



15744 Golden West Street • P.O. Box 2748 • Huntington Beach • CA • 92647-2748 • (714) 892-7711
www.gwc.info

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Every effort has been made to assure the accuracy of the information in this catalog. Students are advised, however, that such information is subject to change without notice and the Board of Trustees of the Coast Community College District, the Chancellor of the Coast Community College District, and the President of Golden West College reserve the right to add, amend, or repeal rules, resolutions, or policies within the administration area of such officers. In addition, some courses are not offered every semester or every year.

It is the policy of the Coast Community College District to provide all persons with equal employment and educational opportunities regardless of race, color, gender, sexual orientation, national origin, religion, age, disability, or marital status.

If you need information in an alternate format, please contact the Disabled Student Services at (714) 895-8721 (voice) or (714) 895-8350 (TDD).

FALL SEMESTER 2005

August 15	Early Start (Special Programs) Classes Begin
August 28	Residency Determination Date
August 29	Regular Classes Begin (16 and 8-Week Classes)
September 5	Labor Day (Campus Closed)
October 3	Application Period for the Spring Semester Begins
October 24	Second Eight-Week Classes Begin
November 11	Veterans Day (Campus Closed)
November 24 - 27	Thanksgiving Break (Campus Closed)
December 2	Filing Deadline for Fall Graduation
December 18	Last Day of Fall Semester
December 19 - January 2	Winter Break (Campus Closed)

INTERSESSION 2006

January 3	Class Instruction Begins
January 16	Martin Luther King Holiday (Campus Closed)
January 29	Intersession Classes End

SPRING SEMESTER 2006

January 17	Early Start (Special Programs) Classes Begin
January 29	Residency Determination Date
January 30	Regular Classes Begin (16 and 8-Week Classes)
February 17	Lincoln's Day (Campus Closed)
February 20	Washington's Day (Campus Closed)
March 27 - April 2	Spring Recess (Campus Closed)
April 3	Second Eight-Week Classes Begin
April 14	Filing Deadline for Spring Graduation
May 26	Commencement
May 28	Last Day of Spring 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/or financial considerations. When classes are cancelled due to low enrollment, every attempt will be made to help students adjust their academic schedules.

Proposed Academic Calendar 2006-2007

FALL SEMESTER 2006

August 28, 2006.....	First Day of Instruction
September 4, 2006.....	Labor Day (Campus Closed)
October 23, 2006.....	Second Eight-Week Classes Begin
November 10, 2006.....	Veterans Day (Campus Closed)
November 23 - 26, 2006.....	Thanksgiving Break (Campus Closed)
December 17, 2006.....	Last Day of Fall Semester
December 18, 2006 - January 1, 2007.....	Winter Break (Campus Closed)

INTERSESSION 2007

January 2, 2007.....	First Day of Instruction
January 15, 2007.....	Martin Luther King Holiday (Campus Closed)
January 28, 2007.....	Interession Classes End

SPRING SEMESTER 2007

January 29, 2007.....	First Day of Instruction
February 16, 2007.....	Lincoln's Day (Campus Closed)
February 19, 2007.....	Washington's Day (Campus Closed)
March 26 - April 1, 2007.....	Spring Recess (Campus Closed)
April 2, 2007.....	Second Eight-Week Classes Begin
May 27, 2007.....	Last Day of Spring Semester

Proposed Academic Calendar 2007-2008

FALL SEMESTER 2007

August 27, 2007.....	First Day of Instruction
September 3, 2007.....	Labor Day (Campus Closed)
October 22, 2007.....	Second Eight-Week Classes Begin
November 12, 2007.....	Veterans Day (Campus Closed)
November 22 - 25, 2007.....	Thanksgiving Break (Campus Closed)
December 16, 2007.....	Last Day of Fall Semester
December 17, 2007 - January 1, 2008.....	Winter Break (Campus Closed)

INTERSESSION 2008

January 2, 2008.....	First Day of Instruction
January 21, 2008.....	Martin Luther King Holiday (Campus Closed)
January 27, 2008.....	Interession Classes End

SPRING SEMESTER 2008

January 28, 2008.....	First Day of Instruction
February 15, 2008.....	Lincoln's Day (Campus Closed)
February 18, 2008.....	Washington's Day (Campus Closed)
March 24 - March 30, 2008.....	Spring Recess (Campus Closed)
March 31, 2008.....	Second Eight-Week Classes Begin
May 23, 2008.....	Last Day of Spring Semester

COLLEGE MISSION STATEMENT

The mission of Golden West College is to support students' goals and interests in higher education, develop their employment skills, prepare them to be productive citizens, and respond to community needs by providing a range and variety of educational programs; two year degrees; transfer preparation; career and technical training, and remedial activities. We encourage all members of our learning communities to grow to their maximum potential as they contribute to the well-being of our diverse society.

