G185; Psychology G250 Course from other college: _____ College: _____ AP: _____			
AREA C: Humanities: Minimum of 3 semester units Art G100, G103*, G104*, G105* or G105H*, G106* or G106H*, G107, G109, G116, G118, G121, G127*, G130, G140, G145, G142, G150, G158, G160, G250, G251; Chinese G180, G185, G280; Communication Studies G180, G255*; Dance G100, G101*, G110, G120, G125; Economics G120; English G110 or G110H, G112, G114* or G114H*, G143*, G150*, G155*, G160* or G160H*, G161* or G161H*, G181, G270*, G275*, G280, G281; French G180, G185, G280, G285; History G110, G120*, G121*, G132*, G135*, G140, G150*, G161*, G162*, G170, G175, G180*, G185*; Music G101 or G101H, G103*, G105, G106, G108, G109, G110, G115, G120, G121, G122, G126, G127, G128, G132, G139, G141, G142, G143*, G145, G146, G147, G150, G165, G209, G261; Philosophy G100, G102*, G110*, G111*, G120, G150*; Photography G120, G190; Political Science G150*; Sign G180, G185, G200*, G280, G285; Spanish G160, G165, G180, G185, G280, G285; Theatre Arts G100, G102, G106, G108, G111, G112, G115, G119, G120, G125, G135, G146, G160, G161, G166, G174, G175, G176, G177, G178, G188, G210; Vietnamese G180, G185, G280, G285 Course from other college: _____ College: _____ AP: _____			

	C	IP	N
<p>AREA D: Social and Behavioral Sciences: Minimum of 3 semester units in each category</p> <p>Category I: Anthropology G100*, G130*, G140*, G150*, G190*, G200*; Communication Studies G225, G255*, G265*; Criminal Justice G123, G140, G141, G150; Digital Media G130; Economics G110, G120, G170, G175; Environmental Studies G100; Geography G100*, G185*; History G110, G120*, G121*, G132*, G135*, G140, G150*, G161*, G162*, G170, G175, G180*, G185*; Peace Studies G100, G110, G225; Political Science G100, G101*, G105, G110, G120, G121, G130, G180, G185*, G205*; Psychology G100, G116, G118, G165, G255, G260*; Sociology G100*, G110*, G111*, G133*, G134*, G160, G185*</p> <p>Course from other college: _____ College: _____ AP: _____</p>			
<p>AREA E: Lifelong Understanding and Self-Development</p> <p>Completion of 3 units from coursework below or select another 3 units from Categories A – D above. Accounting G100; Athletics any course G100-G299; Automotive Technology G101; Business G100, G101, G121, G158; College G100, G151; Communication Studies G255*; Counseling G100, G103, G104, G110, G111, G199; Criminal Justice G107; Dance any course G100-G299; Ecology G100; Health Education G100, G107, G135; Kinesiology G100, G101, G110, G281; Marketing G157; Physical Education any course G100-G299; Peace Studies G230; Psychology G110, G118, G165, G250</p> <p>Course from other college: _____ College: _____ AP: _____</p>			
<p>Cultural Diversity Requirement: Completion of one course from any of the above categories designated with an (*).</p> <p>COURSE LIST includes: Anthropology G100, G130, G140, G150, G190, G200; Art G103, G104, G105, G106, G127; Criminal Justice G137; Communication Studies G255, G265; Dance G101; English G114, G143, G150, G155, G160, G161, G270, G275; Geography G100, G185; History G120, G121, G132, G135, G150, G161, G162, G180, G185; Music G103, G143; Peace Studies G150; Philosophy G102, G110, G111, G150; Political Science G101, G150, G185, G205; Psychology G260; Sign G200; Sociology G100, G110, G111, G133, G134, G185; Spanish G200</p>			
<p>Mathematics Competency</p> <p>Mathematics competency must be met by meeting one of the following:</p> <ol style="list-style-type: none"> 1. Mathematics assessment / multiple-measures placement recommendation of Mathematics G100 (Liberal Arts Mathematics) or higher. *NOTE: Self Placement does not satisfy this requirement for graduation. 2. Completion of Intermediate Algebra in high school with a grade of "C" or better. 3. Completion of Integrated Mathematics 3 with a grade of "C" or better. 4. Completion of one college course in mathematics with a grade of "C" or better at the Math G030, G040, or G080 level or higher. 5. Score of 3 or better on AP Statistics, AP Calculus AB, Calculus BC, or score of 50 or better on CLEP College Algebra, College Algebra – Trigonometry, Trigonometry, Pre-Calculus, or Calculus exam. <p>Course from other college: _____ College: _____ AP: _____</p>			
<p>MAJOR OR AREA OF EMPHASIS REQUIREMENT:</p> <p>1. Completion of a minimum of 18 units of study with all coursework for the Major or Area of Emphasis being completed with a grade of "C" or better. Select a Major or Area of Emphasis and meet with a counselor for exact requirements.</p> <p>Major/Area of Emphasis: _____</p> <p>Course from other college: _____ College: _____ AP: _____</p> <p>Course from other college: _____ College: _____ AP: _____</p> <p>Course from other college: _____ College: _____ AP: _____</p> <p>Course from other college: _____ College: _____ AP: _____</p> <p>Course from other college: _____ College: _____ AP: _____</p> <p>Course from other college: _____ College: _____ AP: _____</p>			
<p>All Golden West College courses numbered between G001-G299 are counted toward the 60 units required for the AA degree. The following coursework is not degree applicable (which includes basic skills, non-credit and remedial courses): All courses with an "N" at the end (designates Noncredit course); College G050, G090; Communication Studies G091; English G037, G042, G090, G095, G098, G099; ESL G011, G012, G013, G021, G022, G023, G031, G032, G033, G041, G042, G043, G051, G052, G053, G061, G062, G063, G071, G073, G091; English Reading & Writing Center G001, G002, G003, G011, G012, G013, G014, G015, G020, G021, G022, G023, G024, G025, G030, G031, G032, G034, G035; ESL Writing Center G011, G025, G026, G044, G054, G056; Health Education G851, G852, Learning Skills G005, G921, G922, G927, G928; Mathematics G005, G008, G010</p>			

CERTIFICATE OF ACHIEVEMENT IN CSU GENERAL EDUCATION BREADTH 2019-20

<p>Students must complete a minimum of 39 units of coursework from Areas A through E including the specific requirements listed for each Area. A grade of "C" or better is required for all courses in Area A, the mathematics course in Area B4 and at least 30 of the units completed in Areas A through E.</p> <p>Grades of "credit/pass" can be used if equivalent to a "C".</p> <p>One course may not be used to satisfy more than one general education requirement.</p>			
<p>Circle courses taken at GWC. List courses taken at other colleges. Indicate name of test if requirement was met with AP</p> <p>C = COMPLETED IP = IN PROGRESS N = NEEDED</p>	C	IP	N
<p>AREA A – English Language Communication and Critical Thinking - 9 semester units (or 12 - 15 quarter units) – One course from each group below (A1, A2 and A3).</p> <p>A1: Oral Communication: Communication Studies G100, G110 or G110H, G112</p> <p>Course from other college: _____ College: _____ AP: _____</p>			
<p>A2: Written Communication: English G100 or G100H, G103</p> <p>Course from other college: _____ College: _____ AP: _____</p>			
<p>A3: Critical Thinking: Communication Studies G220; English G110 or G110H; Philosophy G115, G125; Psychology G130</p> <p>Course from other college: _____ College: _____ AP: _____</p>			
<p>AREA B – Scientific Inquiry and Quantitative Reasoning - 9 semester units (or 12 - 15 quarter units) – At least one course each from Groups 1- 4. Courses with a * have a lab component</p> <p>B1: Physical Science: Astronomy G100, G100 + G100L*; Chemistry G110*, G130*, G180*, G185*, G220*, G225*; Geography G180, G180L*; Geology G105, G106*, G110*(formerly G100*), G120*; Physical Science G100*; Physics G110, G110 + G111*, G120*, G125*, G185*, G280*, G285*</p> <p>Course from other college: _____ College: _____ AP: _____</p>			
<p>B2: Life Science: Anthropology G185 (formerly G120), G185 + G185L*; Biology G100*, G101, G104 + G104L*, G110*, G120*, G180*, G182 (formerly G185*), G183* (formerly G190*), G186*, G210*, G220* (formerly G170*), G221* (formerly G155*), G225* (formerly G175*); Psychology G250</p> <p>Course from other college: _____ College: _____ AP: _____</p>			
<p>B3: Laboratory Activity – Any course with a * in Area B1 or B2 meets this requirement.</p> <p>Course from other college: _____ College: _____ AP: _____</p>			
<p>B4: Mathematics: Biology G260; Computer Science G262; Mathematics G100, G104, G115, G120, G140 (formerly G130), G160, G170, G180, G185, G235, G280, G282, G285; Psychology G140</p> <p>Course from other college: _____ College: _____ AP: _____</p>			
<p>AREA C – Arts and Humanities: 9 semester units (or 12 - 15 quarter units) – At least one course each in Arts and Humanities.</p> <p>C1: Arts (Art, Cinema, Dance, Music, Theater)</p> <p>Art G100, G103, G104, G105 or G105H, G106 or G106H, G107, G116, G121, G127, G130, G142, G150, G158; Dance G101; Humanities G126; Music G101 or G101H, G103, G108, G110, G115, G126, G132, G139 (formerly G185), G143 (formerly G136), G145, G165; Photography G120 (formerly G150); Theater Arts G100, G102, G106, G108, G111, G112, G120, G175, G176, G177, G178, G210</p> <p>Course from other college: _____ College: _____ AP: _____</p> <p>Course from other college: _____ College: _____ AP: _____</p>			
<p>C2: Humanities (Literature, Philosophy, Foreign Language)</p> <p>Anthropology G190; Chinese G180, G185 G280; Communication Studies G180, G255 (formerly G175); Economics G120; English G110, G112, G114 or G114H, G143, G150, G155, G160 or G160H, G161 (formerly G165) or G161H (formerly G165H), G181 (formerly G180), G270 (formerly G290), G275 (formerly G295), G281; French G180, G185, G280, G285, G290; History G110, G120, G121 (formerly G165), G132, G135, G140, G150, G161 (formerly G190), G162 (formerly G195), G170#, G175#, G180, G185; Philosophy G100 (formerly G101), G102, G110, G111, G120, G150; Political Science G150; Sign Language G180, G185, G200, G280, G285; Spanish G160 (formerly G110), G165 (formerly G112), G180, G185, G200 (formerly G290), G280, G285; Vietnamese G180, G185, G280, G285, G290</p> <p>Course from other college: _____ College: _____ AP: _____</p> <p>Course from other college: _____ College: _____ AP: _____</p>			

Circle courses taken at GWC. List courses taken at other colleges. Indicate name of test if requirement was met with AP C = COMPLETED IP = IN PROGRESS N = NEEDED	C	IP	N
<p>AREA D – Social Sciences - 9 semester units (or 12 - 15 quarter units) – With courses in at least two disciplines.</p> <p>Anthropology G100, G130, G140, G150, G190, G200 Communication Studies G180, G225 (same as PEAC G225), G255, G260, G265 Criminal Justice G123, G140, G141 Digital Media G130 Economics G110, G120 (same as HIST G110), G170, G175 Education G180 Environmental Studies G100 Geography G100, G185, G190 History G110 (same as ECON G120), G120, G121, G132, G135, G140, G150, G161, G162, G170#, G175#, G180, G185 Peace Studies G100, G110, G225 (same as COMM G225), G230 Philosophy G150 (same as PSCI G150) Political Science G100, G101, G105, G110, G120, G130, G150 (same as PHIL G150), G180#, G185, G205 Psychology G100, G116, G118, G165, G250, G255, G260, G280 Sociology G100, G110, G111, G133, G134, G160, G185 Spanish G200</p> <p>Course from other college: _____ College: _____ AP: _____ Course from other college: _____ College: _____ AP: _____ Course from other college: _____ College: _____ AP: _____</p>			
<p>AREA E – Lifelong Learning and Self-Development - 3 semester units (or 4 - 5 quarter units) – No more than 1 unit of activity courses may be used to meet this requirement. Military discharge certificate DD Form 214 will satisfy this requirement.</p> <p>Non-Activity College G100; Counseling G104; Criminal Justice G107; Ecology G100; Health Education G100, G107, G135, G201; Kinesiology G100, G101, G110; Peace Studies G230; Physical Education G103 and one course from the list of activity courses; Psychology G110, G116 (formerly G150), G118 (formerly G160), G165</p> <p>Activity Athletics G239, G240, G243, G244, G246, G250, G253, G254, G255, G256, G259, G260, G264, G279; Dance G100, G105, G106, G115, G119, G120, G125, G130, G135, G145, G150, G160, G200, G215, G230; Physical Education G101, G105, G106, G107, G108, G109, G111, G114, G130, G131, G132, G150, G158, G165, G166, G173, G176, G177, G178, G186, G189, G192, G195, G196, G210, G248, G283</p> <p>Course from other college: _____ College: _____ AP: _____ DD214: _____</p>			
<p># US HISTORY, CONSTITUTION AND AMERICAN IDEALS (Not part of CSU Breadth. May be completed prior to transfer)</p> <p>All CSU campuses require that students demonstrate competence in American History and the Constitution of the United States. Completion of History G170 or G175 in Area C2 or D6 and Political Science G180 or G180H in Area D8 will satisfy this requirement. These courses can also be counted for CSU GE Breadth. Students who do not complete this requirement before transfer will need to take appropriate courses at CSU after transfer.</p> <p>Course from other college: _____ College: _____ AP: _____</p>			
<p>This Certificate of Achievement is designed for students who intend to transfer to a California State University campus. Students who complete this certificate will meet all lower division general education requirements for CSU. Students must complete a minimum of 9 additional upper division general education units after transfer. Courses on this list are approved for a specific academic year. A course can be used only if it is on the list when it is taken by the student. Every effort has been made to assure the accuracy of this list at the time of publication; however, additions or deletions sometimes occur during the year. Students are encouraged to see a counselor and check the ASSIST website (www.assist.org) regularly for the most current information about approved courses. ASSIST is the official repository of course articulation for California's public colleges and universities.</p> <p>To receive this certificate a minimum of 12 residency units must be completed at GWC.</p> <p>NOTE: Students who are awarded this Certificate of Achievement must also request CSU GE Breadth certification at the Admissions and Records Office when sending their final transcript to the four-year school.</p>			

CERTIFICATE OF ACHIEVEMENT IN IGETC (UC OR CSU) 2019-20

This Certificate of Achievement in the **Intersegmental General Education Transfer Curriculum** is designed for students who intend to transfer to the University of California or the California State University, or who are unsure if they will transfer to a UC or CSU. Students who complete this certificate will meet all lower division general education requirements for UC or CSU. Students transferring to CSU must complete a minimum of 9 additional upper division general education units after transfer. The IGETC may not be appropriate for some programs or high unit majors. Students should consult a GWC counselor to make sure this is their best option. Courses on this list are approved for a specific academic year. A course can be used only if it is on the list when it is taken by the student. **Every effort has been made to assure the accuracy of this list at the time of publication; however, additions or deletions sometimes occur during the year. Students are encouraged to see a counselor and check the ASSIST website (www.assist.org) regularly for the most current information about approved general education courses.** ASSIST is the official repository of course articulation for California's public colleges and universities.

To receive this certificate a minimum of 12 residency units must be completed at GWC..

A grade of "C" or better is required in all courses. Grades of "credit/pass" can be used if equivalent to a "C".

NOTE: Students who are awarded this Certificate of Achievement must also request IGETC certification at the Admissions and Records Office when sending their final transcript to the four-year school.

One course may not be used to satisfy more than one general education requirement.

Circle courses taken at GWC. List courses taken at other colleges. Indicate name of test if requirement was met with AP
C = COMPLETED IP = IN PROGRESS N = NEEDED

AREA I – English Communication

CSU: Complete all three groups: 9 semester units (or 12-15 quarter units)

UC: Complete Group A and Group B only: 6 semester units (or 8-10 quarter units).

(Two 3 quarter unit sequential English courses can be used to satisfy Area IA.)

IA: English Composition:

English G100* or G100H*, G103*

Course from other college: _____ College: _____ AP: _____

IB: Critical Thinking - English Composition:

English G110 or G110H*; **Philosophy** G125; **Psychology** G130

Course from other college: _____ College: _____ AP: _____

IC: Oral Communication (CSU requirement only):

Communication Studies G110 or G110H

Course from other college: _____ College: _____ AP: _____

AREA 2A – Mathematical Concepts and Quantitative Reasoning: One course, 3 - 5 semester units (or 4-5 quarter units).

(Two 3 quarter unit sequential mathematics courses can be used to satisfy this area.)

Biology G260*; **Computer Science** G262; **Mathematics** G100, G115*, G140* (formerly G130), G160*, G170*, G180*, G185, G235, G280, G282, G285; **Psychology** G140*

Course from other college: _____ College: _____ AP: _____

AREA 3 – Arts and Humanities: Three courses, with at least one from Group A and one from Group B for a total of 9 semester units (or 12-15 quarter units).

3A: Arts: **Art** G100, G103, G104, G105 or G105H, G106 or G106H, G127, G158; **Dance** G101; **Humanities** G126; **Music** G101 or G101H, G103, G108, G126, G139 (formerly G185), G143 (formerly G136), G165; **Theater Arts** G100, G102, G108, G111, G112

Course from other college: _____ College: _____ AP: _____

Course from other college: _____ College: _____ AP: _____

3B: Humanities: **Chinese** G280; **Communication Studies** G255; **Economics** G120; **English** G112, G114 or G114H, G143, G150, G155, G160 or G160H, G161 (formerly G165) or G161H (formerly G165H), G181 (formerly G180), G270 (formerly G290), G275 (formerly G295); **French** G185, G280, G285, G290; **History** G110, G120, G121 (formerly G165), G132, G135, G140, G150, G161 (formerly G190), G162 (formerly G195), G170#, G175#, G180, G185; **Philosophy** G100 (formerly G101), G102, G110, G111, G120, G150; **Political Science** G150; **Sign Language** G185, G200; **Spanish** G165 (formerly G112), G185, G200 (formerly G290), G280, G285; **Theater Arts** G102; **Vietnamese** G185, G280, G285, G290

Course from other college: _____ College: _____ AP: _____

Course from other college: _____ College: _____ AP: _____

Circle courses taken at GWC. List courses taken at other colleges. Indicate name of test if requirement was met with AP C = COMPLETED IP = IN PROGRESS N = NEEDED	C	IP	N
<p>AREA 4 – Social and Behavioral Sciences: - Three courses, from at least two disciplines, for a total of 9 semester units (or 12-15 quarter units).</p> <p>Anthropology G100, G130, G140, G150, G190, G200 Communication Studies G180, G255, G265 Criminal Justice G123, G140 Digital Media G130 Economics G110, G120 (same as HIST G110), G170, G175 Environmental Studies G100 Geography G100, G185 History G110 (same as ECON G120), G121, G132, G135, G140, G150, G170#, G175#, G180, G185 Peace Studies G100, G110, G150, G230 Philosophy G150 (same as PSCI G150) Political Science G100, G101, G105, G110, G120, G130, G150 (same as PHIL G150), G180#, G185, G205 Psychology G100, G116, G118, G165, G250, G255, G260, G280 Sociology G100, G110, G111, G133, G134, G160, G185</p> <p>Course from other college: _____ College: _____ AP: _____ Course from other college: _____ College: _____ AP: _____ Course from other college: _____ College: _____ AP: _____</p>			
<p>AREA 5 – Physical and Biological Sciences: Two courses, with one from Group A and one from Group B, for a total of 7 - 9 semester units (or 9-12 quarter units). One of the courses must include a lab. <u>Underlining designates courses with a laboratory</u></p> <p>5A: Physical Science: Astronomy G100, G100 + G100L; Chemistry G110*, G130*, G180, G185, G220, G225; Geography G180, G180L; Geology G105*, G110 (formerly G100), G120; Physical Science G100*; Physics G110*, G110* + G111*, G120*, G125*, G185*, G280*, G285*</p> <p>Course from other college: _____ College: _____ AP: _____</p>			
<p>5B: Biological Science: Anthropology G185 (formerly G120), G185L; Biology G100*, G101, G104 + G104L, G110, G120, G180, G182 (formerly G185), G183 (formerly G190), G186, G210, G220 (formerly G170*), G221* (formerly G155*), G225 (formerly G175*); Psychology G250</p> <p>Course from other college: _____ College: _____ AP: _____</p>			
<p>5C: Laboratory: At least one course from 5A or 5B must incorporate a laboratory component or take a corresponding lab course. <u>Lab courses are underlined.</u></p> <p>Course from other college: _____ College: _____ AP: _____</p>			
<p>AREA 6 – Languages Other Than English (UC requirement only): This requirement can be met in one of the following ways:</p> <p>A. Complete two years of high school coursework in a language other than English with grades of "C minus" or better in each course (high school transcripts must be on file with Admissions & Records).</p> <p>B. Complete a foreign language course numbered G180 or higher with a grade of "C" or better. Exception: Spanish G160 (G110) or G165 (G112) or Sign Language G180 or higher also meet this requirement. Spanish G200 or G290 don't meet this requirement. (One semester of college work in a language other than English is equivalent to two years of high school work)</p> <p>C. Earn a satisfactory score on one of the following tests (results must be on file with Admissions & Records):</p> <ol style="list-style-type: none"> SAT II Subject Test in a language other than English (Before 5/95 – score: All 500. After 5/95 – Chinese: 520, French: 540, German: 510, Hebrew: 470, Italian: 520, Japanese: 510, Korean: 500, Latin: 530, Spanish: 520). College Board AP Examination in a language other than English (score: 3 or better). AP: _____ IB Higher Level Examination in a language other than English (score: 5 or better). An achievement test administered by a college or university (score: proficiency equivalent to at least two years of high school language). If an achievement test is not available, a faculty member at GWC or associated with a United States regionally accredited institution of higher education can verify a student's competency. Language other than English "O" Level exam with a grade of "C" or better or language other than English International "A" Level exam with a score of 5 or higher. <p>D. Complete with grades of "C" (2.0) or better; two years of formal schooling at the sixth-grade level or higher in an institution where the language of instruction is not English (documentation must be on file with Admissions & Records)</p> <p>E. Complete a Defense Language Institute language other than English course with a grade of "C" or better (documentation must be on file with Admissions and Records).</p>			
<p># CSU US History, Constitution and American Ideals (CSU graduation requirement only - not part of IGETC). May be completed prior to transfer). All CSU campuses require that a student demonstrate competence in American History and the Constitution of the United States. Completion of History G170 or G175 in Area 3B and Political Science G180 or G180H in Area 4 will satisfy this requirement. These courses can also be counted for IGETC. Students who do not complete this requirement before transfer will need to take appropriate courses at CSU after transfer.</p>			

*Transfer credit is limited by UC. See a Golden West College Counselor.

TRANSFER COURSES

Student Educational Plan

Students planning to transfer to a four-year college or university should meet regularly with a counselor to develop and review their student educational plan (SEP). The plan will identify general education courses, major requirements, and electives. Keep in mind that transfer requirements differ from school to school and can change frequently. To view updated major prep, general education courses and other transfer information for the California public universities (CSU & UC) go to the ASSIST website at www.assist.org. The transfer requirements listed in this section and other transfer publications were updated at the time of publication and can change. Changes occurring after publication can be obtained through such sources as ASSIST or by meeting with a counselor. Students are also advised to visit the Transfer Center for the latest transfer information.

ASSIST

To get the most up-to-date major prep information go to ASSIST (www.assist.org). ASSIST is the official repository of articulation for California's public colleges and universities and provides the most accurate and up-to-date information about student transfer in California. ASSIST does not take the place of a counselor on your campus. It is intended to help students and counselors work together to establish an appropriate path toward transferring from a public California community college to a public California university. Check ASSIST periodically for any changes regarding articulation. Check for new transferable courses, new general education courses, and new major preparation and transfer requirements.

Transferable Courses

Courses identified in this catalog as transferable to the University of California are acceptable at all UC campuses at least for elective credit. Likewise, courses identified as transferable to the California State University are acceptable at all CSU campuses, at least for elective credit. To determine if individual courses also satisfy particular major or general education requirements, students should consult a Golden West College counselor.

Transfer Majors

In order to earn a Bachelor's Degree, students will need to select a subject area in which to specialize. This subject area is called a major. To see the majors available at the different UCs or CSUs, use the "Explore Majors" feature in ASSIST (www.assist.org), or visit the Transfer Center for assistance. Almost every major requires that certain courses be completed during the first and/or second year of college. These courses are identified as lower division major requirements.

Completing lower division major requirements at the community college is essential for upper-level coursework. Many upper division major requirements have prerequisites, and completion of the lower division coursework while at Golden West College will help you seamlessly transfer to the university, as well as make efficient progress toward your bachelor's degree. Many selective campuses and majors will screen for completion of lower-division coursework for admission. Major requirements can be determined by meeting with a Counselor to develop a Student Educational Plan (SEP), completing an Associate Degree for Transfer, or by checking ASSIST.org.

ASSOCIATE DEGREES FOR TRANSFER

California Community Colleges are now offering Associate Degrees for Transfer (ADT) to the CSU. These may include Associate in Arts (AA-T) or Associate in Science (AS-T) degrees. These degrees are designed to provide a clear pathway to a CSU major and baccalaureate degree. California Community College students who are awarded an AA-T or AS-T degree are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU campus or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or campuses.

Students who have been awarded an AA-T or AS-T are able to complete their remaining requirements for the 120-unit baccalaureate degree within 60 semester or 90 quarter units.

To view the most current list of Golden West College Associate Degrees for Transfer and to find out which CSU campuses accept each degree, please go to: goldenwestcollege.edu/academics/ and <http://calstate.edu/transfer/adts-search/search.shtml>

Current and prospective community college students are encouraged to meet with a counselor to review their options for transfer and to develop an educational plan that best meets their goals and needs.

A public website for students, parents, and high school teachers and counselors is located at: www.ADegreeWithAGuarantee.com.

ARTICULATION

Some majors require or recommend introductory or prerequisite courses, most of which are offered in community colleges. These major requirements are described in CSU and UC campus catalogs. Most campuses have articulation agreements with several community colleges specifying coursework taken at California Community Colleges that

can satisfy lower division requirements for the major. Check the articulation agreement to be sure your courses will be accepted toward the degree at the campus you plan to attend. You can obtain articulation agreements for specific majors from your counselor, Transfer Center or on the Internet at www.assist.org. ASSIST provides access to the most current articulation agreements between UC, CSU and California Community Colleges. ASSIST includes information about credit for CSU GE Breadth requirements, IGETC requirements, major preparation and transferable course agreements. Articulation agreements are updated throughout the year, so check ASSIST periodically to ensure that you have the most current information about transfer credit.

COURSE IDENTIFICATION NUMBERING SYSTEM (C-ID)

The Course Identification Numbering System (C-ID) is a statewide numbering system independent from the course numbers assigned by local California community colleges. A C-ID number next to a course signals that participating California colleges and universities have determined that courses offered by other California community colleges are comparable in content and scope to courses offered on their own campuses, regardless of their unique titles or local course number.

The C-ID numbering system is useful for students attending more than one community college and is applied to many of the transferable courses students need as preparation for transfer with an AA-T or AS-T degree. Students should always check with a counselor to determine how C-ID designated courses fit into their educational plans for transfer, because these course requirements may change and because courses may be modified and qualified for or deleted from the C-ID database.

Students may consult the ASSIST database at www.assist.org for specific information on C-ID course designations. Counselors can always help students interpret or explain this information.

COURSE REQUIREMENTS FOR TRANSFER

Golden West College offers the first two years of a transfer program. Students should consult a counselor for lower division major requirements. Major advisement information is available at the Transfer Center and the Counseling Center. The most current transfer information is also available via the internet at www.assist.org (ASSIST). The following types of classes should be completed if possible before students transfer:

1. **Lower division courses for the major.** These should be completed in the freshman and sophomore years. They

provide background and preparation so that students are ready to concentrate on the major beginning in the junior year. The major requirements for CSU and UC can be found in ASSIST (www.assist.org).

2. **General education requirements.** (Sometimes called "Breadth Requirements.") These are the courses required of everyone to obtain a degree regardless of major. They are designed to provide students with a broad education. Students can choose to complete the Certificate of Achievement for the CSU GE Breadth or IGETC patterns to meet the general education requirements, or follow the GE pattern of the receiving institution. **(Beginning in the academic year 2008 – 2009, students can earn a Certificate of Achievement for completing the CSU GE Breadth or IGETC patterns. The certificates are replacing previous GE patterns known as Option II or III. Students who have been following the Option II or III patterns previous to the 2008 – 2009 academic year have catalog rights as long as they have maintained continuous enrollment.)**

The CSU GE Breadth and IGETC patterns can partially meet the requirements for the AA degree. See the Graduation Requirements section of the catalog.

3. **Electives.** These are courses of the students' choice. After completing 1 and 2 above, the student may take "elective" courses to bring the total of all course work to 60 transferable units.

While students are advised to complete all of their transfer requirements during their freshman and sophomore years, they may be completed at the four-year colleges in many instances. Exceptions to this will be found in the admission requirements for the particular college or university and/or the major department. Please check with the Transfer Center for additional information.

Note: Four year colleges and universities often make changes in their requirements for majors and general education. Students are encouraged to meet regularly with a counselor to develop a Student Educational Plan (SEP) and keep updated on admission and major requirements. Students are also encouraged to visit the campuses they are considering for transfer.

Applying to four-year colleges and universities:

Both the California State University and University of California systems require students to file an application for admission online. The CSU application can be found at www.calstate.edu/apply and the UC application at www.universityofcalifornia.edu/apply. Letters of recommendation are not required for the CSU or UC applications. Private/

Independent colleges may host the application on their own website, or use the Common Application. These campuses may require additional information including a resume, letters of recommendation, portfolio, or other materials. The Transfer Center holds application workshops for both the CSU and UC applications during the open filing periods each year. Additional assistance is available on a one-on-one basis for the Common Application, and CSU/UC applications when needed. Please visit the Transfer Center on the 2nd floor of the Student Services Center for assistance with university applications.

CALIFORNIA STATE UNIVERSITY ADMISSION REQUIREMENTS

Admission information about campuses accepting applications is available at the Transfer Center or at CSU Apply (www.calstate.edu/apply). Be aware of timelines! Priority filing periods are posted in the Transfer Center. Due to impaction at most campuses, many CSU campuses cease accepting applications for admission after the end of the initial application filing period.

ELIGIBILITY FOR TRANSFER

Upper Division Transfer Requirements: CSU requires a minimum of 60 transferrable units (90 quarter units) to apply for admission as an upper division transfer student. Most campuses will accept only upper division transfer students.

You can meet minimum admission eligibility if you have completed at least 60 transferable semester (90 quarter) units, have a grade point average of 2.0 (C) or better in all transferable units attempted (nonresidents must have a grade point average of 2.4), and are in good standing at the last college or university attended. Prior to transfer, students will need to complete at least 30 semester units (45 quarter units) or courses equivalent to general education requirements with a grade of C or better. The 30 units must include all of the general education requirements in communication in the English language (English composition, oral communication, and critical thinking) and one course of at least 3 semester units in college-level mathematics. These four courses are commonly referred to as the "golden four."

A maximum of 70 semester (105 quarter) units earned in a community college may be applied towards the bachelor's degree. No upper division credit is granted for courses taken in a community college. You can visit the website for CSU Admissions at: <http://www.csumentor.edu/>.

Lower Division Transfer Requirements: a small number of transfer students enter as lower-division transfers. An applicant who completes less than 60 semester (90 quarter) units of college credit is considered a lower division transfer student.

Transfer applicants with fewer than 60 semester or 90 quarter units must have a grade point average of 2.0 (C) or better in all transferable units attempted, be in good standing at the last college or university attended, and qualify for admission as first-time freshmen. Please note that all campuses give admission priority to upper division transfer students. Most CSU campuses do not admit lower division transfers.

Impacted Campuses and Programs

Many campus and individual majors may be impacted at CSU campuses. Impaction means that a campus has received more applications from qualified candidates the initial filing period than can be accommodated. In such cases, campuses use supplementary admissions criteria such as residency requirements, grade point average, required lower-division coursework, or test scores to screen applications. Applications for admission to an impacted program must be filed during the initial admission application filing period of (October or November for the fall term, June for the winter quarter, or August for spring term). Applicants to an impacted program at one campus are encouraged to apply to an alternate campus that offers the same program but which is not impacted.

To be considered for impacted programs at two or more campuses, applications must be filed to each.

Information about screening criteria is available in the Transfer Center or Counseling Office. See the following CSU web site for information regarding impaction.

<http://www.calstate.edu/sas/impactioninfo.shtml>

ASSOCIATE IN ART FOR TRANSFER (AA-T) OR ASSOCIATE IN SCIENCE FOR TRANSFER (AS-T)

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an "associate degree for transfer," a newly established variation of the associate degrees traditionally offered at a California Community College. The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. In order to earn one of these degrees, students must complete 60 semester units of CSU-transferable coursework with a minimum GPA of 2.0. Students transferring to a CSU campus that accepts the AA-T or AS-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree (unless the major

is designated "High-unit" major). This degree may not be the best option for students intending to transfer to a particular CSU campus or to a university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. For approved AA-T or AS-T majors please see a GWC counselor.

CALIFORNIA STATE UNIVERSITY GENERAL EDUCATION REQUIREMENTS

As part of the requirements for a bachelor's degree, all students must meet general education requirements. A minimum of 48 semester units is required for general education: 37-39 lower division and at least nine upper division units. All of the lower division courses for general education may be completed at a California Community College before transferring to a CSU campus.

There are two general education patterns that California Community College students can complete:

1. The CSU GE Breadth Requirements is a lower division 39-unit pattern. Students must take specified courses in areas A-E (Certificate of Achievement for CSU GE Breadth).

Up to 39 lower-division general education units can be transferred from and certified by a California Community College. Students who are certified with 39 semester units of lower-division general education units will be required to complete a minimum of nine semester units of upper division general education after transfer.

It is important that you request that your California Community College certify completion of California Community College coursework that meets CSU general education requirements. Certification means that CSU will accept these courses to meet the CSU GE Breadth areas designated by your California Community College.

2. The Intersegmental General Education Transfer Curriculum (Certificate of Achievement) is the other pattern that California Community College students can use to fulfill lower division general education requirements at any CSU or University of California campus. The IGETC requires completion of a minimum of 37 semester units of lower division course work with a C grade or better in each course. (C- is not allowed. GWC does not use + or - grade option. This applies to courses from other colleges.) If you complete all IGETC requirements and your courses are certified, you will be required to complete at least nine semester units of upper division general education after transfer to a CSU campus. IGETC for the CSU requires that the student complete all of Area I, including oral communication.

Because the IGETC is accepted by both CSU and the University of California, it is a good option if you are undecided about the school to which you will transfer.

You should consult with your counselor to determine which general education program is most appropriate for you.

What Is Certification?

Courses taken at the community college may be used to satisfy general education requirements for graduation from CSU schools. **However, such courses must be specifically identified and verified by the community college before they will be recognized by the CSU campus. This process is called certification.**

Students must request certification from the GWC Records Office when the request for sending their final transcript to the CSU campus is made (Official Transcript Request Form). In order to complete the certification process, official transcripts from all colleges attended must be on file in the Records Office. If examinations, e.g. Advanced Placement, are used to meet IGETC requirements, official results must also be on file.

Students requesting certification must complete at least 12 units at GWC.

Students who complete all of the requirements of the CSU/GE or IGETC Certificate of Achievement are considered to be fully certified by the community college. (See the Intersegmental General Education Transfer Curriculum section for more information).

What Courses Can Be Certified?

Courses taken at any regionally accredited college or university may be certified. GWC students who complete all their general education courses at GWC can have those courses certified. Courses taken at another California Community College must be applied to the subject area in which they are listed by the college at which they were taken. For example, if a Psychology 100 course is taken at Orange Coast College where it is listed in Area D, it will be certified in Area D. This is referred to as "pass-along." Also, courses can only be certified if they were on the college's CSU GE Breadth or IGETC approved list at the time they were taken by the student. Students in the Coast Community College District who take courses at Golden West, Orange Coast and/or Coastline must make sure that the courses are in the areas they need to meet general education requirements. The general education patterns for all three district colleges are different.

UNIVERSITY OF CALIFORNIA ADMISSION REQUIREMENTS

Minimum admission requirements for transfer to the University of California are described below. The path you use depends on the degree to which you satisfied UC's minimum eligibility requirements for freshmen at the time you graduated from high school.

Upper Division Transfer

In order to be eligible for admission to a UC campus as an upper division (Junior-level) transfer, you must complete the following:

1. Complete 60 semester units or 90 quarter units of transferable college credit with a grade point average of at least 2.4 (no more than 14 semester/21 quarter units may be taken Pass/No Pass), and;
2. Complete the following course pattern requirement, earning a grade of C or better in each course: two transferable college courses (3 semester or 4-5 quarter units each) in English composition, and; one transferable college course (3 semester or 4-5 quarter units) in mathematical concepts and quantitative reasoning, and; four transferable college courses (3 semester or 4-5 quarter units each) chosen from at least two of the following subject areas: the arts and humanities, the social and behavioral sciences, and the physical and biological sciences.

Lower Division Transfer

If you were eligible for admission to the University when you graduated from high school – meaning you satisfied the Subject, Scholarship and Examination requirements, or were identified by the University during your senior year in high school as eligible under the Eligibility in the Local Context (ELC) program – you are eligible to transfer if you have a C (2.0) average in your transferable coursework.

If you met the Scholarship Requirement but did not satisfy the Subject Requirement, you must take transferable college courses in the missing subjects, earning a C or better in each required course, and have an overall C average in all transferable coursework to be eligible to transfer.

Note: While all UC Campuses welcome a large pool of junior-level transfers, most admit only a limited number of lower division transfers.

UNIVERSITY OF CALIFORNIA GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)

The Intersegmental General Education Transfer Curriculum (IGETC) is a series of courses prospective transfer students

attending California Community Colleges may complete to satisfy the lower division breadth/general education requirements at both the University of California and the California State University.

Students have the option of completing the IGETC or the specific lower division breadth/general education requirements of the school or college for campus they plan to attend.

The IGETC is helpful to students who want to keep their options open – those who know they want to transfer but have not yet decided upon a particular campus. Certain students will not be well served by following the IGETC. Students with high unit majors, such as engineering or the physical and natural sciences, should concentrate on completing the prerequisites for the major that are used to determine eligibility for admission. Some majors will not accept IGETC in fulfillment of breadth requirements. Please check with a GWC Counselor, the Transfer Center, or ASSIST.org for use of IGETC in your chosen university major.

The IGETC is not an admission requirement for most majors. Completing it does not guarantee admission to the campus or program of choice. However, completing the lower division breadth/general education requirement – whether through the IGETC or the campus specific requirements - may improve a transfer applicant's chances for admission to a competitive campus and/or program.

Partial IGETC Certification is allowed with a maximum of two courses missing and completed after transfer. Please make an appointment with a GWC counselor for more information

What Is Certification?

Courses taken at the community college may be used to satisfy general education requirements for graduation from the University of California (UC). However, these courses must be specifically identified and verified by the community college before they will be recognized by the UC campus. This process is called certification. Certification of IGETC completion is the responsibility of the last community college a student attends prior to transfer.

What Courses Can Be Certified?

Courses taken at any **regionally** accredited college or university may be certified by GWC. GWC students who complete all their general education courses at GWC can have those courses certified. Coursework from another California community college will be applied to the subject area in which it is listed by the institution where the work was completed. Also, only those courses can be certified which were on the college's approved IGETC list at the

time they were taken by the student. **Students in the Coast Community College District who take courses at Golden West, Orange Coast and/or Coastline must make sure that the courses are in the areas in which they need to meet general education requirements. The General Education patterns from all three district colleges are different.**

Coursework from all other fully accredited colleges and universities will be placed in the area in which the subject is listed in the GWC pattern. Coursework completed at colleges and universities outside the U.S.A. (non-regionally accredited) are not acceptable except for certification of competence in a language other than English.

How Do I Get My Courses Certified?

Students must request certification from the GWC Records Office when the request for sending their final transcript is made (Official Transcript Request Form). In order to complete the certification process, official transcripts of all colleges attended must be on file in the Records Office. If high school foreign language courses are being used to satisfy the UC Language Other Than English requirement (Area 6), official copies of high school transcripts must also be on file. If examinations, e.g., Advanced Placement, are used to meet IGETC requirements, official results must also be on file.

INDEPENDENT COLLEGES AND UNIVERSITIES ADMISSION REQUIREMENTS

In addition to state supported colleges and universities in California, there are many independent institutions. Each of these institutions has its own unique requirements for admission. Many independent colleges and universities accept either CSUGE or IGETC in lieu of their own general education requirements. In order to determine eligibility, and use of CSUGE or IGETC, students should check the school catalog and consult with a GWC counselor.

You can also visit the website for the Association of Independent California Colleges and Universities: www.aiccu.edu/

THE UNIVERSITY OF CALIFORNIA

Locations and contacts

UC Berkeley (S)

Undergraduate Admissions
110 Sproul Hall #5800
Berkeley, CA 94720-5800
(510) 642-3175
www.berkeley.edu

UC Davis (Q)

Undergraduate Admissions
One Shields Avenue
Davis, CA 95616-8507
(530) 752-2971
www.ucdavis.edu

UC Irvine (Q)

Admissions and Relations w/ School
260 Aldrich Hall
Irvine, CA 92697-1075
(949) 824-6703
www.uci.edu

UCLA (Q)

Undergraduate Admissions
1147 Murphy Hall, Box 951436
Los Angeles, CA 90095-1436
(310) 825-3101
www.ucla.edu

UC Merced (S)

Admissions Processing
5200 North Lake Road
Merced, CA 95344
(209) 228-7178
www.ucmerced.edu

UC Riverside (Q)

3106 Student Services Building
900 University Avenue
Riverside, CA 92521
(951) 827-3411
www.ucr.edu

UC San Diego (Q)

Undergraduate Admissions
9500 Gilman Drive MC 0021
La Jolla, CA 92093
(858) 822-0348
www.ucsd.edu

UCSF (*) (Q)

Office of Admissions and Registrar
MU 200W, Box 0244
500 Parnassus Avenue
San Francisco, CA 94143
(415) 476-2310
www.ucsf.edu

UC Santa Barbara (Q)

Office of Admissions – Application Processing
1210 Cheadle Hall
Santa Barbara, CA 93106-2014
(805) 893-2881
www.ucsb.edu

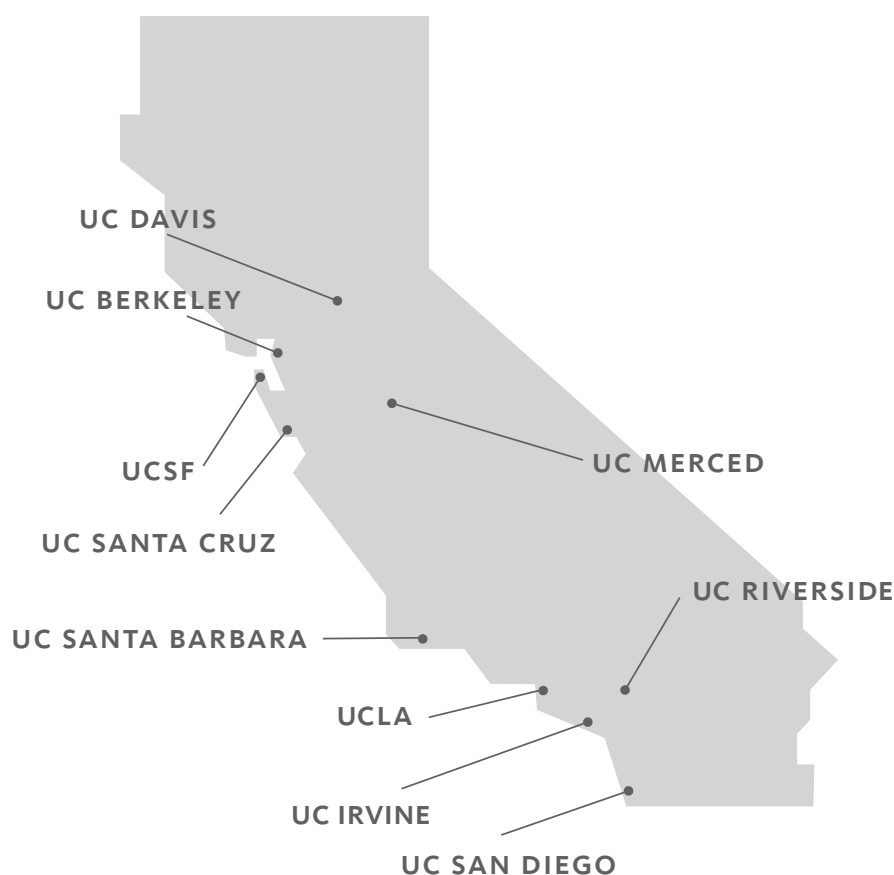
UC Santa Cruz (Q)

Office of Admissions –
Evaluation and Application Services
1156 High Street
Santa Cruz, CA 95064
(831) 459-2131
www.ucsc.edu

(*) – Graduate Health Science University

(Q) – Quarter

(S) – Semester



THE CALIFORNIA STATE UNIVERSITY

Locations and contacts

CSU Bakersfield (Q)

Student Services Building 475A
9001 Stockdale Highway
Bakersfield, CA 93311-1099
(661) 654-3036
www.csusb.edu

CSU Channel Islands (S)

One University Drive
Camarillo, CA 93012
(805) 437-8520
www.csuci.edu

CSU Chico (S)

400 West First Street
Chico, CA 95929-0722
(530) 898-6322
www.csuchico.edu

CSU Dominguez Hills (S)

Welch Hall Room C290
1000 East Victoria Street
Carson, CA 90747
(310) 243-3645
www.csudh.edu

CSU East Bay (Q)

25800 Carlos Bee Blvd.
Hayward, CA 94542-3035
(510) 885-2784
www.csueastbay.edu

CSU Fresno (S)

M/S JA57
5150 North Maple
Fresno, CA 93740-0057
(559) 278-2261
www.csufresno.edu

CSU Fullerton (S)

Langsdorf Hall Room 114
800 N. State College Blvd.
Fullerton, CA 92834-9480
(657) 278-3100
www.fullerton.edu

Humboldt State University (S)

One Harpst Street
Arcata, CA 95521-4957
(707) 826-4402
www.humboldt.edu

CSU Long Beach (S)

1250 Bellflower Blvd.
Long Beach, CA 90840-0106
(562) 985-5471
www.csulb.edu

CSU Los Angeles (Q)

Student Affairs Bldg. Room 101
5151 State University Drive
Los Angeles, CA 90032-8530
(323) 343-3901
www.calstatela.edu

CA Maritime Academy (S)

200 Maritime Academy Drive
Vallejo, CA 94590
(707) 654-1330
www.csum.edu

CSU Monterey Bay (S)

100 Campus Center
Seaside, CA 93955-8001
(831) 582-3738
www.csumb.edu

CSU Northridge (S)

18111 Nordhoff Street
Northridge, CA 91330-8207
(818) 677-3700
www.csun.edu

Cal Poly Pomona (Q)

3801 West Temple Avenue
Pomona, CA 91768-4003
(909) 869-5299
www.cpp.edu

CSU Sacramento (S)

Lassen Hall 1102
6000 J Street
Sacramento, CA 95819-6048
(916) 278-7766
www.csus.edu

CSU San Bernardino (Q)

5500 University Parkway
San Bernardino, CA 92407-2397
(909) 537-5188
www.csusb.edu

San Diego State University (S)

5500 Campanile Drive
San Diego, CA 92182-7455
(619) 594-6336
www.sdsu.edu

San Francisco State University (S)

1600 Holloway Avenue
San Francisco, CA 94132-4002
(415) 338-6486
www.sfsu.edu

San Jose State University (S)

One Washington Square
San Jose, CA 95192-0009
(408) 283-7500
www.sjsu.edu

Cal Poly San Luis Obispo (Q)

One Grand Avenue
San Luis Obispo, CA 93407
(805) 756-2311
www.calpoly.edu

CSU San Marcos (S)

333 South Twin Oaks Valley Road
San Marcos, CA 92096-0001
(760) 750-4848
www.csusm.edu

Sonoma State University (S)

1801 East Cotati Avenue
Rohnert Park, CA 94928
(707) 664-2778
www.sonoma.edu

CSU Stanislaus (4-1-4)

MSR 140
One University Circle
Turlock, CA 95382
(209) 667-3070
www.csustan.edu

(Q) - Quarter

(S) - Semester

CREDIT DEGREES AND CERTIFICATES

ACCOUNTING

ASSOCIATE IN ARTS DEGREE IN ACCOUNTING

This curriculum provides fundamental accounting concepts for students who wish to pursue accounting degrees at four-year institutions. The program also prepares students with adequate accounting training for accounting and bookkeeping positions. All courses in this program satisfy semester unit requirements necessary to qualify to sit for the Uniform Certified Public Accountant (CPA) Examination. Students interested in becoming a CPA will find this program particularly useful.

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Process and apply accounting transaction analysis into an accounting system.
2. Prepare the four basic financial statements.
3. Analyze results of financial information via ratios, relationships, and variance analysis to aid management decision making.
4. Utilize federal income taxation concepts to compile individual tax returns and forms.

Required Courses

Course	Title	Units
ACCT G101	Financial Accounting	4 units
ACCT G102	Managerial Accounting	4 units
ACCT G130	Computerized Accounting	3 units
or		
ACCT G235	QuickBooks Pro for Accountants	3 units
ACCT G111	Individual Income Taxation	3 units

Elective courses: one course from the following:

Course	Title	Units
ACCT G113	Business Income Taxation	3 units
ACCT G210	Cost Accounting	3 units
ACCT G211	Intermediate Accounting I	4 units

Elective courses: one course from the following:

Course	Title	Units
ACCT G110	Payroll Accounting	3 units
ACCT G212	Intermediate Accounting B	4 units
ACCT G215	Sarbanes-Oxley Act and Internal Control Compliance	3 units
ACCT G220	Forensic Accounting, Introduction	3 units
BUS G130	Introduction to Business Writing	3 units
or		
BUS G139	Business Communication	3 units

Major Total: 20-22 units

GE Pattern GWC AA, CSU General Education Breadth or IGETC Pattern: 18-39 units
DEGREE TOTAL UNITS (maximum): 60 units

STAFF ACCOUNTANT CERTIFICATE OF ACHIEVEMENT

This program is designed for students seeking jobs in bookkeeping and accounting. The curriculum prepares students for an occupation in accounting and/or supplements the currently employed accountant with additional skills. All courses in this program satisfy semester unit requirements necessary to qualify to sit for the Uniform Certified Public Accountant (CPA) Examination. Students interested in becoming a CPA will find this program particularly useful.

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Process and apply accounting transaction analysis into an accounting system.
2. Prepare the four basic financial statements.
3. Analyze results of financial information via ratios, relationships, and variance analysis to aid management decision making.
4. Utilize federal income taxation concepts to compile individual tax returns and forms.

Required Courses

Course	Title	Units
ACCT G101	Financial Accounting	4 units
ACCT G102	Managerial Accounting	4 units
ACCT G130	Computerized Accounting	3 units
or		
ACCT G235	QuickBooks Pro for Accountants	3 units
ACCT G111	Individual Income Taxation	3 units

Electives: choose two courses from the following:

Course	Title	Units
ACCT G110	Payroll Accounting and Taxation	3 units
ACCT G113	Business Income Taxation	3 units
ACCT G210	Cost Accounting	3 units
ACCT G211	Intermediate Accounting I	4 units
ACCT G212	Intermediate Accounting 2	4 units
ACCT G215	Sarbanes-Oxley Act and Internal Control Compliance	3 units
ACCT /CJ G220	Forensic Accounting, Introduction	3 units

Total Units: 20 to 22

GE Pattern: GWC AA, CSU General Education Breadth, or IGETC Pattern: 18-39 units
DEGREE TOTAL UNITS (maximum): 60 units

IRS ENROLLED AGENT CERTIFICATE OF SPECIALIZATION

This program provides a study of federal and state taxation principles and regulations, with practical applications in tax computation and preparation of tax returns and forms. Other areas of tax administration, tax planning, and emerging tax issues are also explored. This program prepares students to sit for the IRS Special Enrollment Examination (SEE) to become an enrolled agent. This program is also designed for students who wish to work in the field of tax accounting.

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Define the essential elements of the major taxable entities: individuals, partnerships, and corporations, estates, and trusts. Compare and contrast between these taxable entities.
2. Utilize the fundamental principles of taxation to prepare a variety of tax returns, forms, reconciliations, and supporting schedules.
3. Describe the unique taxation issues related to each of the taxable entities as they relate to tax planning and public policy.
4. Gain an overview of tax planning concepts and demonstrate knowledge through the use of practical tax planning exercises.
5. Outline the major elements of tax administration: information dissemination, tax collection, reviews and audits of tax returns, the appeals process, appearing before the IRS, and other aspects with respect to enforcement of the Internal Revenue Code and related Regulations.

Required Courses

Course	Title	Units
ACCT G111	Individual Income Taxation	3 units
ACCT G113	Business Income Taxation	3 units
ACCT G115	Issues in Taxation I— EA and CPA Exam Preparation	3 units

Choose one course from the following:

ACCT G100	Introduction to Accounting	3 units
ACCT G101	Financial Accounting	4 units
ACCT G110	Payroll Accounting and Taxation	3 units

Total Units: 12-13

AMERICAN SIGN LANGUAGE INTERPRETING

AMERICAN SIGN LANGUAGE INTERPRETING ASSOCIATE IN ARTS DEGREE

Orange County and neighboring areas are rich in part-time job opportunities for American Sign Language Interpreting. This program is designed to provide students with sign language interpreting skills sufficient for entry-level employment. This curriculum is recommended for people who desire to obtain skills necessary to function effectively as an American Sign Language Interpreter.

Program Level Learning Outcomes Upon completion of this program, students will be able to:

1. Operate within a cultural knowledge of the Deaf.
2. Transliterate and interpret between spoken English and American Sign Language (ASL).
3. Interpret between ASL and spoken English.
4. Understand specialized vocabulary and ethical practices that enable the student to function effectively as an interpreter for the Deaf.

Prerequisite courses

Course	Title	Units
SIGN G180	American Sign Language 1	4 units
SIGN G185	American Sign Language 2	4 units

Required courses

SIGN G200	Deaf Culture	3 Units
SIGN G285	American Sign Language 4	4 Units
SIGN G280	American Sign Language 3	4 Units
INTR G100	Introduction to Sign Language Interpreting	3 Units
INTR G130	Beginning Voice to Sign	3 Units
INTR G135	Advanced Voice to Sign	3 Units
INTR G155	Beginning Sign to Voice	3 Units
INTR G160	Advanced Sign to Voice	3 Units
INTR G190	Specialized Interpreting Situations/Practicum	3 Units

Major Total: 29

GE Pattern: GWC AA, CSU-General Education Breadth or IGEC: 18-39

DEGREE TOTAL UNITS (maximum): 60 units

AMERICAN SIGN LANGUAGE INTERPRETING CERTIFICATE OF ACHIEVEMENT

Orange County and neighboring areas are rich in part-time job opportunities for Sign Language Interpreting. This program is designed to provide students with sign interpreting skills sufficient for entry-level employment. Emphasis is on use of American Sign Language. Career opportunities include:

- American Sign Language Interpreter
- Teacher for the Deaf and Hard of Hearing
- Audiologist
- Speech Pathologist

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Operate within a cultural knowledge of the Deaf.
2. Transliterate and interpret between spoken English and American Sign Language (ASL).
3. Interpret between ASL and spoken English.
4. Understand specialized vocabulary and ethical practices that enable the student to function effectively as an interpreter for the Deaf.

Prerequisite courses

Course	Title	Units
SIGN G180	American Sign Language 1	4 units
SIGN G185	American Sign Language 2	4 units

Required courses

Course	Title	Units
SIGN G200	Deaf Culture	3 units
SIGN G280	American Sign Language 3	4 units
SIGN G285	American Sign Language 4	4 units
INTR G100	Introduction to Sign Language Interpreting	3 units
INTR G130	Beginning Voice to Sign	3 units
INTR G135	Advanced Voice to Sign	3 units
INTR G155	Beginning Sign to Voice	3 units
INTR G160	Advanced Sign to Voice	3 units
INTR G190	Specialized Interpreting Situations/Practicum	3 units

Recommended Electives:

COMM G110	Public Speaking	3 units
or		
COMM G110H	Public Speaking Honors	3 units
PSYC G118	Life Span Developmental Psychology	3 units
SIGN G010	Fingerspelling	1 unit

Total units: **29**

ANTHROPOLOGY

ASSOCIATE IN ARTS DEGREE IN ANTHROPOLOGY FOR TRANSFER

The Associate in Arts in Anthropology for Transfer degree focuses on a critical and holistic analysis of humankind, their many cultural adaptations, both globally and throughout time, and the vast diversity that humankind exhibits, both past and present. Students in the Anthropology Transfer program will gain a basic, though in-depth, understanding of the various fields and sub-fields of anthropology, as well as the theoretical underpinnings of this holistic discipline. Students will engage in courses such as Cultural Anthropology; Physical Anthropology; Archaeology; Magic, Witchcraft and Religion; Racial and Ethnic Relations in America; among others. After earning the Associate in Arts in Anthropology for Transfer Degree, students will be prepared to continue on for a baccalaureate degree in Anthropology at a California State University.

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Analyze and evaluate the origins and development of the human species from a cultural, biological, ecological, technological, and theoretical perspective.
2. Assess the importance of biocultural evolution, cultural relativity, and holism in an anthropological approach to the study of humanity.
3. Compare and contrast variations in social customs unique to individual cultures.
4. Assess the importance of culture to the human species.

Required courses — Core:

Course	Title	Units
ANTH G100	Introduction to Cultural Anthropology	3 units
ANTH G130	Introduction to Archaeology	3 units
ANTH G185	Physical Anthropology	3 units

List A: Select one course (3-4 units)

Course	Title	Units
MATH G160	Introduction to Statistics	4 units
ANTH G190	Introduction to Linguistics	3 units
ANTH G185L	Physical Anthropology Lab	1 unit

List B: Select one to two courses (4-6 units)

Course	Title	Units
Any List A course not already used		
PSYC G280	Research Methods in Psychology	4 units
BIOL G220	Human Anatomy	4 units
GEOL G110	Physical Geology	4 units
GEOL G106	Earth Science for Teachers	4 units
GEOG G190	Introduction to Geographic Information Systems	2 units

List C: Select one to two courses (3-6 units)

Course	Title	Units
Any List A or B course not already used		
ANTH G140	Magic, Witchcraft, and Religion	3 units
ANTH G150	Native Peoples of North America	3 units
COMM G255	Intercultural Communication	3 units
ECOL G100	Human Ecology	3 units
GEOG G185	Human Geography	3 units
HIST G120	Asian Civilizations	3 units
HIST G150	History of Latin America	3 units
MUS G103	World Music	3 units
PHIL G120	Ethics	3 units
SOC G133	Racial and Ethnic Relations in America	3 units

Major Total	19-20
CSU General Education Breadth or IGETC Pattern:	37-39
Total units that may be double-counted:	9-15
Transferable Electives (as needed to reach 60 transferable units):	14-20
DEGREE TOTAL UNITS (maximum):	60 units
() Description in parentheses indicates credit earned in AAT.	

ART**ASSOCIATE IN ARTS DEGREE IN ART**

The Associate of Arts in Art degree focuses on visual literacy and provides an opportunity to develop skills that are needed to be successful in the field of art. Students build both their confidence and their portfolios while participating in rigorous problem solving and conceptual assignments. The major introduces students to foundations, history and technical knowledge of Art. Students acquire skills to build a diverse contemporary program that will promote critical thinking, creative problem solving and aesthetic understanding.

Program Level Learning Outcomes

Upon completion of this program, students will be able:

1. Demonstrate the skills to undertake a conceptual analysis of art.
2. Understand and apply concepts and methods of composition.
3. Demonstrate knowledge of significant examples of the Visual Arts.
4. Design and plan finished works of art.
5. Create or manufacture finished works of art based on initial designs.

Required courses

Course	Title	Units
ART G105	Art History and Appreciation 1— Prehistoric to Renaissance	3 units
ART G106	Art History and Appreciation 2— Renaissance to Present	3 units
ART G107	Color and Design: 2D	3 units
ART G116	Drawing I	3 units

Elective courses (choose any 2 from the following list):

Course	Title	Units
ART G109	Color and Design: 3D	3 units
ART G115	Typography	3 units
ART G117	Drawing 2	3 units
ART G118	Life Drawing 1	3 units
ART G119	Life Drawing 2	3 units
ART G121	Ceramics I	3 units
ART G122	Ceramics 2	3 units
ART G130	Painting I	3 units
ART G131	Painting 2	3 units
ART G140	Life Painting I	3 units
ART G142	Sculpture I	3 units
ART G143	Sculpture 2	3 units
ART G150	Printmaking I	3 units
ART G160	Jewelry I	3 units
ART G161	Jewelry 2	3 units
ART G221	Ceramics 3	3 units
PHOT G120	Introduction to Photography: Black and White Dark Room	3 units
PHOT G190	Intro to Photography-Digital	3 units

Major Total:	18
GE Pattern: GWC AA, CSU General Education Breadth or IGETC Pattern:	18-39
DEGREE TOTAL UNITS (maximum):	60 units

ASSOCIATE IN ARTS DEGREE IN STUDIO ARTS FOR TRANSFER

The Associate of Arts Transfer in Studio Arts degree focuses on visual literacy and provides an opportunity to develop skills that are needed to be successful in the field of art. Students build both their confidence and their portfolios while participating in rigorous problem solving and conceptual assignments. The major introduces students to foundations, history and technical knowledge of Art. Students acquire skills to build a diverse contemporary program that will promote critical thinking, creative problem solving and aesthetic understanding. Students will be prepared for a baccalaureate degree in Studio Arts.

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Demonstrate the skills to undertake a conceptual analysis of art.

2. Understand and apply concepts and methods of composition.
3. Demonstrate knowledge of significant examples of the Visual Arts.
4. Design and plan finished works of art.
5. Create or manufacture finished works of art based on initial designs.

Required courses — Core:

Course	Title	Units
ART G106	Art History and Appreciation 2 – Renaissance to Present	3 units
ART G107	Color and Design: 2D	3 units
ART G109	Color and Design: 3D	3 units
ART G116	Drawing I	3 units

List A: select one (3 units)

Course	Title	Units
ART G105	Art History and Appreciation I Prehistoric to Renaissance	3 units
ART G103	History of Asian Art	3 units

List B: select three (9 units)

Course	Title	Units
ART G115	Typography	3 units
ART G117	Drawing 2	3 units
ART G118	Life Drawing I	3 units
ART G121	Ceramics I	3 units
ART G122	Ceramics 2	3 units
ART G130	Painting I	3 units
ART G131	Painting 2	3 units
ART G142	Sculpture I	3 units
ART G150	Printmaking I	3 units
ART G160	Jewelry I	3 units
PHOT G120	Introduction to Photography Black and White Dark Room	3 units

Major Total **24**

CSU General Education Breadth or IGETC Pattern: **37-39**

Total units that may be double counted: **6**

Transferable Electives (as needed to reach 60 transferable units): **3-5**

DEGREE TOTAL UNITS (maximum): **60 units**

() Description in parentheses indicates credit earned in AAT.

ASSOCIATE IN ARTS DEGREE IN ART HISTORY FOR TRANSFER

The Associate in Arts in Art History for transfer degree is designed to acquaint students with the history of art and its function as a global language. This includes but is not limited to painting, drawing sculpture, ceramics, printmaking, jewelry, photography, textiles, architecture, graphic and performance

arts. Courses are designed to foster an understanding of visual communication through study in context, culture, social, political, economic and religious climates in differing historical eras. Students develop skills in visual analysis, interpretation of images and texts, use of historical sources and engagement in scholarly debates. Students are constantly challenged to think creatively as well as disciplined ways as they learn about the history of art through the world's cultures. Students will be prepared for a baccalaureate degree in Art History.

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Demonstrate the skills to undertake a conceptual analysis of art.
2. Understand and apply concepts and methods of composition.
3. Demonstrate knowledge of significant examples of the visual arts.
4. Be prepared for ensuing courses of Art History and Studio Arts.
5. Design and plan finished works of art.
6. Create or manufacture finished works of art based on initial designs.

Required courses — Core:

Course	Title	Units
ART G105	Art History & Appreciation I Prehistoric to Renaissance	3 units
ART G106	Art History & Appreciation 2 Renaissance to Present	3 units
ART G116	Drawing I	3 units

List A: select one (3 units)

Course	Title	Units
ART G103	History of Asian Art	3 units
ART G127	Art of the Ancient Americas	3 units

List B: select one (3 units)

Course	Title	Units
ART G107	Color and Design: 2D	3 units
ART G109	Color and Design: 3D	3 units
ART G118	Life Drawing I	3 units
ART G121	Ceramics I	3 units
PHOT G120	Introduction to Photography-Black and White Dark Room	3 units
ART G142	Sculpture I	3 units
ART G150	Printmaking I	3 units
ART G130	Painting I	3 units
ART G115	Typography	3 units
ART G131	Painting 2	3 units
ART G122	Ceramics 2	3 units

List C (select one): 3 units

Course	Title	Units
HIST G180	Western Civilization I	3 units
HIST G185	Western Civilization 2	3 units

Major Total	18
CSU General Education Breadth or IGETC Pattern:	37-39
Total units that may be double counted:	9
Transferable Electives (as needed to reach 60 transferable units):	12-14
DEGREE TOTAL UNITS (maximum):	60
() Description in parentheses indicates credit earned in AAT	

AUTOMOTIVE TECHNOLOGY

AUTOMOTIVE: CHASSIS AND DRIVETRAIN SPECIALIST ASSOCIATE IN ARTS

Students are given two options in order to prepare for a specialized field of study within the Automotive Technology program, the Chassis and Drivetrain option and the Engine Performance and Emissions option. New students entering either option are encouraged to consider taking preparation classes in automotive theory and computer skills before enrolling in the regular required courses for the certificate. This is intended to ensure successful performance in the required courses unless students have received prior training or education related to the recommended courses that would fulfill preparation expectations. These courses may normally be available in sequential patterns that would allow completion of the certificates within a two-year time frame.

Students will be responsible for providing their own textbooks, personal safety equipment, protective clothing, a basic hand tool set, and project related materials. The cost of these items will vary according to the place of purchase.

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Measure and convert assigned unit pieces to interpret the appropriate SAE and metric unit. (Celsius to Fahrenheit and inches to millimeters).
2. Identify a fault (ac no air) and will perform a (repair) to then evaluate a successful (fix) in a lab situation.
3. Analyze and diagnose automotive engines and related components for correct system operation.
4. Demonstrate mastery of diagnostic tools and equipment used for automotive repair.

Required courses

Course	Title	Units
AUTO G120	Electrical / Electronic Systems, Intro	5 units
AUTO G140	Automotive Chassis: Brakes	5 units
AUTO G150	Manual Drive Trains and Axles	4 units
AUTO G141	Automotive Chassis: Steering & Suspension	4.5 units
AUTO G151	Automatic Transmissions and Transaxles	4 units

Major Total:	22.5
GE Pattern GWC AA, CSU General Education Breadth or IGETC Pattern:	18-39
DEGREE TOTAL UNITS (maximum):	60 units

ENGINE PERFORMANCE AND EMISSION SPECIALIST ASSOCIATE IN ARTS

Students are given two options in order to prepare for a specialized field of study within the Automotive Technology program, the Chassis and Drivetrain option and the Engine Performance and Emissions option. New students entering either option are encouraged to consider taking preparation classes in automotive theory and computer skills before enrolling in the regular required courses for the certificate. This is intended to ensure successful performance in the required courses unless students have received prior training or education related to the recommended courses that would fulfill preparation expectations. These courses may normally be available in sequential patterns that would allow completion of the certificates within a two-year time frame.

Students will be responsible for providing their own textbooks, personal safety equipment, protective clothing, a basic hand tool set and project related materials. The cost of these items will vary according to the place of purchase.

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Measure and convert assigned unit pieces to interpret the appropriate SAE and metric unit. (Celsius to Fahrenheit, and inches to millimeters).
2. Diagnose and identify a fault, and will perform the necessary steps to complete an accurate repair.
3. Analyze and diagnose automotive engines and related components for correct system operation.
4. Demonstrate mastery of diagnostic tools and equipment used for automotive repair.

Required courses

Course	Title	Units
AUTO G110	Engine Repair	5 units
AUTO G120	Electrical/Electronic Systems: Introductory	5 units
AUTO G130	Engine Performance: Basic Theory/Diagnosis	4.5 units
AUTO G131	Engine Performance: Advanced	4.5 units

Major Total:	19
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GE Pattern GWC AA, CSU General Education Breadth or
 IGETC Pattern: 18-39
 DEGREE TOTAL UNITS (maximum): 60 units

AUTOMOTIVE: CHASSIS AND DRIVETRAIN SPECIALIST CERTIFICATE OF ACHIEVEMENT

Students are given two options in order to prepare for a specialized field of study within the Automotive Technology program, the Chassis and Drivetrain option and the Engine Performance and Emissions option. New students entering either option are encouraged to consider taking preparation classes in automotive theory and computer skills before enrolling in the regular required courses for the certificate. This is intended to assure successful performance in the required courses unless students have received prior training or education related to the recommended courses that would fulfill preparation expectations. These courses may normally be available in sequential patterns that would allow completion of the certificates within a two-year time frame.

Students will be responsible for providing their own textbooks, personal safety equipment, protective clothing, a basic hand tool set and project related materials. The cost of these items will vary according to place of purchase.

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Measure and convert assigned unit pieces to interpret the appropriate SAE and metric unit. (Celsius to Fahrenheit, and inches to millimeters).
2. Identify a fault (ac no air) and will perform a (repair) to then evaluate a successful (fix) in a lab situation.
3. Analyze and diagnose automotive engines and related components for correct system operation.
4. Demonstrate mastery of diagnostic tools and equipment used for automotive repair.

Required Courses

Course	Title	Units
AUTO G120	Electrical / Electronic Systems, Intro	5 units
AUTO G140	Automotive Chassis: Brakes	5 units
AUTO G150	Manual Drive Trains & Axles	4 units
AUTO G141	Automotive Chassis: Steering & Suspension	4.5 units
AUTO G151	Automatic Transmissions and Transaxles	4 units

Suggested Electives:

Course	Title	Units
AUTO G121	Electrical/Electronic Systems: Advanced	5 units
AUTO G160	Heating and Air Conditioning	4 units
COOP G102	Cooperative Work Experience	2 units

Total units: 22.5-23

AUTOMOTIVE: ENGINE PERFORMANCE AND EMISSION SPECIALIST CERTIFICATE OF ACHIEVEMENT

Students are given two options in order to prepare for a specialized field of study within the Automotive Technology program, the Chassis and Drivetrain option and the Engine Performance and Emissions option. New students entering either option are encouraged to consider taking preparation classes in automotive theory and computer skills before enrolling in the regular required courses for the certificate. This is intended to assure successful performance in the required courses unless students have received prior training or education related to the recommended courses that would fulfill preparation expectations. These courses may normally be available in sequential patterns that would allow completion of the certificates within a two year time frame.

Students will be responsible for providing their own textbooks, personal safety equipment, protective clothing, a basic hand tool set and project related materials. The cost of these items will vary according to place of purchase.

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Measure and convert assigned unit pieces to interpret the appropriate SAE and metric unit. (Celsius to Fahrenheit, and inches to millimeters).
2. Identify a fault (ac no air) and will perform a (repair) to then evaluate a successful (fix) in a lab situation.
3. Analyze and diagnose automotive engines and related components for correct system operation.
4. Demonstrate mastery of diagnostic tools and equipment used for automotive repair.

Required Courses

Course	Title	Units
AUTO G110	Engine Repair	5 units
AUTO G120	Electrical / Electronic Systems: Intro	5 units
AUTO G130	Engine Performance: Basic Theory/Diagnosis	4.5 units
AUTO G131	Engine Performance: Advanced	4.5 units
AUTO G145	Basic Clean Air Car Course	5.0 units

Total units: 24

BIOLOGY

ASSOCIATE IN ARTS DEGREE IN GENERAL BIOLOGY

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Compare and contrast different life forms that inhabit earth regarding modes of reproduction, metabolism, and adaptation.
2. Identify or describe the various interrelationships that exist between life forms and also the interactions that occur in different ecosystems on earth.
3. Relate how the theory of evolution unifies the significant principles of biological science.
4. Correctly perform various experiments and activities in biology lab classes, including the correct use of different types of standard biology lab equipment.
5. Apply critical thinking and analytical skills to correctly interpret data
6. Explain biological concepts, theories, current research or other related topics clearly and concisely in the form of lab reports, essays, formal written papers or oral presentations.
7. Identify or explain how biology correlates with other sciences such as chemistry, astronomy, ecology, geology or physics.

Required courses

Course	Title	Units
BIOL G180	Cell and Molecular Biology	5 units
CHEM G180	General Chemistry A	5 units
CHEM G185	General Chemistry B	5 units
BIOL G182	Zoology	4 units
BIOL G183	Botany	4 units

Choose one course from the following:

Course	Title	Units
MATH G170	Precalculus	5 units
or		
MATH G180	Calculus I	5 units

It is highly recommended that students also take:

Course	Title	Units
BIOL G210	General Microbiology	5 units
CHEM G220	Organic Chemistry A	5 units
and		
CHEM G225	Organic Chemistry B	5 units

Major Total: 28 units

GE Pattern: GWC AA, CSU General Education Breadth or

IGETC Pattern:

18-39 units

DEGREE TOTAL UNITS (maximum):

60 units

BUSINESS ADMINISTRATION

ASSOCIATE IN SCIENCE DEGREE IN BUSINESS ADMINISTRATION FOR TRANSFER

The Associate in Science in Business Administration for Transfer (AS-T) degree is designed to provide students with the common Core of lower division courses required to transfer and pursue a baccalaureate degree in Business Administration. This includes business degrees with options in accounting, finance, human resources management, international business, management, operations management, and marketing. The Associate in Science in Business Administration for Transfer (AS-T Business Administration) degree aligns with the CSU Bachelor of Science in Business Administration.

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Identify and explain the three major types of business entities by developing an organizational chart, a mission statement, a business plan, and a marketing plan.
2. Identify and explain the laws affecting sole proprietorships, partnerships, and corporations.
3. Identify and develop accounting systems used in sole proprietorships, partnerships, and corporations.
4. Demonstrate the ability to distinguish between leadership and management as they apply to all organizations, private and public, including governmental and educational agencies.

Due to constraints outside of the department's control, some courses may not be offered every semester.

Required Courses:

Course	Title	Units
ACCT G101	Financial Accounting	4 units
ACCT G102	Managerial Accounting	4 units
ECON G170	Principles of Micro Economics	3 units
ECON G175	Principles of Macro Economics	3 units
BUS G110	Business Law	3 units
or		
BUS G108	Legal Environment of Business	3 units

List A: Select one course (4 units)

Course	Title	Units
MATH G140	Business Calculus	4 units
MATH G160	Introduction to Statistics	4 units

List B: Select two courses (7 units)

Course	Title	Units
Any course from List A not already used		
CS G130	Survey of Computer Science/ Information Technology	4 units
BUS G100	Introduction to Business	3 units
or		
BUS G139	Business Communication	3 units

Major Total: **28**

CSU General Education Breadth or IGETC Pattern: **37-39**

Total units that may be double-counted: **9**

Transferable Electives (as needed to reach 60 transferable units): **2-4**

DEGREE TOTAL UNITS (maximum): **60 units**

() Description in parentheses indicates credit earned in AST.

ASSOCIATE IN ARTS DEGREE IN BUSINESS ADMINISTRATION

This curriculum is designed to prepare students for careers in business in both the private and public sectors. It also prepares students for further studies in business, management, and other related disciplines.

PROGRAM LEVEL LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Identify, analyze, and solve a variety of business problems.
2. Develop an understanding of business issues to make informed business decisions.
3. Demonstrate effective communication skills used in today's business environment.
4. Possess knowledge of financial report preparation and interpretation.

Required courses (5 courses)

Course	Title	Units
ACCT G100	Introduction to Accounting	3 units
or		
ACCT G101	Financial Accounting	4 units
BUS G108	Legal Environment of Business	3 units
or		
BUS G110	Business Law	3 units
BUS G130	Introduction to Business Writing	3 units
or		
BUS G139	Business Communication	3 units
MGMT G110	Elements of Management	3 units
MKTG G100	Principles of Marketing	3 units

Elective course: one course from the following list

Course	Title	Units
ECON G170	Principles of Micro Economics	3 units
ECON G175	Principles of Macro Economics	3 units
ACCT G102	Managerial Accounting	4 units
ACCT G215	Sarbanes-Oxley Act and Internal Control Compliance	3 units

Elective courses: one course from the following list

Course	Title	Units
BUS G210	Securities and Investments	3 units
MGMT G111	Human Resources Management	3 units
MGMT G115	Essentials of Organizational Behavior	3 units
MGMT G130	Team Building and Group Dynamics	3 units
MGMT G140	Business and Organizational Ethics	3 units
MGMT G155	Customer Service	3 units

Major Total: **21-23**

GE Pattern: GWC AA, CSU General Education Breadth or IGETC Pattern: **18-39**

DEGREE TOTAL UNITS (maximum): **60 units**

BUSINESS ADMINISTRATION CERTIFICATE OF ACHIEVEMENT

This program is designed to prepare students for careers in business in both the private and public sectors. The curriculum is suitable for students who are looking to enter the workforce for the first time, as well as working students who want to learn business fundamentals to help them advance in their current jobs. This program will prove to be valuable to any student who wishes to attain a general business education to bolster their current skill set.

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Identify, analyze, and solve a variety of business problems.
2. Develop an understanding of business issues to make informed decisions.
3. Demonstrate effective communication skills used in today's business environment.
4. Possess knowledge of financial report preparation and interpretation.

Required courses (5 courses)

Course	Title	Units
ACCT G100	Introduction to Accounting	3 units
or		
ACCT G101	Financial Accounting	4 units
or		
ACCT G235	QuickBooks Pro for Accountants	3 units

BUS G108	Legal Environment of Business	3 units
or		
BUS G110	Business Law	3 units
BUS G130	Introduction to Business Writing	3 units
or		
BUS G139	Business Communication	3 units
MGMT G110	Elements of Management	3 units
MKTG G100	Principles of Marketing	3 units

Elective courses: two courses from the following list

Course	Title	Units
ACCT G102	Managerial Accounting	4 units
ACCT G215	Sarbanes-Oxley Act and Internal Control Compliance	3 units
BUS G121	Personal Finance	3 units
BUS G210	Securities and Investments	3 units
MGMT G111	Human Resources Management	3 units
MGMT G115	Essentials of Organizational Behavior	3 units
MGMT G130	Team Building and Group Dynamics	3 units
MGMT G140	Business and Organizational Ethics	3 units
MGMT G152	Starting a Business Entrepreneurial Small Business	3 units
MGMT G155	Customer Service	3 units
MKTG G135	Retail Management	3 units
MKTG G140	Digital Marketing and Electronic Commerce	3 units

Total Units: 21-23 units

ENTREPRENEURSHIP I SMALL BUSINESS STARTUP ESSENTIALS CERTIFICATE OF SPECIALIZATION

This Certificate is designed for students seeking to explore, evaluate, and plan the startup of a business. The curriculum addresses the traits and skillsets utilized by successful entrepreneurs and enables students to evaluate and test business ideas. Students will also learn how to identify and attract customers. Completion of this certificate demonstrates knowledge of the entrepreneurial mindset and process and provides practical tools and techniques used to develop and evaluate new business ideas.

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Apply personal traits associated with an entrepreneurial mindset.
2. Evaluate and test ideas and options for starting a new business.
3. Analyze the customer, competition, costs, challenges and rewards associated with business startup.
4. Prepare business and market planning documents to evaluate a new business idea or opportunity.

Required courses

Course	Title	Units
BUS G101	the Mindset of Business Success	3 units
MGMT G152	Starting a Business Entrepreneurial Small Business	3 units
MKTG G157	Finding and Knowing Your Customer	1.5 units

Total Units: 7.5 units

ENTREPRENEURSHIP II SMALL BUSINESS OWNERSHIP AND EXPANSION CERTIFICATE OF SPECIALIZATION

This Certificate is designed for students seeking to start, manage, and/or expand a small business. The curriculum addresses the marketing, legal, regulatory and financial aspects of starting and managing a small business. Completion of this Entrepreneurship Certificate program demonstrates knowledge of the entrepreneurial mindset and process and provides practical tools and methods for starting, managing, and expanding a business.

This Certificate builds on the Entrepreneurship I Certificate Small Business Startup Essentials; however, the Entrepreneurship II Certificate may be completed independently of the Entrepreneurship I Certificate.

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Assess the financial, marketing, legal and regulatory considerations for starting and owning a business.
2. Prepare business planning documents to start or expand a business.
3. Apply accounting information and prepare financial statements to evaluate business performance.
4. Apply managerial methods to conduct operations such as business formation, online presence, and staffing.

Required courses

Course	Title	Units
BUS G101	The Mindset of Business Success	3 units
MGMT G162	Managing a Small Business	3 units

Elective courses: choose four courses:

Course	Title	Units
BUS G153	Writing an Effective Business Plan	1.5 units
BUS G158	Raising Money to Start or Grow a Business	1.5 units
BUS G159	Legal/Regulatory Essentials for Starting a Business	1.5 units
MGMT G163	Basic Accounting Concepts for Small Business	1.5 units
or		

ACCT G163	Basic Accounting Concepts for Small Business	1.5 units
MKTG G167	Marketing and Social Media for Entrepreneurs	1.5 units

Total Units: **12 units**

CHEMISTRY

ASSOCIATE IN ARTS DEGREE IN CHEMISTRY

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Develop a working knowledge of inorganic and organic chemistry, including calculations, reactions, and nomenclature.
2. Develop an understanding of how chemistry is applied in other fields.
3. Improve problem-solving and critical thinking skills.
4. Actively engage in hands-on experiences in both the classroom and the laboratory.
5. Interpret experimental information, develop relationships, and correlate that experimental information with theory.
6. Write quality laboratory reports, with well-developed discussions and conclusions.
7. Develop confidence in laboratory skills, operate independently during many procedures, and learn to design experiments.

Required courses

Course	Title	Units
CHEM G180	General Chemistry A	5 units
CHEM G185	General Chemistry B	5 units
CHEM G220	Organic Chemistry A	5 units
CHEM G225	Organic Chemistry B	5 units
MATH G180	Calculus I	5 units

Major Total: **25**

GE Pattern: GWC AA, CSU General Education Breadth or

IGETC Pattern: **18-39**

DEGREE TOTAL UNITS (maximum): **60 units**

CHILD AND ADOLESCENT DEVELOPMENT

ASSOCIATE IN ARTS DEGREE IN CHILD AND ADOLESCENT DEVELOPMENT FOR TRANSFER

The focus of this Child and Adolescent Development AA-T is to give students who may not be interested in a curricular or classroom focus an opportunity to transfer and pursue another specialty. This AA-T was designed specifically as an alternative choice for students interested in the interdisciplinary field of Child and Adolescent development. This AA-T gives students the lower division preparation required at CSUF, CSULB and CSUDH to pursue alternative career paths in child and adolescent development such as elementary or special education teaching and other careers working with children and families. Students interested in preschool teaching and receiving their Child Development Teaching Permit should complete the requirements for an Early Childhood AS-T. This coursework is designed to meet the needs of people planning to transfer for further studies in the interdisciplinary field of Child and Adolescent Development, and to transfer to a CSU into programs in Child Development, Human Development, Child and Adolescent Development, Family and Consumer Sciences, and Liberal Studies (Child Development). This is the major pattern for students planning to transfer to a CSU. It is strongly recommended that students contact a GWC counselor to develop an official Student Educational Plan to discuss non-CSU universities, or if they have questions about the AA-T in Child and Adolescent Development for CSU Transfer.

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Analyze the psychological, physical and cognitive influences on child development
2. Assess how socialization and culture impact the lives of children and families
3. Demonstrates the ability to promote developmentally, culturally and linguistically appropriate strategies to address diverse approaches to learning.
4. Implement effective guidance strategies with children and adolescents.
5. Synthesize research-based theories including principles and practices of child and adolescent development and learning

Required courses

Course	Title	Units
PSYC G100	Introduction to Psychology	3 Units
PSYC G116	Child Growth and Development	3 Units
MATH G160	Introduction to Statistics	4 Units
or		
PSYC G140	Statistics for the Behavioral Sciences	4 Units

List A (Complete 3 courses from the following:)

Course	Title	Units
ANTH G100	Introduction to Cultural Anthropology	3 Units
SOC G100	Introduction to Sociology	3 Units
SOC G110	Introduction to Marriage and The Family	3 Units
SOC G133	Racial and Ethnic Relations in America	3 Units
BIOL G100	Introduction to Biology	4 Units
or		
PSYC G250	Psychobiology	3 Units
PSYC G118	Life Span Developmental Psychology	3 Units

No more than two courses (maximum of 6 units) from the following may be used to meet List A requirements. Select from:

Course	Title	Units
EDUC G102	Teaching Diverse Contemporary Classrooms	1 Unit
or		
EDUC G103	Technology Proficiencies for Teachers I	2 Units
or		
EDUC G200	The Teaching Profession	3 Units
or		
ENGL G143	Children's Literature	3 Units
or		
HLED G135	Nutrition and Health	3 Units
or		
MATH G104	Mathematics for Elementary Teachers	3 Units

Major total: 19-20

CSU General Education Breadth or IGETC Pattern: 37-39

Total units that may be double counted: 9-21

Transferable Electives (as needed to reach 60 units): 16-21

DEGREE TOTAL UNITS (maximum): 60

() Description in parentheses indicates credit earned in AAT

COMMUNICATION STUDIES

ASSOCIATE IN ARTS DEGREE IN COMMUNICATION STUDIES FOR TRANSFER

The Communication Studies Transfer major focuses on how people construct, use, and interpret messages across multiple channels to inform, persuade, manage, relate, and generally influence each other within and across varying cultural venues. Emphasis is also placed on identifying and valuing disparate systems of social norms and values that influence the human communicative process. Students will learn and understand the

various theoretical and pragmatic skills that enable them to navigate social interaction within multiple interpersonal, small group, public, and intercultural contexts. Students will thus become familiar with both field-specific nomenclature as well as effective oral, listening, and critical thinking skills needed to manage effectively communication encounters in diverse social environments. Students will be prepared for a baccalaureate degree in communication studies, Speech Communications, or a similar degree.

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Construct, use, and interpret messages across multiple channels to inform, persuade, manage, relate, and generally influence each other within and across varying cultural venues.
2. Identify and value disparate systems of social norms and values that influence the human communicative process.
3. Understand the various theoretical and pragmatic skills that enable people to navigate social interaction within multiple interpersonal, small group, public, and intercultural contexts.
4. Become familiar with both field-specific nomenclature as well as effective oral, listening, and critical thinking skills needed to effectively manage communication encounters in diverse social environments.

Required Core (3 units)

Course	Title	Units
COMM G110	Public Speaking	3 units
or		
COMM G110H	Public Speaking Honors	3 units

List A (6 units)

Course	Title	Units
COMM G100	Interpersonal Communication	3 units
COMM G112	Small Group Dynamics	3 units
COMM G220	Essentials of Argumentation	3 units

List B (6 units)

Course	Title	Units
Any List A course not used (3 units)		
COMM G180	Introduction to Mass Communication	3 units
COMM G255	Intercultural Communication	3 units

List C (3 units)

Course	Title	Units
Any List A or List B course not used		
COMM G225	Negotiation and Mediation	3 units
or		
PEAC G225	Negotiation and Mediation	3 units
COMM G260	Organizational Communication	3 units
COMM G265	Gender Communication	3 units

Major Total:	18
CSU General Education Breadth or IGETC Pattern:	37-39
Total units that may be double-counted:	9-15
Transferable Electives (as needed to reach 60 transferable units):	14-18
DEGREE TOTAL UNITS (maximum):	60 units
() Description in parentheses indicates credit earned in AAT	

COMPUTER AIDED DESIGN & DRAFTING — CADD

CADD COMPUTER AIDED DESIGN AND DRAFTING ASSOCIATE IN ARTS DEGREE

This program prepares students for careers in the Mechanical, Electrical, Industrial, Civil or Architectural drafting fields. Students will utilize the latest CAD systems to design and develop their assignments. Opportunities for employment are available in many related commercial companies.

By completing the requirements of the Certificate of Achievement in Computer Aided Design and Drafting, students will be able to also satisfy the A.A. Degree requirements for a major in Computer Aided Design and Drafting

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Develop competency in basic drafting, enabling them to pursue careers in engineering, professional arenas, or to further their academic pursuits.
2. Have practical experience in Computer Aided Drafting and Design.
3. Demonstrate an understanding of Engineering and Mechanical CAD Drafting and 3D Design.

Required Courses:

Course	Title	Units
DRAF G101	Basic Computer Aided Design Drafting	4 units
DRAF G105	Basic Engineering Drafting I, Computer Aided Drafting	3 units
DRAF G110	Basic Engineering Drafting II, Computer Aided Drafting	3 units
DRAF G090	CAD Drafting Laboratory	3 units
DRAF G170	Advanced 3D Mechanical Design	3 units
MATH G030	Intermediate Algebra	4 units

Major Total:	20
GE Pattern: GWC AA, CSU General Education Breadth or IGETC Pattern:	18-39
DEGREE TOTAL UNITS (maximum):	60 units

CADD-COMPUTER AIDED DESIGN AND DRAFTING CERTIFICATE OF ACHIEVEMENT

This is a four-semester program which will prepare the student for an entry-level job in Technical or Mechanical Drafting and 3D Design. First year training concentrates on basic drafting and computer practice, which provide experiences in applying technical skills to practical problems. Acquired skills include precision dimensioning, basic working drawings, and computer-aided drafting. During the second year the training concentrates on 3D modeling and design including assemblies and parts management. Courses are designed and offered to provide completion within two years.

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Describe the purpose, process, and value of interpreting and developing Drafting project drawings for all facets of the project.
2. Use Computer Aided and Manual drafting methods to create a variety of presentation drawings as found in industry.
3. Use Engineering organization standards, technical vocabulary and industry conventions of working drawings for mechanical, structural, and industrial project types.
4. Use current CAD and 3D CAD software applications to create drafting drawings, presentation graphics and 3D design image models.
5. Describe manufacturing material systems, sustainable trends, and manufacturing machinery for a variety of project types
6. Explain professional career and transfer options available for a wide variety of economic applications in many design fields and related disciplines.
7. Conduct project research, historical comparison, sketching, rendering, color media, and 3D concept model-building to industry quality standards.
8. Demonstrate professional abilities in written, verbal, and graphic skills.

It is suggested that courses be taken in the order they are listed in order to achieve maximum advantage of course content and success in program.

Required Courses

Course	Title	Units
DRAF G101	Basic Computer Aided Design Drafting	4 units

DRAF G105	Basic Engineering Drafting I, Computer Aided Drafting	3 units
MATH G030	Intermediate Algebra	4 units
DRAF G090	CAD Drafting Laboratory	1.0 unit
DRAF G110	Basic Engineering Drafting II, Computer Aided Drafting	3 units
DRAF G170	Advanced 3D Mechanical Design	3 units

Total units: **18**

TECHNICAL DRAFTING OPTION (ONE-YEAR) CERTIFICATE OF SPECIALIZATION

This is a two-semester program that will prepare the student for an entry-level job in Technical or Mechanical Drafting. Training concentrates on basic drafting and computer practice, which provide experiences in applying technical skills to practical problems. Acquired skills include precision dimensioning, basic working drawings, and computer-aided drafting. Courses are designed and offered to provide for completion within one year.

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Use Computer Aided and Manual drafting methods to create a variety of presentation drawings as found in industry.
2. Use Engineering organization standards, technical vocabulary and industry conventions of working drawings for mechanical, structural, and industrial project types.
3. Develop viable computer skills by using current CAD and 3D CAD software applications to create drafting drawings, presentation graphics and 3D design image models for project solutions.
4. Develop resource skills to understand manufacturing material systems, sustainable trends and manufacturing machinery for a variety of project types.

It is suggested that courses be taken in the order they are listed in order to achieve maximum advantage of course content and success in program.

Course	Title	Units
DRAF G101	Basic Computer Aided Design Drafting	4 units
DRAF G105	Basic Engineering Drafting I, Computer Aided Drafting	3 units
MATH G030	Intermediate Algebra	4 units
DRAF G090	CAD Drafting Laboratory	0.5-1.0 unit

Total units: **11.5**

COMPUTER BUSINESS APPLICATIONS

ASSOCIATE IN ARTS DEGREE IN COMPUTER BUSINESS APPLICATIONS

This program provides students with skills in state-of-the-art computer business applications and fundamental business skills required in today's business offices. Computer business applications include MS Windows, Access, Excel, Outlook, PowerPoint, Word, financial applications such as QuickBooks Pro, and computer keyboarding. Fundamental business skills include proofreading, administrative business procedures, filing and records management.