COLLEGE VISION STATEMENT

Golden West College is committed to excellence and endeavors to provide an optimum teaching and learning environment. This will be demonstrated by innovation which embraces demographic and technological changes.

COLLEGE EDUCATIONAL PHILOSOPHY

Our educational philosophy is founded on ethical conduct and teamwork. To ensure institutional excellence, we continually challenge, test, reevaluate and raise our standards. As an educational organization, we have high expectations and believe that our success depends upon the combined capability and contribution of faculty, staff, students and members of our community.

At Golden West we value:

- Quality education
- Open access to education and opportunity for student success
- Diversity in our staff, students, and ideas
- Respect for our students, colleagues, campus and community
- Accountability in our fiscal, environmental and human resources
- Institutional integrity
- Service to our community



COLLEGE GOALS

GOAL # 1 - PLANNING

The College will establish a fully integrated planning process.

GOAL # 2 - ENROLLMENT MANAGEMENT

The College will develop and implement a comprehensive Enrollment Management Plan aimed at reaching and maintaining the preferred enrollment level within the adopted District guidelines.

GOAL # 3 - STUDENT ACHIEVEMENT

The College will foster an approach to learning which focuses on student achievement and skill acquisition.

GOAL # 4 - STUDENT SUPPORT

The College will foster student success by encouraging and strengthening support programs that promote greater student and staff involvement in campus and community life.

GOAL # 5 - FACILITIES

The College will develop, adopt and implement a College Facility Master Plan which incorporates the adopted Measure C Projects for Golden West College and integrates those projects with other Facility Plans.

GOAL # 6 - CAMPUS DIVERSITY

The College will support an environment to enhance diversity among staff and students and respond to the changing demographics of our district population through the development and implementation of a student equity plan and a staff diversity plan.

GOAL # 7 - INSTITUTIONAL ADVANCEMENT

The College will increase support to students, instructional programs and support services through a coordinated approach to institutional advancement.

Approvals

Golden West College offers programs which are approved by:

Bureau for Private Postsecondary and Vocational Education, in the Department of Consumer Affairs

Board of Registered Nursing
as a Provider of Continuing Education
for Registered Nursing
(The provider number is 00622)

Board of Cosmetology Approved Provider
Article 5, Section 945 Rules and Regulations

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

Accreditations

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

California Board of Registered Nursing
P.O. Box 944210
400 R. Street, Suite 4030
Sacramento, CA 95814
(916) 322-3350

National League for Nursing Accrediting Commission
61 Broadway - 33rd floor
New York, NY 10006
(800) 669-1656 ext.153
(212) 363-5555

California State Board of Cosmetology
P.O. Box 944226
Sacramento, CA 94244-2260
(800) 952-5210

ACADEMIC YEAR

The academic year is divided into four sessions: fall semester, extending from August through December; Intersession, 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. Coordination of programs by these sister institutions provides a broad range of complementary offerings.

Days, Evenings, and Weekends: Classes are taught from 7 a.m. to 11 p.m., Monday through Friday, as well as on Saturdays and Sundays. The Associate in Arts degree and some Certificates of Achievement may be earned during evening and weekend hours as well as during the day.

Summer Session: Comprehensive programs are offered at Golden West College, Orange Coast College, and Coastline Community College, days, evenings, and weekends. Summer session affords new and continuing students opportunity to:

- Explore areas of special interest independent of their normal two-semester program.
- Accelerate their degree programs through a full year of study.

ADMISSION CYCLE

Golden West College begins the admission cycle for the fall semester and summer session on the preceding April 1, and for the spring semester the preceding October 1. All questions regarding admission procedures will be handled by the Admissions Office located in the Administration Building.

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 may be established pursuant to Section 58106 of Title 5 of the California Administrative Code.