The primary focus of the CBA program is to provide students the knowledge and skills to achieve certification at the college, national, and international levels. CBA offers students the option of majoring in Computer Business Applications, Administrative Assistant, and/or Legal Secretary/Assistant. CBA utilizes MS Certified Application Specialist Approved Courseware so that students can achieve national certification at the Specialist and Professional levels upon completion of the required CBA courses. Additionally, CBA offers certification exams for the International Association of Administrative Professional's Certified Professional Secretary (CPS) and Certified Administrative Professional (CAP).

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Identify and describe terminology relating to the operation of the computer; and effectively use a computer to process data, manage folders and files, customize the windows environment, work with hardware, printers, and various software.
2. Analyze spreadsheet data and create charts and graphs.
3. Manage large workbooks; use advanced sorting and filtering techniques; and create charts, diagrams, and templates in EXCEL.
4. Compose various business documents, such as letters, reports, manuscripts, and memorandums.
5. Build WORD documents from reusable content and revise documents using Markup Tools.
6. Create templates and review, publish, and protect presentations in PowerPoint; apply advanced graphic techniques; enhance a presentation with audio and video; and deliver a presentation.
7. Create and manage a database.

8. Enhance ACCESS tables, queries; and customize forms and reports.
9. Integrate information among the various applications to consolidate large amounts of data.
10. Customize and explore a personal information manager and e-mail programs.
11. Examine business accounting records and perform sound business decisions based on financial reports.
12. Research and evaluate topics on the Internet.
13. Focus and prepare for the Microsoft Office Specialist (MOS) Core Exams (Access, Excel, PowerPoint, and Word) and the MOS Expert Exam for Word.

Required courses

Course	Title	Units
CBA G145	Introduction To Computers	2 Units
CBA G152	Microsoft Windows	3 Units
CBA G181	MS Office	4 Units
CBA G149	Microsoft Outlook	2 Units
CBA G183	MS Office, Intermediate	4 Units
CBA G157	WORD, Advanced	2 Units
CBA G190	Internet, Introductions	1.5 Units
CBA G120	Quickbooks Pro	2 Units
CBA G195	Acrobat, Introduction	1.5 Units

NOTE: Successful completion of the following 4 courses may be substituted for the CBA G181 requirement

Course	Title	Units
CBA G155	Microsoft WORD, Introduction	2 Units
and		
CBA G160	Microsoft EXCEL, Introduction	2 Units
and		
CBA G165	ACCESS, Introduction	2 Units
and		
CBA G170	Powerpoint, Introduction	2 Units

NOTE: Successful completion of the following 4 courses may be substituted for the CBA G183 requirement

Course	Title	Units
CBA G156	WORD, Intermediate	2 Units
and		
CBA G161	EXCEL, Intermediate	2 Units
and		
CBA G166	ACCESS, Intermediate	2 Units
and		
CBA G171	Powerpoint, Intermediate	2 Units

Major Total: 22-30

GE Pattern: GWC AA, CSU General Education Breadth or

IGETC Pattern: 18-39

Degree Total Units (maximum): 60 units

COMPUTER BUSINESS APPLICATIONS CERTIFICATE OF ACHIEVEMENT

This certificate will provide an introduction to computers and computer literacy as well as a working knowledge of the most frequently used computer business applications used in today's businesses. Students will learn how to effectively use a computer to process data, manage folders and files, customize the Windows environment, work with hardware and printers; analyze spreadsheet data and create charts and graphs; compose various business documents, such as letters, reports, manuscripts, and memorandums and perform mail merge operations; create and manage a database; integrate information among the various applications; customize and explore a personal information manager and email program to integrate with other technologies; examine business accounting records and perform sound business decisions based on financial reports; and research and evaluate topics on the Internet. Successful completion of this certificate will help students focus on and prepare for the Core level of the Microsoft Office Specialist Exams (MOS), and the expert level MOS for Word.

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Effectively use a computer to process data, manage folders and files, customize the Windows environment, work with hardware, printers, and various software.
2. Analyze spreadsheet data and create charts and graphs.
3. Compose various business documents, such as letters, reports, manuscripts, and memorandums.
4. Create and manage a database.
5. Integrate information among the various applications to consolidate large amounts of data.
6. Customize and explore a personal information manager and e-mail program to integrate with other technologies such as OneNote, SharePoint Services, Mobile Service, and Really Simply Syndication (RSS) feeds and blogs.
7. Examine business accounting records and perform sound business decisions based on financial reports.
8. Research and evaluate topics on the Internet.
9. Focus, prepare for, and accomplish the Microsoft Certified Application Professional Certification exam.

Required courses

Course	Title	Units
CBA G145	Introduction To Computers	2 Units
CBA G152	Microsoft Windows	3 Units

CBA G181	MS Office	4 Units
CBA G149	Microsoft Outlook	2 Units
CBA G183	MS Office, Intermediate	4 Units
CBA G157	WORD, Advanced	2 Units
CBA G190	Internet, Introductions	1.5 Units
CBA G120	Quickbooks Pro	2 Units
CBA G195	Acrobat, Introduction	1.5 Unit

NOTE: Successful completion of the following 4 courses may be substituted for the CBA G181 requirement

Course	Title	Units
CBA G155	Microsoft WORD, Introduction	2 Units
and		
CBA G160	Microsoft EXCEL, Introduction	2 Units
and		
CBA G165	ACCESS, Introduction	2 Units
and		
CBA G170	Powerpoint, Introduction	2 Units

NOTE: Successful completion of the following 4 courses may be substituted for the CBA G183 requirement:

CBA G156	WORD, Intermediate	2 Units
and		
CBA G161	EXCEL, Intermediate	2 Units
and		
CBA G166	ACCESS, Intermediate	2 Units
and		
CBA G171	Powerpoint, Intermediate	2 Units

Total units: 22-30

BUSINESS INFORMATION WORKER I CERTIFICATE OF ACHIEVEMENT

Business Information Worker I (BIW I) certificate program is designed to prepare students for entry level employment in a variety of business environments. With a solid foundation in Microsoft Windows and Office as well as strong digital and web literacy skills, BIW I brings efficiency and productivity to the workplace. Completion of the Business Information Worker I pathway also brings indispensable critical thinking, problem solving, and business communication skills to the workplace, essential components of the curriculum.

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Effectively communicate using basic oral and written methods.
2. Utilize basic computer application skills to create documents and forms, organize various types of files, and spreadsheets.

3. Demonstrate basic computer literacy to protect, support, and maintain office data files.
4. Apply critical thinking and problem solving skills to bring value and facilitate to customer service successfully.
5. Develop appropriate communication techniques to share, distribute, and collaborate information using basic office workplace software.

Required courses

CBA G101	Keyboarding	1 units
CBA G145	Introduction to Computers	2 units
CBA G152	Microsoft Windows	3 units
CBA G149	Microsoft Outlook	2 units
CBA G155	Microsoft WORD, Introduction	2 units
CBA G160	Microsoft EXCEL, Introduction	2 units
BUS G130	Introduction to Business Writing	3 units
MGMT G155	Customer Service	3 units

Total Units: 18 units

MICROSOFT OFFICE CERTIFICATE OF SPECIALIZATION

This certificate of specialization is designed to provide the student with a working knowledge of the Microsoft OFFICE Suite. Specialized duties include composing correspondence, creating spreadsheets, managing databases, and creating presentations. Integrating information among the various applications for dissemination to staff and clients is essential in running and operating an efficient business and/or organization. Successful completion of this certificate will help students focus on, prepare for, and accomplish the Microsoft Certified Application Specialist exams. Successful completion of this certificate of specialization is a stepping stone for students wishing to continue with this course of study and achieve the Computer Business Applications Certificate of Achievement. Some of the courses in this certificate may not be available every semester. It is strongly recommended that students possess correct touch-control keyboarding skills prior to enrolling in any of these courses. Students are requested to check Advisories.

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Describe how the Internet works.
2. Describe the differences between operating system software and application software.
3. Identify and describe the basics of the Windows operating system.

4. Compose, send, and manage incoming e-mail messages.
5. Create, edit, and format documents using MS Word.
6. Create and construct worksheets using formulas and functions and inserting charts using MS Excel.
7. Create tables, queries, forms, and reports using MS Access.
8. Create, edit, and format a presentation and apply transitions using MS PowerPoint.

Required courses

Course	Title	Units
CBA G145	Introduction To Computers	2 Units
CBA G152	Microsoft Windows	3 Units
CBA G181	MS Office	4 Units
CBA G149	Microsoft Outlook	2 Units
CBA G183	MS Office, Intermediate	4 Units

NOTE: Successful completion of the following 4 courses may be substituted for the CBA G181 requirement

Course	Title	Units
CBA G155	Microsoft WORD, Introduction	2 Units
CBA G160	Microsoft EXCEL, Introduction	2 Units
CBA G165	ACCESS, Introduction	2 Units
CBA G170	Powerpoint, Introduction	2 Units

NOTE: Successful completion of the following 4 courses may be substituted for the CBA G183 requirement

Course	Title	Units
CBA G156	WORD, Intermediate	2 Units
CBA G161	EXCEL, Intermediate	2 Units
CBA G166	ACCESS, Intermediate	2 Units
CBA G171	Powerpoint, Intermediate	2 Units

Total units: 15-23

COMPUTER SCIENCE

ASSOCIATE IN SCIENCE DEGREE IN COMPUTER SCIENCE

The Computer Science Department provides students opportunities to study the computing environment for business and scientific solution automation. Students who enroll in the Associate in Science in Computer Science degree prepare for transfer education at a four-year university. An advanced degree such as a baccalaureate degree will prepare students for careers related to business and science

programming solutions, and management. Computer Science Majors are introduced to computing history and evolution, software development, structures and procedures for data manipulation, object oriented methodology, symbolic logic tools for computational algorithms, and computing solutions at machine language level of implementation. Critical thinking and problem solving skills are acquired through individual and group project assignments. Students are encouraged to develop academic and programming skills enabling them to be successful in further study or employment. Students will be prepared to transfer in order to complete a baccalaureate degree in Computer Science.

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Design software components and specification to satisfy small business and scientific problem requirements.
2. Design and implement algorithms that include basic computation techniques, simple I/O, conditional and iterative structures, and the definition of functions.
3. Utilize object oriented principles for class hierarchies and inheritance.
4. Implement programs at machine language level using fundamental high-level programming constructs.
5. Describe formal tool of symbolic logic as they relate to real-life situation, program correctness, database queries, and algorithms.

Required courses

Course	Title	Units
CS G153	Java Programming, Introduction	4 units
or		
CS G175	C++ Programming	4 units
CS G154	Data Structures with Java	4 units
or		
CS G189	Data Structures with C++	4 units
CS G242	Computer Architecture and organization	3 units
CS G262	Discrete Structures	3 units
MATH G180	Calculus I	5 units
MATH G185	Calculus 2	5 units
PHYS G185	Calculus Based Physics: Mechanics	4 units
PHYS G280	Calculus Based Physics: Electricity/Magnetism	4 units

Major Total: 32

GE Pattern: GWC AA, CSU General Education Breadth or

IGETC Pattern: 18-39

DEGREE TOTAL UNITS (maximum): 60 units

ASSOCIATE IN ARTS DEGREE IN SOFTWARE DEVELOPMENT

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Understand computer programming using Microsoft programming languages and operating systems environments.
2. Design and build single-user applications.
3. Design and build multi-user web-based applications.
4. Design and build single-user database environments.
5. Design and build multi-user database environments.

Required courses

Course	Title	Units
CS G175	Programming with C++	4 units
CS G102	Computer Software Development, Introduction	4 units
CS G189	Data Structures with C++	4 units
CS G178	Visual C#.net	4 units
CS G196	Web Programming with .net	4 units

Major Total: 20

GE Pattern: GWC AA, CSU General Education Breadth or

IGETC Pattern: 18-39

DEGREE TOTAL UNITS (maximum): 60 units

ASSOCIATE IN ARTS DEGREE IN VIDEO GAME DEVELOPMENT

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Describe the hardware and software components of a video game system.
2. Design and build a single-user 2D and 3D video game.
3. Design and build a multi-user PC or Mobile game.
4. Evaluate existing game engines, script games in those engines, build and deploy characters and models.

Required courses

Course	Title	Units
CS G175	C++ Programming	4 units
or		
CS G178	Visual C#.NET	4 units
CS G147	Game Programming, Introduction	4 units
CS G148	Game Programming, Intermediate	4 units
CS G149	Game Programming, Advanced	4 units

And choose one of the following courses:

Course	Title	Units
CS G121	Creating Game Artwork, Introduction	4 units
CS G150	Mobile Game Programming	4 units

Major Total: 20

GE Pattern: GWC AA, CSU General Education Breadth or

IGETC Pattern: 18-39

DEGREE TOTAL UNITS (maximum): 60 units

SOFTWARE DEVELOPMENT CERTIFICATE OF ACHIEVEMENT

The Software Development certificate at Golden West College is designed to provide formal training for individuals who seek entry into the rapidly growing fields of computer software engineering, systems analysis, application development, and systems software. Students utilize the latest tools to learn programming languages, algorithms, operating system environments, and web-based multi-user application architectures. Classes are conducted in smart classrooms with the latest instructional tools. Sizable projects are undertaken in each class providing the students with an opportunity to add the projects to their portfolios, and knowledge to their skill sets.

Students can apply the skills they learn through this program, to: general computing (corporate applications, databases, web applications); entertainment media development (3-D computer animation for video games and movies); engineering applications (computer-aided manufacturing, robotics, and product simulations); and emerging technologies (artificial intelligence, urban simulation, augmented reality, and biotechnology process simulation).

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Understand computer programming using Microsoft programming languages and operating systems environments.
2. Design and build single-user applications.
3. Design and build multi-user web-based applications.
4. Design and build single-user database environments.
5. Design and build multi-user database environments.

Required courses

Course	Title	Units
CS G175	C++ Programming	4 units
CS G102	Computer Software Development, Introduction	4 units
and		
CS G189	Data Structures with C++	4 units
CS G178	Visual C#.net	4 units
CS G196	Web Programming with .net	4 units

Total units: 20 units

VIDEO GAME DEVELOPMENT CERTIFICATE OF ACHIEVEMENT

The Game Development Certificate at Golden West College is designed to prepare students for challenging and rewarding careers in computer-based game development, 3D Graphics Programming, Computer Animation, and other exciting fields. Students utilize the latest tools to learn about 3D computer graphics, console and PC based games, mobile games, and multiplayer online games. Classes are conducted in smart classrooms with the latest instructional tools. A sizable project is undertaken in each class providing the students with an opportunity to add an exciting project to their portfolios.

Students can apply the skills they learn through this certificate program, to general computing (corporate applications, databases, web applications); entertainment media development (3-D computer animation for film/video); engineering applications (computer-aided manufacturing, robotics, and product simulations); and emerging technologies (artificial intelligence, urban simulation, augmented reality, and biotechnology process simulation).

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Describe the hardware and software components of a video game system.
2. Design and build a single-user 2D and 3D video game.
3. Design and build a multi-user PC or Mobile game.
4. Evaluate existing game engines, script games in those engines, build and deploy characters and models.

Required courses

Course	Title	Units
CS G175	C++ Programming	4 units
or		
CS G178	Visual C#.Net	4 units
CS G147	Game Programming, Introduction	4 units
CS G148	Game Programming, Intermediate	4 units
CS G149	Game Programming, Advanced	4 units

And choose one of the following courses:

Course	Title	Units
CS G121	Creating Game Artwork, Introduction	4 units
CS G150	Mobile Game Programming	4 units

Total units: 20

COSMETOLOGY

ASSOCIATE IN ARTS DEGREE IN COSMETOLOGY

Material Costs

The general Cosmetology program consists of a minimum of 1600 hours of training to provide entry level skills to students who desire a career in the cosmetology profession. Students will develop expertise in the science and techniques of hair, skin makeup and lab experience in cosmetology.

Upon completion, the student is eligible to take the California State Board examination to become a Licensed Cosmetologist.

Students in this program must maintain a minimum grade of C (2.0 GPA) in all courses in order to advance to the next level in the program. In addition to the 1600 hours, the student will include general education requirements to receive the Associate in Arts degree.

The program is offered as a full-time, day-only program. Students attend classes Monday through Friday from 8:00 AM to 4:30 PM. Student attendance is mandatory.

English-speaking and comprehension skills are critical to success as well as safety in this program. Students with inadequate English proficiency may be dropped from the program until adequate proficiency is achieved.

The Cosmetology Department has established standards of conduct and personal grooming. Additionally, there are attendance policies that must be adhered to by all students enrolling in the program. For further information regarding requirements, contact the Cosmetology Office.

State law requires that students be at least seventeen years of age and have a valid social security number or an individual taxpayer identification number (ITIN) when applying for the California State Board examination.

Material Costs

The Cosmetology Department Office will provide information about the required uniform, shoes and material fee which covers the cost of the cosmetology kit. Kits must be purchased with cash, money order or cashier check only. No credit cards or personal checks accepted.

Students with Previous Hours in Cosmetology Option

Students with previous hours completed in another cosmetology program MUST provide proof of training of the completed hours to the Cosmetology Office upon acceptance to the program. Students will be required to enroll in Level I and must maintain a 2.0 GPA or higher in all Cosmetology courses before moving to the next level. Transfer hours are not

to exceed 450 hours and will not be added to hours earned in the GWC Cosmetology Program until the student completes all required hours and operations in Level IV. Transfer students are not eligible to pre-apply.

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Perform, practice, and demonstrate all areas of cosmetology while observing the safety and sanitation rules set forth by the California Board of Barbering and Cosmetology.
2. Pass the written and practical California State Board of Cosmetology Licensure Examinations.
3. Demonstrate the skills necessary to build and maintain an ongoing clientele in the cosmetology salon environment and industry.
4. Use good moral conduct and good work ethics within the cosmetology industry.
5. Demonstrate knowledge of cosmetology industry requirements regarding resumes, hiring, and keeping records of business transactions.

Required courses

Course	Title	Units
COSM G021	Cosmetology-Level I	10.5 units
COSM G022	Cosmetology-Level II	10.5 units
COSM G023	Cosmetology-Level III	9.5 units
COSM G024	Cosmetology-Level IV	8 units
COSM G025	Cosmetology-Level V	8 units

Total units: **46.5**

GE Pattern: GWC AA, CSU General Education Breadth, or

IGETC Pattern: **18-39**

DEGREE TOTAL UNITS (maximum): **60 units**

ASSOCIATE IN ARTS DEGREE IN ESTHETICIAN

The Esthetics Program consists of one-semester with a minimum of 600 hours of training to prepare the student for a career in skin care. The student will learn bone structure, chemistry of products, skin analysis, use of packs and masks, electric modalities, corrected makeup, and correct use of products. Upon completion, the student is eligible to take the California State Board examination to become a Licensed Esthetician. Students in this program must maintain a minimum grade of C (2.0 GPA) in all courses in order to advance to the next level in the program. In addition to the 600 hours, the student will include general education requirements to receive the Associate in Arts degree. The program offers a full-time, day-only program. Students attend classes Monday

through Friday from 8:00 AM to 4:30 PM. Student attendance is mandatory. English-speaking and comprehension skills are critical to success as well as safety in this program. Students with inadequate English proficiency may be dropped from the program until adequate proficiency is achieved. The Cosmetology Department has established standards of conduct and personal grooming. Additionally, there are attendance policies that must be adhered to by all students enrolling in the program. For further information regarding requirements, contact the Cosmetology Office. State law requires that students be at least seventeen years of age and have a valid social security number or an individual taxpayer identification number (ITIN) when applying for the California State Board examination.

Material Costs

The Cosmetology Department Office will provide information about the required uniform, shoes and material fee which covers the cost of the esthetician kit. Kits must be purchased with cash, money order or cashier check only. No credit cards or personal checks accepted.

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Evaluate and assess the skin care regime for the client.
2. Obtain basic knowledge and information to pass the State Board Examination thru continued assessment by instructors, by completing State Board assignments and procedures in the prescribed time and passing with a 75% or greater.
3. Analyze, evaluate and demonstrate skills necessary for a successful career as an Esthetician, including proper hygiene and good grooming, professional ethics, customer relations and general salon management practices.

Required courses

Course	Title	Units
COSM G071	Esthetics - Level I	10.5 units
COSM G072	Esthetics - Level 2	10.5 units

Total units: **21**

GE Pattern: GWC AA, CSU General Education Breadth, or

IGETC Pattern: **18-39**

DEGREE TOTAL UNITS (maximum): **60 units**

COSMETOLOGY CERTIFICATE OF ACHIEVEMENT

The general Cosmetology program consists of a minimum of 1600 hours of training to provide entry-level skills to students who desire a career in the cosmetology profession. Students

will develop expertise in the science and techniques of hair, skin makeup and lab experience in cosmetology. Upon completion, the student is eligible to take the California State Board examination to become a Licensed Cosmetologist. Students in this program must maintain a minimum grade of C (2.0 GPA) in all courses in order to advance to the next level in the program. The program is offered as a full-time, day-only program. Students attend classes Monday through Friday from 8:00 AM to 4:30 PM. Student attendance is mandatory. English-speaking and comprehension skills are critical to success as well as safety in this program. Students with inadequate English proficiency may be dropped from the program until adequate proficiency is achieved. The Cosmetology Department has established standards of conduct and personal grooming. Additionally, there are attendance policies that must be adhered to by all students enrolling in the program. For further information regarding requirements, contact the Cosmetology Office. State law requires that students be at least seventeen years of age and have a valid social security number or an individual taxpayer identification number (ITIN) when applying for the California State Board examination.

Material Costs

The Cosmetology Department Office will provide information about the required uniform, shoes and material fee which covers the cost of the cosmetology kit. Kits must be purchased with cash, money order or cashier check only. No credit cards or personal checks accepted.

Students with Previous Hours in Cosmetology Option

Students with previous hours completed in another cosmetology program MUST provide proof of training of the completed hours to the Cosmetology Office upon acceptance to the program. Students will be required to enroll in Level I and must maintain a 2.0 GPA or higher in all Cosmetology courses before moving to the next level. Transfer hours are not to exceed 450 hours and will not be added to hours earned in the GWC Cosmetology Program until the student completes all required hours and operations in Level IV. Transfer students are not eligible to pre-apply.

Potential careers students may enter upon completion are as follows:

Beauty Salon, Self-employed Cosmetologist, Personal Care Services, Resorts, Cruise Ships, Nursing Homes and Retirement Communities, Military Bases, Public Institutions, Hospitals, Prisons, Educational Institutions, Beauty Salon Managers/Directors, Beauty Salon Owners, Trichologist, Celebrity Hairdresser, Sales Hair/Wig Products, Video/Television, Film Print Commercial Photo Shoots, Distributors and many other Entrepreneurial avenues.

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Perform, practice, and demonstrate all areas of cosmetology while observing the safety and sanitation rules set forth by the California Board of Barbering and Cosmetology.
2. Pass the written and practical California State Board Cosmetology Licensure Examinations.
3. Demonstrate the skills necessary to build and maintain an ongoing clientele in the cosmetology salon environment and industry.
4. Use good moral conduct and good work ethics within the cosmetology industry.
5. Demonstrate knowledge of cosmetology industry requirements regarding resumes, hiring, and keeping records of business transactions.

Required courses

Course	Title	Units
COSM G021	Cosmetology-Level I	10.5 units
COSM G022	Cosmetology-Level II	10.5 units
COSM G023	Cosmetology-Level III	9.5 units
COSM G024	Cosmetology-Level IV	8 units
COSM G025	Cosmetology-Level V	8 units

Total units:

46.5

ESTHETICIAN CERTIFICATE OF ACHIEVEMENT

The Esthetics Program consists of one-semester with a minimum of 600 hours of training to prepare the student for a career in skin care. The student will learn bone structure, the chemistry of products, skin analysis, use of packs and masks, electric modalities, corrected makeup, and correct use of products. Upon completion, the student is eligible to take the California State Board examination to become a Licensed Esthetician. Students in this program must maintain a minimum grade of C (2.0 GPA) in all courses in order to advance to the next level in the program. The program offers a full-time, day-only program. Students attend classes Monday through Friday from 8:00 AM to 4:30 PM. Student attendance is mandatory. English-speaking and comprehension skills are critical to success as well as safety in this program. Students with inadequate English proficiency may be dropped from the program until adequate proficiency is achieved. The Cosmetology Department has established standards of conduct and personal grooming. Additionally, there are attendance policies that must be adhered to by all students enrolling in the program. For further information regarding requirements, contact the Cosmetology Office.

State law requires that students be at least seventeen years of age and have a valid social security number or an individual taxpayer identification number (ITIN) when applying for the California State Board examination.

Material Costs

The Cosmetology Department Office will provide information about the required uniform, shoes and material fee which covers the cost of the esthetician kit. Kits must be purchased with cash, money order or cashier check only. No credit cards or personal checks accepted.

Potential careers students may enter upon completion are as follows:

Esthetician, salon or day spa esthetician, medical aesthetician, makeup artistry, camouflage therapy, manufacturer's representative, salesperson or sales manager, cosmetics buyer, esthetics writer or beauty editor, travel industry (cruise ships), educator, skin care company owner, product development, mobile esthetician, state licensing inspector or examiner, and State Board member.

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Evaluate and assess the skin care regime for the client.
2. Obtain basic knowledge and information to pass the State Board Examination through continued assessment by instructors, by completing State Board assignments and procedures in the prescribed time and passing with a 75% or greater.
3. Analyze, evaluate and demonstrate skills necessary for a successful career as an Esthetician, including proper hygiene and good grooming, professional ethics, customer relations and general salon management practices.

Required courses

Course	Title	Units
COSM G071	Esthetics - Level 1	10.5 units
COSM G072	Esthetics - Level 2	10.5 units

Total units:

21

BARBERING CERTIFICATE OF ACHIEVEMENT

The Barber program consists of a minimum of 1500 hours of training to provide entry level skills to students who desire a career in the barbering profession. Students will develop expertise in the science and techniques of hair and skin and lab experience in barbering. Upon completion, the student is eligible to take the California State Board examination to

become a licensed Barber. Students in this program must maintain a minimum grade of C (2.0 GPA) in all courses in order to advance to the next level in the program.

Students attend classes Monday through Thursday from 5:00pm to 10:00pm and Saturday from 8:00am to 4:30pm. Student attendance is mandatory.

English-speaking and comprehension skills are critical to success as well as safety in this program. Students with inadequate English proficiency may be dropped from the program until adequate proficiency is achieved.

The Cosmetology Department has established standards of conduct and personal grooming. Additionally, there are attendance policies that must be adhered to by all students enrolling in the program. For further information regarding requirements, contact the Cosmetology office.

State law requires that students be at least seventeen years of age and have a valid social security number when applying for the California State Board examination.

Material Costs

The Cosmetology Department office will provide information about the required uniform, shoes and cost which covers the barber kit. Kits must be purchased with cash, money order or cashier check only through the bookstore. No credit cards or personal checks accepted.

Students with Previous Hours in the Barbering Option

Students with previous hours completed in another barbering program MUST provide proof of training of the completed hours to the Cosmetology office upon acceptance to the program. Students will be required to enroll in Level 1 and must maintain a 2.0 GPA or higher in all Barber courses before moving to the next level. Transfer hours are not to exceed 450 hours and will not be added to hours earned in the GWC Barber Program until student completes all required hours and operations in Level 5. Transfer students are not eligible to pre-apply.

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Perform, practice, and demonstrate all areas of barbering while observing the safety and sanitation rules set forth by the California Board of Barbering and Cosmetology.
2. Demonstrate the skills necessary to build and maintain an ongoing clientele in the barbershop environment and industry.
3. Use good moral conduct and good work ethics within the barber industry.

- Demonstrate knowledge of the barber industry requirements regarding resumes, hiring, and keeping records of business transactions.

Required courses

Course	Title	Units
COSM G031	Barbering Level 1	7 units
COSM G032	Barbering Level 2	7 units
COSM G033	Barbering Level 3	7 units
COSM G034	Barbering Level 4	7 units
COSM G035	Barbering Level 5	7 units
COSM G036	Barbering Level 6	7 units

Total units: 42

CRIMINAL JUSTICE

POLICE ACADEMY ASSOCIATE IN ARTS DEGREE

Program Requirements

As a prerequisite for admittance to the Regular Basic Course (Police Academy) and the Specialized Investigators' Basic Course (State Investigators Academy), applicants must certify that they are free from any physical, behavioral, emotional, or mental condition that would adversely affect their behavior so as to create an undue risk of harm to themselves, other students, instructors, or other persons. If the Program Director determines an applicant is not free from such a physical, behavioral, emotional, or mental condition, the Program Director, with the agreement of the Vice President of Instruction and Student Learning, shall, as soon as possible, arrange for such an applicant to be examined by one of the following: 1) a licensed physician, or 2) a licensed clinical psychologist who has a Ph.D. in psychology and at least five years of postgraduate experience in diagnosis and treatment of emotional and mental disorders. This expert will determine if the denial of admission to the program was based upon reasonable grounds. If so, the applicant will not be admitted to the program. If the expert determines reasonable grounds do not exist, the applicant will be admitted to the program. Applicants may appeal the denial of admission to the Division Dean, on the grounds they have met this prerequisite. Following the appeal to the Dean, applicants may make a final written appeal to the Vice President of Instruction and Student Learning.

Maintenance of a satisfactory physical, behavioral, emotional, and mental condition is required throughout enrollment in the Basic Course Programs. If at any time the Program Director determines a student is not meeting this requirement, the Program Director may refer the student to a physician or clinical psychologist and follow the procedures outlined in the preceding paragraph. The physician or psychologist

will determine if the student should be dismissed from the program. Students may appeal their dismissal to the Division Dean. Following the appeal to the Dean, students may make a final written appeal to the Vice President of Instruction and Student Learning of the college. The College does not assume any responsibility for the student's physical, behavioral, emotional or mental condition. The student at all times is personally responsible for these conditions and is obligated to report in writing to the course instructor if the student's ability to participate in the course is impaired in any way.

Basic Course Programs

A. Regular Basic Course (RBC) (Police Academy)

- Criminal Justice G064, and G065 are the required courses identified as the Regular Basic Course (Police Academy Program). The Academy entrance requirements will be verified through successful completion of Criminal Justice G054 (Pre-Academy orientation Class). The following prerequisites and requirements are applicable to the Regular Basic Course.
- Students must possess a valid California Driver's License.
- Students must not have any Federal or State Felony convictions.
- Students must obtain from the Department of Justice written certification that there is nothing in their criminal history background which would disqualify them from owning, possessing, or having under their control, any firearm capable of being concealed on their person.
- Students must certify their physical fitness for the course by obtaining and providing the college with the results of a medical examination including a resting EKG, verified and interpreted by a physician (Agency affiliates refer to item #10).
- Students must successfully complete a P.O.S.T. prescribed reading and writing skills examination.
- Students must pass a job-related physical agility test.
- Students must participate in an oral interview to determine their suitability for the academy program and potential for employment as a police officer.
- Students must pass a Traits Profile Assessment and be free from any physical, behavioral, emotional, or mental condition that would adversely affect their behavior so as to create an undue risk of harm to themselves, students, instructors or other persons.

10. Students must execute an agreement assuming the risk of harm from participating in the course and releasing the District from any liability from such harm.
11. Agency affiliates are expected to meet the minimal standards prescribed by P.O.S.T.
12. Contact the Criminal Justice Training Center office for Academy admission procedures.

B. Specialized Investigators' Basic Course (SIBC) (State and County Welfare Fraud Investigator Academy)

1. Criminal Justice G090 is the required courses for the Specialized Investigators' Basic Course (SIBC). The following prerequisites and requirements are applicable to the Specialized Investigators' Basic Course:
2. Students must be employed by a state or county agency and sponsored by the employing agency.
3. Students must be appointed by a state or county agency into a specialized investigator or welfare fraud Investigator position as described in California Penal Code Sections 832.5 and 113510.5.
4. Students must possess a valid California Driver's License.
5. Students must not have any Federal or State Felony convictions.
6. Students must successfully pass a California Peace Officer Background investigation by their employing agency.
7. Students must execute an agreement assuming the risk of harm from participating in the course and releasing the District from any liability from such harm.
8. Students are expected to meet the minimal standards prescribed by the Commission on Peace Officers Standards and Training.
9. Contact the Criminal Justice Training Center office for Specialized Investigators' Course admission procedures.

Program Level Learning Outcomes Police Academy AA Degree

The student will demonstrate the skills, abilities, and knowledge to enter a peace officer field-training program, and execute the duties of a peace officer in society.

Order of Courses and When Offered

The required courses set forth under either of the two academy programs must be taken concurrently. The required courses are commonly referred to as the "police academy." They consist of approximately 1,000 hours of instruction delivered over a 24-week period in the Regular Basic Course

and approximately 640 hours of instruction delivered over a 16-week period in the Specialized Investigators' Basic Course. Each of these police academy programs are offered two to three times per calendar year.

Required courses — Police Academy AA degree

Course	Title	Units
Police Academy	Regular Basic Course	(33 total units)
CJ G064	Police Academy Regular Basic Course	31 units
and		
CJ G065	Police Academy Lifetime Health and Fitness	2 units
or		
Police Academy	Specialized Investigators' Basic Course (24.5 total units)	
CJ G090	Specialized Investigators' Basic Course (SIBC)	24.5 units

Major Total: 24.5-33

GE Pattern: GWC AA, CSU General Education Breadth or

IGETC Pattern: 18-39

DEGREE TOTAL UNITS (maximum): 60 units

ASSOCIATE IN SCIENCE DEGREE IN ADMINISTRATION OF JUSTICE FOR TRANSFER

The Associate in Science in Administration of Justice for Transfer Degree is an excellent way to develop base concepts of criminal law, corrections and criminal justice in the United States. This degree will provide a basis for understanding Core principles used in criminal justice, and therefore prepare graduates for career opportunities in the field of criminal justice. Students in the Associate in Science in Administration of Justice for Transfer Degree can develop careers in areas such as education, detention officer, dispatcher, probation/parole officer, police officer, deputy sheriff, and attorney.

The Criminal Justice department offers courses from beginning to advanced. All courses are designed to develop students' observation skills, practical application, and written abilities. Students will be prepared for transfer into a baccalaureate degree program in Criminal Justice at a CSU.

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Differentiate the roles of the law enforcement, courts, and corrections components of the criminal justice system.
2. Explain the legal justifications required for conducting a search and an arrest, and the exceptions to these requirements.
3. Identify the foundational requirements for the admissibility and the exclusion of evidence in a criminal court proceeding.

Required courses:

Course	Title	Units
CJ G140	Introduction to Criminal Justice	3 units
CJ G141	Concepts of Criminal Law	3 units

List A

Course	Title	Units
CJ G110	Criminal Investigation	3 units
CJ G137	Community Relations and Special Issues in Criminal Justice	3 units

List B: Select two courses (six units)

Course	Title	Units
SOC G100	Introduction to Sociology	3 units
MATH G160	Introduction to Statistics	4 units
PSYC G100	Introduction to Psychology	3 units
PSCI G180	American Government	3 units
PHIL G115	Logic and Critical Thinking	3 units

Major Total:	18
CSU General Education Breadth or IGETC Pattern:	37-39
Total units that may be double-counted	6-12
Transferable Electives (as needed to reach 60)	11-15
DEGREE TOTAL UNITS (maximum):	60 units
() Description in parentheses indicates credit earned in AST	

ASSOCIATE IN ARTS DEGREE IN ADMINISTRATION OF JUSTICE

Theories, principles, and techniques of law enforcement agencies, juvenile justice, and corrections.

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Differentiate the roles of the law enforcement, courts, and corrections components of the criminal justice system.
2. Evaluate the biological, psychological, and social causes of criminal behavior.
3. Evaluate sources of information for criminal investigations.
4. Describe crimes by their names, elements, and classifications.
5. Explain the legal justifications required for conducting a search and an arrest, and the exceptions to these requirements.
6. Evaluate legal arguments, and explain constitutional and statutory limits on the application of law.
7. Identify the foundational requirements for the admissibility and the exclusion of evidence in a criminal court proceeding.

8. Develop effective reading, writing, speaking, listening, and nonverbal communication skills for a variety of audiences.
9. Discuss the Six Pillars of Character as defined by the Josephson Institute of Ethics: trustworthiness, respect, fairness, responsibility, justice and fairness, caring, civic virtue and citizenship, and how they apply to personal and professional environments.

Required courses

Course	Title	Units
CJ G140	Introduction to Criminal Justice	3 units
CJ G141	Concepts of Criminal Law	3 units
CJ G128	Criminal Procedure & Evidence	3 units
CJ G146	Police Report Writing	3 units
CJ G137	Community Relations and Special Issues in Criminal Justice	3 units
CJ G110	Criminal Investigation	3 units

Elective course: choose one from the following:

Course	Title	Units
CJ G123	Juvenile Law	3 units
CJ G150	Introduction to Corrections	3 units
CJ G151	Practical Aspects of Corrections	3 units
CJ G152	Probation and Corrections: Case Planning and Supervision	3 units

Major Total:	21
GE Pattern: GWC AA, CSU General Education Breadth or IGETC Pattern:	18-39
DEGREE TOTAL UNITS (maximum):	60 units

ASSOCIATE IN ARTS DEGREE IN CORRECTIONS

Theories, principles, and techniques of juvenile justice and corrections.

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Describe the roles of corrections professionals within the adult and juvenile justice systems.
2. Recognize the differences in staff and inmate hierarchies within the correctional environment.
3. Identify the components of an integrated and strategic supervision model for community corrections that reduces offender recidivism.
4. Describe the principles of evidence-based practice used by human service professionals to achieve effective interventions.

5. Explain the legal justifications required for conducting a search and an arrest, and the exceptions to these requirements.
6. Describe crimes by their names, elements, and classifications.
7. Develop effective reading, writing, speaking, listening, and nonverbal communication skills for a variety of audiences.
8. Evaluate legal arguments, and explain constitutional and statutory limits on the application of law.
9. Identify the foundational requirements for the admissibility and the exclusion of evidence in a criminal court proceeding.
10. Discuss the Six Pillars of Character as defined by the Josephson Institute of Ethics: trustworthiness, respect, fairness, responsibility, justice and fairness, caring, civic virtue and citizenship, and how they apply to personal and professional environments.

Required courses

Course	Title	Units
CJ G123	Juvenile Law	3 units
CJ G128	Criminal Procedure & Evidence	3 units
CJ G137	Community Relations and Special Issues in Criminal Justice	3 units
CJ G141	Concepts of Criminal Law	3 units
CJ G146	Police Report Writing	3 units
CJ G150	Introduction to Corrections	3 units
CJ G151	Practical Aspects of Corrections	3 units
CJ G152	Probation and Corrections: Case Planning and Supervision	3 units

Major Total: 24
GWC GE Pattern, CSU General Education Breadth or IGETC Pattern: 18-39
DEGREE TOTAL UNITS (maximum): 60 units

LAW ENFORCEMENT CERTIFICATE OF ACHIEVEMENT

This curriculum was developed with an advisory committee comprised of Criminal Justice administrators. Its purpose is to provide basic fundamentals for entry into any type of Criminal Justice agency. The curriculum leads to a Certificate of Achievement in Criminal Justice.

It is suggested that courses be taken in the order they are listed. However, courses may be taken in any order provided prerequisites have been met. Following are the three different options to obtain this certificate.

As a prerequisite for admittance to the Regular Basic Course (Police Academy) and the Specialized Investigators' Basic Course (State Investigators Academy), applicants must certify that they are free from any physical, behavioral, emotional, or mental condition that would adversely affect their behavior so as to create an undue risk of harm to themselves, other students, instructors, or other persons. If the Program Director determines an applicant is not free from such a physical, behavioral, emotional, or mental condition, the Program Director, with the agreement of the Vice President of Instruction and Student Learning, shall, as soon as possible, arrange for such an applicant to be examined by one of the following: 1) a licensed physician, or 2) a licensed clinical psychologist who has a Ph.D. in psychology and at least five years of postgraduate experience in diagnosis and treatment of emotional and mental disorders. This expert will determine if the denial of admission to the program was based upon reasonable grounds. If so, the applicant will not be admitted to the program. If the expert determines reasonable grounds do not exist, the applicant will be admitted to the program. Applicants may appeal the denial of admission to the Division Dean, on the grounds they have met this prerequisite. Following the appeal to the Dean, applicants may make a final written appeal to the Vice President of Instruction and Student Learning.

Maintenance of a satisfactory physical, behavioral, emotional, and mental condition is required throughout enrollment in the Basic Course Programs. If at any time the Program Director determines a student is not meeting this requirement, the Program Director may refer the student to a physician or clinical psychologist and follow the procedures outlined in the preceding paragraph. The physician or psychologist will determine if the student should be dismissed from the program. Students may appeal their dismissal to the Division Dean. Following the appeal to the Dean, students may make a final written appeal to the Vice President of Student Instruction and Learning of the college. The College does not assume any responsibility for the student's physical, behavioral, emotional or mental condition. The student at all times is personally responsible for these conditions and is obligated to report in writing to the course instructor if the student's ability to participate in the course is impaired in any way.

Basic Course Programs

A. Regular Basic Course (RBC) (Police Academy)

Criminal Justice G064, and G065 are the required courses identified as the Regular Basic Course (Police Academy Program). The Academy entrance requirements will be verified through successful completion of Criminal Justice G054 (Pre-Academy Orientation Class). The following prerequisites and requirements are applicable to the Regular Basic Course.

1. Students must possess a valid California Driver's License.
2. Students must not have any Federal or State Felony convictions.
3. Students must obtain from the Department of Justice written certification that there is nothing in their criminal history background which would disqualify them from owning, possessing, or having under their control, any firearm capable of being concealed on their person.
4. Students must certify their physical fitness for the course by obtaining and providing the college with the results of a medical examination including a resting EKG, verified and interpreted by a physician (Agency affiliates refer to item #10).
5. Students must successfully complete a P.O.S.T. prescribed reading and writing skills examination.
6. Students must pass a job-related physical agility test.
7. Students must participate in an oral interview to determine their suitability for the academy program and potential for employment as a police officer.
8. Students must pass a Traits Profile Assessment and be free from any physical, behavioral, emotional, or mental condition that would adversely affect their behavior so as to create an undue risk of harm to themselves, students, instructors or other persons.
9. Students must execute an agreement assuming the risk of harm from participating in the course and releasing the District from any liability from such harm.
10. Agency affiliates are expected to meet the minimal standards prescribed by P.O.S.T. Contact the Criminal Justice Training Center office for Academy admission procedures.

B. Specialized Investigators' Basic Course (SIBC) (State Investigator Academy)

Criminal Justice G090 is the required course for the Specialized Investigators' Basic Course (State Investigator Academy Program). The following prerequisites and requirements are applicable to the Specialized Investigators' Basic Course:

1. Students must possess a valid California Driver's License.
2. Students must not have any Federal or State Felony convictions.
3. Students must obtain from the Department of Justice written certification that there is nothing in their criminal history background which would disqualify them from owning, possessing, or having under their control, any firearm capable of being concealed on their person.
4. Students must certify their physical fitness for the course by obtaining and providing the college with the results of a medical examination including a resting EKG, verified and interpreted by a physician (Agency affiliates refer to item # 9).
5. Students must successfully complete a P.O.S.T. prescribed reading and writing skills examination.
6. Students must participate in an oral interview to determine their suitability for the Specialized Investigators' Basic Course and potential for employment as a specialized investigator.
7. Students must pass a Traits Profile Assessment and be free from any physical, behavioral, emotional, or mental condition that would adversely affect their behavior so as to create an undue risk of harm to themselves, students, instructors or other persons.
8. Students must execute an agreement assuming the risk of harm from participating in the course and releasing the District from any liability from such harm.
9. Agency affiliates are expected to meet the minimal standards prescribed by P.O.S.T.

Contact the Criminal Justice Training Center office for Specialized Investigators' Course admission procedures.

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Differentiate the roles of the law enforcement, courts, and corrections components of the criminal justice system.
2. Evaluate the biological, psychological, and social causes of criminal behavior.
3. Summarize the punishment philosophies of criminal law.
4. Demonstrate appropriate First Aid procedures.
5. Develop effective reading, writing, speaking, listening, and nonverbal communication skills for a variety of audiences.
6. Evaluate legal arguments, and explain constitutional and statutory limits on the application of law.
7. Discuss and practice the Six Pillars of Character as defined by the Josephson Institute of Ethics: trustworthiness, respect, fairness, responsibility, justice and fairness, caring, civic virtue and citizenship, and how they apply to personal and professional environments.

Required courses –**Law Enforcement Certificate of Achievement**

Course	Title	Units
CJ G064*	Police Academy – Regular Basic Course	31 units
CJ G065*	Police Academy – Lifetime Health and Fitness	2 units

*Courses must be taken as corequisites

Total units: 33**Or**

Course	Title	Units
CJ G090*	Specialized Investigators' Basic Course (SIBC)	24.5 units

*Courses must be taken as corequisites

Total units: 24.5**Or completion of the 6 Criminal Justice courses listed below.****Courses should be taken in the order listed.**

Course	Title	Units
CJ G140	Introduction to Criminal Justice	3 units
CJ G141	Concepts of Criminal Law	3 units
CJ G128	Criminal Procedure & Evidence	3 units
CJ G146	Police Report Writing	3 units
CJ G137	Community Relations and Special Issues in Criminal Justice	3 units
CJ G110	Criminal Investigation	3 units

Total units: 18**DANCE****ASSOCIATE IN ARTS DEGREE IN DANCE**

The Dance Program in the Dance department, Arts and Letters Division includes general education, education for AA degree preparation and transfer to upper division at colleges and universities. Courses offered cover a wide variety of dance styles in small classes with individual attention to dancer's needs. Careers for the dance major include dancer, choreographer, designer, technician and craftsperson, stage manager, arts manager, arts consultant, communications and teaching in professional, secondary and postsecondary education. Students learn and acquire skills in all elements of dance. The Dance Department plays an active role in the community by presenting workshops, master classes and performances at schools and special events. Dance department faculty provide services to the campus and community in the form of public performances, fundraising, concert tours, adjudication and significant outreach for the recruitment of new students. The faculty are professional artists who present their work both within the community and nationally and are very friendly and available to students for advisement. GWC dance students also have opportunities to travel and perform in festivals within the US and abroad.

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Gain an overview of the historical, cultural, and scientific dimensions of dance.
2. Explore the fundamental skills and techniques necessary for the public performance of dance.
3. Gain practical experience in the production aspects of dance.
4. Demonstrate the craft and aesthetic qualities of dance orally, practically, and in writing.
5. Develop competency in modern dance, ballet, and jazz dance, in order to pursue careers in education, health and fitness, or performance arenas, or to further academic preparation in dance studies.

Required courses**6 Units of Modern Dance from the following:**

Course	Title	Units
DANC G100	Modern Dance 1 - Beginning	2 units
DANC G145	Modern Dance 2 - Intermediate	2 units
DANC G200	Modern Dance 3 - Advanced	2 units

6 Units of Ballet from the following:

Course	Title	Units
DANC G120	Ballet 1 - Beginning	2 units
DANC G155	Ballet 2 - Intermediate	2 units
DANC G220	Ballet 3 - Advanced	2 units

4 Units of Jazz Dance from the following:

Course	Title	Units
DANC G125	Jazz Dance 1 - Beginning	2 units
DANC G160	Contemporary Dance Styles	2 units
DANC G225	Jazz Dance 2 Advanced	2 units

1 Unit of Conditioning for Dance

DANC G105	Strength and Stretch	1 unit
DANC G106	Strength and Stretch 2 - Intermediate	1 unit
DANC G108	Pilates and Barre for Dancers	1 unit

4 Units of Choreography, Performance and Production Dance:

DANC G230	Choreography	2 units
DANC G235	Modern Dance Ensemble	2 units
DANC G240	Tap Dance Ensemble	1-2 units
DANC G245	Performance Ensemble	1-2 units
DANC G250	Studio Production and Performance	1-2 units
DANC G260	Dance Production and Performance	2-3 units

2 Units from the following classes:

DANC G112	Ballroom Dance	1 unit
DANC G113	Ballroom Dance 2 - Beginning	1 unit
DANC G115	Tap Dance 1 - Beginning	2 units

DANC G119	Hip Hop Dance	1 unit
DANC G130	Musical Theatre Dance	2 units
DANC G135	Beginning Middle Eastern Dance	0.5-1 units
DANC G136	Intermediate/Adv Middle Eastern Dance	0.5-1 units
DANC G150	Tap Dance 2 - Intermediate	2 units
DANC G215	Tap Dance 3 - Advanced	2 units
DANC G219	Hip Hop Dance 2	1 unit
DANC G230	Choreography	2 units

Recommended classes from Dance and other academic areas:

BIOL G220 Human Anatomy - 4 units
DANC G101 Viewing Dance - 3 units
MUS G101 History & Appreciation of Music - 3 units
THEA G106 Acting - I - 3 units
THEA G175 Stage Scenery - 3 units
THEA G176 Stage Lighting - 3 units
THEA G177 Make-Up - 3 units
THEA G178 Introduction to Stage Costume - 3 units

Major Total: 23

GE Pattern: GWC AA, CSU General Education Breadth or

IGETC Pattern: 18-39

DEGREE TOTAL UNITS (maximum): 60 units

DESIGN

DESIGN CERTIFICATE OF ACHIEVEMENT

The Design Certificate of Achievement was created to help prepare students with the fundamental artistic, digital and technical skills required for careers in various design fields including interior, transportation, toys, manufacturing, fashion, furniture, and model making. The course of study includes the fundamental artistry, technical and digital knowledge and skills that are typically found in all of the professional design fields. Emphasis is placed on design theory, ideation, form and function, problem-solving, composition, individual creativity, universal design principles, 2D and 3D visualization, conceptual analysis, model making, CAD, perspective, rendering, rapid visualization techniques, rapid prototyping, materials, safety, individualized projects and presentations for portfolio development. Completion of this certificate prepares successful students for employment as entry level designers, design interns, model makers, technicians, and CAD designers. Students who complete this certificate will have many opportunities to create excellent examples of artwork for their professional portfolio, dramatic presentations, and participation in the semi-annual GWC Design Student Show.

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Critically evaluate what they and other students have created.
2. Design and construct gallery shows, exhibits, and portfolio presentations for public review, critique and evaluation.

Required courses

Course	Title	Units
ART G107	Color and Design: 2D	3 units
or		
DSGN G101	Introduction to Design	2 units
DSGN G131	Perspective and Rendering Systems	3 units
DSGN G150	Design Drafting	3 units
DSGN G105	Introduction to Design Materials and Technical Processes	3 units
DSGN G132	Rendering and Perspective Systems	3 units
DSGN G232	Rapid Visualization Techniques	3 units

Total units: 17-18

DIGITAL ARTS

ASSOCIATE IN ARTS DEGREE IN DIGITAL ARTS

This major will prepare the student for employment in the field of graphic design illustration. It consists of experiences in applied design, digital imaging, graphic design principles, layout and design, and web page design. The focus is upon an introduction to advertising, visual communication, and skills in graphic design, illustration, and preparing art for reproduction.

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Generate artwork utilizing advanced principles of design and applying these to a multimedia environment.
2. Interpret terminology for effective generation and discussion of advanced level digital art projects.
3. Utilize software to generate advanced level digital art projects.

Required courses

Course	Title	Units
DART G103	Digital 2D Design	3 units
DART G135	Introduction to Adobe Illustrator	3 units
DART G150	Photoshop, Beginning	3 units
DART G170	Graphic Design Principles	3 units
DART G174	Introduction to Page Layout & Design – Adobe InDesign	3 units
DART G177	Graphic Design Principles on the Computer	3 units
DART G178	Introduction to Web Page Design	3 units
DART G179	Prepress	3 units

Major Total: 24

**GE Pattern: GWC AA, CSU General Education Breadth or
IGETC Pattern:** 18-39
DEGREE TOTAL UNITS (maximum): 60 units

GRAPHIC DESIGN AND PRODUCTION OPTION CERTIFICATE OF ACHIEVEMENT

The Digital Arts program prepares students for employment in the field of graphic design illustration. It consists of applied exercises in advertising thinking, visual communication, graphic design, illustration, and preparation of art for reproduction. Starting this academic year, some of the courses from Digital Arts have been merged with Recording Arts and Broadcast Video to create the new Digital Media program. This exciting new program will train students with the best of multimedia design concepts, tools, and projects to integrate video, audio, and graphics. Please see the Digital Media section in this catalog for details. This option will prepare the student for employment in the field of graphic design illustration. It consists of experiences in lettering, applied design, photography, and reproduction processes. The focus is upon an introduction to advertising thinking, visual communication, and skills in graphic design, illustration, and preparing art for reproduction.

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Generate artwork utilizing advanced principles of design and applying these to a multimedia environment.
2. Interpret terminology for effective generation and discussion of advanced level digital art projects.
3. Utilize software to generate advanced level digital art projects.

Required courses

Course	Title	Units
ART G115	Typography	3 units
DART G103	Digital 2D Design	3 units
DART G135	Introduction to Adobe Illustrator	3 units
DART G150	Photoshop, Beginning	3 units
DART G152	Using Photoshop, Intermediate	3 units
DART G170	Graphic Design Principles	3 units
DART G174	Introduction to Page Layout & Design – Adobe InDesign	3 units
DART G177	Graphic Design Principles on the Computer	3 units
DART G179	Prepress	3 units
DART G222	Digital Imaging	3 units

Total units: 30

BIOTECHNOLOGY MEDIA DESIGN CERTIFICATE OF SPECIALIZATION

This certificate emphasizes the foundational digital media skills required to design and create professional media products for the biotechnology field. Students will develop conceptual pathways related to interdisciplinary STEAM fields, experiment with mixed digital media, including 3D modeling, and discuss the importance of research, models, and props in the design and execution of the final product.

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Generate artwork utilizing advanced principles of design and applying these to a multimedia environment in the biotechnology field.
2. Interpret terminology for effective generation and discussion of advanced level digital art projects in the biotechnology field.
3. Utilize software to generate advanced level digital art projects in the biotechnology field.

Required courses

Course	Title	Units
DART G103	Digital 2D Design	3 units
DART G135	Introduction to Adobe Illustrator	3 units
DART G150	Photoshop, Beginning	3 units
DART G195	Introduction to Biotechnology Media Design	3 units
DART G222	Digital Imaging	3 units
or		
DART G230	3d Computer Modeling	3 units

Total units: 15

GRAPHIC DESIGN FOUNDATION CERTIFICATE OF SPECIALIZATION

This certificate will prepare the student for a career in the field of graphic design and also prepare students for upper division courses in Digital Arts. The focus is upon foundation graphic design skills in current industry standard software, typography and visual communication.

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Generate artwork utilizing the principles of design and applying these to a multimedia environment.
2. Interpret terminology for effective generation and discussion of digital art projects.
3. Utilize software to generate digital art projects.

Required courses

Course	Title	Units
ART G115	Typography	3 units
DART G103	Digital 2D Design	3 units
DART G135	Introduction to Adobe Illustrator	3 units
DART G150	Photoshop, Beginning	3 units
DART G222	Digital Imaging	3 units

Total units: 15

GRAPHIC DESIGN ADVANCED PRODUCTION CERTIFICATE OF SPECIALIZATION

This certificate will prepare the student for a career in the field of graphic design. The focus is upon graphic design skills in page layout and design, visual communication and prepress for the reproduction process.

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Generate artwork utilizing advanced principles of design and applying these to a multimedia environment.
2. Interpret terminology for effective generation and discussion of advanced level digital art projects.
3. Utilize software to generate advanced level digital art projects.

Required courses

Course	Title	Units
DART G152	Using Photoshop, Intermediate	3 units
DART G170	Graphic Design Principles	3 units
DART G174	Introduction to Page Layout & Design – Adobe InDesign	3 units
DART G177	Graphic Design Principles on the Computer	3 units
DART G179	Prepress	3 units

Total units: 15

GRAPHIC DESIGN WEBSITE DESIGN CERTIFICATE OF SPECIALIZATION

This certificate will prepare the student for a career in the field of web design. The focus is upon web design skills in designing the look, layout, functionality and organization of websites.

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Describe the web page design process.

2. Design and build simple web pages.
3. Design and build advanced web pages.
4. Evaluate current web pages on the Internet.

Required courses

Course	Title	Units
DART G135	Introduction to Adobe Illustrator	3 units
DART G150	Photoshop, Beginning	3 units
DART G178	Introduction to Web Page Design	3 units
DART G180	Introduction to Web Animation	3 units
DART G200	Advanced Web Design	3 units

Total units: 15

DIGITAL MEDIA

ASSOCIATE IN ARTS DEGREE IN DIGITAL MEDIA

The Digital Media major provides formal training for individuals who seek entry into the rapidly growing field of digital media, encompassing digital video production, audio recording, and digital arts. Students utilize the latest tools to learn about digital editing on computers using industry standard software and operating systems environments. Classes are conducted in smart classrooms with the latest instructional tools. Sizable projects are undertaken in each class providing the students with an opportunity to add the projects to their portfolios and knowledge to their skill sets. Students can apply the skills they learn through this program in digital media to careers in multimedia production, digital video production, digital audio engineering, web design and development, corporate communications, and graphic arts.

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Produce professional audio recordings.
2. Produce professional digital video recordings.
3. Design and build multi-user web based applications.
4. Edit audio, video, and graphic content in a digital environment.

Required courses

Course	Title	Units
DART G178	Introduction to Web Page Design	3 units
DM G100	Digital Media, Introduction	3 units
DM G110	Digital Audio, Introduction	3 units
DM G111	Sound Design for Film, Video, and Gaming	3 units
DM G140	Digital Media Production, Introduction	3 units
DM G160	Video Editing I	3 units

DM G200	Applied Digital Media	3 units
or		
COOP GI03	Cooperative Work Experience	3 units

Major Total:	21
GE Pattern: GWC AA, CSU General Education Breadth or	
IGETC Pattern:	18-39
DEGREE TOTAL UNITS (maximum):	60 units

DIGITAL MEDIA CERTIFICATE OF ACHIEVEMENT

The Digital Media certificate offers the student an industry-oriented hands-on digital media training program. The certificate program is designed to prepare the student with skills that are needed for a career in the television/video/electronic media industry. Students work in a state-of-the-art professionally equipped television studio, a remote television truck, professional field production equipment including RED Scarlet/Dragon, a 30 station non-linear editing lab, professional audio recording studio, internet radio station and graphic arts labs equipped with WACOM tablets. Students can apply the skills they learn through this program in digital media to careers in multimedia production, digital video production, digital audio engineering, web design and development, corporate communications and graphic arts

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Produce professional audio recordings.
2. Produce professional digital video recordings.
3. Design and build multi-user web-based applications.
4. Edit audio, video and graphic art content in a digital environment.
5. Research, write and produce content for production in variety of digital media formats.

Required courses

Course	Title	Units
DM GI10	Digital Audio, Introduction	3 Units
DM GI40	Digital Media Production, Introduction	3 Units
DART GI50	Photoshop, Beginning	3 Units
DM GI02	Writing and Producing for Digital Media	3 Units
DM GI41	Intro to Single Camera Video Production	3 Units
DM GI11	Sound Design for Film, Video, and Gaming	3 Units
DM GI60	Video Editing I	3 Units
DM G200	Applied Digital Media	3 Units
DART GI78	Introduction to Web Page Design	3 Units

Total units:	27
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AUDIO RECORDING CERTIFICATE OF SPECIALIZATION

This certificate of specialization in Audio Recording is offered to prepare students for a career in Audio Engineering, and also prepare students for upper division courses in Digital Media.

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Create and record a project using MIDI (Musical Instrument Digital Interface) sequencing and software instruments.
2. Create a mix and perform the proper steps to produce a final product for various digital media.
3. Set up a complex microphone array (24 tracks) for a band and record digital signals in a tracking session.
4. Produce a digital portfolio comprised of sound recordings, mixed, and mastered.

Required courses

Course	Title	Units
DM GI12	Recording Studio Basics	3 units
DM GI15	Recording Studio Production Techniques	3 units
DM GI18	Mixing and Mastering with Pro Tools	3 units
DM GI70	Sound Sequencing Production	3 units

Total units:	12
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VIDEO EDITING CERTIFICATE OF SPECIALIZATION

The Certificate of Specialization in Video Editing encompasses technical skills, aesthetics, and workflow knowledge to provide industry-level expertise in nonlinear editing, media management and motion graphics. The goal of the certificate is to provide the student with a solid foundation focused on industry-standard editing and content organization techniques. The Certificate of Specialization prepares the student for entry-level employment as an Assistant Editor, Digital Imaging Technician or Editor in government, education or private business sector. The certificate covers everything from editing short-form promos, commercials, and music videos to full-length feature films and digital media. The student works with the most popular industry tools to develop technique and practice technical skills such as visual effects, sound, color correction, and finishing. The certificate also addresses story structure and narrative tools in editing. The student completes the certificate with a deep, robust understanding of all key components of TV and film editing. These job-ready skills cover the entire post-production process. As part of the certificate of

specialization students are able to obtain industry certification in Adobe Premier and AVID Media Composer.

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Identify and describe three advanced editing principles and practices.
2. Apply advanced editing principles in editing of a narrative sequence.
3. Apply advanced editing principles in editing of a three to five minute dialogue sequence.

Required courses

Course	Title	Units
DM G160	Video Editing I	3 units
DART G150	Photoshop, Beginning	3 units
DM G260	Video Editing 2	3 units
DM G163	Introduction to Motion Graphics	3 units

Total units: 12

VIDEO PRODUCTION CERTIFICATE OF SPECIALIZATION

The Digital Media Certificate of Specialization/Video Production has been designed for the student who seeks a career as a working professional in digital media industry; including corporate, education, internet, cable and broadcast video production.

The certificate provides a course of study which will enable the successful student to plan and facilitate studio and field-based video production, including producing, filming, editing, sound mixing and graphic design.

Students have the opportunity to work for and serve internships at a variety of commercial TV stations, motion picture studios, video post-production houses, and cable networks.

Digital media production encompasses a variety of industries, including journalism, advertising and entertainment.

Employment and internship opportunities exists for students in noncommercial media venues such as educational media at schools and colleges and in-house media production at major corporations.

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Develop solid base in the theory and technology skills required for professional careers in digital media industries.

2. Acquire real world, hands on experiences in basic software and hardware tools utilized in digital media production.
3. Develop interpersonal skills and professional demeanor that will enable students to work effectively and cooperatively as team players on collaborative projects.
4. Generate creative solutions to challenging assignments, demonstrating a clear understanding of project needs and technological demands.

Required courses

Course	Title	Units
DM G102	Writing and Producing for Digital Media	3 units
DM G141	Intro to Single Camera Video Production	3 units
DM G163	Introduction to Motion Graphics	3 units
DM G260	Video Editing 2	3 units

Total units: 12

ECONOMICS

ASSOCIATE IN ARTS DEGREE IN ECONOMICS FOR TRANSFER

The Associate in Arts in Economics for Transfer degree focuses on developing a set of principles and models in microeconomics and macroeconomics that can be used to explain the decision making process of individuals, firms, and society. In microeconomics, the students will learn about the producer and consumer, the function and structure of markets, and efficiency. In macroeconomics, students will learn about measuring and evaluating collective economic activity for the economy as a whole in terms of national income and product accounting, inflation, unemployment, and the effects of government policy on the economy. The degree also emphasizes enhancement of quantitative skills to be applied to economic applications and decision making. The mathematical tools learned in calculus and statistics provide a foundation for upper division economic analysis. Upon completion of the Associate in Arts in Economics for Transfer, the students will be prepared for transfer to pursue a baccalaureate degree in Economics.

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Apply the economic problem of scarcity and how it relates to choice, opportunity cost, and marginal decision making for individuals and society.
2. Quantitatively analyze economic activity of individuals, firms, the public sector, and the economy as a whole.

- Use economic concepts including scarcity, opportunity cost, supply and demand to analyze markets, evaluate fluctuations, and determine the impact on individual, economy wide, and global economic decisions.
- Use supply and demand models to analyze markets, evaluate fluctuations, and determine changes in prices.

This is the major pattern for students planning to transfer to a CSU. It is strongly recommended that students contact a GWC counselor to develop an official Student Educational Plan to discuss non-CSU universities, or if they have questions about the AA in Economics for CSU Transfer:

Required courses – Core:

Course	Title	Units
ECON G170	Principles of Micro Economics	3 units
ECON G175	Principles of Macro Economics	3 units
MATH G160	Introduction to Statistics	4 units
MATH G140	Business Calculus	4 units
or		
MATH G180	Calculus I	5 units

List A: Select one course

Course	Title	Units
MATH G185	Calculus 2	5 units
ACCT G101	Financial Accounting	4 units
ACCT G102	Managerial Accounting	4 units

List B: Select one course

Course	Title	Units
Any List A course not already used		
MATH G280	Calculus 3	5 units
MATH G285	Introduction to Linear Algebra and Differential Equations	5 units
ECON G110	Contemporary Economic Issues and Problems	3 units
ECON G120 / HIST G110	Economic History of the United States	3 units

Major total:	21–25
Total units that may be double-counted:	9–12
CSU General Education Breadth or IGETC Pattern:	37–39
Transferable Electives (as needed to reach 60 units):	8–11
DEGREE TOTAL UNITS (maximum):	60 units
() Description in parentheses indicates credit earned in AAT.	

ELEMENTARY TEACHER EDUCATION

ASSOCIATE IN ARTS DEGREE IN ELEMENTARY TEACHER EDUCATION FOR TRANSFER

The Associate of Arts in Elementary Teacher Education for Transfer Degree is designed for students seeking to enter the teaching profession with K-8 settings and plan to transfer to a four-year college or university to pursue the baccalaureate degree and to meet California state requirements for teaching. With careful planning the student desiring to transfer will be able to complete the Associate in Arts Degree while concurrently satisfying the lower division transfer preparation for the baccalaureate degree and the requirements for the State-approved Multiple Subjects Credential Program.

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

- Explain the historical context of elementary education, including its relationship to contemporary society and culture.
- Identify qualities of an effective teacher as outlined in the California Standards for Teaching Profession.
- Have significant preparation in meeting subject matter competency in preparation for the Multiple Subject Examination Teaching exam (MSET).
- Develop a comprehensive professional portfolio for the teaching profession.
- Obtain early classroom experiences via observational and practical experiences in the classroom.

Required courses – Core:

Course	Title	Units
EDUC G200	the Teaching Profession	3 units
GEOL G110	Physical Geology	4 units
or		
GEOL G106	Earth Science for Teachers	4 units
COMM G110 / G110H	Public Speaking	3 units
ENGL G100 / G100H	Freshman Composition	4 units
PHSC G100	Introductory Physical Science	4 units
BIOL G100	Introduction to Biology	4 units
MATH G104	Mathematics for Elementary Teachers	3 units
HIST G161	World History I	3 units
HIST G170	History of the U.S. to 1876	3 units
ENGL G112	Appreciation of Literature	3 units
GEOG G100	World Regional Geography	3 units

PSCI G180	American Government	3 units
PSYC G116	Child Growth and Development	3 units

Core total: **41 – 47**

List A: Select one course from:

Course	Title	Units
ENGL G110	Critical Thinking, Reading and Writing through Literature	4 units
ENGL G110H	Critical Thinking, Reading and Writing through Literature, Honors	4 units

List B: Select one course from:

Course	Title	Units
ART G100	Introduction to Art	3 units
MUS G101 / G101H	History and Appreciation of Music	3 units
THEA G100	Introduction to the Theater	3 units
DANC G101	Viewing Dance	3 units

Additional requirements for the Elementary Teacher Education major vary at each transfer institution. It is highly recommended that students discuss other possible courses that are part of the major preparation with their counselor prior to transfer. See some suggestions below:

List C: (up to 12 additional units to meet the 60 unit AA degree requirement)

EDUC G102	Teaching in Diverse Contemporary Classrooms	1 unit
EDUC G103	Technological Proficiencies for Teachers I	2 units
ENGL G143	Children's Literature	3 units
ENGL G270	British Literature to 1800	3 units
ENGL G275	British Literature since 1800	3 units
ENGL G150	American Literature through the Civil War (1865)	3 units
ENGL G155	American Literature 1865 to Present	3 units
HIST G162	World History 2	3 units
PHIL G100	Introduction to Philosophy	3 units
PHIL G102	History of Ancient Philosophy	3 units
PHIL G120	Ethics	3 units
THEA G106	Acting I	3 units
MATH G103	Statistics for Teachers	3 units
or		
MATH G160	Introduction to Statistics	4 units
MUS G103	World Music	3 units
PSYC 118	Life Span Developmental Psychology	3 units

Major Total **48-54**

CSU General Education Breadth or IGETC Pattern: **37-39**

Total units that may be double-counted: **37-39**

Transferable Electives (as needed to reach 60 units) **6-12**

DEGREE TOTAL UNITS (maximum): **60 units**

() Description in parentheses indicates credit earned in AAT

ENGLISH

ASSOCIATE IN ARTS DEGREE IN ENGLISH FOR TRANSFER

Students enrolled in the Associate in Arts in English for Transfer degree (AA-T in English) graduate with demonstrated skills in writing, literary analysis and critical thinking. They will build vital research skills and learn to synthesize outside information into their own writings.

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Compose essays of various lengths, up to ten pages, that are guided by thesis statements.
2. Produce writing for different purposes, which may include description, cause and effect, classification, definition, comparison and contrast, textual analysis, argumentative research, and creative fiction or non-fiction.
3. Support thesis statements with different types of proof: logic, anecdote, textual interpretation, research.
4. Edit and revise their own writing to reflect knowledge of correct English grammar; spelling, punctuation, manuscript format, and other literary conventions.
5. Find, evaluate, and selectively present appropriate researched evidence in the course of an essay.
6. Summarize texts, compare them to other readings and ideas, recognize that a single text may be interpreted in more than one way, and discuss them in terms of genre categories.
7. Comprehend college-level texts that represent a variety of genres and rhetorical strategies such as irony, understatement, parody, and more.
8. Articulate generic differences between poetry, narrative fiction, and drama.
9. Demonstrate familiarity with some canonical works and/or authors of English and American literature.
10. Below is a recommended sequence for this transfer major:

This is the major pattern for students planning to transfer to a CSU. It is strongly recommended that students contact a GWC counselor to develop an official Student Educational Plan to discuss non-CSU universities, or if they have questions about the CSU AA in English for CSU Transfer.

Required courses – Core

Course	Title	Units
ENGL G110	Critical Thinking, Reading and Writing Through Literature	4 units
or		
ENGL G110H	Critical Thinking, Reading, and Writing Through Literature, Honors	4 units

List A select two: (6 units)

Course	Title	Units
ENGL G150	American Literature through the Civil War (1865)	3 units
ENGL G155	American Literature 1865 to the Present	3 units
ENGL G270	British Literature to 1800	3 units
ENGL G275	British Literature Since 1800	3 units
ENGL G160	Masterpieces of World Literature through the Renaissance	3 units
or		
ENGL G160H	Masterpieces of World Literature through the Renaissance, Honors	3 units
ENGL G161	Masterpieces of World Literature since the Renaissance	3 units
or		
ENGL G161H	Masterpieces of World Literature since the Renaissance, Honors	3 units

List B: select two (6 units)

Course	Title	Units
Any course from List A not already used		
ENGL G112	Appreciation of Literature	3 units
ENGL G114	Great Myths and Legends	3 units
or		
ENGL G114H	Great Myths and Legends, Honors	3 units
ENGL G280	Creative Writing	3 units

List C: select one: (3-4 units)

Course	Title	Units
Any course from List A or B not already used		
ENGL G181	Shakespeare	3 units
ENGL G281	Creative Writing: Prose	3 units
ENGL G143	Children's Literature	3 units
SPAN G285	Intermediate Spanish 2	4 units
JOUR G180	Introduction to Mass Communication	3 units
THEA G100	Introduction to the Theater	3 units

Major Total:	19-20
CSU General Education Breadth or IGETC Pattern:	37-39
Total units that may be double-counted:	9-12
Transferable Electives (as needed to reach 60 units):	10-16
DEGREE TOTAL UNITS (maximum):	60 units
() Description in parentheses indicates credit earned in AAT	

FLORAL DESIGN AND SHOP MANAGEMENT

ASSOCIATE IN ARTS DEGREE IN FLORAL DESIGN AND SHOP MANAGEMENT

The Floral Design and Shop Management program trains students by offering excellent instruction of industry skills and practical training necessary to secure employment in the floral design industry. Students receive hands-on experience and quality instruction with instructors who are accredited by the American Institute of Floral Designers (AIFD). The Floral Design program is recognized as the Shirley Haas Student Chapter of the American Institute of Floral Designers (SAIFD). Golden West College's Shirley Haas Chapter is the only SAIFD chapter in Southern California and students may choose to apply. The objective of SAIFD is to further the students' education and participation in floral design through conventions at local and state levels, and at the National AIFD Symposium. The Shirley Haas Chapter of SAIFD is one of the education-based pathways aimed at preparing students for national accreditation with AIFD.

The program is aligned with the California Certified Florist's Certificate and completion of this program will help prepare students for the state exam. Students will learn an internationally recognized occupation and portable skill. The California Certified Florist's certificate is another approved education-based pathway to accreditation with AIFD. Our alignment with CCF therefore reinforces the opportunities offered our students. Courses not only teach technical skills necessary to gain employment but also address the multicultural and international aspect of this industry. Other courses challenge students to pursue their creativity and critical thinking skills. Some courses prepare students to be a salesperson, manager, business owner or entrepreneur.

The program offers employment opportunities by supporting local businesses by acting as a job clearing house. Students have the opportunity to participate in professional industry events, such as the California State Floral Association's Annual Event, Top Ten Design Competition and Student Competition, the AIFD National Symposium and local industry design shows. Students also have the opportunity to participate in the construction of floral designs for campus events that support student success.

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Create an arrangement illustrating the elements and principles of color theory and floral design.

2. Distinguish floral industry standards for application to commercial venues.
3. Identify and categorize varieties of flowers and foliage by genus and species.
4. Illustrate and produce industry standard floral designs used in wedding décor, sympathy tributes, window display, permanent botanicals, and event design.
5. Identify principles and practices of flower shop operation.

Required courses

Course	Title	Units
FLRL G110	Basic Floral Design	3 units
FLRL G115	Wedding Designs	2 units
FLRL G120	Advanced Designs in Global Floristry	2 units
FLRL G125	Advanced Floral Design Events and Display	2 units
FLRL G127	Creativity and Competition	2 units
FLRL G130	Floral Business and Marketability	3 units
FLRL G132	Permanent Botanicals	2 units

Choose one course, 3 units, from the group below:

Course	Title	Units
MGMT G152	Starting a Business Entrepreneurial Small Business	3 units
BUS G100	Introduction to Business	3 units
MKTG G100	Principles of Marketing	3 units

Major Total: 19

GE Pattern: GWC AA, CSU General Education Breadth or

IGETC Pattern: 18-39

DEGREE TOTAL UNITS (maximum): 60 units

FLORAL DESIGN AND SHOP MANAGEMENT CERTIFICATE OF ACHIEVEMENT

The Floral Design and Shop Management program trains students by offering excellent instruction of industry skills and practical training necessary to secure employment in the floral design industry. Students receive hands-on experience and quality instruction with instructors who are accredited by the American Institute of Floral Designers (AIFD). The Floral Design program is recognized as the Shirley Haas Student Chapter of the American Institute of Floral Designers (SAIFD). Golden West College's Shirley Haas Chapter is the only SAIFD chapter in Southern California and students may choose to apply. The objective of SAIFD is to further the students' education and participation in floral design through conventions at local and state levels, and at the National AIFD Symposium. The Shirley Haas Chapter of SAIFD is one of the education-based pathways aimed at preparing students for national accreditation with AIFD.

The program is aligned with the California Certified Florist's Certificate and completion of this program will help prepare students for the state exam. Students will learn an internationally recognized occupation and portable skill. The California Certified Florist's certificate is another approved education-based pathway to accreditation with AIFD. Our alignment with CCF therefore reinforces the opportunities offered our students. Courses not only teach technical skills necessary to gain employment but also address the multicultural and international aspect of this industry. Other courses challenge students to pursue their creativity and critical thinking skills. Some courses prepare students to be a salesperson, manager, business owner or entrepreneur.

The program offers employment opportunities by supporting local businesses by acting as a job clearing house. Students have the opportunity to participate in professional industry events, such as the California State Floral Association's Annual Event, Top Ten Design Competition and Student Competition, the AIFD National Symposium and local industry design shows. Students also have the opportunity to participate in the construction of floral designs for campus events that support student success.

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Create an arrangement illustrating the elements and principles of color theory and floral design.
2. Distinguish floral industry standards for application to commercial venues.
3. Identify and categorize varieties of flowers and foliage by genus and species.
4. Illustrate and produce industry standard floral designs used in wedding décor, sympathy tributes, window display, permanent botanicals and event design.
5. Identify principles and practices of flower shop operation.

Required courses

Course	Title	Units
FLRL G110	Basic Floral Design	3 units
FLRL G115	Wedding Designs	2 units
FLRL G120	Advanced Designs in Global Floristry	2 units
FLRL G125	Advanced Floral Design Events and Display	2 units
FLRL G127	Creativity and Competition	2 units
FLRL G132	Permanent Botanicals	2 units
FLRL G130	Floral Business and Marketability	3 units

Choose one course, 3 units, from the group below:

Course	Title	Units
MGMT G152	Starting a Business Entrepreneurial Small Business	3 units
BUS G100	Introduction to Business	3 units
MKTG G100	Principles of Marketing	3 units

Total units: 19

FLORAL DESIGN ARTISAN CERTIFICATE OF SPECIALIZATION

The Floral Design Artisan Certificate of Specialization offers students short-term training in the art of floral design. Courses offer excellent instruction of industry fundamentals and required skills to prepare students for entry-level employment in various areas of the floral industry. Courses are topic specific regarding the special events which desire floral decor in our world. Instruction includes technical skills required to create wedding florals, event design and display, and sympathy tributes with a global approach to floral artistry that addresses the multicultural and international aspect of this industry. This certificate is the foundation of the Floral Design and Shop Management Certificate of Achievement. The program is aligned with the California Certified Florist's Certificate and completion of this program will help prepare students for the state exam.

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Identify principles and practices that are industry appropriate.
2. Create an arrangement illustrating the elements and principles of color theory and floral design.
3. Identify and categorize varieties of flowers and foliage by genus and species.
4. Distinguish floral industry standards for application to commercial venues.

Required courses

Course	Title	Units
FLRL G110	Basic Floral Design	3 units
FLRL G115	Wedding Designs	2 units
FLRL G120	Advanced Designs in Global Floristry	2 units
FLRL G125	Advanced Floral Design Events and Display	2 units

Total: 9 units

FLORAL DESIGN ENTREPRENEUR CERTIFICATE OF SPECIALIZATION

The Floral Design Entrepreneur Certificate of Specialization offers students short-term training in floral design that includes instruction of industry fundamentals as well as specialized courses that introduce the permanent botanical design industry and bolster creativity in the art of floral design. Courses offer excellent instruction of required industry skills to prepare students for entry-level employment in various areas of the floral industry. Courses include resume building

and portfolio development and basic business information for those who desire to open a floral business. This certificate is part of the Floral Design and Shop Management Certificate of Achievement. The program is aligned with the California Certified Florist's Certificate and completion of this program will help prepare students for the state exam.

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Distinguish floral industry standards for application to commercial venues.
2. Create an arrangement illustrating the elements and principles of color theory and floral design.
3. Identify and categorize varieties of flowers and foliage by genus and species.
4. Identify principles and practices of flower shop operation.

Required courses

Course	Title	Units
FLRL G110	Basic Floral Design	3 units
FLRL G127	Creativity and Competition	2 units
FLRL G130	Floral Business and Marketability	3 units
FLRL G132	Permanent Botanicals	2 units

Total: 10 units

FRENCH

ASSOCIATE IN ARTS DEGREE IN FRENCH

The French major is designed to meet the needs of both the student who wishes to transfer to a four-year institution and the student who wishes to achieve basic conversational ability in French. Completion of the French major provides students with the opportunity to move into the curriculum at a four-year institution leading to a baccalaureate degree and then to possible careers requiring multiple language proficiency.

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Demonstrate understanding of World languages, grammar, vocabulary, idiomatic expressions, and World languages speakers' culture and apply it to communicate orally, using appropriate pronunciation on designated topics in public and in interpersonal situations.
2. Integrate grammar, vocabulary, idiomatic expressions, and culture to communicate in writing.

3. Apply, clearly and effectively, vocabulary, grammar, idiomatic expressions, and culture to synthesize, analyze, evaluate, and derive meaning of implicit and explicit written materials.
4. Apply knowledge of vocabulary, grammar, idiomatic expressions, and culture to accurately recognize and comprehend spoken messages in World Languages.

Required courses

Course	Title	Units
FREN G180	Elementary French I	5 units
FREN G185	Elementary French 2	5 units
FREN G280	Intermediate French I	4 units
FREN G285	Intermediate French 2	4 units

Major Total: 18 units

GE Pattern: GWC AA, CSU General Education Breadth or

IGETC Pattern: 18-39 units

DEGREE TOTAL UNITS (maximum): 60 units

GEOGRAPHY

ASSOCIATE IN ARTS IN GEOGRAPHY FOR TRANSFER DEGREE

The Associate in Arts in Geography for transfer degree focuses broadly on Earth's physical and human/cultural landscapes. Geography describes and explains the locations, distributions, and interrelationships of all surface features, both physical and human/cultural. The purpose of the degree is to develop geographic literacy—a critical understanding of the planet. Defined as a spatial science, geography is the study of places, where those places are in relation to other places and features on earth, and the relationships between people and their environments. An understanding of geography is crucial to long term progress and sustainability, especially in our increasingly interconnected world. Students in the Geography Transfer program will investigate a broad range of geographical topics in both the social science and physical science subdivisions of geography. Students will be prepared to complete a baccalaureate degree in geography and pursue careers in education, research, planning, environmental consulting, GIS, international business, and government.

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Describe the locations and distributions of major surface features, both human and natural/physical.
2. Discover and explain the spatial and causal relationships among human and natural phenomena.

3. Apply the tools and techniques of geography to develop understanding and appreciation of the planet.

Required courses – Core: 6 units

Course	Title	Units
GEOG G180	Introduction to Geography: Physical Geography	3 units
GEOG G185	Human Geography	3 units

List A: 6 units

Course	Title	Units
GEOG G180L	Physical Geography Laboratory	1 unit
GEOG G100	World Regional Geography	3 units
GEOG G190	Introduction to Geographic Information Systems	2 units

List B: Select two courses

Course	Title	Units
Any course from List A not already used.		
MATH G160	Introduction to Statistics	4 units
CS G153	Java Programming, Introduction	4 units
PHYS G120	Algebra Based Physics: Mechanics	4 units
ECON G170	Principles of Micro Economics	3 units
BIOL G100	Introduction to Biology	4 units
CHEM G180	General Chemistry A	5 units
PSCI G180	American Government	3 units
ANTH G100	Introduction to Cultural Anthropology	3 units
GEOL G110	Physical Geology	4 units

Major total: 18-21

CSU General Education Breadth or IGETC Pattern: 37-39

Total units that may be double-counted: 10-16

Transferable Electives (as needed to reach 60 units): 10-28

DEGREE TOTAL UNITS (maximum): 60 units

() Description in parentheses indicates credit earned in AAT

GEOLOGY

ASSOCIATE IN SCIENCE DEGREE IN GEOLOGY FOR TRANSFER

The Associate in Science in Geology transfer degree focuses on an understanding of internal processes responsible for the formation of the Earth from a scientific perspective. Students choosing the geology degree program will study a range of natural science concepts including plate tectonics, climate change, and the evolution of the dynamic planet Earth. This degree employs the scientific method to understand the formation of the Earth, including how volcanoes, and mountain building events change the geography and ecosystems of the Earth. Students will explore geologic time as it relates to the origins, and evolution of life through the fossil record. An understanding of the formation of economically important mineral and fossil fuel resources is an important aspect of the degree program. A portion of this course will focus on the diverse California geology and coastal development.

Completion of this major will provide students with a well-rounded understanding of human impacts on the globe and the ways geologic hazards such as earthquakes, floods, and landslides impact human development.

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Define the application of the scientific method to geology and the forces, which allows scientists to develop theories of the natural forces that shape the evolving Earth.
2. Describe the processes of plate tectonics as it relates to mountain building events, volcanoes, earthquakes, and evolution of landscapes.
3. Define the processes of mineral and rock formation and the importance of economic resources.
4. Evaluate geologic landscapes and structures, such as faults, folds and the physical forces required to develop a geologic landscape.
5. Relate geologic time and the fossil record to past climates and the tectonic and ecological environments responsible for the formation of the Earth.
6. Study past climates both warmer, and cooler than current conditions, and how ice ages impacted climate and shaped landscapes.

This is the major pattern for students planning to transfer to a CSU. It is strongly recommended that students contact a GWC counselor to develop an official Student Educational Plan to discuss non-CSU universities, or if they have questions about the CSU AS in Geology for CSU Transfer.

Required courses – Core

Course	Title	Units
GEOL G110	Physical Geology	4 units
GEOL G120	Historical Geology	4 units
CHEM G180	General Chemistry A	5 units
CHEM G185	General Chemistry B	5 units
MATH G180	Calculus I	5 units
MATH G185	Calculus 2	5 units

Major total:	28
Total units that may be double-counted:	9
CSU General Education Breadth or IGETC Pattern:	37-39
Transferable Electives (as needed to reach 60 units):	2-4
DEGREE TOTAL UNITS (maximum):	60 units
() Description in parentheses indicates credit earned in AST	

GLOBAL STUDIES

ASSOCIATE IN ARTS DEGREE IN GLOBAL STUDIES FOR TRANSFER

Globalization has impacted all of our lives. Our world is changing at an ever increasing pace. The rise in international trade, technological advancement, international travel and cross-cultural conflict create new challenges and opportunities requiring a global perspective. The process of globalization has not only made our world seem smaller but has also transformed all aspects of our lives. As part of the global community, we continue to experience a growing sense of inter-connectedness that defies geographical boundaries.

The Associate of Arts in Global Studies Area of Emphasis Program at Golden West College draws on insights from across disciplines to provide students with a comprehensive study of the history and fundamental dynamics of globalization. This interdisciplinary program uses an outcomes-oriented approach so that students develop the skills and attitudes to function as global citizens.

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Students will examine the continual evolution of globalization and its consequences.
2. Students will compare distinctive forms of political, social, and economic organizations within the context of the historical evolution of globalization.
3. Students will explain the interconnectedness of the economic, political, environmental and sociocultural forces of globalization.
4. Students will develop and utilize a multi-cultural perspective with which to analyze the complexities of global issues.
5. Students will propose policies and demonstrate the willingness to engage in the implementation of solutions that would affect global change.

Required courses – CORE: (6 units)

Course	Title	Units
PSCI G105	Introduction to Global Studies	3 Units
PSCI G205	Global Issues	3 Units

LIST A: Select five courses from at least four of the following areas (15-16 Units)

Area I. Culture and Society

Course	Title	Units
ANTH G100	Introduction to Cultural Anthropology	3 Units
HIST G162	World History 2	3 Units

Area 2. Geography

Course	Title	Units
GEOG G185	Human Geography	3 Units
GEOG G100	World Regional Geography	3 Units
GEOG G180	Introduction to Geography: Physical Geography	3 Units

Area 3. Economics

Course	Title	Units
ECON G170	Principles of Micro Economics	3 Units
ECON G175	Principles of Macro Economics	3 Units

Area 4. Politics

Course	Title	Units
PSCI G110	International Relations	3 Units
PSCI G185	Comparative Politics	3 Units

Area 5. Humanities

Course	Title	Units
ENGL G160	Masterpieces of World Literature through the Renaissance	3 Units
OR		
ENGL G160H	Masterpieces of World Literature through the Renaissance, Honors	3 Units
ENGL G161	Masterpieces of World Lit since the Renaissance	3 Units
OR		
ENGL G161H	Masterpieces of World Lit since the Renaissance Honors	3 Units
SPAN G280	Intermediate Spanish I	4 Units
SPAN G285	Intermediate Spanish 2	4 Units
VIET G280	Intermediate Vietnamese I	4 units
VIET G285	Intermediate Vietnamese 2	4 Units

Major Total: 21-23

CSU General Education Breadth or IGETC Pattern: 37-39

Total units that may be double counted: 9-15

Transferable Electives (as needed to reach 60 units) 7-17

DEGREE TOTAL UNITS (maximum): 60 units

GLOBAL STUDIES CERTIFICATE OF ACHIEVEMENT

Global studies is generally a broad-based, inter-disciplinary study of processes and problems in the twenty first century. The Certificate of Achievement in Global Studies Program encourages students to become global thinkers and problem-solvers by specifically training students in the knowledge and skills that are fundamental components of global citizenship and practice. Graduates from this program will possess an increased understanding of the world's social, political, economic and natural systems and an appreciation of the diversity of human culture which in turn will enable them to better work in the global economy, live in a multicultural society and make intelligent decisions as global citizens. Students who finish this global studies program are not only more adept at

understanding the changes brought about by globalization, but also are more likely to be hired by private and public industries who seek graduates with skills such as global literacy and global competencies.

The goals of the Certificate of Achievement in Global Studies are to enhance student competency within an area of focus; provide students with the skills and knowledge to perform competently, both professionally and socially, in an international environment; and to encourage students to become knowledgeable, active participants in the global arena.

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Articulate an understanding of her/his culture in global and comparative context.
2. Demonstrate knowledge of global issues, processes, trends and systems.
3. Interpret issues and situations from more than one perspective.
4. Use diverse global perspectives and frames of reference to think critically and solve problems.

Required courses – Core

Course	Title	Units
PSCI G105	Introduction to Global Studies	3 Units
PSCI G205	Global Issues	3 Units

Group A: Choose one course from the following: 3 Units

Culture and Society

Course	Title	Units
ANTH G100	Introduction to Cultural Anthropology	3 Units
ANTH G190	Introduction to Linguistics	3 Units
GEOG G185	Human Geography	3 Units
GEOG G100	World Regional Geography	3 Units
HIST G162	World History 2	3 Units
HIST G185	Western Civilization 2	3 Units
SOC G100	Sociology to Introduction	3 Units

Governance and Conflict

Course	Title	Units
PEAC G100	Peace Studies Intro	3 Units
PHIL G150 / PSCI G150	Political Philosophy	3 Units
PSCI G110	International Relations	3 Units
PSCI G185	Comparative Politics	3 Units

Markets

Course	Title	Units
ECON G170	Principles of Micro Economics	3 Units
ECON G175	Principles of Macro Economics	3 Units

Group B: Choose one course from the following: 3 Units

Course	Title	Units
ANTH G185	Physical Anthropology	3 Units
ANTH G130	Intro to Archeology	3 Units
GEOG G180	Intro to Geography: Physical Geography	3 Units
ART G103	History of Asian Art	3 Units
HIST G120	Asian Civilizations	3 Units
HIST G150	History of Latin America	3 Units
HIST G132	History of Britain and Ireland I	3 Units
HIST G135	History of Britain and Ireland II	3 Units
PHIL G110	Philosophy of the East	3 Units
PHIL G111	Philosophy of Religion-Western	3 Units
SPAN G280 or SPAN G285	Intermediate Spanish	3 Units
VIET G280 or VIET G285	Intermediate Level Vietnamese	3 Units

Group C: Choose one course from the following: 3 Units

Course	Title	Units
ECON G110	Contemporary Economic Issues and Problems	3 Units
PEAC G110	Nonviolence and Conflict Resolution	3 Units
PSCI G120	Principles of the United Nations	3 Units
SOC G185	Analysis of Social Problems	3 Units

Total: 15 units

HISTORY

ASSOCIATE IN ARTS DEGREE IN HISTORY FOR TRANSFER

History is the study of past human events and ideas that continue to inform the present. The study of primary sources (i.e. original documents and objects) fosters essential critical thinking, analytical, and interpretative skills for students. Multiple voices and conflicting interpretations of sources encourages a healthy skepticism of preconceived information and challenges students to ask essential questions, to explain historical causality, to pose new interpretations, and to conduct their own research using historical evidence. An understanding of the past, moreover, enables students to better understand their identity and to contribute to their society as more informed citizens.

The Associate of Arts Degree for Transfer in History focuses on a critical analysis of the past to understand how it has influenced our identities and shaped today's societies. Students choosing this major will study a range of historical subjects including United States History, World History, and Western Civilization. In addition, students will learn how to identify historical significance, to analyze historical evidence, and to construct historical arguments based on primary and secondary sources. Completion of this major will provide students with a well-rounded understanding of History and equip them with

the skill set of a historian. Students will be prepared to pursue a baccalaureate degree in History.