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. Passed the California High School Certificate of Proficiency Test or equivalent.
3. Completed the 10th grade and received permission from your high school.

NOTE: In accordance with the California Education Code and college policy, students who have not completed the 10th grade may be eligible to take courses offered by 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. Application procedures are available in the Admissions Office.

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.

It is the responsibility of all students to maintain an accurate address on file with the Admissions and 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 a nonresident tuition fee.
2. Active military personnel are exempt from nonresident tuition fees provided they are in California for a purpose other than attending a state supported institution of higher education.
3. Dependents of active military personnel 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 unless they have met the residency intent and durational requirements for a one-year period prior to the residency determination date.
4. Minors (under 18 years of age and not married) will be required to pay the nonresident tuition if their parents or legal guardians reside outside the state even though such minors may have lived in California for one year or more.
5. Students who are financially dependent on their parents or legal guardians will be required to pay nonresident tuition if their parents or legal guardians reside outside the state even though such students may have lived in California for one year or more.
6. 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. In addition, alien students with visas who are citizens of another country are required to pay an additional per unit capital outlay fee. See the class schedule for the amount of the fee.
7. In accordance with Education Code 68130.5 (AB 540), other than nonimmigrant aliens, students who meet all of the following requirements are exempt from paying the nonresident tuition fees.
 - a. Attendance in a California high school for three or more years.
 - b. Graduation from a California high school or attainment of the equivalent prior to the start of the term.
 - c. Students without lawful immigration status must have filed an application to legalize their immigration status or will file for lawful status as soon as they are eligible to do so. **The student is required to submit an affidavit with the college admissions application to verify that the student has met all conditions described above.**

Note: Students who are nonimmigrant aliens (e.g., F series student visas or B series visitor visas) are not eligible for this AB 540 exemption unless they have applied to INS for a change of status to other than nonimmigrant status and meet all other requirements for the exemption.

International Students on Student (F-1) Visas

Golden West College values diversity and encourages international students to seek admission. This school 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 an International Student Program whose staff works closely to assist international students throughout their studies. The Program offers specialized academic counseling, expert regulatory guidance, home stay services and special student activities.

Golden West College admits international students for the Fall, Spring and Summer terms. All admission material must be submitted by the following deadlines*:

Summer	April 25
Fall	July 15
Spring	December 15

*Applicants outside the U.S. are strongly advised to apply three to four months ahead of the above deadlines to accommodate possible visa processing delays.

Application/Enrollment requirements are specified below. All documentation should be mailed directly to the International Student Program 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.
2. A signed, original International Student Application must be submitted along with two (2) passport-size photographs and a \$30 application fee.
3. The applicant must provide evidence of sufficient financial resources to meet all expenses during his/her 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 from non English-speaking countries are required to produce a minimum TOEFL score of 500 (173 computer-based); or demonstrate equivalency with prior coursework (original transcripts required); or obtain a passing score on the Golden West College placement test (this option only available to students applying from within the U.S.).
5. Arrangements should be made to have official transcripts of all high school, college and ESL coursework sent directly to the International Student Program.
6. Students transferring from another U.S. College, language program or high school must notify their current School Official of their intent to transfer. The transfer process and SEVIS release must be completed prior to the semester start date. Copies of I-94, 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 (non-resident & capital outlay) fees. All fees are due at the time of registration, which will occur approximately two weeks prior to the semester start date.
8. All international students are required to purchase the college-designated medical insurance plan to be permitted to register. Private insurance is not accepted.
9. All international students are required by law to report a change of address to the school and to the U.S. Citizenship and Immigration Service within 10 days of moving.
10. Completion of the International Student Orientation prior to the semester start date is mandatory. Important visa requirements are detailed to ensure awareness of Federal laws governing the F-1 visa.

To obtain an International Student Application and view book, or for more information about the International Student Program and its services, contact: **Golden West College, International Student Program, 15744 Golden West Street, Huntington Beach, CA 92647. (714) 895-8146 phone • (714) 895-8973 FAX • Email: ispgm@gwc.info.**

Students Holding Visas Other Than Student Visas

Aliens holding valid visas that are otherwise eligible for admission may enroll in classes provided that they are proficient in English and their visas do not expire before the end of the term for which they are enrolling. Contact the Admissions Office 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)

ADMISSIONS INFORMATION

Five Steps for Admission

Step 1. — ADMISSIONS APPLICATION:

New students and returning students who have been absent for at least one semester must obtain an application packet from the Admissions Office or apply on-line at www.gwc.info after April 1 for the fall semester and/or summer session, and after October 1 for the spring semester.

Students are encouraged to apply early in order to secure the earliest possible registration appointment date.

Step 2. — ADMISSION STATUS

Upon return of the completed application materials, the Admissions Office will determine the student's admission status and direct the student to the assessment and orientation/advisement activities that must be completed prior to registration.

Step 3. — BASIC SKILLS ASSESSMENT:

Assessment in English, mathematics, reading and study skills is recommended for all students and **REQUIRED** for new students prior to enrollment (see exemptions). Assessment may also be used to meet prerequisites for certain courses. To complete the assessment process, students take placement tests in English/Reading and Mathematics. The results of these tests are then used to assist the student in making appropriate course selections. A schedule of the testing sessions is available in the Admissions and Assessment Offices.

Students may waive the English/Reading placement test by presenting official evidence to the Assessment Center of any one of the following:

- A score of 3, 4 or 5 on the Advanced Placement Examination in English Composition, or
- A passing score on the California State University system English Placement Test (a satisfactory score on the CSU English Equivalency Examination taken in 1993 or before), or
- Completion of a college course equivalent to Golden West College's English 010 or higher with a "C" grade or better.

Students who have taken English or reading tests at a California community college within the last two years may use those placement results and course placement results in lieu of assessment testing at Golden West College. Such students should bring their test results to the Assessment Center.

Students may challenge the Mathematics placement test by presenting official evidence to the Assessment Center of the completion (with a grade of "C" or better) of a college

course equivalent to the Golden West College's mathematics course serving as the pre-requisite for the course in which they want to enroll.

Students who have taken a mathematics placement test at Orange Coast College or Coastline Community College within the last two years may use those placement results and course placement results in lieu of assessment testing at Golden West College. Such students should bring their test results to the Assessment Center.

Step 4. — ORIENTATION/ACADEMIC ADVISEMENT:

Upon completion of the assessment process, new students (see exemptions) are expected to attend an orientation/advisement session. The sessions, which last about two hours, are designed to acquaint the student with the many programs and support services available at the college and to assist the student in selecting his/her first semester courses. The Orientation can be completed in person or on-line. A schedule of these sessions is available in the Counseling Office.

Step 5. — APPOINTMENT TO REGISTER:

Registration appointments are assigned on a first-applied, first-issued basis. Students required to completed Steps 3 and 4 will not be cleared to register until these steps have been completed.

NOTE: Students with early appointment times will have a better selection of classes.

Registration

Telephone Registration: Telephone registration is by appointment and begins approximately 5 weeks before the first day of classes. Any student who completes the admissions process prior to the late registration process will be eligible to use this registration method.

In-Person Registration: Students who are too late for telephone registration may register in person in the Admissions Office the week before classes begin.

Late Registration: Late registration for open classes begins the first day of class and extends through Friday of the first week. No appointment is required during late registration. Students may register during the second week of class with the permission of the instructor. Students will not be permitted to register after the second week of class. See 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 deadlines associated with each class section.

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. Also, 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: Beginning Nursing - RN; Nursing - Career Ladder Option (LVN to RN), and the Criminal Justice Academy Programs.

Closed Classes: Waiting lists are not maintained for closed classes. Students who are unable to enroll for a course that has closed prior to their registration appointment are encouraged to select an alternative course in the event space does not become available in their first choice of class. After completion of the registration process, the student may check back through telephone registration to see if a seat may have become available due to a student withdrawal or due to a student being dropped for non-payment of fees. Students desiring to enroll in a closed class may come to In-Person registration to see if the desired class has reopened as a result of student drops, or they may attend the first class meeting to see if any space is available as a result of student "no shows." Students may check class status by visiting the GWC web page at www.gwc.info.

Select the searchable schedule option to check enrollment and availability of any class.

NOTE: Refer to the current Schedule of Classes for specific information regarding petitioning for a closed class.

ADMISSION INFORMATION FOR THE NURSING PROGRAM

For detailed admission procedures, see the Nursing Program.

MATRICULATION

Matriculation is a continuing process which assists the student in planning, choosing and successfully achieving his/her educational and career goals. Matriculation is a partnership between the student and the community college. There are mutual responsibilities for both partners.