The ADT in History will facilitate transfer to the CSU level by delineating the required lower division courses for the History major; by restricting the total number of units for the major to no more than 60 semester units; and by providing the student with a guaranteed spot in the CSU system provided that the student has a minimum overall grade point average of 2.0, a minimum grade of "C" (or "P") for each course in the major; and completion of IGETC and/or CSU GE-Breadth.

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Describe the structure, pace, and causal agents of changing historical contexts.
2. Employ interpretative skills to reach reasoned conclusions from historical evidence.
3. Evaluate cultural, socio-political, and economic contexts through historical time.

Required courses – Core: 6 units

Course	Title	Units
HIST G170	History of the United States to 1876	3 units
HIST G175	History of the United States since 1876	3 units

List A: (one of the course from each group) 6 units

Group 1

Course	Title	Units
HIST G161	World History I	3 units
HIST G180	Western Civilization I	3 units

Group 2

Course	Title	Units
HIST G162	World History 2	3 units
HIST G185	Western Civilization 2	3 units

List B: (one course from each group if not used in List A): 6-8 units

Group 1:

Course	Title	Units
HIST G161	World History I	3 units
HIST G162	World History 2	3 units
HIST G120	Asian Civilizations	3 units
HIST G121	History of American Women	3 units
HIST G150	History of Latin America	3 units
ANTH G150	Native Peoples of North America	3 units
SOC G133	Racial and Ethnic Relations in America	3 units

Group 2 (if not used in List A or B1):

Course	Title	Units
HIST G161	World History I	3 units
HIST G162	World History 2	3 units

HIST G180	Western Civilization I	3 units
HIST G185	Western Civilization 2	3 units
HIST G110 / ECON G120	Economic History of the United States	3 units
HIST G132	History of Britain and Ireland I	3 units
HIST G135	History of Britain and Ireland II	3 units
HIST G140	California History	3 units
ART G105	Art History and Appreciation I Prehistoric to Renaissance	3 units
ART G106	Art History and Appreciation 2 Renaissance to Present	3 units

Total units for the major: **18 units**

Total units that may be double counted: **12 – 15 units**

GE Pattern: CSU General Education Breadth, or IGETC

Pattern **37-39 units**

Elective (CSU Transferable) units: **24-27 units**

Degree Total Units (Maximum): **60 units**

KINESIOLOGY

ASSOCIATE IN ARTS DEGREE IN KINESIOLOGY FOR TRANSFER

The Associate in Arts in Kinesiology for Transfer degree is an integrated discipline that focuses on scientific, functional and mechanical processes of the human body. Students will learn and understand how to display increasing confidence and preparation in a wide range of areas including, but not limited to; sports medicine, exercise physiology, philosophy, sociology and psychology of sport, personal training, biomechanics, motor development and coaching. This degree will prepare students to pursue further study and achievement of a baccalaureate degree in the discipline of Kinesiology.

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Demonstrate an understanding of the scientific, functional and mechanical processes of the human body.
2. Apply strong verbal and writing communication both in academic and professional settings.
3. Demonstrate an understanding of movement and skill in a variety of sports and activities.

Required courses – Core (14 units)

Course	Title	Units
KIN G100	Introduction to Kinesiology	3 units
BIOL G220	Human Anatomy	4 units
BIOL G225	Human Physiology	4 units

Movement Based Courses: 3 units

Select a maximum of one (1) course from any of the following

areas for a maximum of three units.

Aquatics

Course	Title	Units
PE G111	Swimming	1 unit

Fitness

Course	Title	Units
PE G130	Yoga	1 unit
PE G132	Pilates for Fitness	1 unit
PE G173	Introduction to Weight Training	1 unit
PE G181	Muscular Strength Training	1 unit

Individual Sports

Course	Title	Units
PE G114	Surfing	1 unit
PE G150	Badminton	1 unit
PE G158	Tennis	1 unit

Team Sports

Course	Title	Units
PE G186	Activities – Basketball	0.5-1 units
PE G192	Soccer	1 unit
PE G195	Volleyball	1 unit

List A (select two courses):

Course	Title	Units
MATH G160	Introductory to Statistics	4 units
BIOL G100	Introduction to Biology	4 units
CHEM G180	General Chemistry A	5 units
PHYS G120	Algebra Based Physics: Mechanics	4 units
KIN G101	First Aid/Cardio-Pulmonary Resuscitation	3 units

Major total: **21-23**

CSU General Education Breadth or IGETC Pattern: **37-39**

Total units that may be double-counted: **16**

Transferable Electives (as needed to reach 60 units): **14-18**

DEGREE TOTAL UNITS (max): **60 units**

() Description in parentheses indicates credit earned in AAT

LIBERAL ARTS

ASSOCIATE IN ARTS DEGREE IN LIBERAL ARTS: EMPHASIS IN ARTS AND HUMANITIES

This program is designed for students who desire a broad knowledge of liberal arts and sciences, plus additional course work in an "Area of Emphasis." This program would be an ideal choice for students planning on transferring to the California State University (CSU) or University of California (UC), as the student may satisfy their general education requirements plus focus on transferable course work relating to baccalaureate majors at these institutions. Because admission and major preparation requirements vary at each transfer institution,

courses used to fulfill requirements for an emphasis should be selected with the assistance of GWC Counselor

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Evaluate and interpret the ways in which people through the ages in different cultures have responded to themselves and the world around them in artistic and cultural creation.
2. Value aesthetic understanding and incorporate these concepts when constructing value judgments.

Course Listing (18 total units):

Choose 18 units of coursework, including two or more disciplines from the following list:

Course	Title	Units			
ART G100	Introduction to Art	3 units	ENGL G275	British Literature Since 1800	3 units
ART G105	Art History and Appreciation 1 - Prehistoric to Renaissance	3 units	ENGL G280	Creative Writing	3 units
or			ENGL G281	Creative Writing: Prose	3 units
ART G106	Art History and Appreciation 2 - Renaissance to Present	3 units	HIST G120	Asian Civilizations	3 units
ART G107	Color and Design: 2D	3 units	HIST G132	History of Britain and Ireland I	3 units
ART G109	Color and Design 3D	3 units	HIST G135	History of Britain and Ireland II	3 units
ART G116	Drawing I	3 units	HIST G150	History of Latin America	3 units
ART G117	Drawing 2	3 units	HIST G121	History of American Women	3 units
ART G118	Life Drawing I	3 units	HIST G170	History of the United States to 1876	3 units
ART G119	Life Drawing 2	3 units	HIST G175	History of the United States Since 1876	3 units
ART G121	Ceramics I	3 units	HIST G180	Western Civilization I	3 units
ART G122	Ceramics 2	3 units	HIST G185	Western Civilization 2	3 units
ART G130	Painting I	3 units	HIST G161	World History I	3 units
ART G131	Painting 2	3 units	HIST G162	World History 2	3 units
ART G142	Sculpture I	3 units	MUS G101	History & Appreciation of Music	3 units
ART G150	Printmaking I	3 units	MUS G103	World Music	3 units
COMM G180	Introduction to Mass Communication	3 units	MUS G105	Beginning Guitar I	1 unit
COMM G255	Intercultural Communication	3 units	MUS G108	History & Appreciation of the Musical Theater	3 units
DANC G100	Modern Dance I - Beginning	2 units	MUS G109	Symphonic Band	1 unit
DANC G101	Viewing Dance	3 units	MUS G110	Golden West Symphonic Band	2 units
DANC G120	Ballet I - Beginning	2 units	MUS G115	Basic Music	3 units
ENGL G110	Critical Thinking, Reading and Writing Through Literature	4 units	MUS G120	Master Chorale	1 unit
ENGL G112	Appreciation of Literature	3 units	MUS G143	History of Jazz	3 units
ENGL G114	Great Myths and Legends	3 units	MUS G141	Piano I	1 unit
ENGL G143	Children's Literature	3 units	MUS G142	Beginning Piano II	1 unit
ENGL G150	American Literature through the Civil War (1865)	3 units	MUS G145	Basic Voice	2 units
ENGL G155	American Literature 1865 to the Present	3 units	MUS G158	Studio Singing	2 units
ENGL G160	Masterpieces of World Literature through the Renaissance	3 units	MUS G165	History & Literature of Music	3 units
ENGL G161	Masterpieces of World Literature since the Renaissance	3 units	MUS G139	History of Rock Music	3 units
ENGL G181	Shakespeare	3 units	MUS G209	Symphonic Band, Advanced Skills	2 units
ENGL G270	British Literature to 1800	3 units	PHIL G100	Introduction to Philosophy	3 units
			PHIL G102	History of Ancient Philosophy	3 units
			PHIL G110	Philosophy of the East	3 units
			PHIL G111	Philosophy of Religion - Western	3 units
			PHIL G115	Logic and Critical Thinking	3 units
			PHIL G120	Ethics	3 units
			PHIL G150	Political Philosophy	3 units
			PHOT G120	Introduction to Photography- Black and White Dark Room	3 units
			ART G158	History and Aesthetics of Photography	3 units
			PHOT G190	Introduction to Photography- Digital	3 units
			PSCI G150	Political Philosophy	3 units
			THEA G100	Introduction to the Theater	3 units
			THEA G102	History and Appreciation of the Cinema 3.0	
			THEA G106	Acting I	3 units
			THEA G108	History and Appreciation of the Musical Theater	3 units
			THEA G110	Acting for the Camera	3 units
			THEA G111	Theater History and Literature - Classical to 1800	3 units
			THEA G112	Theater History and Literature - 1800 to Modern	3 units
			THEA G115	Theater Practicum I - Performance 1.0 -	2 units
			THEA G120	Appreciation of the Theater	3 units
			THEA G125	Play Performance I 1.0 -	2 units
			THEA G135	Classical Play Performance I 1.0 -	2 units

THEA G175	Stage Scenery	3 units
THEA G176	Stage Lighting	3 units
THEA G177	Make-Up	3 units
THEA G178	Introduction to Stage Costume	3 units
THEA G188	Stage Movement I	3 units
THEA G210	Musical Theater Performance I	2 units
FREN G180	Elementary French I	5 units
FREN G185	Elementary French 2	5 units
SIGN G180	American Sign Language I	4 units
SIGN G185	American Sign Language 2	4 units
SIGN G280	American Sign Language 3	4 units
SIGN G285	American Sign Language 4	4 units
SPAN G160	Spanish for Spanish Speakers I	4 units
SPAN G165	Spanish for Spanish Speakers 2	5 units
SPAN G180	Elementary Spanish I	5 units
SPAN G185	Elementary Spanish 2	5 units
SPAN G280	Intermediate Spanish I	4 units
SPAN G285	Intermediate Spanish 2	4 units
VIET G180	Elementary Vietnamese I	5 units
VIET G185	Elementary Vietnamese 2	5 units
VIET G280	Intermediate Vietnamese I	4 units
VIET G285	Intermediate Vietnamese 2	4 units
DANC G125	Jazz Dance I - Beginning	2 units

Major Total: **18**

GE Pattern: GWC AA, CSU General Education Breadth or

IGETC Pattern: **18-39**

DEGREE TOTAL UNITS (maximum): **60 units**

ASSOCIATE IN ARTS DEGREE IN LIBERAL ARTS: EMPHASIS IN BUSINESS AND PUBLIC ADMINISTRATION

This program is designed for students who desire a broad knowledge of liberal arts and sciences, plus additional course work in an "Area of Emphasis." This program would be an ideal choice for students planning on transferring to the California State University (CSU) or University of California (UC), as the student may satisfy their general education requirements plus focus on transferable course work relating to baccalaureate majors at these institutions. Because admission and major preparation requirements vary at each transfer institution, courses used to fulfill requirements for an emphasis should be selected with the assistance of GWC Counselor.

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Understand the place of business and technology within the global economy.
2. Critically apply ethical standards to business practices and decisions.

3. Develop skills to effectively administer; manage or lead organizations.

Select a minimum of 18 units from two or more disciplines the following list:

Course	Title	Units
ACCT G100	Introduction to Accounting	3 units
ACCT G101	Financial Accounting	4 units
ACCT G102	Managerial Accounting	4 units
BUS G100	Introduction to Business	3 units
BUS G101	the Mindset of Business Success	3 units
BUS G108	Legal Environment of Business	3 units
or		
BUS G110	Business Law	3 units
BUS G130	Introduction to Business Writing	3 units
or		
BUS G139	Business Communication	3 units
BUS G159	Legal/Regulatory Essentials for Starting a Business	1.5 units
BUS G121	Personal Finance	3 units
CBA G120	Quickbooks Pro	2 units
CBA G145	Introduction to Computers	2 units
CBA G149	Microsoft Outlook	2 units
CBA G165	Access, Introduction	2 units
CBA G170	Powerpoint, Introduction	2 units
CBA G181	MS Office	4 units
CBA G190	Internet, Introduction	1.5 units
CBA G195	Acrobat, Introduction	1.5 units
CS G130	Survey of Computer Science/ Information Technology	4 units
CJ G130	Character Development for Law Enforcement	3 units
CJ G137	Community Relations and Special Issues in Criminal Justice	3 units
CJ G140	Introduction to Criminal Justice	3 units
CJ G146	Police Report Writing	3 units
ECON G110	Contemporary Economic Issues and Problems	3 units
ECON G170	Principles of Micro Economics	3 units
ECON G175	Principles of Macro Economics	3 units
ENVS G100	Introduction to Environmental Studies	3 units
ENVS G160	Solar Energy I--Thermal Technologies and Applications	4 units
ENVS G162	Solar Energy II--Photovoltaic Technologies and Applications	4 units
ENVS G170	Renewable Energy Sources and Applications	3 units
FLRL G110	Basic Floral Design	3 units
COMM G180	Introduction to Mass Communication	3 units
JOUR G185	Writing for News Media	3 units
MGMT G110	Elements of Management	3 units
MGMT G111	Human Resources Management	3 units
MGMT G130	Team Building and Group Dynamics	3 units
MKTG G100	Principles of Marketing	3 units
MATH G140	Business Calculus	4 units
MATH G160	Introduction to Statistics	4 units
MATH G180	Calculus I	5 units

MATH G185	Calculus 2	5 units
CBA G160	Microsoft EXCEL, Introduction	2 units

Major Total: **18**
GE Pattern: GWC AA, CSU General Education Breadth or
IGETC Pattern: **18-39**
DEGREE TOTAL UNITS (maximum): **60 units**

ASSOCIATE IN ARTS DEGREE IN LIBERAL ARTS: EMPHASIS IN COMPUTER SCIENCE AND TECHNOLOGY

This program is designed for students who wish to earn an Associate of Arts degree with additional course work in an "Area of Emphasis" focused on computers and technology. This program would be an ideal choice for students planning on transferring to the California State University (CSU) or University of California (UC), as the student may satisfy their general education requirements plus focus on transferable course work relating to baccalaureate majors at these institutions. Because admission and major preparation requirements vary at each transfer institution, courses used to fulfill requirements for an emphasis should be selected with the assistance of GWC Counselor.

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Demonstrate knowledge of common Internet related technologies and software.
2. Demonstrate proficiency in one or more common software programs.

Complete at least 18 units of coursework, including two or more disciplines, from the following:

Course	Title	Units
AUTO G101	Introduction to Automotive Technology	3 units
AUTO G110	Engine Repair	5 units
CBA G120	Quickbooks Pro	2 units
CBA G145	Introduction to Computers	2 units
CBA G149	Microsoft Outlook	2 units
CBA G155	Microsoft Word, Introduction	2 units
CBA G165	ACCESS, Introduction	2 units
CBA G170	Powerpoint, Introduction	2 units
CBA G181	MS Office	4 units
CBA G190	Internet, Introduction	1.5 units
CBA G195	Acrobat, Introduction	1.5 units
CS G101	Computer Literacy	3 units
CS G102	Computer Software Development, Introduction	4 units
CS G130	Survey of Computer Science/ Information Technology	4 units

CS G131	Python Programming I	4 units
CS G135	UNIX/Linux Operating System	4 units
CS G147	Game Programming, Introduction	4 units
CS G153	Java Programming, Introduction	4 units
CS G154	Data Structures with Java	4 units
CS G175	C++ Programming	4 units
CS G179	C++ Programming, Advanced	4 units
CS G189	Data Structures With C++	4 units
CS G242	Computer Architecture and organization	3 units
CS G262	Discrete Structures	3 units
DART G100	Introduction to Digital Arts	3 units
DART G103	Digital 2D Design	3 units
ART G115	Typography	3 units
DART G135	Introduction to Adobe Illustrator	3 units
DART G150	Photoshop, Beginning	3 units
DART G170	Graphic Design Principles	3 units
DART G178	Introduction to Web Page Design	3 units
DART G180	Introduction to Web Animation	3 units
DRAF G101	Basic Computer Aided Design Drafting	4 units
DRAF G105	Basic Engineering Drafting I, Computer Aided Drafting	3 units
DRAF G110	Basic Engineering Drafting II, Computer Aided Drafting	3 units
DM G100	Digital Media, Introduction	3 units
DM G110	Digital Audio, Introduction	3 units
DM G160	Video Editing I	3 units
DSGN G101	Introduction to Design	2 units
DSGN G105	Introduction to Design Materials and Technical Processes	3 units
DSGN G131	Perspective and Rendering Systems	3 units
DSGN G150	Design Drafting	3 units
EDUC G103	Technology Proficiencies for Teachers I	2 units
LIBR G110	Information Competency and Library Research	1 unit
LIBR G120	Libraries and the Internet	1 unit
MATH G140	Business Calculus	4 units
MATH G180	Calculus I	5 units
MATH G185	Calculus 2	5 units
ENGR G101	Introduction to Engineering and Technology	2 units
CBA G160	Microsoft Excel, Introduction	2 units
CBA G150	Windows, Introduction	1.5 units
DART G190	Photography Fundamentals and Digital Imaging	3 units

No more than one course selected from below:

Course	Title	Units
BIOL G100	Introduction to Biology	4 units
CHEM G180	General Chemistry A	5 units
CHEM G185	General Chemistry B	5 units
PHYS G185	Calculus Based Physics: Mechanics	4 units
PHYS G280	Calculus Based Physics: Electricity/Magnetism	4 units
PHYS G285	Calculus Based Physics: Modern	4 units

Major Total: **18**
GE Pattern: GWC AA, CSU General Education Breadth or
IGETC Pattern: **18-39**
DEGREE TOTAL UNITS (maximum): **60 units**

ASSOCIATE IN ARTS DEGREE IN LIBERAL ARTS: EMPHASIS IN HUMAN BEHAVIOR AND SELF DEVELOPMENT

This program is designed for students who desire a broad knowledge of liberal arts and sciences, plus additional course work in an "Area of Emphasis." This program would be an ideal choice for students planning on transferring to the California State University (CSU) or University of California (UC), as the student may satisfy their general education requirements plus focus on transferable course work relating to baccalaureate majors at these institutions. Because admission and major preparation requirements vary at each transfer institution, courses used to fulfill requirements for an emphasis should be selected with the assistance of GWC Counselor.

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Use their understanding of themselves and others to communicate and collaborate more effectively.
2. Better care for themselves and others.
3. Work with people in their communities.
4. Participate in group activities and collaborative projects.
5. Experience group interactions in a variety of contexts.

Choose at least one course from each category below (A, B, and C), then complete additional courses from categories A, B, and/or C, to total 18 units (with no more than six units of activity courses).

A) Theory and Knowledge

Course	Title	Units
ACCT G100	Introduction to Accounting	3 units
ANTH G100	Introduction to Cultural Anthropology	3 units
ANTH G185	Physical Anthropology	3 units
ANTH G190	Introduction to Linguistics	3 units
ANTH G200	Gender, Culture, and Society	3 units
COMM G100	Interpersonal Communication	3 units
COMM G110	Public Speaking	3 units
COMM G112	Small Group Dynamics	3 units
COMM G225	Negotiation and Mediation	3 units
COMM G250	Leadership and Communication	3 units
COMM G255	Intercultural Communication	3 units
COMM G265	Gender Communication	3 units
CJ G110	Criminal Investigation	3 units
CJ G115	Organized Crime and Terrorism	3 units
CJ G123	Juvenile Law	3 units
CJ G137	Community Relations and Special Issues in Criminal Justice	3 units
CJ G150	Introduction to Corrections	3 units

CJ G152	Probation and Corrections: Case Planning and Supervision	3 units
ECOL G100	Human Ecology	3 units
PEAC G230	Leadership & Peacebuilding	3 units
PSYC G100	Introduction to Psychology	3 units
PSYC G116	Child Growth and Development	3 units
PSYC G255	Abnormal Psychology	3 units
PSYC G118	Life Span Developmental Psychology	3 units
PSYC G280	Research Methods in Psychology	4 units
PSYC G250	Psychobiology	3 units
PSYC G260	Social Psychology	3 units
SOC G100	Introduction to Sociology	3 units
SOC G110	Introduction to Marriage and the Family	3 units
SOC G133	Racial and Ethnic Relations in America	3 units
SOC G160	Sociology of Criminology	3 units
SOC G185	Analysis of Social Problems	3 units

B) Growth and Purpose

Course	Title	Units
BUS G121	Personal Finance	3 units
COLL G100	Becoming A Successful Student	3 units
COMM G110	Public Speaking	3 units
COMM G260	Organizational Communication	3 units
COUN G100	Career Planning	1.5 units
COUN G103	Educational Planning for Student Success	1 unit
COUN G104	Career and Life Planning	3 units
COUN G199	Employability Skills	1.5 units
CJ G130	Character Development for Law Enforcement	3 units
EDUC G102	Teaching Diverse Contemporary Classrooms	1 unit
EDUC G103	Technology Proficiencies for Teachers I	2 units
EDUC G200	the Teaching Profession	3 units
LIBR G110	Information Competency and Library Research	1 unit
LIBR G120	Libraries and the Internet	1 unit
PSYC G110	Personal and Social Adjustment	3 units
PSYC G165	Principles of Human Sexuality I	3 units

C) Health and Wellness

Non-Activity

Course	Title	Units
HLED G100	Personal Health	3 units
HLED G107	Drugs, Health, and Society	3 units
or		
CJ G107	Drugs, Health, and Society	3 units
HLED G135	Nutrition and Health	3 units
KIN G100	Introduction to Kinesiology	3 units
KIN G101	First Aid/Cardio-Pulmonary Resuscitation	3 units
KIN G110	Mental Skills for Performance	3 units
KIN G281	Prevention and Care of Athletic Injuries	3 units
PE G103	Exercise for Healthy Living	2 units

Activity

Course	Title	Units
DANC G100	Modern Dance I - Beginning	2 units
DANC G105	Strength and Stretch	1 unit

DANC G112	Ballroom Dance	1 unit
DANC G115	Tap Dance I - Beginning	2 units
DANC G119	Hip Hop Dance	1 unit
DANC G120	Ballet I - Beginning	2 units
DANC G125	Jazz Dance I - Beginning	2 units
DANC G130	Dance for Musical Theater	2 units
DANC G135	Mid-Eastern Dance 0.5 -	1 unit
DANC G230	Choreography	2 units
DANC G235	Modern Dance Ensemble	2 units
DANC G240	Tap Dance Ensemble I.0 -	2 units
DANC G245	Performance Ensemble I.0 -	2 units
PE G110	Swimming for Fitness 0.5 -	1 unit
PE G111	Swimming	1 unit
PE G130	Yoga	1 unit
PE G132	Pilates for Fitness	1 unit
PE G137	Golf	0.5 units
PE G150	Badminton	1 unit
PE G158	Tennis	1 unit
PE G173	Introduction to Weight Training	1 unit
PE G176	Total Fitness for Women	1 unit
PE G180	Strength and Muscle Power Training	2 units
PE G181	Muscular Strength Training	1 unit
PE G186	Activities - Basketball 0.5 -	1 unit
PE G192	Soccer	1 unit
PE G195	Volleyball 0.5 -	1 unit
PE G196	Sand Volleyball 0.3 -	1 unit
ATHL G244	Cross Country Team - Men	3 units
ATHL G246	Football Team	3 units
ATHL G254	Swimming Team - Men	3 units
ATHL G256	Track Team - Men	3 units
ATHL G243	Cross Country Team - Women	3 units
ATHL G260	Volleyball Team - Men	3 units
ATHL G249	Soccer Team - Women	3 units
ATHL G239	Softball Team - Women	3 units
ATHL G253	Swimming Team - Women	3 units
ATHL G279	Beach Volleyball - Women	3 units

Major Total: 18
GE Pattern: GWC AA, CSU General Education Breadth or
IGETC Pattern: 18-39
DEGREE TOTAL UNITS (maximum): 60 units

ASSOCIATE IN ARTS DEGREE IN: LIBERAL ARTS: EMPHASIS IN MATHEMATICS

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Solve linear and non-linear equations in the real and complex number system.

2. Calculate probabilities of independent and mutually exclusive events and conditional probability using appropriate formulas and theorems.
3. Compute derivatives of basic functions and the derivatives of their sums, differences, products, quotients, and compositions.
4. Solve right-angle and oblique triangles and use appropriate laws to solve applied problems.
5. Perform matrix operations, evaluate determinants, and solve systems of linear equations using appropriate computational techniques.
6. Solve first-order differential equations.

Course Listing: Choose any combination from the following list to total at least 18 units.

Selections must include one math course at the level of Math 180 or above. Students should check with a counselor to see which courses will transfer to their target university.

Course Listing (18 total units):

Course	Title	Units
MATH G100	Liberal Arts Mathematics	3 units
MATH G103	Statistics for Elementary Teachers	3 units
MATH G104	Mathematics for Elementary Teachers	3 units
MATH G115	College Algebra	4 units
MATH G120	Trigonometry	3 units
MATH G140	Business Calculus	4 units
MATH G160	Introduction to Statistics	4 units
MATH G170	Precalculus	5 units
MATH G180	Calculus I	5 units
MATH G185	Calculus 2	5 units
MATH G235	Applied Linear Algebra	4 units
MATH G280	Calculus 3	5 units
MATH G282	Ordinary Differential Equations	4 units
MATH G285	Introduction to Linear Algebra and Differential Equations	5 units

Science: One science class from the list identified for the Science Area of Emphasis

Major Total: 18
GE Pattern: GWC AA, CSU General Education Breadth or
IGETC Pattern: 18-39
DEGREE TOTAL UNITS (maximum): 60 units

ASSOCIATE IN ARTS DEGREE IN LIBERAL ARTS: EMPHASIS IN SCIENCE

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Demonstrate a strong factual framework of knowledge about the natural world.
2. Use critical thinking skills.
3. Use a variety of experimental and analytical techniques.
4. Use a variety of data collection and display methods.

Course Listing (18 total units):

Choose any combination from the following list to total at least 18 units. Must include three courses that include a laboratory. Students should check with a counselor to see which courses will transfer to their target university.

Course	Title	Units
ANTH G185	Physical Anthropology	3 units
ANTH G185L	Physical Anthropology Lab	1 unit
ASTR G100	Introduction to Astronomy	3 units
ASTR G100L	Introduction to Astronomy Lab	1 unit
BIOL G100	Introduction to Biology	4 units
BIOL G104	Marine Life	3 units
BIOL G104	L Marine Life Laboratory	1 unit
BIOL G110	Ecology and Field Biology	3 units
BIOL G120	Health and Disease	3 units
BIOL G221	Introduction to Anatomy and Physiology	4 units
BIOL G160	Physiology and Disease Mechanisms	3 units
BIOL G225	Human Physiology	4 units
BIOL G180	Cell and Molecular Biology	5 units
BIOL G182	Zoology	4 units
BIOL G183	Botany	4 units
BIOL G200	Pharmacology - Medications and Drugs	3 units
BIOL G210	General Microbiology	5 units
CHEM G110	Introduction to Chemistry	5 units
CHEM G130	Preparation for General Chemistry	4 units
CHEM G180	General Chemistry A	5 units
CHEM G185	General Chemistry B	5 units
CHEM G220	Organic Chemistry A	5 units
CHEM G225	Organic Chemistry B	5 units
GEOG G180	Introduction to Geography: Physical Geography	3 units
GEOL G110	Physical Geology	4 units
GEOL G105	General Geology	3 units
GEOL G106	Earth Science for Teachers	4 units
PHSC G100	Introductory Physical Science	4 units
PHYS G110	Conceptual Physics	3 units
PHYS G111	Conceptual Physics Lab	1 unit
PHYS G120	Algebra Based Physics: Mechanics	4 units
PHYS G125	Algebra Based Physics: Electricity/Magnetism	4 units
PHYS G185	Calculus Based Physics: Mechanics	4 units
PHYS G280	Calculus Based Physics: Electricity/Magnetism	4 units
PHYS G285	Calculus Based Physics: Modern	4 units
PSYC G250	Psychobiology	3 units
MATH	One class at level of Math G115 or above	
BIOL G220	Human Anatomy	4 units

Major Total: 18

GE Pattern: GWC AA, CSU General Education Breadth or

IGETC Pattern: 18-39

DEGREE TOTAL UNITS (maximum): 60 units

ASSOCIATE IN ARTS DEGREE IN LIBERAL ARTS: EMPHASIS IN SOCIAL AND BEHAVIORAL SCIENCE

This program is designed for students who desire a broad knowledge of liberal arts and sciences, plus additional course work in an "Area of Emphasis." This program would be an ideal choice for students planning on transferring to the California State University (CSU) or University of California (UC), as the student may satisfy their general education requirements plus focus on transferable course work relating to baccalaureate majors at these institutions. Because admission and major preparation requirements vary at each transfer institution, courses used to fulfill requirements for an emphasis should be selected with the assistance of GWC Counselor.

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Study human experience in the context of the larger society by applying investigative methods to collect, interpret, and present scientific data.
2. Analyze social change, analyze social problems, and analyze and develop social policies.
3. Think critically about how findings and ideas in social science can be applied to explain phenomena and events that influence the larger society.

Choose 18 units of coursework, including two or more disciplines, from the following list:

Course	Title	Units
ANTH G100	Introduction to Cultural Anthropology	3 units
ANTH G130	Introduction to Archaeology	3 units
ANTH G140	Magic, Witchcraft, and Religion	3 units
ANTH G150	Native Peoples of North America	3 units
ANTH G190	Introduction to Linguistics	3 units
ANTH G200	Gender, Culture, and Society	3 units
COMM G255	Intercultural Communication	3 units
COMM G265	Gender Communication	3 units
CJ G110	Criminal Investigation	3 units
CJ G115	Organized Crime and Terrorism	3 units
CJ G123	Juvenile Law	3 units
CJ G128	Criminal Procedure & Evidence	3 units
CJ G140	Introduction to Criminal Justice	3 units
CJ G141	Concepts of Criminal Law 3.0	
CJ G150	Introduction to Corrections	3 units
CJ G152	Probation and Corrections: Case Planning and Supervision	3 units
ECON G110	Contemporary Economic Issues and Problems	3 units
ECON G120	Economic History of the United States	3 units
ECON G170	Principles of Micro Economics	3 units
ECON G175	Principles of Macro Economics	3 units

GEOG G100	World Regional Geography	3 units
GEOG G185	Human Geography	3 units
HIST G110	Economic History of the United States	3 units
HIST G120	Asian Civilizations	3 units
HIST G121	History of American Women	3 units
HIST G132	History of Britain and Ireland I	3 units
HIST G135	History of Britain and Ireland II	3 units
HIST G140	California History	3 units
HIST G150	History of Latin America	3 units
HIST G170	History of the United States to 1876	3 units
HIST G175	History of the United States Since 1876	3 units
HIST G180	Western Civilization I	3 units
HIST G185	Western Civilization 2	3 units
HIST G161	World History I	3 units
HIST G162	World History 2	3 units
PEAC G100	Peace Studies Intro	3 units
PEAC G110	Nonviolence and Conflict Resolution	3 units
PEAC G150	Social Justice and Peacebuilding	3 units
PEAC G230	Leadership & Peacebuilding	3 units
PSCI G100	Introduction to Political Science	3 units
PSCI G101	Survey of Current Issues	3 units
PSCI G105	Introduction to Global Studies	3 units
PSCI G110	International Relations	3 units
PSCI G130	Law in American Society	3 units
PSCI G180	American Government	3 units
PSCI G185	Comparative Politics	3 units
PSCI G205	Global Issues	3 units
PSYC G100	Introduction to Psychology	3 units
PSYC G110	Personal and Social Adjustment	3 units
PSYC G116	Child Growth and Development	3 units
PSYC G118	Life Span Developmental Psychology	3 units
PSYC G165	Principles of Human Sexuality I	3 units
PSYC G255	Abnormal Psychology	3 units
PSYC G250	Psychobiology	3 units
PSYC G260	Social Psychology	3 units
PSYC G280	Research Methods in Psychology	4 units
SOC G100	Introduction to Sociology	3 units
SOC G110	Introduction to Marriage and the Family	3 units
SOC G111	Introduction to Social Justice	3 units
SOC G133	Racial and Ethnic Relations in America	3 units
SOC G160	Sociology of Criminology	3 units
SOC G185	Analysis of Social Problems	3 units

No more than 3 units may be chosen from the following list:

Course	Title	Units
COMM G225	Negotiation and Mediation	3 units
ENVS G100	Introduction to Environmental Studies	3 units
PEAC G110	Nonviolence and Conflict Resolution	3 units
PEAC G225	Negotiation and Mediation	3 units
PHIL G150	Political Philosophy	3 units
PSCI G150	Political Philosophy	3 units
SPAN G200	Mexican Culture and Civilization	3 units

Major Total: 18

**GE Pattern: GWC AA, CSU General Education Breadth or
IGETC Pattern:** 18-39
DEGREE TOTAL UNITS (maximum): 60 units

ASSOCIATE IN ARTS DEGREE IN LIBERAL ARTS: EMPHASIS IN SOCIAL SCIENCES

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Compare and evaluate research pertaining to the broad principles of social sciences and the ways social scientists in a particular discipline conduct research.
2. Demonstrate an application of investigative methods to collect, interpret, and present scientific data on social science theories.
3. Demonstrate how social science findings can be employed to: (a) analyze social change, (b) analyze social problems, and (c) analyze and develop social policies.
4. Explain how findings and ideas in social science can be applied to explain phenomena and events that influence the larger society.

Course Listing (24 total units): (6 units) - Choose one course from each group:

Group A:

Course	Title	Units
HIST G170	History of the United States to 1876	3 units
HIST G175	History of the United States Since 1876	3 units

Group B:

Course	Title	Units
PSCI G180	American Government	3 units

Choose 18 additional units, with at least one course from each group:

Group A:

Course	Title	Units
ANTH G100	Introduction to Cultural Anthropology	3 units
ANTH G185	Physical Anthropology	3 units
ANTH G130	Introduction to Archaeology	3 units

Group B:

Course	Title	Units
ECON G110	Contemporary Economic Issues and Problems	3 units
ECON G170	Principles of Micro Economics	3 units

Group C:

Course	Title	Units
GEOG G100	World Regional Geography	3 units
GEOG G180	Introduction to Geography: Physical Geography	3 units
GEOG G185	Human Geography	3 units

Group D:

Course	Title	Units
HIST G180	Western Civilization I	3 units
HIST G185	Western Civilization 2	3 units
HIST G161	World History I	3 units
HIST G162	World History 2	3 units

Group E:

Course	Title	Units
PSCI G110	International Relations	3 units
PSCI G185	Comparative Politics	3 units

Group F:

Course	Title	Units
SOC G100	Introduction to Sociology	3 units
SOC G133	Racial and Ethnic Relations in America	3 units
SOC G185	Analysis of Social Problems	3 units

Major Total: 24

GE Pattern: GWC AA, CSU General Education Breadth or

IGETC Pattern: 18-39

DEGREE TOTAL UNITS (maximum): 60 units

LIBERAL STUDIES

ASSOCIATE IN ARTS DEGREE IN LIBERAL STUDIES FOR ELEMENTARY EDUCATION

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Identify the qualities of an effective teacher as outlined in the six California Standards for the teaching profession.
2. Identify the purpose of and components of an effective professional portfolio aligned with the California Standards for the Teaching Profession.
3. Develop effective observational skills in a school classroom.

English and Communication Skills

Course	Title	Units
ENGL G100	Freshman Composition	4 units
or		
ENGL G100H	Freshman Composition, Honors	3 units
COMM G100	Interpersonal Communication	3 units
COMM G110	Public Speaking	3 units
or		
COMM G110H	Public Speaking Honors	3 units
COMM G112	Small Group Dynamics	3 units
COMM G220	Essentials of Argumentation	3 units
ENGL G110	Critical Thinking, Reading and Writing Through Literature	4 units
or		
ENGL G110H	Critical Thinking, Reading, and Writing Through Literature, Honors	4 units
PHIL G115	Logic and Critical Thinking	3 units

Math and Natural Sciences

Choose one course

Course	Title	Units
MATH G103	Statistics for Elementary Teachers	3 units
MATH G104	Mathematics for Elementary Teachers	3 units
BIOL G100	Introduction to Biology	4 units
GEOL G110	Physical Geology	4 units
GEOL G106	Earth Science for Teachers	4 units
PHSC G100	Introductory Physical Science	4 units

Social Sciences

Choose one course

Course	Title	Units
GEOG G100	World Regional Geography	3 units
HIST G170	History of the United States to 1876	3 units
HIST G161	World History I	3 units
PSCI G180	American Government	3 units
PSYC G116	Child Growth and Development	3 units
PSYC G118	Life Span Developmental Psychology	3 units

Arts & Humanities

Choose one course

Course	Title	Units
ART G100	Introduction to Art	3 units
ENGL G112	Appreciation of Literature	3 units
ENGL G143	Children's Literature	3 units
ENGL G150	American Literature through the Civil War (1865)	3 units
ENGL G155	American Literature 1865 to the Present	3 units
ENGL G160	Masterpieces of World Literature through the Renaissance	3 units
or		
ENGL G160H	Masterpieces of World Literature through the Renaissance, Honors	3 units
ENGL G161	Masterpieces of World Literature since the Renaissance	3 units
or		
ENGL G161H	Masterpieces of World Literature since the Renaissance, Honors	3 units
ENGL G270	British Literature to 1800	3 units
ENGL G275	British Literature Since 1800	3 units
MUS G101	History & Appreciation of Music	3 units
or		
MUS G101H	History & Appreciation of Music, Honors	3 units
MUS G115	Basic Music	3 units
THEA G100	Introduction to the Theater	3 units
THEA G106	Acting I	3 units
THEA G111	Theater History and Literature - Classical to 1800	3 units
THEA G112	Theater History and Literature - 1800 to Modern	3 units

And 3 - 4 units from the following:

Students planning to transfer to a four-year college or university should complete courses specific to the transfer institution of choice. Therefore, it is important to verify transfer major preparation through consultation with a GWC

Teaching Counselor.

Course	Title	Units
EDUC G102	Teaching Diverse Contemporary Classrooms	1 unit
EDUC G103	Technology Proficiencies for Teachers I	2 units
EDUC G200	The Teaching Profession	3 units
HIST G140	California History	3 units
HIST G175	History of the United States Since 1876	3 units
MATH G100	Liberal Arts Mathematics	3 units
MATH G115	College Algebra	4 units
MUS G103	World Music	3 units
PHIL G100	Introduction to Philosophy	3 units
PHIL G102	History of Ancient Philosophy	3 units
PHIL G120	Ethics	3 units

Major Total:	18-21
GE Pattern: GWC AA, CSU General Education Breadth or	
IGETC Pattern:	18-39
DEGREE TOTAL UNITS (maximum):	60 units

MANAGEMENT

ASSOCIATE IN ARTS DEGREE IN MANAGEMENT

This program is designed for students who wish to expand their job skills and those who are seeking to advance to supervisory or management positions in their current place of employment.

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Define and describe the functions of management.
2. Increase one's leadership and teamwork skills.
3. Develop analytical skills for gathering, organizing, and utilizing information to meet situational demands.
4. Enhance communication skills for managerial effectiveness.

Required courses

Course	Title	Units
BUS G100	Introduction to Business	3 units
MGMT G110	Elements of Management	3 units
MGMT G115	Essentials of Organizational Behavior	3 units
MGMT G140	Business and Organizational Ethics	3 units
BUS G130	Introduction to Business Writing	3 units
or		
BUS G139	Business Communication	3 units

Electives: choose 2 courses from the following list:

Course	Title	Units
MGMT G111	Human Resources Management	3 units
MGMT G130	Team Building and Group Dynamics	3 units

MGMT G152	Starting a Business Entrepreneurial Small Business	3 units
MGMT G155	Customer Service	3 units
MKTG G135	Retail Management	3 units

Major Total: **21 units**

GE Pattern: GWC AA, CSU General Education Breadth or

IGETC Pattern: **18-39 units**

DEGREE TOTAL UNITS (maximum): **60 units**

MANAGEMENT CERTIFICATE OF ACHIEVEMENT

This program is designed for students who want to expand their job skills and those who are seeking to advance to supervisory or management positions in their current place of employment.

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Define and describe the functions of management.
2. Increase one's leadership and teamwork skills.
3. Develop analytical skills for gathering, organizing, and utilizing information to meet situational demands.
4. Enhance communication skills for managerial effectiveness.

Required courses

Course	Title	Units
BUS G100	Introduction to Business	3 units
MGMT G110	Elements of Management	3 units
MGMT G115	Essentials of Organizational Behavior	3 units
MGMT G140	Business and Organizational Ethics	3 units
BUS G130	Introduction to Business Writing	3 units
or		
BUS G139	Business Communication	3 units

Electives: choose 2 courses from the following list:

Course	Title	Units
MGMT G111	Human Resources Management	3 units
MGMT G130	Team Building and Group Dynamics	3 units
MGMT G152	Starting a Business Entrepreneurial Small Business	3 units
MGMT G155	Customer Service	3 units
MKTG G135	Retail Management	3 units

Total units: **21 units**

HUMAN RESOURCES MANAGEMENT CERTIFICATE OF ACHIEVEMENT

This program is designed for students who wish to study or pursue careers in the human resources field.

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Obtain a general knowledge of the human resources function, including pertinent laws and regulations.
2. Explore theoretical, practical, and strategic approaches to human resources management.

Required courses

Course	Title	Units
MGMT G111	Human Resources Management	3 units
ACCT G110	Payroll Accounting and Taxation	3 units

Choose 2 courses from the following list:

Course	Title	Units
BUS G108	Legal Environment of Business	3 units
or		
BUS G110	Business Law	3 units
MGMT G110	Elements of Management	3 units
MGMT G115	Essentials of Organizational Behavior	3 units
MGMT G130	Team Building and Group Dynamics	3 units
MGMT G140	Business and Organizational Ethics	3 units

Total units: 12 units

RETAIL MANAGEMENT CERTIFICATE OF ACHIEVEMENT

This Retail Management Certificate, designed in collaboration with industry leaders, prepares individuals for promotion in management in the retail field. This program is also intended to help students develop an understanding of the retail manager's job and the requirements for success in the retail environment.

Individuals completing the prescribed courses are eligible to receive both the GWC Certificate of Achievement and the WAFC (Western Association of Food Chains) Retail Management Certificate.

The certificate is designed to prepare current and future retail employees for the fast-paced challenges in a competitive retail industry. This certificate includes business essentials such as accounting and marketing, and also emphasizes the "soft skills" of behavioral management and communication required for career success. Completion of the Retail Management certificate enhances the opportunity for entry employment as well as advancement in a retail career.

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Develop a business plan for a small business which will include a mission statement, organizational structure, financial plan, cost analysis, and logistics and supply chain management.
2. Develop guidelines for customer service for both suppliers and customers.
3. Incorporate business solutions software to logistics and supply chains.
4. Develop employment guidelines following Federal policies governing affirmative action and the American Disabilities Act.

Required courses

Course	Title	Units
ACCT G100	Accounting for Small Business	3 units
BUS G139	Business Communication	3 units
or		
BUS G130	Introduction to Business Writing	3 units
CS G130	Survey of Computer Science/ Information Technology	4 units
MGMT G110	Elements of Management	3 units
MGMT G111	Human Resources Management	3 units
MGMT G115	Essentials of Organizational Behavior	3 units
MKTG G100	Principles of Marketing	3 units
MKTG G135	Retail Management	3 units

Suggested Electives

Course	Title	Units
ACCT G102	Managerial Accounting	4 units
ACCT G215	Sarbanes-Oxley Act and Internal Control Compliance	3 units
BUS G100	Introduction to Business	3 units
BUS G108	Legal Environment of Business	3 units
or		
BUS G110	Business Law	3 units
BUS G125	Business English	3 units
COMM G110	Public Speaking	3 units
COOP G103	Cooperative Work Experience	3 units
COOP G104	Cooperative Work Experience	4 units
MGMT G152	Starting a Business - Entrepreneurial Small Business	3 units
MGMT G130	Team Building and Group Dynamics	3 units
MGMT G140	Business and Organizational Ethics	3 units

Total units: 25 units

MARKETING

ASSOCIATE IN ARTS DEGREE IN MARKETING

This program provides students with fundamental knowledge of marketing, sales, and customer service and prepares students that are pursuing further studies in the business and marketing disciplines. The curriculum delivers academic and career foundations for marketing and equips students with pertinent communication skills and related concepts, techniques, and technologies.

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Express how the marketing discipline is focused on the practical application of marketing techniques and proper management of a firm's marketing resources and activities.
2. Describe how effective marketing influences the level, timing, and composition of customer demand in a manner that achieves a company's objectives.
3. Analyze and leverage market research, marketing strategy, marketing communication techniques, and technology.
4. Define roles and responsibilities related to marketing, sales, and customer service.
5. Develop vital skills for effective business writing and communication that are necessary for successful careers in sales and marketing.

Required courses

Course	Title	Units
BUS G100	Introduction to Business	3 units
MKTG G100	Principles of Marketing	3 units
MKTG G135	Retail Management	3 units
MKTG G140	Digital Marketing and Electronic Commerce	3 units
MGMT G155	Customer Service	3 units

Choose one course from the following list:

Course	Title	Units
BUS G130	Introduction to Business Writing	3 units
or		
BUS G139	Business Communication	3 units
MGMT G110	Elements of Management	3 units

Major Total: 18 units

GE Pattern: GWC AA, CSU General Education Breadth or

IGETC Pattern: 18-39 units

DEGREE TOTAL UNITS (maximum): 60 units

MARKETING CERTIFICATE OF ACHIEVEMENT

This program provides students with fundamental knowledge of marketing, sales, and customer service and prepares students that are pursuing further studies in the business and marketing disciplines. The curriculum delivers academic and career foundations for marketing and equips students with pertinent communication skills and related concepts, techniques, and technologies.

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Express how the marketing discipline is focused on the practical application of marketing techniques and proper management of a firm's marketing resources and activities.
2. Describe how effective marketing influences the level, timing, and composition of customer demand in a manner that achieves a company's objectives.
3. Analyze and leverage market research, marketing strategy, marketing communication techniques, and technology.
4. Define roles and responsibilities related to marketing, sales, and customer service.
5. Develop vital skills for effective business writing and communication that are necessary for successful careers in sales and marketing.

Required courses

Course	Title	Units
BUS G100	Introduction to Business	3 units
MKTG G100	Principles of Marketing	3 units
MKTG G135	Retail Management	3 units
MKTG G140	Digital Marketing and Electronic Commerce	3 units
MGMT G155	Customer Service	3 units

Choose one course from the following list:

Course	Title	Units
BUS G130	Introduction to Business Writing	3 units
BUS G139	Business Communication	3 units
MGMT G110	Elements of Management	3 units

Total units: 18

MATHEMATICS

ASSOCIATE IN SCIENCE DEGREE IN MATHEMATICS FOR TRANSFER

By successfully completing the courses for an AS-T in Mathematics at Golden West College, the student will gain a practical and theoretical understanding for future studies in

mathematics. Students satisfying requirements for the Associate in Science in Mathematics for Transfer are guaranteed transfer into a bachelor's program in mathematics at a California State University campus. Students intending to transfer to a particular CSU campus or to a university or college that is not part of the California State University system should consult with a counselor when planning to complete the degree to verify that a particular college acknowledges and accepts the AS-T in Mathematics conferred by Golden West College.

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. State and interpret the definition of derivatives, and compute the derivatives of basic and transcendental functions of one or more variables.
2. Apply concepts of differential and integral calculus of one or more variables to solve problems involving rates, area, volume, and lengths of arcs.
3. State and interpret the definition of integrals, and calculate definite and indefinite integrals involving basic and transcendental functions.
4. Graph equations in the rectangular, polar, cylindrical, and spherical coordinate systems, curves defined parametrically, conic sections, vectors, and vector valued functions.
5. Solve first-order differential equations and compute partial derivatives.
6. Perform matrix operations, eigenvalue and eigenvector computations and applications.

Required courses

Course	Title	Units
MATH G180	Calculus I	5 units
MATH G185	Calculus 2	5 units
MATH G280	Calculus 3	5 units

List A: Select one course from the following

Course	Title	Units
MATH G282	Ordinary Differential Equations	4 units
MATH G235	Applied Linear Algebra	4 units
MATH G285	Introduction to Linear Algebra and Differential Equations	5 units

List B: Select one additional course from the following if not selected above

Course	Title	Units
MATH G282	Ordinary Differential Equations	4 units
MATH G235	Applied Linear Algebra	4 units
PHYS G185	Calculus Based Physics: Mechanics	4 units
CS G175	C++ Programming	4 units
MATH G160	Introduction to Statistics	4 units

Major Total: 23-24 units

CSU General Education Breadth or

IGETC Pattern:	37-39 units
Total units that may be double-counted:	6 units
Transferable Electives (as needed to reach 60 units):	3-9 units
DEGREE TOTAL UNITS (maximum):	60 units

MATHEMATICS ASSOCIATE IN ARTS DEGREE IN MATHEMATICS

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. State and interpret the definition of derivatives, and compute the derivatives of basic and transcendental functions of one or more variables.
2. Apply concepts of differential and integral calculus of one or more variables to solve problems involving rates, area, volume, and lengths of arcs.
3. State and interpret the definition of integrals, and calculate definite and indefinite integrals involving basic and transcendental functions.
4. Graph equations in the rectangular, polar, cylindrical, and spherical coordinate systems, curves defined parametrically, conic sections, vectors, and vector valued functions.
5. Solve first-order differential equations and compute partial derivatives.
6. Perform matrix operations, eigenvalue and eigenvector computations and applications.

Required courses

Course	Title	Units
MATH G180	Calculus I	5 units
MATH G185	Calculus 2	5 units
MATH G280	Calculus 3	5 units

Select one of the following:

Course	Title	Units
MATH G235	Applied Linear Algebra	4 units
MATH G282	Ordinary Differential Equations	4 units
MATH G285	Introduction to Linear Algebra and Differential Equations	5 units

Major Total: 19-20 units

GE Pattern: GWC AA CSU General Education Breadth or	
IGETC Pattern:	18-39 units
DEGREE TOTAL UNITS (maximum):	60 units

MUSIC

ASSOCIATE IN ARTS DEGREE IN MUSIC FOR TRANSFER (PENDING*)

The Associate in Arts in Music for Transfer Degree at Golden West College is designed to prepare students to successfully transfer to a CSU campus as Music Majors. Due to the fact that Music Majors begin major coursework in the freshman year, students must successfully complete all of the required courses to be awarded the Associate in Arts in Music for Transfer Degree. The Associate in Arts in Music for Transfer Degree program is designed for students to complete the first two years of Core Major coursework that is required at CSU campuses, and prepare for success on CSU subject placement exams. Students should be aware that most CSU campuses require placement exams for Music Majors, even with a completed Associate in Arts Transfer Degree.

*See Golden West College Music Counselor

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Demonstrate written and aural understanding of diatonic and chromatic music theory principles.
2. Consistently execute a collegiate level of performance and musicianship in a solo setting.
3. Consistently execute a collegiate level of ensemble etiquette, musicianship and performance in a large ensemble setting.
4. Complete a standard, collegiate-level piano keyboard proficiency.

Required courses

Course	Title	Units
MUS G116	Theory and Musicianship 1	3 units
MUS G117	Theory and Musicianship 2	3 units
MUS G216	Theory and Musicianship 3	3 units
MUS G217	Theory and Musicianship 4	3 units
MUS G290	Applied Music	5 units

Large Ensemble Requirement (4 unit minimum)

Course	Title	Units
MUS G121	College Choir	1 unit
or		
MUS G122	Chamber Choir	1 unit
or		
MUS G260	Symphonic Winds	1 unit

Major Total: 21 units

CSU General Education Breadth or

IGETC Pattern: 37-39 units

Total units that may be double counted: 0 units

Transferable Electives (as needed to reach 60 units): 0-2 units

DEGREE TOTAL UNITS (maximum): 60 units

MUSIC ASSOCIATE IN ARTS DEGREE

The Music program at GWC is designed to prepare students to successfully transfer to a CSU campus as Music Majors, as well as prepare for further study and performance of Music. Due to the fact that Music Majors begin major coursework in the freshman year, students must successfully complete all of the required courses and pass a keyboard proficiency to be awarded the Music AA. The AA Music program is designed for students to complete the first two years of Core Major coursework that is required at CSU campuses, and prepare for success on CSU subject placement exams. Students should be aware that most CSU campuses require placement exams for Music Majors, even with a completed AA degree.

Students must audition and qualify for the Applied Music and Large Ensemble courses, which are required courses for earning an A.A. in Music. Applied Music requires students perform one to two musical selections of contrasting style, illustrating lyrical and technical abilities on their chosen instrument or voice. The Large Ensemble audition requirements will vary depending on ensemble and instrument or voice type, however, one consistent requirement is that students must have achieved a good level of musical proficiency in order to successfully enter the program. Consulting with the Music Department faculty on specific requirements for specific ensembles will provide the students correct direction in preparing for the audition.

Students who successfully complete an A.A. in Music are prepared to transfer to a four-year university as General Music Majors, Performance Majors, or Music Education Majors. All three focus areas require the same lower division preparation, and students who intend to be Performance Majors must perform in at least one recital setting during the course of study. The A.A. in Music program requires some additional units beyond most standard A.A. programs, as the Music Major is truly a four-year degree and a high-unit major. Most Music Degrees for a four-year university average 75+ units for the Music Major coursework, so 26-30 units of lower division work within that major is appropriate. Students who successfully complete the requirements of the A.A. in Music at GWC will be prepared to successfully transfer to most four-year university Music programs. A.A. in Music students will have completed the fundamental coursework commonly required of lower division Music students at four-year institutions, covering the topics queried on most standard Music Department entrance placement exams.

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Demonstrate written and aural understanding of diatonic and chromatic music theory principles.
2. Consistently execute a collegiate level of performance and musicianship in a solo setting.
3. Consistently execute a collegiate level of ensemble etiquette, musicianship and performance in a large ensemble setting.
4. Complete a standard, collegiate-level piano keyboard proficiency.

Required courses

Music Theory (12 units)

Course	Title	Units
MUS G116	Theory and Musicianship I	3 units
MUS G117	Theory and Musicianship 2	3 units
MUS G216	Theory and Musicianship 3	3 units
MUS G217	Theory and Musicianship 4	3 units

Piano (6 units)

Course	Title	Units
MUS G141	Piano I	1 unit
MUS G142	Beginning Piano II	1 unit
MUS G241	Intermediate Piano I	2 units
MUS G242	Intermediate Piano II	2 units

Large Ensemble (4-8 units) each course taken 4 times

Course	Title	Units
MUS G121	College Choir	1 unit
or		
MUS G122	Chamber Choir	1 unit
or		
MUS G260	Symphonic Winds	1 unit
or		
MUS G261	Wind Symphony	2 units

Applied Music (4 units) course taken 4 times

Course	Title	Units
MUS G290	Applied Music	1 unit

Major Total: 26-30 units

GE Pattern: GWC AA, CSU General Education Breadth or

IGETC Pattern: 18-39 units

DEGREE TOTAL UNITS (maximum): 60-69 units

NURSING

Contact information: nursingoffice@gwc.cccd.edu

Nursing practice is dynamic, diverse and offers a wide variety of employment opportunities in health care. Graduates of the GWC School of Nursing are employed in all area hospitals and health care agencies. In addition, the curriculum prepares the student for a smooth transition into an RN - Bachelor of Science in Nursing (BSN) program.

The School of Nursing is approved by the California Board of Registered Nursing (BRN) and accredited by the Accreditation Commission for Education in Nursing (ACEN).

ADMISSION PROCEDURE – BASIC ASSOCIATE DEGREE PROGRAM

Applications are accepted twice a year. Admissions will be offered for both the fall and spring semesters from these application periods. Please visit our website for current filing period dates and to determine your filing status. The application is available online.

The following minimum academic and other requirements must be met by prescribed deadlines by all applicants to become eligible candidates (completed list is online):

1. Be at least 18 years of age at time of admission
2. Complete prerequisite courses with a grade of "C" or better: English G100 – English Composition or equivalent (English AP score of 3 or higher), Psychology G118 – Life Span Development and Communication Studies G110 – Public Speaking.
3. Complete Biology G220 – Human Anatomy, Biology G225 – Human Physiology, Biology G210 – General Microbiology with a minimum 2.5 GPA for points on the Multi-Criteria Guidelines.
4. (Please note that the science courses must have been completed within the last 7 years).
5. Pass the ATI TEAS with a score of 62% or higher on your first attempt to be eligible to apply.
6. Complete the current online nursing orientation and print the confirmation page with the number on it. This must be attached to your application. A current online orientation must be completed and a new confirmation number must be obtained for each application filed.
7. Be in adequate health to perform the duties of a Registered Nurse. These requirements are detailed in the current college catalog
8. Submit official transcripts to the Enrollment Center located in the Administration Bldg. prior to the last day of current application period.

Note: All foreign transcripts must be translated by an official agency prior to application to the Nursing Programs. This is required to evaluate equivalency of both high school education and college courses.

APPLICATION PROCESSING

Once prospective students have met the minimum academics and other requirements, they are eligible to file an application.

Applications and all required documents must be submitted by the deadlines to be considered for admission.

Completed applications that have met the deadlines undergo an in-depth evaluation.

Meeting minimum requirements does not guarantee admission to the School of Nursing. Selection is based on the points received for the multi-criteria as published on the School of Nursing website. As part of this multi-criteria, all students are required to take a readiness test. Currently, all students must take the Test of Essential Academic Skills (TEAS) ATI's current version only.

Candidates, who meet the program requirements for admission, progress to the pool of qualified applicants.

Notification letters are sent to all applicants. Those selected for admission must accept their invitation, according to specific details and deadline dates outlined in their acceptance letter; or an alternate candidate will be offered the space.

PROGRAM REQUIREMENTS

Applicants who are selected must successfully meet or complete the following requirements by specified deadlines and are responsible for any expenses incurred in meeting these requirements.

Specific information will be provided to selected applicants **once they have accepted** their place in the nursing program. Students are advised not to proceed with any requirements prior to being accepted.

1. Physical Examination and immunizations: The results of this required physical examination must indicate appropriate physical and emotional health standards for the program.
2. Proof of a current American Heart Association CPR card - Level C.
3. Registered Nurse student malpractice insurance.
4. Uniforms and professional supplies and equipment.
5. Transportation: Adequate, reliable transportation is required.
6. Background Check and urine drug testing.

More requirements are outlined in the Nursing Student Handbook, located on the Nursing website.

NURSING PROGRAM ENROLLMENT INFORMATION

To enroll in nursing coursework, all selected applicants must meet the academic, contractual and safety requirements.

No selected applicant who is presently under treatment for substance abuse, or who has been under such treatment within six months of the date of his or her application, may enroll in the Nursing Program.

All selected applicants must be able to perform specified manipulative and/or sensory functions, as follows:

1. Be able to hear well enough to respond to calls for help from individuals remote from the location of the student. See Nursing Student Handbook, located on the Nursing website for specific details.
2. Be able to safely maneuver the equipment used to administer medications orally and intramuscularly and be able to see and hear well enough to monitor indications on the instruments regarding the medications being administered.
3. Be able to start effective cardiopulmonary resuscitation.
4. Be able to maneuver a totally helpless adult to the side of a bed and to turn and position the patient.
5. Be able to physically maneuver and support a helpless adult.
6. Be able to see well enough to observe critical symptomatology; have sufficient manipulative ability to record such symptomatology in writing.
7. Be able to maneuver well enough to physically protect himself or herself from possible injury caused by emotionally disturbed or combative patients.
8. Have sufficient physical mobility to respond rapidly to situations involving the health and safety of patients.

To enroll in nursing coursework, the selected applicant needs to be free from any physical, behavioral, emotional or mental condition that would adversely affect his/her behavior so as to create an undue risk or harm to himself or herself, other students, instructors, or other persons. If an applicant disputes a determination that he/she is not free from such a physical, behavioral, emotional or mental condition, the applicant may be required, at his/her expense, to be examined by either a licensed physician and/or surgeon, or by a licensed clinical psychologist. If the health practitioner deems the applicant safe to participate in the nursing program, the information is shared

with the Program Director to determine if the applicant is granted admission.

To attend coursework in the clinical setting, the student must speak conversational English so as to be understood easily by clinical agency staff and patients. Effective communication in spoken English is required to ensure the safety of the patients in the clinical setting.

To meet hospital contractual requirements, applicants will provide a copy of their Social Security card upon enrollment.

The above conditions also apply to students who are currently enrolled in the Nursing Program. Maintenance of good health (physical, behavioral and emotional) is essential for continuation, and the criteria and conditions explained above are operative throughout the student's time in the program.

BASIC ASSOCIATE DEGREE PROGRAM

Completion of this curriculum qualifies students to receive the Associate Degree in Nursing (ADN) and prepares students for a smooth transition to a Bachelor's Degree in Nursing (BSN) program. Graduates are eligible to take the National Licensing Examination for Registered Nurses (NCLEX).

A minimum grade of "C" must be achieved in each course required for this program. Unless taken prior to the semester in which they are listed below, courses must be taken in the ordered indicated.

PROGRAM LEVEL LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Provide safe, quality, patient-centered care for individuals and families across the health-illness continuum in a variety of settings to promote positive patient outcomes.
2. Utilize current knowledge from research and other credible sources to make nursing clinical judgments and provide patient care within a family and community context.
3. Utilize information technology in collaboration with nursing and healthcare teams to facilitate communication and coordinate patient care.
4. Demonstrate professional behavior and adhere to legal, ethical, and professional standards.

Prerequisites to Apply

Course	Title	Units
ENGL G100	Freshman Composition	4 units
COMM G110	Public Speaking	3 units
PSYC G118	Life Span and Develop	3 units

Semester 1

Course	Title	Units
*BIOL G220	Human Anatomy	4 units
NURS G131	Professional Nursing I	1 unit
NURS G130	Health and Illness I	9 units

Semester 2

Course	Title	Units
NURS G140	Health and Illness 2	8 units
*BIOL G225	Human Physiology	4 units
SOC G100	Intro to Sociology	3 units

Semester 3

Course	Title	Units
NURS G240	Health and Illness 3	8 units
NURS G241	Professional Nursing Issues 2	1 unit
*BIOL G210	General Microbiology	5 units

Semester 4

Course	Title	Units
NURS G270	Health and Illness 4	8 units
NURS G271	Professional Nursing 3	1 unit

*To meet application requirements, the Biology courses are highly recommended to be completed prior to filing an application and are required to earn multi-criteria points.

To meet GWC Nursing graduation requirements, students need to successfully complete: Math G160 Statistics (4 units), and English G110 Critical thinking (4 units)

These two classes may be taken before you start the nursing program or during any semester of the nursing program. If you have a Bachelor's degree or higher, you may not need to take these two classes.

Total units for graduation: 70

The above curriculum does not satisfy all graduation and transfer requirements. All information is subject to change.

Transfer Credit and Credit by Examination for Applicants with Previous nursing Education:

Applicants with previous nursing education in an approved school of nursing (RN) may apply for transfer credit and/or credit by examination.

CHALLENGE POLICY

In accordance with Board of Registered Nursing regulations, students who have experience or education in a specific area of nursing may challenge any Golden West College nursing course. In order to do so, the student must meet the following Nursing Program entrance requirements:

Acceptance as a regular student at Golden West College including meeting all program academic and other requirements.

1. Completion of 12 college units with GPA of at least 2.0.
2. Qualifying test scores on the college placement test in English and Math.
3. Evidence of physical and emotional fitness by medical examination.
4. Meet the specifics of the School of Nursing Challenge policy as delineated in the School of Nursing Student Handbook.

TRANSFER CREDIT

Credit for nursing courses taken at an accredited school of nursing (RN) will be granted upon the following conditions:

1. Candidates must qualify for admission as listed above.
2. Candidates must be recommended by the program director of the previous school of nursing (by submitting a completed application provided by former nursing program).
3. Coursework must have been completed within the last two years.
4. Credit will be given for nursing courses equivalent to those offered at Golden West College.
5. Credit for general education courses will be granted according to the college policy.
6. A minimum of one academic semester must be spent in the Golden West College Core Nursing Program and the student must complete at least 12 units at GWC.

Transfers are also based on space availability in the corresponding program semester. If there is no space, transfer applications will not be accepted.

STUDENTS WITH AN EARNED BACHELOR'S DEGREE

To obtain an Associate Degree in Nursing, students who have baccalaureate or higher degrees are only required to complete the coursework required for completion of the registered nursing program, including prerequisites and nursing coursework. These students are not required to complete any other courses required by the college for an associate degree.

ADMISSION PROCEDURE – NURSING CAREER LADDER (LVN-RN)

This one year option is designed specifically for California Licensed Vocational nurses. The following minimum requirements must be met by all applicants in order to become eligible candidates.

Admission Requirements and Application Process

1. Complete applications to the Career Ladder Program that are submitted by the deadline are evaluated.
2. Applicants who meet the criteria of this selection process will be classified as qualified applicants.
3. Applicants who do not meet the criteria will be informed of this in writing.
4. Qualified applicants often outnumber the available spaces in the class. The final selection of the qualified applicants accepted in to the program is accomplished by a random lottery selection process.
5. Notification letters are sent to all applicants. Those selected for admission must accept their invitation, in writing, by the specified date or an alternate candidate will be offered the space.
6. Upon acceptance, applicants will be given information to allow them to complete the program requirements.
7. Accepted applicants will be required to meet the costs of the physical examination, uniforms and accessories in addition to the usual college fees. The startup costs are approximately \$2500.

PROGRAM REQUIREMENTS (LVN – RN PROGRAM)

Applicants who are selected must successfully meet or complete the following requirements and are responsible for any costs incurred. Specific information will be provided to the selected applicants **once they have accepted** their place in the nursing program.

1. Proof of a current LVN license in the State of California with no restrictions or limitations.
2. Physical Examination and immunizations: The results of this required physical examination must indicate appropriate physical and emotional health standards for the program.
3. Proof of a current American Heart Association CPR card - Level C.
4. Registered Student Nurse/LVN Malpractice Insurance.
5. Uniforms and professional supplies and equipment.
6. Transportation: Adequate, reliable transportation is required.
7. Background Check and urine drug testing.
8. Achieve a passing score on the designated pre-enrollment assessment exam (TEAS).

Course and unit credit is awarded for Nursing GI30, GI31, and GI40

A minimum grade of “C” must be achieved in each course required for this program.

PROGRAM LEVEL LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Provide safe, quality patient-centered care for individuals and families across the health-illness continuum in a variety of settings to promote positive patient outcomes.
2. Utilize current knowledge from research and other credible sources to make nursing clinical judgments and provide patient care with a family and community context.
3. Utilize information technology in collaboration with nursing and healthcare teams to facilitate communication and coordinate patient care.
4. Demonstrate professional behaviors and adhere to legal, ethical, and professional standards.

Pre-requisites

Course	Title	Units
ENGL G100	Freshman Composition	4 units
BIOL G220	Human Anatomy	4 units
BIOL G225	Human Physiology	4 units
BIOL G210	Microbiology	5 units
COMM G110	Public Speaking	3 units
PSYC G118	Life Span Develop	3 units
SOC G100	Introduction to Sociology	3 units

Semester 1

Course	Title	Units
NURS G190	Transition to Registered Nursing	4 units

Semester 2

Course	Title	Units
NURS G240	Health and Illness 3	8 units
NURS G241	Professional Nursing 2	1 unit

Semester 3

Course	Title	Units
NURS G270	Health and Illness 4	8 units
NURS G271	Professional Nursing 3	1 unit

To meet GWC Nursing graduation requirements, students need to successfully complete: Math G160 Statistics (4 units), and English G110 Critical thinking (4 units).

These two classes may be taken before you start the nursing program or during any semester of the nursing program. If you have a Bachelor's degree you may not need to take these two classes.

Placement in the nursing program is based on an individual assessment of academic readiness, clinical competence and work experience.

Total units for graduation:

60

THIRTY UNIT OPTION LICENSED VOCATIONAL NURSES AND PSYCHIATRIC TECHNICIANS

Applicants who hold a current California Vocational Nurse or Psychiatric Technician license, or the equivalent, may qualify for the California Registered Nurse licensure examination without completing the entire Associate Degree Nursing Program outlined above. LVNs may elect to take a non-degree program consisting of not more than 30 units in nursing and related science courses. Licensed PTs may challenge theory and clinical portions of the Nursing Program when they believe they already have the required knowledge and skills. For more information, please review information about this process in the Student Handbook available on the School of Nursing website (www.goldenwestcollege.edu/nursing)

Continuing Education Units

Golden West College offers California Board of Registered Nursing and Board of Vocational Nursing approved courses for Continuing Education Units in nursing credit. Golden West College is designated as a provider of Continuing Education Units for Registered Nurses by the Board of Registered Nursing. Instructors of approved courses will need to provide detailed information to the School of Nursing prior to awarding CEUs.

PEACE STUDIES

ASSOCIATE IN ARTS DEGREE IN PEACE STUDIES

The overall purpose of the program in Peace Studies is to provide formal training for students, including potential leaders, with peacemaking and conflict management skills they can apply to daily life situations, regardless of their academic disciplines or chosen professions. The program has been developed to provide an interdisciplinary perspective to the study of conflict, violence, war, and peace. Such an approach is essential in view of the highly complex, interconnected, interdependent world in which we live. This requires an understanding that allows people to respond creatively, rather than thoughtlessly, to conflict and violence at various levels.

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Characterize the value of peace and demonstrate theories related to both positive and negative peace.
2. Analyze and discuss issues related to peace, conflict and societal problems at all levels.
3. Critically think about their role in the world and demonstrate effective leadership skills by creating communities that are just, compassionate, and sustainable.
4. Articulate an understanding of how the application of negotiation, conflict resolution and peace building tools can be used to achieve personal, communal, national and international goals.
5. Locate and critically evaluate educational materials concerning specific conflicts and their causes in at least two contemporary issues.
6. Apply theory in academic disciplines such as literature, communication, political science and philosophy to the field of peace studies.

Required courses

Course	Title	Units
PEAC G100	Peace Studies Intro	3 units
PEAC G110	Nonviolence and Conflict Resolution	3 units
PEAC G150	Social Justice and Peacebuilding	3 units
PEAC G225 / COMM G225	Negotiation and Mediation	3 units
ENGL G110	Critical Thinking, Reading and Writing through Literature	4 units

Choose three additional units from the following:

Course	Title	Units
COMM G100	Interpersonal Communication	3 units
COMM G255	Intercultural Communication	3 units
PSCI G110	International Relations	3 units
PHIL G120	Ethics	3 units
PEACE G230	Leadership & Peacebuilding	3 units

Major Total:	19 units
GE Pattern GWC AA, CSU GE Breadth or IGETC Pattern:	18-39 units
DEGREE TOTAL UNITS (maximum):	60 units

PHILOSOPHY

ASSOCIATE IN ARTS DEGREE IN PHILOSOPHY FOR TRANSFER

The Associate in Arts in Philosophy for Transfer degree focuses on a critical analysis of philosophical history, ideas, and concepts as well the development of analytical, critical thinking, writing, and reading skills. Students choosing this major will study a range of philosophical subjects including metaphysics, epistemology,

logic, and ethics. In addition, students will learn how to identify philosophical principles and concepts, critically analyze texts, and generate proper arguments. Completion of this major will provide students with a well-rounded understanding of Philosophy and equip them with the skills of a philosopher. Students will be prepared to enter a baccalaureate degree program in Philosophy.

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Describe the basic problems in philosophy and traditional approaches to the issues.
2. Employ critical thinking and analytic skills to better evaluate and understand arguments in many disciplines.
3. Evaluate philosophical concepts as they pertain within and outside of the discipline and across cultures and belief systems.

Required Core (6 units)

Course	Title	Units
PHIL G115	Logic and Critical Thinking	3 units
PHIL G100	Introduction to Philosophy	3 units
or		
PHIL G120	Ethics	3 units

List A (3 units)

Course	Title	Units
Any course from Required Core not already used		
PHIL G102	History of Ancient Philosophy	3 units

List B (6 units)

Course	Title	Units
Any course from Required Core or from List A not already used		
PHIL G100	Introduction to Philosophy	3 units
PHIL G110	Philosophy of the East	3 units
PHIL G111	Philosophy of Religion, Western	3 units
PHIL G120	Ethics	3 units
HIST G180	Western Civilization I	3 units
HIST G185	Western Civilization 2	3 units

List C (3 units)

Course	Title	Units
Any course from List A or B not already used		

Major Total:	18 units
CSU General Education Breadth or IGETC Pattern:	37-39 units
Total units that may be double-counted:	12 units
Transferable Electives (as needed to reach 60 units):	15-17 units
DEGREE TOTAL UNITS (maximum):	60 units

PHYSICS

ASSOCIATE IN SCIENCE DEGREE IN PHYSICS FOR TRANSFER

The Associate in Science in Physics for Transfer degree (AS-T in Physics) is intended for students who plan to complete a bachelor's degree in Physics at a CSU campus. Students completing this degree are guaranteed admission to the CSU system, but not to a particular campus or major. Students transferring to a CSU campus that accepts this degree will be required to complete no more than 60 units after transfer to earn a bachelor's degree. Consult with a counselor for more information on university admission and transfer requirements. Prospective students interested in this degree are encouraged to meet with a counselor to develop an educational goal plan that best meets their goals and needs. On completion of the program, the student will have gained proficiency in all of the main areas of classical physics (mechanics, waves, sound, thermodynamics, electromagnetism, and optics) and will have been exposed to some of the more modern concepts of physics, including special relativity, atomic and nuclear physics.

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Understand the basic principles and concepts of physics.
2. Use these principles and concepts in solving problems in the various areas of physics.
3. Understand the methods of physicists.
4. Appreciate the importance of physics.
5. Appreciate that physics is an active, unfinished area of work in which many people are, today, actively engaged.

This is the major pattern for students planning to transfer to a CSU. It is strongly recommended that students contact a GWC counselor to develop an official Student Educational Plan to discuss non-CSU universities.

Required Core

Course	Title	Units
PHYS G185	Calculus Based Physics: Mechanics	4 units
PHYS G280	Calculus Based Physics: Physics: Electricity/Magnetism	4 units
PHYS G285	Calculus Based Physics: Modern	4 units
MATH G180	Calculus I	5 units
MATH G185	Calculus 2	5 units
MATH G280	Calculus 3	5 units

Major total: **27 units**

Total units that may be double-counted: **7 units**

CSU General Education Breadth or IGEC Pattern: **37-39 units**

Transferable Electives (as needed to reach 60 units): **1-3 units**
DEGREE TOTAL UNITS (max): **60 units**

ASSOCIATE IN ARTS DEGREE IN PHYSICS

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Understand the basic principles and concepts of physics.
2. Use these principles and concepts in solving problems in the various areas of areas of physics.
3. Understand the methods of physicists.
4. Appreciate the importance of physics.
5. Appreciate that physics is an active, unfinished areas of work in which many people are today actively engaged.
6. Understand the methods of physicists.

Required courses

Course	Title	Units
PHYS G185	Calculus Based Physics: Mechanics	4 units
PHYS G280	Calculus Based Physics: Electricity/Magnetism	4 units
PHYS G285	Calculus Based Physics: Modern	4 units
MATH G180	Calculus I	5 units
MATH G185	Calculus 2	5 units

Total units: **22**

GE Pattern GWC AA, CSU GE Breadth or IGEC Pattern: **18-39 units**

DEGREE TOTAL UNITS (maximum): **60 units**

POLITICAL SCIENCE

ASSOCIATE IN ARTS DEGREE IN POLITICAL SCIENCE FOR TRANSFER

Political science, the systematic and rigorous study of government, public policy and of the political behavior of individuals, groups, and institutions, is becoming increasingly crucial in a complex and controversial world. Most social, economic and moral issues have political implications; and governmental policy affects most aspects of daily life. The goal of the Associate of Arts Degree in Political Science transfer is to provide students with an understanding of the American political system and other political systems within the context of global forces, international conflicts, ideological systems and diversity. Courses in this major are designed to introduce students to the field of political science and the primary subfields of political science and to equip students with specialized research and analytical skills necessary to examine political issues. This analytical framework will familiarize

students with more generalized problem-solving skills sufficient to allow them to make valuable contributions to any vocation or enterprise they pursue. Students will be prepared for a baccalaureate degree in Political Science.

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Demonstrate knowledge of important findings, theories, and changing issues relevant to political science.
2. Demonstrate critical thinking about political issues by evaluating the major assertions, background assumptions and the evidence used to support assertions, as well as their explanatory value.
3. Utilize appropriate investigative methods and appropriate technologies to access relevant research.
4. Manage information and prepare and present their work effectively.

Required Core: (3 units)

Course	Title	Units
PSCI G180	American Government	3 units

List A – Select three courses from: (9-10 units)

Course	Title	Units
PSCI G150	Political Philosophy	3 units
PSCI G185	Comparative Politics	3 units
PSCI G110	International Relations	3 units
PSCI G100	Introduction to Political Science	3 units
MATH G160	Introduction to Statistics	4 units
or		
PSYC G140	Statistics for the Behavioral Sciences	4 units

List B – Select two courses from: (6 units)

Course	Title	Units
Any List A course not used above		
PSCI G101	Survey of Current Issues	3 units
PSCI G130	Law in American Society	3 units
PSCI G105	Introduction to Global Studies	3 units
PSCI G205	Global Issues	3 units
HIST G180	Western Civilization I	3 units
HIST G185	Western Civilization 2	3 units
HIST G161	World History I	3 units
HIST G162	World History 2	3 units
ECON G170	Principles of Micro Economics	3 units
ECON G175	Principles of Macro Economics	3 units
SOC G111	Introduction to Social Justice	3 units

Major Total: 18-19 units

CSU General Education Breadth or

IGETC Pattern: 37-39 units

Total units that may be double-counted: 7 units

Transferable Electives

(as needed to reach 60 units):

DEGREE TOTAL UNITS (maximum)

9-16 units

60 units

ASSOCIATE IN ARTS DEGREE IN POLITICAL SCIENCE

Political science, the systematic and rigorous study of government, public policy and the political behavior of individuals, groups, and institutions, is becoming increasingly crucial in a complex and controversial world. Most social, economic and moral issues have political implications; and governmental policy affects most aspects of daily life. The goal of the Associate in Arts Degree in Political Science is to provide students with an understanding of the American political system and other political systems within the context of global forces, international conflicts, ideological systems and diversity. Courses in this major are designed to introduce students to the field of political science and the primary subfields of political science, and to equip students with the specialized research and analytical skills necessary to examine political issues. This analytical framework will familiarize students with the more generalized problem-solving skills sufficient to allow them to make valuable contributions to any vocation or enterprise they pursue.

This Associate in Arts in Political Science is intended for students who plan to complete a bachelor's degree in a similar major at a university. This degree may be the best option for students intending to transfer to a particular CSU campus or to a university or college that is not part of the CSU transfer system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Demonstrate knowledge of important findings, theories, and changing issues relevant to political science.
2. Demonstrate critical thinking about political issues and evaluate theories' and arguments' major assertions, background assumptions, the evidence used to support assertions, and their explanatory value.
3. Utilize appropriate investigative methods and appropriate technologies to access relevant research.
4. Manage information and prepare and present their work effectively.

Course Listing (18 total units):**Required Courses:**

Course	Title	Units
PSCI G110	International Relations	3 units
PSCI G180	American Government	3 units
PSCI G185	Comparative Politics	3 units

Choose three additional courses from the following:

Course	Title	Units
PSCI G101	Survey of Current Issues	3 units
PSCI G120	Principles of United Nations	3 units
PSCI G130	Law in American Society	3 units
PSCI G100	Introduction to Political Science	3 units
PSCI G150	Political Philosophy	3 units

Major Total: 18 units**GE Pattern:** GWC AA, CSU General Education Breadth or**IGETC Pattern:** 18-39 units**DEGREE TOTAL UNITS (maximum):** 60 units**PRE-PROFESSIONAL****PRE-HEALTH SCIENCE****CERTIFICATE OF SPECIALIZATION****PROGRAM LEVEL LEARNING OUTCOMES**

Upon completion of this program, students will be able to:

1. Name and identify the basic structures of the human body.
2. Describe and explain major and anatomical structures of the human body.
3. Identify normal and abnormal physiological values.
4. Describe the role of microorganisms related to their role in disease.
5. Identify, evaluate, and select research material relevant to a well-defined topic and properly compile this material into a research paper.

Semester 1

Course	Title	Units
ENGL G100	Freshman Composition	4 units

Semester 2

Course	Title	Units
BIOL G220	Human Anatomy	4 units

Note: Students must take BIOL G100 prior to taking BIOL G220

Semester 3

Course	Title	Units
BIOL G225	Human Physiology	4 units
BIOL G210	General Microbiology	5 units

Semester 4

Course	Title	Units
If not taken in semester 3		
BIOL G210	General Microbiology	5 units

Total Units: 17**PRE-OCCUPATIONAL THERAPY
CERTIFICATE OF ACHIEVEMENT**

The Pre-Occupational Therapy certificate satisfies prerequisite coursework for most graduate-level programs in this field. The 18-unit certificate program offers students the opportunity to complete the required sciences, social science, and statistics coursework required for entry. The certificate focuses on providing students who want to apply to an occupational therapy master's degree program certified by the American Occupational Therapy Association.

Students enrolling in this certificate program are either completing coursework in preparation or transfer with a long-term goal of Occupational Therapy graduate programs, or already hold a bachelor's degree and need additional coursework for their applications.

PROGRAM LEVEL LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Name and identify the basic structures of the human body.
2. Identify biological, social, and developmental stages across the lifespan.
3. Identify normal and abnormal physiological values.
4. Develop an understanding of statistical modeling through the study of and applications to data sets in the social and behavioral sciences.

Required Courses

Course	Title	Units
BIOL G220	Human Anatomy	4 Units
PSYC G118	Life Span Developmental Psychology	3 Units
MATH G160	Introduction to Statistics	4 Units
BIOL G225	Human Physiology	4 Units
PSYC G255	Abnormal Psychology	3 Units

Total Units: 18

PRE-PHYSICAL THERAPY CERTIFICATE OF ACHIEVEMENT

The Pre-Physical Therapy certificate satisfies prerequisite coursework for most graduate-level programs in this field. The 19-20 unit certificate program offers students the opportunity to complete the required foundational sciences, social science, and statistics coursework required for entry. The certificate focuses on providing students who want to apply to a graduate-level Physical Therapy program certified by the American Physical Therapy Association.

Students enrolling in this certificate program are either completing coursework in preparation or transfer with a long-term goal of Physical Therapy graduate programs, or already hold a bachelor's degree and need additional coursework for their applications.

PROGRAM LEVEL LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Name and identify the basic structures of the human body.
2. Develop an understanding of statistical modeling through the study of and applications to data sets in the social and behavioral sciences.
3. Describe the use of psychological tests and physiological measurement in assessment, including the use of brain-imaging techniques.

Required Courses

Course	Title	Units
BIOL G220	Human Anatomy	4 Units
PHYS G120	Algebra Based Physics: Mechanics	4 Units
or		
CHEM G180	General Chemistry A	5 Units
BIOL G225	Human Physiology	4 Units
PSYC G100	Introduction to Psychology	3 Units
MATH G160	Introduction to Statistics	4 Units

Total Units: 19-20

PRE-PHYSICIAN ASSISTANT CERTIFICATE OF ACHIEVEMENT

The Pre-Physician Assistant certificate satisfies prerequisite coursework for most graduate-level programs in this field. The 20 unit certificate program offers students the opportunity to complete the required foundational sciences, social science, and statistics coursework required for entry. The certificate focuses on providing students who want to apply to a master's degree program certified by the Accreditation Review Commission

on Education for the Physician Assistant for the professional credential, Physician Assistant (PA).

Students enrolling in this certificate program are either completing coursework in preparation or transfer with a long-term goal of Physician Assistant graduate programs, or already hold a bachelor's degree and need additional coursework for their applications.

PROGRAM LEVEL LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Name and identify the basic structures of the human body.
2. Use a variety of experimental and analytical techniques.
3. Develop a working knowledge of inorganic and organic chemistry, including calculations, reactions, and nomenclature.

Required Courses

Course	Title	Units
CHEM G180	General Chemistry A	5 Units
BIOL G220	Human Anatomy	4 Units
MATH G160	Introduction to Statistics	4 Units
BIOL G225	Human Physiology	4 Units
PSYC G100	Introduction to Psychology	3 Units

Total Units: 20

PSYCHOLOGY

ASSOCIATE IN ARTS DEGREE IN PSYCHOLOGY FOR TRANSFER

The Associate in Arts in Psychology for Transfer degree covers the contemporary perspectives on understanding human behavior: biological, psychodynamic, learning-based, humanistic, cognitive, and sociocultural, as well as the effects of nature verses nurture on behavior and abilities. Students learn how to analyze the various methods used to study behavior; including the naturalistic observation method, the correlational method, the experimental method, kinship studies, the epidemiological method, and the case-study method. Students choosing this major will gain an understanding of the definition of normal vs. abnormal behavior; as well as describe the different types of mental health professionals and the basic features of psychotherapy and drug therapies. The successful student will be able to: Characterize the nature of psychology as a science; understand and apply psychological principles to personal, social, and organizational issues; use reasoning to recognize, develop, defend, and criticize arguments related to conclusions about psychological issues; identify appropriate applications of psychology in solving problems, such as the origin and treatment of abnormal behavior; pursuit and effect of healthy

lifestyles, psychology-based interventions in clinical, educational community, and other settings. Students will be prepared for a baccalaureate degree in Psychology.

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Characterize the nature of psychology as a science.
2. Understand and apply psychological principles to personal, social, and organizational issues.
3. Use reasoning to recognize, develop, defend, and criticize arguments related to conclusions about psychological issues.
4. Identify appropriate applications of psychology in solving problems, such as the origin and treatment of abnormal behavior; pursuit and effect of healthy lifestyles, psychology-based interventions in clinical, educational community, and other settings.

This is the major pattern for students planning to transfer to a CSU. It is strongly recommended that students contact a GWC counselor to develop an official Educational Plan to discuss non-CSU universities, or if they have questions about the AA in Psychology for CSU Transfer.

Due to constraints outside of the department's control, some courses may not be offered every semester.

Students show progress by passing their classes every semester.

Required Core (11 total units):

Course	Title	Units
MATH G160	Introduction to Statistics	4 units
or		
PSYC G140	Statistics for the Behavioral Sciences	4 units
PSYC G100	Introduction to Psychology	3 units
PSYC G280	Research Methods in Psychology	4 units

List A – Select one course from: (3-4 units)

Course	Title	Units
BIOL G100	Introduction to Biology	4 units
or		
PSYC G250	Psychobiology	3 units

List B – Select one course from: (3 units)

Course	Title	Units
Any list A course not used above		
PSYC G118	Life Span Developmental Psychology	3 units
PSYC G260	Social Psychology	3 units
SOC G100	Introduction to Sociology	3 units
SOC G185	Analysis of Social Problems	3 units

List C – Select one course from: (3 units)

Course	Title	Units
Any list A or B course not used above		
PSYC G110	Personal and Social Adjustment	3 units
PSYC G116	Child Growth and Development	3 units
PSYC G165	Principles of Human Sexuality I	3 units
PSYC G255	Abnormal Psychology	3 units

Major Total: **20-21 units**

CSU General Education Breadth or

IGETC Pattern: **37-39 units**

Total units that may be double-counted: **14 units**

Transferable Electives

(as needed to reach 60 units): **14-17 units**

DEGREE TOTAL UNITS (maximum) **60 units**

() Description in parentheses indicates credit earned in AAT.

ASSOCIATE IN ARTS DEGREE IN PSYCHOLOGY

Students learn how to analyze the various methods used to study behavior; including the naturalistic observation method, the correlational method, the experimental method, kinship studies, the epidemiological method, and the case-study method. Students choosing this major will gain an understanding of the definition of normal vs. abnormal behavior; as well as describe the different types of mental health professionals and the basic features of psychotherapy and drug therapies. The successful student will be able to: Characterize the nature of psychology as a science; understand and apply psychological principles to personal, social, and organizational issues; use reasoning to recognize, develop, defend, and criticize arguments related to conclusions about psychological issues; identify appropriate applications of psychology in solving problems, such as the origin and treatment of abnormal behavior; pursuit and effect of healthy lifestyles, psychology-based interventions in clinical, educational community, and other settings.

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Characterize the nature of psychology as a science.
2. Understand and apply psychological principles to personal, social, and organizational issues.
3. Use reasoning to recognize, develop, defend, and criticize arguments related to conclusions about psychological issues.
4. Identify appropriate applications of psychology in solving problems, such as the origin and treatment of abnormal behavior; pursuit and effect of healthy lifestyles, psychology-

based interventions in clinical, educational community, and other settings.

The student places into the English and Math course levels listed for the major:

Due to constraints outside of the department's control, some courses may not be offered every semester:

Students show progress by passing their classes every semester:

Below is a recommended sequence for this major: Please note, this sequencing is dependent on the following:

Required Courses

Course	Title	Units
PSYC G100	Introduction to Psychology	3 units
PSYC G280	Research Methods in Psychology	4 units
MATH G160	Introduction to Statistics	4 units

Choose 9 Units from the following:

Course	Title	Units
ANTH G100	Introduction to Cultural Anthropology	3 units
ANTH G185	Physical Anthropology	3 units
PSYC G116	Child Growth and Development	3 units
PSYC G118	Life Span Developmental Psychology	3 units
PSYC G250	Psychobiology	3 units
PSYC G260	Social Psychology	3 units
SOC G100	Introduction to Sociology	3 units

Major Total:	20 units
GE Pattern: GWC AA, CSU General Education Breadth or IGEC Pattern:	18-39 units
Degree Total Units (maximum):	60 units

SOCIOLOGY

ASSOCIATE IN ARTS DEGREE IN SOCIOLOGY FOR TRANSFER

The Associate in Arts in Sociology for Transfer degree focuses on human interaction at the macro/structural level and the micro/interactive level. Students will learn processes of creation and maintenance of social order, as well as social dynamics, with primary emphasis on cultural diversity. Application of sound theoretical principles and obtaining adequate empirical support are stressed. Completion of this major will provide a solid foundation for people interested in a wide variety of careers, including: social welfare, gerontology, urban planning, business, education, and public health. Students will be prepared for a baccalaureate degree in Sociology.

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Understand various social contexts and be able to communicate effectively within each environment.
2. Use critical thinking skills to apply theoretical constructs to human interaction.
3. Use methodological skills to test theoretical constructs, providing support for theories or disproving them.
4. Build on the work of other social scientists in the understanding of human interaction in the creation and maintenance of social order.
5. Understand processes and effects of social change.

Required courses

Course	Title	Units
SOC G100	Introduction to Sociology	3 units
SOC G185	Analysis of Social Problems	3 units
MATH G160	Introduction to Statistics	4 units
SOC G110	Introduction to Marriage and the Family	3 units
SOC G133	Racial and Ethnic Relations in America	3 units

Choose one course from the following:

Course	Title	Units
PSYC G100	Introduction to Psychology	3 units
ANTH G100	Introduction to Cultural Anthropology	3 units
GEOG G185	Human Geography	3 units

Major Total:	19 units
GE Pattern CSU General Education Breadth or IGEC Pattern:	37-39 units
Total units that may be double-counted:	12 units
Transferable electives (as needed to reach 60 units):	14-16 units
DEGREE TOTAL UNITS (maximum):	60 units

SPANISH

ASSOCIATE IN ARTS DEGREE IN SPANISH FOR TRANSFER

The Associate in Arts in Spanish for Transfer Degree (ADT) is an excellent way to develop critical thinking, analytical and communicative skills. It provides a basis for understanding culture, and therefore prepares graduates for many careers in a multicultural world. Communications with others is more and more vital with the growing global interdependence and technological connectivity. Students in the Associate in Arts in Spanish for Transfer can develop careers in areas such as education, diplomatic services, anthropology, economics, political science, literature, sociology, and linguistics. While teaching has traditionally been the principle area of employment, other careers, such as interpreting, translating, research, public

relations, international commerce, tourism, and publishing are possible.

The department offers courses from beginning to advanced level. All courses are designed to develop the students' listening comprehension, speaking, reading and writing skills, as well as to provide a general overview of Spanish-speaking civilizations and cultures. Students will be prepared for transfer into a baccalaureate degree program in Spanish at a CSU.