Who Participates

Matriculation is a right afforded to all students who enroll at Golden West College. Students who fully matriculate have been shown by research to have an 84% persistence rate; those who do not, a 33% persistence rate. Matriculation is provided to improve student success. Therefore, all students entering the college are expected to participate in matriculation services.

Golden West College Will Provide:

Step 1. — ADMISSION:

The application is required for admission to the college.

Transcripts – Official college transcripts are required for (1) and (2) below.

1. Students who plan to graduate or complete a certificate at Golden West College
2. Veterans collecting educational benefits.
3. Students needing to show completion of course prerequisites – personal copies are acceptable.

High school transcripts are required for students under the age of 21. Special postcards are available in the Admissions Office to assist you in ordering your transcripts.

Step 2. — ASSESSMENT:

Students should make appointments for Placement Testing (English, English as a Second Language, Reading, Study Skills, and Math) at the Assessment Center (714) 895-8388.

Step 3. — ADVISEMENT:

Students should make appointments for an Academic Advisement Session by turning in the Request Form in the Counseling Office. A First Semester Plan is completed during the session. Space is limited. Students who have completed more than 15 units at any college and/or need more information may call (714) 895-8799.

NOTE: IN ORDER TO REGISTER, STUDENTS MUST HAVE THE FOLLOWING COMPLETED:

1. Permit to Register
2. Placement Test Scores
3. First Semester Plan
4. Verification of Prerequisites

The Student Will:

- Express at least a broad educational intent at the time of registration.
- Participate in counseling and advisement to develop a student educational plan.
- Follow prerequisites and corequisites.
- Declare a specific educational goal (e.g., A.A. degree, transfer, vocational certificate) by the time 15 units are completed.

- Attend class, complete assignments, and maintain progress toward an educational goal.
- Gather information and seek support services as needed.
- Accept the responsibility for the consequences of their educational decisions.

Exemptions

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

- Completed an A.A. degree or higher at an accredited college or university in the United States
- Concurrently enrolled/matriculated at another accredited college or university
- Enrolling in a one-semester specialized course or program
- K-12 student attending by permission of school principal

NOTE: Students who declare on their application that they are not pursuing a degree or certificate may have their assessment, orientation, and advisement deferred until they have attempted 12 units at GWC. Deferred students are restricted to enrolling in 6 units or less each semester.

Student Rights and Responsibilities

All students have the right to challenge or appeal any step in the matriculation process. Forms are available in the Admissions Office for this purpose. A student who feels that his/ her right to matriculation services has been violated may file a grievance with the Vice President of Student Services. Also, students who refuse matriculation services will not receive priority registration.

It is the student's responsibility to express a broad educational intent upon admission and to declare a specific educational goal by the time 15 units are completed. The student is also responsible for participating in counseling, attending class, completing assignments, and maintaining progress toward an educational goal.

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 on 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. Your GWC placement test (results) must recommend you for the class, or
2. You must have completed the prerequisite course at GWC after 1989 or be currently enrolled in it, or
3. You must have completed the prerequisite course at another college with a grade of C or better. To show proof of the prerequisite completion, bring a copy of your transcript or grade report to the Admissions Office prior to enrolling.

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 Assessment Center or Admissions and Records Office. 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 regulation or in violation of the District-approved processes;
3. The student believes the prerequisite/corequisite is discriminatory or being applied in a discriminatory manner; or
4. The student has the documented knowledge or ability to succeed in the course without meeting the prerequisite/corequisite.

Upon filing the *Prerequisite/Corequisite Challenge Form*, the student may enroll into the Challenge Class by presenting the completed challenge form at registration. If the challenge is not upheld the student will be dropped from the class.

FEES AND EXPENSES

Enrollment Fee: California residents will be charged an enrollment fee as follows:

Enrollment Fee: \$26 per unit

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

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.

Student Health Service Fee: \$13 per semester for fall and spring; \$10 for summer session. This is a mandated fee unless the student presents a waiver. Those eligible for a waiver are:

1. Recipients of BOGG - A, B or C awards. For further information, call (714) 895-8394.
2. 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) 895-8121.
3. Students enrolled only in courses of less than two weeks duration.