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Apply knowledge of vocabulary, grammar, idiomatic expressions and culture to accurately recognize and comprehend spoken messages in Spanish.
2. Demonstrate understanding of Spanish grammar, vocabulary, idiomatic expressions, and Spanish speakers' culture and apply it to communicate orally, using appropriate pronunciation on designated topics in public and in interpersonal situations.
3. Apply, clearly and effectively, vocabulary, grammar, idiomatic expressions, and culture to synthesize, analyze, evaluate and derive meaning of implicit and explicit written materials.
4. Integrate grammar, vocabulary, idiomatic expressions, and culture to communicate in writing.

Core Courses

Course	Title	Units
SPAN G180	Elementary Spanish I	5 units
SPAN G185	Elementary Spanish 2	5 units
SPAN G280	Intermediate Spanish I	4 units
SPAN G285	Intermediate Spanish 2	4 units

List A (select one):

Course	Title	Units
HIST G150	History of Latin America	3 units
SOC G134	Introduction to Chicano Studies	3 units
SPAN G200	Mexican Culture and Civilization	3 units

Major Total: 21 units

CSU General Education Breadth or

IGETC Pattern: 37-39 units

Total units that may be double counted: 6-9 units

Transferable Electives

(as needed to reach 60 units): 8-11 units

DEGREE TOTAL UNITS (maximum): 60 units

ASSOCIATE IN ARTS DEGREE IN SPANISH

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Apply knowledge of vocabulary, grammar, idiomatic expressions and culture to accurately recognize and comprehend spoken messages in World Languages.
2. Demonstrate understanding of Spanish grammar, vocabulary, idiomatic expressions, and Spanish speakers' culture and apply it to communicate orally, using appropriate pronunciation on designated topics in public and in interpersonal situations.
3. Apply, clearly and effectively, vocabulary, grammar, idiomatic expressions, and culture to synthesize, analyze, evaluate and derive meaning of implicit and explicit written material.
4. Integrate grammar, vocabulary, idiomatic expressions, and culture to communicate in writing.

Major Course Listing

These 4 courses

Course	Title	Units
SPAN G180	Elementary Spanish I	5 units
SPAN G185	Elementary Spanish 2	5 units
SPAN G280	Intermediate Spanish I	4 units
SPAN G285	Intermediate Spanish 2	4 units

or these 5 courses

Course	Title	Units
SPAN G160	Spanish for Spanish Speakers I	4 units
SPAN G185	Elementary Spanish 2	5 units
SPAN G280	Intermediate Spanish I	4 units
SPAN G285	Intermediate Spanish 2	4 units
SPAN G200	Mexican Culture and Civilization	3 units

Major Total: 18-20 units

GE Pattern: GWC AA, CSU General Education Breadth or

IGETC Pattern: 18-39 units

DEGREE TOTAL UNITS (maximum): 60 units

THEATER ARTS

ASSOCIATE IN ARTS DEGREE IN THEATER ARTS FOR TRANSFER

The Theater Arts Department provides student opportunities to study the art and craft of theater. Students who enroll in the Associate in Arts in Theater Arts for transfer degree prepare for transfer education and/or careers related to theatrical history and literature, performance, design/technology, and management. Theater Arts majors are introduced to theatrical

history and literature, scenic, costume, lighting, sound, and make-up design and technology, acting, directing, and management through coursework and production opportunities. Critical thinking and problem solving skills are acquired through production assignments. Students are encouraged to develop academic and artistic skills enabling them to be successful in further study or employment. Students will be prepared for a baccalaureate degree in Theater Arts.

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Understand the historical context of theater and drama, including its relationship to contemporary society and culture
2. Produce a play on stage, including all related performance, script, design, and technical aspects.
3. Critically evaluate what they and others have created.
4. Demonstrate proficiency in an area of theater (performance, technical, directing, or theatre management) with the ability to identify, analyze and resolve specific problems pertaining to that area.
5. Understand the individual and collaborative processes required to produce live theatrical productions.

Required Core: (9 units)

Course	Title	Units
THEA G100	Introduction to the Theater	3 units
or		
THEA G111	Theater History and Literature - Classical to 1800	3 units
and		
THEA G106	Acting I	3 units

Rehearsal and Performance or Technical Theater Practicum (max 3 units)

Course	Title	Units
THEA G115	Theater Practicum I - Performance	1-2 units
THEA G125	Play Performance I	1-2 units
THEA G135	Classical Play Performance I	1-2 units
THEA G210	Musical Theater Performance I	2 units
THEA G170	Theater Production and Stage Crew	1-2 units

List A: 9 units

Course	Title	Units
THEA G107	Acting 2	3 units
THEA G175	Stage Scenery	3 units
THEA G176	Stage Lighting	3 units
THEA G177	Make-Up	3 units
THEA G178	Introduction to Stage Costume	3 units

(if not used in Core - max 4 units)

Course	Title	Units
THEA G115	Theater Practicum I - Performance	1-2 units
THEA G125	Play Performance I	1-2 units
THEA G135	Classical Play Performance I	1-2 units
THEA G210	Musical Theater Performance I	2 units
THEA G170	Theater Production and Stage Crew	1-2 units

Major Total: **21-22 units**

CSU General Education Breadth or

IGETC Pattern: **37-39 units**

Total units that may be double counted (CSU): **6 units**

Total units that may be double counted (IGETC): **0-3 units**

Transferable Electives

(as needed to reach 60 units) (CSU): **7-8 units**

Transferable Electives

(as needed to reach 60 units) (IGETC) **3-7 units**

DEGREE TOTAL UNITS (maximum): **60 units**

ASSOCIATE IN ARTS DEGREE IN THEATER ARTS

The Theater Arts Department provides the student opportunities to study the art and craft of theater. Students who enroll in the Associate in Arts in Theater Arts degree program prepare for transfer education and/or careers related to theatrical history and literature, performance, design/technology, and management. Theater Arts majors are introduced to theatrical history and literature, scenic, costume, lighting, sound, and make-up design and technology, acting, directing, and management through coursework and production opportunities. Critical thinking and problem solving skills are acquired through production assignments. Students are encouraged to develop academic and artistic skills enabling them to be successful in further study or employment. Students will be prepared for a baccalaureate degree in Theater Arts.

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Understand the historical context of theater and drama, including its relationship to contemporary society and culture.
2. Produce a play on stage, including all related performance, script, design, and technical aspects.
3. Critically evaluate what they and others have created.
4. Demonstrate proficiency in an area of theater (performance, technical, directing, or theatre management) with the ability to identify, analyze and resolve specific problems pertaining to that area.

5. Understand the individual and collaborative processes required to produce live theatrical productions

Required Courses

Choose one of the following:

Course	Title	Units
THEA G100	Introduction to the Theater	3 units
or		
THEA G111	Theater History and Literature - Classical to 1800	3 units
or		
THEA G112	Theater History and Literature - 1800 to Modern	3 units
and		
THEA G106	Acting I	3 units

Choose a minimum of 3 units from the following:

Course	Title	Units
THEA G115	Theater Practicum I - Performance	1-2 units
THEA G125	Play Performance I	1-2 units
THEA G135	Classical Play Performance I	1-2 units
THEA G210	Musical Theater Performance I	2 units
THEA G170	Theater Production and Stage Crew	1-2 units
THEA G166	Stagecraft	2 units
THEA G174	Scenic Painting	3 units

Choose 9 units from the following:

Course	Title	Units
THEA G174	Scenic Painting	3 units
THEA G175	Stage Scenery	3 units
THEA G176	Stage Lighting	3 units
THEA G177	Make-Up	3 units
THEA G178	Introduction to Stage Costume	3 units

The following courses are not required, but recommended by the Theater Department to enhance the Theater Arts Major.

Performance Emphasis:

Course	Title	Units
THEA G107	Acting 2	3 units
THEA G111	Theater History and Literature - Classical to 1800	3 units
THEA G112	Theater History and Literature - 1800 to Modern	3 units
THEA G110	Acting for the Camera	3 units
THEA G119	Improvisation for Theater, Film and Television	3 units
THEA G146	Voice for Musical Theater I	2 units
THEA G188	Stage Movement I	3 units
THEA G190	Stage Movement 2	3 units
THEA G191	Stage Movement 3	3 units
THEA G192	Stage Movement 4	3 units
THEA G206	Acting 3	3 units
THEA G207	Acting 4	3 units

Play Production Course From:

Course	Title	Units
THEA G115	Theater Practicum I - Performance	1-2 units
THEA G125	Play Performance I	1-2 units
THEA G135	Classical Play Performance I	1-2 units
THEA G210	Musical Theater Performance I	2 units
THEA G170	Theater Production and Stage Crew	1-2 units
THEA G166	Stagecraft	2 units
THEA G174	Scenic Painting	3 units

Production Management Emphasis:

Course	Title	Units
THEA G160	Introduction to Stage Direction	3 units
THEA G161	Stage Management	3 units

Musical Theater Emphasis:

Course	Title	Units
THEA G108	History and Appreciation of the Musical Theater	3 units
THEA G210	Musical Theater Performance I	2 units
THEA G211	Musical Theater Production and Performance 2	2 units
THEA G212	Musical Theater Production and Performance 3	2 units
THEA G213	Musical Theater Production and Performance 4	2 units

Film Emphasis:

Course	Title	Units
THEA G110	Acting for the Camera	3 units
THEA G102	History and Appreciation of the Cinema	3 units
THEA G119	Improvisation for Theater, Film and Television	3 units

Major Total: 18-23 units

GE Pattern: GWC AA, CSU General Education Breadth or

IGETC Pattern: 18-39 units

DEGREE TOTAL UNITS (maximum): 60 units

COSTUME PRODUCTION AND WARDROBE TECHNICIAN CERTIFICATE OF ACHIEVEMENT

The Costume Production and Wardrobe Technician Certificate will provide students with a course of study leading to certification and employment as a Costume Production and Wardrobe Technician and prepare students for occupational competency in educational, community and professional theater venues, theme parks, television and motion picture studios and special events.

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Students will analyze a script, determine the costume needs, then execute a costume plot for actors in a live theatrical production.

- Students will apply basic sewing techniques, clean and press costumes before and after performances, and make repairs for costumes as required in a live theatrical production.
- Students will determine and execute basic theatrical wardrobe production practices including inventory control, wardrobe cleaning and storing techniques for a live theatrical production.
- Students will plan and execute a costume quick change for cast members as required in a live theatrical production.
- Students will create and present a resume, a portfolio and a job search plan for employment as a costume production and wardrobe technician.
- Students will view live theater productions, opera, symphonic, pop and classical music concerts and/or dance concerts to generate discussion and written critical evaluation.

Required courses

Course	Title	Units
THEA G100	Introduction to the Theater	3 units
THEA G126	Play Production and Performance 2	2 units
THEA G170	Theater Production and Stage Crew	2 units
THEA G178	Introduction to Stage Costume	3 units
THEA G180	Basic Costume Sewing, Construction and Wardrobe Techniques	2 units
THEA G211 and	Musical Theater Production and Performance 2	2 units
THEA G174 or	Scenic Painting	3 units
THEA G175 or	Stage Scenery	3 units
THEA G176 or	Stage Lighting	3 units
THEA G177	Make-Up	3 units

Total units:

17 units

SCENIC, LIGHTING, AND PROJECTION DESIGN TECHNICIAN CERTIFICATE OF ACHIEVEMENT

The purpose of the Scenic, Lighting and Projection Design Technician Certificate is to provide student with a course of study leading to certification and employment, and prepare the student for occupational competency as a Scenic, Lighting and Projection Design Technician in educational, community and professional theater venues, theme parks, television and motion picture studios and special events. Students will learn the historical development and major trends of stagecraft and theater design arts, and the practical application of scenery, construction, properties, scenic painting, basic electronics, color, projections, maintenance of equipment and lighting design

technologies. In addition, the course of study for this certificate will include creative considerations, viewing and discussions of contemporary scenic, lighting and projection design projects. Student will also learn specifics of scenic, lighting and projection equipment, software and hardware.

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

- Execute scenery, lighting and/or projection design for a live theatrical production.
- Demonstrate, formulate and evaluate general drawing, theatrical painting skills, principles of color theory and paint mixing.
- Construct, rig and operate scenery for a live theatrical production.
- Execute projection designs, construct, rig and operate mixers, monitors, and projectors (both single and multiple screens) for a live theatrical production.
- Generate still and moving-image content, perform fundamental image and video editing and prepare media for projection for a live theatrical production.
- Identify and explain theory of stage lighting including functions and qualities of light, principles of electricity and color theory, and mount, maintain, and operate lighting instruments and equipment for various types of live theatrical production.
- View live theater productions, opera productions, symphonic, pop and classical music concerts and/or dance concerts to generate discussion of contemporary scenic, lighting and projection design projects and for the purpose of creative considerations and written critical evaluation.

Core Courses

Course	Title	Units
THEA G100	Introduction to the Theater	3 units
THEA G174	Scenic Painting	3 units
THEA G175	Stage Scenery	3 units
THEA G176	Stage Lighting	3 units
THEA G185	Stage Scenery 2 - Projection Design and Production	3 units
and		
THEA G166 or	Stagecraft	2 units
THEA G170	Theater Production and Stage Crew	2 units

Total units:

17

VIETNAMESE

ASSOCIATE IN ARTS DEGREE IN VIETNAMESE LANGUAGE

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Demonstrate understanding of Vietnamese language, grammar, vocabulary, idiomatic expressions, and Vietnamese speakers' culture and apply it to communicate orally, using appropriate pronunciation on designated topics in public and in interpersonal situations.
2. Integrate grammar, vocabulary, idiomatic expressions, and culture to communicate in writing.
3. Apply, clearly and effectively, vocabulary, grammar, idiomatic expressions, and culture to synthesize, analyze, evaluate, and derive meaning of implicit and explicit written materials.
4. Apply knowledge of vocabulary, grammar, idiomatic expressions, and culture to accurately recognize and comprehend spoken messages in World Languages.

Course Listing (18 total units)

Required courses

Course	Title	Units
VIET G180	Elementary Vietnamese I	5 units
VIET G185	Elementary Vietnamese 2	5 units
VIET G280	Intermediate Vietnamese I	4 units
VIET G285	Intermediate Vietnamese 2	4 units

Major Total: 18 units

GE Pattern: GWC AA, CSU General Education Breadth or

IGETC Pattern: 18-39 units

DEGREE TOTAL UNITS (maximum): 60 units

WORLD LANGUAGE

ASSOCIATE IN ARTS DEGREE IN WORLD LANGUAGE

Program Level Learning Outcomes

Upon completion of this program, students will:

1. Demonstrate understanding of World Languages, grammar, vocabulary, idiomatic expressions, and World Languages speakers' culture and apply it to communicate orally, using appropriate pronunciation, or by utilizing expressive and receptive skills in American Sign Language on designated topics in public and in interpersonal situations.

2. Integrate grammar, vocabulary, idiomatic expressions, and culture to communicate in writing.
3. Apply, clearly and effectively, vocabulary, grammar, idiomatic expressions, and culture to synthesize, analyze, evaluate, and derive meaning of implicit and explicit written materials.
4. Apply knowledge of vocabulary, grammar, idiomatic expressions, and culture to accurately recognize and comprehend spoken messages in World Languages.

Required courses

Course	Title	Units
FREN G180	Elementary French I	5 units
FREN G185	Elementary French 2	5 units
FREN G280	Intermediate French I	4 units
FREN G285	Intermediate French 2	4 units
or		
SIGN G180	American Sign Language I	4 units
SIGN G185	American Sign Language 2	4 units
SIGN G280	American Sign Language 3	4 units
SIGN G285	American Sign Language 4	4 units
SIGN G200	Deaf Culture	3 units
or		
SPAN G180	Elementary Spanish I	5 units
SPAN G185	Elementary Spanish 2	5 units
SPAN G280	Intermediate Spanish I	4 units
SPAN G285	Intermediate Spanish 2	4 units
or		
VIET G180	Elementary Vietnamese I	5 units
VIET G185	Elementary Vietnamese 2	5 units
VIET G280	Intermediate Vietnamese I	4 units
VIET G285	Intermediate Vietnamese 2	4 units

Major Total: 18-19 units

GE Pattern: GWC AA, CSU General Education Breadth or

IGETC Pattern: 18-39 units

DEGREE TOTAL UNITS (maximum): 60 units

CREDIT COURSES



ACCOUNTING

ACCOUNTING G100 – 3 Units Introduction to Accounting

(Formerly known as: *Accounting Elements I; Accounting for Small Business*)

This course is an introduction to accounting at the college level by presenting basic accounting principles and the practice of accounting methods and rules. Students will learn how to analyze business transactions, record sales and purchases, and reconcile bank accounts. At the conclusion of the course, students will understand the double-entry accounting system as well as know how to prepare basic financial statements. Lecture. Optional pass/no pass grade. *Transferable to CSU.*

ACCOUNTING G101 – 4 Units Financial Accounting

Advisories: Accounting G100

This course explores accounting as an information system and it is used by investors, creditors, and other stakeholders to make decisions. It introduces the accounting cycle, recording and reporting of business transactions, application of generally accepted accounting principles, and preparation of financial statements. The course examines issues relating to asset, liability, and equity valuation, revenue and expense recognition, cash flow, internal controls and business ethics. C-ID: ACCT 110. Lecture. Letter grade only. *Transferable to CSU; UC.*

ACCOUNTING G102 – 4 Units Managerial Accounting

Prerequisites: Accounting G101

This course is the second semester continuation of Acct G101- Financial Accounting. This course provides a study of accounting and financial information used to manage operations. The course content covers cost accounting concepts, cost behavior, cost structure, cost-volume-profit analysis, budgeting, responsibility accounting, and other management-related topics. Some

problems will be solved using computer software applications. C-ID: ACCT 120. Lecture. Letter grade only. *Transferable to CSU; UC.*

ACCOUNTING G110 – 3 Units Payroll Accounting and Taxation

This course will present a review of the underlying theory and application of various state and federal payroll taxes. Payroll preparation, payroll forms, and recent payroll legislation are covered in detail. Lecture. Letter grade only. *Transferable to CSU.*

ACCOUNTING G111 – 3 Units Individual Income Taxation

(Formerly known as: *Income Tax - Federal*)

This course covers individual income taxation laws and regulations, with practice on preparation of tax returns and forms. Topics include gross income and exclusions, business and personal deductions, exemptions, tax credits, property transactions, and capital gains and losses as they apply to individual filers. Lecture. Optional pass/no pass grade. *Transferable to CSU.*

ACCOUNTING G113 – 3 Units Business Income Taxation

(Formerly known as: *Business Income Tax*)

Advisories: Accounting G111

This course covers income tax laws and regulations as they relate to business entities, with practice on preparation of tax returns and forms. Topics include taxation of corporations, S corporations (small business corporations as defined under Subchapter S of the Internal Revenue Code), partnerships, and limited liability companies, with a comparison of tax implications amongst all forms of business formation. Multi-jurisdictional taxation issues, state and local taxes, as well as special business taxes and credits are included. Lecture. Optional pass/no pass grade. *Transferable to CSU.* May not be offered each semester.

ACCOUNTING G115 – 3 Units Issues in Taxation I—EA and CPA Exam Preparation

This course covers theory & application utilizing Internal Revenue Service income tax publications. Topics will include Basis, Property Transactions, Contributions to a Partnership, Partnership Inside & Outside Basis, Corporate Formation, Corporate Liquidations and Redemptions, and Capital Gains & Losses. Knowledge of generally accepted accounting principles is strongly encouraged. This course is designed to meet the requirements of the Enrolled Agent Tax Specialist Certificate and review for CPA certification. Lecture. Optional pass/no pass grade. *Transferable to CSU.*

ACCOUNTING G119 – 1 Unit Tax Software Preparation

A basic tax preparation course utilizing Turbo Tax (or similar) software. Topics will include understanding the flow of input to output in tax software; preparation of basic to complex 1040 tax returns; understanding how to access and use the ancillary software features; very basic programming logic; accessing software updates via Internet patches. While TurboTax software will be utilized the student will learn issues and topics generic to all commercial brands of tax software. Lecture. Optional pass/no pass grade. *Transferable to CSU.*

ACCOUNTING G130 – 3 Units Computerized Accounting

This course uses a computerized, integrated financial accounting system to record financial information. Subjects include journals, ledgers, budgets, sales and purchasing transactions, accounts payable, accounts receivable, and payroll as they are used in accounting information systems. Microsoft Excel is also used to prepare and analyze financial statements. Lecture. Optional pass/no pass grade. *Transferable to CSU.*

ACCOUNTING G163 – 1.5 Units **Basic Accounting Concepts for Small Business**

(Same as: Management G163)

This course teaches small business owners to perform basic accounting functions such as managing receivables and payables, bank reconciliations, and financial statements. The course also equips small business owners with the ability to read and understand financial statements in order to analyze operational performance, evaluate financial condition, and assess certainty of future cash flows. This course will also provide information for developing start-up cost estimates and financial projections. Lecture. Optional pass/no pass grade. *Transferable to CSU.*

ACCOUNTING G210 – 3 Units **Cost Accounting**

A study of accounting concepts and principles as they apply to the needs of business. The course includes the determination of costs for manufacturing firms, the study of job-order and process cost accounting, the analysis of costs and decision making. Lecture. Letter grade only. *Transferable to CSU.* May not be offered each semester.

ACCOUNTING G211 – 4 Units **Intermediate Accounting I**

(Formerly known as: Intermediate Accounting A)

Prerequisites: Accounting G101

This course in financial accounting expands on topics introduced in earlier financial accounting courses such as cash, receivables, inventory, long-term assets, etc. Additional topics in the accounting conceptual framework, current financial reporting issues, investments, and revenue recognition principles are also covered. Students will be expected to demonstrate problems using an online homework system. May be used as credit to sit for the Uniform CPA examination. Lecture. Optional pass/no pass grade. *Transferable to CSU.*

ACCOUNTING G212 – 4 Units **Intermediate Accounting 2**

(Formerly known as: Intermediate Accounting B)

Prerequisites: Accounting G211

Second course in intermediate series in financial accounting that covers current and long-term liabilities, income taxes, pensions and post-retirement benefits, leases, stockholders' equity, earnings per share, and statement of cash flows. In addition, changes and/or in accounting methods, accounting estimates, or reporting entity are analyzed. Disclosure issues in financial statements are also addressed. Students will be expected to complete problems using an online homework system. May be used as credit to sit for the Uniform CPA examination. Lecture. Optional pass/no pass grade. *Transferable to CSU.*

ACCOUNTING G215 – 3 Units **Sarbanes-Oxley Act and Internal Control Compliance**

(Formerly known as: Internal Control Compliance: Sarbanes Oxley)

Advisories: Accounting G101

This course explores the Sarbanes-Oxley Act of 2002 - the history leading up to its passage, key provisions of the Act, and its impact on affected companies. The course also studies internal control systems and the efforts involved in attaining compliance - including objectives, design, implementation, assessment, documentation, and monitoring. Emphasis is on principal business processes such as the revenue and expenditure cycles, inventory, payroll, and financial reporting. The role of information technology in achieving internal control objectives and integration of technology controls into internal control systems are also covered. Lecture. Optional pass/no pass grade. *Transferable to CSU.*

ACCOUNTING G220 – 3 Units **Forensic Accounting, Introduction**

(Same as: Criminal Justice G220)

This course provides an introduction to the fundamentals and techniques of investigative and forensics accounting. The development of forensic accounting

as a discipline and its interaction with business, law, auditing and information systems will be explored. Subjects include financial statement and tax fraud, divorce and bankruptcy, identity theft and various white-collar crimes. Forensic principles necessary to detect, prevent and prosecute financial crimes will be explored. Lecture. Optional pass/no pass grade. *Transferable to CSU.*

ACCOUNTING G235 – 3 Units **Quickbooks Pro for Accountants**

Advisories: Accounting G100 or Accounting G101

This course teaches students to use QuickBooks for general accounting and reporting purposes, payroll, cash and treasury functions, as well as management of receivables and payables. Banking transactions, journal entries, monthly adjustments, and preparation of financial statements will be covered. Lecture. Optional pass/no pass grade. *Transferable to CSU.*

ANTHROPOLOGY

ANTHROPOLOGY G100 – 3 Units **Introduction to Cultural Anthropology**

Advisories: English G100

An introduction to the theories, methods, and applications of anthropological inquiry. The course includes a discussion of the history of the discipline; the characteristics of culture; fieldwork methods and professional ethics; culture and communication; subsistence strategies; economics; social and political organization; and the impacts of globalization on cultures around the world. C-ID: ANTH G120. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

ANTHROPOLOGY G130 – 3 Units **Introduction to Archaeology**

An introduction to the theories, methods and applications of archaeological inquiry using a comparative approach to reconstruct the social and political systems of ancient world cultures. The

course includes a discussion of fieldwork methods; dating techniques; human paleontology; faunal and botanical evidence; historical archaeology; cultural resource management; and professional ethics. C-ID: ANTH 150. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

ANTHROPOLOGY G140 – 3 Units Magic, Witchcraft, and Religion

This course is a cross-cultural study of systems of magic, witchcraft and religion from the past and the present. Emphasis will be placed on the practical influences of social life, human biological and psychological needs, and the environment. Special topics include myth, religious healing, witchcraft and sorcery, Shamanic practice, magic, ritualism, symbolism, and their influences on contemporary religious practices. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

ANTHROPOLOGY G150 – 3 Units Native Peoples of North America

(Formerly known as: *Indians of North America*)

An examination of Native American Indian cultures, environments, and histories. The course will examine the major cultural areas of North America and analyze the mechanisms and causations of cultural variation and adaptation. The course will review the subsistence strategies, religions, artworks, social organizations and environments of native peoples of North America, and relate the data to theoretical models in anthropology. Contemporary and ethical issues will also be discussed. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

ANTHROPOLOGY G185 – 3 Units Physical Anthropology

(Formerly known as: *Anthropology G120 Introduction to Physical Anthropology*)

This is an introductory course in the concepts, methods of inquiry and theory of biological evolution and their application to the human species. Specific focus is on molecular, Mendelian and population genetics, mechanisms of evolution of homo sapiens and non-

human primates, paleoanthropology, biocultural adaptations, human variation, and current bioethical issues. The philosophy of science and the scientific method serve as foundations to the course. C-ID: ANTH 110. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

ANTHROPOLOGY G185L – 1 Unit Physical Anthropology Lab

(Formerly known as: *Introduction to Physical Anthropology Lab, ANTH G121*)

Prerequisites: Enrollment in or completion of Anthropology G185 or Anthropology G120

This laboratory course covers cellular biology; evolutionary principals; human genetics and heredity; human, hominin and non-human primate anatomy; primate fossil records; forensic anthropology; and modern human biological variation. C-ID: ANTH 115L. Lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

ANTHROPOLOGY G190 – 3 Units Introduction to Linguistics

This course introduces students to language and culture issues in historical linguistics and contemporary perspective. It's about the nature of language and about how people talk and why they talk the way they do. The complex intersections of language, culture, race, ethnicity, and gender will be explored through social interactions and their dynamics. Field research will be discussed, including goal development and analytical methodologies. C-ID ANTH 130. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

ANTHROPOLOGY G200 – 3 Units Gender, Culture, and Society

(Formerly known as: *Gender, Sex, and Sexuality: Cross-Cultural Perspectives*)

Advisories: Anthropology G100

This course is an interdisciplinary, holistic approach to the topics of gender, sex, and sexuality. Particular emphasis will be given to the role of gender variation in social and cultural identity, inequality, and institutions.

Topics are examined through both anthropological and sociological perspectives with cross-cultural, contemporary, historical, and biological components. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

Architectural Technology

ARCHITECTURAL TECHNOLOGY G160 – 3 Units Introduction to Computer-Assisted Drafting for Architecture (AUTO- CAD)

Advisories: Architecture G100 or G140

An introductory course in computer assisted drafting for architecture. A study of the organization, components, and concepts of CAD and its applications in the architectural profession. Includes use of AutoCAD software for architectural drafting and design drawings. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

ARCHITECTURAL TECHNOLOGY G162 – 3 Units 3D CAD For Architecture

Advisories: Architecture Technology G160 or equivalent experience.

Using 3D Architectural Computer Aided Drafting (CAD) industry standard software, this course is an introduction to the design, digital modeling and rendering of architectural project solutions. Course experiences in lecture and lab will include the development and plotting of selected 3D architectural conceptual modeling from CAD files or project design documents. Lecture & lab. Letter grade only. *Transferable to CSU.*

ART

ART G100 – 3 Units Introduction to Art

This is an introductory art appreciation course for students who are not majoring in Studio Art or Art History. It will provide a general introduction to art that offers a look at works of art through the study of theory, terminology, themes, design principles,

media, and techniques, with an introduction to the visual arts across time and diverse cultures. It emphasizes both Western and global art in historical and cultural contexts and explores drawing, painting, sculpture, film/video, printmaking, photography, ceramics, and architecture. Students are required to visit a local art museum. C-ID: ARTH 100." Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

ART GI03 – 3 Units **History of Asian Art**

This course serves as a comprehensive introduction to the art traditions of India, Southeast Asia, China, Korea, and Japan. The historical development of the arts is examined within their broader cultural context. C-ID ARTH 130. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

ART GI04 – 3 Units **Modern and Contemporary Art History**

(Formerly known as: History of Modern Art, Contemporary Art History)

A survey of the history of modern art, beginning at 1900 and concluding with contemporary art of today. Painting, sculpture, printmaking, architecture, photography, video, and ceramics are studied as an integral part of cultural patterns and developments in twentieth century art. The course will include illustrated lectures, readings, and field trips to current exhibitions. C-ID: ARTH 150. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

ART GI05 – 3 Units **Art History and Appreciation I - Prehistoric to Renaissance**

(Formerly known as: History and Appreciation of Art)

This is a survey of prehistoric art to the Renaissance period, stressing the basic principles and history of art demonstrated in painting, sculpture, and architecture. Illustrated lectures, reading, and museum reports are included in the course. UC Credit Limitations:

Maximum credit of one course for Art GI05 and Art GI05H. C-ID: ARTH 110. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

ART GI06 – 3 Units **Art History and Appreciation 2 - Renaissance to Present**

(Formerly known as: Art History and Appreciation 2)

This is a survey of the history of art beginning with the Italian Renaissance and concluding with modern art. Painting, sculpture, and architecture are studied as an integral part of cultural patterns and developments. Illustrated lectures, reading, and field trips to current exhibitions. Study assignments involve at least one visit to a major art museum. UC Credit Limitations: Maximum credit of one course for Art GI06 and Art GI06H. C-ID: ARTH 120. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

ART GI07 – 3 Units **Color and Design: 2D**

(Formerly known as: Two Dimensional Design)

A basic course in the application and appreciation of the art principles and art elements as they relate to two dimensional design. Selected problems using line, color, shape, value, and texture. Required for art majors. C-ID: ARTS 100. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

ART GI09 – 3 Units **Color and Design: 3D**

(Formerly known as: Three Dimensional Design)

A basic course in three dimensional design developing knowledge, skills, appreciation and aesthetic judgment. A series of problems shall necessitate the exploration and comprehension of the visual elements and principles. Required of art majors. C-ID: ARTS 101. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

ART GI15 – 3 Units **Typography**

(Formerly known as: Digital Arts GI15)

Advisories: Digital Arts GI35

This course is an introduction to the history of the evolution and application of typography and its many applications for the perception of meaning, intention and personality of the written word. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

ART GI16 – 3 Units **Drawing I**

This course offers an introductory study in the fundamentals, elements, and practices of drawing, employing a wide range of subject matter and drawing media. Focus is on perceptually based drawing, observational skills, technical abilities, and creative responses to materials and subject matter. Required of art majors. C-ID: ARTS 110. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

ART GI17 – 3 Units **Drawing 2**

Prerequisites: ART GI16

This course offers an exploration of artistic concepts, styles, and creative expression related to intermediate-level drawing, focusing on complex subject matter and concepts using a variety of drawing mediums, techniques, and methodologies. As a continuation from Drawing I, students in this course will build on fundamental observational drawing skills to develop personalized approaches to content and materials in exercises covering multiple historical and contemporary approaches to drawing. C-ID: ARTS 205. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

ART GI18 – 3 Units **Life Drawing I**

Figure drawing from male and female models. Study of volumes, perspective, and composition of the human form. Field trips and criticism. Required of art majors. C-ID ARTS 200. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

ART G119 – 3 Units**Life Drawing 2**

Continuing observation and drawing of the human form to help create broader revelations and attitudes concerning drawing and the self. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

ART G121 – 3 Units**Ceramics I**

This is an introductory ceramics course in which students learn basic design, creative development, hand-building, throwing, glaze techniques, firing and ceramic terminology. The course covers aesthetics and creative development of clay objects examining historical and personal modes of expression. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

ART G122 – 3 Units**Ceramics 2**

Prerequisites: Art G121

This is an intermediate level ceramics course following Art G121. The principles of ceramic materials, techniques, and design of hand-built and thrown work will be emphasized along with the introduction of mold making, glaze making and kiln loading. Specific aesthetic and technical criteria of ceramic design including historical applications will be emphasized. Mold making, glaze making and kiln loading will also be introduced. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

ART G127 – 3 Units**Art of the Ancient Americas**

This course will explore the art, architecture, and historical context of ancient civilizations in Mexico, Central America, and South America up to European contact. C-ID: ARTH 145. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

ART G130 – 3 Units**Painting I**

This course offers an introductory study in the fundamentals of painting and composition through learning about the

materials, tools, and various approaches to painting in oil and/or acrylics. Focus is on exploration of painting materials, perceptual skills, color theory, paint mixing and technique. Emphasis is on creative responses to materials and subject matter, technical mastery and direct observation from life. C-ID: ARTS 210. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

ART G131 – 3 Units**Painting 2**

Prerequisites: Art G130

This is an advanced course structured as a progression from Painting I. Students continue practicing the techniques of painting, focusing on the development of advanced technical skills relating to traditional and experimental approaches. Students will explore Contemporary painting and personal expression through naturalistic representation, abstraction, non-representation and mixed media. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

ART G140 – 3 Units**Life Painting I**

This is a beginning course in figure paintings. Emphasis will vary from a portrait approach to nude studies. A thorough explanation of color theory and painting methods will be given. Mediums include oils and acrylics. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

ART G142 – 3 Units**Sculpture I**

Exploration of beginning sculpture using three dimensional principles, techniques, and concepts. Students will utilize a wide range of materials and practices with attention to creative self-expression and historical concepts. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

ART G143 – 3 Units**Sculpture 2**

Exploration of a variety of sculptural materials experiences with plaster and cement, clay. Class stresses Twentieth

Century abstract art concepts. Students will supply all materials and will be responsible for attending field trips. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

ART G145 – 3 Units**Art Gallery Exhibition and Portfolio Design**

This course introduces students to the practical elements of designing, installing, and managing art gallery exhibitions and developing personal art portfolios. Students will solve design-related problems through hands-on practice planning, designing, installing, and publicizing exhibitions. In addition, students will develop skills and knowledge related to designing and presenting their personal art portfolios. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

ART G150 – 3 Units**Printmaking I**

An exploratory course designed to introduce and give studio experience in etching, relief and lithography printmaking. This course will include etching, acquainting, photo etching, woodcuts, linocuts, stone and metal plate lithography printmaking, and multi-color printmaking. C-ID: ARTS 220. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

ART G151 – 3 Units**Printmaking 2**

A course designed to prepare students in a more advanced studio experience in the Relief and Intaglio area of printmaking, with special emphasis on the history of printmaking in relation to relief and intaglio. History of Printmaking will span from 500 BC to development of metal plates in the 1600's to present day contemporary printmaking. This course will include multi-plate color relief printmaking, reductive relief with linoleum and/or woodblock, chine colleé, large format relief and introduction to monoprints. Edition printing, advanced technical skills, continued development of

personal imagery and unique style will be stressed. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

ART G158 – 3 Units **History and Aesthetics of** **Photography**

(Formerly known as: PHOT G158)

This course will provide an overview of the history of photography from the invention through modern era. The work of major practitioners as well as lesser known figures, trends, movements, and artist groups that have shaped the medium will be discussed. Technical innovations, limitations, and inspiration that helped determine the direction and perception of the photographic image from the early 19th century through the 20th century will be covered. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

ART G221 – 3 Units **Ceramics 3**

Prerequisites: Art G122

This course is a continuation of Art G122 involving further development of ceramic building techniques. Historical and contemporary works will be emphasized. The student will also learn to safely and efficiently calculate a glaze. The safe preparation and use of electric and gas kilns will be covered. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

ART G223 – 3 Units **Ceramics 4**

Prerequisites: Art G221

This course is for those who wish to develop specific ceramic skills with emphasis on the aesthetic development of personal style in addition to presenting an exhibition and/or portfolio for advanced education or exhibition purposes. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

ART G250 – 3 Units **Printmaking 3**

An advanced course designed for students to investigate and develop personal imagery through the medium

of printmaking. This course will include deeper exploration with intaglio, relief, multi-color printing, solar plate etching, monotypes, monoprints, woodcuts and chine colleé. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

ART G251 – 3 Units **Printmaking 4**

A detailed study of the variety of printmaking methods, exploring conceptual and/or personal visions. This class is designed as a seminar with a strong emphasis placed on combining techniques, expanding material vocabulary and experimenting with new processes. Seminars covering both historical and contemporary issues of printmaking will be presented to broaden the student's critical dialogue. The course content is thematic in nature and each seminar within the course differs from the other offerings in the same course. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

ASTRONOMY

ASTRONOMY G100 LAB – 1 Unit **Introduction to Astronomy Lab**

Corequisites: Enrollment in or completion of Astronomy G100

Advisories: Math G030, or Math G040

This course provides an introduction to the concepts and models used by astronomers to elucidate the natures of planets, stars, and galaxies. The practical application of methods involving the analysis of electromagnetic radiation will be emphasized. Successful completion of this course and Introduction to Astronomy (ASTR G100) satisfies the general education natural science requirement. Lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

ASTRONOMY G100 – 3 Units **Introduction to Astronomy**

This course provides an introduction to the models and nomenclature of modern astronomy, which includes the

solar system, the Milky Way, and the universe. The historical development of the science of astronomy is emphasized. A survey of the methods of astronomical observation is also presented. Lecture. Letter grade only. *Transferable to CSU; UC.*

AUTOMOTIVE **TECHNOLOGY**

AUTOMOTIVE TECHNOLOGY **G101 – 3 Units**

Introduction to Automotive **Technology**

This course is designed to teach the student about the operation and maintenance of modern automobiles. There is an emphasis on the theory of the basic operating systems, including engine, electrical, chassis, and driveline systems. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

AUTOMOTIVE TECHNOLOGY **G110 – 5 Units**

Engine Repair

This is an introductory course that provides students with theory, knowledge and skills necessary to perform minor and major service on automotive gasoline powered engines. Instruction is given and lab experience provided in engine diagnosis, removal, disassembly, analysis and inspection, precision measurements, re-assembly and installation. Information presented is based on the Automotive Service Excellence (ASE) A-I Engine Repair Tasks and Standards intended to prepare students for the ASE Certification Examination. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

AUTOMOTIVE TECHNOLOGY **G120 – 5 Units**

Electrical/Electronic Systems, **Introductory**

Advisories: Auto G101

This is an introductory course that provides students with theory, knowledge, and skills necessary to understand electrical flow and

electronic concepts. Instruction is given and lab experience provided which will enable students to successfully perform diagnostics and repair on vehicle electrical and electronic circuits. Information presented is based on the Automotive Service Excellence (ASE) A-6 Electrical/Electronics Tasks and Standards intended to prepare students for the ASE Certification Examination. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

AUTOMOTIVE TECHNOLOGY GI21 – 5 Units

Electrical/Electronic Systems, Advanced

Advisories: Auto GI20

This is an advanced course that provides students with theory, knowledge, and skills necessary to understand electrical flow and advanced automotive electronic diagnostic and repair concepts. Coursework presented is based on the Automotive Service Excellence (ASE) A-6 Electrical/Electronics Tasks and Standards intended to prepare students for the ASE Certification Examination. Lecture and Lab. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

AUTOMOTIVE TECHNOLOGY GI30 – 4.5 Units

Engine Performance: Basic Theory/ Diagnosis

Advisories: Automotive Technology GI01 and GI20

This is an introductory course that covers theory, knowledge, and skills necessary to understand engine performance concepts. Instruction is given and lab experience provided which will enable students to successfully perform diagnostics and repair on engine management and related systems. Information presented is based on the Automotive Service Excellence (ASE) Engine Performance Tasks and Standards intended to prepare students for the ASE A-8 Engine Performance certification examination. Lecture & lab. Letter grade only. *Transferable to CSU.*

AUTOMOTIVE TECHNOLOGY GI31 – 4.5 Units

Engine Performance, Advanced

Advisories: Automotive Technology GI30

This is an advanced course that covers theory, knowledge, and skills necessary to understand advanced engine performance concepts. Instruction is given and lab experience provided which will enable students to successfully perform diagnostics and repair on complex engine management and related systems. Information presented is based on the Automotive Service Excellence (ASE) Engine Performance Tasks and Standards intended to prepare students for the ASE A-8 Engine Performance certification examination. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

AUTOMOTIVE TECHNOLOGY GI40 – 5 Units

Automotive Chassis: Brakes

This is an introductory course that covers theory, knowledge, and skills necessary to understand automotive disc and drum brake systems, antilock-braking systems and related components. Instruction is given and lab experience provided which will enable students to successfully perform diagnostics and repair on automotive brake systems. Information presented is based on the Automotive Service Excellence (ASE) Engine Performance Tasks and Standards intended to prepare students for the ASE A-5 Brakes examination. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

AUTOMOTIVE TECHNOLOGY GI41 – 4.5 Units

Automotive Chassis: Steering & Suspension

This is an introductory course that covers theory, knowledge, and skills necessary to understand automotive steering and suspension systems and related components. Instruction is given and lab experience provided which will enable students to successfully perform related diagnostics and repair. The coursework is based on the Automotive Service Excellence

(ASE) Tasks and Standards intended to prepare students for the ASE A-4 Suspension & Steering Certification examination. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

AUTOMOTIVE TECHNOLOGY GI50 – 4 Units

Manual Drive Trains & Axles

This is a course that provides the students with theory, knowledge, and skills necessary to understand automotive manual drive trains and transaxles concepts. Instruction is given and lab experience provided in diagnosis, removal, disassembly, analysis and inspection, precision measurements, re-assembly and installation. Information presented is based on the Automotive Service Excellence (ASE) A-3 Manual Drive Train and Axles Tasks and Standards intended to prepare students for the ASE Certification Examination. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

AUTOMOTIVE TECHNOLOGY GI51 – 4 Units

Automatic Transmissions and Transaxles

This is an introductory course that provides the students with theory, knowledge, and skills necessary to understand automotive automatic transmission and transaxle concepts. Instruction is given and lab experience provided in diagnosis, removal, disassembly, inspection, precision measurements, re-assembly and installation. The coursework is based on the Automotive Service Excellence (ASE) Tasks and Standards intended to prepare students for the ASE A-2 Automatic Transmission and Transaxle Certification examination. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

AUTOMOTIVE TECHNOLOGY GI60 – 4 Units

Heating and Air Conditioning

This is an introductory course that covers theory, knowledge, and skills necessary to understand automotive Heating,

Ventilation, and Air Conditioning (HVAC) systems. Instruction is given and lab experience provided which will enable students to successfully perform diagnostics and repair on both manual and automatic HVAC systems. EPA-accepted techniques for recovering and recycling R134 and R12 refrigerants will also be covered. Coursework is based on the Automotive Service Excellence (ASE) Tasks and Standards intended to prepare students for the ASE A-7 Heating and Air Conditioning certification examination. Lecture & lab. Letter grade only. *Transferable to CSU.*

AUTOMOTIVE TECHNOLOGY

G170 – 3 Units

Hybrid Vehicles

This course is a hands-on approach to the world of hybrid, fuel cell and electric powered vehicles. Discover how this new technology works as it replaces existing fossil fueled engines. Examine existing technologies, conversion processes, testing, assembly, operation, and maintenance of hybrid-electric, fuel cell and battery powered electric vehicles. Appropriate safety related instruction is included. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

AUTOMOTIVE TECHNOLOGY

G173 – 5 Units

Electric Vehicles

Prerequisites: AUTO G120, minimum grade of B and AUTO G170, or Concurrently enrolled in Auto G170
Corequisites: AUTO G170

This course furthers the student's skills in electric vehicle (EV) theory and provides an introduction to advanced EV designs and propulsion systems. The course includes: EV design and construction; the testing, assembly, operation and maintenance of EVs; the influence of battery management design; advanced technology batteries and intelligent charging systems; and alternative EV drive systems. Appropriate safety related instruction will be included in each segment. This course is designed to help the field technician prepare for the Automotive

Service of Excellence (ASE) Light Duty Hybrid / Electric Vehicle Specialist (L3) exam. Students will also need to complete Automotive Technology G170 to prepare for the ASE (L3) exam. Lecture & lab. Letter grade only. *Transferable to CSU.*

AUTOMOTIVE TECHNOLOGY

G175 – 5 Units

Automotive Diesel

Prerequisites: Auto G110 and Auto G120
Advisories: Auto G130

This is an introductory course that will allow students to understand diesel engines, diesel fuel systems, and the theory and operation of related diesel systems. Instruction will be given in the classroom setting as well as hands on laboratory learning. This will allow students to successfully perform diagnostics and repair on light duty trucks and passenger cars equipped with diesel engines. This course will prepare students to pass the Automotive Service Excellence (ASE) A9 Light Vehicle Diesel Engines test. Lecture & lab. Letter grade only. *Transferable to CSU.*

AUTOMOTIVE TECHNOLOGY

G181 – 4 Units

Honda PACT I

Advisories: Auto G101, Auto G120 and Auto G140

This introductory course aligns with Honda's Professional Automotive Career Training (PACT) curriculum. The course covers Honda-specific fundamental theory and maintenance procedures, including research on American Honda Motor's interactive network for learning modules and service information. Honda recognizes the completion of this course as part of their core training program. Lecture & lab. Letter grade only. *Transferable to CSU.*

BIOLOGY

BIOLOGY G100 – 4 Units

Introduction to Biology

This is a survey course emphasizing basic concepts of cell biology, animal and plant physiology, genetics and evolution, and plant, animal and human ecology. This course is specifically designed for non-science majors and is recommended to meet the general education breadth requirements. A traditional format may be followed on lectures, demonstrations, and laboratories may be integrated into the learning system. UC Credit Limitations. No credit if taken after Biology G180; maximum credit of one course for Biology G100 and G100H. Lecture & lab. Letter grade only. *Transferable to CSU; UC.*

BIOLOGY G101 – 3 Units

The Biology of Food and Cooking

Advisories: Chemistry G110, or AP Chemistry with a grade of C or better, or AP Biology with a grade of C or better
The Biology of Food and Cooking is a lecture-only survey course covering the same topics as Biology G100: Introduction to Biology (non-majors) with a focus on examples from food and cooking. In this demonstration-filled class we will use the methods and reagents of the kitchen to learn the basics of molecular and cell biology, genetics, ecology and evolution. Despite the fact that there is not an associated lab with this course, critical thinking skills and practice with the scientific method will be addressed through the many in-class demonstrations, small group activities, and kitchen experiments (out-of-class assignments). Access to a kitchen is required to complete some assignments. Lecture. Letter grade only. *Transferable to CSU; UC.*

BIOLOGY G104 – 3 Units

Marine Life

This course examines the marine environment, interaction of species, populations and communities, including

geology of ocean basins, physical and chemical characteristics of the ocean basins. A survey of marine plants and animals through invertebrates, fish, reptiles, birds and mammals. The renewable and nonrenewable resources from the ocean realm. The influence of humans on the health of the environment. Current issues-including the concepts of: (global warming, types of pollution and the consequences thereof, greenhouse effects, and fisheries management) Lecture. Letter grade only. *Transferable to CSU; UC.*

BIOLOGY GI04L – 1 Unit
Marine Life Laboratory

Corequisites: Enrollment in or completion of Biology GI04

This course explores the basic principles of the life sciences taking its examples from the sea. The ecological relationship between humans and the sea is emphasized. This course is designed for non-science majors and is recommended to meet the general education breadth requirements, or the natural science requirement with Biology GI04. Lab. Letter grade only. *Transferable to CSU; UC.*

BIOLOGY GI10 – 3 Units
Ecology and Field Biology

This course is a survey course that integrates lectures, laboratory experiences and field trips to emphasize the natural environment, ecological processes of Southern California, and the roles that humans assume as they change the environment and ecology of the areas from which resources are taken. This course is recommended to meet the laboratory requirement for an associate in arts degree. Lecture & lab. Letter grade only. *Transferable to CSU; UC.*

BIOLOGY GI20 – 3 Units
Health and Disease

(Formerly known as: Man and Disease)

An introduction to the study of human anatomy, physiology with a comprehensive study of diseases which affect man. Diseases will be studied

from historical and contemporary point of view, with particular references to causes, means of transmission, normal and abnormal functioning of the body. Lecture & lab. Letter grade only. *Transferable to CSU; UC.*

BIOLOGY GI60 – 3 Units
Physiology and Disease Mechanisms

Advisories: Biology G225

This course will discuss and utilize the principles of physiology to analyze the symptoms and signs of disease. Emphasis is given to cardiovascular, respiratory, and renal diseases although all body systems are discussed. Intended for students in or aspiring to various health professions including nursing. Lecture. Letter grade only. *Transferable to CSU.*

BIOLOGY GI80 – 5 Units
Cell and Molecular Biology

(Formerly known as: Principles of Biology)

Prerequisites: Math G030, or Math G040, or Math Placement Assessment and Chem GI80, or Chem GI85, or Chem G220, or Chem G225

Advisories: English G099, or English G090

This course is designed as the first in a three-course sequence for students desiring to major in biology. The topics to be covered in this course are among those which serve to unify the science of biology. Included in these concepts are: prokaryotic and eukaryotic cell structure, function and homeostasis, cell reproduction and metabolism, cell communication, classical and molecular genetics, molecular biology, biotechnology, and evolution. C-ID: BIOL I90. Lecture & lab. Letter grade only. *Transferable to CSU; UC.*

BIOLOGY GI82 – 4 Units
Zoology

(Formerly known as: Biology GI85 - Principles of Zoology)

Prerequisites: Math G030, or Math G040, or Math Placement Assessment
Advisories: Biology GI80

This course provides students with a broad foundation of kingdom Animalia and animal-like protists. It focuses on ecological, evolutionary, anatomical and physiological relationships among major animal taxa. Topics include embryology, body plans, life strategies, general characteristics, reproductive modes, and life cycles of each of the major animal phyla. This course provides a solid background in animal science for those students preparing to transfer to a four-year institution or professional school (dental, pharmacy, or optometrist schools, for example). The laboratory portion of this course emphasizes hands-on learning using dissection, models, slides, charts, living specimens and non-living specimens. Students will gain experience in using compound light microscopes and dissecting microscopes to study protists, animal tissues, and body plans of appropriately sized animals (the lancelet, for example). C-ID: BIOL I50. Lecture & lab. Letter grade only. *Transferable to CSU; UC.*

BIOLOGY GI83 – 4 Units
Botany

(Formerly known as: Biology GI90 - General Botany)

Prerequisites: Math G030, or Math G040, or Math Placement Test
Advisories: Biology GI80

This course is designed to satisfy the major requirements for an Associate or Baccalaureate degree in the Biological Sciences. Biology GI83 complements Biology GI80 and GI82 as the third of three in a sequence of survey courses. Topics include: fundamentals of chemistry and biochemistry; cytology, with an emphasis on plant cytology; fundamentals of biological energy: catalysis, cellular respiration and photosynthesis; Mendelian and molecular genetics; ethnobotany;

evolution and speciation; plant population, and community ecology; systematics and taxonomy, with light surveys of (taxonomic) Kingdoms Archaeobacteria, Eubacteria, Fungi, and Protista - emphasis is on Kingdom Plantae: plant histology, anatomy, physiology, morphology and diversity; and principles of plant culture (cultivation). C-ID: BIOL155. Lecture & lab. Letter grade only. *Transferable to CSU; UC.*

BIOLOGY G186 – 5 Units **Diversity of Organisms**

Prerequisites: Biology G180 and Math G030, or Math G040, or Math G115, or Math G120, or Math G170, or Math G180, or Mathematics Placement Assessment

A survey of extant living organisms including physiological and anatomical adaptations of organisms in response to their environment. Each kingdom is examined, with an emphasis on evolution and ecology of organisms found in kingdoms Plantae and Animalia. Included in this survey is an introduction to scientific methodology including student-centered experimental design, execution, and subsequent analysis of data. C-ID: BIOL 140. Lecture & lab. Letter grade only. *Transferable to CSU; UC.*

BIOLOGY G200 – 3 Units **Pharmacology - Medications and Drugs**

Prerequisites: Biology G225 or Biology G221

This course covers the classification of medications and basic principles of pharmacology from legislation and pharmacokinetics through receptor theory, pharmacodynamics and pharmacotherapeutics. Medications will be grouped by body systems and treatment options will be related to the pathophysiological state of the patient. Drug groups are discussed rather than individual medications, with emphasis on autonomic, central nervous system,

and cardiovascular agents. Drugs affecting all body systems will be discussed. Lecture. Letter grade only. *Transferable to CSU.*

BIOLOGY G205 – 1 or 2 Units **Biology Laboratory Learning Skills**

Prerequisites: Instructor Permission

This is a course in which students will help peers in lab sections of Biology classes. After successfully completing a lab course, students will assist lab instructors by monitoring lab safety, clarifying lab skills and techniques, and explaining experiments that are presented. Students will prepare and present one or more oral and/or written presentations of topics not covered in lecture. This course is recommended for students interested in teaching science. Lab. Letter grade only. *Transferable to CSU.*

BIOLOGY G210 – 5 Units **General Microbiology**

Prerequisites: Biology G100, or G180, or G220, or G225 and English G099, or English G090, or Placement Test, and Math G030, or Math G040, or Mathematics Placement Assessment

Major concepts of general microbiology are discussed, including 1) prokaryotic and eukaryotic cell types, 2) structural organization of cells, 3) cellular metabolism, regulation of metabolism, and genetics, 4) host-parasite relationships, 5) microorganisms in human health and disease, 6) immunology and serology, 7) recombinant DNA technology, 8) growth of microbial cells, 9) controlling growth by chemical and physical means. Bacteria, fungi, algae, protozoa, and viruses are studied. Laboratory skills include: microscopy, staining techniques cultivation techniques, and aseptic techniques. Lecture & lab. Letter grade only. *Transferable to CSU; UC.*

BIOLOGY G219 – 1 Unit **Human Anatomy Discussion**

Corequisites: Biology G220

This discussion course affords students enrolled in BIOL G220, Human Anatomy, the opportunity

to develop background information, problem solving, extend discussion and exchange ideas concerning human structure. Discussion focuses on anatomical components and other key topics covered in BIOL G220 as well as background information not generally covered in lecture. Designed to help students succeed in their study of human anatomy. Lecture. Pass/no pass only. *Transferable to CSU; UC.*

BIOLOGY G220 – 4 Units **Human Anatomy**

(Formerly known as: Biology G170)

Prerequisites: Biology G100 or Biology G155 or Biology G180 or Biology G221 and English G099, or English G090, or Placement Test and Math G030, or Math G040, or Math Placement Assessment

A course in basic human anatomy, covering the major body systems and including topics of both gross and microstructure of the organ systems. Designed for paramedical biology majors (nursing, x-ray technicians, physician's assistant, chiropractic, dental hygiene, pharmacy) and physical education majors. Will not satisfy transfer requirements for biological science majors. UC Credit limitations: Maximum credit of two courses for Biology G221., G220. and G225. C-ID: BIOL 110B. Lecture & lab. Letter grade only. *Transferable to CSU; UC.*

BIOLOGY G221 – 4 Units **Introduction to Anatomy and Physiology**

(Formerly known as: Biology G155)

The elements of human structure and function are described and related. Topics explored are: the body system, cell structure and function, the maintenance of physiological balance and equilibrium (e.g., fluid and electrolytes, blood pressure, acid base levels), and the physiology of nutrition and exercise. Designed for non- science majors (including some para- medical majors) and is recommended to meet the general education breadth requirement. UC Credit limitations:

Maximum credit of two courses for Biology G220, G221 and G225. Lecture & lab. Letter grade only. *Transferable to CSU; UC.*

BIOLOGY G225 – 4 Units **Human Physiology**

(Formerly known as: Biology G175)
Prerequisites: Biology G155 or Biology G220 or Biology G221 and English G099, or English G090, or Placement Test and Math G030, or Math G040, or Math Placement Assessment

This course covers physiological function of the basic systems of the human body. Emphasis will be on integration of body systems and the inter-relationships for maintaining body homeostasis. Designed for paramedical biology majors (nursing, x-ray technicians, dental hygiene, physical therapy, etc.) and physical education majors. Will not satisfy transfer requirements for biology majors. UC Credit limitations: Maximum credit of two courses for Biology G220., G221. and G225. C-ID: BIOL 120B. Lecture & lab. Letter grade only. *Transferable to CSU; UC.*

BIOLOGY G260 – 3 Units **Biostatistics**

Prerequisites: Biology G180 or Biology G182 or Biology G186 or Biology G210 and Math G120 or Math G170 or Math G180 or Mathematics Placement Assessment

Biostatistics introduces students to data analysis and experimental design. This course specifically focuses on the nature, generation, and testing of biological data. Analyses learned include, but are not limited to, one-sample t-test, two-sample t-test (both pooled and unpooled), variance ratio test, 1-way ANOVA, 2-way ANOVA with replication, block design ANOVA, Tukey's test of pairwise comparisons, chi-squared tests, and non-paramedic tests. Lecture & lab. Letter grade only. *Transferable to CSU; UC.*

BUSINESS

BUSINESS G100 – 3 Units **Introduction to Business**

A survey in business providing a multi-disciplinary examination of how culture, society, economic systems, legal systems, political systems, financial institutions, and human behavior interact to affect a business organization's policies and practices within the U.S. and a global society. Demonstrates how certain influences impact the primary areas of business and affect the ability of a business to achieve its organizational goals. Such influences include organizational structure and design, leadership, human resource management, organized labor practices, marketing, organizational communication, technology, entrepreneurship, legal affairs, accounting, financial practices, and stocks and securities markets. C-ID: BUS 110. Lecture. Letter grade only. *Transferable to CSU; UC.*

BUSINESS G101 – 3 Units **The Mindset of Business Success**

This course enables students to understand and utilize the thought processes of successful entrepreneurs and business people. Students will engage in experimental learning through the process of identifying business problems and finding solutions of business value. Fundamental concepts include: recognizing business opportunities, building a brand, networking, and putting ideas into action. A variety of inspirational entrepreneurship case studies and hands-on business exercises will be used to reinforce the concepts. Lecture. Optional pass/no pass grade. *Transferable to CSU.*

BUSINESS G108 – 3 Units **Legal Environment of Business**

This course provides an introduction to the principles of law and federal and state judicial systems that influence and reflect the ethical, social, and political

environments in which business operates. Areas of constitutional law, administrative law, agency law, employment law, antitrust law, environmental law, and international law will be explored. Additional topics include contracts, torts, crimes, forms of business organization, ethics, product liability, government regulations, and securities regulation. C-ID BUS 120. UC credit limitations: Maximum credit of one course for Business G108. and Business G110." Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

BUSINESS G110 – 3 Units **Business Law**

This course is an introduction to the legal system in which businesses and individuals operate and covers fundamental legal principles pertaining to business transactions. Topics include sources of law and ethics, contracts, torts, agency, criminal law, business organizations, judicial and administrative processes, courts and their jurisdiction, warranties, product liability, and employment. UC credit limitation: maximum credit of one course for Business G108 and G110. C-ID: BUS 125. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

BUSINESS G121 – 3 Units **Personal Finance**

An introductory course in financial affairs involving management of expenditures. The course includes the budgeting process, using consumer loans and credit, savings on taxes, decisions on transportation and home buying, insurance planning, investments, financial planning, career planning, retirement and estate transfer decisions. Lecture. Letter grade only. *Transferable to CSU.*

BUSINESS G130 – 3 Units **Introduction to Business Writing**

Advisories: Completion of English G099 is strongly recommended.

This course provides a basic understanding of business communication and develops confidence and skill in writing effective business letters, memos, electronic

communications, and reports. Particular focus will be placed on forming a solid foundation for writing business documents, eliminating "writer's block," improving writing techniques, increasing editing and proofreading skills, and developing actual practice in writing, positive, negative, neutral, and persuasive communications. Lecture. Optional pass/no pass grade. *Transferable to CSU.*

BUSINESS G139 – 3 Units **Business Communication**

Prerequisites: English G100

This course focuses on the development and refinement of the written and oral communication skills that are necessary for success in today's dynamic business environment. Emphasis will be placed on solving simple-to-complex business problems through critical thinking, research, analysis, and evaluation. Students will communicate these results through effective planning, organizing, outlining, drafting, revising, and finalizing business documents. Oral presentation skills, employment preparation and job-search techniques are also covered. C-ID BUS 115. Lecture. Letter grade only. *Transferable to CSU.*

BUSINESS G153 – 1.5 Units **Writing an Effective Business Plan**

This course is designed to guide the student in the planning, preparation, and the completion of a successful business plan. The student will develop the tools and confidence in the writing of their own business plan which will serve as a guide in promoting growth, profitability, and social responsibility in achieving their business goals. Suitable for any current business owner or entrepreneur, business, management, or marketing student. This class is critical for contemporary business leaders and owners to understand how to develop a strong business plan that will be used to secure the business and provide a guideline for future growth and profitability. Lecture. Optional pass/no pass grade. *Transferable to CSU.*

BUSINESS G158 – 1.5 Units **Raising Money to Start or Grow a Business**

Advisories: Accounting G100 or Business G100

This course is designed to enable those who will be launching their own businesses to get the funding they need to succeed. This course includes understanding new business financing needs and the various options available to prospective business owners including a practical guide to drafting the items needed to obtain funding. Lecture. Optional pass/no pass grade. *Transferable to CSU.*

BUSINESS G159 – 1.5 Units **Legal/Regulatory Essentials for Starting a Business**

This course provides an overview of legal issues associated with starting a small business including business formation and structure, intellectual property and patents, hiring and managing employees, business agreements and other legal issues facing the new business owner. Lecture. Optional pass/no pass grade. *Transferable to CSU.*

BUSINESS G192C – 1-4 Units **Cooperative Work Experience - Occupational**

This course will enable students to earn college credit(s) on-the-job by learning or improving knowledge or skills related to their educational or occupational goals. Occupational Cooperative Work Experience is discipline-specific in that students' job and learning objectives relate to the Work Experience course. Students can work in either paid or unpaid (Internship) positions. Student may earn up to 4 CWE units per semester, maximum of 16 CWE combined units while at GWC. Units are awarded upon achievement of approved learning objectives and completion of required hours worked. Each unit of credit requires paid employees to document 75 hours (volunteers or unpaid employees - 60 hours) during the semester. Student must have: 1. Consent of academic program faculty and division dean. 2.

Consent of CWE Program Coordinator or designee. 3. Working in a job directly related to college major or career goal. Letter grade only. *Transferable to CSU.*

BUSINESS G210 – 3 Units **Securities and Investments**

Principles of investments, risks/reward analysis, characteristics of stocks and bonds, overview of investment alternatives, role of mutual and money market funds. Lecture. Optional pass/no pass grade. *Transferable to CSU.*

CHEMISTRY

CHEMISTRY G110 – 5 Units **Introduction to Chemistry**

Prerequisites: MATH G030 or MATH G040 or GWC Math Placement level of 100 or higher

An introduction to some of the basic principles of inorganic, organic and biochemistry. Lectures, demonstrations and laboratories are integrated into a learning system equivalent to three hours lecture, four hours lecture-laboratory a week. UC Credit limitations: Maximum credit of one course for Chemistry G110 and G130; no credit if taken after Chemistry G180. C-ID: CHEM 102. Lecture & lab. Letter grade only. *Transferable to CSU; UC.*

CHEMISTRY G130 – 4 Units **Preparation for General Chemistry**

(Formerly known as: Introduction to Chemical Principles)

Prerequisites: MATH G030 or MATH G040 or GWC Math Placement Level 100

This course is an introduction to the principles and calculations of chemistry and practice in basic laboratory techniques. It is designed specifically for students planning to take Chemistry G180 (General Chemistry A). UC Credit limitations: Maximum credit of one course for Chemistry G110 and G130; no credit if taken after Chemistry G180. C-ID CHEM 101. Lecture & lab. Letter grade only. *Transferable to CSU; UC.*

CHEMISTRY G180 – 5 Units**General Chemistry A***(Formerly known as: General Chemistry)**Prerequisites: Math G030, or Math G040, or Math placement of 50 or higher, and CHEM G130 or Chemistry placement exam score 20 or higher*

This is the first semester of a one-year course in general chemistry intended for majors in science and engineering. This course examines the composition, properties, and transformations of matter. The laboratory portion of this course provides a hands-on examination of these concepts. C-ID: CHEM 110. Lecture & lab. Letter grade only. *Transferable to CSU; UC.*

CHEMISTRY G185 – 5 Units**General Chemistry B***(Formerly known as: General Chemistry)**Prerequisites: Chemistry G180*

This course provides an introduction to kinetics, principles and types of chemical equilibria, acids and bases, thermochemistry, electrochemistry, coordination compounds, nuclear chemistry and nomenclature of organic compounds. C-ID CHEM 120S. Lecture & lab. Letter grade only. *Transferable to CSU; UC.*

CHEMISTRY G205 – 1 or 2 Units**Chemistry Instructional Assistant***Prerequisites: Instructor's permission*

Students in this course assist in the teaching of chemistry lab or lecture sections. To be eligible for this course a student must have successfully completed the class in which they plan to assist. Students assist instructors by some combination of the following: monitoring lab safety, clarifying lab skills and techniques, explaining experiments, engaging in active-learning lecture classrooms by guiding course topic discussions, or answering questions about lecture content. Students will prepare and present one or more oral or written presentations of lab or lecture topics. Needs instructor's permission. Lab. Pass/no pass only. *Transferable to CSU.*

CHEMISTRY G220 – 5 Units**Organic Chemistry A***(Formerly known as: Organic Chemistry I)**Prerequisites: Chemistry G185*

This course offers a study of the compounds of carbon and their reactions with emphasis upon structure/reactivity relationships and mechanisms. The laboratory emphasizes standard organic techniques, investigations, and spectroscopic methods for identification. C-ID CHEM 160S, CHEM 150." Lecture & lab. Letter grade only. *Transferable to CSU; UC.*

CHEMISTRY G225 – 5 Units**Organic Chemistry B***(Formerly known as: Organic Chemistry II)**Prerequisites: Chemistry G220*

A continuation of the study of the compounds of carbon and their reactions with emphasis upon structure/reactivity relationships and mechanisms, including chemistry of carbonyl compounds, aromatic compounds and molecules of biological importance. The laboratory includes reactions and workup design, separation and identification of an unknown mixture, multistep synthesis and additional spectroscopy. C-ID CHEM 160S. Lecture & lab. Letter grade only. *Transferable to CSU; UC.*

COLLEGE SUCCESS**COLLEGE G090 – 3 Units****Study Skills for College***Advisories: ESL G051*

This course introduces students to basic college success skills: goal setting and time management, memory and concentration, lecture note-taking, learning styles, reading effectiveness, test taking strategies, and stress management. Students will learn how to integrate these skills into college course work. Lecture. Optional pass/no pass grade. *Not transferable, not degree applicable.*

COLLEGE G100 – 3 Units**Becoming A Successful Student***Advisories: English G099, or English G090*

This is a course designed to teach techniques and skills that can be used to succeed in college. Students will learn specific skills to enhance academic success and will develop their own action plans through self-evaluation. Additionally, students will learn and apply college level techniques for the use of resources. Topics that will be covered include attitude and personal commitment, goal setting, problem solving, decision making, time-management, learning styles, student support services, academic support services, study methods, library research. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

COLLEGE G151 – 1 Unit**How to Succeed as an Online Learner**

This course provides an orientation to the characteristics and processes of distance learning. Students will explore the differences between traditional classroom and distance learning courses. They will learn how to anticipate, avoid, and/or solve typical problems encountered in distance learning environments. Students will learn practical strategies and skills to help them succeed in online and hybrid classes. Lecture. Pass/no pass only. *Transferable to CSU.*

COMMUNICATION STUDIES**COMMUNICATION STUDIES****G100 – 3 Units****Interpersonal Communication**

This course is a survey of the process, analysis and theory of one-to-one oral communication. Content areas include self-concept, perception, cultural influences, listening, verbal messages, nonverbal messages, conversation, relational development and conflict management. Students

will learn theories that explain human communication behavior and in addition will be required to practice effective interpersonal communication skills in various contexts. C-ID COMM 130. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

COMMUNICATION STUDIES

G110 – 3 Units

Public Speaking

This course focuses on understanding and applying the fundamental principles of public speaking. Students will learn to structure, outline, and research various types of speeches. The course provides practical skills to help students present information clearly, reasonably, and persuasively by giving individual speeches. An emphasis on listening and critical thinking is also utilized in evaluating the speeches of others. UC Credit Limitations: COMM G110 and G110H combined—maximum credit, one course. C-ID COMM 110 Lecture. Letter grade only. *Transferable to CSU; UC.*

COMMUNICATION STUDIES

G112 – 3 Units

Small Group Dynamics

This course is recommended for Communication Studies, Business, Education majors & individuals interested in participating effectively in groups in work or community settings. C-ID COMM 140. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

COMMUNICATION STUDIES

G180 – 3 Units

Introduction to Mass Communication

(Formerly known as: JOUR G180)

A survey of the major forms of mass media and their influence on the artistic, cultural and social expression of contemporary society. An evaluation and appreciation of advertising, propaganda, public relations, magazines, newspapers, books, radio, television, film, recorded music and the Internet, including the impact of social media. Students will learn to analyze and

identify trends, cause and effect and ethical issues in the mass media to help them become critical consumers of the media. C-ID JOUR 100 Lecture. Letter grade only. *Transferable to CSU; UC.*

COMMUNICATION STUDIES

G220 – 3 Units

Essentials of Argumentation

This is a course presenting the principles of argumentation: reasoning, critical thinking, and the analytical skills necessary to construct arguments and refutations. Recommended for Communication Studies, Business and Education majors. C-ID COMM 120 Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.* May not be offered each semester.

COMMUNICATION STUDIES

G225 – 3 Units

Negotiation and Mediation

(Same as: Peace Studies G225)

Advisories: Communication Studies G100

This course presents theories and skills to address and settle conflict situations by utilizing the negotiation and mediation processes. The student will learn how to assess conflict situations and determine the appropriateness of negotiation and mediation. Students will learn theories and skills through lecture, role playing, dialogue and in-class simulations. Students will also examine different contexts for negotiation and mediation including family, school, community and business situations. Videos and student presentations of negotiation and conflict resolution topics complement the lectures, simulations and role playing. Lecture. Optional pass/no pass grade. *Transferable to CSU.*

COMMUNICATION STUDIES

G255 – 3 Units

Intercultural Communication

(Formerly known as: Communication Studies G175)

Advisories: Comm G100

This course analyzes the study, practice, and application of communication theories as they relate to different cultural, co-cultural, ethnic, and racial groups. Communication is examined

in both cross-cultural and intercultural settings with emphasis on interpersonal effectiveness, including skills in nonverbal processing, assessment of different cultural interactional patterns, and minimizing prejudice and discrimination. C-ID COMM 150. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

COMMUNICATION STUDIES

G260 – 3 Units

Organizational Communication

This course focuses on understanding and applying the fundamental principles of communication in organizations. These elements include organizational communication models, the role of ethics and diversity, basic communication skills, interviewing skills, communicating in groups and teams, conflict management, leadership, and presentation skills. Students will learn to analyze, adapt, and improve their communication strategies in organizational settings by applying and practicing the knowledge and skills acquired in this course. Recommended for Communication Studies, Business and Education majors. Lecture. Optional pass/no pass grade. *Transferable to CSU.*

COMMUNICATION STUDIES

G265 – 3 Units

Gender Communication

Advisories: Communication Studies G100

This course explores the role, influence, effects, and significance of gender on our everyday communication interactions. Students will use theoretical perspectives to critically examine gender phenomena, gender socialization, and stereotypes to enable students to appreciate gender differences and interact more effectively. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

COMPUTER BUSINESS APPLICATIONS

COMPUTER BUSINESS APPLICATIONS G101 – 1 Unit Keyboarding

(Formerly known as: Computer Keyboarding, Introduction, Part I)
(Same as: first third of Computer Business Applications G100)

This course introduces the basic computer keyboard layout and teaches keyboarding concepts using touch techniques and symbol-key reaches. The course assumes that the student has never had formal keyboarding instruction. The student will also learn some basic word processing concepts to make keyboarding quick and easy. Lab. Optional pass/no pass grade. Transferable to CSU.

COMPUTER BUSINESS APPLICATIONS G120 – 2 Units QuickBooks Pro

QuickBooks Pro is a Business Accounting course designed to assist the student and entrepreneur interested in using the computer to keep accounting books in good order and in making sound business decisions based on financial reports. Business accounting records are set up to handle chart of accounts, merchandise, customers and receivables, vendors and payables, banking, and reports. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

COMPUTER BUSINESS APPLICATIONS G145 – 2 Units Introduction to Computers

This course provides a hands-on introduction to computer concepts. Students will learn the fundamentals of computer hardware and software, file management, and web navigation. Students will also get an introduction to the Windows Operating system as well as Microsoft Office. Overall, students will attain computer literacy and comprehend the importance of technology in today's world to be able

to purchase or update computers in an appropriate setting. This course is designed for students who have no prior experience with computers. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

COMPUTER BUSINESS APPLICATIONS G149 – 2 Units Microsoft Outlook

(Formerly known as: Outlook)

Advisories: Proper keyboarding and basic computer skills are suggested.

This course teaches students to use the Microsoft Outlook application. Students will learn to use Outlook to communicate through email, create and store contacts, and schedule appointments and tasks. Topics include setting the Outlook environment, organizing the Inbox and folders, creating and formatting item content, as well as work with the Tasks and Notes modules. This course prepares students for the Outlook Core Microsoft Office Specialist Exam (MOS). Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

COMPUTER BUSINESS APPLICATIONS G152 – 3 Units Microsoft Windows

(Formerly known as: MS Windows)

Advisories: CBA G145, Introduction to the PC, or equivalent experience

This course provides a hands-on comprehensive introduction to the Microsoft Windows operating system environment. Students will learn how to organize and manage files in file explorer, personalize the Windows environment, work with multi-media files, and establish mobile computing networks. Other computing aspects such as web navigation within Windows, the Windows email platform, Windows security features, and utilizing system information to improve the computer's operational performance will also be explored. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

COMPUTER BUSINESS APPLICATIONS G155 – 2 Units Microsoft WORD, Introduction

(Formerly known as: WORD, Introduction)

Advisories: Keyboarding experience would be helpful.

This course will prepare students to use Microsoft Word to create professional documents. Topics include creating and formatting content, sharing and maintaining documents, applying page layout, and reusing content. In addition, students will also learn how to insert objects in a document, apply references and hyperlinks, and perform mail merge operations. This course, together with CBA G156, cover the skills needed to prepare for the Word Core Microsoft Office Specialist Exam (MOS). Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

COMPUTER BUSINESS APPLICATIONS G156 – 2 Units WORD, Intermediate

Advisories: Computer Business Applications G155

This course will prepare students to use intermediate and advanced features of Word to create tables; insert graphics and create SmartArt and charts; apply and modify styles; create footnotes, endnotes, outlines, indexes, and tables of content; create comments and hyperlinks. Topics include using styles and creating multilevel lists and charts; creating web pages and using advanced proofing options; building documents from reusable content and revising documents using markup tools. This course, together with CBA G155, reviews the skills needed to prepare for the Core Microsoft Office Specialist Exam (MOS). Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

COMPUTER BUSINESS APPLICATIONS G157 – 2 Units WORD, Advanced

Advisories: Computer Business Applications G156

This course will prepare students to build on their knowledge of the basic and intermediate features of Word

to produce agendas, letterheads, envelopes, business cards, contact disk labels, calendars, flyers and announcements, brochures, and other specialty documents. Students will also work with templates, wizards, page layout, graphic features, Mail Merge, WordArt, and layout design to create desktop publishing documents. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

**COMPUTER BUSINESS
APPLICATIONS GI160 – 2 Units
Microsoft EXCEL, Introduction**

(Formerly known as: EXCEL)

This course will prepare students to use Microsoft Excel to create and edit professional spreadsheets. Topics include creating cell data, formatting cells and worksheets, and applying formulas and functions. In addition, students will also learn how to analyze and organize data, present data visually by creating charts, manage the worksheet and workbook environment and share workbooks. This course, together with CBA GI161, cover the skills needed to prepare for the Excel Core Microsoft Office Specialist Exam (MOS). Keyboarding and basic computing skills are suggested. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

**COMPUTER BUSINESS
APPLICATIONS GI161 – 2 Units
EXCEL, Intermediate**

Advisories: Computer Business Applications GI60

This course will prepare students to use intermediate to advanced features of Excel to audit and validate workbook data; consolidate data and link workbooks and worksheets; work with external data sources; create data tables, pivot tables, and pivot charts; use templates; and work with macros. Topics include using financial and lookup functions, define names, and validate data; managing large workbooks and using advanced sorting and filtering; and creating charts, diagrams, and templates. This course, together with CBA GI160, reviews the skills needed to

prepare for the Excel Core Microsoft Office Specialist Exam (MOS). Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

**COMPUTER BUSINESS
APPLICATIONS GI165 – 2 Units
ACCESS, Introduction**

This course will prepare students to use MS Office Access to design and create a database by creating tables, determining the Primary keys, any additional fields, and determining and implementing relationships between tables; and design and create queries, forms, and reports. Topics include managing the Access environment; building tables; building forms; creating and managing queries; and designing reports. This course, together with CBA GI166, reviews the skills needed to prepare for the Access Core Microsoft Office Specialist Exam (MOS). Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

**COMPUTER BUSINESS
APPLICATIONS GI166 – 2 Units
ACCESS, Intermediate**

Advisories: Computer Business Applications GI65 or equivalent experience

This course will prepare students to use intermediate to advanced skills of MS Office Access. Topics include enhancing tables, queries, forms, and reports; building links, relationships, and indexes; designing and building advanced queries, forms, and reports; managing import and export specifications; using mail merge and advanced navigation techniques; using special controls and tools for check boxes, combo boxes, tab controls, and add hyperlinks; creating and editing macros and modules. This course, together with CBA GI165, reviews the skills needed to prepare for the Access Core Microsoft Office Specialist Exam (MOS). Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

**COMPUTER BUSINESS
APPLICATIONS GI170 – 2 Units
PowerPoint, Introduction**

This course prepares students to use PowerPoint to create and edit professional-looking presentations as well as enhance presentations with clip art, pictures, shapes, and Word Art. Topics include creating a slide presentation; working with graphical and multimedia elements; creating charts and tables; applying transitions and animations; collaborating on presentations; preparing presentations for delivery; and delivering presentations. This course, together with CBA GI171, reviews the skills needed to prepare for the PowerPoint Core Microsoft Office Specialist Exam (MOS). Proper keyboarding and basic computer skills are suggested. Eight-week course. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

**COMPUTER BUSINESS
APPLICATIONS GI171 – 2 Units
PowerPoint, Intermediate**

Advisories: Computer Business Applications GI170 or equivalent knowledge

This course prepares students to use PowerPoint at the intermediate to advanced level. Topics include creating templates and reviewing, publishing, and protecting presentations; applying advanced graphic techniques and inserting audio and video; and delivering presentations. Students learn customizing colors and effects; layering and grouping techniques; animating and using multimedia effects; customizing themes and slide masters; preparing presentations for delivery and electronic distribution. This course, together with CBA GI170, reviews the skills needed to prepare for the PowerPoint Core Microsoft Office Specialist Exam (MOS). Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

**COMPUTER BUSINESS
APPLICATIONS G181 – 4 Units
MS Office**

Advisories: Proper keyboarding and basic computer skills are suggested.

This course covers computer business applications used in today's businesses to create, edit, and format various documents, spreadsheets, databases, and presentations. Learn how to create professional-looking documents using Word; develop and create spreadsheets with formulas and charts using Excel; create slide show presentations with multimedia effects using PowerPoint; design, create, and organize data with tables, queries, forms, and reports using Access; integrate files and data among Word, Excel, Access, and PowerPoint. This course, together with CBA G183, reviews the skills needed to prepare for the Core Microsoft Office Specialist (MOS) Exams for Word, Excel, Access, and PowerPoint. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

**COMPUTER BUSINESS
APPLICATIONS G183 – 4 Units
MS Office, Intermediate**

Advisories: CBA G181 or equivalent

This course covers computer business applications used in today's businesses using intermediate to advanced features and functionality of Microsoft Office to create, edit, and format various business documents, spreadsheets, databases, and presentations. Students will learn how to use styles, lists, charts, web pages, advanced proofing options, and markup tools using Word; use advanced functions, sorting, and filtering options, and create charts, diagrams, and templates using Excel; enhance tables, queries, forms, and reports using Access; and apply advanced graphic, audio, and video techniques using PowerPoint. This course, together with CBA G181, reviews the skills needed to prepare for the Core Microsoft Office Specialist Exams (MOS) for Word, Excel, Access, and PowerPoint. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

**COMPUTER BUSINESS
APPLICATIONS G190 – 1.5 Units
Internet, Introduction**

This course provides hands-on experience using the most popular Internet browsers and email tools. Emphasis will be placed on topics related to searching the Web and downloading data, including search engines, digital rights management, online storage providers, Web-based collaboration services, working with email, and protecting a computer from viruses. Proper keyboarding skills and basic understanding of computer concepts is recommended prior to enrolling in this course. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

**COMPUTER BUSINESS
APPLICATIONS G192C – 1-4
Units**

**Cooperative Work Experience -
Occupational**

This course will enable students to earn college unit(s) on-the-job by learning or improving knowledge or skills related to their educational or occupational goals. Occupational Cooperative Work Experience (CWE) is discipline-specific in that students' job and learning objectives relate to the Work Experience course. Students can work in either paid or unpaid (Internship) positions. Student may earn up to 4 CWE units per semester, maximum of 16 CWE combined units while at GWC. Units are awarded upon achievement of approved learning objectives and completion of required hours worked. Each unit of credit requires paid employees to document 75 hours. A volunteer or unpaid employee requires 60 hours for each unit of credit during the semester. Student must have: 1. Consent of academic program faculty and division dean. 2. Consent of CWE Program Coordinator or designee. 3. Working in a job directly related to college major or career goal. Letter grade only. *Transferable to CSU.*

**COMPUTER BUSINESS
APPLICATIONS G195 – 1.5 Units
Acrobat, Introduction**

This course is designed for students who wish an introductory, hands-on experience with Adobe Acrobat software, which has become the essential tool for universal electronic document exchange. Students will learn to convert existing documents to an interactive multi-platform Portable Document Format (PDF) file that can be distributed electronically; to create Adobe PDF from Web pages; to use Acrobat Professional in the document review cycle; to put documents online; and to use Acrobat to fill out forms. With Adobe Acrobat students will be able to publish any document in PDF, preserving the exact look and content of the original and making its content available to any user who has downloaded the free Acrobat Reader computer program readily available on the Internet. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.* May not be offered each semester.

**COMPUTER BUSINESS
APPLICATIONS G196 – 2 Units
Overview of Web Design**

This course presents an overview of the fundamentals of Web design including some of the broad concepts and practices necessary for good Web design. Students will briefly review the historical, technical, and practical aspects of Web design, and will be introduced to basic Web design concepts. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

COMPUTER SCIENCE

**COMPUTER SCIENCE G101 –
3 Units
Computer Literacy**

This course is designed to provide students with a brief overview of computing concepts and terminology. It will acquaint the student with the social implications of pervasive computer technology in our society. A good

course for the student who wants a first experience in computing. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

COMPUTER SCIENCE G102 – 4 Units

Computer Software Development, Introduction

This course will introduce students to the basic principles of computers and software development. Computer architecture concepts and principles of operation, operating systems basics, file management, and software development principles will be discussed, demonstrated and practiced. Common programming languages, including Java, C, C++, and Visual Basic will be discussed and small programs in each language will be written. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

COMPUTER SCIENCE G121 – 4 Units

Creating Game Artwork, Introduction

Advisories: Computer Science G130

This course is a study in the process of computer game artwork and animation. Students will be introduced to the basic building blocks of 3D game artwork and the process of its creation. Concepts of graphics objects, rendering, shading, alpha blending, texture mapping, and materials will be discussed. Students will learn hands on 3D computer modeling techniques as well as texture map creation using a digital imaging software and UV mapping tools. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

COMPUTER SCIENCE G127 – 4 Units

Introduction to Programming with PHP and MySQL

Advisories: Comp Sc G102 or Comp Sc G130

This course will cover the fundamentals of Web-based software development using the PHP scripting language together with HTML and MySQL Open Source Database. The process

of software development will be discussed to include: designing, writing source code, executing, and testing and debugging. Data types, arithmetic and logical expressions, debugging, looping, branching, modularization, simple database access, simple database structures and simple HTML will be discussed in lectures and practiced through lab projects. Web-based Internet applications will be designed and created. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

COMPUTER SCIENCE G130 – 4 Units

Survey of Computer Science/ Information Technology

This class surveys computer science and information technology with emphasis on computer business applications. The student will be exposed to computer concepts including components of a computer, operating systems, utility programs, terminology, communications, networking, internet usage, ethical issues and computer application software, such as word processing, spreadsheets, database, database query and presentation software. The student will complete projects in a desktop computer environment. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU; UC. IT IS 120. C-ID: IT IS 120. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.*

COMPUTER SCIENCE G131 – 4 Units

Python Programming I

Advisories: Computer Science G102

This course will cover the fundamentals of programming using Python language. The process of software development will be discussed to include: designing, writing source code, executing, and testing and debugging. Data types, arithmetic and logical expressions, debugging, looping, branching, modularization, simple database access, simple database structures and simple Graphical User Interface will be discussed in lectures and practiced through lab projects. Business, scientific

and mathematics applications will be designed and created. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

COMPUTER SCIENCE G135 – 4 Units

UNIX/Linux Operating System

Advisories: Computer Science G102 or Computer Science G103

This course provides an overview of UNIX / Linux Operating System. Students will learn concepts such as file system, variables and permissions, plus file and directory management commands, editors, filters, links and redirection. Lab sessions will be provided to practice and finish home works executing UNIX / Linux commands, both in the shell and the Graphical User Interface (GUI) environments. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

COMPUTER SCIENCE G147 – 4 Units

Game Programming, Introduction

Advisories: Computer Science G177 or G178

This course is designed to study the principles of computer game development. Students will be introduced to the basic building blocks of computer games and learn about the various game engines. Concepts of graphics objects, rendering, shading, transformation, alpha blending, stenciling, texture, and materials will be discussed and practiced. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

COMPUTER SCIENCE G148 – 4 Units

Game Programming, Intermediate

Advisories: Computer Science G147

This course will present intermediate techniques and principles in developing computer games. Students will study and develop custom game engines, experiment with custom shaders using HLSL (High-Level Shading Language), interact with gaming input devices, study object motion and collision, integrate sound, and build and import characters

using animation software. Visual Studio .Net will be used to create managed DirectX programs on the Windows platform. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.* Offered spring semester only.

COMPUTER SCIENCE G149 – 4 Units

Game Programming, Advanced

Advisories: Computer Science G148

This course will present advanced techniques and principles in developing multiplayer computer games. Students will study and develop advanced game engines, optimized 3D rendering sub-systems, Level Editors, and artificial intelligence algorithms for multiplayer online games. Visual Studio .Net and DirectX will be used to create multiplayer games on the Windows platform. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

COMPUTER SCIENCE G150 – 4 Units

Mobile Game Programming

Advisories: Computer Science G148

This course will cover the principles of video game development for mobile devices. Students will be introduced to the basic building blocks of mobile platforms and the tools and components available for developing video games for these platforms. Concepts of graphics libraries, simulation tools, debugging facilities, memory and performance limitations, and development methodologies will be discussed and practiced. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

COMPUTER SCIENCE G153 – 4 Units

Java Programming, Introduction

Advisories: Computer Science G102, Math G030

This course will cover the fundamentals of software development using the Java Language. The discussions of software development process will include: designing, writing source code, compiling, linking, executing, and debugging. Data types, arithmetic and logical expressions, debugging, looping,

branching, modularization, dynamic memory allocation, classes and objects will be discussed in lectures and practiced through lab projects. Both console and GUI-based (Graphical User Interface) applications will be designed and created. C-ID: COMP 122. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

COMPUTER SCIENCE G154 – 4 Units

Data Structures with Java

(Formerly known as: Java Data Structures, Advanced)

Prerequisites: CS G153 or CS G175

Advanced programming techniques and Object Oriented Programming principles in Java will be exploited in learning the concepts of data structures. Students will gain theoretical and hands-on experience with the implementation of typical data structures (e.g., arrays, queues, stacks, linked-lists, trees, hashing, and graphs) used in programming applications. Principles of recursion, sorting, searching, optimization, classes, objects, inheritance, and polymorphism will be explored and practiced. C-ID: COMP 132. Lecture & lab. Letter grade only. *Transferable to CSU; UC.* Offered spring semester only.

COMPUTER SCIENCE G167 – 4 Units

iPhone Programming with Objective C

Advisories: Successful completion of at least one course in C programming or one of these Object Oriented (OO) languages, C++, C# (CSharp), or Java, and should understand OO design and development concepts.

This course will cover the fundamentals of iPhone application development using the Objective-C Language and the iPhone SDK (Software Development Kit). The application development process will include: designing for MVC (Model-View-Controller), writing source code, compiling, linking, executing, debugging, and testing. The theory and use of Cocoa and Cocoa Touch, Xcode, Interface Builder, Core

Audio /Animation /Data /Location, UIKit (User Interface), GameKit and App design will be discussed in lectures and practiced through lab projects. iPhone applications will be designed and created. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

COMPUTER SCIENCE G175 – 4 Units

C++ Programming

Advisories: Computer Science G102, Math G030, or Math G040.

This course will cover the fundamentals of software development using the C++ Language. The discussions of software development process will include: designing, writing source code, compiling, linking, executing, and debugging. Data types, arithmetic and logical expressions, debugging, looping, branching, modularization, static and dynamic memory allocation, classes and objects will be discussed in lectures and practiced through lab projects. Both console and GUI-based (Graphical User Interface) applications will be designed and created. C-ID: COMP 122. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

COMPUTER SCIENCE G178 – 4 Units

Visual C# .NET

Advisories: Computer Science G153 or G175

This course will cover software development in the Microsoft .NET framework. Visual C# .NET will be used as the development tool to discuss and practice Windows-based applications and Web-based applications. This course prepares students for Microsoft.NET Framework Web-Based Development Certificate and Windows Client Development Certificate. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

COMPUTER SCIENCE G179 – 4 Units

C++ Programming, Advanced

Advisories: Experience with Object Oriented Programming in C++, including templates.

This course covers advanced features of software development using the C++ language. Topics covered will include input/output streams, file input and output, exception handling, Standard Template Library (STL) including string class, sequential and associative containers. Understanding function objects, STL algorithms, adaptive containers, bitset class and smart pointers will also be discussed in lectures and practiced through lab projects. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

COMPUTER SCIENCE G185 – 3 Units

World Wide Web

Advisories: Computer Science G130

Discussions will include: the history, present status, and future trends of global communications via the Internet; network topologies and communication protocols; and Internet servers (World Wide Web, gopher, etc.). Student will search the Internet's cyberspace, create HTML (HyperText Markup Language) pages, learn Java Scripting, and Cascading Style Sheets (CSS), understand e-mail, File Transfer Protocol, and various other internet related tools and utilities. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

COMPUTER SCIENCE G189 – 4 Units

Data Structures with C++

Prerequisites: Computer Science G153 or Computer Science G175

This lecture and laboratory course will cover the Data Structures and Object Oriented Programming concepts using the C++ language. Arrays, queues, stacks, linked-lists, trees, hashing, graphs, recursion, sorting, searching, optimization, classes, objects, inheritance, and polymorphism will be

discussed and practiced. C-ID COMP 132. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.* Offered spring semester only.