Parking: \$20 per semester (\$10 Summer Session). A current Golden West College Parking Permit is required to park a vehicle in campus parking lots. Permits may be purchased while registering at Admissions & Records or at the Golden West College Bookstore during normal operating hours. The permit must be displayed in clear view on the left rear bumper (driver's side) or hung from the inside rear view mirror so as to be clearly visible. Mechanical permit dispenser machines are available in each parking lot for parking by the day. 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.

College Service Charge: \$12 per semester. This charge underwrites many student services, classes and programs. It is not mandatory; however, the College Administration and the Student Council encourage students to support the College by paying the College Services charge. \$1.25 of each \$12 goes to student loans and scholarships. Information about specific programs funded by this charge and requests for waiver of the College Services charge are available (at posted hours) in the Student Activities Office during the period between the date class schedules are mailed and the end of telephonic registration. Waivers must be secured in advance and submitted at the time of a student's payment of fees.

Textbooks: Textbooks, manuals and other supplies are the responsibility of the student, and may cost as much as \$500 per semester. Required items are available at the campus Bookstore. Check with the Bookstore for refund, exchange and buyback policies.

Nonresident: The nonresident tuition fee is \$152 per unit. Fee is subject to yearly revisions.

Nonresident Capital Outlay: Non-residents who are citizens/residents of another country are required to pay an additional \$7 per unit in addition to the nonresident tuition fee.

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 Associated Students Office. The referral lists are not approved, inspected, or in any way supervised by the college.

Library Fine Policy: GWC Library charges fines on overdue materials. Fines are 25 cents per item per day to a maximum of \$10. There is a 3-day grace period. Fines are assessed for weekends, holidays, as well as during Library hours since books can be returned 24 hours a day in the outside book return.

Fines are charged for reserve materials returned late at the rate of 25 cents per hour up to \$10. There is no grace period for overdue reserve items.

Every month, outstanding fines will be evaluated to determine which patrons, if any, should be suspended and sent to Admissions & Records Office. These are students with fines in excess of \$10.

Refund Policy

In accordance with State regulations and District Board policy, registration fees will be refunded upon written request according to the following:

1. **Enrollment Fees, Nonresident Tuition, Materials Fees:** 100% of the fees paid at registration for the affected class(es) will be refunded provided the student withdraws by the refund deadline date printed next to the class on the student's enrollment receipt. Withdrawals after the printed refund date for the class are not eligible for refund.
2. **Parking Fee, Health Fee, College Service Charge:** 100% of the fees paid at registration will be refunded if the student totally withdraws from all classes in accordance with the refund deadline date for each of the classes being dropped as printed on the student's enrollment receipt, and the student returns the Parking Permit and the I.D. Card Validation Sticker within the refund deadline.

Refunds are not issued automatically. Students who are entitled to a refund as a result of a withdrawal or the cancellation of a class must formally request the refund in writing or in person in the Admissions and Records Office. In accordance with district policy, cash refunds are issued up to a maximum amount of \$100. Refunds of \$101 - \$1000 are issued by check on a weekly basis from the college. Amounts over \$1000 are issued by the district within 10 to 15 days of the request. Refunds for fees paid by Credit Card will be credited back to the card used to pay the fees originally.

NOTE: There is a twenty (20) working-day waiting period for refunds when original payment of fees was made by check unless the student shows proof of the cancelled check.

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.

Graduate Student: A student who has been awarded the Associate in Arts degree, or higher degree, by a recognized collegiate institution.

CATALOG RIGHTS

Students maintaining attendance in any combination of community colleges and universities have "catalog rights" in the choice of regulations determining graduation requirements. They may use the requirements in effect at either (1) the time they began their study at a California Community College or (2) the time they graduate from Golden West College. Maintaining attendance is defined as completing at least one course in each calendar year. It is the responsibility of the student to indicate at the time the graduation petition is submitted which catalog he/she elects to follow.

ATTENDANCE

Attendance at all class meetings is the student's responsibility.

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.

Regular and prompt attendance in class and laboratory sessions is expected of every student. Instructors may drop a student from a course, or lower a student's grade when the student incurs excessive unexcused absences, unless there are verified extenuating circumstances beyond the control of the student (i.e. accident, illness, death in immediate family, etc.). A student who has been absent because of extenuating circumstance should report to the instructor on the day of his/her return.

No absence excuses a student from making up the work missed. Students should realize that absences may adversely affect their grades.