COMPUTER SCIENCE G196 – 4 Units

Web Programming with .NET

Advisories: Computer Science G177 or G178

Students will study and build eCommerce and eBusiness applications using various tools, languages, & utilities to include: Visual Basic .Net, C#, Code Behind, Active Server Pages.Net, ActiveX Data Objects.Net, Structured Query Language (SQL) & Common Gateway Interface. Web services will be discussed and implemented using XML, SOAP, WSDL, & UDDI. This course prepares students for Microsoft .NET Framework Web-Based Development Certificate. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

COMPUTER SCIENCE G242 – 3 Units

Computer Architecture and Organization

Advisories: Computer Science G175 or Computer Science G153

This course will cover the organization and behavior of real computer systems at the assembly-language level. The mapping of statements and constructs in a high-level language onto sequences of machine instructions is studied, as well as the internal representation of simple data types and structures. Numerical computation is examined, noting the various data representation errors and potential procedural errors. C-ID COMP 142. Lecture. Letter grade only. *Transferable to CSU; UC.*

COMPUTER SCIENCE G262 – 3 Units

Discrete Structures

Prerequisites: Computer Science G153 or Computer Science G175 and Math G030, or Math G040, or Math Placement Assessment

This course is an introduction to the discrete structures used in Computer Science with an emphasis on their applications. Topics covered include: Functions, Relations and Sets; Basic Logic; Proof Techniques; Basics of Counting; Graphs and Trees; and Discrete Probability. C-ID COMP 152. Lecture. Letter grade only. *Transferable to CSU; UC.*

COOPERATIVE WORK EXPERIENCE

COOPERATIVE WORK EXPERIENCE G101 – G104 – 1-4 Units

Cooperative Work Experience

Prerequisites: Student must have: (1) Consent of Program Coordinator or designee. (2) Working in a job directly related to college major or career goal. (3) Must be initially enrolled in a minimum of seven (7) units including Work Experience.

Designed to offer students the opportunity to earn credit for learning experiences identified in their job. Employment must relate to the student's educational or career goals. The learning value will be identified through the use of job related objectives. Letter grade only. *Transferable to CSU.*

COOPERATIVE WORK EXPERIENCE G191C – 1-4 Units Cooperative Work Experience - General

This course allows students to earn college units(s) on-the-job by learning or improving knowledge or skills related to any type of job whether paid or volunteer. General Cooperative Work Experience is intended to assist students in acquiring and developing desirable work habits, attitudes, and career

awareness. General CWE need not be related to student's career goals or any specific vocational program or major offered by the college. Student may earn up to 4 CWE units per semester, maximum of 12 CWE combined units while at GWC. Units are awarded upon achievement of approved learning objectives and completion of required hours worked. Each unit of credit requires paid employees to document 75 hours (volunteers or unpaid employees - 60 hours) during the semester. Student must have: 1. Consent of academic program faculty and division dean. 2. Consent of CWE Program Coordinator or designee. 3. Working in a job intended to assist students in acquiring desirable work habits, attitudes, and career awareness. Letter grade only. *Transferable to CSU.*

COSMETOLOGY

COSMETOLOGY G021 – 10.5 Units

Cosmetology, Level I

A beginning course in cosmetology that acquaints the beginning student with basic scientific theory in anatomy, chemistry, physiology, bacteriology, sterilization, cytology, mycology, California State Board rules and regulations and the principles of wet hairstyling, hair sculpture, hair coloring, permanent waving, scalp treatment and professional ethics. Level I is the first in a series of five. Each week of instruction consists of 40 hours or 8 hours per day. Lecture & lab. Letter grade only. *Not transferable, AA/AS degree only.*

COSMETOLOGY G022 – 10.5 Units

Cosmetology, Level II

Prerequisites: Cosmetology G021

An intermediate course in cosmetology that acquaints the student with basic scientific theory in trichology, occupational health and safety, communicable diseases in the work place, dermatology, communication skills and the principles of facials, manicuring,

men and women's hair cutting, styling, hair coloring, chemical straightening and permanent waving. Students will begin to practice operations on live models in order to perfect their skill. Level II is the second in a series of five. Each week of instruction consists of 40 hours or 8 hours per day. Lecture & lab. Letter grade only. *Not transferable, AA/AS degree only.*

COSMETOLOGY G023 – 9.5 Units

Cosmetology, Level III

Prerequisites: Cosmetology G022

An advanced course in cosmetology that acquaints the student with basic scientific theory in electricity as it applies to cosmetology, heat and light energy, neurology, osteology, occupational safety precautions of HIV/AIDS and hepatitis B, disorders of the skin, scalp and hair, salon management, ergonomics. This course acquaints the student with the principles of advanced facials and manicuring and introduces long hair design. The student engages in manipulative training and practices these skills on patrons from the community in a beauty salon atmosphere. Level III is the third in a series of five. Each week of instruction consists of 40 hours or 8 hours per day. Lecture & lab. Letter grade only. *Not transferable, AA/AS degree only.*

COSMETOLOGY G024 – 8 Units

Cosmetology, Level IV

Prerequisites: Cosmetology G023

An advanced course in cosmetology that acquaints the student with basic scientific theory in cosmetic chemistry, professional development, wigs, hairpieces, and the principles of advanced hair sculpting. Skills are performed on patrons in a salon atmosphere. Lecture & lab. Letter grade only. *Not transferable, AA/AS degree only.*

COSMETOLOGY G025 – 8 Units

Cosmetology, Level V

Prerequisites: Cosmetology G024

An advanced course in Cosmetology which acquaints the student with the State Board of Cosmetology examination and preparation for job

interview skills. The student engages in advanced manipulative training and practices these skills on patrons from the community in a beauty salon atmosphere. Level V is the fifth in a series of five. Each week of instruction consists of 40 hours or 8 hours per day. Lecture & lab. Letter grade only. *Not transferable, AA/AS degree only.*

COSMETOLOGY G029 – 6 Units

Cosmetology to Barber Crossover

(Formerly known as: Cosmetology to Barber Crossover Level I)

Prerequisites: Current California Cosmetology License

This course provides training for the cosmetologist in the various aspects of barbering and prepares the student for the California State Board Barber Examination. This course consists of technical instruction and practical operations covering those barber practices that are not a part of the required training or practice of a cosmetologist. Lecture & lab. Letter grade only. *Not transferable, AA/AS degree only.*

COSMETOLOGY G030 – 6 Units

Cosmetology to Barber Crossover Level 2

Prerequisites: COSM G029 with a C or better

This is the second level course that provides training for the cosmetologist in the various aspects of barbering and prepares the student for the California State Board Barber Examination. The course offers additional theory hours and advanced techniques in the areas of haircutting, rest facials and facial shaving. Lecture & lab. Letter grade only. *Not transferable, AA/AS degree only.*

COSMETOLOGY G031 – 7 Units

Barbering Level I

An introductory course in barbering which introduces the student with the history of barbering, infection control and safe work practices, basic scientific theory in anatomy, physiology, microbiology, sterilization, the Barbering and Cosmetology Act and the Board's rules and regulations, hair dressing for

permanent waving, haircoloring, men's haircutting, hair design, and professional ethics. Lecture & lab. Letter grade only. *Not transferable, AA/AS degree only.*

COSMETOLOGY G032 – 7 Units Barbering Level 2

Prerequisites: COSM G031

A beginning course in barbering which acquaints the student with scientific theory in trichology, occupational health and safety considerations, disinfection and sanitation, the principles of facials, shaving, men and women's haircutting, haircoloring, chemical straightening and permanent waving. Students will begin to practice operations on live models in order to perfect their skill. Level 2 is the second in a series of six. Lecture & lab. Letter grade only. *Not transferable, AA/AS degree only.*

COSMETOLOGY G033 – 7 Units Barbering, Level 3

Prerequisites: Cosmetology G032

An intermediate course in barbering which acquaints the student with men's hair replacement, chemistry, electricity, light therapy, treatment of the hair and scalp as they relate to the profession of barbering. Additional theory and practical applications will be included as they relate to the subjects of haircutting, haircoloring, texture services, facials and hair styling. Students will practice on mannequins and live models in a salon atmosphere in order to perfect their skills. Level 3 is the third in a series of six. Lecture & lab. Letter grade only. *Not transferable, AA/AS degree only.*

COSMETOLOGY G034 – 7 Units Barbering, Level 4

Prerequisites: COSM G033

An advanced course in barbering which acquaints the student with advanced techniques in men and women's haircutting, hair styling, haircoloring, bleaching, permanent waving, chemical straightening, shaving, communication skills, professional ethics, salesmanship, client record keeping, decorum, and basic tax information relating to booth renters, independent contractors, employee and employers. The student

engages in manipulative training and practices these skills on patrons from the community in a salon atmosphere. Level 4 is the fourth in a series of six. Lecture & lab. Letter grade only. *Not transferable, AA/AS degree only.*

COSMETOLOGY G035 – 7 Units Barbering, Level 5

Prerequisites: COSM G034

An advanced course in barbering which acquaints the student with preparation for job interview skills. The student engages in advanced manipulative training and practices these skills on patrons from the community in a salon atmosphere. Level 5 is the fifth in a series of six. Lecture & lab. Letter grade only. *Not transferable, AA/AS degree only.*

COSMETOLOGY G036 – 7 Units Barbering, Level 6

Prerequisites: COSM G035

An advanced course in barbering which prepares the student for the State Board of Barbering Examination. The student engages in advanced manipulative training and practices these skills on patrons from the community in a salon atmosphere. Level 6 is the last in a series of six. Lecture & lab. Letter grade only. *Not transferable, AA/AS degree only.*

COSMETOLOGY G071 – 10.5 Units Esthetics - Level 1

This is the first session of two nine week courses comprising of 360 hours to be applied to a State Board Certification in esthetics. This is the first session of two nine week courses comprising of 336 hours to be applied to a State Board Certification in Esthetics. This course is designed to introduce the beginning student to standards of professional conduct and to scientific theory of all subjects dealing with skin care, (i.e. anatomy, histology of the skin). It also provides a laboratory experience with an emphasis on skin care techniques, such as massage, hair removal, skin analysis, use of electrical modalities, as well as basic makeup. Students are

required to purchase an Esthetician kit, program uniform and other program materials. Lecture & lab. Letter grade only. *Not transferable, AA/AS degree only.*

COSMETOLOGY G072 – 10.5 Units Esthetics - Level 2

Prerequisites: COSM G071

This is the second session of two nine week courses comprising of 336 hours to be applied to a State Board Certification in Esthetics. It is designed to provide a more in-depth knowledge of Esthetics including the scientific theory pertinent to skin (i.e. chemistry, nutrition). The students will learn skin care theory and receive more advanced laboratory training including the application of chemical peels, massage techniques, hair removal and proper use of electrical facial modalities. Students will learn the skills required to render most professional services. Lecture & lab. Letter grade only. *Not transferable, AA/AS degree only.*

COUNSELING

COUNSELING G100 – 1.5 Units Career Planning

Advisories: English G098

This course is designed to assist students in developing intelligent career decisions. Standardized assessments, discussions and assignments will enable the student to clarify values, interests, abilities and personality characteristics that fit with possible career options. Lecture. Pass/no pass only. *Transferable to CSU.*

COUNSELING G103 – 1 Unit Educational Planning for Student Success

Advisories: English G099, or English G090

This course is designed to introduce students to a successful college and transfer experience. The course introduces college survival skills including college expectations, college resources, and academic policies.

Definitions and requirements for vocational certificates, Associate of Arts degrees, baccalaureate and higher degrees are covered. An overview of higher education in California and transfer policies and processes will be covered. Students develop a Student Educational Plan (SEP) based on individual educational goals and discuss strategies for selecting a major. Lecture. Pass/no pass only. *Transferable to CSU.*

COUNSELING G104 – 3 Units **Career and Life Planning**

(Formerly known as: Career and Life Planning: A Holistic Approach)

Advisories: English G099

This is an extensive career and life planning course within the broad perspective of psychological, sociological, and physiological theories. Emphasis will be placed on self-esteem/self-concept, values, needs and goals, motivation, skill development, and gender and cultural issues in the workplace and the global economy. The historical view of careers, current career trends, and employment outlook will be studied. Various methods of researching academic and career opportunities will be explored to assist students with completing a career action plan. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

COUNSELING G199 – 1.5 Units **Employability Skills**

(Formerly known as: Counseling Topics)
Presentation, discussion and study of professional and personal development issues. Topics include employability skills, values clarification, motivation, responsibility and accountability, self-esteem, time management, goal setting, personal financing, resume writing, and interviewing skills. Intended for students wishing to deal with issues relating to their own professional and personal development. Lecture. Pass/no pass only. *Transferable to CSU.*

CRIMINAL JUSTICE

CRIMINAL JUSTICE G046 – 4 Units

Civilian Supervisory, Law Enforcement

P.O.S.T. certified course providing newly appointed or experienced civilian supervisors with formal training in the concepts, techniques and practical application of basic supervisory skills as they pertain to police operations. An eighty hour, two week course. Lecture. Pass/no pass only. *Not transferable, AA/AS degree only.*

CRIMINAL JUSTICE G054 – 2 Units

Police Academy, Regular Basic Course, Orientation

This course is designed to familiarize the student with the police academy training program and provide a better understanding of the requirements and commitments that must be considered. This comprehensive program will assess the suitability and employability of potential academy recruits. Students will be required to complete job-related tests in preparation for the police academy and a career as a police officer. A four-week course. Lecture & lab. Pass/no pass only. *Not transferable, AA/AS degree only.*

CRIMINAL JUSTICE G061 – 1 Unit **Training Manager**

This course is designed for those entering employment as a Training Manager at a California Law Enforcement Agency. The course will cover topics such as legal mandates and regulation, developing training manuals, updating training and compliance issues. This course is required by the California Commission on Peace Officers Standards and Training (POST). Lecture. Pass/no pass only. *Not transferable, AA/AS degree only.*

CRIMINAL JUSTICE G064 – 31 Units

Police Academy - Regular Basic Course

Prerequisites: Criminal Justice G054

Corequisites: Criminal Justice G065

This course provides Basic Police Academy training in compliance with the minimum standards established by the California Commission on Peace Officer Standards and Training (POST). POST certified training includes: criminal law, search and seizure, laws of evidence, traffic laws and procedures, investigative techniques, patrol procedures, firearms, vehicle operations, defensive tactics, report writing and first aid / cardio pulmonary resuscitation. Students must pass a criminal history check as outlined in California Penal code 13511.5 and possess a valid driver's license. Lecture & lab. Letter grade only. *Not transferable, AA/AS degree only.*

CRIMINAL JUSTICE G065 – 2 Units

Police Academy - Lifetime Health & Fitness

Prerequisites: Criminal Justice G054

Corequisites: Criminal Justice G064

The Lifetime Fitness course stresses the important components of a lifestyle that supports the development and maintenance of good physical and mental health and reduces the risk of illness or injury. The primary focus emphasizes sound physical and mental health and the direct impact on the fitness and endurance of the law enforcement professional, as developed by the California Commission on Peace Officer Standards and Training. Lecture & lab. Letter grade only. *Not transferable, AA/AS degree only.*

CRIMINAL JUSTICE G070 – 4 Units

Sergeant Supervisory, Law Enforcement

P.O.S.T. certified 80-hour course. Fundamentals of police supervision and management, including training, supervision and evaluation. Lecture & lab. Pass/no pass only. *Not transferable, AA/AS degree only.*

CRIMINAL JUSTICE G078 – 6.5 Units

Public Safety Dispatcher Basic (Intensive Format)

Advisories: The student should be currently employed as a dispatcher for a public safety agency. The student should have a basic understanding of the following subjects as they apply to the position of dispatcher: California statutory codes, law enforcement radio codes; the phonetic alphabet; military time; police jargon and abbreviations; telephone and radio procedures.

The purpose of this course is to provide the student with an understanding of the basic roles, responsibilities, and duties of a dispatcher within a public safety agency. This course provides standardized dispatcher training and introduces students to the skills and knowledge necessary to work in a communications center in a productive and professional manner. This intensive format course is approved by the California Commission on Peace Officer Standards and Training (P.O.S.T.) and is designed for the student who is currently employed as a dispatcher for a public safety agency. A three-week course. Lecture & lab. Pass/no pass only. *Not transferable, AA/AS degree only.*

CRIMINAL JUSTICE G079 – 6.5 Units

Public Safety Dispatcher Basic (Extended Format)

The purpose of this course is to provide the student with an understanding of the basic roles, responsibilities, and duties of a dispatcher within a public safety agency. This course provides standardized dispatcher training and introduces students to the skills and

knowledge necessary to work in a communications center in a productive and professional manner. This extended format course is approved by the California Commission on Peace Officer Standards and Training (P.O.S.T.) and is designed for the entry level student who is not currently employed as a dispatcher with a public safety agency. Lecture & lab. Letter grade only. *Not transferable, AA/AS degree only.*

CRIMINAL JUSTICE G080 – 2 Units

Communications Training Officer

Prerequisites: Criminal Justice G078 and minimum of one year experience as a public safety dispatcher

This course provides the fundamentals of one to one dispatcher training, demonstration skills for teaching 911/ public safety radio techniques and methods of evaluating probationary public safety dispatchers. Will provide the student with skills necessary to effectively manage the demands of the assignment as a trainer. Lecture. Pass/no pass only. *Not transferable, AA/AS degree only.*

CRIMINAL JUSTICE G090 – 24.5 Units

Specialized Investigator's Basic Course (SIBC)

This course teaches the basic knowledge, skills and ethical standards to satisfy the minimum required qualifications established by the California Commission of Peace Officers Standards and Training (POST) for employees serving as Specialized Investigators in the State of California. The course includes academic, physical, psychomotor and affective (ethical behavior) student learning objectives. Letter grade does not guarantee receiving a POST certificate. Students must achieve success in all domains established by POST standards to be awarded a POST certificate of completion. Lecture & lab. Letter grade only. *Not transferable, AA/AS degree only.*

CRIMINAL JUSTICE G091 – 1 Unit

Reserve Coordinator

This course is designed to address contemporary training needs of law enforcement reserve coordinators by providing new techniques for managing reserve peace officer organizations. Emphasis on new training standards for designated and non-designated level I reserve officers, new trends and legislation concerning reserve officers. Lecture. Pass/no pass only. *Not transferable, AA/AS degree only.*

CRIMINAL JUSTICE G092 – 4 Units

SWAT, Special Weapons and Tactics, Basic

Prerequisites: Criminal Justice G064 and permission of Criminal Justice Training Center

Concepts, planning, tactical operations, approach/entry/search techniques; use of chemical agents, weapons, rappelling and task-related physical activities. A two-week course. Lecture. Pass/no pass only. *Not transferable, AA/AS degree only.*

CRIMINAL JUSTICE G095 – 3 Units

Leadership Development Program for Law Enforcement

Prerequisites: Criminal Justice G064 and G070

This course is designed to teach the necessary components for examining and learning the essentials of leadership and to recognize and distinguish issues which influence police integrity, public trust, and loyalty. It analyzes the evaluation policy of the law enforcement agency. It appraises the current system, and examines how assertive leadership influences the behavior and performance of subordinates. It also teaches preparation and formulation of employee performance appraisals. It compares and assesses the supervisor's role in the disciplinary process. In addition, it examines connection between leadership and effective communication. The difference between civil and criminal accountability will be explored and debated along with the

concept and application of Community Oriented Policing and Problem Solving. Lecture & lab. Pass/no pass only. *Not transferable, AA/AS degree only.*

CRIMINAL JUSTICE G099 – 2 Units

P.O.S.T. Instructor Certification

Prerequisites: Criminal Justice G064 or approval by director of Criminal Justice Training Center

This course specifically addresses delivery of the POST (California Commission on Peace Officer Standards and Training) Basic Course curriculum and is designed to expand and enhance the competency and effectiveness of the criminal justice instructor. Course components are structured to deal with the subject matter expertise, various instructional techniques, adult learning concepts, student driven learning and validation exercises. Lecture & lab. Pass/no pass only. *Not transferable, AA/AS degree only.*

CRIMINAL JUSTICE G107 – 3 Units

Drugs, Health, and Society

(Same as: Health Education G107)

This course will explore the different categories of drugs, such as over-the-counter, prescription, and illegal "recreational drugs". Drugs and their relationships to a person's health and wellbeing will be discussed. The motivation to use drugs, abuse and addiction, family concerns, identification of drugs, enforcement, and addiction intervention methods will also be reviewed. Lecture. Optional pass/no pass grade. *Transferable to CSU.*

CRIMINAL JUSTICE G110 – 3 Units

Criminal Investigation

This course addresses the fundamentals of criminal investigation including searches, interview and interrogation techniques, crime scene investigation, sources of information, and case preparation and management. C-ID AJ 140. Lecture. Letter grade only. *Transferable to CSU.*

CRIMINAL JUSTICE G123 – 3 Units

Juvenile Law

This course provides a study of the juvenile justice system including the roles of the three components of the criminal justice system: law enforcement, courts, and corrections. It examines patterns of criminal delinquent behavior and the historical and modern theories that explain this behavior and how to control it. This course also examines dependent children as a result of abuse and neglect. Lecture. Letter grade only. *Transferable to CSU; UC.*

CRIMINAL JUSTICE G128 – 3 Units

Criminal Procedure & Evidence

This course provides an overview of procedural criminal and evidentiary law. This course examines state and federal constitutional, statutory, and case law governing criminal prosecutions and post-conviction proceedings. Lecture. Letter grade only. *Transferable to CSU.*

CRIMINAL JUSTICE G137 – 3 Units

Community Relations and Special Issues in Criminal Justice

This course addresses multiple social issues challenging law enforcement today. It explores the vital aspects of Community Oriented Policing and Problem Solving, Proactive/Reactive Policing, cultural diversity, prejudice/discrimination/hate/stereo-typing/victim selection/victimization, and other social forces that shape human values and attitudes. The course examines current demographic trends, dynamics, and interactions of California's minority groups and multi-faceted sub-cultures as they relate to the criminal justice system in a free society. C-ID AJ 160. Lecture. Letter grade only. *Transferable to CSU; UC.*

CRIMINAL JUSTICE G140 – 3 Units

Introduction to Criminal Justice

Advisories: English G100

This course analyzes the characteristics of the criminal justice system. The course introduces students to the history of criminal law, the legal process, and theories of punishment. The course focuses on the interrelationship of the criminal justice system components in a multicultural context, crime reporting methodology, theories of crime causation, and current challenges to the system. C-ID AJ 110. Lecture. Letter grade only. *Transferable to CSU; UC.*

CRIMINAL JUSTICE G141 – 3 Units

Concepts of Criminal Law

(Formerly known as: Criminal Law I)

Advisories: English G100

This course offers an analysis of the doctrines of criminal liability in the United States and the classification of crimes against persons, property, morals, and public welfare. Special emphasis is placed on the classification of crime, the general elements of crime, the definitions of common and statutory law, and the nature of acceptable evidence. This course utilizes case law and case studies to introduce students to criminal law. The completion of this course offers a foundation upon which upper-division criminal justice course will build. The course will also include some limited discussion of prosecution and defense decision making, criminal culpability, and defenses to crimes. C-ID: AJ 120. Lecture. Letter grade only. *Transferable to CSU; UC.*

CRIMINAL JUSTICE G146 – 3 Units

Police Report Writing

Techniques communicating facts, information and ideas in an effective, simple, clear and logical manner, as they are applied to various types of reports and memoranda used in the criminal justice system. Emphasis is on criminal justice technology, interviewing techniques, the proper use of English, organization of information, and

practical application of these areas in note taking, proper completion of felony and misdemeanor crime reports, memos and routine forms, and the presentation of testimony in court. Lecture. Letter grade only. *Transferable to CSU.*

CRIMINAL JUSTICE G150 – 3 Units

Introduction to Corrections

This course is designed to introduce students to corrections-based systems. It covers all aspects of corrections and how they relate to the entire criminal justice system. Students will study probation, parole, jail and prison programs currently in use in the United States. Incarceration trends will be analyzed, and how political environments effect the prosecution and sentencing process. Students will explore different institutional programs, including the use and effectiveness of community based corrections programs. Students will gain an understanding of the issues related to managing inmates in institutions and the constitutional issues that surround the corrections system. Lecture. Letter grade only. *Transferable to CSU.*

CRIMINAL JUSTICE G151 – 3 Units

Practical Aspects of Corrections

Advisories: Criminal Justice G150

This course is a follow-up course to Criminal Justice G150 (Introduction to Corrections) and explores practical aspects of the modern correctional environment. It includes concepts of correctional ideology including professionalism, victimology, restorative justice, sentencing, diversion, juveniles in the adult system, and issues related to inmates with special needs. This course also studies the characteristics and needs of male, female, and juvenile inmates, and explores constitutional issues related to these inmate classifications. Lecture. Letter grade only. *Transferable to CSU.*

CRIMINAL JUSTICE G152 – 3 Units

Probation and Corrections: Case Planning and Supervision

This course provides a comprehensive introduction to effective case planning, supervision, and intervention techniques for probation and corrections officers working with adult and juvenile criminal offenders. This course offers the student a practical introduction to a career as a probation, parole, or corrections officer. Lecture. Letter grade only. *Transferable to CSU.*

CRIMINAL JUSTICE G172 – 2 Units

P.C. 832 - Laws of Arrest

This course is designed to satisfy the curriculum standards of the California Commission on Peace Officer Standards and Training (POST) as required by California Penal Code section 832 for Laws of Arrest. Course topics include professional orientation, criminal justice system, community relations, introduction to criminal law, laws of arrest, search and seizure, presentation of evidence, investigative report writing, use of force/baton, preliminary criminal investigation, arrest and control procedures (which will require a physical skills demonstration), crimes against the justice system, and cultural diversity. Lecture & lab. Pass/no pass only. *Transferable to CSU.*

CRIMINAL JUSTICE G173 – .5 Units

P.C. 832 - Firearms

This course is designed to satisfy the firearms curriculum standards of the California Commission on Peace Officer Standards and Training (POST) as required by California Penal Code section 832. To enroll in this course, students must have a Department of Justice clearance letter on file with the Golden West College Criminal Justice Training Center. Students are responsible for payment of firearms range and ammunition fees. Lab. Pass/no pass only. *Transferable to CSU.*

CRIMINAL JUSTICE G220 – 3 Units

Forensic Accounting, Introduction

(Same as: Accounting G220)

This course provides an introduction to the fundamentals and techniques of investigative and forensics accounting. The development of forensic accounting as a discipline and its interaction with business, law, auditing and information systems will be explored. Subjects include financial statement and tax fraud, divorce and bankruptcy, identity theft and various white-collar crimes. Forensic principles necessary to detect, prevent and prosecute financial crimes will be explored. Lecture. Optional pass/no pass grade. *Transferable to CSU.*

DANCE

DANCE G100 – 2 Units

Modern Dance I - Beginning

This course provides instruction and practice in fundamental modern dance techniques, improvisation and composition. Development of an understanding and appreciation of modern dance as an art form. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

DANCE G101 – 3 Units

Viewing Dance

“Viewing Dance” is an introduction to contemporary dance theatre through viewing dance films and performances. The historical development of dance from ritual to contemporary forms will be primarily discussed in relation to Western-based genres of dance, such as, ballet, modern, tap, and jazz. Students will view associated dance works and discuss relevant components. Students will be required to attend a live performance and submit a critique. Discussions and assignments will address social and psychological concerns, sexuality, race, gender, and aesthetics, as they come into play within the art form of dance. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

DANCE GI05 – 1 Unit Strength and Stretch

(Formerly known as: Dance Conditioning and Stretches)

This course provides instruction and practice in fundamental stretching techniques, strength conditioning and correction of body alignment. Students will learn stretch combinations on the floor, with partners and at the ballet barre. There will be discussions of anatomical theories and exercises leading to correct body alignment. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

DANCE GI06 – 1 Unit Strength and Stretch 2 — Intermediate

(Formerly known as: Dance Conditioning, Intermediate)

Advisories: Dance GI05

This course provides instruction and practice in intermediate level dance conditioning techniques, which includes Pilates training, Hatha yoga, gyrokinesis yoga, ballet floor barre and fitness training techniques. There will be discussion of nutrition and anatomical theories leading to correct body alignment. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

DANCE GI08 – 1 Unit Pilates and Barre for Dancers

Advisories: Dance GI05 or Dance GI06 or permission of instructor

This course is for the intermediate/advanced dancer to create a better understanding and application of the exercise principles, theory, and history of the Pilates method with classical ballet barre and is designed to improve and enhance dance technique and performance. This course will include training for dancers in Pilates principles, terminology, alignment, breath, strength and flexibility exercises, injury prevention, endurance and kinesiological awareness along with elements from classical ballet barre including pli  , petite battement tendu, d  gag  , rond de jambe, fondu, d  velopp  , grande battement, barre stretch in all positions and basic ballet terminology. Elements

from Pilates may include but are not limited to mat work, ball, magic circle, theraband, foam roller and reformer. Proper breathing techniques will be emphasized. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

DANCE GI12 – 1 Unit Ballroom Dance

A course designed to acquaint students with the fundamentals and various styles of ballroom dancing. There will be an introduction and overview to smooth, Latin, swing, and variety dances. The basics and variations of dances to be taught may include but are not limited to Fox Trot, Waltz, Cha Cha, Tango, Swing, Polka, Salsa, Country, Two Step, Cajun, and Hustle. The course overview is intended to cover the basic footwork, variations, styling, rhythm, timing, lead-follow, and dance characteristics of the dances taught. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

DANCE GI13 – 1 Unit Ballroom Dance 2 - Beginning

Prerequisites: Dance GI12 or permission of instructor

This course is designed for students with some experience in ballroom dance and/or to further the study of ballroom dance begun in Dance GI12. Course will provide review of ballroom dance styles including but not limited to smooth, Latin, swing, and variety dances. Course will emphasize more complex ballroom dance and partnering techniques. Course is designed to further the understanding of ballroom dance forms while enhancing appropriate level footwork, variations, styling, rhythm, timing, lead-follow, and dance characteristics. Dances to be introduced and practiced may include but are not limited to Fox Trot, Waltz, Cha Cha, Tango, Swing, Polka, Salsa, Country, Two Step, Cajun, and Hustle. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

DANCE GI15 – 2 Units Tap Dance 1 - Beginning

(Formerly known as: Beginning Tap Dance)

This course is designed to develop beginning tap dance techniques. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

DANCE GI19 – 1 Unit Hip Hop Dance

This course is designed to introduce and instruct students in various styles of hip hop dance such as breaking, freestyle, locking, popping and other evolving contemporary dance forms at the beginning/intermediate level. Course overview is intended to cover the basic footwork, variations, styling, rhythms and timing. Instruction might also include additional hip hop techniques such as street dance, B-boying and improvisation. Course is designed for the student with little or no previous hip hop dance instruction. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

DANCE GI20 – 2 Units Ballet 1 - Beginning

Instruction and practice in fundamental ballet techniques and correct use of ballet terminology at a beginning level. Students will learn basic alignment, warm-ups, barre work, centre floor adagio and allegro dance combinations. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

DANCE GI25 – 2 Units Jazz Dance 1 - Beginning

(Formerly known as: Jazz Dance 1)

This course provides instruction and practice in the techniques and styles of jazz dance. It is a course designed to develop jazz dance techniques using resource and movement materials. Experience in the creation, development and performance of jazz dance using jazz and rock music as the accompaniment. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

DANCE G130 – 2 Units **Dance for Musical Theater**

This course is designed to acquaint the students with basic dance movements and techniques for musical stage productions. Students will learn choreography from famous stage and film musicals. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

DANCE G135 – 0.5-1 Unit **Mid-Eastern Dance**

This is a technique course emphasizing the social and stage dances from the region designated as the Near and Middle East. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

DANCE G136 – 0.5-1 Unit **Intermediate/Advanced Mid-Eastern Dance**

Advisories: Dance G135

This is a technique course emphasizing the social and stage dances from the region designated as the Near and Middle East which incorporates choreography, improvisation, movement, vocabulary, styling, veil work, and finger cymbal playing. Instruction at the intermediate and advanced levels is offered. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

DANCE G145 – 2 Units **Modern Dance 2 - Intermediate** *(Formerly known as: Intermediate Modern Dance)*

Instruction and practice in intermediate level modern dance technique. Students will learn modern dance warm-up techniques and combinations choreographed to live and recorded accompaniment. Students will have the opportunity to improvise and choreograph their own dance studies. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

DANCE G150 – 2 Units **Tap Dance 2 - Intermediate**

(Formerly known as: Rhythm Tap Styles)
Instruction and practice in intermediate tap dance techniques. A thorough study of many rhythms and tempos, using tap sounds as the medium for the composition. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

DANCE G155 – 2 Units **Ballet 2 - Intermediate**

Instruction and practice in intermediate ballet techniques. Classroom participation in barre work, complex center practice and intermediate adage and allegro ballet combinations. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

DANCE G160 – 2 Units **Contemporary Dance Styles**

(Formerly known as: Commercial Dance Styles)

Advisories: DANC G125: Jazz Dance I - Beginning

Instruction and practice in intermediate jazz exercise techniques, jazz dance combinations, and complete jazz dances choreographed to jazz, rock and musical theater music. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

DANCE G200 – 2 Units **Modern Dance 3 - Advanced** *(Formerly known as: Advanced Modern Dance)*

Instruction and practice in advanced level modern dance techniques, theory, improvisation, and composition. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

DANCE G212 – 1 Unit **Ballroom Dance 3 - Intermediate**

Prerequisites: Dance G113

A course designed to acquaint students with the fundamentals and various styles of ballroom dancing at an intermediate level. Dances to be taught may include but are not limited to Fox Trot, Waltz, Cha Cha, Tango, Swing, Polka, Salsa, Country, Two Step, Cajun,

and Hustle at an intermediate level. The course will cover intermediate level footwork, variations, styling, rhythm, timing, lead-follow, and dance characteristics. Student is expected to be at intermediate level for smooth, Latin, swing, and variety dances. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

DANCE G213 – 1 Unit **Ballroom Dance 4 - Advanced**

Prerequisites: Dance G212

This course will further the study of ballroom dance begun in previous levels of ballroom dance instruction with emphasis on the complex structure and styles of advanced level ballroom dancing. This course will cover footwork, variations, styling, rhythm, timing, lead-follow, and dance characteristics of the advanced level dance styles taught. The advanced level ballroom dance styles to be demonstrated and taught may include but are not limited to Fox Trot, Waltz, Cha Cha, Tango, Swing, Polka, Salsa, Country, Two Step, Cajun, and Hustle. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

DANCE G215 – 2 Units **Tap Dance 3 - Advanced**

(Formerly known as: Advanced Tap Dance)

A complete study in advanced tap techniques in both rhythm and Broadway tap styles. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

DANCE G219 – 1 Unit **Hip Hop Dance 2**

Prerequisites: Dance G119 or permission of instructor

This course will further the study of Hip Hop dance at the intermediate/advanced level. Emphasis will be on vocabulary, footwork, technical skills, styling and rhythms found in various styles of Hip Hop dance including but not limited to breaking, locking, popping, freestyle/improvisation, street dance and B-boying. Students will learn

and create Hip Hop choreography in preparation for auditions and/or performance. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

DANCE G220 – 2 Units

Ballet 3 - Advanced

Advanced level ballet techniques. Classroom participation in barre work, complex center practice and advanced adagio and allegro combinations. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.* May not be offered each semester.

DANCE G225 – 2 Units

Jazz Dance 2 - Advanced

(Formerly known as: Advanced Jazz Dance)

Instruction and practice in advanced jazz dance techniques. Students will learn jazz warm-up exercises, jazz combinations and complete dances choreographed to jazz, rock, and musical theater music. Current styles, staging, and composition of jazz dances will be included. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

DANCE G230 – 2 Units

Choreography

Instruction and practice of the elements of dance and the theories of choreography. Students will improvise and choreograph their own solo and group studies. There will be a variety of performance opportunities. Placement by audition only. Enrollment not accepted until audition is held at the first class meetings each semester. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

DANCE G231 – 2 Units

Choreography 2 - Intermediate/Advanced

Prerequisites: Dance G230 or permission of instructor

This course continues the study of the art of making dances. Instruction and practice of the elements of dance and the theories of choreography will be at the intermediate/advanced level and will continue to emphasize the elements of dance choreography composition:

space, shape, time and energy. Students will improvise and choreograph solo and group compositions at the intermediate/advanced level while enjoying a variety of performance opportunities. Placement by audition only. Enrollment not accepted until audition at the first class meeting. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

DANCE G235 – 2 Units

Modern Dance Ensemble

A course designed for the dance student to learn new or previously choreographed modern dance works. These dances will be learned in their entirety and perfected to performance level. Students will perform the work at public performances during the semester. Placement by audition only. Enrollment not accepted until auditions at the first class meetings. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.* May not be offered each semester.

DANCE G240 – 1-2 Units

Tap Dance Ensemble

A performance group for the advanced tap dancer. Students will learn and perfect several new or previously choreographed tap works. Students will be expected to perform publicly during the semester. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

DANCE G245 – 1-2 Units

Performance Ensemble

A performance group for the intermediate and advanced dancer. Students will learn and perfect several new or previously choreographed works. Students will be expected to perform publicly during the semester. Placement by audition only. Enrollment not accepted until auditions at the first class meetings. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.* May not be offered each semester.

DANCE G250 – 1-2 Units

Studio Production and Performance

Prerequisites: Retention based upon successful audition

Corequisites: Enrollment in intermediate technique class such as Dance G145, G150, G155 or G160

This course is designed to instruct students interested in producing original choreography and performing in the dance studio at GWC and elsewhere in the community. They may also perform in an instructor's choreography. All aspects of the production are studied: Choreography lighting, costuming, publicity, music, scenery design, and staging. Placement by audition only. Enrollment not accepted until auditions at the first class meetings. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

DANCE G251 – 1-2 Units

Studio Production and Performance 2

Prerequisites: Dance G230 or Dance G250 or permission of instructor

This course will further the study of the creative and production aspects of running a dance ensemble for the purpose of community outreach and performance. This course is designed to allow continuing opportunities for students interested in producing original choreography and performing in the dance studio at GWC, on the GWC Mainstage and elsewhere in the community at an intermediate/advanced level. Students will be provided performance opportunities and experiences required for management of a dance company. All aspects of dance concert production are studied including choreography, lighting, costuming, publicity, music, scenery design, special effects and staging. Placement by audition only. Enrollment not accepted until auditions at the first class meetings. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

DANCE G260 – 2-3 Units**Dance Production and Performance**

A course designed to prepare students for the creation and performance of dance with all the aspects of the dance production, i.e., choreography, lighting, costuming and music. Practical experience is obtained through college and community dance performances such as the annual student dance concert in the Golden West College Theater. Placement by audition only. Enrollment not accepted until audition at the first class meetings. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.* May not be offered each semester.

DANCE G261 – 2-3 Units**Dance Production and Performance 2**

Prerequisites: Dance G260

This course continues students' creation and performance of live concert dance at the intermediate/advanced level. All the aspects of dance production, including choreography, music and technical elements such as lighting, costuming, sound, special effects and set design will be emphasized. Practical experience is obtained through college and community dance performances including student dance concerts in the Golden West College Mainstage Theater. Placement by audition only. Enrollment not accepted until audition at the first class meeting. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

DESIGN**DESIGN G101 – 2 Units****Introduction to Design**

This is an introductory course for both the general interest and design major student. It provides a survey of design in contemporary society including a variety of design career options. Design theory, practices and overview of art and design history will be covered.

Emphasis will be on experiencing design through lecture, lab, field observations and projects. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

DESIGN G105 – 3 Units**Introduction to Design Materials and Technical Processes**

This is an introductory hands-on course that enables students to apply their design ideas to plastics, wood and metal. Appropriate safety instruction for both hand and basic power tools is included. Lectures include information on safety, machine operation, basic materials, processes, fasteners, adhesives and finishes. . Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

DESIGN G131 – 3 Units**Perspective and Rendering Systems**

This course provides the fundamentals of drawing detailed perspective systems and fundamental rendering techniques commonly used by designers for accurate and dramatic presentations. The course emphasis is on understanding and developing proper perspective techniques. Basic rendering techniques are introduced. Lecture & lab. Letter grade only. *Transferable to CSU.*

DESIGN G132 – 3 Units**Rendering and Perspective Systems**

The emphasis of this course is on progressive rendering techniques. Fundamentals of drawing detailed perspective systems are also reviewed. Lecture & lab. Letter grade only. *Transferable to CSU.*

DESIGN G150 – 3 Units**Design Drafting**

This course provides an introduction to manual and computer aided drafting. Includes descriptive geometry; mechanism sketching; orthographic and isometric drafting; blueprint reading, printing and plotting. Lecture & lab. Letter grade only. *Transferable to CSU; UC.*

DESIGN G154 – 3 Units**Modeling and Prototyping Techniques**

Advisories: Design G105/Art G192

This is an intermediate course in the materials, processes and techniques for creating 3D mock-ups, models and prototypes used by designers. Students will use plastics, wood, metal and other materials for their presentation displays. Appropriate safety instruction for studio equipment is included. Lectures and demonstrations include advanced techniques in model making and finishing. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

DESIGN G170 – 3 Units**Introduction to 2D and 3D Digital Design**

Advisories: Design G150

This course is an introduction to PC based 2D and 3D software used by designers. Lectures, demonstrations and coursework allow students to develop professional-quality, original artwork and digital images. This hands-on course focuses on introducing students to the basic tools and techniques used for creating and editing digital photographs and images. Students will be able to generate virtual 2D and 3D projects and subsequently utilize rapid prototyping techniques for making solid models. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

DESIGN G232 – 3 Units**Rapid Visualization Techniques**

Advisories: Design G131 and G132, or completion of either G131 or G132 with concurrent enrollment in the other.

This course provides an introduction to technical drawing and rapid visualization techniques for the presentation of design concepts employed by professional design studios. Lecture & lab. Letter grade only. *Transferable to CSU.*

DESIGN G250 – 3 Units**Portfolio Development, Review and Critique**

This course is for students who want to compile their design work into a portfolio that will catch the attention

of a portfolio review committee, prospective employer or client. The emphasis of this course is on competitive portfolio development. This course will allow student to update their skills and portfolio to the most current design career standards. Lectures and demonstrations cover aspects of design portfolio planning and production. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

DIGITAL ARTS

DIGITAL ARTS G100 – 3 Units **Introduction to Digital Arts**

This hands-on introductory course covers the fundamentals of scanner usage, digital cameras, and printers as digital design tools. This course also introduces the student to an array of today's popular software used in the Digital Arts environment. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

DIGITAL ARTS G103 – 3 Units **Digital 2D Design**

This course is an introduction to the basic visual vocabulary used by visual artists and designers. Using Macintosh computers and software programs such as Illustrator, Photoshop and Painter, students will explore the use of the computer as a design tool. Students will explore the concepts of line, mass, texture, color, light, harmony, composition, perspective, pattern, and illusion to develop an awareness of elements used to indicate form. Hue, value and saturation will be explored as an introduction to color theory. Students will learn ways to observe details in the environment around them and are encouraged to create meaningful art utilizing the visual elements of design. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

DIGITAL ARTS G135 – 3 Units **Introduction to Adobe Illustrator**

This course provides an introduction to the computer application Adobe Illustrator, a vector based computer graphic program. This application has become the industry standard in computer 2D graphic projects. The class explores all facets of this computer program using the most recent edition. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

DIGITAL ARTS G150 – 3 Units **Photoshop, Beginning**

Use Adobe Photoshop for digital compositing, typography, image repair, video and web image construction for business, graphic design, the web and digital media fields. Consideration is given to Photoshop industry terms, legal "rules" for image usage, digital workflow, the tools and the basic functions of the software. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

DIGITAL ARTS G152 – 3 Units **Using Photoshop, Intermediate**

Advanced usage of Adobe Photoshop for digital compositing, filter usage, typography and outputting as used in Business and the Web. Consideration is also given to photoshop terms, modes, color balance, shadows/reflections, light sources, the photoshop digital working environment, the tools and the advanced functions of the software. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

DIGITAL ARTS G170 – 3 Units **Graphic Design Principles**

Introduction to visual communication principles as practiced in the graphic design profession. These principles relate to the choice, placement, organization and theme management of graphic elements. These graphic elements are illustrations, photographs, symbols, blocks of type and decorative accessories. Class projects are fashioned after real world projects encountered in the first years of professional work. These projects are produced

on computers in the Macintosh Lab using important computer applications encountered in most job sites. The class introduces process selection, problem solving, client relations, production techniques, and print or multi-media connections. Required of all graphic design majors. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

DIGITAL ARTS G174 – 3 Units **Introduction to Page Layout & Design - Adobe InDesign**

An introduction to electronic page layout and design using today's popular software such as Adobe InDesign. This course includes beginning principles of document design combined with detailed software instruction that will enable the student to master basic principles of topography and publishing. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

DIGITAL ARTS G177 – 3 Units **Graphic Design Principles on the Computer**

A studio format class in the new computer lab where students use their acquired graphic techniques and talents to prepare portfolio quality graphic design. Using a variety of software programs the course combines graphics, illustration, lettering, and photography to communicate ideas and concepts clearly and effectively. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

DIGITAL ARTS G178 – 3 Units **Introduction to Web Page Design**

This course provides a basic introduction to designing and preparing images and media for the Web. The student will learn how to make interesting and dynamic-looking Web sites and Web graphics with the popular applications Dreamweaver, Photoshop, and WordPress. The student will learn to identify the audience, determine appropriate content, and assemble a Web site. The class will cover classic principles of design, how the principles

apply to Web design, and the issues and constraints of designing complex, multi-layered sites. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

DIGITAL ARTS G179 – 3 Units **Prepress**

Advisories: Digital Art G174

Preparing documents for output for both commercial printing and online distribution presents its own set challenges. This advanced Publishing & Prepress course is designed to use today's software such as QuarkXPress, or Adobe InDesign to prepare not only a commercially acceptable portfolio, but to prepare the student to output professional quality documents for use in both print media and electronic media, using software with built-in support for both HTML and PDF files. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

DIGITAL ARTS G180 – 3 Units **Introduction to Web Animation**

(Formerly known as: Introduction to Web Animation Using Flash)

Advisories: DART G178

A basic introduction into what web designers and multimedia developers need to know. Using Adobe Animate CC (Formally known as Flash CC) to create expressive animation and interactive content. Enabling publication to multiple platforms, including Flash Player and AIR, Apple iOS, Google Android, Windows, and OS X desktop, HTML5 Canvas, WebGL, or even custom platforms like Animated SVG, and reach viewers on virtually any desktop or mobile device. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

DIGITAL ARTS G195 – 3 Units **Introduction to Biotechnology Media Design**

Advisories: Digital Arts G150

This course emphasizes the foundational digital media skills required to design and create professional media products for the Biotech field. Students will develop conceptual pathways related to interdisciplinary STEAM fields,

experiment with mixed digital media, including 3D modeling, and discuss the importance of research, models, and props in the design and execution of the final product. Career options, self-promotion, and practical application of digital media skills will also be discussed. Lecture & lab. Letter grade only. *Transferable to CSU.*

DIGITAL ARTS G200 – 3 Units **Advanced Web Design**

Advisories: Digital Arts G178

This course provides students with advanced web site production techniques. Exploration and projects in complex Internet communications using multiple computer applications, such as Adobe Photoshop, Adobe Dreamweaver and Wordpress to produce state of the art commercial web sites and e-commerce shopping carts. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

DIGITAL ARTS G222 – 3 Units **Digital Imaging**

An introduction to digital imaging techniques with an emphasis on commercial subject matter. This course covers basic concepts, processes, and aesthetic interpretation of making digital imagery. It includes an overview of various computer applications using illustrative techniques as well as image and photographic manipulation. Two hours lecture, two hours non-lecture a week. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

DIGITAL ARTS G230 – 3 Units **3D Computer Modeling**

Advisories: Digital Arts G103

Using a 3D Modeling program, this course is an introduction to the design and planning of objects and lettering to be built into the wire frame components of computer animation. The student will create the parts that will combine to form such complex forms as wire frame objects, feature characters or title lettering. The objects will then be covered with surface material and rendered as a single frame 3D object for desktop publishing or put

into an animated sequence to become a segment in a computer animation project. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

DIGITAL ARTS G290 – 3 Units **Digital Design for Human Anatomy**

Prerequisites: DART G195

Advisories: BIOL G100

A 16-week introductory course in basic human anatomy that is paired with a 16-week Digital Design Lab (DART G290L), covering the major organ systems using state of the art 3D software as a learning tool. Material covered in this course will then be applied to anatomical digital designs students will be creating in DART G290L. This course is designed for students who have an interest in digital or biomechanical design, communications and biological technology careers. Will not satisfy transfer or credit requirements for biological science majors or paramedical biology majors (nursing, x-ray technicians, physician's assistant, physical therapist, occupational therapists, chiropractic, dental hygiene, pharmacy) and physical education majors. Lecture. Letter grade only. *Transferable to CSU.*

DIGITAL ARTS G290L – 1 Unit **Digital Design for Human Anatomy Lab**

Prerequisites: Digital Arts G195

Corequisites: Digital Arts G290

This course is an advanced digital lab class in the use of digital media tools to create and communicate human anatomy and science. It is taught in conjunction with anatomy for design. The course is designed for students who are interested in a variety of design related fields for the medical, biotechnical, and medical information services industries. The course will use, but not be limited to Adobe creative cloud, Autodesk 3D modeling software, mobile apps and related products. These digital media and computer technologies will be used to create images and designs based on human anatomy, physiology and mechanics. Lab. Letter grade only. *Transferable to CSU.*

DIGITAL MEDIA

DIGITAL MEDIA G100 – 3 Units **Digital Media, Introduction**

The course enables students to develop a broad perspective of design communication theory, processes and tools, applications, and career opportunities in digital media. Students will apply design elements and principles to projects ranging from print media publications, digital video and audio presentations, and website design. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

DIGITAL MEDIA G102 – 3 Units **Writing and Producing for Digital Media**

Introduces techniques in writing for electronic media including film, radio, television, cable television, the internet and multi-media. The course emphasizes the preparation of scripts in proper formats. This includes fundamental technical, conceptual and stylistic issues related to writing fiction and non-fiction scripts for information and entertainment purposes in film and electronic media. Includes a writing evaluation component as a significant part of the course requirement. Course examines principles and techniques used in producing digital media for streaming, broadcast, cable and film. Lecture. Letter grade only. *Transferable to CSU.*

DIGITAL MEDIA G110 – 3 Units **Digital Audio, Introduction**

This course covers audio theory, tracking, mixing, and basic mastering techniques using digital audio workstation systems in more detail. Lab experiences include editing, processing, mixing, and mastering projects of various musical genres. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

DIGITAL MEDIA G111 – 3 Units **Sound Design for Film, Video, and Gaming**

(Formerly known as: Audio Post Production)

Creating and editing soundtracks and audio for digital video, music video and film. Recording live sound, and integrating sound effects from a digital library. Dialogue editing and re-recording (looping), and musical soundtrack creation. Synchronization of audio to video using timecode, aesthetic quality of sound and music as it relates to video content, and the production of video/audio projects using Apple Logic, Adobe Premier, AVID Media Composer, Adobe Audition, and Pro Tools. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

DIGITAL MEDIA G112 – 3 Units **Recording Studio Basics**

(Formerly known as: Digital Media G050, Sound Recording I)

Introduction to fundamental concepts and techniques of mixing boards, amplifiers, microphones, signal processors and their application to both live and studio sound reinforcement. Basic introduction to computer based recording with Avid Pro Tools HD systems. Microphone placement, physics of sound as it relates to recording, sound reinforcement and studio setup techniques. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

DIGITAL MEDIA G113 – 3 Units **Pro Tools 101 - AVID Certification**

The course provides the student with an introduction of Pro Tools, the standard software used throughout the recording industry. The course covers basic audio editing tools and techniques, plug-ins and mixing in the Pro Tools environment. The student will learn how to build multi-track sessions of live instruments, MIDI sequences, virtual instruments, audio loops and beats. Additional topics include an introduction to automation, dialog editing and audio post production for

film and video. AVID Pro Tools Level I certification exam is included with the course. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

DIGITAL MEDIA G115 – 3 Units **Recording Studio Production Techniques**

(Formerly known as: Sound Recording II)
Advisories: Digital Media G112

Introduction to multitrack recording and production using AVID Pro Tools HD systems. Contemporary recording studio production techniques including microphone selection, placement, analog and digital signal paths, speaker monitors and studio acoustics. Techniques for recording drums, bass, piano, guitar, woodwinds, strings and vocals. Practical hands-on experience with professional recording artists and student collaborations. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

DIGITAL MEDIA G118 – 3 Units **Mixing and Mastering with Pro Tools**

(Formerly known as: Music G051 Digital Audio Production)

Mixing and mastering multitrack recordings using Pro Tools. EQ, compression, reverb, delays, tempo maps, harmonic distortion, multi-band compression. Comparison and contrast of various styles of mixing including jazz, classical, country, rock, hip hop and electronica etc. Example exercises featuring professional recordings and mixes. Understanding and applying mixing concepts such as balance, dimension, and monitoring. Deliver final mixes that translate accurately to various speaker systems and listening environments. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

DIGITAL MEDIA G130 – 3 Units **History of Electronic Media**

Students in this course will analyze their personal media habits while also examining media's influence on culture and society. This course invites students to think about ways in which they receive and perceive news and

entertainment. The course examines the history of mass communications, its functions, economics, content and evolution of radio, television, film, recording industry, the Internet and new media. Social, political, regulatory, ethical and occupational impact of electronic media are also studied. Lecture. Letter grade only. *Transferable to CSU; UC.*

DIGITAL MEDIA G140 – 3 Units

Digital Media Production, Introduction

(Formerly known as: Media Production, Introduction, TV Studio Production, Introduction)

This course introduces theory, terminology and operation of a multi-camera television studio and control room. Topics include studio signal flow, directing, theory and operation of camera and audio equipment, switcher operation, fundamentals of lighting, graphics, video control and video recording and real-time video production. Lecture & lab. Letter grade only. *Transferable to CSU.*

DIGITAL MEDIA G141 – 3 Units

Intro to Single Camera Video Production

(Formerly known as: Documentary Video Production)

The course provides an introduction to the history, theory, terminology, and operation of single camera video production, including composition and editing techniques, camera operation, portable lighting, video recorder operation, audio control and basic editing. The course exams single camera production for documentaries, news, corporate/training videos, public service announcements, narrative and producing for the web. This course focuses on the aesthetics and fundamentals of scripting, producing (documentary, news, scripted narrative, training, public service single video formats and genres) directing on location, postproduction, and exhibition/distribution. C-ID: FTVE 130. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

DIGITAL MEDIA G160 – 3 Units

Video Editing I

(Formerly known as: Video Editing and Motion Graphics)

This course explores theory and techniques in digital video editing. Course covers fundamental techniques and concepts of digital video, editing principles, and visual storytelling. The course reviews the process of video editing throughout the entire development of a media project. There is an emphasis on image sequencing and story continuity, the use of visual effects, color correction, media management, narration, and industry terminology. Students will apply these concepts through a series of digital video projects that showcase effective storytelling through the use of technology. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

DIGITAL MEDIA G163 – 3 Units

Introduction to Motion Graphics

This course provides the student with study principals, concepts and practices used in the production of motion graphics. The course also examines the history and development of broadcast motion graphics. The course includes classroom demonstrations and extensive hands-on labs that cover the topics of: audio, color keying, motion tracking, stabilization and animation techniques using Adobe After Effects. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

DIGITAL MEDIA G170 – 3 Units

Sound Sequencing Production

This course covers sequencing of sound on an audio recording workstation using Logic Studio. Students will sequence several styles of sound using different instrumentation and utilizing many software instruments and beat creation. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

DIGITAL MEDIA G191 – 1 Unit **Digital Media - Cooperative Work Experience**

Prerequisites: DM G100 and DM G140 or DM G160 or DM G111

This course provides the student with an opportunity to take part in a supervised work experience in the field of Digital Media. Students extend their classroom-based occupational instruction through participation in a supervised cooperative workplace experience in Digital Media. The student, instructor, and employer will cooperatively develop one learning objective. One unit of credit will be awarded for 75 hours of paid or 60 hours of unpaid employment for successful completion of learning objective. The maximum units a student can earn in a term for general work experience is 6 units, and for occupational work experience it is 8 units. Students may earn up to a maximum of 16 semester units or 24 quarter units of work experience education. Letter grade only. *Transferable to CSU.*

DIGITAL MEDIA G200 – 3 Units

Applied Digital Media

This course is a capstone course for students preparing for a career in digital media. Students apply theory and use concepts to create projects emphasizing professional appearance, visual and audio quality, and problem-solving techniques in individual and group assignments. This course requires skills in audio, video, and digital arts that will be combined to create professional level products. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

DIGITAL MEDIA G260 – 3 Units

Video Editing 2

(Formerly known as: Non-Linear Editing II)
Advisories: DM G160

This course is a continuation of DM G160, Video Editing I and explores advanced theory, principles and techniques used in nonlinear editing. The class progresses through creating a sequence, inputting source footage, assembling and trimming sequences, editing audio, creating titles, working

with special effects, and outputting a finished program. Additional topics include creating multi-layered effects, keyframing, creating templates, 3D effects, and work with nested layers. Class time is divided between discussion of theory, demonstration and hands-on practice. Students will edit segments from feature films, commercials and promos. The course is designed for experienced video editors and developers of interactive media. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

DRAFTING

DRAFTING G090 – 0.5-1 Unit CAD Drafting Laboratory

Corequisites: Architecture G160 or G162, Drafting G101, G105, G110, G170

For students desiring or needing extra CAD lab hours. The student will perform exercises which will be assigned in one of the prerequisite classes. Lab. Optional pass/no pass grade. *Not transferable, AA/AS degree only.*

DRAFTING G101 – 4 Units Basic Computer Aided Design Drafting

This lecture/lab course is a survey of the basic fundamentals of drafting using Computer Aided Drafting (CAD) and is designed to develop the ability to think in three dimensions and to interpret data from blueprints and sketches. The course includes: freehand sketching, use of dimensioning, multi-view projection, pictorial drawing, sectioning, and basic CAD menus. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

DRAFTING G105 – 3 Units Basic Engineering Drafting I, Computer Aided Drafting

The course will cover the study of correct letter styles for drafting, geometric construction, multi-view projection, basic dimensioning, threads & fasteners, isometric drawing and single auxiliary projection. All drafting

problems will be drawn using computer aided drafting, (CAD), with AutoCAD software. Lecture & lab. Letter grade only. *Transferable to CSU.*

DRAFTING G110 – 3 Units Basic Engineering Drafting II, Computer Aided Drafting

Advisories: Drafting G105

The course will cover precision dimensioning, threads & fasteners, working drawings and assemblies, isometric drawing, single and secondary auxiliary projection, basic descriptive geometry and writing resumes. All drafting problems will be drawn using computer aided drafting, (CAD) with AutoCAD software. Lecture & lab. Letter grade only. *Transferable to CSU.*

DRAFTING G170 – 3 Units Advanced 3D Mechanical Design

Advisories: Drafting G110

This is an advanced solid modeling design course for mechanical drafters, designers, and engineers. Students will use the most current Computer Aided Drafting (CAD) software and computer lab projects to develop solid models, assemblies and drawings and to solve mechanical design problems. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

ECOLOGY

ECOLOGY G100 – 3 Units Human Ecology

An investigation of the current problems of man's relationship with the environment and possible solutions to these problems. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

ECONOMICS

ECONOMICS G110 – 3 Units Contemporary Economic Issues and Problems

(Formerly known as: American Economic Problems)

Provides an introduction to the basic tools and concepts of economic analysis with an emphasis of applying economic theory to current problems and issues. Topics include scarcity, decision making, supply and demand, and the effects of policy applied to selected issues such as crime, drug control, healthcare, pollution, and poverty. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

ECONOMICS G120 – 3 Units Economic History of the United States

(Same as: History G110)

A survey of US economic development from colonial origins to the present, evaluating the various agents of growth. Emphasis is on the changing nature of American capitalism as well as U.S. involvement in the global economy. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

ECONOMICS G170 – 3 Units Principles of Micro Economics

(Formerly known as: Economics G180, Micro Economics)

Prerequisites: Math G030. or Math G040, or Math Placement Assessment

This course offers an introduction to the concepts and tools of economic analysis. Topics include scarcity, supply and demand, costs of production, and analysis of individual and firm behavior in markets. C-ID ECON 201. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

ECONOMICS G175 – 3 Units**Principles of Macro Economics**

(Formerly known as: Economics G285 Macro-Economics)

Prerequisites: Math G030, or Math

G040, or Math Placement Assessment

Advisories: Economics G170

This course is an introductory course applying economic analysis to the aggregate economy. Topics include measurement of economic activity, money and financial institutions, monetary and fiscal policy, long run growth, and international trade. C-ID ECON 202. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

EDUCATION**EDUCATION G102 – 1 Unit****Teaching Diverse Contemporary Classrooms**

Introduction to teaching and learning skills for potential teachers. This course will address the qualities of an effective teacher, components and purposes of an effective professional portfolio and critical issues in diverse contemporary classrooms. Course includes 10 hours of arranged fieldwork. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

EDUCATION G103 – 2 Units**Technology Proficiencies for Teachers I**

Advisories: Computer Business

Applications G101 and CBA G145

Based on the Technology Standards for a CA K-12 Preliminary Teaching Credential, this class focuses on the technology proficiencies required prior to credential candidates being issued a preliminary Multiple or Single Subject Credential. Students successfully completing a portfolio in technology proficiencies related to K-12 curriculum will receive a Proficiency Training Certificate from the Orange County Department of Education. Most, but not all, technology application skills are transferable between the Macintosh and

Windows environment. ADVISORIES: CBA G101 and CBA G145. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

EDUCATION G200 – 3 Units**The Teaching Profession**

Advisories: English G100

This course examines the opportunities, requirements, responsibilities and rewards in teaching, as well as the skills needed and problems encountered in the classroom. Course includes 45 hours of assigned fieldwork. C-ID EDUC 200. Lecture & lab. Letter grade only. Transferable to CSU; UC.

ENGINEERING**ENGINEERING G101 – 2 Units****Introduction to Engineering and Technology**

This course provides an overview of occupations in engineering and related technologies. It is designed to familiarize students with the educational requirements, employment opportunities, and nature of their responsibilities as scientists and engineers. This course is an introduction to the engineering profession and various processes used by engineers and technologists. The course explores different branches of engineering, functions of an engineer, and characteristics of the industries in which engineers work. This course is designed for the student who is exploring career opportunities in engineering technologies. Lecture. Letter grade only. Transferable to CSU; UC.

ENGINEERING TECHNOLOGY**G100 – 4 Units****Electrical Fundamentals: AC-DC Circuits**

A first course in a series of courses designed to fit the needs of an electronic engineering technician. Behavior of resistive, inductive, and capacitive devices, passive electrical networks, and a study of circuit theorems is

covered. A supporting lab experience with use of basic test equipment is included. Lecture & lab. Letter grade only. Transferable to CSU.

ENGLISH**ENGLISH G090 – 5 Units****Accelerated Preparation for College Writing and Reading**

Advisories: Students are encouraged to seek additional support from the Writing Center

As an alternative to the English G098 and English G099 sequence, this course prepares students for college writing through a highly intensive, accelerated format, focusing on expository and argumentative writing, standard English, and critical thinking and reading. Successful completion allows students to enroll in ENGL G100. Lecture. Optional pass/no pass grade. Not transferable, not degree applicable.

ENGLISH G095 – 2 Units**English Basic Skills Corequisite**

Prerequisites: English G098 or GWC English Placement Exam, or Multiple Measures Evaluation

Corequisites: English G100

Supplemental writing course providing instruction in basic conventions of college reading and writing to promote success in a concurrent English G100 course. Success in this course will be based on attendance and satisfactory completion of in-class reading and writing assignments. Requires concurrent enrollment in specified sections of English G100. This class is intended for students who place into English G99 but want to enroll directly into English G100. Concurrent-enrollment support for English G100. Lecture. Pass/no pass only. Not transferable, not degree applicable.

ENGLISH G098 – 3 Units **Developmental Writing and Reading**

(Formerly known as: English G009)

This course is designed for students with native fluency in English who need extensive reading and writing preparation for college level work. Reading components of this course promote student confidence by focusing on comprehension, vocabulary, and retention to promote student success and confidence. Writing components focus on sentence, paragraph, and short-essay writing. Students will concentrate on writing main ideas that are adequately supported by clear explanations, details, and examples. Some students may need additional assistance from the Writing Center. Lecture. Pass/no pass only. *Not transferable, not degree applicable.*

ENGLISH G099 – 3 Units **Preparation for College Writing and Reading**

(Formerly known as: Reading and Writing Essentials, English G010)

Prerequisites: English G009 or English G098 or English as a Second Language G071 or English G090 or Placement Test
This pre-collegiate course, one level below College Composition (English G100), requires students to read, analyze, and respond to texts in order to write coherent essays composed of developed paragraphs. Essays may respond primarily to academic, expository non-fiction texts. Students will practice revising their essays and edit according to standards of written English. Some students may need additional support from the Writing Center. Limitation on Enrollment: This course is not open to students with previous credit in English G090. Lecture. Pass/no pass only. *Not transferable, not degree applicable.*

ENGLISH G100 – 4 Units **Freshman Composition**

Prerequisites: English G099 or English G090, ESL G120, or Placement Test

Composition and revision of essays, critical thinking, critical reading and documentation. Recommended for all liberal arts majors and those planning to transfer to a four-year college or university. Instructor may recommend up to one additional hour per week in the Writing Center. UC Credit limitations: English G100 and English G100H combined—maximum credit, one course. C-ID ENGL 100. Lecture. Letter grade only. *Transferable to CSU; UC.*

ENGLISH G103 – 5 Units **Freshman Composition Intensive**

Prerequisites: English G090, English G099, or placement test.

English G103 is an intensive English course that allows students to fulfill their English composition requirement while concurrently receiving extra time, support and assistance. The Freshman Composition component of the class emphasizes composition and revision of essays, critical thinking, critical reading and documentation. The remedial component of the class provides extra assistance in English writing skills, grammar, sentence structure, usage, and punctuation, with concentration on writing expository paragraphs. The emphasis on paragraph development will complement writing of the expository and argumentative essay. Lecture & lab. Letter grade only. *Transferable to CSU.*

ENGLISH G110 – 4 Units **Critical Thinking, Reading and Writing Through Literature**

Prerequisites: English G100

This course teaches students to apply critical thinking and research skills in reading, analyzing and writing about literary genres in order to formulate arguments. Students learn to use inductive and deductive reasoning and recognize logical fallacies, rhetorical strategies, and implicit meaning. Recommended for English majors

and prospective teachers. UC Credit Limitation: English G110 and English G110H combined—maximum credit, one course C-ID ENGL 110. Lecture. Letter grade only. *Transferable to CSU; UC.*

ENGLISH G112 – 3 Units **Appreciation of Literature**

Prerequisites: English G100

This course is a broad introduction to literary genres, elements and techniques in cultural/historical context. Literary works will be chosen from all three genres and various historical periods. The readings will illustrate various genres, historical contexts and cultural contexts, as well as the relationships between them. C-ID ENGL 120. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

ENGLISH G114 – 3 Units **Great Myths and Legends**

Prerequisites: English G100

This course surveys the famous myths and legends of various world cultures. Readings include original myths and legends as well as critical approaches. The course deals with universal topics such as creation, destruction, and the relationship between gods and the natural world. UC Credit limitations: English G114 and English G114H combined—maximum credit, one course. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

ENGLISH G143 – 3 Units **Children's Literature**

(Formerly known as: Introduction to Children's Literature)

Prerequisites: English G100 or English G100H

This course introduces representative works of children's and young adult literature and develops students' close reading and analytical writing skills while promoting an appreciation for the aesthetic qualities and prominent themes of these genres. C-ID ENGL 180. Lecture. Letter grade only. *Transferable to CSU; UC.*

ENGLISH G150 – 3 Units **American Literature Through the Civil War (1865)**

(Formerly known as: *American Literature: Pre-colonial through Civil War*)

Prerequisites: English G100

This course is a study of early American literature through the Civil War. C-ID: ENGL 130. Lecture. Letter grade only. *Transferable to CSU; UC.*

ENGLISH G155 – 3 Units **American Literature 1865 to Present**

Prerequisites: English G100

This course is a study of American Literature from the Civil War to the present. C-ID: ENGL 135. Lecture. Letter grade only. *Transferable to CSU; UC.*

ENGLISH G160 – 3 Units **Masterpieces of World Literature Through the Renaissance**

(Formerly known as: *Masterpieces of World Literature*)

Prerequisites: English G100

A study of world masterpieces through the European Renaissance. The important contributions and achievements from the literature of both Western and Eastern countries and eras are studied for their artistic merit and for their influences on modern thought. UC Credit Limitations: English G160 and English G160H combined—maximum credit, one course. C-ID: ENGL 140. Lecture. Letter grade only. *Transferable to CSU; UC.*

ENGLISH G161 – 3 Units **Masterpieces of World Literature Since the Renaissance**

(Formerly known as: *English G165, Masterpieces of World Literature*)

Prerequisites: English G100

This course is a study of world literary masterpieces since the Renaissance. Important contributions and achievements from the literature of various countries and periods will be studied for their artistic merit and influence on the modern world. UC Credit Limitations: English G161 and

English G161H combined—maximum credit, one course. C-ID: ENGL 145. Lecture. Letter grade only. *Transferable to CSU; UC.*

ENGLISH G181 – 3 Units **Shakespeare**

(Formerly known as: *English G180*)

Prerequisites: English G100

In this course, students will study the plays and poems of William Shakespeare. The course will focus on the politics, culture, and aesthetics of Shakespeare's work, as well as providing students with a knowledge of Shakespeare's influence on other writers. UC Credit Limitations: English G181 and English G181H combined—maximum credit, one course. Lecture. Letter grade only. *Transferable to CSU; UC.*

ENGLISH G270 – 3 Units **British Literature to 1800**

(Formerly known as: *English G290, Major British Authors*)

Prerequisites: English G100

A study of selected writers in English literature to 1800. C-ID: ENGL 160. Lecture. Letter grade only. *Transferable to CSU; UC.*

ENGLISH G275 – 3 Units **British Literature Since 1800**

(Formerly known as: *English G295, Major British Authors*)

Prerequisites: English G100

A study of selected writers in English literature from 1800 to present. C-ID: ENGL 165. Lecture. Letter grade only. *Transferable to CSU; UC.*

ENGLISH G280 – 3 Units **Creative Writing**

Prerequisites: English G100

This creative writing course is for students who wish to explore writing in the four literary genres. Students will engage in formal analysis of the genres in order to create their own texts. There is informal discussion and criticism of student writing by the class and instructor. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

ENGLISH G281 – 3 Units **Creative Writing: Prose**

Prerequisites: English G100

A course for those who enjoy writing and want to concentrate on some form of prose: the short story, magazine article, screen play, stage play, autobiography, personal essay, and prose poetry. Informal discussion and criticism of student work by the instructor and the class. C-ID: ENGL 200. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

ENGLISH READING & WRITING CENTER

ENGLISH READING & WRITING CENTER G011 – 1 Unit

Building Vocabulary Skills I

This Writing and Reading Center course is designed for beginning ESL students in courses such as ESL G011 and G021, who possess a vocabulary of approximately 600 words and need practice with basic English. Students will practice a variety of strategies for learning and retaining vocabulary used in everyday written communication. Open entry/open exit. Lab. Pass/no pass only. *Not transferable, not degree applicable.*

ENGLISH READING & WRITING CENTER G012 – 1 Unit

Building Vocabulary Skills II

This Writing and Reading Center course is designed for intermediate level ESL students in courses such as ESL G031 and G041, who possess a vocabulary of approximately 1700 words and need practice with words used in a basic English. Students will practice a variety of strategies for learning and retaining vocabulary used in everyday written communication. Open entry/open exit. Lab. Pass/no pass only. *Not transferable, not degree applicable.*

**ENGLISH READING & WRITING
CENTER G013 – 1 Unit**
Building Vocabulary Skills III

This Writing and Reading Center course is designed for intermediate ESL students in courses such as ESL G051 and G061, who possess a vocabulary of about 2300 words and need practice with a basic level of academic vocabulary. Students will practice a variety of strategies for learning and retaining vocabulary used in everyday written communication. Open entry/open exit. Lab. Pass/no pass only. *Not transferable, not degree applicable.*

**ENGLISH READING & WRITING
CENTER G014 – 1 Unit**
Building Vocabulary Skills IV

This Writing and Reading Center course is designed for advanced ESL students in courses such as ESL G071, who possess a vocabulary of at least 3000 words and want to prepare for basic English courses. Students will practice a variety of strategies for learning and retaining college level vocabulary. Open entry/open exit. Lab. Pass/no pass only. *Not transferable, not degree applicable.*

**ENGLISH READING & WRITING
CENTER G020 – 0.18-0.5 Units**
Writing Center Conference I

This is a self-paced, variable unit course offering individualized instruction designed to meet your specific needs in areas such as getting started, development and organization of ideas, grammar, punctuation and ESL. This writing course may be either self-selected or recommended by your instructor in another course that requires written assignments. Open entry/open exit. Lecture & lab. Pass/no pass only. *Not transferable, not degree applicable.*

**ENGLISH READING & WRITING
CENTER G021 – 0.5 Units**
Writing Center Conference II

This course continues the individually tailored writing instruction begun in English G097 and can be taken in

connection with any college course requiring writing assignments. Open entry/open exit. Lab. Pass/no pass only. *Not transferable, not degree applicable.*

**ENGLISH READING & WRITING
CENTER G023 – 0.5 Units**
Writing a Unified Paragraph

(Formerly known as: ENGL 034, ENGL 012AB)

This course instructs students in the process of developing a unified paragraph. It includes sections on prewriting techniques, developing a topic sentence and support sentences, and writing and revising a unified paragraph. Open entry/open exit. Lab. Pass/no pass only. *Not transferable, not degree applicable.*

**ENGLISH READING & WRITING
CENTER G024 – 1 Unit**
Writing a Unified Essay

This course instructs students in the process of essay writing, including generating ideas, writing a first draft, revising, and using a variety of introductions and conclusions. Students will practice the five-paragraph essay both with self-generated topics and with responses to reading assignments. Open entry/open exit. Lab. Pass/no pass only. *Not transferable, not degree applicable.*

**ENGLISH READING & WRITING
CENTER G025 – 0.18 Units**
Writing the University Application Letter

This short course guides students through the process of writing the Personal Statement required with the University of California application. Open entry/open exit. Lab. Pass/no pass only. *Not transferable, not degree applicable.*

**ENGLISH READING & WRITING
CENTER G030 – 0.5 Units**
Guided Reading Development

(Formerly known as: ENGL 024, ESL 024)

A course for the development of reading, writing and vocabulary skills for students of all levels: beginning ESL to native speakers. Open entry/open exit. Lab. Pass/no pass only. *Not transferable, not degree applicable.*

**ENGLISH READING & WRITING
CENTER G032 – 0.5 Units**
Reading for College Success

For native speaking students and advanced ESL students who desire college level reading skills. This lab course is designed to complement all academic courses that require advanced reading skills by increasing reading comprehension, context, vocabulary, retention, and speed. Open entry/open exit. Lab. Pass/no pass only. *Not transferable, not degree applicable.*

**ENGLISH READING & WRITING
CENTER G034 – 2 Units**
Intermediate Reading Strategies

(Formerly known as: ENGL 050AB)

This course is for students who want to build stronger foundational reading skills. This Writing Center lab course is designed around the PLATO reading software program, a computer based curriculum. This course covers a variety of reading skills, encourages active reading, and develops critical thinking skills. Open entry/open exit. Lab. Pass/no pass only. *Not transferable, not degree applicable.*

ENGLISH AS A SECOND LANGUAGE

ENGLISH AS A SECOND LANGUAGE G031 – 5 Units ESL Core Course, Level 3

Prerequisites: Placement by ESL assessment process.

Advisories: ESL G032 and/or ESL G033

This course is the third grammar-writing course in a series of seven levels. While the focus is grammar-writing, this core class is a low intermediate ESL core course in English reading, writing, speaking, listening, and grammar. In the course, students will focus on mastery of simple and progressive verb tenses, simple passive voice, indirect object patterns, modals, idiomatic expressions, and simple subordination. At the completion of the course, students will be able to use simple time and space orders in sentences and paragraphs and use correct word order in conversation. Lecture & lab. Pass/no pass only. *Not transferable, not degree applicable.* May not be offered each semester.

ENGLISH AS A SECOND LANGUAGE G032 – 3 Units ESL Reading/Writing, Level 3

Prerequisites: Placement by ESL assessment process.

Advisories: ESL G021 and/or ESL G022 and/or concurrent enrollment in ESL G031 and/or ESL G033.

A low intermediate discrete skills course designed to give intensive practice in reading, writing, and grammar. Students will read selections ranging from simple information to high-interest stories and develop the ability to write short narrative and descriptive paragraphs on familiar topics, using a variety of simple verb tenses, simple subordination and coordination. Lecture. Pass/no pass only. *Not transferable, not degree applicable.* May not be offered each semester.

ENGLISH AS A SECOND LANGUAGE G033 – 3 Units ESL Listening/Speaking, Level 3

Prerequisites: Placement by ESL assessment process.

Advisories: ESL G021 and/or concurrent enrollment in ESL G031 and/or ESL G032

A low intermediate discrete-skills course designed to give intensive practice in listening, speaking, and pronunciation. Students will engage in social dialogues, role playing and conversations in response to TV, video and class lectures. Stress on pronunciation of vowel sounds and end consonant clusters. Lecture. Pass/no pass only. *Not transferable, not degree applicable.* May not be offered each semester.

ENGLISH AS A SECOND LANGUAGE G041 – 5 Units ESL Core Course, Level 4

Prerequisites: ESL G031 and ESL G033 or placement by ESL assessment process.

Advisories: Concurrent enrollment in ESL G042 and/or ESL G043

Fourth in a series of seven levels. Intermediate ESL core course in English reading, writing, speaking, listening, and grammar. In the course students will focus on present perfect tense and on compound and complex sentences, expository writing forms, appropriate levels of diction, and topic sentence ideas. At the completion of the course, they will be able to write simple process, reason, and results pieces with control of sentence word order; they will also be able to distinguish central ideas and supporting details in structured readings. Lecture & lab. Pass/no pass only. *Not transferable, not degree applicable.*

ENGLISH AS A SECOND LANGUAGE G042 – 3 Units ESL Reading/Writing, Level 4

Prerequisites: ESL 032 or placement by ESL assessment process.

Advisories: ESL G031 and/or ESL G032 and/or concurrent enrollment in ESL G041 and/or ESL G043

An intermediate discrete skills course designed to give intense practice in reading, writing, and grammar. Students will read expository pieces requiring the ability to find main ideas and details, make inference, recognize transitional devices, and distinguish levels of generality. They will develop the ability to write simple expository paragraphs, with an emphasis on using transitional devices to coordinate ideas. Lecture. Pass/no pass only. *Not transferable, not degree applicable.*

ENGLISH AS A SECOND LANGUAGE G043 – 3 Units ESL Listening/Speaking, Level 4

Prerequisites: ESL G033 or placement by ESL assessment process.

Advisories: ESL G031 and/or concurrent enrollment in ESL G041 and/or ESL G042

An intermediate discrete-skills course designed to give intensive practice in listening, speaking, and pronunciation. Students will engage in group discussions and give informal reports in response to TV, video, films and academic lectures on concrete topics. Stress on recognizing differences between formal and informal diction, on differentiating voice patterns and cues in meaning, on using idiomatic prepositions correctly, and on developing English rhythm and intonation patterns. Lecture. Pass/no pass only. *Not transferable, not degree applicable.*

**ENGLISH AS A SECOND
LANGUAGE G051 – 5 Units
ESL Core Course, Level 5**

Prerequisites: ESL G041 and ESL G043 or placement by ESL assessment process.

Advisories: Concurrent enrollment in ESL G052 and/or ESL G053

This course is the fifth in a series of seven levels. It is a high intermediate ESL core course in English reading, writing, speaking, listening, and grammar. In the course students will focus on the more difficult adjective and adverbial clauses; past and future perfect tenses; expository writing patterns, such as cause and effect and comparison and contrast; inference and tone in reading; and listening without visual clues. At the completion of the course, they will have emerging control of expository forms, of tone, and of providing contextual clues. Lecture & lab. Pass/no pass only. *Not transferable, not degree applicable.*

**ENGLISH AS A SECOND
LANGUAGE G052 – 3 Units
ESL Reading/Writing, Level 5**

Prerequisites: ESL G042 or placement by ESL assessment process.

Advisories: ESL G041 and/or concurrent enrollment in ESL G051 and/or ESL G053

This course is fifth in a series of six reading courses. It is a high intermediate discrete skills course designed to give intense practice in reading, writing, and grammar. Students will read multi-paragraph pieces of wide general interest and pieces about abstract topics; they will distinguish between main and subordinate ideas and recognize major differences in tone. They will develop the ability to write transitional phrases between simple expository paragraphs and use a variety of compound and complex sentence patterns in subordination and coordination. Lecture. Pass/no pass only. *Not transferable, not degree applicable.*

**ENGLISH AS A SECOND
LANGUAGE G053 – 3 Units
ESL Listening/Speaking, Level 5**

Prerequisites: ESL G043 or placement by ESL assessment process.

Advisories: ESL G041 and/or concurrent enrollment in ESL G051 and/or ESL G052

This course is the fifth in a series of seven courses. It is a high intermediate discrete-skills course designed to give intensive practice in listening, speaking, and pronunciation. Students will begin elementary guided note taking in response to a variety of simple lectures. Emphasis in speaking is placed on presenting short reports and using a variety of stress and intonation patterns to convey meaning. Lecture. Pass/no pass only. *Not transferable, not degree applicable.*

**ENGLISH AS A SECOND
LANGUAGE G061 – 4 Units
ESL Core Course, Level 6**

Prerequisites: ESL G051, G052 and G053 or placement by ESL assessment process.

Advisories: Concurrent enrollment in ESL G062 and/or ESL G063

This is the sixth in a series of seven levels. It is a low advanced ESL core course in English reading, writing, speaking, listening, and grammar. In the course students will focus on adverbial and noun clauses, adverbial transformations and participial forms, basic essay form, and a range of developmental readings. At the conclusion of the course students will be able to write and converse about these materials in predominantly correct standard English. Lecture. Pass/no pass only. *Not transferable, not degree applicable.*

**ENGLISH AS A SECOND
LANGUAGE G062 – 3 Units
ESL Reading/Writing, Level 6**

Prerequisites: ESL G052 or placement by ESL assessment process.

Advisories: ESL G051 and/or concurrent enrollment in ESL G061

This course is the sixth in a series of six reading courses. This is a low-advanced discrete skills course designed to give

intense practice in reading, writing, and grammar. Students will develop the ability to read and analyze a range of selected essays, articles, and fictional pieces and to write fully developed paragraphs of cause/effect, classification, and problem/solution based on the readings. Lecture. Pass/no pass only. *Not transferable, not degree applicable.*

**ENGLISH AS A SECOND
LANGUAGE G063 – 3 Units
ESL Listening/Speaking, Level 6**

Prerequisites: ESL G053 or placement by ESL assessment process.

Advisories: ESL G051 and/or concurrent enrollment in ESL G061

This course is the sixth in a series of seven courses. It is a low advanced discrete-skills course designed to give intensive practice in listening, speaking, and study skills. Students will continue to develop skills in guided note-taking from lectures and discussion. They will engage in conversations based on a variety of topics with an emphasis on appropriate vocabulary, syntax, and register. Lecture. Pass/no pass only. *Not transferable, not degree applicable.*

**ENGLISH AS A SECOND
LANGUAGE G071 – 4 Units
ESL Core Course, Level 7**

Prerequisites: ESL G061 and G063 or placement by ESL assessment process.

Advisories: Concurrent enrollment in ESL G073.

This is the last in a series of seven levels. It is an advanced ESL core course in English reading, writing, speaking, listening, and grammar. In the course, students will focus on analytic reading skills, paragraph writing, and refining their use of English syntax and style. At the conclusion of the course, they will have the skills to fulfill the entry requirements for English 010. Lecture. Pass/no pass only. *Not transferable, not degree applicable.*

ENGLISH AS A SECOND LANGUAGE G120 – 5 Units

ESL Advanced Composition

Focuses on the study of English composition for students whose first language is not English. Includes the study of advanced grammar and sentence structure, paragraph and essay organization and development. Develops academic literacy with the introduction of research writing and academic citation. Develops students' abilities to read, analyze, interpret, and respond to published materials that are linguistically, conceptually, and culturally challenging. Introduces and reinforces effective strategies for reducing errors and improving self-editing skills. This course is designed to prepare students for English 100. Lecture. Optional pass/no pass grade. *Transferable to CSU.*

ESL WRITING CENTER

ESL WRITING CENTER G011 – 1 Unit

Basic Present, Past, and Future Tense Skills Development

(Formerly known as: ESLW G012, G013)
This course focuses on the correct usage of present, past, and future tense verbs. Students will learn when to use these tenses, how to ask questions and give answers, how and when to use contractions, how to form "wh-questions", how to form the negative, and how to use the verb "be." Open entry/open exit. Lab. Pass/no pass only. *Not transferable, not degree applicable.*

ESL WRITING CENTER G025 – 0.5 Units

Sentence Combining and Past Habit-"Used to"

(Formerly known as: ESLW G015)
This course is a study of introductory sentence combining in written English, focusing on coordinating conjunctions and simple adverb clauses of time, contrast, and cause and effect. This course also focuses on the correct usage of "Used To" to talk about past

habits or past situations that no longer exist in the present. Students will learn to contrast the past and the present using "used to" and time expressions. The lessons include learning to ask and answer yes/no and "wh-questions", form negative sentences, and differentiate between "used to" and "be used to" (be accustomed to). Open entry/open exit. Lab. Pass/no pass only. *Not transferable, not degree applicable.*

ESL WRITING CENTER G026 – 0.5 Units

Introduction to Spelling and Prepositions

(Formerly known as: ESLW G027)
This course focuses on basic spelling rules which help students to use sounds to spell correctly. This course also provides an introductory study of prepositions used in written English, focusing on prepositions of place and time. Open entry/open exit. Lab. Pass/no pass only. *Not transferable, not degree applicable.*

ESL WRITING CENTER G044 – 0.5 Units

The Formation and Use of Modal Auxiliaries

This course focuses on the correct usage of Modals. Students will learn what Modals are, how to form them, and how they are used. Open entry/open exit. Lab. Pass/no pass only. *Not transferable, not degree applicable.*

ESL WRITING CENTER G054 – 0.5 Units

The Formation and Use of Passive Voice, and Participial Adjectives

(Formerly known as: ESLW G055)
This course focuses on the correct usage of passive voice and participial adjectives. Students will learn what they are, how to form them, and where they are used. Open entry/open exit. Lab. Pass/no pass only. *Not transferable, not degree applicable.*

ESL WRITING CENTER G056 – 1 Unit

Present and Past Perfect and Perfect Progressive Tenses

(Formerly known as: ESLW G057, G058, G059)

This class focuses on the usage of the present perfect, present perfect progressive, past perfect, and the past perfect progressive tense forms and their applications in writing. Open entry/open exit. Lab. Pass/no pass only. *Not transferable, not degree applicable.*

ENVIRONMENTAL STUDIES

ENVIRONMENTAL STUDIES G100 – 3 Units

Introduction to Environmental Studies

An interdisciplinary course designed to give the student a general overview of the environmental studies field. A basic understanding of issues related to the environmental compartments of air, soil and water; historical events, economic, political, and cultural concepts, regulations, and technology will be presented. An overview of career opportunities and paths within the environmental industry will be presented. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

ENVIRONMENTAL STUDIES G133 – 4 Units

Energy Audit I

This course introduces the student to the concepts of energy efficiency, energy conservation and energy auditing and assessment. Students will learn to inspect, test, and measure energy usage in buildings. In addition, students will learn to recommend energy efficient steps to reduce building energy usage through practical and cost-effective installation of insulation and retrofitting of energy efficient doors, windows, and appliances. Lecture. Optional pass/no pass grade. *Transferable to CSU.*

ENVIRONMENTAL STUDIES**G140 – 3 Units****Environmental Education and Interpretation**

This course is designed to introduce the guiding principles for interpreting nature and culture. Existing educational materials, options for environmental program education delivery, and the development of interpretative centers will be examined. Students participate in environmental education and interpretation programs through collaboration with local and international agencies and organizations, and with industry. Career paths and opportunities will be presented. Lecture. Optional pass/no pass grade. *Transferable to CSU.*

ENVIRONMENTAL STUDIES**G160 – 4 Units****Solar Energy I—Thermal Technologies and Applications**

(Same as: Engineering Technology G160)
This course introduces the theoretical concepts and practical applications of solar thermal energy. Solar radiation, measurement, and data processing will be discussed. Components, systems and system performance including design, predicted energy savings, and economics will be examined. The focus will be on low-temperature applications for solar hot water and space heating. Career paths and opportunities within associated industries will be presented. Lecture. Optional pass/no pass grade. *Transferable to CSU.*

ENVIRONMENTAL STUDIES**G162 – 4 Units****Solar Energy II—Photovoltaic Technologies and Applications**

(Same as: Engineering Technology G162)
This course provides a comprehensive introduction to solar photovoltaic (PV) energy systems, including cell design and manufacturing technologies. A range of PV applications will be presented including grid connections, rural electrification, transportation designs, stand-alone systems, consumer products, and the supply of electrical power to satellites in space. Career

paths and opportunities within associated industries will be presented. Lecture. Optional pass/no pass grade. *Transferable to CSU.*

ENVIRONMENTAL STUDIES**G170 – 3 Units****Renewable Energy Sources and Applications**

(Same as: Engineering Technology G170)
This course provides a comprehensive overview of the principal types of renewable energy including solar, thermal, photovoltaic, bio, hydro, tidal, wave, wind, geothermal, hydrogen, and fuel cell. The underlying physical and technological principles of renewable energy resources, their environmental impact, current applications and future prospects will be examined. Career paths and opportunities within associated industries will be presented. Lecture. Optional pass/no pass grade. *Transferable to CSU.*

ENVIRONMENTAL STUDIES**G190 – 1.5-3.5 Units****Environmental Studies Practicum**

Designed to provide environmental studies learners with a practicum cooperatively planned by a private, public or non-profit agency and the environmental studies faculty. Focus is on providing students with an opportunity to apply environmental studies theory in a realistic work setting. The course includes classroom/online discussion of issues directly related to the practicum. Student's practicum can take place locally, nationally or internationally. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

FLORAL DESIGN**FLORAL DESIGN G110 – 3 Units****Basic Floral Design**

This course is an introduction to the fundamentals of theory, techniques and skills currently practiced in the floral industry. The course includes applied art principles, cut flower and foliage care and botanical identification,

handling practices, proper use of florist's tools and materials, pricing of floral products and historical period designs. This course prepares students for entry-level positions in the floral industry. Detailed instruction and demonstrations are given on various arrangement styles and flowers to wear. Students utilize lab time to execute class projects. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

FLORAL DESIGN G115 – 2 Units
Wedding Designs

Advisories: Floral G110

This course provides the student with theory and lab experience in the complex styling of floral pieces specific to weddings. The course explores the advanced techniques of design, identifies the latest in floral bridal trends and execution of traditional floral compositions for wedding décor. Body flowers, carrying pieces, ceremony and reception designs will be executed. Consultation, service, delivery procedures, ordering and pricing will be covered. Completed lab projects are taken home by the student. Lecture and lab. Completion of the Floral Design and Shop Management Certificate prepares students for state certification and national accreditation. Advisory: Floral G110 - Basic Floral Design Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

FLORAL DESIGN G120 – 2 Units
Advanced Designs in Global Floristry

Advisories: Floral G110

Globalization has changed the floral focus to include intercontinental design techniques and imported products. This class increases awareness and appreciation of cultural influence and country specific designs. This course provides practical application and construction of design styles with an emphasis on International floral customs, European floral designs, sympathy tributes and dual purpose designs, such as wedding and event décor. Lecture and lab. Completed lab projects are taken home by the

students. Completion of the Floral Design and Shop Management Certificate prepares students for state certification and national accreditation. Advisory: Floral G110 - Basic Floral Design Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

FLORAL DESIGN G125 – 2 Units Advanced Floral Design - Events and Display

Advisories: Floral G110

This course focuses on the advanced design skills and techniques used to create thematic floral arrangements for special events and window display. Planning, organization, design, and delivery as well as party props, room décor, table treatments and display elements are emphasized in this course. Theory and lab experience accentuate art principles and creative thematic approaches to floral design. Students will design and create a themed floral arrangement during labs. Completed lab projects are taken home by the student. Completion of the Floral Design and Shop Management Certificate prepares students for state certification and national accreditation. Advisory: Floral G110 - Basic Floral Design Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

FLORAL DESIGN G127 – 2 Units Creativity and Competition

Advisories: Floral G110

This course focuses on advanced design skills and techniques emphasizing the use of the student's own imagination and creative talent to create individualized, non-standard, contemporary flower arrangements. Theory and lab experience will broaden the student's design expertise and personally expand and develop creative potential. Creativity development, stimulation of the imagination, critical thinking and practice of technical skills prepare students to participate in competitions, separating the designer from the copier. Completion of the Floral Design and Shop Management Certificate prepares

students for state certification and national accreditation. Advisory: Floral G110. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

FLORAL DESIGN G130 – 3 Units Floral Business and Marketability

Advisories: Floral Design G110

This course reinforces basic floral knowledge, introduces advanced design styles and industry techniques and provides practical experience to gain proficiency in advanced commercial floral design skills. Theory of design, techniques and color concepts are reinforced as students create floral arrangements and corsages. Personal marketability, resume building, and portfolio creation are emphasized as well as exploration of shop operation including pricing for profit, salesmanship, merchandising and management. Flower and foliage identification by genus, species and common name aligns with state certification requirements. Lab practicum develops advanced floral design techniques, projects are taken home by the student. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

FLORAL DESIGN G132 – 2 Units Permanent Botanicals

Advisories: Floral G110

This course provides the student with history, theory and lab experience in the use of permanent botanicals as a medium of floral design. Instruction includes the use of artificial floral product and preserved natural plant materials. The course emphasizes the principles and elements of design, color theory, and the mechanics and techniques of construction for home decor and commercial interior applications. Theory and lab experience accentuates the preservation process of flowers and foliage for use in floral design. Completion of the Floral Design and Shop Management Certificate prepares students for state certification and national accreditation. Advisory: Floral G110. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

FLORAL DESIGN G192C – 1-4 Units

Cooperative Work Experience - Occupational

This course will enable students to earn college unit(s) on-the-job by learning or improving knowledge or skills related to their educational or occupational goals. Occupational Cooperative Work Experience is discipline-specific in that students' job and learning objectives relate to the Work Experience course. Students can work in either paid or unpaid (Internship) positions. Student may earn up to 4 CWE units per semester, maximum of 16 CWE combined units while at GWC. Units are awarded upon achievement of approved learning objectives and completion of required hours worked. Each unit of credit requires paid employees to document 75 hours (volunteers or unpaid employees - 60 hours) during the semester. Student must have: 1. Consent of academic program faculty and division dean. 2. Consent of CWE Program Coordinator or designee. 3. Working in a job directly related to college major or career goal. Letter grade only. *Transferable to CSU.*

GEOGRAPHY

GEOGRAPHY G100 – 3 Units World Regional Geography

Advisories: English G100

World Regional Geography is an introductory course to geography. It provides an overview of the world using geographic concepts to identify the diversity and similarity of physical and human landscapes in a variety of world regions. Through a spatial approach, World Regional Geography introduces world geographic realms, explores the inter-relationships between human societies and natural environments and provides students with unique perspectives on our changing world. Through the study of physical characteristics, as well as the historic and contemporary (social, economic and political) dynamics

of places, students will gain the knowledge to better understand and critically evaluate current cultural and environmental world conditions. This course will increase student's global awareness to become more informed world citizens and consumers. Regional elements covered include major characteristics, population trends, physical geography, cultural geography and how these elements relate to current global issues. C-ID: GEOG 125 Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

GEOGRAPHY G180 – 3 Units
Introduction to Geography:
Physical Geography

Advisories: Math G010

Recommended for transfer students majoring in anthropology, economics, geography, history, sociology and the natural sciences. A study of the basic physical elements of the geographical environment, with particular attention to the earth as a planet, its structural features, landforms, meteorological and climatological phenomena, vegetation, soils and environmental regions. C-ID: GEOG 110. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

GEOGRAPHY G180L – 1 Unit
Physical Geography Laboratory

(Formerly known as: GEOG G181)

Prerequisites: Enrollment in or completion of GEOG G180

Corequisites: Enrollment in or completion of GEOG G180

This course is designed to provide supplemental, practical laboratory exercises that correlate to topics covered in Physical Geography G180. Lab experience will include map analysis and interpretation, weather prognostication, landform processes and evolution, tectonics, biogeography, and habitat analysis. C-ID: GEOG 111. Lab. Letter grade only. *Transferable to CSU; UC.*

GEOGRAPHY G185 – 3 Units
Human Geography

(Formerly known as: Geography G104, Intro to Geography: Cultural Geography)
Advisories: Previous completion or concurrent enrollment in English G100

An introduction to geography through a topical study of the patterns of human occupation and land use over the earth's surface and the correlation with the natural environment. Particular emphasis will be given to population, agriculture and landscape, political-economic systems, religion and language, social structures, urbanization, and the environment. Recommended for transfer students majoring in the social sciences, humanities and liberal arts. C-ID: GEOG 120. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

GEOGRAPHY G190 – 2 Units
Introduction to Geographic Information Systems

Advisories: Completion of or concurrently enrolled in English G098 and Math G010

This is an introductory course designed to familiarize students with the technology, capabilities, and functionality of Geographic Information Systems (GIS) and geospatial inquiry. Visualization and analysis of distributions and relationships of physical, social, cultural, and economic features to support decision-making is emphasized. Spatial analysis methods are presented and interactively practiced by students to examine and solve social and scientific problems. Students learn proper techniques for sourcing, manipulating, and managing social and scientific data, making logical queries of that data, measuring and validating results, and then presenting their findings in a professional, constructive manner. C-ID: GEOG 155. Lecture & lab. Letter grade only. *Transferable to CSU; UC.*

GEOLOGY

GEOLOGY G105 – 3 Units
General Geology

This is a course designed specifically for non-science majors desiring a three unit non-laboratory survey course in geology. The Scientific Method is used to illustrate the discovery of natural physical processes on Earth. Content includes aspects of geology with emphasis on recent discoveries of plate tectonics and the movement of continents. Students will study topics such as important minerals, rock classification, mountain building and interior processes responsible for landscape development. This course will also cover historical topics such as the geologic time scale, the fossil record and evolution of life from marine organisms to land plants and animals. The latter portion of the course covers environmental geology with the impacts humans have on Earth and how the Earth impacts humans through landslides, flash floods, volcanic eruptions and earthquakes. UC credit limitations: No credit if taken after Geology G110. Lecture. Letter grade only. *Transferable to CSU; UC.*

GEOLOGY G106 – 4 Units
Earth Science for Teachers

This lecture/laboratory study of introductory Earth Science includes physical and historical geology, physical oceanography, and meteorology, planetary science and astronomy. The Scientific Method will be employed in relation to Earth Science. The subjects covered are part of the state of California science standards for K-12 classes. Emphasis will be placed on how these topics should be addressed by teachers within the California Science Framework. A field trip will be required. C-ID: GEOL 121. Lecture & lab. Letter grade only. *Transferable to CSU; UC.* Offered fall semester only.

GEOLOGY G110 – 4 Units**Physical Geology***(Formerly known as: Geology G100)*

This is a course designed for non-science and science majors desiring a four unit course with a laboratory. The Scientific Method is used to illustrate the discovery of natural physical processes on Earth. Content includes the formation of mountain ranges, volcanoes ocean basins and plate tectonics. Students will study minerals and the rock cycle with igneous, sedimentary and metamorphic rocks. The geologic time scale is employed to illustrate the fossil record and evolution of life from early marine organisms to land plants and animals. Once an understanding of basic process of the Earth is understood the focus of the course will cover the impacts humans have on Earth and how the Earth impacts humans through landslides, flash floods, volcanic eruptions and earthquakes. The laboratory consists of hands on exercises, which supplements lecture material and field trips to local geologic formations during class time. C-ID GEOL 101. Lecture & lab. Letter grade only. *Transferable to CSU; UC.*

GEOLOGY G120 – 4 Units**Historical Geology**

An introduction to the development of the Earth through time. This course utilizes the scientific method to understand the geologic evolution of land forms such as mountains, oceans, canyons, faults and the tectonic development of the Earth. This course examines how tectonic activity shaped landscapes, climate and the development of life, which started in the ocean and evolved onto land. The geologic time scale is used to understand plant and animal evolution, extinctions and how modern plant and animal forms developed. C-ID: GEOL 111. Lecture & lab. Letter grade only. *Transferable to CSU; UC.* Offered spring semester only.

HEALTH EDUCATION**HEALTH EDUCATION G100 – 3 Units****Personal Health***(Formerly known as: Health Education)*

This course is designed to provide students with the knowledge to lead a healthy life. Areas covered include wellness, emotional health, stress management, aging, physical well-being, nutrition and weight control, drugs, reproduction and parenting, prevention of diseases and consumer health. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

HEALTH EDUCATION G107 – 3 Units**Drugs, Health, and Society***(Same as: Criminal Justice G107)*

This course will explore the different categories of drugs, such as over-the-counter, prescription, and illegal "recreational drugs". Drugs and their relationships to a person's health and wellbeing will be discussed. The motivation to use drugs, abuse and addiction, family concerns, identification of drugs, enforcement, and addiction intervention methods will also be reviewed. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

HEALTH EDUCATION G135 – 3 Units**Nutrition and Health***(Formerly known as: Nutrition)*

This course provides an integrated overview of the physiological, psychological and sociological concepts of nutrition and health. Topics will cover many different aspects and views of nutrition and how it affects health throughout the life cycle. Lecture. Letter grade only. *Transferable to CSU; UC.*

HISTORY**HISTORY G110 – 3 Units**
Economic History of the United States*(Same as: Economics G120)*

A survey of US economic development from colonial origins to the present, evaluating the various agents of growth. Emphasis is on the changing nature of American capitalism as well as U.S. involvement in the global economy. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

HISTORY G120 – 3 Units
Asian Civilizations

This course introduces students to the rich variety of Asian civilizations with special emphasis on geographic and demographic patterns and the dynamics of ancient, modern, and transitional Asian societies. Major political, economic, sociocultural developments, and religious traditions of India, China, Japan, Korea, and Southeast Asia will be presented in an historical perspective. In addition, this course examines the implications of Western colonization, independence struggles, and twentieth century wars in China, Japan, Korea, and Vietnam. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

HISTORY G121 – 3 Units
History of American Women*(Formerly known as: History G165)*

This course allows students to explore United States History through the perspective and experiences of American women. Students will compare cultural constructs of gender with the reality of women's lifestyles and their contributions to economic, political, and social change. The emphasis will be on the twentieth century woman. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

HISTORY G132 – 3 Units**History of Britain and Ireland I**

This course is a survey of British and Irish history from the Neolithic Age to the 17th century. It explores how various cultures (Celtic, Pictish, Roman, Anglo-Saxon, Scandinavian, and Norman-French) struggled for supremacy and survival over several thousand years culminating in the ascendancy of England. Major topics include Celtic culture, Roman imperialism, Viking impact, Norman conquest and the reigns of the Tudors and Stuarts. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

HISTORY G135 – 3 Units**History of Britain and Ireland II**

This course is a survey of British and Irish history from the 17th century to the present day. Content spans the major political, economic, social, cultural and intellectual forces that have shaped the UK and Eire. Historical emphasis is placed on constitutional development, the preconditions and process of Industrial Revolution, Scottish Highland Clearances, Irish potato famine, Irish partition, the origins and consequences of British imperialism, World Wars, and contemporary British and Irish cultural life. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

HISTORY G140 – 3 Units**California History**

This survey course traces the transformation of California from the prehistoric era to the present, highlighting the uniqueness of the state. This course will offer a colorful array of stories examining the diverse geography of the region and the many peoples who, over the centuries, have made California their home. Topics include the Indigenous peoples of California, early explorers, Spanish missions, Mexican ranchos, the Bear Flag Revolt, the California Gold Rush, Statehood, the Railroad era, Progressive Era reforms, Hollywood, the "West" as myth and memory, the Great Depression Era, World War II development, suburbanization,

conflict and activism in marginalized populations, the new conservatism, ecological issues, the changing politics of the state and current events. Recommended for transfer students. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

HISTORY G150 – 3 Units**History of Latin America**

This course navigates students through major historical, political, social, and economic moments and developments in the region labeled as Latin America. The course begins with the encounter and developments between European empires, with emphasis on the Spanish and Portuguese Empires, and the indigenous population of the Western Hemisphere during the 15th and 16th century. The course also takes into account the construction and development of the Spanish and Portuguese colonial society, the course of independence, the creation of the nation-state, the influence of foreign powers and major international wars, and the changing political environment of the 19th, 20th, and 21st century. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

HISTORY G161 – 3 Units**World History I**

(Formerly known as: History G190, World History to 1500)

Advisories: Geog G100 Students are advised to have a basic knowledge of global geography

A broad survey of the early development of civilizations around the world. The course examines geographic and human influences and compares the differences and similarities in the early civilizations. The survey goes up to the period of broad cultural contacts of the 15th century. Recommended for transfer students. C-ID: HIST 150. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

HISTORY G162 – 3 Units**World History 2**

(Formerly known as: History G195 World History Since 1500)

Advisories: Geography G100: Students are advised to have a basic knowledge of global geography.

This course is an exploratory survey of diverse cultural, political, and socio-economic societies in numerous geographical arenas of the world since 1500. The course also addresses unique historical developments and concepts from the Early Modern Era to the current day. Students will also assess contemporary challenges of global interaction and interdependence. Recommended for transfer students. C-ID: HIST 160. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

HISTORY G170 – 3 Units**History of the United States to 1876**

A survey of American historical development from the founding of English colonies through Reconstruction. The course emphasizes the evolution of political, economic and social institutions and ideas. Recommended for transfer students. Essential for history and political science majors. C-ID: HIST 130. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

HISTORY G175 – 3 Units**History of the United States since 1876**

A survey of American history since the Civil War. The course emphasizes the development of the modern American society and economy, and American participation in world affairs. Recommended for transfer students. Essential for history and political science majors. C-ID: HIST 140. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

HISTORY G180 – 3 Units **Western Civilization I**

(Formerly known as: History of Western Civilization I)

This course explores the concept of Western Civilization from its origins in ancient Mesopotamia via civilizations in ancient Egypt, Greece, Rome, and medieval Europe to the Renaissance (c.1500). The emphasis is on a wide spectrum of human creativity, ideas, beliefs, institutions and endeavor. Throughout the time period the dynamics of change and continuity will be questioned and analyzed. Recommended for all transfer students majoring in the liberal arts, the humanities or the social sciences. C-ID: HIST 170. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

HISTORY G185 – 3 Units **Western Civilization 2**

(Formerly known as: History of Western Civilization 2)

This course explores the concept of Western Civilization from the Renaissance (c.1500) to the modern era. Topics include Reformation, Scientific Revolution, Enlightenment, Constitutionalism, French Revolution, Industrial Revolution, Romanticism, Nationalism, Totalitarianism, and Consumerism. The dynamics of change and continuity throughout the period will be questioned and analyzed. Recommended for all transfer students majoring in the liberal arts, the humanities or the social sciences. C-ID: HIST 180. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

INTERCOLLEGIATE ATHLETICS

INTERCOLLEGIATE ATHLETICS **G235 – 3 Units**

Basketball Team - Women

(Formerly known as: PE G270, P E 270AD)

Corequisites: Students must be enrolled in twelve units during the semester in which they participate. For complete information concerning eligibility rules, contact the athletic director.

This course is for students who have successfully auditioned for the GWC Intercollegiate Women's basketball team; eligibility auditions will be held during the first week of class. May be taken for a letter grade or on a pass, no-pass basis. Students must be enrolled in twelve units during the semester in which they participate. Students may enroll in this course four times. Lab. Optional pass/no pass grade. *Transferable to CSU.*

INTERCOLLEGIATE ATHLETICS **G236 – 3 Units**

Basketball Team - Men

Corequisites: Students must be enrolled in twelve units during the semester in which they participate. For complete information concerning eligibility rules, contact the athletic director.

This course is for students who have successfully auditioned for the GWC Intercollegiate Men's basketball team; eligibility auditions will be held during the first week of class. May be taken for a letter grade or on a pass, no-pass basis. Students must be enrolled in twelve units during the semester in which they participate. Students may enroll in this course four times. Lab. Optional pass/no pass grade. *Transferable to CSU.*

INTERCOLLEGIATE ATHLETICS **G239 – 3 Units**

Softball Team - Women

(Formerly known as: PE G274)

Corequisites: Students must be enrolled in twelve units during the semester in which they participate. For complete information concerning eligibility rules, contact the athletic director.

This course is for students who have successfully auditioned for the GWC Intercollegiate Women's softball team; eligibility auditions will be held during the first week of class. May be taken for a letter grade or on a pass, no-pass basis. Students must be enrolled in twelve units during the semester in which they participate. Students may enroll in this course four times. Lab. Optional pass/no pass grade.

INTERCOLLEGIATE ATHLETICS **G240 – 3 Units**

Baseball Team

(Formerly known as: PE G240)

Corequisites: Students must be enrolled in twelve units during the semester in which they participate. For complete information concerning eligibility rules, contact the athletic director.

This course is for students who have successfully auditioned for the GWC Intercollegiate Men's baseball team; eligibility auditions will be held during the first week of class. May be taken for a letter grade or on a pass, no-pass basis. Students must be enrolled in twelve units during the semester in which they participate. Students may enroll in this course four times. Lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

INTERCOLLEGIATE ATHLETICS **G243 – 3 Units**

Cross Country Team - Women

(Formerly known as: PE G272)

Corequisites: Students must be enrolled in twelve units during the semester in which they participate. For complete information concerning eligibility rules, contact the athletic director.

This course is for students who have successfully auditioned for the GWC Intercollegiate Women's cross country team; eligibility auditions will be held

during the first week of class. May be taken for a letter grade or on a pass, no-pass basis. Students must be enrolled in twelve units during the semester in which they participate. Students may enroll in this course four times. Lab. Optional pass/no pass grade. Transferable to CSU; UC.

INTERCOLLEGIATE ATHLETICS G244 – 3 Units

Cross Country Team - Men

(Formerly known as: PE G244)

Corequisites: Students must be enrolled in twelve units during the semester in which they participate. For complete information concerning eligibility rules, contact the athletic director.

This course is for students who have successfully auditioned for the GWC Intercollegiate Men's cross country team; eligibility auditions will be held during the first week of class. May be taken for a letter grade or on a pass, no-pass basis. Students must be enrolled in twelve units during the semester in which they participate. Students may enroll in this course four times. Lab. Optional pass/no pass grade. Transferable to CSU; UC.

INTERCOLLEGIATE ATHLETICS G246 – 3 Units

Football Team

(Formerly known as: PE G246)

Corequisites: Students must be enrolled in twelve units during the semester in which they participate. For complete information concerning eligibility rules, contact the athletic director.

This course is for students who have successfully auditioned for the GWC Intercollegiate football team; eligibility auditions will be held during the first week of class. May be taken for a letter grade or on a pass, no-pass basis. Students must be enrolled in twelve units during the semester in which they participate. Students may enroll in this course four times. Lab. Optional pass/no pass grade. Transferable to CSU; UC.

INTERCOLLEGIATE ATHLETICS G249 – 3 Units

Soccer Team - Women

(Formerly known as: PE G273)

Corequisites: Students must be enrolled in twelve units during the semester in which they participate. For complete information concerning eligibility rules, contact the athletic director.

This course is for students who have successfully auditioned for the GWC Intercollegiate Women's soccer team; eligibility auditions will be held during the first week of class. May be taken for a letter grade or on a pass, no-pass basis. Students must be enrolled in twelve units during the semester in which they participate. Students may enroll in this course four times. Lab. Optional pass/no pass grade. Transferable to CSU; UC.

INTERCOLLEGIATE ATHLETICS G250 – 3 Units

Soccer Team - Men

(Formerly known as: PE G250)

Corequisites: Students must be enrolled in twelve units during the semester in which they participate. For complete information concerning eligibility rules, contact the athletic director.

This course is for students who have successfully auditioned for the GWC Intercollegiate Men's soccer team; eligibility auditions will be held during the first week of class. May be taken for a letter grade or on a pass, no-pass basis. Students must be enrolled in twelve units during the semester in which they participate. Students may enroll in this course four times. Lab. Optional pass/no pass grade. Transferable to CSU; UC.

INTERCOLLEGIATE ATHLETICS G253 – 3 Units

Swimming Team - Women

(Formerly known as: PE G275)

Corequisites: Students must be enrolled in twelve units during the semester in which they participate. For complete information concerning eligibility rules, contact the athletic director.

This course is for students who have successfully auditioned for the GWC Intercollegiate Women's swimming team; eligibility auditions will be held

during the first week of class. May be taken for a letter grade or on a pass, no-pass basis. Students must be enrolled in twelve units during the semester in which they participate. Students may enroll in this course four times. Lab. Optional pass/no pass grade. Transferable to CSU; UC.

INTERCOLLEGIATE ATHLETICS G254 – 3 Units

Swimming Team - Men

(Formerly known as: PE G252)

Corequisites: Students must be enrolled in twelve units during the semester in which they participate. For complete information concerning eligibility rules, contact the athletic director.

This course is for students who have successfully auditioned for the GWC Intercollegiate Men's swim team; eligibility auditions will be held during the first week of class. May be taken for a letter grade or on a pass, no-pass basis. Students must be enrolled in twelve units during the semester in which they participate. Students may enroll in this course four times. Lab. Optional pass/no pass grade. Transferable to CSU; UC.

INTERCOLLEGIATE ATHLETICS G255 – 3 Units

Track Team - Women

(Formerly known as: PE G277)

Corequisites: Students must be enrolled in twelve units during the semester in which they participate. For complete information concerning eligibility rules, contact the athletic director.

This course is for students who have successfully auditioned for the GWC Intercollegiate Women's track team; eligibility auditions will be held during the first week of class. May be taken for a letter grade or on a pass, no-pass basis. Students must be enrolled in twelve units during the semester in which they participate. Students may enroll in this course four times. Lab. Optional pass/no pass grade. Transferable to CSU; UC.

INTERCOLLEGIATE ATHLETICS G256 – 3 Units

Track Team - Men

(Formerly known as: PE G256)

Corequisites: Students must be enrolled in twelve units during the semester in which they participate. For complete information concerning eligibility rules, contact the athletic director.

This course is for students who have successfully auditioned for the GWC Intercollegiate track and field team; eligibility auditions will be held during the first week of class. May be taken for a letter grade or on a pass, no-pass basis. Students must be enrolled in twelve units during the semester in which they participate. Students may enroll in this course four times. Lab. Optional pass/no pass grade. Transferable to CSU; UC.

INTERCOLLEGIATE ATHLETICS G259 – 3 Units

Volleyball Team - Women

(Formerly known as: PE G278)

Corequisites: Students must be enrolled in twelve units during the semester in which they participate. For complete information concerning eligibility rules, contact the athletic director.

This course is for students who have successfully auditioned for the GWC Intercollegiate Women's volleyball team; eligibility auditions will be held during the first week of class. May be taken for a letter grade or on a pass, no-pass basis. Students must be enrolled in twelve units during the semester in which they participate. Students may enroll in this course four times. Lab. Optional pass/no pass grade. Transferable to CSU; UC.

INTERCOLLEGIATE ATHLETICS G260 – 3 Units

Volleyball Team - Men

(Formerly known as: PE G258)

Corequisites: Students must be enrolled in twelve units during the semester in which they participate. For complete information concerning eligibility rules, contact the athletic director.

This course is for students who have successfully auditioned for the GWC Intercollegiate Men's volleyball team;

eligibility auditions will be held during the first week of class. May be taken for a letter grade or on a pass, no-pass basis. Students must be enrolled in twelve units during the semester in which they participate. Students may enroll in this course four times. Lab. Optional pass/no pass grade. Transferable to CSU; UC.

INTERCOLLEGIATE ATHLETICS G263 – 3 Units

Water Polo Team - Women

Corequisites: Students must be enrolled in twelve units during the semester in which they participate. For complete information concerning eligibility rules, contact the athletic director.

This course is for students who have successfully auditioned for the GWC Intercollegiate Women's water polo team; eligibility auditions will be held during the first week of class. May be taken for a letter grade or on a pass, no-pass basis. Students must be enrolled in twelve units during the semester in which they participate. Students may enroll in this course four times. Lab. Optional pass/no pass grade. Transferable to CSU.

INTERCOLLEGIATE ATHLETICS G264 – 3 Units

Water Polo Team - Men

(Formerly known as: PE G260)

Corequisites: Students must be enrolled in twelve units during the semester in which they participate. For complete information concerning eligibility rules, contact the athletic director.

This course is for students who have successfully auditioned for the GWC Intercollegiate Men's water polo team; eligibility auditions will be held during the first week of class. May be taken for letter grade or on a pass, no-pass basis. Students must be enrolled in twelve units during the semester in which they participate. Students may enroll in this course four times. Lab. Optional pass/no pass grade. Transferable to CSU; UC.

INTERCOLLEGIATE ATHLETICS G279 – 3 Units

Beach Volleyball - Women

(Formerly known as: PE G279)

Corequisites: Students must be enrolled in twelve units during the semester in which they participate. For complete information concerning eligibility rules, contact the athletic director.

This course is for students who have successfully auditioned for the GWC Intercollegiate Women's beach volleyball team; eligibility auditions will be held during the first week of class. May be taken for a letter grade or on a pass, no-pass basis. Students must be enrolled in twelve units during the semester in which they participate. Students may enroll in this course four times. Lab. Optional pass/no pass grade. Transferable to CSU; UC.

INTERPRETING

INTERPRETING G100 – 3 Units Introduction to Sign Language Interpreting

Advisories: Basic knowledge of American Sign Language

This course is designed to provide students with the historical and theoretical knowledge of the interpreting profession. Topics include: The history of interpreting, roles and responsibilities of an interpreter, the Code of Ethics, relevant organizations, interpreter skills and competencies, overview of various settings, terminology, the interaction of American Deaf and Hearing Cultures, business practices and systems of evaluation and certification. Lecture. Optional pass/no pass grade. Transferable to CSU.

INTERPRETING G130 – 3 Units Beginning Voice to Sign

Advisories: Sign G280

This course reviews the principles, concepts and theories of interpreting and introduces the processes, skills and techniques of interpreting from English to American Sign Language. Both consecutive and simultaneous

interpreting are explored. The student will begin the development of skills required to accurately interpret a spoken message into sign language. Lecture. Letter grade only. *Transferable to CSU.*

INTERPRETING G135 – 3 Units Advanced Voice to Sign

Advisories: Interpreting G130

This course enhances the processes, skills and techniques of interpreting from English to American Sign Language. The student will continue to develop skills required to accurately interpret a spoken message into sign language. The concepts of transliterating and interpreting will be reviewed and expanded. Practice will provide the student with the skills necessary to match the interpreting process to the needs of the deaf consumer. Lecture. Letter grade only. *Transferable to CSU.*

INTERPRETING G155 – 3 Units Beginning Sign to Voice

(Formerly known as: Basic Sign to Voice)

Advisories: Sign G280

This course introduces the processes, skills and techniques of interpreting from American Sign Language to English. Both consecutive and simultaneous methods of interpreting will be explored. The student will begin the development of skills required to accurately interpret a signed message into English. Lecture. Letter grade only. *Transferable to CSU.*

INTERPRETING G160 – 3 Units Advanced Sign to Voice

Advisories: Interpreting G155

This is a course in advanced processes, skills and techniques of interpreting from American Sign Language into oral English. Both consecutive and simultaneous methods of interpreting will be enhanced. Lecture. Letter grade only. *Transferable to CSU.*

INTERPRETING G190 – 3 Units Specialized Interpreting Situations/ Practicum

Advisories: Interpreting G130 or G155

This course examines the role and responsibilities of an interpreter in varied interpreting settings. The practical aspects of interpreting will be examined and implemented in an effort to prepare students to work in a wide variety of situations and settings. Students will be given opportunities to explore medical, educational, legal and religious, and theatrical settings. Lecture. Letter grade only. *Transferable to CSU. Offered spring semester only.*

KINESIOLOGY

KINESIOLOGY G100 – 3 Units Introduction to Kinesiology

This course is an introduction to the interdisciplinary approach to the study of human movement. An overview of the sub-disciplines (e.g. physiology, biomechanics, exercise & sport psychology) in kinesiology will be provided along with career opportunities in the areas of teaching, coaching, allied health, and fitness professions. Courses in lifelong learning and self-development provide the opportunity to equip learners for lifelong understanding and development of themselves as integrated physiological, social, and psychological beings. C-ID: KIN 100. Lecture. Letter grade only. *Transferable to CSU; UC.*

KINESIOLOGY G101 – 3 Units First Aid/Cardio-Pulmonary Resuscitation

A course in CPR (cardio-pulmonary resuscitation), AED (Automated External Defibrillator) and basic first aid. Emphasizes injury prevention, early medical care, first aid for common injuries and lifesaving skills. Successful completion qualifies a student for the American Red Cross Standard First Aid Card, and CPR Certification. C-ID: KIN 101. Lecture. Letter grade only. *Transferable to CSU; UC.*

KINESIOLOGY G110 – 3 Units Mental Skills for Performance

Students will develop an understanding of the mental aspects of performance in sport and other areas of life and learn mental skills that can be used to enhance performance. This course will cover theory and application of how performance impacts one's psychology, as well as how one's psychology impacts performance. Lecture. Letter grade only. *Transferable to CSU; UC.*

KINESIOLOGY G279 – 3 Units Sports Management

This course covers the professional skills and mindset of successful sport managers including community and youth sport, intercollegiate sport, professional sport, facility and event management and legal considerations in sport management. Lecture. Letter grade only. *Transferable to CSU.*

KINESIOLOGY G281 – 3 Units Prevention and Care of Athletic Injuries

Introduction and application of basic principles to the prevention, assessment, treatment and rehabilitation of athletic injuries. This course applies basic principles of anatomy, physiology, pathology and biomechanics to athletic injuries. Lecture. Letter grade only. *Transferable to CSU; UC.*

LEARNING SKILLS

LEARNING G005 – 2 Units How to Survive in College

Designed to orient new students to Golden West College, its services, and the unique features of its learning systems. Also provides students an overview of learning skills needed to succeed in college and ways to acquire them. The units earned for this course may not be applied toward the 60 units required for graduation. A twelve-week course. Lecture. Pass/no pass only. *Not transferable, not degree applicable.*

LEARNING SKILLS G002 – 0.5-1 Unit

Reading Readiness

(Formerly known as: SPED G002, Computer Tutor Lab for Reading)

This course is designed to provide independent study opportunities for Disabled Students Programs and Services (DSPS) students in the Resource/High Tech Center. This course is a self-paced lab to address individual needs in reading skills. Students must be referred through assessment and/or instructor. Registration is available only through the DSPS Office. Lab. Pass/no pass only. Not transferable, not degree applicable.

LEARNING SKILLS G006 – 0.5-1 Unit

Math Readiness

(Formerly known as: SPED G006, Computer Tutor Lab for Math)

This course is designed to provide independent study opportunities for Disabled Students Programs and Services (DSPS) students in the Resource/High Tech Center. This course is a self-paced lab to address individualized needs in math skills. Students must be referred through assessment and/or instructor. Registration is available through the DSPS Office. Lab. Pass/no pass only. Not transferable, not degree applicable.

LIBRARY

LIBRARY G110 – 1 Unit

Information Competency and Library Research

(Formerly known as: Introduction to Library Resources)

This course is designed to assist students in learning how to use traditional and electronic library resources and other research tools effectively for academic research and critical thinking. Class work emphasizes applied experience with research planning, search strategies, critical evaluation of information, and documentation of sources following standard citation styles. Lecture. Pass/no pass only. Transferable to CSU; UC.

LIBRARY G120 – 1 Unit

Libraries and the Internet

This course introduces students to college level, online research, including how to locate, use, and evaluate information from the Internet. This course provides librarian guided study with student skills demonstration using library college research resources such as the GWC Library online databases and Internet resources such as online directories, virtual libraries, and search engines. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

MANAGEMENT

MANAGEMENT G110 – 3 Units

Elements of Management

This course covers the framework of management principles and explores the functional roles of planning, organizing, leading, and controlling within business organizations. Lecture. Optional pass/no pass grade. Transferable to CSU.

MANAGEMENT G111 – 3 Units

Human Resources Management

Employment, wages and salary, and labor relations are explored from the viewpoint of employees and first-line supervision. Practical handling of a variety of typical personnel problems encountered in business and industry are simulated through the use of role playing. An objective of this course is to provide an unbiased consideration of labor and management problems in industry and to show the need for cooperation. Lecture. Optional pass/no pass grade. Transferable to CSU.

MANAGEMENT G115 – 3 Units

Essentials of Organizational Behavior

(Formerly known as: Behavioral Management)

Emphasis will be placed on the application of behavioral science approach to management and employer/employee relationships. Various psychological principles which affect employee motivation and productivity will be

explored in depth. Also included will be experiential exercises and role-playing. Lecture. Optional pass/no pass grade. Transferable to CSU.

MANAGEMENT G130 – 3 Units

Team Building and Group Dynamics

Students are led through all aspects of team formation and management, such as goal setting, assessment, mid-course correction, and closure. Lecture. Optional pass/no pass grade. Transferable to CSU.

MANAGEMENT G140 – 3 Units

Business and Organizational Ethics

This course introduces students to the ethical concepts that are relevant to resolving moral issues in business, including development of reasoning and analytical skills needed to apply ethical concepts to business decisions. Identification of the moral issues involved in the management of specific problem areas in business and an examination of the social and natural environments within which moral issues in business arise are also emphasized. Lecture. Optional pass/no pass grade. Transferable to CSU.

MANAGEMENT G152 – 3 Units

Starting a Business - Entrepreneurial Small Business

(Formerly known as: Small Business Ownership and Management)

This course covers the basics of planning and starting a new business including personal and organizational readiness, entrepreneurship options and opportunities, business idea development and analysis, business plan development, funding and support resources, and new business launch. Lecture. Letter grade only. Transferable to CSU.

MANAGEMENT G155 – 3 Units

Customer Service

(Formerly known as: Customer Service for the 21st Century)

This course teaches students skills, strategies, and techniques for developing, improving, and delivering

quality customer service to attract new customers, retain existing customers, and increase overall profitability within an organization. Lecture. Optional pass/no pass grade. *Transferable to CSU.*

MANAGEMENT G162 – 3 Units **Managing a Small Business**

This course covers the concepts, operations, and approaches for managing a small business. Content areas include planning and budgeting, accounting basics, marketing and promotion, employee and contractor management, inventory management, risk management, and business growth and improvement. Lecture. Letter grade only. *Transferable to CSU.*

MANAGEMENT G163 – 1.5 Units **Basic Accounting Concepts for Small Business**

(Same as: Accounting G163)

This course teaches small business owners to perform basic accounting functions such as managing receivables and payables, bank reconciliations, and financial statements. The course also equips small business owners with the ability to read and understand financial statements in order to analyze operational performance, evaluate financial condition, and assess certainty of future cash flows. This course will also provide information for developing start-up cost estimates and financial projections. Lecture. Optional pass/no pass grade. *Transferable to CSU.*

MARKETING

MARKETING G100 – 3 Units **Principles of Marketing**

A survey of the functions of business activity relative to the distribution of goods and services. Studies include retail and wholesale distribution channels, market functions, policies, promotion, pricing, research, product development, and consumer behavior. Lecture. Letter grade only. *Transferable to CSU.*

MARKETING G135 – 3 Units **Retail Management**

Studies deal with the operations of an established retail business. Problems of merchandising (buying, pricing, stock control, credit control, public, and personnel relations) are considered. Emphasis is placed upon solution of actual retail problems. Lecture. Letter grade only. *Transferable to CSU.* May not be offered each semester.

MARKETING G140 – 3 Units **Digital Marketing and Electronic Commerce**

(Formerly known as: E-Commerce—Selling On The Internet, Internet Marketing - e-Commerce)

This course examines digital marketing and electronic commerce - how they are conducted and managed, as well as major opportunities, limitations, issues, and risks. The course also explores electronic commerce strategy, social and mobile marketing, online security, and how to develop an electronic commerce presence in both business-to-consumer (B2C) and business-to-business (B2B) models. Lecture. Optional pass/no pass grade. *Transferable to CSU.*

MARKETING G157 – 1.5 Units **Finding and Knowing Your Customer**

(Formerly known as: Market Research for Small Business)

This course is designed to enable those who are interested in launching their own business to inexpensively research their potential customers and determine the best way to satisfy their customer's needs. Understanding the market and target customer(s) is a critical success factor for any business. Lecture. Optional pass/no pass grade. *Transferable to CSU.*

MARKETING G167 – 1.5 Units **Marketing and Social Media for Entrepreneurs**

This course is designed to enable new and existing small business owners with concepts and strategies to market their idea or business using

social media and other methods. This course includes understanding basic marketing concepts, leveraging social media, and developing a marketing plan. Lecture. Optional pass/no pass grade. *Transferable to CSU.*

MATHEMATICS

MATHEMATICS G010 – 4 Units **Elementary Algebra**

Properties of real numbers; simplifying polynomial, rational, and radical expressions; solving linear, quadratic, rational, and radical equations in one variable; the rectangular coordinate system; graphing linear equations in two variables; and solving systems of linear equations in two variables. Applications of mathematical concepts. Equivalent to a first-year high school algebra course. Taught in a combined large lecture and laboratory format. Software used requires access to a computer with Windows operating system. Lecture & lab. Letter grade only. *Not transferable, not degree applicable.*

MATHEMATICS G030 – 4 Units **Intermediate Algebra**

Prerequisites: Mathematics G010 or Mathematics Placement Assessment

This course is equivalent to a second-year high school algebra course. Topics include absolute value, rational exponents, radicals, linear equations and inequalities, quadratic equations and inequalities, functional notation, linear and quadratic functions, conic sections, logarithms, exponential and logarithmic functions, linear systems in two and three variables, sequences, and series. Lecture. Letter grade only. *Not transferable, AA/AS degree only.*

MATHEMATICS G040 – 5 Units **Accelerated Elementary and Intermediate Algebra**

Equivalent to a first and second year high school algebra course accelerated into one semester. Taught in a combined large lecture and laboratory format. Software used requires access

to a computer. It is taught using group lectures in conjunction with computer assignments and laboratory work. Topics include: properties of real numbers; simplifying polynomial, rational, and radical expressions; solving linear, quadratic, rational, and radical equations in one variable; graphing and solving systems of linear equations in two variables, absolute value, rational exponents, quadratic equations and inequalities, linear and quadratic functions, conic sections, exponential and logarithmic functions, sequences, and series. A scientific calculator will be required. Lecture & lab. Letter grade only. *Not transferable, AA/AS degree only.*

MATHEMATICS G080 – 5 Units **Pre-Statistics**

Prerequisites: MATH G010

This course is designed for students whose education plan calls for Math G160: Introduction to Statistics. It may not be suitable for students on a STEM degree pathway. Please see a counselor for more information. The course covers requisite topics from Intermediate Algebra including linear equations and inequalities, linear regression analysis, exponential functions, exponential equations, descriptive statistics, probability, sampling distributions including the Normal distribution, and the use of graphing calculators and/or computer software. Lecture & lab. Letter grade only. *Not transferable, not degree applicable.*

MATHEMATICS G091 – 2 Units **Support for College Algebra**

Corequisites: MATH G115

This co-requisite course is intended for students that enroll into College Algebra, Math G115. It provides supplemental instruction in basic algebra skills and concepts needed for success in College Algebra computations and applications. Success in this course will be based on attendance and satisfactory completion of in-class assignments. Requires concurrent enrollment in specified sections of College Algebra, Math G115. Lecture. Pass/no pass only. *Not transferable, not degree applicable.*

MATHEMATICS G092 – 2 Units **Support for Trigonometry**

Corequisites: MATH G120

This co-requisite course is intended for students that enroll into Trigonometry, Math G120. It provides supplemental instruction in basic algebra skills and concepts needed for success in Trigonometry computations and applications. Success in this course will be based on attendance and satisfactory completion of in-class assignments. Requires concurrent enrollment in specified sections of Trigonometry, Math G120. Lecture. Pass/no pass only. *Not transferable, not degree applicable.*

MATHEMATICS G096 – 2 Units **Support for Introduction to Statistics**

Corequisites: MATH G160

This co-requisite course is intended for students that enroll into Introduction to Statistics G160. It provides supplemental instruction in basic algebra skills and concepts needed for success in Introduction to Statistics computations and applications. Success in this course will be based on attendance and satisfactory completion of in-class assignments. Requires concurrent enrollment in specified sections of Introduction to Statistics G160. Lecture. Pass/no pass only. *Not transferable, not degree applicable.*

MATHEMATICS G100 – 3 Units **Liberal Arts Mathematics**

Prerequisites: Math G030, or Math G040, Math G080, or Math Placement Assessment

Using and expanding upon the skills gained from intermediate algebra, this course offers the liberal arts student an applications-oriented, problem-solving exploration into a variety of mathematical fields including geometry, trigonometry, statistics, and business mathematics. This course is designed not only to meet college general education requirements but to help generate a positive attitude toward and an interest in mathematics. Lecture. Letter grade only. *Transferable to CSU; UC.*

MATHEMATICS G103 – 3 Units **Statistics for Elementary Teachers**

(Formerly known as: Elem. Teachers Math. 3-Probability & Statistics)

Prerequisites: GWC Math placement level of 50 or higher or MATH G030 or MATH G040, or MATH G080

This course is designed for prospective teachers. This course is an activity-based exploration of statistics aligned with the California State Mathematics Standards. Topics include data representation and analysis, randomization and sampling, measures of central tendency and variability, hypothesizing and statistical inference. UC Credit Limitations: Math G103, G104 and G106 combined—maximum credit, one course; no credit for G103 if taken after G160/G160H. Lecture & lab. Letter grade only. *Transferable to CSU; UC.* Offered spring semester only.

MATHEMATICS G104 – 3 Units **Mathematics for Elementary Teachers**

(Formerly known as: Mathematics for Elementary Teachers I)

Prerequisites: Math G030, or Math G040, or MATH G080, or Math Placement Assessment

This course is designed for the prospective elementary school teacher. Topics include problem-solving, structure and arithmetic of the real numbers and other numerical systems, set theory, and manipulatives. This course is designed to develop and reinforce conceptual understanding of the national and state curriculum standards for elementary school mathematics, including the common core. C-ID MATH 120. Lecture. Letter grade only. *Transferable to CSU; UC.*

MATHEMATICS G115 – 4 Units **College Algebra**

Prerequisites: Math G030, or Math G040, or Math Placement Assessment

This course is designed for students needing to improve algebra skills necessary for success in Math G140 and Math G180. Topics include linear and quadratic functions and their graphs, polynomial and rational functions and

their graphs, exponential and logarithmic functions and their graphs, conic sections, sequence and series, solving systems of equations, matrices and determinants, counting and probability. UC Credit Limitations: Math G115 and G170 combined—maximum credit, one course. Lecture. Letter grade only. *Transferable to CSU; UC.*

MATHEMATICS G120 – 3 Units **Trigonometry**

Prerequisites: Math G030, or Math G040 or Math Placement Assessment

This course is a study of the circular and trigonometric functions. The topics include inverses, graphs, solutions of triangles, conditional equations, identities, vectors, complex numbers, polar coordinates, parametric equations, and applications of these concepts. A scientific calculator is recommended. C-ID 85I. Lecture. Letter grade only. *Transferable to CSU.*

MATHEMATICS G140 – 4 Units **Business Calculus**

(Formerly known as: Math130 Survey of Calculus)

Prerequisites: Mathematics G115 or Mathematics G170 or Mathematics Placement Assessment

This course is designed for students of business, management, and social science who need only one semester of calculus that covers a variety of topics that usually span parts of three semesters of calculus. Topics include functions, limits and continuity, differentiation, integration, graphing, the calculus of two variables and applications of the derivative and integral. This course does not prepare a student to enter Mathematics G180 or G185. UC Credit Limitations: Math G140, G180 and G180H combined—maximum credit, one course. C-ID: MATH 140. Lecture. Letter grade only. *Transferable to CSU; UC.*

MATHEMATICS G160 – 4 Units **Introduction to Statistics**

Prerequisites: Math G030, or Math G040, or Math G080 or Math Placement Assessment

This course includes concepts and procedures of descriptive and inferential statistics; collecting, classifying, tabulating, graphing univariate and bivariate data; measures of central tendencies, variation, percentiles, probability, binomial, normal, T, Chi-square and F distributions; making inferences, decisions and predictions. This course develops statistical thinking through the study of and applications to data sets in the social and behavioral sciences, business, and other disciplines. The use of a graphing calculator and/or statistical analysis computer programs is integrated into the course. UC Credit Limitations: Math G160 and G160H combined—maximum credit, one course. UC credit limitations. See counselor. C-ID: MATH 110 OR C-ID: SOCI 125. Lecture. Letter grade only. *Transferable to CSU; UC.*

MATHEMATICS G170 – 5 Units **Precalculus**

Prerequisites: Mathematics G120 or Mathematics Placement Assessment

This course will cover topics required for studying calculus. Particular emphasis will be placed on the analysis of polynomial, rational, exponential, logarithmic, trigonometric and inverse functions. Other topics include vectors, analytic geometry, linear systems, matrices, elementary theory of equations, polar coordinates, sequences, series, and complex numbers. This course is essential for those students planning to study Mathematics G180 (Calculus I). UC Credit Limitations: Math G115 and G170 combined—maximum credit, one course. Math G170 (maximum credit, 4 units.) Lecture. Letter grade only. *Transferable to CSU; UC.*

MATHEMATICS G180 – 5 Units **Calculus I**

Prerequisites: Mathematics G170 or Mathematics Placement Assessment or Math G115 and Math G120

This is the first course in a three-course sequence designed for mathematics, science and engineering majors. The topics covered in this course include limits and continuity, derivatives of algebraic and transcendental functions, applications of derivatives, indefinite integrals, definite integrals, the Fundamental Theorem of Calculus and applications of integration. UC credit limitations. See counselor. C-ID MATH 210 OR C-ID: MATH 211. Lecture. Letter grade only. *Transferable to CSU; UC.*

MATHEMATICS G185 – 5 Units **Calculus 2**

Prerequisites: Mathematics G180 or Mathematics G180H

This is the second course in a three-course sequence designed for mathematics, science and engineering majors. The topics covered in this course include methods of integration, applications of the definite integral, polar and parametric functions, improper integrals, convergence and divergence of sequences and series including power series, and conic sections. (The student should plan to complete the first three semesters of calculus at Golden West College to maintain continuity.) C-ID MATH 221. Lecture. Letter grade only. *Transferable to CSU; UC.*

MATHEMATICS G235 – 4 Units **Applied Linear Algebra**

(Formerly known as: Math 290)

Prerequisites: Mathematics G185

Introduction to linear algebra, classical linear algebra problems, and applications to computer science and related technologies including matrices, determinants, linear spaces, linear transformations, and eigenvalues. C-ID: MATH 250. Lecture. Letter grade only. *Transferable to CSU; UC. Offered spring semester only.*

MATHEMATICS G280 – 5 Units

Calculus 3

Prerequisites: Mathematics G185

This is the third course in a three-course sequence, designed for mathematics, science and engineering majors. Topics include vectors in three-dimensional space, curves and surfaces, functions of several variables, partial differentiation, the gradient, the curl, the divergence, multiple integration, Green's Theorem, Gauss' (Divergence) Theorem and Stokes' Theorem. The student should plan to complete the first three semesters of calculus at Golden West College to maintain continuity. C-ID MATH 230. Lecture. Letter grade only. *Transferable to CSU; UC.*

MATHEMATICS G282 – 4 Units

Ordinary Differential Equations

Prerequisites: Math G185

This course provides students with an introduction to the theory, techniques and applications of ordinary differential equations. The topics covered include first-order differential equations, higher-order differential equations, power series solutions, Laplace transforms, systems of differential equations and numerical methods. C-ID: MATH 240. Lecture. Letter grade only. *Transferable to CSU; UC.*

MATHEMATICS G285 – 5 Units

Introduction to Linear Algebra and Differential Equations

(Formerly known as: Ordinary Differential Equations)

Prerequisites: Mathematics G185

This course is designed to introduce students to the fields of Linear Algebra and Differential Equations. Topics include matrices, determinants, vector spaces, linear systems of equations, inner product spaces, first and second order differential equations, systems of differential equations, and Laplace transforms. C-ID MATH 910S. Lecture. Letter grade only. *Transferable to CSU; UC.* Offered fall semester only.

MUSIC

MUSIC G068 – 4 Units

Commercial Arranging & Orchestration I

Advisories: Music G066

This course of study is designed to allow the student to use his or her basic knowledge of music in a progressive series of study units to build competency in: knowledge of ranges and transposition for instruments; writing for voices; planning an arrangement; standard copying techniques; basic chord voicings; writing for small combos; writing for large jazz bands; writing for strings; and projects to be agreed upon by student and instructor. Electronic synthesizers will be used to assist students in arrangement planning. Lecture. Optional pass/no pass grade.

MUSIC G101 – 3 Units

History & Appreciation of Music

This course is designed to help students enjoy listening to all styles of music with emphasis on what to listen for in music. This course emphasizes an historical survey of popular music of yesterday, today and tomorrow known as European and American "classical" music, and includes brief introduction to several other styles as well. This course uses film, videotape, DVD, CD presentations, and listening assignments. Attending one live concert is required. UC Credit Limitations: Music G101 and G101H combined—maximum credit, one course. C-ID: MUS 100. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

MUSIC G103 – 3 Units

World Music

This course is a survey of music of selected cultures outside the tradition of Western art music. Divided into three general categories, the course examines folk music, tribal music, and art structures. Audio recordings and filmed examples introduce the student to instrumental and vocal techniques,

musical structures, and performance contexts. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.* May not be offered each semester.

MUSIC G105 – 1 Unit

Beginning Guitar I

This course is designed for non-Music majors who have an interest in learning to play the guitar correctly. Students must furnish their own guitars. This Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

MUSIC G106 – 1 Unit

Beginning Guitar II

Advisories: Music G105

This course is a continuation of Music 105AB. Concentration on chords and correct finger-picking. Traditional and folk tunes will be studied and performed. Students must furnish their own guitars. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

MUSIC G108 – 3 Units

History and Appreciation of the Musical Theater

This course explores all of the elements which make the Musical Theater one of the premier art forms of the 21st Century. Emphasis will be placed on the history of the musical and on examining the roles of the composer, librettist, lyricist, choreographer, director, performer, designer, and others relative to creating a musical theater production. DVD/video/broadcast television, film and performances will be utilized to enhance the student's knowledge of the subject. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.* May not be offered each semester.

MUSIC G109 – 1 Unit

Symphonic Band

Prerequisites: Retention based upon successful audition.

The Symphonic Band is a performance ensemble that studies, rehearses, and performs the music of the standard band repertoire. Members of the ensemble are expected to possess a basic mastery of the playing skills of their chosen instrument as well as

the fundamentals of musicianship. The ensemble performs frequently. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

MUSIC G110 – 2 Units
Golden West Symphonic Band

Prerequisites: Retention based upon successful audition.

The primary performing band representing the college in the community. Emphasis on study and performance of music from standard band repertory. Performances on campus and away include concerts, outdoor activities and athletic events. A band tour may be planned for spring semester. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

MUSIC G112 – 2 Units
Sight Singing

This course is designed to introduce and develop strong fundamental competencies in the singing of simple and complex rhythms, melodies. This course may be taken 2 times. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

MUSIC G115 – 3 Units
Basic Music

Advisories: Concurrent enrollment in Music G141 - G142 recommended.

An introductory course exploring the primary elements of tonal music. Incorporates the following concepts: staff notation in treble and bass clefs, rhythm and meter; basic properties of sound; intervals; diatonic scales and triads; and diatonic chords. Development of skills in handwritten notation, reading music, and aural perception is expected. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

MUSIC G116 – 3 Units
Theory and Musicianship I
(Formerly known as: Theory I (Diatonic))
Advisories: Music G115

This is the first course in a four-semester sequence presenting the basic techniques and materials, principles and practice of diatonic

harmony, integrated with musicianship. Topics cover a brief review of music fundamentals, introduction to four-part chorale writing principles, figured bass, primary-secondary triads, cadences, non-harmonic tones; integrated with aural skills development to include sight-singing, melodic, two-part, and rhythmic dictation. C-ID MUS 120. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

MUSIC G117 – 3 Units
Theory and Musicianship 2

Prerequisites: Music G116

This is the second course in a four-semester sequence that presents the basic techniques and materials, principles and practice of diatonic harmony, integrated with musicianship; compositional techniques, four-part harmony, secondary triads; introduction to modulation; analysis of selected forms and compositional devices, integrated with sight-singing and ear training; and melodic, harmonic, and rhythmic dictation. C-ID MUS 130. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

MUSIC G120 – 1 Unit
Masters Chorale

Prerequisites: Retention based upon successful audition.

A large chorus which performs suitable music from all historical periods. Participation in concerts on campus, field trips, occasional brief section rehearsals and overnight tour in spring semester also required. Schedule of work outside class announced at the beginning of each semester. Each student will provide his own standard performance dress. This course may be taken 4 times. Lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

MUSIC G121 – 1 Unit
College Choir

Prerequisites: Retention based upon successful audition.

A large choral group singing music in all styles. Open to beginning through advanced singers with an emphasis in

the development of vocal technique and music reading. This course may be taken 4 times. Lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

MUSIC G122 – 1 Unit
Chamber Choir

Prerequisites: Retention based upon successful audition.

A select vocal ensemble which performs suitable music from all historical periods. Extensive participation in concerts on campus, field trips. Occasional brief section rehearsals. Schedule of performances announced at the beginning of each semester. Each student must provide his own standard performance dress (except tuxedo). Financial aid available for qualified students who cannot provide their own required items of clothing. This course may be taken 4 times. C-ID MUS 180. Lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

MUSIC G127 – 1 Unit
Wind Band Skills I

Prerequisites: Audition required

This course is designed for the student who is new to the collegiate band experience, but has had previous successful experiences performing on their chosen instrument. Introduction and implementation of wind band ensemble and performance skills including rehearsal etiquette, rehearsal techniques, individual practice skills, section performance skills, and musical interpretation. Students must have a minimum individual performance skill level in order to take the course, as this is an ensemble skill course. Audition required." Lecture & lab. Letter grade only. *Transferable to CSU.*

MUSIC G128 – 1 Unit
Wind Band Skills 2

Prerequisites: Music G127 and Audition required

This course is a continuation of the skills introduced in Wind Band Skills I for those students having minimal collegiate band experience and wish to develop their skills further. Development of fundamental wind

band skills previously introduced will be explored in more depth, with emphasis on proper group rehearsal and individual practice techniques. Development of section rehearsal skills will also be emphasized, encouraging students to develop leadership roles within the group. Students must have a minimum individual performance skill level in order to take this course, as this is an ensemble-based course dependent on student to student interaction. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

MUSIC GI29 – 1 Unit **Wind Band Skills 3**

Prerequisites: Music GI28 and Audition Required

This course is a continuation of the skills developed in Wind Band Skills 2 and is oriented toward those students with limited collegiate wind band experience who wish to further develop their musical and ensemble skills. Introduction of secondary and intermediate wind band skills are utilized as a continuation of the fundamental skills developed in the first two courses. Emphasis is placed on development of multi-faceted individual practice, intermediate level section rehearsal techniques, and intermediate performance skills with musical interpretation. Students must have a minimum performance skill level in order to take this course, as this is an ensemble-based course dependent on student-to-student interaction. Lecture & lab. Letter grade only. *Transferable to CSU.*

MUSIC GI30 – 1.0 Units **Wind Band Skills 4**

Prerequisites: MUS GI29

This is the final course in the Wind Band Skills sequence and is oriented toward those students with limited collegiate wind band experience who wish to further develop their musical and ensemble performance skills. Utilization of advanced wind band and musical skills is developed as a continuation of the techniques presented in the previous courses in the sequence. Development of advanced musical techniques as

applied to individual and ensemble rehearsal and performance practices. Development of individual approach to musical interpretation with advanced performance skills. Students must meet a minimum performance skill level in order to take this course; this is an ensemble-based course dependent on student-to-student interaction. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

MUSIC GI39 – 3 Units **History of Rock Music**

(Formerly known as: Music GI85)

This course is an in depth study of rock music; emphasis includes rock roots, blues/R & B, Elvis & early rock. Also Beatles and 60's rock, metal, "New Wave," punk, alternative, rap, 90's "grunge," industrial, techno and other musical styles and social topics. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

MUSIC GI41 – 1 Unit **Piano I**

(Formerly known as: Beginning Piano I)

Piano instruction for those with no previous keyboard experience or no previous formal music instruction of any sort. Sight reading, playing by ear, keyboard harmony, scales and keyboard technique. One hour of practice daily is assumed. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

MUSIC GI42 – 1 Unit **Beginning Piano II**

Advisories: Music GI41 or equivalent

Continuation of Music GI41. Reading music, piano keyboard harmony and scales in major keys. Regular daily practice is essential for success in this course. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

MUSIC GI43 – 3 Units **History of Jazz**

(Formerly known as: Music GI36 Jazz: A History and Appreciation)

This course is a survey of jazz, a uniquely American art form. The class traces the history and development of jazz, from its musical predecessors

and beginnings to contemporary styles. Audio recordings introduce the student to the techniques, styles, and performers of jazz. Three hours lecture a week, one and one-half hours listening in Multi-Media Center a week. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

MUSIC GI45 – 2 Units

Basic Voice

Advisories: Concurrent enrollment in Music GI15, GI21, or GI41 - GI42 recommended for those who do not read music.

This course is for beginning singers. It prepares beginning singers' voices for solo and group singing by improving breathing, vocal tone, range, agility, volume, diction, health, expression and self-confidence. Students will sing songs from musical theatre, film, folk, popular and classical repertory, in English and students' first languages, memorized from printed music. One-hour daily practice and attendance at one approved recital is required. A pianist accompanies classes. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

MUSIC GI46 – 2 Units **Intermediate Voice**

(Formerly known as: Music I46AB)

Advisories: Music GI45 . Concurrent enrollment in Music GI15, GI21, or GI41 or GI42 recommended for those who do not read music.

This course is a continuation of Music GI45 for singers with two years of choral experience or one semester of private lessons or voice class. It prepares for solo and group singing by improving breathing, vocal tone, range agility, volume, diction, health, expression and self-confidence at the second semester level. Sing songs from musical theatre, film, folk, popular, and classical repertory, in English, Italian and students first languages, memorized from printed music. One-hour daily practice and attendance at

one approved voice recital required. A pianist accompanies classes. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

MUSIC G147 – 2 Units **Advanced Voice**

Advisories: Music G146. Concurrent enrollment in Music G115, G121, or G141 - G142 is recommended for students who do not read music.

This course is the third and fourth semester continuation of Music G146 for singers with two semesters of private lessons or voice class. It prepares for solo and group singing by improving breathing, vocal tone, range, agility, volume, diction, health, expression and self-confidence. Students sing songs from musical theatre, opera, film, folk, popular and classical repertory, in English, Italian, German, French, and students' first languages, memorized from printed music. One-hour daily practice and attendance at one approved voice recital required. A pianist accompanies classes. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

MUSIC G150 – 2 Units **Voice for Musical Theater I**

(Formerly known as: Broadway and Opera Singing)

(Same as: Theater G146)

Advisories: Music G115, G121, or G141 - G142 recommended for those who do not read music.

This course teaches vocal technique, self-confidence in vocal performance and character development for singers, actors and dancers at an introductory level. Students sing songs from musical theater and/or opera in English and first languages. An audition is not required. Daily practice is required. A pianist accompanies the classes. ADVISORY: Music G115, or G121, or G141 - G142 recommended for those who do not read music. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

MUSIC G151 – 2 Units **Voice for Musical Theater 2**

(Formerly known as: MUSIC 151 AD, Broadway and Opera Voice Class)

(Same as: Theater G148)

Prerequisites: Music G150 or Theater G146

Advisories: Music G115, or G121, or G141 - G142 recommended for those who do not read music.

This course teaches vocal technique, self-confidence in vocal performance and character development for singers, actors and dancers at a beginning level. Students sing songs from musical theater and/or opera in English and first languages. An audition is not required. Daily practice is required. A pianist accompanies the classes. Lecture. Optional pass/no pass grade. Transferable to CSU.

MUSIC G152 – 2 Units **Voice for Musical Theater 3**

(Same as: Theater G156)

Prerequisites: Music G151 or Theater G148

Advisories: Music G115, or Music G121, or Music G141 and Music G142 - recommended for those who do not read music

This course teaches vocal technique, self-confidence in vocal performance and character development for singers, actors and dancers at an intermediate level. Students sing songs from musical theater and/or opera in English and first languages. An audition is not required. Daily practice is required. A pianist accompanies the classes. Lecture. Optional pass/no pass grade. Transferable to CSU.

MUSIC G153 – 2 Units **Voice for Musical Theater 4**

(Same as: Theater Arts G158)

Prerequisites: Music G152 or Theater Arts G156 or Permission of Instructor

Advisories: Music G121, or Music G115, or Music G141 - Music G142, recommended for those who do not read music.

This course teaches vocal technique, self-confidence in vocal performance and character development for singers,

actors and dancers at an advanced level. Students sing songs from musical theater and/or opera in English and first languages. An audition is not required. Daily practice is required. A pianist accompanies the classes. Lecture. Optional pass/no pass grade. Transferable to CSU.

MUSIC G158 – 2 Units **Studio Singing**

Prerequisites: Retention in class is dependent upon a successful audition.

The student will be expected to demonstrate fundamental music reading skills and an ability to sing jazz harmonies and rhythms accurately.

This is a course in studio singing and is designed for the vocal musician who wishes to learn the many styles and disciplines of the recording vocalist. Upon passing the audition, each student will be recorded on tape and perform live, as a soloist and in groups. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

MUSIC G165 – 3 Units **History & Literature of Music**

A survey of Western Art Music from approximately 1700 to the present. Formal analysis and examination of the musical styles of music from the Baroque, Classic, Romantic and Modern eras, with listening examples of typical masterworks from each. A course for music majors and minors who come to the course with previous formal music study, or considerable informal listening and concert attendance. Lecture. Optional pass/no pass grade. Transferable to CSU; UC. May not be offered each semester.

MUSIC G209 – 2 Units **Symphonic Band, Advanced Skills**

Advisories: Music G109

This course is for students who perform at an advanced level on a standard band instrument. Students in this course are expected to develop sophisticated skills beyond standard participation in the Symphonic Band. Performance of solos, the development of score reading abilities, student composition and/or

arranging and conducting/leadership roles within the performance ensemble will be explored. Brass, Percussion, and Woodwind sectional rehearsal techniques will be developed. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

MUSIC G216 – 3 Units
Theory and Musicianship 3
(Formerly known as: Theory II
(Chromatic))

Prerequisites: Music G117

This is the third course in a four-semester sequence that incorporates concepts from Theory and Musicianship 2. Through writing and analysis, this course will include an introduction to chromatic harmony, secondary/applied chords, modulation, borrowed chords, introduction to Neapolitan and augmented-sixth chords. Additional development and application of the rhythmic, melodic, and harmonic materials occurs through ear training, sight-singing, analysis, and dictation. C-ID MUS 140 Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

MUSIC G217 – 3 Units
Theory and Musicianship 4
Prerequisites: Music G216

This is the fourth course in a four-semester sequence that incorporates the concepts from Theory and Musicianship 3. Through writing and analysis, this course will include: post-Romantic techniques such as borrowed chords and modal mixture, chromatic mediants, Neapolitan and augmented-sixth chords, 9th, 11th and 13th chords, altered chords and dominants; and 20th century techniques such as: Impressionism, tone rows, set theory, pandiatonicism and polytonalism, meter and rhythm. Additional development and application of the rhythmic, melodic, and harmonic materials occurs through ear training, sight-singing, analysis, and dictation. C-ID MUS 150 Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

MUSIC G241 – 2 Units
Intermediate Piano I

Second semester of piano study. Reading music at the keyboard. Sight reading. Playing by ear. Chromatic keyboard harmony in more advanced forms. Regular daily practice is essential for success in this course. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

MUSIC G242 – 2 Units
Intermediate Piano II

Advisories: Music G241 or equivalent

Continuation of Music G241. Third semester of class piano keyboard instruction. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

MUSIC G260 – 1 Unit
Symphonic Winds

This is a performance ensemble course emphasizing contemporary and standard wind band repertoire and performance practice. Skill sets covered include individual instrumental technique, sight reading, active listening, live performance practices, and ensemble concert preparation. Live concert performance with the ensemble is included as part of this course. This course fulfills the large ensemble requirement for the CSU Music Education majors. This course may be taken 4 times. C-ID MUS 180. Lecture & lab. Letter grade only. *Transferable to CSU; UC.*

MUSIC G261 – 2 Units
Wind Symphony

This is an advanced performance ensemble course encompassing the exploration and public performance of wind ensemble literature, correct solo and ensemble performance practices, and the development of the highest level of musical sophistication. Students are expected to perform at a superior level of musicality, as well as develop advanced skills in score reading, section rehearsal techniques, and concert preparation. This course fulfills the large ensemble requirement for the

CSU Music Performance majors. This course may be taken four times. C-ID MUS 180. Lecture & lab. Letter grade only. *Transferable to CSU; UC.*

MUSIC G290 – 1-2 Units
Applied Music

Advisories: Placement by audition.

This course is designed to be for the student seeking individual instruction on piano, voice, guitar, or any standard band or orchestra instrument. A performance at Faculty Juries and Concert Hour is required for each semester. Vocal and instrumental students concurrently enroll in choir or band; pianist and guitarists should consult with faculty for an appropriate concurrent course. There are nine group meetings and fifteen private lessons per semester, with level of proficiency determined by faculty adjudication. This course may be taken 4 times. C-ID MUS 160. Lecture & lab. Letter grade only. *Transferable to CSU; UC.*

NURSING

NURSING G070 – 1 Unit
Beginning Arrhythmia and
Electrocardiograms (EKG)
Interpretation

This course focuses on providing the learner with a basic knowledge of the interpretation of cardiac dysrhythmia and 12 lead electrocardiograms. The material focuses on the essential information needed to interpret basic dysrhythmia, define causes and analyze appropriate treatments. Rhythm strips and electrocardiograms are presented for practice in gaining the necessary skills to interpret dysrhythmia, myocardial infarctions, and other abnormalities. Lecture. Letter grade only. *Not transferable, AA/AS degree only.*

NURSING G099 – 2 Units**Introduction to Nursing**

(Formerly known as: NURSING G009)

This course is designed to introduce students to the profession of nursing and to the knowledge, skills, and attitudes essential for success in the educational setting and the clinical environment. Emphasis is on: nursing process, learning style, study skills, medical terminology, and the professional nursing role. Lecture. Pass/no pass only. *Not transferable, AA/AS degree only.*

NURSING G130 – 9 Units**Health and Illness I**

Prerequisites: Psychology G118, Communication Studies G110, and English G100

Corequisites: Nursing G131

This course focuses on care of the healthy individual across the lifespan to meet physical and psychosocial health needs. Students will learn how to safely perform foundational clinical skills, including physical assessment and medication administration. The nursing process will be utilized as the framework for patient-centered nursing care. Concept-based curriculum provides the structure of the curriculum and is threaded throughout the course. Concurrent practice in the college laboratory and clinical experience in health care or community facilities are required. Permission required. Lecture & lab. Letter grade only. *Transferable to CSU.*

NURSING G131 – 1 Unit**Professional Nursing I**

(Formerly known as: Professional Nursing Issues I)

Corequisites: Nursing G130

This course introduces the students to the role of the professional nurse, therapeutic communication, healthcare delivery systems, and healthcare teams. The students will develop a beginning understanding of the nursing process and the QSEN competencies as the framework to clinical judgment. Lecture. Letter grade only. *Transferable to CSU.*

NURSING G140 – 8 Units**Health and Illness 2**

Prerequisites: Nursing G130, and Nursing G131, and Biology G220, or Biology G170

This course focuses on the nursing care for adults of all ages with common acute/chronic problems. Students will be introduced to Women's Health and Newborn Care. The nursing process will be utilized as a tool to direct nursing care. Concept-based curriculum provides the structure of the curriculum and is threaded throughout the course. Concurrent practice in the nursing laboratory and clinical experience in healthcare (or community) facilities are required. Lecture & lab. Letter grade only. *Transferable to CSU.*

NURSING G190 – 4 Units**LVN to RN Transition**

(Formerly known as: Transition to Registered Nursing)

Prerequisites: California Vocational Nurse License, completion of Biology G220, G225, and G210 and Psychology G118, English G100, Communication Studies G108, G110 or G112. Permission required.

This course focuses on assisting the Licensed Vocational Nurse (LVN) in bridging the gaps in theoretical and clinical knowledge and skills, thereby preparing them to join the third semester of the registered nursing (RN) program. Lecture & lab. Letter grade only. *Transferable to CSU.*

NURSING G192C – 1-4 Units**Cooperative Work Experience - Occupational**

This course will enable students to earn college units(s) on-the-job by learning or improving knowledge or skills related to their educational or occupational goals. Occupational Cooperative Work Experience (CWE) is discipline-specific in that student's job and learning objectives relate to the Work Experience course. Students can work in either paid or unpaid (Internship) positions. Students may earn up to 4 CWE units per semester, maximum of 16 CWE combined units while at GWC. Units are awarded upon achievement

of approved learning objectives and completion of required hours worked. Each unit of credit requires paid employees to document 75 hours. A volunteer or unpaid employee requires 60 hours for each unit of credit during the semester. Student must have: 1. Consent of academic program faculty and division dean. 2. Consent of CWE Program Coordinator or designee. 3. Working in a job directly related to college major or career goal. Letter grade only. *Transferable to CSU.*

NURSING G240 – 8 Units**Health and Illness 3**

Prerequisites: Nursing G140, Biology G225, Sociology G100, Advisories: Nursing G241

This course focuses on the collaborative care of patients with complex health problems across the life span in a variety of settings. Students will also provide family-centered care for pediatric patients experiencing acute and chronic health problems. Students will utilize best evidence as a basis for clinical judgment and the establishment of priorities. Concept-based curriculum provides the structure of the curriculum and is threaded throughout the course. Concurrent practice in the nursing laboratory and clinical experience in healthcare (and community) facilities are required. Lecture & lab. Letter grade only. *Transferable to CSU.*

NURSING G241 – 1 Unit**Professional Nursing 2**

Prerequisites: Nursing G140, Biology G225, Sociology G100

Corequisites: Nursing G240

This course introduces students to the quality improvement process and analyzes sources of evidence to determine best practices. Students gain the knowledge of collaborative environments in order to apply team work, delegation, and supervision skills in a variety of health care settings. Concept-based curriculum provides the structure of the curriculum and is threaded throughout the course. Lecture. Letter grade only. *Transferable to CSU.*

NURSING G270 – 8 Units **Health and Illness 4**

Prerequisites: Nursing G240 and Biology G210

Corequisites: Nursing G271

This course focuses on the care of multi-system, critically ill patients as well as those with psychological health problems for adults of all ages in a variety of settings. Concept-based curriculum provides the structure of the curriculum and is threaded throughout the course. Concurrent practice in the nursing laboratory and clinical experience in healthcare (and community) facilities are required. Lecture & lab. Letter grade only. *Transferable to CSU.*

NURSING G271 – 1 Unit **Professional Nursing 3**

Prerequisites: Nursing G240, Nursing G241, Biology G210

Corequisites: Nursing G270

This course introduces students to professional and ethical dilemmas that impact the delivery of care. Students will prepare for licensure and employment opportunities/searches, explore professional organizations in nursing, and transition into practice with an emphasis on lifelong learning. Concept-based curriculum provides the structure of the curriculum and is threaded throughout the course. Lecture. Letter grade only. *Transferable to CSU.*

PEACE STUDIES

PEACE STUDIES G100 – 3 Units **Peace Studies, Introduction**

This course offers an in-depth examination of the internal and external components of peace and conflict, and how each affects individuals, as well as groups, nations, and the environment. A review of changes achieved historically through various philosophies and lifestyles. Through the study of the forces that influence human relations, students analyze how the world can be changed. Exercise, simulated conflict

situations, role play, and examples from community partners are used to provide students opportunities to broaden their perspectives and develop self-awareness. This class is designed as a service learning course. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

PEACE STUDIES G110 – 3 Units **Nonviolence and Conflict Resolution**

This course explores both the theory and the use of nonviolence as a means for waging and resolving conflict. The course explores Nonviolence Theory as it applies to issues of social change, alternative defense, and personal transformation. Writings from political, sociological, feminist, religious, and philosophical perspectives will be examined. Case studies will be used to demonstrate the use of nonviolent tactics and strategies, and to increase students' understanding of how and when nonviolence has been used to resolve conflict. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

PEACE STUDIES G150 – 3 Units **Social Justice and Peacebuilding**

This introductory course presents an inter-disciplinary study of race and ethnicity through the lens of peacebuilding. This course examines social justice movements as they relate to socioeconomic equity, food equity, environmental justice, metropolitan gentrification, the criminal justice system, and civil rights. Students will explore strategies to help contribute to social justice movements from local to global levels. This course includes a service learning component. Lecture. Letter grade only. *Transferable to CSU; UC.*

PEACE STUDIES G225 – 3 Units **Negotiation and Mediation**

(Same as: Communication Studies G225)

Advisories: Communication Studies G100
This course presents theories and skills to address and settle conflict situations by utilizing the negotiation and mediation processes. The student will learn how to

assess conflict situations and determine the appropriateness of negotiation and mediation. Students will learn theories and skills through lecture, role playing, dialogue and in-class simulations. Students will also examine different contexts for negotiation and mediation including family, school, community and business situations. Videos and student presentations of negotiation and conflict resolution topics complement the lectures, simulations and role playing. Lecture. Optional pass/no pass grade. *Transferable to CSU.*

PEACE STUDIES G230 – 3 Units **Leadership & Peacebuilding**

This course teaches leadership concepts and skills, including psychological processes, conflict resolution and human development skills. It will help students become aware of their own leadership style and develop themselves to be innovators in their own life and the world at large. Psychological, physical and mental health aspects will be stressed. This course contains a required service learning component. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

PHILOSOPHY

PHILOSOPHY G100 – 3 Units **Introduction to Philosophy**

(Formerly known as: Philosophy G101)

A probing into questions people ask about the universe and their place in it. An examination is undertaken of the range of possible answers developed by leading philosophers in such areas as the meaning of knowledge, scientific method, religion, ethics, aesthetics, history, politics and metaphysics. C-ID PHIL 100. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

PHILOSOPHY G102 – 3 Units **History of Ancient Philosophy**

This course will examine the main figures and topics of Ancient Western Philosophy. The original writings of the Pre-Socratics, Socrates, Plato,

Aristotle, and subsequent Greek and Roman Philosophers will be read and discussed. The focus will be on critically reading, analyzing, and discussing the ideas these Philosophers presented in their historical context within the discipline of Philosophy. C-ID PHIL 130. Lecture. Letter grade only. *Transferable to CSU; UC.*

PHILOSOPHY G110 – 3 Units
Philosophy of the East

This course will provide a general explanation and comparison of the world's major Eastern religions and philosophies. It will include critical analysis of the principal philosophies and related religious beliefs of the East, including Hinduism, Confucianism, Taoism, and Buddhism. Particular attention is given to understanding sacred literature in its historical context to better appreciate the relevant beliefs. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

PHILOSOPHY G111 – 3 Units
Philosophy of Religion - Western

This course will examine the key issues and problems for Western Religions, including Judaism, Christianity, and Islam, from a Philosophical perspective. Topics to be covered include the nature and significance of religion and religious experience, arguments for and against the existence of God, the nature of God, the problem of evil, the relation between science and religion, and the role of textual and theological debate in the development of a religious Philosophy. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

PHILOSOPHY G115 – 3 Units
Logic and Critical Thinking

(Formerly known as: Introduction to Logic)

An introductory general education course focusing on the use of arguments both in their occurrence in ordinary discourse and the academic disciplines within the humanities, social sciences and natural sciences with particular focus on deductive logic. The emphasis will be on the role of formal and informal

logic in the basic learning skills of (1) oral communication (speech/listening) and (2) written communication (reading/writing). Deductive and inductive reasoning techniques will be critically examined to establish their logical correctness or identify their fallaciousness. Recommended for all humanities, social science, business and natural science majors and those planning to transfer to a four-year college or university. C-ID PHIL 110. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

PHILOSOPHY G120 – 3 Units
Ethics

An examination of the concepts of right and wrong, good and bad, in the light of the writings of classical ethical philosophers. A critical examination of alternative approaches to ethics, with an emphasis upon the question of philosophical foundations. Applications of alternative traditions in ethics to contemporary moral issues. C-ID PHIL 120. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

PHILOSOPHY G125 – 3 Units
Critical Reasoning and Writing

Prerequisites: English G100

An introduction to the critical analysis and rational evaluation of argument and other forms of expression. Covers the uses of language, distinctions between deductive and inductive reasoning, and practice in detecting formal and informal fallacies. Develop tools for distinguishing between and evaluating beliefs, opinions, claims, explanations, and arguments. A strong emphasis is instruction in writing which models the critical thinking knowledge and skills examined in the course. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

PHILOSOPHY G150 – 3 Units
Political Philosophy

(Same as: Political Science G150)

This course introduces students to traditional philosophical issues concerning politics. Students will actively engage in an analysis of normative

issues using historical insight as well as contemporary approaches. Among these issues are the nature of legitimate authority, political obligation, natural rights, equality and justice. The course emphasizes selections from the major works of such political philosophers as Plato, Aristotle, Hobbes, Locke, Rousseau, Marx and Mill. C-ID: POLS 120. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

PHOTOGRAPHY

PHOTOGRAPHY G120 – 3 Units
Introduction to Photography - Black and White Dark Room

(Formerly known as: Photography G150, Fundamentals of Photography)

A basic course to familiarize students with the fundamentals of photography. The students will study cameras and related accessory systems. Picture taking techniques, darkroom techniques, and the elements of design. Students must provide an adjustable camera. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

PHOTOGRAPHY G190 – 3 Units
Introduction to Photography-Digital

(Formerly known as: Photography 150-I, Digital Arts G190)

This is a basic course to familiarize students with the historical and technical fundamentals of photography and digital imaging. Students will gain practical experience relating to cameras, exposure, light, content, color, composition and presentation. This course introduces development of personal artistic expression and visual perception, the basics of digital imaging including printing and image editing with Adobe Photoshop. Students must provide an adjustable digital camera. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

PHOTOGRAPHY G191 – 3 Units **Digital Photography, Intermediate**

Advisories: Photography G120,

Photography G190 or Digital Arts G190

This is an intermediate photography course providing in-depth instruction in scanning, printing and using digital imaging software to create a master digital image. Students gain practical experience with digital techniques that support their creative exploration of commercial or fine art photography. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

PHYSICAL EDUCATION

PHYSICAL EDUCATION G101 – I Unit

Jogging for Fitness

This course is designed to provide an introduction to jogging as a cardiorespiratory fitness activity. This course is intended for individuals who are beginning a fitness program and have minimal experience jogging. Topics to be discussed will include: cardiorespiratory endurance, proper techniques, fitness program design and evaluation, equipment and safety, persistence and motivation, and nutrition basics. Lab. Optional pass/no pass grade. *Transferable to CSU.*

PHYSICAL EDUCATION G103 – 2 Units

Exercise for Healthy Living

Advisories: Co-enrolled in any Physical

Education activity class (see list in the catalog - CSU General Education, Area E)

The intent of this course is to expose students to a broad range of information related to understanding personal fitness and health. This course will offer students a well-rounded examination of lifestyle components elemental to lifelong healthy living. Students will explore a variety of personal choice options for developing and maintaining lifetime wellness from physiological, psychological and sociological perspectives. This course encourages students to participate in a wide

variety of physical activities. It provides a comprehensive understanding of elements for successful participation in a variety of physical activities. Lecture. Letter grade only. *Transferable to CSU; UC.*

PHYSICAL EDUCATION G105 – I Unit

Adapted Strength and Fitness

Prerequisites: Permission of instructor required.

This is a physical fitness class consisting of cardiovascular conditioning, muscle strength, endurance, and proper use of weight machines, wheelchair accessible nautilus machines, and free weights in the fitness lab. The purpose of strength training is to improve an individual's strength, stability, and coordination. Each student will be evaluated and an individual exercise plan will be developed. At the end of the class, each student will be experienced in individual and group physical activity. Students will be able to apply knowledge to improve quality of life by increasing, strength, stability, coordination and increasing knowledge of life-long fitness and activity. UC Credit Limitations. See counselor. Lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

PHYSICAL EDUCATION G108 – I Unit

Adapted Aquatics

Advisories: Permission of the Instructor

This course is designed for students with temporary or permanent disabilities who can benefit from individualized low and no-impact aquatic cardiovascular exercises. Students will learn safe and independent activities that can be done for cardiovascular fitness in the pool. Swimming skills as well as appropriate exercises will be developed and practiced according to the goals and individual exercise programs of each student. UC Credit limitations. See counselor. Lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

PHYSICAL EDUCATION G110 – 0.5-I Unit

Swimming for Fitness

This course is designed for swimmers with intermediate skills. The swimmer will be introduced to the latest techniques and methods for cardiovascular conditioning through swimming. UC Credit Limitations. See counselor. A three-week course Lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

PHYSICAL EDUCATION G111 – I Unit

Swimming

This course is designed to make people water safe. Students will receive instruction and practice in the fundamental skills of swimming. The course is recommended for swimmers with little or no previous experience, swimmers who can complete two laps of the pool with coordinated breathing, and swimmers with advanced skills. UC Credit Limitations. See counselor. Lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

PHYSICAL EDUCATION G114 – I Unit

Surfing

Prerequisites: Prior to entering surfing class, students must pass Intermediate ARC Swimming test or produce other official verification of their swimming ability at the first class meeting.

This course is designed to give students the necessary knowledge and skills to safely enjoy surfing. Through a structured lecture laboratory situation, the students will be introduced to the latest techniques and methods for optimum achievement. The course is suited to all performance levels and is organized to allow for individual instruction. UC credit limitations. See counselor. Lecture & lab. Pass/no pass only. *Transferable to CSU; UC.*

PHYSICAL EDUCATION G130 –**I Unit****Yoga**

This course is designed for students who are interested in learning and practicing yoga techniques such as breathing techniques, postures, meditation and relaxation. Students will learn about the techniques of yoga and how to make the exercise as enjoyable as possible. They will learn not only what the poses are, but how to stretch, relax and breathe throughout the practice. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

PHYSICAL EDUCATION G132 –**I Unit****Pilates for Fitness**

This course is designed for students who are interested in increasing their flexibility, strength, endurance, and coordination. The course will include mat work, using the principles of Pilates to focus on exercise to improve body alignment, strength, flexibility control and coordination. Students will also learn how each of the specific exercises will benefit their physical and mental health. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

PHYSICAL EDUCATION G137 –**0.5 Units****Golf**

Instruction and practice in the basic skills fundamental to successful performance in golf. Included, with participation, will be instruction in the rules and etiquette of the sport. UC credit limitations. See counselor. Lab. Pass/no pass only. *Transferable to CSU; UC.*

PHYSICAL EDUCATION G150 –**I Unit****Badminton**

This course is designed for men and women who are interested in instruction and practice in the fundamental skills to successful performance in badminton. UC credit limitations. See counselor. Lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

PHYSICAL EDUCATION G158 –**I Unit****Tennis**

(Formerly known as: P E 158AD)

Instruction and practice in the fundamental skills & a basic understanding of scoring, elementary positioning, & strategy of tennis singles & doubles. The more advanced student will receive instruction in the volley, lob and smash, consistency and placement of ground strokes and serves. UC credit limitations. See counselor. Lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

PHYSICAL EDUCATION G166 –**0.5-2 Units****Circuit Weight Training**

The Circuit Weight Training course is designed for students interested in an exercise routine that utilizes the circuit training facility and provides cardiovascular weight exercise. Circuit training has proven especially beneficial for women and men not interested in competitive weight training but desiring good muscle tone and cardiovascular fitness. This type of training gives maximum return in a controlled workout. UC credit limitations. See counselor. Lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

PHYSICAL EDUCATION G167 –**I Unit****Super Circuit Training Advanced**

The super circuit physical training program provides the student a combination of strength training with an emphasis on cardio-vascular conditioning for a total body workout. The super circuit is an accelerated circuit training program. UC credit limitations. See counselor. Lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

PHYSICAL EDUCATION G173 –**I Unit****Introduction to Weight Training**

A course designed for men and women to help beginners learn how muscles work, proper lifting techniques, safety factors, diet, and how to develop a

program to meet specific needs. UC credit limitations. See counselor. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

PHYSICAL EDUCATION G176 –**I Unit****Total Fitness for Women**

A well-balanced program of physical activities designed to enhance endurance, flexibility, strength, cardiovascular efficiency and weight redistribution based on a selected exercise program, par course, circuit training, aerobic work, diet information and coordination. UC credit limitations. See counselor. Lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

PHYSICAL EDUCATION G178 –**0.5 - I Unit****Cardiovascular Laboratory**

The cardiovascular lab course is designed for those people who desire a cardiovascular workout using a combination of stationary bikes, treadmills, elliptical, and rowing machines. This is suited for men and women of all age groups who are interested in achieving a maximal level of cardiovascular fitness. UC credit limitations. See counselor. Lab. Pass/no pass only. *Transferable to CSU; UC.*

PHYSICAL EDUCATION G180 –**2 Units****Strength and Muscle Power Training**

This course is designed to provide students instruction and training to develop strength and muscle power. Students will design a systematic training regime using weight machines and 'free weights' (bar bells and dumb bells). This class is suited for healthy students of all ages and experience levels, but is not a rehabilitation program. This class is recommended for men and women interested in strength and muscle power training, athletic conditioning, power lifting and body building. UC credit limitations: Any or all of these courses (PE G140, G142, G146, G150,

GI60, GI80, GI91, G200) combined—maximum credit, 8 units. UC credit limitations. See counselor. Lab. Pass/no pass only. *Transferable to CSU; UC.*

PHYSICAL EDUCATION GI81 – I Unit

Muscular Strength Training

This course is designed to provide students instruction and training to develop strength and muscle tone. Students will design a systematic training regime using weight machines and 'free weights' (bar bells and dumb bells). This class is suited for healthy students of all ages and experience levels. UC credit limitations. See counselor. Lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

PHYSICAL EDUCATION GI86 – 0.5 - I Unit

Activities - Basketball

Instruction and practice in the fundamental skills basic to successful performance in this activity. UC credit limitations. See counselor. Lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

PHYSICAL EDUCATION GI92 – I Unit

Soccer

Instruction and practice in the fundamental skills basic to successful performance in this activity. UC credit limitations. See counselor. Lab. Optional pass/no pass grade. *Transferable to CSU; UC.* May not be offered each semester.

PHYSICAL EDUCATION GI95 – 0.5-I Unit

Volleyball

Participation and instruction in all facets of the game of volleyball, from fundamental skills through advanced strategies and techniques. UC credit limitations. See counselor. Lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

PHYSICAL EDUCATION GI96 – 0.25 - I Unit

Sand Volleyball

Participation and instruction of all facets of sand volleyball, from fundamentals skills through strategies and techniques. UC credit limitations. See counselor. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

PHYSICAL EDUCATION G203 – 0.5 Units

Sports Conditioning

(Formerly known as: Sports Conditioning, Volleyball)

This course is designed to develop fundamental skills and techniques for athletic competition. UC credit limitations. See counselor. Lecture & lab. Letter grade only. *Transferable to CSU; UC.*

PHYSICAL EDUCATION G210 – 0.5-2.0 Units

Intercollegiate Sports Off Season Training

This course gives students an opportunity to train for intercollegiate athletics. This course may be taken four times Lab. Letter grade only. *Transferable to CSU; UC.*

PHYSICAL SCIENCE

PHYSICAL SCIENCE G100 – 4 Units

Introductory Physical Science

This course provides an introductory level coverage of the physical sciences, including physics, chemistry, geology, the atmosphere and astronomy. Emphasis is placed on applications of the laws of physical science. A background in the physical sciences is developed starting with physics and chemistry, followed by the application of these fields to the study of geology and meteorology, and finally, to the solar system and universe. Appropriate laboratory activities and mathematical calculations will reinforce the physical, chemical and geological concepts. UC credit limitations: No

credit if taken after a college level course in Astronomy, Chemistry, Geology or Physics. Lecture & lab. Letter grade only. *Transferable to CSU; UC.*

PHYSICS

PHYSICS G110 – 3 Units

Conceptual Physics

(Formerly known as: Conceptual Physics: Mechanics and Modern Physics)

A course designed for non-science majors which considers the everyday applications of physics. This course is a non-mathematical approach to the basic concepts of physics. Open to students with or without high school physics, but not open to those who have credit for any college physics course. It covers the subjects of motion, energy, waves, music, electromagnetism, relativity and nuclear energy. UC Credit Limitations: No credit if taken after GI20 or GI85. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

PHYSICS G111 – I Unit

Conceptual Physics Lab

Corequisites: Enrollment in or completion of Physics G110

This course is designed to supplement Physics G110. The student will do laboratory exercises which illustrate some of the phenomena discussed in Physics G110. UC credit limitations. No credit given if taken after GI20 or GI85. Lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

PHYSICS G120 – 4 Units

Algebra Based Physics: Mechanics

(Formerly known as: General Physics: Mechanics, Heat and Sound)

Prerequisites: Math G120 or concurrent enrollment, or Mathematics Placement Assessment

This is an algebra/trigonometry based physics course in mechanics, heat and sound. Topics studied include force, motion, energy, heat transfer, effects of heat and the nature and properties of waves. Three hours lecture and demonstration, three hours laboratory

a week. UC Credit Limitations: Physics G120, G125 and G185, G280, G285 combined—maximum credit, one series; deduct credit for duplication of topics. C-ID PHYS 105 Lecture & lab. Letter grade only. *Transferable to CSU; UC.* Offered fall semester only.

PHYSICS G125 – 4 Units
Algebra Based Physics: Electricity/ Magnetism

(Formerly known as: *General Physics: Light, Magnetism, Electricity, Atomic Physics*)

Prerequisites: Physics G120

This is an algebra/trigonometry based general physics course in the areas of electricity, magnetism, light and modern physics. Topics studied include electric charges and fields, DC circuits, magnetic fields, electromagnetic induction, reflection, refraction, interference of light, quantum theory, matter waves, radioactivity and nuclear reactions. Three hours lecture and demonstration, three hours laboratory a week. This course may not be offered each semester. UC credit limitations. Physics G120, G125 and G185, G280, G285 combined—maximum credit, one series; deduct credit for duplication of topics. C-ID PHYS 110 Lecture & lab. Letter grade only. *Transferable to CSU; UC.* Offered spring semester only.

PHYSICS G185 – 4 Units
Calculus Based Physics: Mechanics

(Formerly known as: *General Physics: Mechanics and Sound*)

Prerequisites: Math G180

Advisories: Mathematics G185

This is an introductory course in physics using calculus. Topics studied include vectors, motion, forces, energy, momentum, oscillators and properties of waves. Physics G185, G280 and G285 are required for students majoring in physics, chemistry or engineering. UC Credit Limitations: Physics G120, G125 and G185, G280, G285 combined—maximum credit, one series; deduct credit for duplication of topics. C-ID PHYS 205 Lecture & lab. Letter grade only. *Transferable to CSU; UC.*

PHYSICS G280 – 4 Units
Calculus Based Physics: Electricity/ Magnetism

(Formerly known as: *General Physics: Electricity and Magnetism*)

Prerequisites: Physics G185 and Math G185

This is a calculus based physics course which covers the topics of electric charge, electric fields, potential dielectrics, DC circuits, magnetic fields, magnetic forces, electromagnetic induction, electromagnetic oscillators, and waves. UC Credit Limitations: Physics G120, G125 and G185, G280, G285 combined—maximum credit, one series; deduct credit for duplications of topics. C-ID: PHYS 210 Lecture & lab. Letter grade only. *Transferable to CSU; UC.* Offered spring semester only.

PHYSICS G285 – 4 Units
Calculus Based Physics: Modern

(Formerly known as: *General Physics: Heat, Light, Modern Physics*)

Prerequisites: Physics G185 and Mathematics G185

This is a calculus based physics course including the topics of measurement of heat and temperature, effects of heat, kinetic theory of gases, thermodynamics, propagation of light, reflection, refraction, interference, diffraction, relativity, quantum theory and matter waves. UC Credit Limitations: Physics G120, G125 and G185, G280, G285 combined—maximum credit, one series; deduct credit for duplications of topics. C-I D PHYS 215 Lecture & lab. Letter grade only. *Transferable to CSU; UC.* Offered fall semester only.

POLITICAL SCIENCE

POLITICAL SCIENCE G100 – 3 Units

Introduction to Political Science

This course is an introduction to political science designed to familiarize students with basic political concepts, political ideologies, political systems,

models of political analysis and political science subfields. C-ID POLS 150 Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

POLITICAL SCIENCE G101 – 3 Units

Survey of Current Issues

Advisories: English G100

This course is a survey of contemporary political issues confronting the United States and the global community. The focus will be on issues and problems of political significance. The course provides students with the necessary tools to evaluate political issues, analyze opposing viewpoints and develop argumentation skills. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

POLITICAL SCIENCE G105 – 3 Units

Introduction to Global Studies

Advisories: English G100

This course is an introduction to the interdisciplinary field of Global Studies. Topics will include the history of globalization and an examination of the process of globalization, including the inter-relatedness of economic, political, social, cultural, ecological and technological factors and developments. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

POLITICAL SCIENCE G110 – 3 Units

International Relations

Advisories: English G100

This course provides an introduction to world politics as it relates to national conflict and international cooperation. Important to this course is an examination of various levels of governmental and non-governmental actors and their institutions, interactions and processes as they relate to global issues. C-ID: POLS 140 Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

POLITICAL SCIENCE G130 – 3 Units

Law in American Society

Advisories: College level reading, writing, and critical thinking skills

This course provides an overview of the American legal system including its development, structure, and history. The course will review the legal and judicial process in the United States; explain legal sources, research, and reasoning; and introduce the various areas of law. C-ID LPPS 110. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

POLITICAL SCIENCE G150 – 3 Units

Political Philosophy

(Same as: Philosophy G150)

This course introduces students to traditional philosophical issues concerning politics. Students will actively engage in an analysis of normative issues using historical insight as well as contemporary approaches. Among these issues are the nature of legitimate authority, political obligation, natural rights, equality and justice. The course emphasizes selections from the major works of such political philosophers as Plato, Aristotle, Hobbes, Locke, Rousseau, Marx and Mill. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

POLITICAL SCIENCE G180 – 3 Units

American Government

(Formerly known as: U.S. Government)

Advisories: English G100

This course examines the American political system. Topics include an examination of the history, constitutional framework, institutions, and functions of the American and California political systems and the principles, processes and issues that affect them. Additionally, this course will discuss current issues, examine the decision-making process and how these decisions affect society. This course satisfies the CSU requirement on the

Constitution of the United States and local government. C-ID: POLS 110 Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

POLITICAL SCIENCE G185 – 3 Units

Comparative Politics

(Formerly known as: Introduction to Government (Comparative))

Advisories: English G100

This course introduces the field of comparative politics by providing a study of political systems, government structures and popular ideologies in selected developed and developing countries. Major themes will include development, nation/state building and democratization. Recommended for students interested in governments and politics throughout the world. C-ID POLS 130 Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.* May not be offered each semester.

POLITICAL SCIENCE G205 – 3 Units

Global Issues

Advisories: Political Science G105 and English G100 and English G110 or Philosophy G115

This course develops global competency skills and examines the origins, current status, and future trends of major issues confronting the global community. The focus will be on issues and problems of global significance such as nation-state building, global governance, population and urbanization trends, economic development and inequality, basic human needs and human rights, international conflict and security concerns, and environmental problems. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

PROFESSIONAL PHYSICAL EDUCATION

PROFESSIONAL PHYSICAL EDUCATION G200 – 2 Units

Water Safety Instruction

Advisories: Intermediate level of swimming

Advanced water skills and the opportunity to qualify for the Red Cross emergency water safety & water safety instructor certificates. UC credit limitations: Any or all of these courses (PPE140, G142, G146, G150, G160, G180, G191, G200) combined—maximum credit, 8 units. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

PSYCHOLOGY

PSYCHOLOGY G100 – 3 Units

Introduction to Psychology

This course is an introduction to the scientific study of behavior. Topics include an exploration of major psychological theories and concepts, research methodology, memory, motivation, emotion, personality, intelligence, psychobiology, perception, cognition and consciousness, learning, development, social psychology, psychological disorders and therapeutic approaches, and applied psychology. C-ID PSY 110 Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

PSYCHOLOGY G110 – 3 Units

Personal and Social Adjustment

Recommended for transfer students. Of value to students interested in critical self-understanding. A consideration of the principles of adjustment and self-actualization. Contemporary theories of behavior change and growth are examined and their applications discussed. C-ID: PSY 115 Lecture. Optional pass/no pass grade. *Transferable to CSU.*

**PSYCHOLOGY G116 – 3 Units
Child Growth and Development**

(Formerly known as: *Psychology G150, Child Psychology*)

Recommended for parents, future parents or teachers, and for majors in education, social service, and recreation. A study of the physical, emotional, mental and social development of the child. Emphasis on relations with parents, peers and teacher. Approaches to discipline and education are considered. C-ID CDEV 100 Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

**PSYCHOLOGY G118 – 3 Units
Life Span Developmental Psychology**

(Formerly known as: *Psychology G160, Human Growth and Development*)

The course enables the student to understand human development from conception to death. Physical, mental and psychosocial development are explored for each age group. . C-ID: PSY 180 Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

**PSYCHOLOGY G130 – 3 Units
Critical Thinking in Psychology**

Prerequisites: English G100

This course focuses on the development of critical thinking skills through written argumentation, and analysis of complex issues in the field of psychology. Students will learn about the common fallacies of reasoning, analyzing arguments, questioning opinion versus facts, effective problem solving, and the common errors of human cognition which impede critical thinking. Emphasis is placed on using critical thinking skills to examine contemporary issues involving human behavior, and writing effective logical arguments. Lecture. Letter grade only. *Transferable to CSU; UC.*

**PSYCHOLOGY G140 – 4.0 Units
Statistics for the Behavioral Sciences**

Prerequisites: MATH G030 or MATH G080

The use of probability techniques, hypothesis testing, and predictive techniques to facilitate decision-making. Topics include descriptive statistics; probability and sampling distributions; statistical inference; correlation and linear regression; t-tests; analysis of variance, chi-square tests; and application of technology for statistical analysis including the interpretation of the relevance of the statistical findings. Applications using data from disciplines including psychology, social sciences, life and health sciences, and education. C-ID MATH 110. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

**PSYCHOLOGY G165 – 3 Units
Principles of Human Sexuality I**

(Formerly known as: *Human Sexuality - Psychobiological Basis*)

This course involves an analysis of the interconnections between psychological experiences and the structure and function of the human sexual body. Topics include growth and development, reproduction and contraception, disabilities, dysfunction and therapy, as well as differing social values attached to each of these processes. C-ID: PSY 130 Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

**PSYCHOLOGY G250 – 3 Units
Psychobiology**

Prerequisites: Psychology G100

Recommended for transfer students to develop an appreciation of the psychological, biochemical and genetic factors that affect behavior. This course can give a foundation for further studies in developmental, learning, personality and motivational psychology. C-ID: PSY 150" Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

**PSYCHOLOGY G255 – 3 Units
Abnormal Psychology**

(Formerly known as: *Psychology G158*)

Advisories: Psychology G100

An overview of abnormal behavior as a portion of the continuum of human behavior. The course will cover the field's historical approaches, the range of psychological disorders, as well as their biological, psychological, social consequences, and treatment C-ID: PSY 120" Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

**PSYCHOLOGY G260 – 3 Units
Social Psychology**

The scientific study of the effects of social influences on human behavior and mental processes. Topics include interpersonal perception, attitudes and attitude change, conflict and cooperation, aggression, social cognition, prosocial behavior, gender roles and cultural norms, as well as applications of social psychological principles to social settings and social problems. C-ID: PSY 170 Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

**PSYCHOLOGY G280 – 4 Units
Research Methods in Psychology**

(Formerly known as: *Psychology G185, Introduction to Experimental Psychology*)

Prerequisites: Psychology G100 and Math G160 or PSYC G140

Introduction to basic research methods used in the social sciences including such topics as research design, experimental procedures, descriptive methods (naturalistic observation and correlational studies), instrumentation, and the collection, analysis, interpretation, and reporting of research data. C-ID: PSY 205B. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.* May not be offered each semester.

SIGN

SIGN G010 – 1 Unit
Fingerspelling*(Formerly known as: SIGN G290)*

A skills class designed to introduce Sign Language and Interpreting students to the principles and techniques of the American (fingerspelling) Manual Alphabet. Expressive and receptive techniques will be emphasized. Lecture. Pass/no pass only. *Transferable to CSU.* Offered fall semester only.

SIGN G068 – 3 Units
ASL for Health and Medical Personnel

A beginning course in American Sign Language (ASL) for medical and health personnel, stressing the acquisition of technical vocabulary and the basic structural concepts for communication in a bilingual environment. Lecture. Letter grade only. *Not transferable, AA/AS degree only.*

SIGN G180 – 4 Units
American Sign Language I*(Formerly known as: Beginning American Sign Language I)*

A basic course in American sign language (ASL). Emphasis will be on grammar, syntax, vocabulary and expressive and receptive skills. This course is equivalent to two years of high school Sign Language. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

SIGN G185 – 4 Units
American Sign Language 2*(Formerly known as: Beginning American Sign Language II)*

Prerequisites: Sign G180 or 2 years of high school American Sign Language (ASL)

This course is a continuation of American Sign language I (ASL). Emphasis is on grammar, syntax, vocabulary. This course builds students' receptive and expressive skills in ASL and fingerspelling as well as their knowledge of Deaf culture. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

SIGN G200 – 3 Units
Deaf Culture

This course is an introduction to the American Deaf culture experience. Areas of study include the history and description of deafness, the Deaf community, Deaf education and the arts and language of the Deaf. Services, organizations, technology, as well as clinical and cultural perspectives will be examined and discussed. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

SIGN G280 – 4 Units
American Sign Language 3*(Formerly known as: Advanced American Sign Language I)**Advisories: Sign G185*

This course provides further training in manual alphabet and sign language for purposes of communication with people who are deaf. It is designed to help the student increase speed with regard to accuracy, rhythm and comprehension. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

SIGN G285 – 4 Units
American Sign Language 4*(Formerly known as: Advanced American Sign Language II)**Advisories: Sign G280*

This course is an advanced study of American Sign language. Emphasis is on acquiring advanced vocabulary and using complex grammar. Students will learn the proper use of classifiers, narrative structure, and enumeration. Students develop expressive and receptive fluency in the context of Deaf culture and Deaf community. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

SOCIOLOGY

SOCIOLOGY G100 – 3 Units
Introduction to Sociology

Recommended for every student interested in human behavior, social interrelationships and group organization, foundations of society,

culture, social differentiation and social institutions. UC Credit Limitations: Sociology G100 and G100H combined—maximum credit, one course. C-ID: SOCI 110 Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

SOCIOLOGY G110 – 3 Units
Introduction to Marriage and the Family*Advisories: SOC G100*

An introduction to the dynamics of marriage patterns, divorce and family life, including an analysis of interpersonal attraction, mate selection, marriage, parenthood, changing male and female roles and patterns of interaction within the family. C-ID: SOCI 130 Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

SOCIOLOGY G111 – 3 Units
Introduction to Social Justice

This course is an applied study to race and ethnicity in the United States. We will examine social justice movements in relation to ethnic and racial groups to better understand the complex socio-economic, cultural and political conditions among key social groups. C-ID SJS 110. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

SOCIOLOGY G133 – 3 Units
Racial and Ethnic Relations in America

A social profile of major American racial/ethnic groups. A special examination of the problems of minority assimilation into an otherwise open society and culture. C-ID: SOCI 150 Lecture. Letter grade only. *Transferable to CSU; UC.*

SOCIOLOGY G134 – 3 Units
Chicano Studies

An overview of the Chicano historical experience and of social development in the U.S. The course will survey the Chicano culture, customs, politics, labor conflict, immigration patterns, achievements and contributions to the American Southwest. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.* May not be offered each semester.

SOCIOLOGY G160 – 3 Units**Sociology of Criminology**

Sociological analysis of crime, criminal behavior, and the criminal justice system. Explores the history and social construction of crime and criminality and examines the definition of crime and its violations as well as the laws and methods used to control criminal behavior. Discuss measurement of crime and basic theoretical explanations of criminal behavior. C-ID: SOCI 160. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

SOCIOLOGY G185 – 3 Units**Analysis of Social Problems**

(Formerly known as: *Sociology G150, Social Trends and Problems*)

American social problems, value systems within which problems develop: industrialization, population, crime and delinquency, family, race relations, education, health care, drugs and alcohol and violence. C-ID: SOCI 115 Lecture. Letter grade only. *Transferable to CSU; UC.*

SPANISH**SPANISH G160 – 4 Units****Spanish for Spanish Speakers I**

(Formerly known as: *Spanish G110, Spanish for Native Speaker*)

This course emphasizes the reading of elementary prose and drills in basic writing skills, with an introduction to the basic rules of spelling, accentuation and morphology. Instructional time will be devoted to principles of Spanish orthography, vocabulary enrichment and composition. The course will cover the history, culture, and stories of the Latin American and Chicano writers in the U.S. as well as that of the Spanish-speaking world on a regional basis. This course is not open to students who have completed Spanish G180. Four hours lecture a week. This course is equivalent to two years of high school Spanish. UC Credit Limitations: Spanish

G160 and G180 combined—maximum credit, one course. C-ID: SPAN 220 Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

SPANISH G165 – 5 Units**Spanish for Spanish Speakers, 2**

(Formerly known as: *Spanish G112*)

Prerequisites: Spanish G110 or Spanish G160

This course is a continuation of Spanish G160 and extends study for the native Spanish speaker. Work in the class will emphasize analysis of prose and further development of writing skills. This course includes study of Spanish orthography (spelling), and vocabulary enrichment, as well as the culture and literature of Latin America and Spain. C-ID: SPAN 230 Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

SPANISH G180 – 5 Units**Elementary Spanish I**

(Formerly known as: *Elementary Spanish*)

Fundamentals of Spanish grammar. Reading, writing, hearing and speaking simple Spanish. Native speakers are eligible for Spanish G180 only by the permission of the instructor. Five hours lecture a week plus a minimum of one-hour laboratory attendance to be arranged by the student with the instructor. This course is equivalent to two years of high school Spanish. UC Credit Limitations. Spanish G160 and G180 combined—maximum credit, one course. C-ID: SPAN 100 Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

SPANISH G185 – 5 Units**Elementary Spanish 2**

(Formerly known as: *Elementary Spanish*)

Prerequisites: Spanish G180 or two years of high school Spanish

Continuation of Spanish G180. The emphasis on this course is on comprehension, basic oral communication, speaking, reading intermediate material, and writing Spanish correctly. UC Credit Limitations;

Spanish G185 and G185H combined—maximum credit, one course. C-ID: SPAN 110 Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

SPANISH G200 – 3 Units**Mexican Culture and Civilization**

(Formerly known as: *SPAN G290*)

Prerequisites: Spanish G165 or Spanish G185

Conducted in Spanish, this course will survey the art, culture, history and civilization of Mexico dating from the pre-Columbian period to contemporary Mexico. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

SPANISH G280 – 4 Units**Intermediate Spanish I**

(Formerly known as: *Intermediate Spanish*)

Prerequisites: Spanish G185

This course includes further study of Spanish grammar and idioms, intensive and extensive reading in contemporary colloquial Spanish, oral exercises and written composition. The admission of native speakers to Spanish G280 will be at the discretion of the instructor. C-ID: SPAN 200 Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

SPANISH G285 – 4 Units**Intermediate Spanish 2**

(Formerly known as: *Intermediate Spanish*)

Prerequisites: Spanish G280

A continuation of Spanish G280, with reading of more difficult literary texts. Increasing stress on spontaneous conversation and free composition. The admission of native speakers to Spanish G285 will be at the discretion of the instructor. C-ID: SPAN 210 Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

THEATER ARTS

THEATER ARTS G100 – 3 Units Introduction to the Theater

A course designed to introduce students to all aspects of theater. This course examines theater history, acting, directing and the technical elements of scenery, lighting, sound, costume and make-up. Lecture, demonstration, and classroom participation will be utilized. Students are required to see college produced plays. C-ID: THTR 111 Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

THEATER ARTS G102 – 3 Units History and Appreciation of the Cinema

This course is designed for students who want to develop an appreciation for and obtain a perspective on the cinema, including its historical, artistic, cultural and myth-making aspects. Topics will include film genres, filmmaking techniques (e.g. what does a director do? What is editing?), film language, narrative devices, themes, film theory and criticism, film studios and the star system, relationship between film and literature, and other subjects. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

THEATER ARTS G106 – 3 Units Acting I

(Formerly known as: Acting Fundamentals)

This course is an introduction to the discipline of acting. Areas of study include basic acting techniques, interaction, characterization and emotion. Students are expected to participate in class exercises and improvisations, prepare memorized scenes and criticize various acting techniques orally and in writing. This course is required for Theater Arts majors. Students are required to attend Golden West College Theater Arts Department productions. C-ID: THTR 151 Lecture & lab. Letter grade only. *Transferable to CSU; UC.*

THEATER ARTS G107 – 3 Units Acting 2

Prerequisites: Theater Arts G106 or instructor approval

This course is an intermediate course in acting with special focus on characterization, emotion, movement, vocal techniques, improvisation, audition techniques and scene study. The acting student will work with selected contemporary dramatic and comedic scenes on an intermediate level. Students are required to see Golden West College Theater Arts Department productions. C-ID: THTR 152" Lecture & lab. Letter grade only. *Transferable to CSU; UC.*

THEATER ARTS G108 – 3 Units History and Appreciation of the Musical Theater

This course explores all of the elements which make the Musical Theater one of the premier art forms of the 21st Century. Emphasis will be placed on the history of the musical and on examining the roles of the composer, librettist, lyricist, choreographer, director, performer, designer, and others relative to creating a musical theater production. DVD/video/broadcast television, film and performances will be utilized to enhance the student's knowledge of the subject. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.* May not be offered each semester.

THEATER ARTS G110 – 3 Units Acting for the Camera

This course encompasses the study and exercise in the special techniques of acting for the motion picture and television cameras. Areas of study include development of basic on-camera acting techniques for film, video and television. Students are expected to participate in on-camera class exercises and improvisations, prepare memorized scenes and, orally and in writing, critique acting techniques and skills found in film, video and television productions. Emphasis will be placed on the audition process for commercials and TV/film technique along with the understanding of the

various camera angles, shots, positions and actor behaviors unique to acting before a camera. Students are required to attend Golden West College Theater Arts Department productions. Lecture & lab. Letter grade only. *Transferable to CSU; UC.*

THEATER ARTS G111 – 3 Units Theater History and Literature - Classical to 1800

This course will introduce the historical and literary origins of theater from Classical Greece to 1800 through a study of dramatic literature. The general nature of dramatic presentation including elements of dramatic structure, types of drama, and the contributions of the playwright, actor, director, designer, technician and audience will be included. The course includes an introduction to the important eras in theater history through the literary analysis and study of several well-known plays. Students are required to attend Golden West College Theater Arts Department productions. C-ID: THTR 113 Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

THEATER ARTS G112 – 3 Units Theater History and Literature - 1800 to Modern

This course will introduce the historical and literary origins of theater from 1800 to modern theater through a study of dramatic literature. The general nature of dramatic presentation including elements of dramatic structure, types of drama, and the contributions of the playwright, actor, director, designer, technician and audience will be included. The course includes an introduction to the important eras in theater history through the literary analysis and study of several well-known plays. Students are required to attend Golden West College Theater Arts Department productions. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

THEATER ARTS G115 –**I - 2 Units****Theater Practicum I - Performance***(Formerly known as: Theater Arts G142)**Prerequisites: Audition/Interview*

Students in this course are given practical experience in theatrical acting, rehearsal and performance at an introductory level. Actors will be selected through the audition/interview process. C-ID: THTR 191" Lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

THEATER ARTS G116 – I-2 Units**Theater Practicum 2**

Students in this course are given practical experience in each area of theatrical performance and production at a beginning level. Lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

THEATER ARTS G117 – I-2 Units**Theater Practicum 3***Advisories: Audition/Interview*

Students in this course are given practical experience in each area of theatrical performance and production at an intermediate level. Actors will be selected through audition. All others will identify a preference for production assignments through the interview process." Lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

THEATER ARTS G118 – I-2 Units**Theater Practicum 4***Advisories: Audition/Interview*

Students in this course are given practical experience in each area of theatrical performance and production at an advanced level. Actors will be selected through audition. All others will identify a preference for production assignments through the interview process." Lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

THEATER ARTS G119 – 3.0 Units
Improvisation for Theater, Film and Television

This course encompasses the study, rehearsal and performance of individual and group scenes of improvisation. Areas of study will include principles

and techniques of improvisational acting specifically designed to increase the actor's creativity, problem solving and performance skills in theater, film and television genres. Emphasis will be placed on the creative process as well as individual performance, ensemble work and the development of the actor's physical, vocal, and emotional instrument as it relates to improvisational performance. Students are required to attend Golden West College Theater Arts Department productions. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

THEATER ARTS G120 – 3 Units**Appreciation of the Theater**

This course will introduce students to the full spectrum of live theatrical plays in performance with emphasis on theater history and the role of the director, designer and actor. This course will enable students to understand, appreciate and evaluate live theatrical plays in performance. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

THEATER ARTS G125 – I - 2**Units****Play Performance I***(Formerly known as: THEATER ARTS G171)**Prerequisites: Audition/Interview*

Participation, at an introductory level, in the acting, rehearsal and performance of theatrical productions presented to the community. Actors will be selected through the audition/interview process. Lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

THEATER ARTS G126 – I-2 Units**Play Production and Performance 2***Advisories: Audition/Interview*

Participation, at a beginning level, in the preparation of theatrical productions presented to the community in one or more of the following areas: stage scenery building and painting, stage lighting, stage makeup, stage costumes, house management, stage management and acting. Actors will be selected through audition. All others will

identify a preference for production assignments through the interview process. Lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

THEATER ARTS G127 – I-2 Units
Play Production and Performance 3*Advisories: Audition/Interview*

Participation, at an intermediate level, in the preparation of theatrical productions presented to the community in one or more of the following areas: stage scenery building and painting, stage lighting, stage makeup, stage costumes, house management, stage management and acting. Actors will be selected through audition. All others will identify a preference for production assignments through the interview process. Lab. Optional pass/no pass grade. *Transferable to CSU.*

THEATER ARTS G128 – I-2 Units
Play Production and Performance 4*Advisories: Audition/Interview*

Participation, at an advanced level, in the preparation of theatrical productions presented to the community in one or more of the following areas: stage scenery building and painting, stage lighting, stage makeup, stage costumes, house management, stage management and acting. Actors will be selected through audition. All others will identify a preference for production assignments through the interview process. Lab. Optional pass/no pass grade. *Transferable to CSU.*

THEATER ARTS G135 – I-2 Units
Classical Play Performance I*(Formerly known as: Theater Arts G172)**Prerequisites: Audition/Interview*

At an introductory level, instruction and participation in theatre rehearsal and performance of classical plays (Greek, Roman, Elizabethan and 16th through 19th century) presented to the community. Student will explore social and moral attitudes and customs of historical periods. Actors will be selected through the audition/interview

process. Strongly recommended for theater majors. C-ID: THTR 191" Lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

THEATER ARTS GI36 – 1-2 Units Classical Play Production and Performance 2

At a beginning level, participation in the preparation of productions of classical plays (Greek, Roman, Elizabethan and 16th through 19th) presented to the community. Students will explore social and moral attitudes and customs of historical periods. Student will be introduced to the following areas of concentration: scenery, lighting, sound, costumes, make-up, house management, publicity, marketing and/or acting. Actors will be selected through audition and all others will identify a preference for production assignments. Strongly recommended for theater majors. Lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

THEATER ARTS GI37 – 1-2 Units Classical Play Production and Performance 3

Advisories: Audition/Interview

At an intermediate level, participation in the preparation of classical plays (Greek, Roman, Elizabethan and 16th through 19th century) presented to the community. Student will explore social and moral attitudes and customs of specific historical periods. Student will be introduced to the following areas of concentration for classical presentations: scenery, lighting, sound, costumes, make-up, house management, publicity, marketing and/or acting. Actors will be selected through audition. All others will identify a preference for production assignments through the interview process. Strongly recommended for theater majors. Lab. Optional pass/no pass grade. *Transferable to CSU.*

THEATER ARTS GI38 – 1-2 Units Classical Play Production and Performance 4

Advisories: Audition/Interview

At an advanced level, participation in the preparation of classical plays (Greek, Roman, Elizabethan and 16th through 19th century) presented to the community. Student will explore social and moral attitudes and customs of specific historical periods. Student will be introduced to the following areas of concentration for classical presentations: scenery, lighting, sound, costumes, make-up, house management, publicity, marketing and/or acting. Actors will be selected through audition. All others will identify a preference for production assignments through the interview process. Strongly recommended for theater majors. Lab. Optional pass/no pass grade. *Transferable to CSU.*

THEATER ARTS GI46 – 2 Units Voice for Musical Theater I

(Formerly known as: Broadway and Opera Singing)

(Same as: Music GI50)

Advisories: Music GI21 or GI15, or GI41 - GI42 recommended for those who do not read music.

This course teaches vocal technique, self-confidence in vocal performance and character development for singers, actors and dancers at an introductory level. Students sing songs from musical theater and/or opera in English and first languages. An audition is not required. Daily practice is required. A pianist accompanies the classes. ADVISORY: Music GI15, or GI21, or GI41 - GI42 recommended for those who do not read music. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

THEATER ARTS GI48 – 2 Units Voice for Musical Theater 2

(Same as: Music GI51)

Prerequisites: Music GI50 or Theater GI46

Advisories: Music GI15, or GI21, or GI41 - GI42 recommended for those who do not read music.

This course teaches vocal technique, self-confidence in vocal performance and character development for singers, actors and dancers at a beginning level. Students sing songs from musical theater and/or opera in English and first languages. An audition is not required. Daily practice is required. A pianist accompanies the classes. Lecture. Optional pass/no pass grade. *Transferable to CSU.*

THEATER ARTS GI56 – 2 Units Voice for Musical Theater 3

(Same as: MUS GI52)

Prerequisites: Theater Arts GI48, or

Music GI51 or permission of instructor

Advisories: Music GI21, or Music GI15, or Music GI41 - GI42, recommended for those who do not read music

This course teaches vocal technique, self-confidence in vocal performance and character development for singers, actors and dancers at an intermediate level. Students sing songs from musical theater and/or opera in English and first languages. An audition is not required. Daily practice is required. A pianist accompanies the classes. Lecture. Optional pass/no pass grade. *Transferable to CSU.*

THEATER ARTS GI58 – 2 Units Voice for Musical Theater 4

(Same as: Music GI53)

Prerequisites: Music GI52 or Theater Arts GI56

Advisories: Music GI21, or Music GI15, or Music GI41 - Music GI42 - recommended for those who do not read music

This course teaches vocal technique, self-confidence in vocal performance and character development for singers, actors and dancers at an advanced level. Students sing songs from musical theater and/or opera in English and

first languages. An audition is not required. Daily practice is required. A pianist accompanies the classes. Lecture. Optional pass/no pass grade. *Transferable to CSU.*

THEATER ARTS GI60 – 3 Units
Introduction to Stage Direction

This course introduces the student to the directing process for the stage. Included are units of study in the use of the stage, play selection and analysis, casting the play, blocking the action, picturization, character development, rhythm, and the organization of the rehearsal process. Lecture & lab. Letter grade only. *Transferable to CSU; UC.*

THEATER ARTS GI61 – 3 Units
Stage Management

This course teaches students processes and techniques to manage the preparation, rehearsal, and performance of theatrical productions. Basic skills to be introduced include blocking notation, production book assembly, and communication protocols applied in the theatrical production process. Stage management as a profession will be studied. Students are required to see college productions. Lecture. Optional pass/no pass grade. *Transferable to CSU.*

THEATER ARTS GI66 – 2 Units
Stagecraft

This course is an introduction to materials, tools and procedures of theatrical stagecraft including scenery construction, set painting, stage lighting and rigging, stage props and technical theatre operations. Emphasis will be placed on the vocabulary, theory, skills, application and collaborative nature of stagecraft and technical theater production. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

THEATER ARTS GI67 – 2 Units
Stagecraft 2 - Intermediate

Prerequisites: Theater Arts GI66 or equivalent course with permission of instructor

Students in this course will continue the study of theatrical stagecraft including scenery construction, set painting, stage lighting and rigging, stage props and technical theatre operations along with an introduction to stage projections. There will be an emphasis on vocabulary, theory, skills, application and the collaborative nature of stagecraft and technical theater production at an intermediate level. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

THEATER ARTS GI68 – 2.0 Units
Stagecraft 3 - Advanced

Prerequisites: Theater Arts GI67 or equivalent course with permission of instructor

Students will continue the study of theatrical stagecraft with an emphasis on vocabulary, theory, skills, application and the collaborative nature of stagecraft and technical theater production at a demonstrated advanced level of skill. Students will organize, fabricate or arrange the structural elements of theatrical stagecraft as specified. Deductive, experiential, inductive and practiced learning as it relates to theatrical stagecraft and its execution in scenery construction, scenic painting, stage lighting and rigging, stage props, technical theatre operations and stage projections will be employed. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

THEATER ARTS GI69 – 2 Units
Stagecraft 4 - Advanced 2

Prerequisites: Theater Arts GI68 or equivalent course with permission of instructor

Students will continue the study of theatrical stagecraft at an advanced level reflecting consistent excellence, execution and creative problem solving. Strong and focused emphasis on professional level application of vocabulary, theory, skills, and the

collaborative nature of stagecraft and technical theater production will be expected. Students will employ accepted stagecraft concepts and previously introduced learning practices. Students will assume leadership roles in the organization, fabrication, execution and/or arrangement of the structural elements of theatrical stagecraft as required in scenery construction, scenic painting, stage lighting and rigging, stage props, technical theatre operations and stage projections. Lecture & lab. *Transferable to CSU.*

THEATER ARTS GI70 – 1-2 Units
Theater Production and Stage Crew

(Formerly known as: Stage Crew Activity)
 Student will gain practical experience in the technical preparation and operation of theatrical productions presented to the community. Student will be involved in one or more of the following areas of concentration and responsibility: stage management, house management, stage crew activity, scenery building and painting, props, lighting, make-up, costumes, sound and/or special effects at an introductory level. Students will identify a preference for stage crew/technical theater production assignments through the interview process. C-ID THTR 192 Lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

THEATER ARTS GI74 – 3.0 Units
Scenic Painting

This course is an introduction to and practical application of theatrical scene painting techniques. Students will explore theatrical scene painting equipment and supplies and study color theory, textures and faux finishes. Students will develop necessary skills to be demonstrated through class projects including the painting of scenery for live theatrical productions. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

THEATER ARTS G175 – 3 Units Stage Scenery

A study of the theater crafts including scenery, construction, properties, stage management and organization. A survey study of the theater design arts: scenery design, set construction and scene painting. The course will include the study of the historical development and major trends of stagecraft. The student will be expected to prepare a practical scene design project. Required for students planning to transfer to California State University, Long Beach and Fullerton. C-ID: THTR 171 Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.* May not be offered each semester.

THEATER ARTS G176 – 3 Units Stage Lighting

This course is an introductory course in which the student will study the theories and technology of lighting for stage, film and television. This course includes practical applications of basic electronics, color, projections, maintenance of lighting equipment and lighting design. Students may participate in the lighting of college productions and are required to attend GWC theatrical productions. This course is recommended for students interested in theater, television and film and for students planning to transfer. C-ID: THTR 173" Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

THEATER ARTS G177 – 3 Units Make-up

This course is a practical introduction to the techniques of applying theatrical make-up. Recommended for students of drama interested in gaining a better understanding of the proper uses of theatrical make-up. Required for students planning to transfer to California State University, Long Beach, Fullerton or Dominguez Hills. C-ID THTR 175 Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

THEATER ARTS G178 – 3 Units Introduction to Stage Costume

(Formerly known as: Costume Crafts)

This course is an introduction to costuming for the theater, television and film. Topics included: fabrics, sewing, wardrobe observations, color coordination, script analysis and basic drawing. Students will participate in the design and construction of costumes for Golden West College productions and will work on the production wardrobe crew. This course is required for students planning to transfer to California State University. C-ID: THTR 174 Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

THEATER ARTS G179 – 3 Units Theater Sound Technology

This course covers an introduction to basic sound design theory and technology, sound reinforcement techniques, and sound operations used in the performing arts. Students are required to attend Golden West College productions. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

THEATER ARTS G180 – 2 Units Basic Costume Sewing, Construction and Wardrobe Techniques

This course introduces students to the principles and techniques of basic costume construction, sewing, use of fabrics and development of simple patterns in a theatrical context. The course will also emphasize basic theatrical wardrobe production practices including preparing, changing and maintaining theatrical costumes before, during and after theatrical performances, inventory control, wardrobe cleaning and storing techniques. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

THEATER ARTS G185 – 3 Units Stage Scenery 2 - Projection Design and Production

Introduction to all aspects of scenic and projection design for live theatrical performance. Students will view and

discuss contemporary projection design and its application for live theatrical performance and production. Students will also learn to generate still and moving-image content, edit and prepare media, basics of image and video editing, specifics of hardware components such as mixers, monitors and projectors and the mechanics of working with multiple screens. This course will include creative projects. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

THEATER ARTS G188 – 3 Units Stage Movement I

(Formerly known as: Body Movement for the Actor, Stage Movement)

This course will instruct actors in the use of the body as an expressive instrument in performance focusing on introductory movement skills, physical awareness, movement improvisation and stage combat. Lecture & lab. Letter grade only. *Transferable to CSU; UC.* May not be offered each semester.

THEATER ARTS G190 – 3 Units Stage Movement 2

This course will instruct actors in the use of the body as an expressive instrument in performance focusing on movement skills, physical awareness, movement improvisation and stage combat at a beginning level. Lecture & lab. Letter grade only. *Transferable to CSU; UC.*

THEATER ARTS G191 – 3 Units Stage Movement 3

This course will instruct actors in the use of the body as an expressive instrument in performance focusing on movement skills, physical awareness, movement improvisation and stage combat at an intermediate level. Lecture & lab. Letter grade only. *Transferable to CSU; UC.*

THEATER ARTS G192 – 3 Units Stage Movement 4

This course will instruct actors in the use of the body as an expressive instrument in performance focusing on movement skills, physical awareness,

movement improvisation and stage combat at an advanced level. Lecture & lab. Letter grade only. *Transferable to CSU; UC.*

THEATER ARTS G206 – 3 Units
Acting 3

(Formerly known as: *Acting III - Scene Study*)

This course is an advanced course in acting with concentration on characterization, projection, vocal techniques, diction, and scene study. The basis of study will be selected historic classical theatrical literature from Greek, Roman, Elizabethan, Restoration and Commedia dell'Arte theatrical periods. Students are required to see Golden West College Theater Arts Department productions. Lecture & lab. Letter grade only. *Transferable to CSU; UC.* May not be offered each semester.

THEATER ARTS G207 – 3 Units
Acting 4

(Formerly known as: *Acting IV - Classical Styles*)

This course is an advanced course in acting with concentration on realism, classical and contemporary acting techniques, stage movement, characterization, vocal techniques and diction. The basis of study will be selected classical theatrical literature from the late 19th century to the present. Students are required to see Golden West College Theater Arts Department productions. Lecture & lab. Letter grade only. *Transferable to CSU; UC.* May not be offered each semester.

THEATER ARTS G210 – 2 Units
Musical Theater Performance I

(Formerly known as: *Musical Theater Workshop, Musical Theater Production and Performance I*)

Prerequisites: Audition/Interview

Introduction to the principles and techniques of performing for musical theater. Students will learn and apply acting, dancing, solo and choral singing and audition techniques with emphasis on introductory participation in musical

theater presentations such as musical comedy, musical drama, musical revues, opera or operettas presented at Golden West College. Actors will be selected through the audition/interview process. C-ID: THTR 191 Lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

THEATER ARTS G211 – 2 Units
Musical Theater Production and Performance 2

Advisories: Audition/Interview

Students in this course will experience the principles of acting, dancing, solo and choral singing, stage management, producing, audition and/or technical theater techniques for musical theater at a beginning level. Students will participate in musical theater presentations such as musical comedy, musical drama, musical revues, opera or operettas presented at Golden West College at a beginning level. Actors will be selected through audition. All others will identify a preference for production assignments through the interview process. Lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

THEATER ARTS G212 – 2 Units
Musical Theater Production and Performance 3

Advisories: Audition/Interview

Students in this course will experience the principles of acting, dancing, solo and choral singing, stage management, producing, audition and/or technical theater techniques for musical theater at an intermediate level. Students will participate in musical theater presentations such as musical comedy, musical drama, musical revues, opera or operettas presented at Golden West College at an intermediate level. Actors will be selected through audition. All others will identify a preference for production assignments through the interview process. Lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

THEATER ARTS G213 – 2 Units
Musical Theater Production and Performance 4

Advisories: Audition/Interview

Students in this course will experience the principles of acting, dancing, solo and choral singing, stage management, producing, audition and/or technical theater techniques for musical theater at an advanced level. Students will participate in musical theater presentations such as musical comedy, musical drama, musical revues, opera or operettas presented at Golden West College at an advanced level. Actors will be selected through audition. All others will identify a preference for production assignments through the interview process. Lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

TUTORING SKILLS

TUTORING SKILLS G020 – 0.5 Units

Basics of Tutoring

Prerequisites: Permission of the instructor.

This course will provide the tutor with supervised practice in conducting individualized and small-group tutoring sessions with Golden West College students. Lab. Pass/no pass only. *Not transferable, AA/AS degree only.*

TUTORING SKILLS G107 – 1 Unit
Introduction to Tutoring

Prerequisites: Permission of the Instructor upon being hired as a tutor in the Tutorial and Learning Center.

This course teaches the essential skills necessary to effectively tutor students and fulfills state guidelines for community college tutor training. Guidelines are provided to teach tutors to: determine learning needs; to set short term goals; and to select and sequence activities to best accomplish those goals. This course includes lectures and supervised practice in conducting individual and/or

small group tutoring sessions. Tutors also share their experiences in group discussions. Lecture & lab. Pass/no pass only. *Transferable to CSU.*

TUTORING SKILLS GI11 – 0.5 Units

The Tutoring Process

Prerequisites: Permission of the Instructor
Advisories: Tutoring Skills GI07

This course focuses on the intermediate skills of communication needed to tutor effectively and methods of evaluating tutor performance. The tutor is provided with the means to analyze their own communication patterns and tutoring techniques. Individualized class equivalent to nine hours. Lecture. Pass/no pass only. *Transferable to CSU.*

VIETNAMESE

VIETNAMESE GI80 – 5 Units **Elementary Vietnamese I**

(Formerly known as: Elementary Vietnamese)

This course is designed to introduce the student to the fundamental skills of spoken and written Vietnamese. Students will learn correct pronunciation, basic structural patterns, and necessary vocabulary in order to write and understand basic sentences and carry on simple conversations. This course is equivalent to two years of high school Vietnamese. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

VIETNAMESE GI85 – 5 Units **Elementary Vietnamese 2**

(Formerly known as: Elementary Vietnamese)

Prerequisites: Vietnamese GI80

This course is designed to further develop the fundamental skills of spoken and written Vietnamese. Students will learn correct pronunciation, basic structural patterns, and necessary vocabulary in order to write and understand basic sentences and carry on simple conversations. Lab assignments will enhance the students' pronunciation

and understanding. A minimum of one-hour laboratory attendance will be arranged by the student with the instructor. Fundamental aspects of Vietnamese culture will be addressed. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

VIETNAMESE G280 – 4 Units **Intermediate Vietnamese I**

(Formerly known as: Intermediate Vietnamese)

Prerequisites: Vietnamese GI85

A Vietnamese language course designed for students with essential basic skills in Vietnamese. These basic skills will be reviewed. The course will provide for further development of vocabulary, introduce idiomatic expressions and practice writing paragraphs in standard Vietnamese. Cultural reading will include Vietnamese history, literature and current affairs. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

VIETNAMESE G285 – 4 Units **Intermediate Vietnamese 2**

(Formerly known as: Intermediate Vietnamese)

Prerequisites: Vietnamese G280

A course in Vietnamese language with initial intermediate skills of the language. Writing of short compositions and further study of idiomatic terms. Further reading of Vietnamese literature, history and general aspects of culture. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*



Rustlers Quarterback, Beau Kalbacher (#14) attempts to connect with Wide Receiver Brailon Mouton (#12) in a game against Fullerton College in September, 2018. The Rustlers finished the season in seventh place in Southern California with 10 All-Conference players.



NONCREDIT CERTIFICATES AND COURSES

NONCREDIT

Noncredit programs provide students access to higher education for skill attainment, college preparation, career enhancement, and personal enrichment. To earn a certificate in noncredit programs, students must complete the list of required courses identified in the program. Noncredit courses are offered free of charge, except for instructional materials fees, if applicable, and are repeatable. These courses are identified with course numbers ending in "N," for example, G001N. Students taking only noncredit courses do not earn college credits, and are not eligible for financial aid.

The following is a list of noncredit categories as defined in California Education Code Section 84757 and California Code of Regulations, Title 5, Section 55151.

1. English as Second Language
2. Immigrant
3. Elementary and Secondary Basic Skills
4. Health and Safety
5. Substantial Disabilities
6. Parenting
7. Home Economics
8. Courses for Older Adults
9. Short-term Vocational Programs
10. Workforce Preparation

AWARDS FOR NONCREDIT PROGRAMS

There are two types of Awards for noncredit programs: Certificate of Competency and Certificate of Completion.

1. Certificate of Competency

This award confirms that a student enrolled in a noncredit program has demonstrated achievement in a set of competencies that prepares students to progress in a career path or to undertake degree-applicable and non-degree applicable credit courses.

2. Certificate of Completion

This award confirms that a student has completed a noncredit program that prepares students to progress in a career path or to take degree-applicable courses.

NONCREDIT CERTIFICATE PROGRAMS	CERTIFICATES	BANNER CODES
AUTOMOTIVE TECHNOLOGY		
Automotive Lube Technician Specialist	Certificate of Completion	2_NCH_AUTOL
Automotive Tire and Wheel Technician	Certificate of Completion	2_NCH_AUTOT
Vehicle Maintenance Specialist	Certificate of Completion	2_NCI_AUTOV
COMPUTER BUSINESS APPLICATIONS		
Business Information Worker I, Part 1	Certificate of Completion	2_NCJ_BIWO
Business Information Worker I, Part 2	Certificate of Completion	2_NCJ_BIWT
DIGITAL MEDIA		
Social Media Content Creation Technician	Certificate of Completion	2_NCJ_SOCMED
ENGLISH AS A SECOND LANGUAGE (ESL)		
ESL Level I	Certificate of Competency	2_NCI_ESL
ENGLISH LANGUAGE LEARNING (ELL)		
English Life Skills 1	Certificate of Competency	2_NCI_ELL1
English Life Skills 2	Certificate of Competency	2_NCI_ELL2
English Life Skills 3	Certificate of Competency	2_NCI_ELL3

NONCREDIT CERTIFICATES

AUTOMOTIVE TECHNOLOGY

AUTOMOTIVE LUBE TECHNICIAN SPECIALIST

Certificate of Completion

This certificate combines Automotive Safety (G002N) and Automotive Lube Technician (G003N) to prepare you to enter the automotive field as an Automotive Lube Technician Specialist. Upon completion of this program, you will be able to safely maintain and change most automotive fluids and perform a comprehensive vehicle inspection which meets industry standards.

PROGRAM LEVEL LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Perform conversions between various units of automotive measurements based on manufacturers specifications.
2. Demonstrate safe lifting practices outlined by manufacturer's service information.
3. Demonstrate proper execution of maintenance service procedures within industry specified labor times.
4. Analyze vehicle concerns and demonstrate proper written record keeping practices (repair order documentation).

Required Courses

Course	Title	Hours
AUTO G002N	Automotive Safety	16
AUTO G003N	Automotive Lube Technician	48
Total Hours:		60

AUTOMOTIVE TIRE AND WHEEL TECHNICIAN

Certificate of Completion

This certificate combines Automotive Safety (G002N) and Automotive Tire and Wheel Service (G004N) to prepare you for a career in the Automotive field as a tire and wheel specialist. Upon completion you will be able to safely install aftermarket and factory wheel and tires, and repair tire punctures in passenger and light truck tires.

PROGRAM LEVEL LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Perform conversions between various units of automotive measurements based on manufacturers specifications.

2. Demonstrate safe lifting practices outlined by manufacturer's service information.
3. Demonstrate proper execution of tire and wheel maintenance. Including routine service and repairs.
4. Analyze vehicle concerns and demonstrate proper written record keeping practices (repair order documentation).

Required Courses

Course	Title	Hours
AUTO G002N	Automotive Safety	16
AUTO G004N	Automotive Tire and Wheel Service	48
Total Hours:		60

VEHICLE MAINTENANCE SPECIALIST

Certificate of Completion

This certificate combines Automotive Safety (G002N), Automotive Lube Technician (G003N), and Automotive Tire and Wheel Service (G004N) to equip you with the skills needed to work at an automotive repair shop that focuses on vehicle maintenance and tire service. Upon completing this program, you will have the skills and knowledge to safely inspect and maintain most automotive fluids, repair tire punctures, and mount and balance tires and wheels for passenger vehicles and light trucks.

PROGRAM LEVEL LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Perform conversions between various units of automotive measurements based on manufacturers specifications.
2. Demonstrate safe lifting practices outlined by manufacturer's service information.
3. Demonstrate component replacement procedures within industry specified labor times.
4. Analyze vehicle concerns and demonstrate proper written record keeping practices (repair order documentation).

Required Courses

Course	Title	Hours
AUTO G002N	Automotive Safety	16
AUTO G003N	Automotive Safety	48
AUTO G004N	Automotive Tire and Wheel Service	48
Total Hours:		112

COMPUTER BUSINESS APPLICATIONS

BUSINESS INFORMATION WORKER I, PART I

Certificate of Completion

The Business Information Worker I (BIW I) is a state-wide structured pathway to equip students for entry level employment in a variety of business environments. Designed in conjunction with faculty and the business community, this 8-course pathway provides a solid foundation in Microsoft Windows, Microsoft Office, and strong digital and web literacy skills to bring efficiency and productivity to the workplace. The Business Information Worker I curriculum also fosters critical thinking, problem solving, and business communication skills that are essential for a student to utilize in the workplace.

This enhanced non-credit certificate of completion, Business Information Worker I, Part I, consists of the first sequence of the 8-course BIW I pathway. The second certificate of completion, Business Information Worker I, Part 2, will contain the remainder of the courses that make up the BIW I pathway. Together, both certificates of completion comprise the entire 8-course sequence in the BIW I pathway.

PROGRAM LEVEL LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Communicate effectively using basic oral and written methods.
2. Demonstrate basic computer literacy to operate, maintain, protect, and support data files.
3. Apply critical thinking and problem solving skills to facilitate customer service and bring value to an organization.
4. Utilize computer application software to create, edit, and organize various documents, forms, spreadsheets, and other file types.
5. Develop applicable communication techniques to share, distribute, and collaborate information using office software.

Required Courses

Course	Title	Hours
CBA G101N	Keyboarding	54
CBA G145N	Introduction to Computers	54
CBA G152N	Microsoft Windows	90
MGMT G155N	Customer Service	54
Total Hours:		252

BUSINESS INFORMATION WORKER I, PART 2

Certificate of Completion

The Business Information Worker I (BIW I) is a state-wide structured pathway to equip students for entry level employment in a variety of business environments. Designed in conjunction with faculty and the business community, this 8-course pathway provides a solid foundation in Microsoft Windows, Microsoft Office, and strong digital and web literacy skills to bring efficiency and productivity to the workplace. The Business Information Worker I curriculum also fosters critical thinking, problem solving, and business communication skills that are essential for a student to utilize in the workplace.

This non-credit certificate of completion, Business Information Worker I, Part 2, consists of the second sequence of the 8-course BIW I pathway. The second certificate of completion, Business Information Worker I, Part 2, will contain the remainder of the courses that make up the BIW I pathway. Together, both certificates of completion comprise the entire 8-course sequence in the BIW I pathway.

PROGRAM LEVEL LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Communicate effectively using basic oral and written methods.
2. Demonstrate basic computer literacy to operate, maintain, protect, and support data files.
3. Apply critical thinking and problem solving skills to facilitate customer service and bring value to an organization.
4. Utilize computer application software to create, edit, and organize various documents, forms, spreadsheets, and other file types.
5. Develop applicable communication techniques to share, distribute, and collaborate information using office software.

Required Courses

Course	Title	Hours
CBA G155N	Microsoft WORD, Introduction	54
CBA G160N	Microsoft EXCEL, Introduction	54
CBA G149N	Microsoft Outlook	54
BUS G130N	Introduction to Business Writing	54
Total Hours:		216

DIGITAL MEDIA

SOCIAL MEDIA CONTENT CREATION TECHNICIAN

Certificate of Completion

The Social Media Technician, Certificate of Completion is designed to provide the student with the foundation and hands on instruction in the creation of print, photographic, graphic, audio and video content intended for publication on a variety of social media platforms. Through lectures and workplace based lab simulations and scenarios the student will learn how to design and create effective content for social media.

PROGRAM LEVEL LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Create content for distribution on a variety of social media platforms.
2. Produce and post a blog, setup and maintain a YouTube channel based on a social media strategy developed by a marketing professional.
3. Create content using social media live stream features.
4. Analyze vehicle concerns and demonstrate proper written record keeping practices (repair order documentation).

Required Courses

Course	Title	Hours
DM GI03N	Social Media Content Production – Applied	90
DM GI40N	Digital Media Production, Introduction	90
Total Hours:		180

ENGLISH AS A SECOND LANGUAGE (ESL)

ESL LEVEL I

Certificate of Competency

Beginning ESL certificate. Students will learn basic listening, speaking, reading, and writing in English. Students are placed into the best level for their ability. After completion of certificate, students may go to intermediate level classes.

PROGRAM LEVEL LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Identify the main idea and supporting details of a level-appropriate reading text when given a list of choices.
2. Identify the main idea of a level-appropriate listening text when given a list of choices.

3. Compose a short writing in response to a question using correct time sequencing, word order, and sentence-ending punctuation.

Required Courses

Course	Title	Hours
ESL G011N	ESL Core Course, Level 1	108
ESL G012N	ESL Reading/Writing, Level 1	54
ESL G013N	ESL Listening/Speaking, Level 1	54
ESL G021N	ESL Core Course, Level 2	108
ESL G022N	ESL Reading/Writing, Level 2	54
ESL G023N	ESL Listening/Speaking, Level 2	54
Total:		432

ENGLISH LANGUAGE LEARNING

ENGLISH LIFE SKILLS I

Certificate of Competency

This is the first level in the adult education, English language learning sequence. Beginning non-native language learners will develop English skills essential for daily English communication. Its focus on language, culture, and life skills will help students achieve personal, career, and/or academic goals. The program prepares students to engage in basic conversations, read and understand simple directions and texts, complete basic forms, and compose simple sentences. It also prepares students for the second level of the program.

PROGRAM LEVEL LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Practice simple conversations.
2. Recognize basic directions and texts.
3. Transfer personal information on sections of simple forms and applications.
4. Construct simple sentences in paragraph form.

Required Courses

Course	Title	Hours
ELL G010N	English for Communication I	72
ELL G099N	Language Lab	16
ELL G015N	Grammar for Fluency I	24
or		
ELL G016N	Pronunciation for Fluency I	24
Total Hours:		112

ENGLISH LIFE SKILLS 2

Certificate of Competency

This is the second level in the adult education, English language learning sequence. Intermediate English learners will further develop their reading, writing, listening, and speaking skills essential for daily English communication. Its focus on language, culture, and life skills will help students achieve personal, career, and/or academic goals. The program prepares students to participate in conversations on familiar topics, read and understand texts from various genres, and compose basic paragraphs. It also prepares students for the third level of the program.

PROGRAM LEVEL LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Identify print materials from everyday life.
2. Develop a topic sentence with supporting sentences to compose a paragraph on a familiar topic.
3. Demonstrate the ability to give advice, make requests, and offer suggestions.

Required Courses

Course	Title	Hours
ELL G020N	English for Communication 2	72
ELL G099N	Language Lab	16
ELL G025N	Grammar for Fluency 2	24
or		
ELL G026N	Pronunciation for Fluency 2	24
Total Hours:		112

ENGLISH LIFE SKILLS 3

Certificate of Competency

This is the third level in the adult education, English language learning sequence. Advanced English learners will enhance their reading, writing, listening, and speaking skills essential for daily English communication. The focus on language, culture, and life skills will help students achieve personal, career, and/or academic goals. The program prepares students to further develop oral fluency, read and understand work-specific texts, and write varied paragraphs. It also prepares students for ESL academic credit courses.

PROGRAM LEVEL LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Discuss varied topics related to school, family, and work with controlled fluidity and elevated fluency.
2. Compose a descriptive/narrative/expository paragraph.
3. Demonstrate comfortable fluency with question words and forms.

Required Courses

Course	Title	Hours
ELL G030N	English for Communication 3	72
ELL G099N	Language Lab	16
ELL G035N	Grammar for Fluency 3	24
or		
ELL G036N	Pronunciation for Fluency 3	24
Total Hours:		112

NONCREDIT COURSES

AUTOMOTIVE TECHNOLOGY

AUTOMOTIVE TECHNOLOGY

G002N – 0 Units

Automotive Safety

This noncredit course covers general safety guidelines for the Automotive Industry. Students will learn about Personal Protection Equipment (PPE), how to safely use and maintain automotive tools, vehicle hoists, and other equipment used in the industry. In addition students will take the S/P2 (Safety and Pollution Prevention) safety test which outlines proper procedures for hazardous waste handling and disposal. Lecture & lab. Pass/no pass only. *Not transferable, not degree applicable.*

AUTOMOTIVE TECHNOLOGY

G003N – 0 Units

Automotive Lube Technician

Prerequisites: Automotive G002N

This noncredit course covers fundamental theories and skills required to enter the automotive workforce as an Automotive Lube Technician. Upon completion, students will learn basic automotive safety, become proficient in using published and online vehicle service information platforms, and perform vehicle service procedures outlined by periodic maintenance schedules. Lecture & lab. Pass/no pass only. *Not transferable, not degree applicable.*

AUTOMOTIVE TECHNOLOGY

G004N – 0 Units

Automotive Tire and Wheel Service

Prerequisites: Automotive G002N

This noncredit course covers fundamental theory and skills required to work as a tire technician. Students will learn basic automotive safety, guidelines for aftermarket wheel and tire replacement, as well as the safe use of equipment for repairing and

replacing tires used on most light truck and passenger vehicles. Lecture & lab. Pass/no pass only. *Not transferable, not degree applicable.*

BUSINESS

BUSINESS G130N – 0 Units

Introduction to Business Writing

Advisories: English G099 is strongly recommended

This noncredit course provides a basic understanding of business communication and develops confidence and skill in writing effective business letters, memos, electronic communications, and reports. Particular focus will be placed on forming a solid foundation for writing business documents, eliminating writer's block, improving writing techniques, increasing editing and proofreading skills, and developing actual practice in writing, positive, negative, neutral, and persuasive communications. Lecture. No credit. *Not transferable, not degree applicable.*

CHEMISTRY

CHEMISTRY G099N – 0 Units

Chemistry Instructional Assistant

Prerequisites: Instructor's permission

Students in this noncredit course assist in the teaching of chemistry lab or lecture sections. To be eligible for this course a student must have successfully completed the class in which they plan to assist. Students assist instructors by some combination of the following: monitoring lab safety, clarifying lab skills and techniques, explaining experiments, engaging in active-learning lecture classrooms by guiding course topic discussions, or answering questions about lecture content.

Students will prepare and present one or more oral or written presentations of lab or lecture topics. No credit. *Not transferable, not degree applicable.*

COLLEGE SUCCESS

COLLEGE G095N – 0 Units

College Success and Readiness

This noncredit course in academic strategies is designed to assist students in developing an understanding of academic principles and expectations with an emphasis on student responsibility for learning. In addition, this course provides an exploration of the psychological, social, and health factors that influence success in college. Students will be given an opportunity to practice and adopt college learning skills through a combination of exercises, practice assignments, and group discussions. Lecture. Pass/no pass only. *Not transferable, not degree applicable.*

COMPUTER BUSINESS APPLICATIONS

COMPUTER BUSINESS

APPLICATIONS G101N – 0 Units

Keyboarding

This noncredit course introduces the basic computer keyboard layout and teaches keyboarding concepts using touch techniques and symbol-key reaches. The course assumes that the student has never had formal keyboarding instruction. The student will also learn some basic word processing concepts to make keyboarding quick and easy. Lab. No credit. *Not transferable, not degree applicable.*

**COMPUTER BUSINESS
APPLICATIONS GI45N – 0 Units
Introduction To Computers**

This noncredit course provides a hands-on introduction to computer concepts. Students will learn the fundamentals of computer hardware and software, file management, and web navigation. Students will also get an introduction to the Windows Operating system as well as Microsoft Office. Overall, students will attain computer literacy and comprehend the importance of technology in today's world to be able to purchase or update computers in an appropriate setting. This course is designed for students who have no prior experience with computers. Lecture & lab. Pass/no pass only. *Not transferable, not degree applicable.*

**COMPUTER BUSINESS
APPLICATIONS GI49N – 0 Units
Microsoft Outlook**

Advisories: Proper keyboarding and basic computer skills

This noncredit course teaches students to use the Microsoft Outlook application. Students will learn to use Outlook to communicate through email, create and store contacts, and schedule appointments and tasks. Topics include setting the Outlook environment, organizing the Inbox and folders, creating and formatting item content, as well as work with the Tasks and Notes modules. This course prepares students for the Outlook Core Microsoft Office Specialist Exam (MOS). Lecture & lab. Pass/no pass only. *Not transferable, not degree applicable.*

**COMPUTER BUSINESS
APPLICATIONS GI52N – 0 Units
Microsoft Windows**

Advisories: CBA GI45N or equivalent experience

This noncredit course provides a hands-on comprehensive introduction to the Microsoft Windows operating system environment. Students will learn how to organize and manage files in file explorer, personalize the Windows environment, work with multi-media files, and establish mobile computing

networks. Other computing aspects such as web navigation within Windows, the Windows email platform, Windows security features, and utilizing system information to improve the computer's operational performance will also be explored. Lecture & lab. Pass/no pass only. *Not transferable, not degree applicable.*

**COMPUTER BUSINESS
APPLICATIONS GI55N – 0 Units
Microsoft WORD, Introduction**

Advisories: Some keyboarding experience

This noncredit course will prepare students to use Microsoft Word to create professional documents. Topics include creating and formatting content, sharing and maintaining documents, applying page layout, and reusing content. In addition, students will also learn how to insert objects in a document, apply references and hyperlinks, and perform mail merge operations. This course, together with CBA GI56, cover the skills needed to prepare for the Word Core Microsoft Office Specialist Exam (MOS). Lecture & lab. Pass/no pass only. *Not transferable, not degree applicable.*

**COMPUTER BUSINESS
APPLICATIONS GI60N – 0 Units
Microsoft EXCEL, Introduction**

This noncredit course will prepare students to use Microsoft Excel to create and edit professional spreadsheets. Topics include creating cell data, formatting cells and worksheets, and applying formulas and functions. In addition, students will also learn how to analyze and organize data, present data visually by creating charts, manage the worksheet and workbook environment and share workbooks. This course, together with CBA GI61, cover the skills needed to prepare for the Excel Core Microsoft Office Specialist Exam (MOS). Keyboarding and basic computing skills are suggested. Lecture & lab. Pass/no pass only. *Not transferable, not degree applicable.*

DIGITAL ARTS

**DIGITAL ARTS GI00N – 0 Units
Introduction to Digital Arts**

This noncredit hands-on introductory course covers the fundamentals of scanner usage, digital cameras, and printers as digital design tools. This course also introduces the student to an array of today's popular software used in the Digital Arts environment. Lecture & lab. Pass/no pass only. *Not transferable, not degree applicable.*

**DIGITAL ARTS GI50N – 0 Units
Photoshop, Beginning**

Use Adobe Photoshop for digital compositing, typography, image repair, video and web image construction for business, graphic design, the web and digital media fields. Consideration is given to Photoshop industry terms, legal "rules" for image usage, digital workflow, the tools and the basic functions of the software. Lecture & lab. Pass/no pass only. *Not transferable, not degree applicable.*

DIGITAL MEDIA

**DIGITAL MEDIA GI00N – 0 Units
Digital Media, Introduction**

This noncredit course enables students to develop a broad perspective of design communication theory, processes and tools, applications, and career opportunities in digital media. Students will apply design elements and principles to projects ranging from print media publications, digital video and audio presentations, and website design. Lecture. Pass/no pass only. *Not transferable, not degree applicable.*

**DIGITAL MEDIA GI03N – 0 Units
Social Media Content Production — Applied**

This course is designed to provide the student with directed hands on instruction in the creation of print, photographic, graphic and video

content intended for publication on a variety of social media platforms. This course provides students with an understanding of social media fundamentals and best practices in the production of content intended for display on social media. Through lectures and workplace based lab scenarios the student will practice how to design and produce effective content for a variety of social media platforms. Lecture & lab. Pass/no pass only. *Not transferable, not degree applicable.*

DIGITAL MEDIA G110N – 0 Units **Digital Audio, Introduction**

This non-credit course covers audio theory, tracking, mixing, and mastering techniques using digital audio workstation systems in more detail. Lab experiences include editing, processing, mixing, and mastering projects of various musical genres. Lecture & lab. Pass/no pass only. *Not transferable, not degree applicable.*

DIGITAL MEDIA G113N – 0 Units **Pro Tools 101**

This non-credit course provides the student with an introduction of Pro Tools, the standard software used throughout the recording industry. The course covers basic audio editing tools and techniques, plug-ins and mixing in the Pro Tools environment. The student will learn how to build multi-track sessions of live instruments, MIDI sequences, virtual instruments, audio loops and beats. Additional topics include an introduction to automation, dialog editing and audio post production for film and video. AVID Pro Tools Level I certification exam is included with the course. Lecture & lab. Pass/no pass only. *Not transferable, not degree applicable.*

DIGITAL MEDIA G140N – 0 Units **Digital Media Production, Introduction**

This noncredit course introduces the student to theory, terminology, setup and operation of a multi-camera fixed and remote, studio and control room. Topics include studio signal

flow, directing, theory and operation of camera, audio equipment, switcher operation, fundamentals of lighting, graphics, video control and recording and live streaming production. The course prepares the student for entry level, full or part-time, or freelance employment in digital media/video production industry. Lecture & lab. Pass/no pass only. *Not transferable, not degree applicable.*

DIGITAL MEDIA G160N – 0 Units **Video Editing I**

This noncredit course explores theory and techniques in digital video editing. Course covers fundamental techniques and concepts of digital video, editing principles, and visual storytelling. The course reviews the process of video editing throughout the entire development of a media project. There is an emphasis on image sequencing and story continuity, the use of visual effects, color correction, media management, narration, and industry terminology. Students will apply these concepts through a series of digital video projects that showcase effective storytelling through the use of technology. Lecture & lab. Pass/no pass only. *Not transferable, not degree applicable.*

ENGLISH AS A SECOND LANGUAGE

ENGLISH AS A SECOND LANGUAGE G011N – 0 Units **ESL Core Course, Level I** (Formerly known as: ESL G011)

This is the first in a series of seven levels. It is a beginning ESL core course for students who are learning basic skills in English reading, writing, listening, speaking, and grammar. In this course, students will be introduced to simple present, simple past, simple future and present progressive verb tenses and basic English word order patterns. At the completion of the course, they will be able to read very basic English prose and engage in rudimentary

conversations. No previous study of English is required. Lecture & lab. Pass/no pass only. *Not transferable, not degree applicable.* May not be offered each semester.

ENGLISH AS A SECOND LANGUAGE G012N – 0 Units **ESL Reading/Writing, Level I**

(Formerly known as: ESL G012)

This is a beginning discrete skills course designed to give intensive practice in reading, writing, and grammar as it relates to reading comprehension. Students will develop the ability to write with a simple concrete vocabulary and read simple descriptive narrative, and informative materials with understanding. Lecture. Pass/no pass only. *Not transferable, not degree applicable.*

ENGLISH AS A SECOND LANGUAGE G013N – 0 Units **ESL Listening/Speaking, Level I**

(Formerly known as: ESL G013)

Beginning ESL listening/speaking course designed to give intensive practice in listening, speaking and pronunciation in spoken grammar. At the completion of the course, students will be able to understand simple spoken English and engage in rudimentary conversations. Lecture. Pass/no pass only. *Not transferable, not degree applicable.* May not be offered each semester.

ENGLISH AS A SECOND LANGUAGE G021N – 0 Units **ESL Core Course, Level 2**

(Formerly known as: ESL G021)

This is the second in a series of seven levels. It is a high beginning ESL core course for students who are learning basic skills in English reading, writing, listening, speaking, and grammar. In the course, students will focus on simple and progressive verb tenses and basic sentence patterns. At the completion of the course, they will be able to read and write basic English sentences, and engage in simple oral communication. Lecture & lab. Pass/no pass only. *Not transferable, not degree applicable.* May not be offered each semester.

**ENGLISH AS A SECOND
LANGUAGE G022N – 0 Units
ESL Reading/Writing, Level 2**

(Formerly known as: ESL G022)

A high beginning discrete skills course designed to give intensive practice in reading and grammar as it relates to reading comprehension. Students will develop the ability to read simple descriptive narrative, and informative materials with understanding. Lecture. Pass/no pass only. *Not transferable, not degree applicable.* May not be offered each semester.

**ENGLISH AS A SECOND
LANGUAGE G023N – 0 Units
ESL Listening/Speaking, Level 2**

(Formerly known as: ESL G023)

A high beginning discrete-skills course designed to give intensive practice in listening, speaking, and pronunciation in spoken grammar. Students will develop confidence in conversation with a limited vocabulary on everyday matters. Lecture. Pass/no pass only. *Not transferable, not degree applicable.* May not be offered each semester.

**ENGLISH AS A SECOND
LANGUAGE G031N – 0 Units
ESL Grammar-Writing Course**

This noncredit course is the third grammar-writing course in a series of seven levels. While the focus is grammar-writing, this class is a low intermediate ESL core course that includes English reading, writing, speaking, listening, and grammar. In the course, students will focus on mastery of simple and progressive verb tenses, simple passive voice, indirect object patterns, modals, idiomatic expressions, and simple subordination. At the completion of the course, students will be able to use simple time and space orders in sentences and paragraphs and use correct word order in conversation. Lecture & lab. Pass/no pass only. *Not transferable, not degree applicable.*

**ENGLISH AS A SECOND
LANGUAGE G032N – 0 Units
ESL Reading/Vocabulary Level 3**

This is a noncredit low intermediate course designed to give intensive practice in reading and vocabulary. Students will read selections ranging from simple information to high-interest stories and develop the ability to recognize main ideas, get specific details, and understand vocabulary from context. Lecture. Pass/no pass only. *Not transferable, not degree applicable.*

**ENGLISH AS A SECOND
LANGUAGE G033N – 0 Units
ESL Listening/Speaking, Level 3**

This noncredit course is a low intermediate discrete-skills course designed to give intensive practice in listening, speaking, and pronunciation. Students will engage in dialogs, role playing and conversations in response to TV, video and class lectures. Stress on pronunciation of vowel sounds and end consonant clusters. Lecture. Pass/no pass only. *Not transferable, not degree applicable.*

**ENGLISH LANGUAGE
LEARNING**

**ENGLISH LANGUAGE
LEARNING G010N – 0 Units
English for Communication I**

This noncredit course is the first level in the adult education, multi-skills sequence. Beginning English learners will develop their reading, writing, listening, and speaking skills essential for daily English communication. Its focus on language, culture, and life skills will help the student achieve personal, career, and/or academic goals. Lecture. Pass/no pass only. *Not transferable, not degree applicable.*

**ENGLISH LANGUAGE
LEARNING G015N – 0 Units
Grammar for Fluency I**

This noncredit course is the first level in the adult education, grammar sequence. This focused-skill course uses

a grammar-based approach, together with communicative activities, to increase the development of other English skills. Beginning English learners will develop skills of forming basic grammatical structures of Standard American English to achieve personal, career, and/or academic goals for everyday communication. Lecture. Pass/no pass only. *Not transferable, not degree applicable.*

**ENGLISH LANGUAGE
LEARNING G016N – 0 Units
Pronunciation for Fluency I**

This noncredit course is the first level in the adult education, pronunciation sequence. This focused-skill course uses a pronunciation-based approach together with communicative activities to develop speech clarity and listening comprehension. Beginning English learners will experience a new way of learning pronunciation with emphasis on the characteristic rhythm and intonation patterns of English to achieve their personal, career, and/or academic goals for everyday communication. Lecture. Pass/no pass only. *Not transferable, not degree applicable.*

**ENGLISH LANGUAGE
LEARNING G020N – 0 Units
English for Communication 2**

This noncredit course is the second level in the adult education, multi-skills sequence. Intermediate English learners will further develop their reading, writing, listening, and speaking skills essential for daily English communication. Its focus on language, culture, and life skills will help the student achieve personal, career, and/or academic goals. Lecture. Pass/no pass only. *Not transferable, not degree applicable.*

**ENGLISH LANGUAGE
LEARNING G025N – 0 Units
Grammar for Fluency 2**

This noncredit course is the second level in the adult education, grammar sequence. This focused-skill course uses a grammar-based approach, together with communicative activities, to

increase the development of other English skills. Intermediate English learners will further develop skills of forming grammatical structures of Standard American English to achieve their personal, career, and/or academic goals for everyday communication. Lecture. Pass/no pass only. *Not transferable, not degree applicable.*

**ENGLISH LANGUAGE
LEARNING G026N – 0 Units
Pronunciation for Fluency 2**

This noncredit course is the second level in the adult education, pronunciation sequence. This focused-skill course uses a pronunciation-based approach together with communicative activities to develop speech clarity and listening comprehension. Intermediate English learners will practice and review the musical aspects of English rhythm, stress, and intonation to achieve their personal, career, and/or academic goals for everyday communication. Lecture. Pass/no pass only. *Not transferable, not degree applicable.*

**ENGLISH LANGUAGE
LEARNING G030N – 0 Units
English in Communication 3**

This noncredit course is the third level in the adult education, multi-skills sequence. Advanced English learners will enhance their reading, writing, listening, and speaking skills essential for daily English communication. Its focus on language, culture, and life skills will help the student achieve personal, career, and/or academic goals. Lecture. Pass/no pass only. *Not transferable, not degree applicable.*

**ENGLISH LANGUAGE
LEARNING G035N – 0 Units
Grammar for Fluency 3**

This noncredit course is the third level in the adult education, grammar sequence. This focused-skill course uses a grammar-based approach, together with communicative activities, to increase the development of other English skills. Advanced English learners will review problematic grammar points of Standard American English to achieve

their personal, career, and/or academic goals for everyday communication. Lecture. Pass/no pass only. *Not transferable, not degree applicable.*

**ENGLISH LANGUAGE
LEARNING G036N – 0 Units
Pronunciation for Fluency 3**

This noncredit course is the third level in the adult education, pronunciation sequence. This focused-skill course uses a pronunciation-based approach together with communicative activities to develop speech clarity and listening comprehension. Advanced English learners will learn to easily and effectively incorporate the musical aspects of English rhythm, stress, and intonation in various speaking situations to achieve their personal, career, and/or academic goals. Lecture. Pass/no pass only. *Not transferable, not degree applicable.*

**ENGLISH LANGUAGE
LEARNING G099N – 0 Units
Language Lab**

This noncredit language lab is for English language learners of all levels enrolled in the adult education courses. It provides supplemental learning opportunities to improve speaking, listening, reading, writing, and digital literacy skills through computer-based English learning software and conference instruction. Lab. Pass/no pass only. *Not transferable, not degree applicable.*

LEARNING SKILLS

**LEARNING SKILLS G921 – 0 Units
Supervised Tutorial Services
Attendance**

This course provides tutorial assistance to students requesting educational support to increase student success. May be repeated as necessary. Hours by arrangement. Permission to register will be given at the Tutorial and Learning Center. Lab. No credit. *Not transferable, not degree applicable.*

**LEARNING SKILLS G922 – 0 Units
Student Computer Lab Attendance**

This course provides current Golden West College students an open computer laboratory offering high-speed Internet access, personal e-mail accounts, color printing, scanning, Microsoft Office, and other heavily used and appropriate software to increase the probability of success in their coursework. Students must currently be earning units at Golden West College to enroll in this class. May be repeated as necessary. Hours by arrangement. Open entry/open exit. Lab. No credit. *Not transferable, not degree applicable.*

**LEARNING SKILLS G923 – 0 Units
Peer Assisted Study Sessions
(PASS)**

Peer Assisted Study Sessions (PASS) is an academic assistance program that provides peer-led study groups that focus on integrating course content with study skills. Study sessions are facilitated by PASS Leaders, and students who have successfully completed the targeted course, or a similar course. Hours by arrangement. Lab. No credit. *Not transferable, not degree applicable.*

**LEARNING SKILLS G927 – 0 Units
Learning Skills Lab
(Formerly known as: High Tech Center/
ACE Lab)**

This course is designed to provide students with opportunities to use necessary adaptive technology. The adaptive technology allows students to enhance their success in various college settings. Registration is available only through the Disabled Students Programs and Services (DSPS) Office. Open entry/open exit. May be repeated as necessary. Hours by arrangement. Lab. No credit. *Not transferable, not degree applicable.*

**LEARNING SKILLS G928 – 0 Units
Technology for Learning**

(Formerly known as: *Special Accommodations*)

This course is designed to provide students with opportunities to use necessary adaptive technology for testing and assessment. The center provides an inclusive environment to help students realize their academic potential. In accordance with the Americans with Disabilities Act and Title 5 of the California Code of Regulations, this facility provides accommodations such as, but not limited to: additional timing, specialized equipment, and readers. The center provides equal access to students to enhance academic success. Registration is available only through the Disabled Students Programs and Services (DSPS) Office. Open entry/open exit. No credit. *Not transferable, not degree applicable.*

MANAGEMENT**MANAGEMENT GI55N – 0 Units
Customer Service**

This noncredit course teaches students skills, strategies, and techniques for developing, improving, and delivering quality customer service to attract new customers, retain existing customers, and increase overall profitability within an organization. Lecture. No credit. *Not transferable, not degree applicable.*

MATHEMATICS**MATHEMATICS G003N – 0 Units
Preparation for Elementary Algebra**

This noncredit course will introduce basic operations with signed numbers, exponents, fractions and mixed numbers, first degree equations, radicals, proportions, rational expressions, factorization, percents, formulas, applied problems, and the rectangular coordinate system. Lecture. Pass/no pass only.



GWC staff and students celebrate Lunar New Year with traditional Vietnamese songs in the Student Center.



Major-General Stanley, played by Jay Harbison, with his daughters, played by Sarah Cabrera, Saffron Brauer, Madeleine Lyon, Jennifer Pham, Helen Ross, Maggie Underwood, and Kirstin White in the GWC Theater Arts production of Gilbert & Sullivan's *The Pirates of Penzance*.

CLASSIFICATION OF STUDENTS

Students are classified as follows:

Freshman: A student who has completed fewer than 30 units.

Sophomore: A student who has completed 30 or more units.

Part-time Student: A student enrolled in fewer than 12 units.

Full-time Student: A student enrolled in 12 or more units for a primary term.

STUDENT STATUS

New Student

No previous enrollment record recorded at Golden West College.

Continuing Student

Continuing enrollment at Golden West College from one primary term to the next primary term.

Returning Student

Previously enrolled at Golden West College however missed at least one primary term of attendance.

CATALOG RIGHTS

Golden West College issues a new catalog each year. The information published in the catalog is in effect for the academic year beginning with the fall semester and concluding with the summer session. The courses required for a specific degree or certificate, or general education may change from one catalog to the next and, therefore, may change during the period of time that a student attends the college. Catalog rights, established when a student first takes classes at the college, protect the student from being held for additional requirements that may be added to a later catalog. For the purposes of meeting graduation or certificate requirements, students may

elect to meet the requirements of either

1. The catalog that was in effect at the time they began taking courses at Golden West College.
2. Any catalog that was in effect during the student's continuous enrollment.
3. The catalog that is in effect at the time they file an application for a degree or certificate.

It is the responsibility of the student to indicate, at the time the graduation petition is submitted, which catalog he/she elects to follow.

Students maintain catalog rights by maintaining continuous enrollment at Golden West College--that is, by receiving a letter grade of A, B, C, D, F, P, NP, W, MW, I or EW on their transcripts for at least one course per academic year. Documented military withdrawal (MW) or excused withdrawal (EW) will not be considered an interruption of enrollment. Catalog rights may be superseded when

1. A program in which an outside agency or licensing body requires that students complete specific courses within an established time frame or
2. Vocational program requirements change to comply with industry standards.

ATTENDANCE

On Campus Classes

It is very important that students attend the first class meeting of every class in which they are registered, since a full period of instruction will begin the first day of the semester. Instructors may drop students who miss the first class meeting to make room for students who wish to enroll.

Students are expected to attend classes regularly. Failure to attend may be taken

into consideration by instructors when assigning grades. Students who miss the first class meeting, are absent for two continuous class meetings or have too many absences MAY be dropped by the Instructor at any time during the semester until the final deadline for withdrawal. Instructors may have more restrictive requirements for attendance and these requirements shall be stated in the class syllabus.

Online classes

For online classes, the definition of attendance is based on participation in academically-related activities such as:

- Submitting an academic assignment
- Taking an exam, an interactive tutorial, or computer-assisted instruction
- Attending a study group that is assigned by the institution
- Participating in an online discussion about academic matters
- Initiating contact with a faculty member to ask a question about the academic subject studied in the course

Each instructor will determine the attendance policy for his or her class and its implication for successful completion of the course. It is the student's responsibility to drop classes they are no longer participating in or attending. Please see College withdrawal policy.

COURSE LOAD LIMIT

College work is measured in terms of the "credit unit." In a recitation-lecture course, a college unit is normally defined as one hour of lecture and two hours of homework per week. In the laboratory, three hours in the classroom per week with no outside work constitute one unit of credit.

The credit value assigned to a course is not determined by the number of

class meetings per week, but by the number of hours of work required of the student.

No student will be permitted to carry more than 19 units during Fall/Spring semesters and 9 units during the Summer session, or 6 units during the Winter Intersession within the Coast Community College District (CCC, GWC, OCC) without permission from the Director of Enrollment Services/ designee.

Concurrently enrolled high school students are limited to 6 units for the Fall/Spring semesters and 3 units for Summer/Intersession. Exceptions to these unit limits will be considered on a case-by-case basis.

REMEDIAL COURSEWORK LIMITS

No more than 30 semester units of course credit may be assigned to a student for remedial coursework except when the student is enrolled in one or more courses in English as a Second Language or is identified as having a learning disability. This limit may be waived if the student can show significant and/or measurable progress toward the development of skills appropriate to enrollment in college-level courses. Students needing remedial instruction beyond the course credit restrictions set forth in this section shall be referred to appropriate non-credit adult basic education programs.

GRADING (CREDIT COURSES)

Student performance in courses is indicated by one of 10 grades. Grades which carry point value, and which are used in determining the grade point average (GPA), are as follows:

- 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 per unit

The following grades are not part of the GPA computation:

- P – Pass, at least satisfactory
Unit credit granted
- NP – No-Pass, less than satisfactory or failing – No units granted
- W – Withdrawal
No units granted
- I – Incomplete
No units granted
- IP – In Progress
No units granted
- MW – Military Withdrawal
No units granted/No penalty
- EW – Excused Withdrawal
No units granted/No penalty
- NG – Non-Graded
No units granted
- RD – Report Delayed
No units granted

GRADING (NONCREDIT COURSES)

- The following grades will be used for noncredit courses. These grades shall not be used in calculating grade point averages, have no numeric value, and shall not be considered in determining academic probation, progress probation, or dismissal.
- SP – Satisfactory Progress towards completion of the course

- P – Passing (at least satisfactory)
- NP – No Pass (less than satisfactory, or failing)
- A-NC – Excellent
- B-NC – Good
- C-NC – Satisfactory
- D-NC – Passing
- F-NC – Failing
- W-NC – Withdrawal after the start of the class
- MW-NC – Military withdrawal
- EW-NC – Excused withdrawal

GRADING OPTIONS

Optional Pass/No-Pass or grade classes.

In these courses, students may elect to receive either a traditional letter grade of "A" through "F" or Pass/No Pass for the course.

Pass/No Pass Grading Option:

- Requesting the Pass/No Pass grading option must be submitted electronically via your MyGWC prior to the start of the term or session. Once classes begin, or if you receive the following message, "Errors have occurred—Authorization required: CRN started" you will be required to submit your request to take a class Pass/No Pass in person in Admissions & Records. Requests must be submitted no later than the end of the third week of the term for full-term (16 week) courses or during the first 20% of the course for all other length courses. For courses OTHER than full-term, the deadline is the same as the deadline for the Last Day to Drop Without a Withdrawal as printed on your Student Class Program (Web Schedule Bill).

- Once the grade option deadline has passed, the grade mode (Standard Letter or Pass/No Pass) cannot be changed. Before selecting this option, students should consult with a counselor. Generally, it is recommended that students select a letter grade in courses satisfying requirements for majors, general education, or for a high school course deficiency.
- A maximum of 15 units of Pass/No Pass option coursework earned at an accredited college or university is counted toward the degree requirements for an Associate's Degree.
- Grades of "NP (No Pass)" are considered unsatisfactory and are counted towards progress probation and/or dismissal.
- In courses where one performance standard determines unit credit, there is no option and only a "Pass" or "No Pass" is given.

Note: In classes graded on this basis, students are held to attendance regulations and academic standards expected in the standard graded courses.

Students are advised to read the following statements before deciding to pursue a course on a graded ("A" to "F") or Pass/No Pass basis.

- A grade of "Pass" or "No Pass" does not affect a student's grade point average at Golden West College.
- "NP", "W", and "I" grades are utilized by Golden West College in the determination of academic probation and disqualification. (Refer to college regulations concerning "Probation/Disqualification.")
- Courses taken at Golden West College to remedy an

admissions deficiency for the University of California due to poor or incomplete high school preparation are not acceptable if completed on a "pass" basis. Students required to complete 60 units of course work with a grade point average of 2.4 prior to transfer to a University of California campus, such as Irvine, must complete at least 42 of these units on a graded ("A" through "F") basis.

- Some universities may specify that courses required for a major be completed on a standard grade basis ("A" through "F").
- A grade of "pass" is equivalent to a "C" for purposes of transfer.
- Some universities specify that courses taken to satisfy general education breadth requirements be completed on a standard grade basis ("A" through "F").
- Some institutions limit the number of units completed on a "pass" basis which are accepted toward the bachelor's degree.
- Students planning to apply to competitive admissions programs such as the health professions are usually advised to complete the specified preparation on a graded basis ("A" through "F").

W (WITHDRAWAL)

Withdrawal is not an automatic process. The student is responsible for officially withdrawing, through their MyGWC to avoid receiving "F" or "NP" (no-pass) grades.

Upon entering Golden West College, the student assumes the responsibility of completing each course in which he/she is registered. A college student is expected to attend all sessions of the classes in which he/she is enrolled. An instructor may drop a student for

excessive absences when the instructor determines that, due to absences, the student may not successfully complete the course. Students who miss the first meeting of the class may also be dropped. Students who are dropped by their instructors for missing the first class meeting or for excessive absences should verify the instructor drop with Enrollment Services in order to avoid grade penalties and to comply with critical drop dates as specified. After a student has been dropped from the class for unexcused absences, appeal for reinstatement will be considered only under extenuating circumstances.

When withdrawing from a class, students should be aware that the following policies apply:

Early Withdrawal

Classes will not appear on a transcript (a "W" will not be assigned) when a student officially withdraws during the first two (2) weeks of full semester (16-week) fall or spring courses, and 20% of all other length courses. Students should refer to their "Student Class Program, Web Schedule Bill" for specific course withdrawal deadlines.

Other Withdrawals

A "W" will appear on a transcript for official withdrawals made between the first instructional day of the 3rd week and the last day of the 12th week for full semester (16-week) fall or spring courses and more than 20% and less than 75% in all other length courses.

MW (Military Withdrawal)

"Military Withdrawal" occurs when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Upon verification of such orders, a withdrawal symbol of "MW" is assigned. Military withdrawals shall not be counted in progress probation and dismissal calculations.

EW (Excused Withdrawal)

Occurs when a student is permitted to withdraw from a course(s) due to specific events beyond the control of the student affecting his or her ability to complete a course(s) and may include a job transfer outside the geographical region, an illness in the family where the student is the primary caregiver, when the student who is incarcerated in a California state prison or county jail is released from custody or involuntarily transferred before the end of the term, when the student is the subject of an immigration action, or other extenuating circumstances, making course completion impracticable. In the case of an incarcerated student, an excused withdrawal cannot be applied if the failure to complete the course(s) was the result of a student's behavioral violation or if the student requested and was granted a mid-semester transfer. Upon verification of these conditions and consistent with the district's required documentation substantiating the condition, an excused withdrawal symbol may be assigned at any time after the period established by the governing board during which no notation is made for withdrawals. The withdrawal symbol so assigned shall be an "EW."

- Excused withdrawal shall not be counted in progress probation and dismissal calculations.
- Excused withdrawal shall not be counted toward the permitted number of withdrawals or counted as an enrollment attempt.

I (Incomplete)

An incomplete grade (I) may be assigned when the course is not completed for unforeseen, emergency and justifiable reasons, with permission from the instructor, and the student intends to complete the work after the end of the term. The condition for the removal of the "I" shall be stated by the instructor as well as the grade assigned

in lieu of its removal in a written record available to the student at the Enrollment Services.

The "I" must be made up no later than one year following the term in which it was assigned. If the work assigned is not completed within that year, then the grade will revert to what is indicated on the Incomplete Grade Form submitted by the instructor.

A final grade shall be assigned when the work stipulated has been completed and evaluated by the instructor or when the time limit for completion of the work has passed.

Note: When unusual circumstances prevail, a petition may be filed with Enrollment Services requesting a reasonable extension of time.

IP (In Progress)

The "IP" (In Progress) grade indicates that the class extends beyond the normal academic term. It indicates that work is "in progress" but assignment of a final grade awaits completion of the course. The "IP" symbol remains on the student's record and is not used in calculating units attempted or grade points. The appropriate evaluative grade, units and grade points are assigned and appear on the student's record for the term in which the course is completed.

Note: There are very few classes at Golden West College that qualify to use the IP grade.

NG (Non-Graded)

The NG symbol is assigned to non-graded courses.

Grade Challenge Policy

All grade grievances are handled through the student grievance process. However, in general, and by law, the instructor is solely responsible for the grades he/she assigns. No instructor may be directed to change a grade

except in certain narrow circumstances authorized by Education Code Section 76224(a), "When grades are given for any course of instruction taught in a community college, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final."

Grade grievances are handled through the Office of the Dean of Counseling in the Student Services Center, 2nd Floor.

All grade challenges must be made by the student, in writing, within two years after the end of the semester in which the grade in question was assigned. Grade challenges filed after the two-year deadline will be reviewed for recording errors only to ensure that the student's grade on the instructor's roster is, in fact, the grade that appears on the transcript.

Examinations

Final examinations are required in all courses, except physical education. Normally final examinations are given the last week of class. No student will be excused from these examinations. Students must be in attendance at Golden West College for the entire semester and must take the final examination to receive credit.

AWARDING OF CREDIT, SUPPLEMENTARY METHODS

Golden West College recognizes work taken at other accredited colleges and for experiences outside of the traditional classroom setting. Accordingly, college credit is awarded in the following areas:

Previously Earned Units

Transcripts submitted to Golden West College are evaluated for every lower division, degree applicable course

completed with a grade of A, B, C, D, F, CR or P. These courses, units, and grades earned are applied as appropriate to your GWC goal and used for educational planning purposes. Complete transcript evaluations are completed in conjunction with scheduled counseling appointments. Courses with W, NC or NP notations are not reviewed or applied. Students must request copies of official sealed transcripts be mailed to Admissions and Records from each college attended.

We are required to carefully scrutinize general education courses in the areas of written and oral communication, critical thinking and composition, and mathematics and quantitative reasoning that represent the following areas:

For California State University General Education Certification:

- CSU GE Area A2 – Written Communication
- CSU GE Area A3 – Critical Thinking
- CSU GE Area B4 – Mathematics / Quantitative Reasoning

For Intersegmental General Education Transfer Curriculum Certification:

- IGETC Area 1A – English Composition
- IGETC Area 1B – Critical Thinking – English Composition*
- IGETC Area 2 – Mathematical Concepts and Quantitative Reasoning

Application of courses from private or out-of-state colleges and universities is often denied because course descriptions are insufficient and do not confirm required course elements (e.g., 6,000 written words, critical thinking, inductive/deductive reasoning, etc.).

***Note:** Since it is unlikely that institutions other than California

Community Colleges will have a combined course in Critical Thinking/English Composition, certification of coursework from other institutions to satisfy this requirement is not common. See <http://icas-ca.org/Websites/icasca/images/IGETC%20Standards%20version%201.8%20final%20version.doc.pdf>

Review of Coursework Completed at Private Colleges/Universities

GWC does not accept coursework completed at any institution that is not regionally accredited by one of the agencies accepted by GWC, for CSU/GE or IGETC. To be accepted by GWC, your courses must have been taken at an institution regionally accredited by one of the following agencies:

- Middle States Association (of Colleges and Schools)
- NASC – Northwest Association of Schools and Colleges
- HLC (Formerly NCA)- Higher Learning Commission
- NEASC-CIHE – New England Association of Schools and Colleges – Commission on Institutions of Higher Education
- SACS – Southern Association of Colleges and Schools
- WASC-ACCJC – Western Association of Schools and Colleges – Accrediting Commission for Community and Junior Colleges
- WASC-ACSCU – Western Association of Schools and Colleges – Accrediting Commission for Senior Colleges and Universities

Also, please note that some private colleges/universities offer courses that have similar titles, and appear to be

equivalent to courses offered by GWC. However, the elements of the course – course content, learning objectives, lecture and/or lab hours, prerequisites/corequisites – may not be congruent with the GWC course. When evaluating coursework, all of these elements are taken into consideration.

Students with Prior Bachelor's Degree or Higher

Students with an earned bachelor's degree from an institution regionally accredited by the Council for Higher Education Accreditation (CHEA) will be exempt from General Education requirements under the AA Option I GE pattern.

Students will need to complete the following for an Associate of Arts Degree;

- a. 12 units of residency at Golden West College
- b. Completion of major coursework as stated in catalog

Submission of official transcripts is required. This does not apply to Associate Degree for Transfer options, the CSU-GE Breadth or IGETC requirements. Please see a counselor for further details on this process and remaining requirements for the degree.

Note: Students pursuing a nursing degree must still undergo a full transcript evaluation for equivalent coursework and complete any deficiencies for the nursing degree.

Upper-Division Credit

Request for transfer of upper division courses and credits will be evaluated on a case-by-case basis.

Upper-division units may be considered for application towards a Certificate, local/non-transfer Associate Degree, Associate Degree for Transfer, CSU/GE and IGETC certification. The units will count toward the 60 units required

for the associate degrees and meet the transfer requirements. If you are using upper-division courses to fulfill a lower-division IGETC or CSU/GE course or Associate Degree for Transfer major requirement, remember that you are required to have a certain number of upper-division courses at the transfer institution. Contact the receiving institution to see how upper-division course credit will be awarded towards the baccalaureate degree. See the IGETC Standards policy, Policies, and Procedures Version 1.9 policy details: <http://www.icas-ca.org/standards-policies-and-procedures-manual>. CSU policy can be viewed at: <https://www.calstate.edu/eo/EO-1100-rev-8-23-17.html>

International Transcripts

GWC grants credit for courses taken at regionally accredited institutions outside of the United States.

Additionally, approved non-regionally accredited international coursework may be applied to local/non-transfer associate degree general education areas – social science, natural science, humanities, and career and personal development or elective credit only. Non-regionally accredited international coursework is not applied to English requirements or competencies, Associate Degrees for Transfer, or CSU/GE or IGETC certification.

You must use one of the evaluation services listed on the NACES site www.naces.org to retrieve a detailed evaluation of your international transcript. The results of the credential evaluation will be reviewed to determine how the international coursework may be applied to a CCCD local/non-transfer associate degree (AA/AS) or certificate. Students may be required to submit course descriptions from the evaluating agency for certain courses to be approved in the general education areas. Please consider the following limitation before

you invest in an international credential evaluation service.

Transfer to a University

We cannot apply non-regionally accredited international coursework to CSU General Education Certification or IGETC Certification for transfer purposes. Although some of your courses may be accepted by the institution to which you transfer, it is up to the destination institution to evaluate and determine what coursework will be accepted and how it will apply to your degree. For more information consult directly with the 4-year college that is your transfer destination.

A MAXIMUM OF 40 UNITS IN THE FOLLOWING CATEGORIES WILL BE AWARDED.

Students will be mailed an evaluation after the required documents have been submitted. Awarded credit is not transferable to other colleges and universities; it is subject to the individual policies of the respective institutions.

Credit by Examination

Credit by Examination may be offered on a limited basis at the discretion of the respective instructional division. Students who are currently enrolled in at least one course (other than the course to be challenged) and in good academic standing are eligible to seek "credit by examination." Students may inquire in the respective division office regarding eligible courses. If approval is granted, a Petition for Credit By Examination should be completed and submitted to the instructor and division office. A grade of pass or no pass will be awarded and the course will be identified as a "Credit by Examination" on the transcript. Once the petition is approved by the dean and the instructor, student will need to file the petition with Admissions & Records, make payment no later than the third week of the semester, and meet with the instructor to take the examination. Exam grades

are final and will be posted to the transcript. Failure to successfully complete the examination will result in an unsatisfactory grade. Students should not enroll in the course to be taken as Credit by Examination. The course credit is clearly identified on the student's transcript and designated as "Credit by Examination." Since Credit by Examination may not transfer to other institutions, students are strongly encouraged to make an appointment with a counselor. Transfer ability of Credit by Examination is subject to review and approval by other colleges and universities. Units earned by examination are excluded from enrollment verifications, Financial Aid eligibility and the college's residency requirements for associate degrees."

Military Service Credit

Golden West College reserves the right to evaluate and grant credit based on the academic policies established at GWC. The college recognizes and grants academic credit to veterans who have completed a minimum of one year of active honorable service in the armed forces unless it has been awarded by another school. This credit includes three (3) units for AA Degree Area E-Self Development on the GWC General Education pattern, or Area E-Self Development on the California State University General Education pattern (CSU GE Breadth). Three (3) additional units of elective credit are awarded toward the GWC AA Degree to equal a total of six (6) units.

Veterans will be awarded credit based on a review of their DD-214 #4.

College Level Examination Program (CLEP)

Subject Examination: Golden West College will award credit for many of the College Level Examination subject exams passed at the 50th percentile level or higher.

General Examinations

Students may earn four units of ungraded, elective credit applicable to the Associate in Arts degree for each General Examination completed successfully. Minimum scores required for successful completion are:

Humanities 489

Mathematics 497

Natural Science 489

Social Science 488

No Credit is given for the CLEP General Examination in English.

Computer-Based Examination

Credit will be awarded for a minimum score of 50 on the CLEP computer based exam.

Duplicate Credit

Duplicate credit will not be awarded in the same area for Advanced Placement Exams, the International Baccalaureate and the CLEP subject exams. In order to receive credit students must have official test results from the testing service sent to Golden West College. Credits are posted to the transcript upon completion of all other graduation requirements.

CLEP Credit

CLEP credit can be used to satisfy CSU General Education Breadth requirements. It cannot be used to meet IGETC requirements. CSU grants CLEP credit, UC does not. It is up to the receiving institution to evaluate and grant CLEP credit. CLEP credit awarded at GWC may not transfer to other colleges. See a GWC counselor for more information.

English Equivalency Test

Students who pass the State University English Equivalency Test are awarded course and unit credit for English

GI00 and English GI 10. Credits are posted to transcripts upon completion of all other graduation requirements. Copies of the official test results must be requested from the testing service by the student and forwarded to Admissions & Records.

Certified Administrative Professional (CAP) Examination

Individuals who have passed the Certified Administrative Professional (CAP) exam administered by the Certification Department of the International Association of Administrative Professionals (IAAP) may be awarded 30 units of course work toward the Associate in Arts Degree at Golden West College. The 30 course credits (with units earned and a credit grade) awarded to Certified Administrative Professional certificate holders will be recorded on the student's transcript upon completion of the remaining Associate in Arts degree requirements at Golden West College and/or upon completion of the 12-unit residency requirement. Students must meet with a counselor to complete the application of eligibility form. More information is available at www.iaap-hq.org.

Professional Legal Secretary Exam

Individuals who have passed the Professional Legal Secretary (PLS) exam administered through the National Association of Legal Secretaries (NALS) may be awarded up to 30 units of course work toward the Associate in Arts Degree at Golden West College. The 30 course credits (with units earned and a credit grade) awarded to Certified Professional Legal Secretary certificate holders will be recorded on the student's transcript upon completion of the remaining Associate in Arts degree requirements at Golden West College and/or upon completion of the 12-unit residency requirement. Students must meet

with a counselor to complete the application of eligibility form. More information is available at www.nals.org.

Licensure Credit for Vocational Nurses

Twenty units may be awarded for holders of valid California Vocational Nursing Licenses. Credits are posted to transcripts upon completion of all other graduation requirements. Students must provide a copy of their current California license upon application to the program in order to be eligible for this credit.

Special Topics

Special Topics are specialized studies or projects that are especially designed by instructors and students to enrich the learning experience. The decision to offer a Special Topic is at the discretion of each instructor and the Division Dean. In order to be eligible for a Special Topic, a student must have previously completed two courses in the same discipline with a minimum grade of "B" in each course at Golden West College. Students may request petitions in the Admissions and Records.

By arrangement with an instructor and with the approval of the Division Dean, students may study special topics in any discipline in the curriculum. Credits may be earned in: Special Topics G099, non-transfer level, or Special Topics G299, transfer level. The deadline for registration in Special Topics courses is Friday of the sixth week of instruction of the semester; the completed petition form must be filed in the Admissions and Records by that date. Special Topics are listed on the transcript by title and discipline, e.g., Special Topics G299 History.

Individualized Study

For courses listed in this catalog, a student may prefer to take the course through Individualized Study because

of special circumstances. This privilege is available only to students who have completed 12 units of course work at Golden West College with a GPA of 2.0 in all units attempted. Students may request a petition in the Admissions and Records. This petition must be approved by the instructor who will supervise the individualized study, as well as by the Division Dean. Individualized Study petitions must be filed in the Admissions and Records during the first six weeks of the semester.

Advanced Placement Credit (AP)

Students may earn credit for the College Entrance Examination Board (CEEB) Advanced Placement (AP) Tests with scores of 3, 4, or 5. AP credit can be used to meet IGETC, CSU/GE and A.A. general education (GE) and/or major requirements. [Local/Non-transfer Degree Exceptions to the minimum AP score are the Physics G120 and Physics G125 courses (AP Physics 1 and 2) which require a score of 5 for GWC unit and subject credit. Also, students who score 5 in Calculus BC can earn 10 units and subject credit for Math 180 + 185].

Students must have the College Board send AP exam results to the Admissions and Records (hand carried copies will not be accepted) for use on the A.A. or GE patterns. Course credit and units granted at Golden West College may differ from course credit and units granted by a transfer institution. See a GWC counselor for more information.

International Baccalaureate (IB)

Students can earn GWC credit for International Baccalaureate examinations with a minimum score of 5. Exam results can be used to satisfy CSU General Education Breadth and IGETC requirements but may require a score of 4 in some of the areas.

Technical Advanced Placement (TAP) Articulation

The TAP Program offers High School/ROP students an opportunity to transition from secondary education to community college in a seamless process. Many Career and Technical Education (CTE) courses taken during High School, offered by the High School or ROP may be eligible for course articulation. If a course has been articulated, there is an agreement in place between the High School/ROP and Community College stating that the student will receive credit for the course if they meet the requirements specified below. This allows students to avoid repeating articulated CTE courses which were already successfully completed.

Requirements for earning TAP Credit

1. Complete an articulated High School or ROP CTE class with a grade of "B" or better.
2. Bring the official High School/ROP transcript to a GWC counselor who will sign the TAP petition form (obtained by the counselor).
3. Submit completed forms to Admissions and Records:
 - a.) TAP (Technical Advanced Placement) Petition for credit, signed by counselor
 - b.) Official High School/ROP transcript
 - c.) Department Portfolio Approval (if required)
4. If all requirements are met, college credit will be granted in lieu of applicable CTE courses on the student's GWC transcript at the end of the semester in which the student submits the completed form.

More information including a list of articulated classes is available at www.ctetoolbox.com

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

CLEP EXAM	GWC Passing Score	GWC AA Units (GE Area)	Min. GWC Units Toward AA/AS	CSU Passing Score	Min. CSU Units Earned	Units Towards CSU GE Breadth	American Institutions and/or GE Breadth Area
AMERICAN GOVT.	50	3 (D)	3	50	3	3	D
AMERICAN LITERATURE	50	3 (C)	3	50	3	3	C2
ANALYZING & INTERPRETING LITERATURE	50	3 (C)	3	50	3	3	C2
BIOLOGY	50	3 (B)	3	50	3	3	B2
CALCULUS	50	3 (A2)	3	50	3	3	B4
CHEMISTRY	50	3 (B)	3	50	3	3	B1
COLLEGE ALGEBRA	50	3 (A2)	3	50	3	3	B4
COLLEGE ALGEBRA-TRIG	50	3 (A2)	3	50	3	3	B4
CLEP COLLEGE COMPOSITION	50	N/A	0	50	0	0	N/A
CLEP COLLEGE COMPOSITION-MODULAR	50	N/A	0	50	0	0	N/A
COLLEGE MATHEMATICS	50	N/A	0	50	0	0	N/A
ENGLISH COMP (NO ESSAY)	50	N/A	0	50	0	0	N/A
ENGLISH COMP (WITH ESSAY)	50	N/A	0	50	0	0	N/A
ENGLISH LITERATURE	50	3 (C)	3	50	3	3	C2 (-F11)**
FINANCIAL ACCOUNTING	50	N/A	0	50	3	0	N/A
FRENCH LEVEL I*	50	N/A	0	50	6	0	N/A
FRENCH LEVEL II*	59	3 (C)	3	59	12	3	C2 (-F15)**
FRENCH LEVEL II*	59	3 (C)	3	59	9	3	C2
FRESHMAN COLLEGE COMP	50	N/A	0	50	0	0	N/A
GERMAN LEVEL I*	50	N/A	0	50	6	0	N/A
GERMAN LEVEL II*	60	3 (C)	3	60	12	3	C2 (-F15)**
GERMAN LEVEL II*	60	3 (C)	3	60	9	3	C2
HISTORY, US I	50	3 (D)	3	50	3	3	D+US-I
HISTORY, US II	50	3 (D)	3	50	3	3	D+US-I
HUMAN GROWTH AND DEV	50	3 (D)	3	50	3	3	E
HUMANITIES	50	3 (C)	3	50	3	3	C2
INFO SYS & COMP. APPS	50	N/A	3	50	3	0	N/A
INTRO EDU PSYCHOLOGY	50	N/A	0	50	3	0	N/A
INTRO BUS. LAW	50	N/A	0	50	3	0	N/A
INTRO PSYCHOLOGY	50	3 (D)	3	50	3	3	D
INTRO SOCIOLOGY	50	3 (D)	3	50	3	3	D
NATURAL SCIENCES	50	3 (B)	3	50	3	3	B1 or B2
PRE-CALCULUS	50	3 (A2)	3	50	3	3	B4
PRIN OF ACCOUNTING	50	N/A	0	50	3	0	N/A
PRIN OF MACROECONOMICS	50	3 (D)	3	50	3	3	D
PRIN OF MANAGEMENT	50	N/A	0	50	3	0	N/A
PRIN OF MARKETING	50	N/A	0	50	3	0	N/A
PRIN OF MICROECONOMICS	50	3 (D)	3	50	3	3	D
SOCIAL SCIENCE & HISTORY	50	N/A	0	50	3	0	N/A
SPANISH LEVEL I*	50	N/A	0	50	6	0	N/A
SPANISH LEVEL II*	63	3 (C)	3	63	12	3	C2 (-F15)**
SPANISH LEVEL II*	63	3 (C)	3	63	9	3	C2
TRIGONOMETRY	50	3 (A2)	3	50	3	3	B4 (-06)**
WESTERN CIVILIZATION I	50	3 (D)	3	50	3	3	C2 or D
WESTERN CIVILIZATION II	50	3 (D)	3	50	3	3	D

Note: *If a student passes more than one CLEP test in the same language other than English (e.g., two exams in French), then only one examination may be applied to the baccalaureate. For each test in a language other than English, a passing score of 50 is considered "Level I" and earns six units of baccalaureate credit; the higher score listed for each test is considered "Level II" and earns additional units of credit and placement in Area C2 of GE Breadth, as noted.

** Students seeking certification in GE Breadth prior to transfer must have passed the test before this date.

The CLEP Chart is based on the most current information available. Although every attempt has been made to ensure the accuracy of the information provided, make sure to use the link below to see the original document. (See <http://www.calstate.edu/acadaff/codedmemos/ASA-2018-06-attachment-2.pdf>)

Course credit and units granted at Golden West College may differ from course credit and units granted by a transfer institution.

INTERNATIONAL BACCALAUREATE (IB)

Students can earn IB credit with a minimum score of 5 except where noted.*

EXAM	GWC AA GE Area	CSU GE Area	CSU Min. Units Earned Toward Transfer	IGETC Area	UC Sem. Units Earned Toward Transfer
BIOLOGY HL	B 3 units	B2 3 units	6	5B (without lab) 3 units	5.3
CHEMISTRY HL	B 3 units	B1 3 units	6	5A (without lab) 3 units	5.3
ECONOMICS HL	D 3 units	D 3 units	6	4 3 units	5.3
GEOGRAPHY HL	D 3 units	D 3 units	6	4 3 units	5.3
HISTORY (any region) HL	D 3 units	C2 or D 3 units	6	3B or 4F 3 units	5.3
LANGUAGE A Literature HL	C 3 units	C2* 3 units	6*		
LANGUAGE A Language and Literature HL	C 3 units	C2* 3 units	6*		
LANGUAGE A1 (any language, except English) HL	C 3 units	N/A	0	3B & 6A (UC only) 3 units	5.3
LANGUAGE A2 (any language, except English) HL	C 3 units	N/A	0	3B & 6A (UC only) 3 units	5.3
LANGUAGE A1 (any language) HL	C 3 units	C2* 3 units (FI 3 removed from CSUGE)	6*	3B 3 units	5.3
LANGUAGE A2 (any language) HL	C 3 units	C2* 3 units (FI 3 removed from CSUGE)	6*	3B 3 units	5.3
LANGUAGE B (any language) HL	C 3 units	N/A	6*	6A 3 units	5.3
MATHEMATICS HL	B 3 units	B4* 3 units	6*	2A 3 units	5.3
PHYSICS HL	B 3 units	B1 3 units	6	5A (without lab) 3 units	5.3
PSYCHOLOGY HL	D 3 units	D 3 units	3	4 3 units	5.3
THEATRE HL	C 3 units	C1* 3 units	6*	3A 3 units	5.3

* A minimum score of 4 is needed for CSU credit

CSU GE: The IB examinations may be incorporated into the certification of CSU General Education-Breadth requirements by any certifying institution. All CSU campuses will accept the minimum units shown and apply them toward fulfillment of the designated General Education-Breadth area if the examination is included as part of a full or subject-area certification. Please note that individual CSU campuses may choose to grant more units than those specified toward completion of General Education-Breadth requirements.

IGETC: IB exams must be used in area indicated regardless of where the certifying CCC's discipline is located.

The IB Chart is based on the most current Information available. Although every attempt has been made to ensure the accuracy of the information provided, please use this link to see the original documents:

CSU: <http://www.calstate.edu/acadaff/codedmemos/ASA-2018-06-attachment-3.pdf>

IGETC: http://icas-ca.org/Websites/icasca/images/IGETC_STANDARDS_FINAL_VERSION_1.9.pdf

UC Credit granted for IB exams: <http://admission.universityofcalifornia.edu/counselors/exam-credit/ib-credits/index.html>

<http://admission.universityofcalifornia.edu/counselors/exam-credit/ib-credits/index.html>

ADVANCED PLACEMENT EXAMINATION (AP)

AP Examination	AA (Subject Credit) for GWC	GWC AA GE Area	CSU GE Area	CSU Units Earned Toward Transfer	IGETC Area	UC – Units Earned Toward Transfer##
AP Examination	AA (Subject Credit) for GWC	GWC AA GE Area	CSU GE Area	CSU Units Earned Toward Transfer	IGETC Area	UC – Units Earned Toward Transfer##
Art History	ART G105 + G106 6 sem. units	C	C1 or C2 3 sem. units	6 sem. units	3A or 3B 3 sem. units	8 quart./5.3 sem. units
Biology	BIOL G100 4 sem. units	B	B2 + B3 4 sem. units	6 sem. units	5B + 5C 4 sem. units	8 quart./5.3 sem. units
Calculus AB	MATH G180 5 sem. units	A2	B4 3 sem. units	3 sem. units**	2A 3 sem. units	4 quart./2.7 sem. units ***
Calculus BC	MATH G180 5 sem. units	A2	B4 3 sem. units	6 sem. units**	2A 3 sem. units	8 quart./5.3 sem. units ***
Calculus BC*	MATH G180 + G185* 10 sem. units	A2	N / A	N/A	N/A	N/A
Calculus BC/ AB Subscore	MATH G180 5 sem. units	A2	B4 3 sem. units	3 sem. units	2A 3 sem. units	##
AP Calculus Exam Limitations	*score 5 for G180 + G185 credit			**Max. 1 exam toward transfer		***Maximum 8 quart./5.3 sem. units for both
Chemistry	CHEM G130 4 sem. units	B	B1 + B3 4 sem. units*	6 sem. units	5A + 5C 4 sem. units	8 quart./5.3 sem. units
AP Chemistry Exam Limitations			*(6 sem. units if taken prior to F09)			
Chinese Language & Culture	CHIN G185 5 sem. units	C	C2 3 sem. units	6 sem. units	3B + 6A 3 sem. units	8 quart./5.3 sem. units
Computer Science A	CSCI G153 4 sem. units		N/A	3 sem. units**	N/A	2 quart./1.3 sem. units***
Computer Science AB	CSCI G154 4 sem. units		N/A	6 sem. units**	N/A	4 quart./2.7 sem. units***
Computer Science Principles			B4 3 sem. units	6 sem. units	N/A	8 quart./5.3 sem. units
AP CS Exam Limitations*				* Max. 1 exam toward transfer		***Maximum 4 quart./2.7 sem. units for both
English Language & Composition	ENGL G100 3 sem. units	A1	A2 3 sem. units	6 sem. units	1A 3 sem. units	5.3 sem. units***
English Literature & Composition	ENGL G100 + G110 6 sem. units	A1 + C (no critical thinking)	A2 + C2 6 sem. units	6 sem. units	1A or 3B 3 sem. units	5.3 sem. units***
AP English Exam Limitations*						***Maximum 5.3 sem. units for both
Environmental Science	4 sem. units	B	*B1 + B3 4 sem. units	4 sem. units	5A + 5C 3 sem. units	4 quart./2.7 sem. units
AP Environmental Sci. Exam Limitations			*(B2 + B3 if taken prior to F09)			
European History	HIST G180 + G185 6 sem. units	C or D	C2 or D 3 sem. units	6 sem. units	3B or 4 3 sem. units	8 quart./5.3 sem. units
French Language	FREN G185 5 sem. units	C	C2 *3 sem. units	6 sem. units	3B + 6A 3 sem. units	8 quart./5.3 sem. units
AP French Language Exam Limitations			*(6 sem. units if taken prior to F09)			
French Literature	3 sem. units	C	C2 (3 sem. units) (if taken prior to F09)	6 sem. units	3B + 6A 3 sem. units	8 quart./5.3 sem. units
German Language	GRMN G180 5 sem. units	C	C2 *3 sem. units	6 sem. units	3B + 6A 3 sem. units	8 quart./5.3 sem. units
AP German Language Exam Limitations			*(6 sem. units if taken prior to F09)			
Government & Politics: Comparative	PSCI G185 3 sem. units	D	D 3 sem. units	3 sem. units	4 3 sem. units	4 quart./2.7 sem. units
Government & Politics: United States	3 sem. units	D	D + US-2** 3 sem. units	3 sem. units	4 + US 2 3 sem. units	4 quart./2.7 sem. units
AP Govt. Exam Limitations			**Doesn't fulfill Calif. Gov. Requir.			
Human Geography	3 sem. units	D	D 3 sem. units	3 sem. units	4 3 sem. units	4 quart./2.7 sem. units
Italian Language & Culture	ITAL G180 5 sem. units	C	C2 3 sem. units	6 sem. units	3B + 6A 3 sem. units	8 quart./5.3 sem. units
Japanese Language & Culture	JAPN G180 5 sem. units	C	C2 3 sem. units	6 sem. units	3B + 6A 3 sem. units	8 quart./5.3 sem. units
Latin Literature	3 sem. units	C	C2 (3 sem. units) (if taken prior to F09)	6 sem. units	3B + 6A 3 sem. units	4 quart./2.7 sem. units
Latin: Vergil	3 sem. units	C	C2 3 sem. units	3 sem. units	3B + 6A 3 sem. units	4 quart./2.7 sem. units
Latin	3 sem. units	C	C2 (if taken prior to F12)	6 sem. units	3B + 6A 3 sem. units	8 quart./5.3 sem. units
Macro Economics*	ECON G175* 3 sem. units	D	D 3 sem. units	3 sem. units	4 3 sem. units	4 quart./2.7 sem. units

AP Examination	AA (Subject Credit) for GWC	GWC AA GE Area	CSU GE Area	CSU Units Earned Toward Transfer	IGETC Area	UC – Units Earned Toward Transfer##
Micro Economics*	ECON G170* 3 sem. units	D	D 3 sem. units	3 sem. units	4 3 sem. units	4 quart./2.7 sem. units
Music Theory	MUS G115 3 sem. units	C	C1 (3 sem. units) (if taken prior to F09)	6 sem. units	N/A	8 quart./5.3 sem. units
Physics I	PHYS G120**** 4 sem. units	B	B1 + B3** 4 sem. units	4 sem. units		
Physics 2	PHYS G125**** 4 sem. units	B	B1 + B3** 4 sem. units	4 sem. units		
Physics B	PHYS G110 + G111 4 sem. units	B	B1 + B3** *4 sem. units (F15 removed from CSUGE)	6 sem. units	5A + 5C 4 sem. units	8 quart./5.3 sem. units***
AP Physics B Exam Limitations			*(6 sem. units if taken prior to F09)			
Physics C: Electricity & Magnetism	PHYS G125 4 sem. units	B	B1 + B3** 4 sem. units	4 sem. units	5A + 5C 3 sem. units	4 quart./2.7 sem. units***
Physics C: Mechanics	PHYS G120 4 sem. units	B	B1 + B3** 4 sem. units	4 sem. units	5A + 5C 3 sem. units	4 quart./2.7 sem. units***
AP Physics Exam Limitations	****score 5 for G120 or G125 credit (Physics I or 2)		***Maximum 4 sem. units GE & 6 units for transfer if more than 1 exam			***Maximum 8 quart./5.3 sem. units for all three
Psychology	PSYC G100 3 sem. units	D	D 3 sem. units	3 sem. units	4 3 sem. units	4 quart./2.7 sem. units
Spanish Language	SPAN G185 5 sem. units	C	*C2 3 sem. units	6 sem. units	3B + 6A (3 units)	8 quart./5.3 sem. units
AP Spanish Language Exam Limitations			*(6 sem. units if taken prior to S14)			
Spanish Literature	3 sem. units	C	*C2 3 sem. units	6 sem. units	3B + 6A 3 sem. units	8 quart./5.3 sem. units
AP Spanish Literature Exam Limitations			*(6 sem. units if taken prior to S13)			
Statistics	MATH G160 4 sem. units	A2	B4 3 sem. units	3 sem. units	2A	4 quart./2.7 sem. units
Studio Art – 2D	ARTG107 3 sem. units	C	N/A	3 sem. units	N/A	8 quart./5.3 sem. units***
Studio Art – 3D	ARTG109 3 sem. units	C	N/A	3 sem. units	N/A	8 quart./5.3 sem. units***
Studio Art – Drawing	N/A	N/A	N/A	3 sem. units	N/A	8 quart./5.3 sem. units***
AP Studio Art Exam Limitations						***Maximum 8 quart./5.3 sem. units for all three
United States History	HIST G170 + G175 6 sem. units	C or D	C2 or D+US-I 3 sem. units	6 sem. units	3B or 4 + US I 3 sem. units	8 quart./5.3 sem. units
World History	HIST G161 + G162 6 sem. units	C or D	C2 or D 3 sem. units	6 sem. units	3B or 4 3 sem. units	8 quart./5.3 sem. units
Modern World History	HIST G162 3 sem. units	C or D	C2 or D 3 sem. units	3 sem. units	3B or 4 3 sem. units	4 quart./2.7 sem. units

#Many Colleges or Universities may apply AP credit toward satisfaction of subject or specific requirements (e.g., major). AP policies vary by institution. See the transfer institution's application of AP major preparation credit. UC AP major preparation credit: <http://admission.universityofcalifornia.edu/counselors/exam-credit/ap-credits/index.html>. See individual CSU campuses for AP major preparation credit. See a counselor to discuss how AP is applied.

##Students who take the Calculus BC examination and earn a subscore of 3 or higher on the Calculus AB portion will receive credit for the Calculus AB examination, even if they do not receive a score of 3 or higher on the BC examination.

AA: Students should be aware that AP test credit is evaluated by corresponding it to an equivalent GWC course, e.g. History G170. A student who receives AP credit and then takes the equivalent GWC course will have the unit credit for such duplication deducted prior to being awarded the A.A. degree. Credit by Advanced Placement exam is noted and listed first on a student's transcript, with units assigned and no grade.

Course credit and units granted to the local AA may differ from course credit and units granted by a transfer institution. See Counselor.

AP Credit: See the transfer institution's application of AP major preparation credit. UC AP major preparation credit: <http://admission.universityofcalifornia.edu/counselors/exam-credit/ap-credits/index.html>. See individual CSU campuses for AP major preparation credit.

CSU GE: The Advanced Placement examinations may be incorporated into the certification of CSU General Education-Breadth requirements by any certifying institution. All CSU campuses will accept the minimum units shown and apply them toward fulfillment of the designated General Education-Breadth area if the examination is included as part of a full or subject-area certification. Please note that individual CSU campuses may choose to grant more units than those specified toward completion of General Education-Breadth requirements.

IGETC: AP exams must be used in area indicated regardless of where the certifying CCC's discipline is located.

The AP Chart is based on the most current information available. Although every attempt has been made to ensure the accuracy of the information provided, make sure to use the links below for the original documents.

AP Courses & Exams College Board: <http://apcentral.collegeboard.com/home>

CSU System wide Credit for External Examinations Policy: <https://www2.calstate.edu/apply/transfer/Pages/advanced-placement-ap.aspx>

2019 IGETC Standards, Policies and Procedures http://icas-ca.org/Websites/icasca/images/IGETC_STANDARDS_FINAL_VERSION_1.9.pdf

UC Credit granted for AP exams: <http://admission.universityofcalifornia.edu/counselors/exam-credit/ap-credits/index.html>

REPETITION POLICY – COURSES

Course Repetition

In accordance with Title 5, sections 55024, 55040-55045 only courses which fall into the following categories may be repeated. Enrollment in two sections of the same course in the same term or part of term is not permitted.

Repeating Courses

It is possible to repeat a class only in certain circumstances as follows:

1. In the course description in the catalog, the class is identified as eligible for repetition; or
2. The class is eligible for grade remediation by repetition.

Students are limited to three (3) total enrollments for most credit courses. Students will not be allowed to repeat a course more than three times without documented evidence of extenuating circumstances. 'W' grades are counted as enrollments.

3. Special classes which meet the needs of students with a documented disability may be repeated in compliance with Title 5, Section 56029, of the Education Code.

Reasons to Repeat a Class

A. Repeating a course in an effort to alleviate a substandard grade; Students who receive substandard grades ("D," "F," "NP" or "NC") and/or one or more Withdrawals ("W") on the transcript may attempt to successfully complete the course up to a total of two additional times within the Coast Community College District, if necessary to alleviate the substandard grade or successfully complete the course.

After the third attempt to receive a passing grade in a course, the student may complete the Petition to Repeat form and submit to Admissions & Records for one additional attempt. Appeal forms are available in Admissions & Records. Students who are approved to take a specific course for the fourth time do not receive registration priority for that course and must wait until the first week of the semester or term to register. Petitions are only considered for documented extenuating circumstances. Students who withdraw and receive a "W" on each of the three allowable attempts, and are given permission to enroll by petition, will not be able to withdraw from the course again, and an evaluative grade symbol will be recorded. **NO FURTHER ATTEMPTS WILL BE PERMITTED.**

If the substandard grade is repeated within the Coast Community College District, the Repeat/Delete grade exclusion will be automatically performed on the student's academic transcript. The grades in the latest term will be the grade which will be used to calculate grade point average regardless of which grade was higher. Although the previous grade(s) will not be counted in the grade point average, they will remain visible on the transcript and the last recorded attempt is the course which will be counted in the student's permanent academic history.

When a student repeats an equivalent course at a regionally accredited college outside the Coast Community College District, they must file a Repeat/Delete Request and submit it to Admissions & Records along with an official transcript from the other college showing successful completion of the course.

B. Repeating a course due to a significant lapse of time, where a passing grade (CR or P) or C or better was previously earned. A significant

lapse of time is defined as at 36 months has passed. All coursework shall remain on the student's permanent record. The previous grade and credit will be disregarded in computing the GPA. Course repetition based on significant lapse of time may only occur once. (Documentation of program requirements must be submitted with the request.)

C. You have extenuating circumstances – verified cases of accidents, illness, or other life changing event beyond the control of the student that prevented you from doing well in the final attempt of the course (must submit documentation).

D. The course you wish to repeat is part of a legally mandated training as a condition of continued or volunteer employment. Regardless of whether or not a substandard grade (D, F, NC, or NP) was previously earned, the grade and unit credit shall be included each time for the purpose of calculating the GPA. (Documentation must be attached to certify that course repetition is necessary to complete legally mandated training).

E. Repeating a course previously taken at another college. Substandard or non-substandard grades earned at another institution will not be alleviated by repeating a course at Golden West College. The grade and unit credit earned will be calculated and averaged in GPA.

Note: Some transfer institutions may elect to include both courses or may choose to use only the first grade taken in their computation of the grade point average to establish entrance requirements.

IMPORTANT: The Course Repetition Policy and the Repeatability of Courses Regulations mentioned above are subject to change at any time during the academic year as new Legislative Bills may be introduced by State

Legislation requiring changes to these policies and regulations. The District and College reserve the right to add, amend, or repeal any of the rules, regulations, policies, and procedures as necessary.

REPETITION OF ACTIVITIES COURSES—FAMILIES OF COURSES

New regulations governing the repetition of credit courses in the California Community College system effective FALL 2013 have eliminated repeatability in Dance, Drama, Physical Education, Visual Arts, and most Music courses. Intercollegiate Athletics and some Music courses that are required for transfer programs will be the only courses that will remain repeatable; all other courses previously offered as repeatable will be offered as one time enrollment courses.

While students will not, in most cases, be allowed to repeat active participatory courses in Dance, Drama, Music, Physical Education, and Visual Arts, they will still be allowed to enroll in a series of active participatory courses that are related in content (commonly referred to as a family of courses) a maximum of four times. This is a state regulation and applies to all Dance, Drama, Music, Physical Education and Visual Arts activity classes in the District.

For example, all Ballet courses are part of the "Ballet Family." Repeatable courses that are related in content and taken prior to FALL 2013 will count toward the four enrollment limitation. Therefore, the "Ballet Family" includes Dance G120 Ballet 1-Beginning, Dance G155 Ballet 2-Intermediate and Dance G220 Ballet 3-Advanced. A student who previously enrolled in Dance G120 twice can only take two more courses in the family; a student who previously enrolled in Dance G120 four times may not take any additional courses in the family.

A family of courses may include more than four courses, but students are limited to a maximum of four courses in any family, in the District. Further, all grades, including "W"s, will count toward the four course enrollment limitation and for computing the grade point average (GPA). Students can repeat Art, Dance, Drama, Music, and PE courses that are included in Families of Courses in which a "NP", "D", "F" grade was earned or "W" was assigned; however, all enrollments count toward the four enrollment maximum for each family of courses.

COURSE NUMBERING SYSTEM

Each course bearing unit credit may be used in one or more of the following ways:

1. As a measure of developing basic academic skills.
2. As a requisite to the Associate in Arts degree, or
3. As applicable either to the Associate in Arts degree or to an occupational certificate program, or
4. As a lower division course transferable to a four-year college or university.

Courses at Golden West College are numbered according to their basic purposes. However, categories listed below are general in nature, and the student is cautioned not to assume either that a course is better merely because its number falls into a particular group, or that its usefulness is limited to only one purpose.

Courses numbered **001-099** were created to help students develop occupational skills, to give students what they need to know for employment, to provide basic skills, as well as to provide meaningful general electives courses in two-year Associate in Arts degree programs.

Note: Interested students should consult a counselor to determine which occupational majors are offered for bachelor's degrees at local four-year colleges.

Courses numbered **100-299** transfer to the state university and college system; 100-199 are usually first-year courses and 200-299 are usually second-year courses. Contact the Counseling Center for courses that transfer to the University of California and selected private institutions.

The primary purpose of courses numbered 900 and above is to provide knowledge and skills in selected areas of students' needs and interests. Such courses are not designed to meet major's requirements for Associate in Arts degrees or to qualify for transfer as part of a baccalaureate degree program.

AUDITING OF COURSES

In accordance with the California Education Code Section 76370 and District policy, students may audit courses specifically designated by the College as eligible for audit. Students who audit classes will be expected to participate in all class activities as required by the instructor. No credit is awarded. Further information can be obtained in the division offices.

NOTE: Permission to audit a class requires the approval of the faculty member and Division Dean. Students who enroll in a class for the semester requested are ineligible for an audit option.

Students who are given permission to audit will be expected to participate in class activities. Auditing Fee - \$15 fee per unit per semester including short-term and summer classes. Students enrolled in classes to receive credit for 10 or more semester units will not be charged a fee to audit three or fewer units per semester.

HIGH SCHOOL DIPLOMA

Golden West College does not award a high school diploma. In consultation with a local high school district, students may be able to take class work at Golden West College to count toward their high school diploma. For more information, students should contact the office of the high school district in which they live.

Huntington Beach
Adult Education Division
(714) 842-4227
17231 Gothard
Huntington Beach, CA 92647

Garden Grove – Unified School
District Adult Education
(714) 663-6291
11262 Garden Grove Blvd.
Garden Grove, CA 92843

Note: Some transfer institutions may elect to include both courses in their computation of the grade point average to establish entrance requirements.

SERVICEMEN'S OPPORTUNITY COLLEGE

Golden West College is designated as a Servicemen's Opportunity College. This designation means the college provides servicemen and women with: open admissions; credit awarded for USAFI courses and CLEP; opportunities to request waiver of residency requirements for graduation; credit for service schools; and opportunity to complete courses through non-traditional means.

STUDENT RECORDS

Active Records: Most requests for changes to a student's current class program or information can be done online by logging in to MyGWC or in Admissions & Records. Included are "adds" to program, "withdrawal from class," "fee payments", "address changes", and "grade option requests." Grade option requests can be done

online prior to the start date of the class. Once the class begins, grade option requests must be done in person prior to the filing deadline. Name changes must be done in person in Admissions & Records. If changing a name, official documentation must be presented at the time of the request.

Transcripts: Transcripts of academic work taken at Golden West College are available upon official request. Students make their requests online through Credentials, Inc. on the GWC website, www.goldenwestcollege.edu. Two transcripts and/or enrollment verifications will be provided free of charge. For each additional transcript, there will be a charge of \$5. Students may request "rush" (next day) services for an additional \$5 per transcript or verification. Fees are subject to change. In accordance with Education Code provision 76225 and Coast District Board Policy, BP 5035, transcripts will be withheld from students and former students who have outstanding financial or materials obligations to the College and/or District or who have unresolved matters related to student discipline.

Credentials Solutions has been retained as the designated agent for processing and sending official electronic transcripts on behalf of Golden West College. The electronic transcript that is produced using this service contains the identical information as the printed transcript and can be certified as unaltered by uploading the file to the company's website that is provided during the delivery process. Credentials Solutions has been granted the authority to deliver all such electronic transcript requests on behalf of Golden West College and respond to any inquiries regarding transcript transactions.

Cumulative Folders: Admissions & Records maintains an electronic cumulative file on each student who has records sent to the College. The electronic file, containing copies of

high school and college transcripts, and other relevant academic information, such as records of military service and other awarded credit, is available to the student. These files are the property of the college.

Verifications: Admissions & Records will provide information regarding a student's record upon written request by the student. There is a \$5 charge. Two verifications and/or transcripts will be provided free of charge. This fee is subject to change. Golden West College also utilizes the National Student Clearinghouse for reporting of enrollment status. Enrollment status is reported automatically several times during the semester or session.

Note: Current students (those with an active MyGWC account) can obtain an "Enrollment Verification Certification" by logging into their MyGWC and clicking on "Verify Enrollment." There is no charge for this service.

Student Picture Identification:

Students may be required to furnish picture identification in order to participate in certain classes and activities. All students are expected to have a Golden West College Photo I.D. Card. Free Photo I.D. cards are issued in Admissions & Records during the student's first semester and validated each semester thereafter after verification of enrollment and payment. Students are only allowed one replacement during their studies at Golden West College.

ASSOCIATE DEGREE PETITION

Golden West College awards the Associate Degree to students who have met all the requirements for graduation. GWC offers the Associate in Arts, as well as associate degrees for transfer to the CSU. These may include Associate in Arts (AA-T) or Associate in Science (AS-T) degrees. These degrees are designed to

provide a clear pathway to a CSU major and baccalaureate degree. California Community College students who are awarded an AA-T or AS-T degree are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU campus or to a program that is deemed similar to their community college major. Check with your counselor to determine which degree you should complete. The Associate Degree is not automatically awarded. A petition must be filed in Admissions & Records at the beginning of the semester in which the student completes the final requirements. Please note, the guaranteed filing deadline for ADT verification is typically the 15th day of September (for Fall graduation) and February (for Spring graduation). For specific deadlines please check with the Transfer Center or Admissions & Records.

Petitioning periods for the Associate Degree are:

Summer – July 1 through August 1

Fall – August 15 through November 15

Spring – January 15 through April 15

CERTIFICATE AWARDS PETITION

Golden West College offers two types of certificate awards in career programs designed to prepare the graduate to enter a particular field of employment.

1. **Certificate of Achievement:**
Requires 12 or more units in a state approved program. Certificates of Achievement are not automatically awarded. A petition must be filed in Admissions & Records at the beginning of the semester in which the student will be completing his or her final requirements. Petitioning periods are listed below.

2. **Certificate of Specialization:**
Approved programs of less than 18 units. Certificates of Specialization are not awarded automatically. A petition must be filed in Admissions & Records at the beginning of the semester in which the student will be completing his or her final requirements. Petitioning periods are listed below. Certificates of Specialization are not printed on official academic transcripts.

Petitioning periods for the Certificate Awards are:

Summer – July 1 through August 1

Fall – August 15 through November 15

Spring – January 15 through April 15

A list of career programs and requirements can be found in the Degrees and Program Section of this catalog. Check with a counselor to determine the requirements for completion.

STUDENT CODE OF CONDUCT – AP 5500

https://www.cccd.edu/boardoftrustees/BoardPolicies/Documents/Student_Services/BP_5500_Student_Code_of_Conduct.pdf

References:

Education Code Sections 66300, 66301, 66302, 72122, and 76030-76038; ACCJC Accreditation Standard I.C.8

This Administrative Procedure (AP 5500) is intended to effectively implement Board Policy 5500 “Student Code of Conduct,” and as such, this Administrative Procedure shall constitute the Student Code of Conduct for all District Students. This Student Code of Conduct provides District Students with prior notice of behavior deemed unacceptable by the District’s Board of Trustees. This Student Code of Conduct includes

a defined process for the fair and impartial review and determination of alleged improper Student behavior. This Student Code of Conduct also specifies the various sanctions that may be imposed on District Students for violations of this Student Code of Conduct. Students are expected to be familiar with the terms of the Coast Community College District’s published Board Policy BP 5500 and this Administrative Procedure 5500 Student Code of Conduct.

This Student Code of Conduct provides for the orderly administration of the Student Code of Conduct consistent with the principles of due process of law. Reasonable deviations from the Student Code of Conduct will not invalidate a decision or proceeding. AP 5500- Student Code of Conduct may be reviewed in its entirety at: https://www.cccd.edu/boardoftrustees/BoardPolicies/Documents/Student_Services/BP_5500_Student_Code_of_Conduct.pdf

ACADEMIC HONESTY POLICY

Golden West College has the responsibility to ensure that grades assigned are indicative of the knowledge and skill level of each student. Acts of academic dishonesty make it impossible to fulfill this responsibility. Faculty have a responsibility to ensure that academic honesty is maintained in their classroom. Students share that responsibility and are expected to refrain from all acts of academic dishonesty. The Student Code of Conduct, Board Policy and Administrative Procedures 5500, shall be applied to all incidents of academic dishonesty.

If faculty believes a student is responsible for Academic Misconduct, they should submit an Incident Report. The College Disciplinary Officer (CDO) will follow-up with a letter to the student that a report alleging

Academic Misconduct has been received. The student will be given the opportunity to meet with the CDO to discuss the allegations. If the student does not take the opportunity to discuss the allegations then the automatic sanctions will be to write a reflective essay and complete an academic integrity tutorial. Faculty will be copied on this correspondence with the student. Faculty may also assign a "0" or "F" for the assignment or exam where the student committed Academic Misconduct. A second report of Academic Misconduct will likely result in suspension from all Coast Community College District colleges.

PROBATION POLICY

A student shall be placed on probation whenever he or she meets one of the two conditions listed below

1. **Academic Probation:** Has attempted at least 12 semester units at a college in the District as shown by the official academic record and has a cumulative grade point average of less than 2.0 in all units which were graded.
2. **Progress Probation:** Has attempted at least 12 semester units at a college in the District as shown by the official academic record and the percentage of all units in which the student has been enrolled for which entries of "W", "I," and "NP" are recorded reaches or exceeds 50 percent.

All probationary students shall be notified of their status and provided with counseling services. A student on academic probation shall be removed from academic probation when the student's cumulative grade point average is 2.0 or higher. A student on progress probation shall be removed from progress probation when the percentage of units in the categories of "W", "I," and "NP" drops below 50 percent.

Education Code Section 70902(b)(3); Title 5 Sections 55031-55034

ACADEMIC DISQUALIFICATION POLICY

A student at Golden West College who is on academic or progress probation shall be disqualified whenever he or she meets one of the two conditions listed below

1. **Academic Disqualification:** A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative grade point average of less than 2.0 in all units attempted in each of three consecutive semesters.
2. **Progress Disqualification:** A student who is on progress probation shall be subject to dismissal if the cumulative percentage of units in which the student has been enrolled for which entries of "W", "I," and "NP" are recorded in three consecutive semesters reaches or exceeds 50 percent.

Note: Prior to reinstatement the following semester, the student must complete the Golden West College online Probation/Disqualification Tutorial Workshop and submit the results to the counseling department in order to be cleared to register for classes.

Any student disqualified from a college within the Coast Community College District may be dismissed for a minimum of one semester. A student dismissed from one District college shall not attend another District college during the semester of disqualification.

Reinstatement may be granted, denied, or postponed according to criteria developed by the colleges in coordination with the Vice Chancellor of Educational Services and Technology.

BP 4250: Adopted June 7, 1989 Revised January 16, 1990 Renumbered from CCCD Policy 030-4-5, Fall 2010 Revised December 2, 2013 Revised June 20, 2018 Revised June 19, 2019

ACADEMIC RENEWAL POLICY AND PROCEDURE

This Academic Renewal Policy for Golden West College is issued pursuant to Section 55764 and 55765 of the California Administrative Code (Title 5) regulations and in accordance with Coast District BP 4240. The purpose of this policy is to disregard past substandard academic performance of a student when such work is not reflective of their current demonstrated ability. It is based on the recognition that due to unusual circumstances, or circumstances beyond the control of a student, the past substandard work will negatively affect their academic standing and unnecessarily prolong the rate at which he/she may complete his/her current objectives. Academic renewal is intended to facilitate graduation from a college in the District and/or enable qualified students to transfer to a four-year college or university.

If the specific conditions listed below are met, the colleges in the District may disregard from all consideration associated with the computation of a student's cumulative grade point average (GPA) up to a maximum of 30 semester units of course work taken at any college in the District for graduation or transfer purposes only.

1. The course work to be disregarded is substandard (grades of D or F or NP). If approved, the selected course work shall be disregarded in that semester, except those courses required as a prerequisite or to satisfy a requirement in the student's current declared program of study.
2. A minimum of 15 semester units has been completed at any

regionally accredited college or university with a cumulative GPA of at least 2.0 in all course work subsequent to the course work to be disregarded.

3. At least 12 months have elapsed since the most recent approved request for academic renewal.
4. Academic renewal cannot be reversed once it has been granted.
5. A student may request academic renewal a maximum of two times district-wide during enrollment at the colleges in the District.

All course work will remain legible on the student's permanent record (transcript), ensuring a true and complete academic history. However, students' permanent records will be annotated so that it is readily evident to all users of the records that the units are to be disregarded. This notation will be made at the time that the academic renewal has been approved by the appropriate college office.

If another accredited college has acted to remove previous course work from consideration in computing the GPA, such action shall be honored in terms of its Procedure. However, such units disregarded shall be deducted from the 30 semester units maximum of course work eligible to be disregarded at a college in the District.

Interpretation of the academic renewal Procedure is the responsibility of the appropriate college official who may, for compelling reasons, make exceptions to the stated conditions provided the requirements of Title 5 Section 55044 are observed. All receiving schools may not accept the District's academic renewal Policy and Procedure.

The Admissions and Records and Counseling departments at the colleges in the District are responsible for implementing this Procedure.

STUDENT GRIEVANCE PROCEDURES

All grade grievances will be handled through the student grievance process outlined in the sections below.

However, in general and by law, the instructor is solely responsible for the grades he/she assigns. No instructor may be directed to change a grade except in certain narrow circumstances authorized by Education Code Section 76224(a), "When grades are given for any course of instruction taught in a community college, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final."

For the purposes of this Article, grades may only be reviewed within the following narrow context, subject to ratification by student government organizations:

1. **Mistake:** an unintentional act, omission or error by the instructor or the college.
2. **Fraud:** a deception deliberately practiced in order to secure unfair or unlawful gain. Fraud may exist when a grade is based upon some sort of dishonest activity, for example, selling grades.
3. **Bad Faith:** an intent to deceive or to act in a manner contrary to law and/or a grade assigned because of a student's protected characteristics as defined in Education Code Section 66270. If, pursuant to the discrimination and harassment complaint procedure, as delineated in Title 5, California Code of Regulations, Section 59300, it is determined that a grade was the result of discrimination or harassment, the grade may be changed as a remedy for the discrimination or harassment.

4. **Incompetence:** a lack of ability, legal qualification, or fitness to discharge a required duty. A student may claim incompetency when he or she has evidence that the instructor has an impaired ability or fitness (due to accident or illness) to adequately judge the student's performance.

The Federation and the District understand that the applicability and enforcement of the Student Grade Grievance Process, as outlined herein, may be subject to challenge or modification by students pursuant to state or federal law.

Section 15.7. Student Grievance Process

Stage One – Informal Problem Resolution

When a student has a complaint about a Faculty Member, the student should be encouraged to make every effort to meet with the Faculty Member to resolve the complaint. If the student is unable to meet with the Faculty Member, the student is encouraged to use the services of a campus advisor for this meeting or at any point during the informal resolution level or the formal grievance stage of the process. If a satisfactory resolution is not achieved with the Faculty Member, the student may proceed to the Faculty Member's immediate supervisor to resolve the issue. The immediate supervisor is usually the Division Dean.

The supervisor will discuss the issue with the student(s) and the Faculty Member involved, either individually or collectively, in an effort to resolve the issue. The supervisor may proceed with any investigatory meeting with the Faculty Member if there is a basis for a legitimate complaint, as mentioned in Section 3 of this article. Where the information gathered could lead to disciplinary action or letter of reprimand being issued, the supervisor

will proceed in any investigatory meeting with the Faculty Member only after he/she follows the Expanded Weingarten Rights Procedure set forth in Section 2 of this article.

If the complaint cannot be mutually resolved at the informal problem resolution level, then the student may file a formal written grievance by completing the Student Grievance Form and filing it with the College Grievance Officer within the limitations period.

Stage Two – Administrative Review of the Formal Complaint

Upon receipt of the written and signed Student Grievance Form, the College Grievance Officer shall promptly forward a copy to the person against whom the complaint has been lodged and the Faculty Member's supervisor. Upon receipt of the formal complaint, the College Grievance Officer will screen out false or unfounded allegations and allegations not meeting the criteria set in Section 15.6.3 of this Article. Reasonable attempts will be made to contact the parties concerned, either individually or collectively, in order to resolve the issue. The College Grievance Officer may proceed with any investigatory meeting with the Faculty Member if there is a basis for a legitimate complaint, as mentioned in Section 15.6.3 of this Article.

Where the information gathered could lead to disciplinary action or letter of reprimand being issued, the supervisor will proceed in any investigatory meeting only after he/she follows the Expanded Weingarten Rights Procedure set forth in Section 2 of this article. This does not apply if, in a previous interview involving the same issue, the supervisor had already obtained a completed and signed Expanded Weingarten Notice from the Faculty Member.

Within twenty-five (25) working days, the College Grievance Officer shall make a good faith effort to return a written decision to the student who filed the grievance, indicating the resolution with any recommended action, and a copy of this decision shall be given to the Faculty Member.

The College Grievance Officer may recommend any one of the following actions:

1. That no future action is necessary nor will the complaint prejudice in any way the individual's employment status as a member of the college staff.
2. That there be some type of action or remediation. In such case, the written documentation and recommendation, if any, will be forwarded to the person deemed appropriate for the consideration and/or implementation of the remedy. The District shall not place the Grievance Officer's documentation or recommendation in the Faculty Member's personnel file unless disciplinary action is taken or a letter of reprimand is issued.

Stage Three – Appeal of Findings

When students appeal a finding that favors the Faculty Member, the Faculty Member will be provided timely notice of the appeal and of the Faculty Member's right to a union representative if follow-up meetings or hearings require the Faculty Member's participation.

If there is an investigative finding that leads a supervisor to pursue corrective action, the Faculty Member shall be afforded the opportunity to appeal the corrective action to the appropriate Vice President. If the Vice President upholds the recommended corrective action, the Faculty Member may appeal to the President of the College,

subsequently, the Vice Chancellor of Human Resources, and ultimately the Chancellor. Section 2 and Section 3 (subsections C and D) will apply. In the event of a recommendation to discipline a Faculty Member, the Faculty Member will have rights as outlined in Section 4.

The Federation and District understand that the applicability and enforceability of the Student Grievance Process, as outlined herein, may be subject to the challenge or modification by students pursuant to state or federal law.

Golden West Grade-Change Policy

If the Grade Grievance Officer determines that a grade-change may be warranted, a grade-grievance panel will be convened.

The Vice President of Instruction will convene an appropriate panel, which includes a faculty member from the appropriate academic division. If the instructor of record or the student wish to appear before the panel, they will be given at least a week to prepare for the meeting. A good-faith effort will be made to decide the case within twenty-five (25) days.

If the panel recommends a grade change, the panel's division faculty member will submit a grade-change form to the Director of Admissions and Records.

Technical Departures from this Policy

Technical departures from this procedure and errors in their applications shall not be grounds to void the college's right to make and uphold its determination unless, in the opinion of the chancellor, or designee, the technical departure or error prevented a fair determination of the issue.

NON-DISCRIMINATION POLICY BP/AP 3410

The Coast Community College District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities. The District does not discriminate unlawfully in providing educational or employment opportunities to any person on the basis of race or ethnicity, gender, gender identity, gender expression, religion, age, national origin, sexual orientation, marital status, medical condition, pregnancy, physical or mental disability, military or veteran status, or genetic information or because they are perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

Golden West College is committed to ensuring that persons with disabilities have access to all college programs and services and will make reasonable accommodations to ensure that access. Any person with a documented disability who believes that they have been discriminated against on the basis of that disability should contact the Director of the Disabled Students Programs and Services at (714) 895-8721 or the campus 504 Coordinator at (714) 895-8781.

DISCRIMINATION AND SEXUAL HARASSMENT BP/AP 3430 AND AP 3435

The District is committed to providing an academic and business environment free of unlawful harassment. This procedure defines sexual harassment and other forms of harassment on campus, and sets forth a procedure for the investigation and resolution of complaints of harassment by or against any staff or faculty member or student within the District. Since failure to report harassment and discrimination impedes the District's ability to stop

the behavior, the District encourages anyone who believes they are being harassed or discriminated against, to file a complaint. The District encourages the filing of such complaints within 30 days of the alleged incident. The complaint shall be filed by one who alleges that they have personally suffered unlawful discrimination or by one who has learned of such unlawful discrimination in their official capacity as a faculty member or administrator. The complaint shall be filed with the State Chancellor or with the Chief Human Resources Officer designated to receive such complaints.

SEXUAL MISCONDUCT BP/ AP 5910 TITLE IX

The Coast Community College District recognizes that sexual assault is a serious issue, and will not tolerate acts of sexual assault on District property or at District-sponsored activities. The District will investigate all allegations of sexual assault that occur on District property or at sponsored activities and take appropriate criminal, disciplinary or legal action, with prior consent of the victim.

If a student feels they are being sexually harassed or that they have been a victim of sexual misconduct, they may submit a complaint online or contact the Title IX Coordinator, Carla Martinez, at (714) 895-8781. Visit the Title IX/Sexual Misconduct web page at www.goldenwestcollege.edu/titleix/ to make a report or for more information about Title IX/Sexual Misconduct.

FAMILY RIGHTS AND PRIVACY

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. The rights include:

1. The right to inspect and review the student's education records within 45 days of the day Golden

West College receives a request for access. Students should submit to the Director of Admissions and Records or appropriate official, written requests that identify the record(s) they wish to inspect. The Golden West College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Golden West College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate.

Students may ask Golden West College to amend a record that they believe is inaccurate. They should write the College official responsible for the records, clearly identify the part of the record they want changed, and specify why it is inaccurate.

If Golden West College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is

disclosure to school officials with legitimate educational interests.

A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

School officials may disclose any and all educational records, including disciplinary records, to another institution at which the student seeks or intends to enroll without the prior consent of the student.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Golden West College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Directory Information

Student's directory information is released only upon approval of the Director of Admissions & Records. Students may request in writing to the Director of Admissions & Records

or his/her designee, that directory information not be released.

Directory information includes one or more of the following: student's name, birthdate, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, number of units of enrollment, and degrees and awards received.

Golden West College maintains in Admissions & Records the following student record information:

1. Demographic data supplied to the college by the student through the enrollment process
2. Transcripts of high school work if supplied by the student
3. Transcripts of college work
4. Semester class enrollment data

Additional information maintained in other offices on some students may include:

5. Financial Aid and EOP/S application information on students who have applied for either program
6. Work Experience records on students who have taken work experience courses within the past three years
7. An application file on students who have applied to the Health Professions programs within the year
8. Instructor evaluations for students enrolled in Health Professions programs
9. Instructor evaluations for students enrolled in Criminal Justice Academy courses
10. Records maintained of students who have been disciplined
11. Medical records on students who have filed a medical inventory

form or who have made use of the health services

Students may review the information contained in items 1-11. For items 1-5, a letter requesting review should be directed to Admissions & Records. Requests for review of information contained in item 6 may be made to the Vice President of Student Services and information in item 7 may be reviewed by arrangement with the office of Work Experience. Inquiries regarding information contained in items 8, 9, and 10 are to be directed to the Director of Admissions & Records, the Dean of Students, the Dean of Health Professions Programs, and the Dean of the Criminal Justice Program, respectively. All requests for review will be honored within 15 days. Medical records are not available to the student. However, the student may request review of the records by his/her physician or appropriate professional of his/her choice. Students may challenge the contents of any records by notifying the administrator associated with the records in question. If the issue is not resolved at that level, the student may use the student grievance procedure.

FREE SPEECH POLICY – BP/AP 3900

The District's students, employees, and members of the public shall be permitted to exercise their rights of free expression subject to reasonable time, place, and manner policy contained in Board Policy and Administrative Procedure 3900.

The students and employees of the District and members of the public shall be permitted to exercise their constitutional rights of free speech and free expression subject to reasonable time, place, and manner restrictions contained therein. The District takes no stance on the content of protected speech.

The areas open to the exercise of free speech are the open areas on each campus with the exception of classrooms, labs, lecture halls, offices, and other areas that the colleges or the District use to conduct business. Free speech, as part of scheduled instructional activities or in the course of conducting District business, can be exercised in any space on each campus or the District.

No illegal activities nor activities that disrupt or may lead to disruption of the safe and orderly operations of the Colleges or the District Office will be permitted.

If an individual or a group wants to use campus or District facilities, other than the open areas noted above, arrangements must be made with the College or the District at least 72 hours in advance, not counting weekends and holidays.

No person on District property or at official District functions may:

- Block entrances to or otherwise interfere with the free flow of traffic into or out of campus buildings;
- Block any street, roadway, crosswalk, driveway, parking structure, or parking lot and its entrance or exit, or otherwise obstruct the free flow of pedestrian or vehicular traffic unless authorized to do so;
- Urinate or defecate in any place on District property other than a designated restroom or other facility designated for the sanitary disposal of human waste;
- Participate in a disturbance of the peace or unlawful assembly;
- Use, possess, sell, or manufacture illegal drugs, tobacco, or any products containing tobacco, and marijuana or any products

containing marijuana or any of its byproducts;

- Fail to comply with the lawful directions of a District employee acting in the performance of his or her duties;
- Rummage through or remove any discarded item from any waste can, trash can, dumpster, recycling container, or any designated District waste or recycling center without authorization;
- Engage in the theft, destruction, or other misuse of District property or equipment;
- Have any open fire or torch anywhere on District property, unless, and only to the extent, specifically authorized and limited by the District.

Amplification Requirements and Restrictions

The following requirements and restrictions are in place to respect the integrity of the educational process and to prevent the disruption of the educational environment and operations of the Colleges. The following apply to the use of amplification equipment:

- Amplification is not permitted during the final week of each term or during any examination period.
- The amplification setting where music is used shall not include any excessive bass settings. Excessive bass in music amplification causes sound reverberation which disrupts the Colleges' mission, and is prohibited.
- Under no circumstances may there be joint amplification systems or more than one amplification system in use in the same general area except as set forth herein.
- Individuals or groups may bring their own amplification system or

unit, and need to ensure safe and proper installation and utilization. The District has no responsibility to supply or provide extension cords, electricity, or amplifiers to those supplying their own amplification.

Posting of Material

The provisions of this section are intended to be viewpoint neutral and no posting may be removed based on viewpoint. Further, no posting may be removed based on content, except any posting that (a) references illegal substances; (b) is obscene; (c) is defamatory, or (d) incites students to create a clear and present danger of the commission of unlawful acts on District premises, the violation of lawful District regulations, or the substantial disruption of the orderly operation of the District. Any posting which is obscene or incites students to create a clear and present danger of the commission of unlawful acts may be removed by the President or Chancellor or designee.

In order to ensure that all written postings abide by this Procedure, the following requirements and restrictions apply:

1. Written postings in languages other than English must be accompanied by an English translation. All general posting areas are cleared weekly each Friday. Items that have expired or are not dated will be removed.
2. In order to accommodate multiple users of limited space, no more than one commercial or non-commercial handbill, circular, or advertisement may be posted by any person or organization concerning the same subject matter in any one posting area. The size of the commercial or non-commercial handbill, circular,

or advertisement shall not exceed 120 square inches.

3. A commercial or non-commercial handbill, circular, or advertisement may be posted only in approved areas that are designated public usage areas as follows:

General Purpose Posting Locations

- Bulletin Boards and kiosks marked "General Purpose" are available for posting by any person;
- For Coastline Community College, the posting locations shall be the bulletin boards labeled as "free speech" boards within the Coastline Community College Center, the Garden Grove Center, Westminster Center, and Newport Beach.

Specific Use Posting Locations

- All Bulletin Boards not marked "General Purpose" are reserved for official College uses such as posting of grades, job offers, and scholarship information where only those items may be posted by designated employees.

Distribution of Handbills, Circulars, or Advertisements

In addition to the limitations imposed upon the posting of commercial or non-commercial handbills, circulars, or advertisements, such materials may be similarly limited from distribution on District property. Prior approval for distribution of commercial or non-commercial handbills, circulars, or advertisements is required except as specified below.

Areas where commercial or non-commercial handbills, circulars, or advertisements may be distributed:

- Outside of any District building where such distribution does not block any sidewalk or create an obstruction to unrestricted access;

- Along the walkways adjacent to the parking lots.

No handbills may be distributed within the parking lots without the written consent of the Associated Student's Office or the College President, or the Chancellor for the District Office location. No handbills or advertisements can be placed on cars parked on district property. All persons distributing handbills or advertisements are responsible for removing all debris caused by the distribution of same and should do so in a manner that does not disrupt the flow of pedestrian or vehicular traffic.

Commercial or non-commercial handbills, circulars, or advertisements may not be distributed inside any buildings including classrooms (except as may be distributed by faculty members in their classroom for educational purposes related to the course).

Litter Removal

In the event that litter is created by the distribution of commercial or non-commercial handbills, circulars, or advertisements, the distributor is expected to remove any litter from the immediate area and throw out any discarded materials that may be on the ground or visible within the area of distribution. In the event that a distributor does not remove litter, the District reserves the right to charge the distributor a reasonable fee for costs incurred in litter removal.

Obscene, Defamatory, or Materials that Incite

Nothing in this Procedure shall be deemed to permit the distribution of material that is obscene, defamatory, or incites students as to create a clear and present danger of the commission of unlawful acts on District property or at a District event, the violation of law, Policy, or Procedure, or the substantial

disruption of the orderly operation of the College or the District.

Copyrighted Material and Trademarks

The District disclaims any responsibility for any alleged violation of copyright trademark, or service mark laws in regard to any material that is set forth in any writing that is posted or distributed on its property by persons who are not District employees. Persons utilizing District facilities are advised not to violate copyright, or trademark laws as it may expose the user to liability.

Advertisement

The advertisement of the following is prohibited:

- Alcoholic beverages
- Tobacco products
- Guns or firearms of any kind
- Illegal substances as identified by the federal government, or by the State of California
- Explosive material of any kind

Admission Fee or Charge

No person or entity that intends to use District facilities may charge any person who is invited or seeks to attend the event or usage an admission charge or any other charge for any entrance fee or any use fee, with the following exception:

A non-profit organization may charge for entrance or admission to:

- Cover the cost of the event or use including for example, the cost of referees, judges, equipment, etc., in regards to any supervised recreational use of District property
- Cover the cost of the event or use including for example, the cost

of travel, equipment, handouts, in regard to use of District Property

- Hold a fund raising event to support the organization

Ratified December 11, 2013

Revised March 21, 2018

ALCOHOL, DRUG ABUSE INFORMATION AND UNAUTHORIZED WEAPONS

Statement of Philosophy and Purpose

It is the intention of the Coast Community College District to provide a drug-free environment that maximizes academic achievement and personal growth. The District recognizes that alcohol and other drug use or abuse pose a significant threat to the health, safety and well-being of the user and the people around them. Substance abuse also interferes with academic, co-curricular, and extra-curricular interests and can lead to health, personal, social, economic and legal problems.

Information

GWC offers several classes which offer education on alcohol and drug abuse:

College G100 Student Success

Criminal Justice G107 Drugs, Health and Society

Health Ed G100 Health Education

Health Ed G107 Drugs, Health and Society

P.E. G103 Exercise for Healthy Living

Psychology G100 Introduction to Psychology

Psychology G160 Human Growth & Development

Psychology G250 Psychobiology

Drug and Alcohol Counseling Resources

GWC's Student Health Center offers professional evaluation and referrals for drug and alcohol treatment for students by appointment. Call (714) 895-8379.

The County of Orange Health Care Agency, Drug and Alcohol Services, offers therapy and counseling. The office for this area is 14140 Beach Blvd., Suite 200, Westminster, CA 92683, (714) 896-7574 TDD (714) 896-7512.

Alcoholics Anonymous:
(714) 556-4555 or www.oc-aa.org. Call for meeting times and site information.

Narcotics Anonymous:
(714) 590-2388

The Student Health Center also provides information and referrals to other community resources and support groups. Interested students may come to the health center to consult with a college health nurse.

STATE LAWS AND COLLEGE POLICY

State laws and the College Code of Conduct specifically prohibit the use and possession, distribution or sale of drugs or alcohol on college property or any college sponsored activity or event. These rules describe the penalties and disciplinary actions when violations occur. Information on laws and the Code of Conduct are available at Student Health Center.

The Coast Community College District policy prohibits all use of alcohol and illicit drugs on District property or in District vehicles regardless of location. Furthermore, the use of all tobacco products is prohibited in all District buildings and vehicles.

UNAUTHORIZED WEAPONS

Unless otherwise authorized by the President of the college or California

law, possession of weapons is a violation of the Student Code of Conduct (AP 5500). Weapon means any instrument or weapon, the use of which is likely to cause bodily injury, including, but not limited to, a blackjack, sling shot, Billy club, sand club, sandbag, metal knuckles, any dirk, dagger, bow and arrow, switchblade knife, pistol, revolver, or any other firearm, any knife having a blade longer than 2 ½ inches, any razor with an unguarded blade, any metal pipe or bar used or intended to be used as a club or any instrument used in an assault or attempted assault on another person.

California law now requires that concealed weapons license holders obtain prior written permission from the college President or Chief of Police before carrying firearms or ammunition onto college and university campuses, unless the unloaded firearm or ammunition is kept in a locked container or within the locked trunk of a motor vehicle.

PARKING

Golden West College maintains a Public Safety Department with personnel available 24 hours a day. A person may report any criminal action or emergency at any time – day or night – by calling (714) 895-8924 or for emergencies (714) 895-8999 or 911. Campus "blue phones" located throughout the interior of the campus and throughout our parking lots (see map on Public Safety website www.goldenwestcollege.edu/public-safety) may also be used to contact the Public Safety Department. The Public Safety Department is located between the nursing and the new Math & Science building & STEM Center. Office hours are 8:00 a.m. to 5:00 p.m. Monday thru Friday.

PARKING AND TRAFFIC RULES AND REGULATIONS

By authority of California Vehicle Code Section 21113, the following parking and traffic rules and regulations have been adopted to facilitate vehicular movement and parking and provide for the safety of all persons using the community college campus. These parking and traffic rules and regulations will be in effect 24 hours a day.

Enforcement

Authorization is granted to the college Public Safety Department to issue parking citations within the confines of the campus. Citations will be issued for violation of the Parking Regulations as outlined below. Automatic penalties will be assessed on all fines not paid prior to the specified due date.

All authorized permit parking areas will be enforced Monday through Thursday 7:00 a.m. to 10:00 p.m. and Friday 7:00 a.m. to 5:00 p.m.

Parking Regulations and Recommended Bail

Section 208 No person shall sleep in or remain overnight in any vehicle on campus. No vehicle shall be parked overnight on campus (midnight to 6:00 a.m.) without permission from Public Safety Department. \$35.00

Section 401 No parking is allowed in any area that does not have a clearly marked stall, except designated dirt lots. \$35.00

Section 402 Vehicles parking within a stall shall not overlap the lines that designate the stall. \$35.00

Section 403 No persons shall park or leave standing a vehicle on any walkway, landscaped area, driveway, road or field without prior approval of the Public Safety Department. \$35.00

Section 404 No person shall park or leave standing a vehicle not a

motorcycle nor moped in an area designated for motorcycles only. \$35.00

Section 405 No vehicle shall be parked backwards in diagonal parking stalls. \$35.00

Section 406 No person shall park or leave standing a motor vehicle blocking traffic lanes on any campus roadway or parking lot. \$40.00

Section 407 When signs or marking (such as red curbs) prohibiting and/or limiting parking are erected or placed upon any street, road, or area, no person shall park or leave standing any vehicle upon such street, road, or area in violation of any such sign or marking. Red Zone \$40.00

Section 409 No person shall park in any area marked in blue and identified as "Handicapped Parking" unless a handicapped placard/license plate issued by DMV is displayed inside the vehicle. \$250.00

Section 410 No person shall park in an area posted or marked "Staff Parking" unless a valid staff parking permit is properly displayed. \$35.00

Section 411 No person shall park any vehicle in any fashion so as to create a traffic hazard. \$40.00

Section 412 No person shall park on campus in a designated permit area without a current, valid parking permit properly displayed either on the left rear bumper or suspended from the rear view mirror; on the dashboard or inside lower left windshield. Motorcycles/mopeds shall have the permit affixed to the left front fork. \$35.00

Stolen/Forged/altered/mutilated permit \$40.00

Section 413 Vehicles parking in metered stalls must pay for use of the stall as indicated on the meter. Display

of a campus parking permit does not preclude payment of meter fees. \$35.00

Abandoned Vehicles

Section 501 No person shall abandon or leave standing any vehicle or motorized cycle on the campus in excess of 96 hours. All such vehicles will be stored under authority of Section 2265 8 (a) of the California Vehicle Code.

Section 502 Any person who abandons a vehicle or motorized cycle on campus or violates campus regulations that require towing of such vehicle will be responsible for payment of all towing and storage charges.

GWC SMOKE-FREE CAMPUS POLICY

Golden West College is a Smoke-Free Campus. Smoking is permitted in campus parking lots but prohibited in all college buildings, vehicles, indoor and outdoor facilities, interior bus stops, designated campus entrances, and all open areas. All smoking materials including cigarettes, e-cigarettes, cigars, pipes, and other apparatus used to smoke organic and non-organic materials must be extinguished and/or properly disposed of in the ash receptacles located in the parking lots before entering our smoke-free campus.

COMPUTER AND ELECTRONIC RESOURCES

BP 3720 Computer and Network Use

References:

Education Code Section 70902;
Government Code Section 3543.1(b);
Penal Code Section 502;
Cal. Const., Art. I Section 1;
17 U.S. Code Sections 101 et seq.

The District owns, leases, and/or operates a variety of computer and communication systems, including but not limited to, voicemail, electronic mail (e-mail), telephone, and access to the internet, which are provided for the use of District faculty, administrators, staff, and students in support of the programs of the colleges and District. Hereinafter, this system and all of its component parts shall be referred to as the "District Network." This network establishes a communications platform that often substitutes for in-person meetings regarding District business.

Employees and students who use the District Network and the information it contains, and related resources, have a responsibility not to abuse those resources and to respect the rights of others. The Chancellor shall establish a Procedure that provide guidelines to students and staff for the appropriate use of the District Network and information technologies. The Procedure shall include provisions that users must respect software copyrights and licenses, respect the integrity of computer-based information resources, refrain from seeking to gain unauthorized access, and respect the rights of other computer users.

Students who do not observe the requirements of this Policy may be in violation of the Student Code of Conduct and subject to student discipline. Employees who do not observe the requirements of this Policy may be subject to disciplinary action up to and including termination.

Adopted January 19, 2005
Revised February 20, 2008
Replaces CCCD Policy 050-1-6.2,
Spring 2011
Revised March 21, 2018

AP 3720 Computer and Network Use

References:

Education Code Section 7054;
17 U.S. Code Sections 101 et seq;
18 U.S. Code Section 2520
Penal Code Section 502, Cal. Const.,
Art. I Section 1;
Government Code Section
3543.1 (b);
Government Code Section 8314;
BP/AP 3710 Securing of Copyright
BP/AP 3750 Use of Copyrighted
Material

This Procedure applies to all members of the District community using the District Network including faculty, administrators, staff, students, independent contractors, and authorized guests. The Procedure covers the use of all District computer equipment and communication systems in computer labs, classrooms, offices, and libraries, and the use of the District equipment, servers, systems, and networks from any location. If any provision of this Procedure is found to be legally invalid, it shall not affect the other provisions of this Procedure as long as they can be effective without the invalid provision.

Ownership Rights

This Procedure is based upon and shall be interpreted according to the following fundamental principle: the entire District Network, including all hardware and software components with it, is the sole property of the District which sets the terms and conditions of its use consistent with the law. Except as provided in Board Policies, Administrative Procedures, or collective bargaining agreements pertaining to intellectual property rights, employees and students have no rights of ownership to these systems or to the information they contain by virtue of their use of all or any portion of the District Network.

Privacy Interests

The District recognizes the privacy interests of faculty and staff and their rights to freedom of speech,

participatory governance, and academic freedom, as well as their rights to engage in protected union and concerted activity. However, both the nature of electronic communication and the public character of the District's business make electronic communication less private than many users anticipate, and may be subject to public disclosure. In addition, the District Network can be subject to authorized and unauthorized access by both internal and external users. For these reasons, there are no online activities or services that guarantee an absolute right of privacy, and therefore, the District Network is not to be relied upon as confidential or private. Nonetheless, the District seeks to afford email communications privacy protections comparable to those it traditionally affords paper mail and fax communications, consistent with state and federal laws. The District will also provide voice mail protection to the extent required by the Federal Wiretap Act.

District's Rights

System administrators may access user files or suspend service that they manage without notice only: (1) to protect the integrity of computer systems; (2) under time-dependent, critical operational circumstances; (3) as required by and consistent with the law; or (4) where evidence exists that violations of law or Board Policies or Administrative Procedures have occurred. For example, system administrators, following District guidelines, may access or examine individual files or accounts based on evidence that they have been corrupted or damaged or subject to unauthorized use or misuse. In such cases of access without notice, data or information acquired may be used to initiate or extend an investigation related to the initial cause or as required by law or Board Policy or

Administrative Procedure and/or to protect system integrity.

User access to any aspect of the District enterprise resource planning ("ERP") system or other District applications containing personally identifiable information ("PII") or protected health information (PHI), or any other student or employee information protected by state or federal law, shall be granted upon the successful completion of the Department of Justice ("DOJ") Live Scan background check.

User Rights

Although the District monitors electronic usage as part of its normal network operating procedures, the District does not routinely inspect or monitor users' computer hardware or files, email, and/or telephone message system, nor disclose information that is created or stored in such media without the user's consent. The District shall attempt to notify users before accessing computer hardware and files or prior to suspending service. In the event that the District acts without user consent, under its District's Rights specified above, the District shall do so with the least perusal of contents and the least action necessary to resolve the immediate situation. When the District accesses files without user consent, it shall notify the user as soon as practical of its access and provide the reason for its action.

User Responsibilities

The District recognizes that computers and networks can provide access to resources on and off campus, as well as the ability to communicate with other users worldwide. Such open access is a privilege and requires that individual users act responsibly. Users must respect the rights of other users, respect the integrity of the systems and related physical resources, and observe

all relevant laws, regulations, policies, procedures, and contractual obligations.

For District employees, the intended uses of the District Network are those which are reasonable and necessary for the pursuit of job duties; for students, the intended uses are those which are reasonable and necessary for the pursuit of instructional or other authorized activities.

Although personal use is not an intended use, the District recognizes that the District Network will be used for incidental personal activities provided that such use is within reason and provided that such usage is ordinarily on an employee's own time, is occasional, and does not interfere with or burden the District's operation, and is not otherwise contrary to Board Policies or Administrative Procedures.

"Unauthorized uses" include prohibited uses and any other use for a prohibited purpose, including illegal activities, messages which may constitute discrimination or harassment under state or federal law or anything that interferes with the intended use.

All users of the District Network must read, understand, and comply with this Procedure as well as any additional guidelines established by the District. Such guidelines will be reviewed by the District and may become subject to Board approval as a Board Policy or Administrative Procedure. By using any part of the District Network, users agree that they will comply with this Procedure.

Enforcement of the Procedure

The Chancellor or designee will enforce applicable federal and state laws, Board Policies and Administrative Procedures, including not only those laws and regulations that are specific to computers and networks but also those that apply generally to personal conduct. Violations of this Procedure will be dealt with in the same manner

as violations of other Board Policies or Administrative Procedures or standards of behavior and may result in disciplinary action, subject to applicable due process requirements. Such violations may be subject to appropriate personnel action and/or criminal investigation.

Users who believe this Procedure has been misinterpreted or misapplied may file a complaint in accordance with the Complaint Procedures noted below.

Students who do not observe the requirements of this Procedure may be in violation of the Student Code of Conduct and subject to student discipline. Employees who do not observe the requirements of this Procedure may be subject to disciplinary action up to and including termination.

This Administrative Procedure shall be distributed to all new and existing employees. Nothing in this Procedure should be construed to interfere with First Amendment rights or with the academic freedom of faculty.

The District is responsible for making this Procedure readily accessible to all users prior to their use of the District Network. Abuse of computing, networking, or information resources contained in or part of the District Network may result in the loss of access to the District Network. Additionally, abuse can be prosecuted under applicable laws. Users may be held accountable for their conduct under any applicable Board Policies, Administrative Procedures, state and federal laws, or collective bargaining agreements. Complaints alleging abuse of the District Network will be directed to those responsible for taking appropriate disciplinary action. Illegal reproduction of material protected by U.S. Copyright Law is subject to civil damages and criminal penalties including fines and imprisonment.

Examples of behaviors constituting abuse which violate this Procedure

include, but are not limited to, the following activities:

System abuse

- Using a computer account that one is not authorized to use.
- Obtaining a password for a computer or application or system account that one is not authorized to have.
- Using the District Network to gain unauthorized access to any information technology systems.
- Knowingly performing an act which will interfere with the normal operation of applications, systems, computers, terminals, peripherals, or networks.
- Knowingly running or installing on any system or network, a program intended to take control of the computer(s) or systems, or giving to another user, a program intended to damage or to place excessive load on a system or network. This includes but is not limited to programs known as computer viruses, Trojan horses, zombie software, and worms.
- Knowingly or carelessly allowing someone else to use your account.
- Forging e-mail messages.
- Forwarding email specifically marked as confidential.
- Attempting to circumvent data protection schemes or uncover or exploit security loopholes.
- Masking the identity of an account or machine.
- Deliberately wasting computing resources by file sharing schemes, participating in e-mail chains, spamming, and/or excessive bandwidth usage.
- Intentionally accessing, downloading, displaying, uploading, or transmitting obscenity, as legally defined.

- Attempting without District authorization to monitor or tamper with another user's electronic communications, or changing, or deleting another user's files or software without the explicit permission of the owner, or any activity which is illegal.
- Personal use which is excessive or which interferes with the user's or others' performance of job duties, or otherwise burdens the intended use of the Network.
- Using the District Network for online gambling.
- Using the District Network for political purposes as set forth in Education Code Section 7054.

Harassment

- Using the District Network, including telephone, e-mail, or voice mail to harass or threaten others.
- Knowingly downloading, displaying or transmitting by use of the District Network, communications, pictures, drawings or depictions that do not constitute proper exercise of academic freedom or constitutionally protected free speech or expression which contain ethnic slurs, racial epithets, or anything that may be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religious or political belief.
- Knowingly downloading, displaying, or transmitting by use of the District Network sexually explicit images, messages, pictures, or cartoons which have the clear purpose of harassment or have been identified as harassment as the result of a formal investigation into the matter.
- Knowingly downloading, displaying or transmitting by use of the District Network

sexually harassing images or text that do not constitute proper exercise of academic freedom or constitutionally protected free speech or expression which in a public computer facility, or location that can potentially be in view of other individuals.

- Using the District Network to publish defamatory information about another person.

Commercial use

Using the District Network for any commercial activity, other than incidental or traditional commercial use, without written authorization from the District. "Commercial activity" means for financial remuneration or designed to lead to financial remuneration. Examples of "incidental or traditional commercial use" include but are not limited to:

- Electronic communication between an instructor who is an author of a textbook and her/his publisher.
- Electronic communication by a staff member who uses the District Network to communicate regarding a presentation at an educational conference or workshop, for which that staff member might receive an honorarium.
- Electronic use by a student of the District Network to seek a part-time or full-time job or career related to the student's field of study, or to assist her/him in applying for such work.
- Electronic communication by a staff member to inform a colleague about his/her child's candy bar fundraising sale for the child's school.
- Using electronic resources to research and/or purchase supplies, equipment, or other items required for campus, District, or student use.

Copyright

Violating terms of applicable software licensing agreements or copyright laws.

Publishing copyrighted material without the consent of the owner on District websites in violation of copyright laws.

Downloading of unlicensed or copyrighted movies or music for other than legally authorized uses or uses authorized by the District.

Illegally downloading the “codes” to copyrighted material even if the software in question is not downloaded.

Exceptions

The interaction of a user’s personal computing equipment, connected to the District Network, is subject to this Procedure. Contents of a user’s personal computing equipment are subject to search by the District only by legal warrant.

There may be times when a District employee may be exempted from certain provisions of this Procedure in order to perform their duties or assignments that are an established part of their job.

Should an employee be directed by a supervisor to perform an activity that they believe may be in violation of this Procedure, or if they are given a directive which inhibits the employee in performing his/her duties or assignments, the employee may request that the directive and/or permission for exception be put in writing and signed by the supervisor.

Activities by technical staff as authorized by appropriate District or college officials that take action for security, enforcement, technical support, troubleshooting, or performance testing purposes will not be considered abuse of the Network.

Although personal use is not an intended use, the District recognizes that the Network will be used for

incidental personal activities and will take no disciplinary action provided that such use is within reason and provided that such usage is ordinarily on an employee’s own time, is occasional and does not interfere with or burden the District’s resources. Likewise, the District will not purposefully surveil or punish use of the network for union business-related communication between employees and their unions.

Complaints by Employees or Students Regarding Enforcement of this Procedure

An employee who asserts that the District or District personnel have violated this Procedure may file a complaint. A student who asserts that the District or District personnel have violated this Procedure may file a complaint pursuant to the College’s student complaint process.

Ratified March 21, 2018

Higher Education Opportunity Act of 2008 (HEOA) Notification

It is the Coast Community College District’s intent to fully conform to the requirements of section 668.14 of the Higher Education Opportunity Act of 2008 (HEOA), commonly known as the Peer-to-Peer provision. The District maintains Policies and Procedures necessary to ensure that copyright violations and improper computer use are prohibited within the District and its colleges, and that Student users face possible disciplinary consequences for such unlawful use.

The District requires that each new user, including students, to affirmatively confirm, by use of a dialogue box at the time of log-in, that the user has reviewed the District’s applicable policies and the District’s HEOA Compliance Plan concerning peer-to-peer file sharing and copyright responsibilities as a necessary step

for their logging onto District or its colleges’ computer networks.

Peer-To-Peer (P2P) File Sharing Can Infringe Copyright Laws

Unauthorized use of, or distribution of copyright protected materials, including the use of Peer-to-Peer (P2P) software to distribute such protected materials, may be actionable in both criminal and civil courts, if a court determines that users have infringed on copyright protections. Copyright protections may be infringed through the practice of copying and distributing protected work without permission of the owner. If you use P2P software to infringe copyright, you may liable civilly and/or criminally for copyright infringement. There are significant economic and criminal penalties associated with copyright infringement actions.

Copyright infringement constitutes a severe violation of District policy and may subject the violator to the student disciplinary process. The student disciplinary actions that the District could take against student users are described in the Coast Community College District’s Student Code of Conduct. Please note that any disciplinary action taken against a student user by District under District policy does not prevent the content owner, or law enforcement from initiating a criminal or civil proceeding against the student. A content owner may bring an infringement claim, and by law would be entitled to a minimum of \$750 for each infringement; if intent to infringe copyright is demonstrated, statutory damages may go as high as \$150,000 per infringement.

Copyright infringements and unauthorized Peer-to-Peer (P2P) Activities will subject District Students to Discipline under the District’s Student Code of Conduct.

Intentional file sharing of material when the student user does not have the copyright holder’s permission is a violation of the District’s Computer

Use Policy. Such a violation subjects the student user to the District's Student Code of Conduct disciplinary process. District Policies and Student Disciplinary Procedures serve to protect the District, its Colleges, and other students from harm for the conduct of individual violators.

Users of file sharing programs should be aware of the criminal, civil, and student discipline liabilities that they create for themselves by using such programs on the District's or its Colleges' computer networks.

STUDENT AND STAFF EMAIL

As a form of communication, most email is not secure in the same manner as mail processed by the United States Postal Service and/or other primary carriers. Because of this fact, there should be no expectation of privacy. While the college takes precautions to protect the privacy of your email address as well as your email correspondence, privacy cannot be assured. A good rule to follow when using email, in general, is to treat email correspondence similar to a post card instead of sealed envelope. Because of the manner in which email can be forwarded, it may easily become public information. As a public agency the college may be obligated to release copies of this type of correspondence based on provisions in the Freedom of Information Act and/or a related court order to provide certain records.

COURSEWORK AND COMPUTERS

Increasingly instructors and publishers are utilizing various forms of mediated instruction, assignments and or testing methodologies which require the use of a computer with Internet access as well as CD-ROM capabilities. The college provides a number of different ways for students to complete these types of mediated assignments. Frequently, students who have access to the Internet and computers with the

necessary equipment complete their assignments off-site. Students wishing to complete assignments on campus may ask their instructor for suggestions regarding the most appropriate facility to complete that assignment. Additionally, students may inquire at the Student Computer Center in the Learning Resource Center (LRC), Student Success Center, any Open Lab, or the Public Library.

STUDENT RIGHT TO KNOW (COMPLETION RATES)

In compliance with the Student Right-To-Know (SRTK) Act of 1990 (Public Law 101-542), Golden West College makes available its completion and transfer rates to all current and prospective students.

These rates are based on a limited cohort (or group) of students which are tracked for a three-year period. The cohort is limited, because it includes only students who entered Golden West College in the fall term as first-time, full-time students seeking a degree, certificate or transfer.

Students included in the 2014 SRTK Cohort were tracked from Fall 2014 through Spring 2017 to determine their academic outcomes during the time period.

GOLDEN WEST COLLEGE COMPLETION AND TRANSFER RATES

Completion Rate: A student is included in the Completion Rate if they attained a certificate or degree or became "transfer prepared" within the three-year period. Transfer-prepared is defined as having completed 60 transferable units with a GPA of 2.0 or better.

Transfer Rate: A student is included in the Transfer Rate if, within the three-year tracking period, they transferred to another postsecondary institution prior

to receiving a certificate or degree or becoming "transfer-prepared."

The table below compares Golden West College's Completion and Transfer Rates to the statewide community college average.

	GWC	State Wide
Completion Rate	34.29%	30.36%
Transfer Rate	9.70%	9.48%

GOLDEN WEST COLLEGE GRADUATION RATES

Graduation rates of full-time, first-time, degree/certificate-seeking undergraduates within 150% of normal time to program completion, by gender and race/ethnicity and transfer out-rate: 2014 cohort.

Overall Graduation Rate	Rate
Total	34%
Men	33%
Women	36%
American Indian or Alaskan Native	50%
Asian	45%
Black or African American	20%
Hispanic or Latino	26%
Native Hawaiian or Other Pacific Islander	14%
White	35%
Two or more races	26%
Race/ethnicity unknown	80%
Nonresident alien	44%
Transfer out-rate	10%

Graduation rates are based on the student's completion status as of August 31, 2017

Source: IPEDS 2016 Survey, retrieved from: <https://nces.ed.gov/ipeds/datacenter/MasterVariableList.aspx?cFrom=ADDVARIABLE>

These rates do not represent the completion and transfer rates of the entire student population at Golden West College, nor do they account for student outcomes occurring after this three-year tracking period. For more information on SRTK methodology, interpretation, and rates at other

community colleges, you can visit the California Community College Chancellor's Office website at <http://srtk.cccco.edu/index.asp>. Additionally, the IPEDS Graduation Rate Survey utilizes the same cohorts and reports out six-year tracking periods.

ACADEMIC FREEDOM BOARD POLICY 4030

Title 5, Section 51023

Accreditation Standard II.A.7

Agreement between the Coast Federation of Educators American Federation of Teachers Local 1911 and Coast Community College District August 11, 2011-June, 2012

Recognizing that free search for truth and the expression of diverse opinions are essential to a democratic society, both the District and the Federation will affirm the principles of academic freedom, with the understanding that

- a.) Academic Freedom is essentially the right of faculty to express or discuss in their classrooms and throughout the District challenging ideas and topics related to courses they teach and their own academic, professional expertise. The primary responsibility is to achieve the objectives of the course outline of record. This does not preclude Faculty Members from using their professional judgment in discussing other topics with their students when aimed at enhancing student learning. The expression of this right is guided by a deep conviction of the worth and dignity of students and the advancement of their knowledge.
- b.) Academic Freedom includes the right of faculty to create and to use instructional materials that may be thought-provoking or controversial and are relevant to the courses they teach to enhance student learning. These rights notwithstanding, Academic Freedom is to be practiced within

the parameters of commonly recognized standards of teaching, professional conduct, and applicable policies and laws.

- c.) Faculty Members recognize the special responsibilities placed upon them. These responsibilities include the obligation to exercise critical self-discipline and sound judgment in using, extending, and transmitting knowledge. In the conduct of their teaching and professional lives, faculty members demonstrate intellectual honesty and devotion to continual improvement of scholarly competence.

With the shared understanding of the rights and responsibilities, Academic Freedom will be promoted and protected.

A Faculty Member's exercising of his/her right of academic freedom as delineated below shall not be subject to any adverse action affecting the Faculty Member's employment status with the District:

- a.) For the development and publication of instructional materials, as well as the interpretation of course content and adoption of innovative instructional methods compatible with the course outline of record and standards accepted within the academic community;
- b.) For exercising freedom to examine or endorse unpopular or controversial ideas within their fields of professional expertise as appropriate to course content, discussions with students, or academic research or publication. In so doing, the Faculty Member shall attempt to be accurate, fair, objective, and show respect for diverse opinions;
- c.) For using or recommending, within the parameters of (a) above, instructional materials which may challenge prevailing

social attitudes, or contain unpopular or controversial ideas;

- d.) For presenting all points of view in teaching and discussing controversial ideas or content in their courses and for including library materials of broad and diverse interest, information and enlightenment without prejudice in regards to the race/ethnicity, gender, sexual orientation, nationality, social, political or religious views of the authors;
- e.) For expressing in an appropriate forum the Faculty Member's viewpoint on matters of College and District policy.
- f.) In collegial life, for example, for participation in the governance of their colleges, and engaging in the collegial expression of opinions in their department, college, and/or District meetings.

Political activities on college campuses shall be governed by District policies and procedures which shall be in accordance with the requirements of applicable Federal and State law.

The District shall respect the Faculty Member's right in public life to exercise freedom of speech, freedom of association, freedom of union activity, and freedom to express expert opinions in a public forum provided it is clear that the Faculty Member is not speaking or acting on behalf of the District.

Adopted February 5, 2003
Renumbered from CCCD Policy 030-3-1.5, Fall 2010

Revised January 15, 2014



The Clothesline Project, a Sexual Assault Awareness Month event, is a visual display and national movement that bears witness to gender-based violence. A clothesline is hung with shirts, each one decorated with messages of emotion and hope by a survivor or allies.



GWC was chosen to be one of 10 national points of light for Take Back The Night on April 25, 2019. The event included speakers, music and a campus march.

Administration & Faculty



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The Professor Emeritus designation is awarded to faculty who retire holding the rank of Professor and who have at least 15 years of service with the Coast Community College District.

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Frank Baker	Robert J. Egan	Valerie Klein
Beverly C. Barck	Robert W. Ennis	Thomas F. Kosuth
Clarence Belinn	James Farris	Ruth Kramer
Jaima L. Bennett	Joseph D. Filson	Max D. Lechtman
Phillip J. Bernard	Dorothy Fitzgerald	James Long
Dianne M. Booth	Sally P. Flotho	L. Joeline Mack
Nannette Brodie	Allen Giles	Dean Mancina
Lurene M. Brooks	Michael J. Goodman	Earnest "Chip" Marchbank
Kristina K. Bruning	Mary M. Gradishar	Robin Matthews
Wes Bryan	John Grajeda	Doris May
Roger Camp	Peter M. Green	Janet V. McDaniel
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Spence Carle	Dr. Pierre Grimes	Donald Miller
Diana Carmel	Bruce Hand	Roger F. Morin
William Carpenter	Peggy L. Hannawell	Alice R. Myli
Gregg M. Carr	Judith W. Harmer	Helen A. Norton
Henrietta Carter	Rumi Hashimoto	Ted Palmer
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Ellen Church	Thomas N. Hermstad	H. Suey Quan
Dr. Sharron A. Clark	Lou Ann Harris Hobbs	Sharon A. Ratliffe
Harvey L. Clemans	Beth M. Hooper	James G. Reck
Michael Cox	Dr. David Horowitz	Harvey Reynolds
Kathryn A. Crown	Ann Hostetler	Robert B. Ricewasser
Maurice Cucurny	Ruth L. Hunter	Bonnie C. Robinson
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Paul Donaldson	Elma L. Johnson	Ray Shackelford
Raul Duarte	Robert J. Johnson	Elizabeth "Betsy" Smith
Stephanie Dumont	Windell W. Jones*	Maurice R. Smith
Eldon N. Durham	Mary Kay Keegan	Sandra J. Smith

Marjorie J. Sorenson

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Elizabeth Sykes

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Jane E. Threadgold

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Dino Vlachos

John H. Wadhams

Maurice L. Ward

Evelyn N. Weiss

Raymond S. Werner

Chuck Whitchurch

Loyd Wilcox

Hayden Williams

Donna E. Willoughby

Linda G. Wilson

Gandasari A. Win

Carol W. Yamashita

Linda York



GWC Folklorico Club members perform at the Día de los Muertos celebration.

MERITORIOUS SERVICE

The Meritorious Service distinction recognizes former Golden West College faculty and administrators.

Mary G. Aigner*	Lurene M. Brooks	Ramona T. Davis	Carolyn Gabrielson
Virginia L. Alleman*	Rose M. Brown	Valerie Davis*	Fred Garcia, Jr.*
Steve Ames	Beverly Brownell	Barbara J. Deakin*	Donald K. Genet
Howard Anderson	Kristina K. Bruning	Rudolf A. Debernitz*	Gregory Ghica
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Mildred L. Anderson	Roger Camp	Dale I. Deffner	Allen Giles
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Every attempt has been made to make this an accurate list. Please notify the President's Office if you know of any omission.

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