It is the student's responsibility to drop classes they are no longer 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 without permission from the Director of Admissions and Records/designee.

GRADING

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:

CR – Credit, at least satisfactory	Unit credit granted
NC – Non-Credit, 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
NG – Non-Graded	No units granted
RD – Report Delayed	No units granted

CR (Credit), NC (Non-Credit)

These grading symbols are used in two types of courses:

1. Optional credit/no credit or grade classes.

In these courses, students will elect to receive either a traditional letter grade of “A” through “F”, or Credit/Non-Credit for the course. This choice must be made within the first four (4) weeks of the fall and spring semesters, the first two (2) weeks of the summer session, and within 30% of the course in short-term courses.

2. Courses wherein all students are evaluated on a “Credit/ Non-Credit” basis:

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 Credit/Non-Credit basis.

- A grade of “Credit” or “Non-Credit” does not affect a student’s grade point average at Golden West College.
- “NC”, “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 “credit” 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”).
- 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 “credit” 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 the Admissions and Records Office, to avoid receiving “F” or “NC” (non-credit) 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. 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 4 weeks of full semester (16-week) fall or spring courses, during the first 2 weeks of 8-week courses, and 30% of all other length courses.

Other Withdrawals

A “W” will appear on a transcript for official withdrawals made between the first day of the 5th week and the last day of the 12th week for full semester (16-week) fall or spring courses, between the first day of the 3rd week and the last day of the 6th week of 8-week courses, and more than 30% 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.

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 Admissions and Records Office.

The “I” must be made up no later than one year following the term in which it was assigned.

NOTE: When unusual circumstances prevail, a petition may be filed at the Admissions and Records Office requesting a reasonable extension of time.

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.

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.

RD (Report Delayed)

The RD symbol is assigned by the Director of Admissions and Records only. It is used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent grade as soon as possible. The RD symbol is not used in calculating units attempted or grade point averages.

Grade Challenge Policy

The determination of the student’s grade by the instructor shall be final in the absence of mistake, fraud, bad faith or incompetence. A student who has been assigned a final grade which he/she believes to be incorrect may file a Grade Challenge Petition form obtained from the Office of Admissions and Records. 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:

1. **Previously Earned Units:** College credits earned at any accredited institution of higher education. Credits are not awarded for sectarian courses. Credits are posted to transcripts upon completion of all other graduation requirements. Students must request copies of official sealed transcripts be mailed to Admissions and Records from each college attended.

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.

2. **Credit by Examination:** Students who are currently enrolled in at least one course (other than the course to be challenged) and who have completed 12 units at Golden West College with a 2.0 GPA in all college units attempted are eligible to seek "credit by examination" in a maximum of two courses. Approval by the Instructor and Division Dean is required to earn "credit by examination". A grade of passing or failure will be awarded and the course will be identified as a "Credit by Examination" on the transcript.

Eligibility for credit will be based on post high school experiences. Students must request "credit by examination" in the Admissions and Records Office during the first six weeks of the semester in order to receive credit that semester. Students should not enroll in the course to be taken "Credit by Examination."

3. **Military Service:** Six units of general elective credits will be awarded for a minimum of one year of active service. In addition, credit will be awarded for work at Military Service Schools according to the standards established in the American Council on Educational Guides. Equivalent course and unit credit will be offered for USAFI courses which parallel Golden West College offerings. Credits are posted to transcripts upon completion of all other graduation requirements. Students should request the Military Evaluation form from the Admissions and Records Office and attach copies of their DD214 and certificate.

4. **Advanced Placement Credit (AP):** Golden West College will award up to six units of credit for each Advanced Placement Examination passed with a score of three units or higher. College credit will be given for purposes of general education certification for Option II and III. All CSU campuses will accept the minimum units shown below toward fulfillment of the designated General Education-Breadth area if the examination is included in a full or subject-area certification; individual CSU campuses may choose to accept more units than those specified below towards completion of General Education-Breadth requirements. The CSU campus to which the student is transferring determines the total number of units awarded for successful completion of an Advanced Placement examination and the applicability of the examination to other graduation requirements.

Advanced Placement credit will be awarded toward California State University system general education requirements according to the schedule listed below. The Areas referred to in the schedule below are the categories that comprise the general education requirements for the California State Universities. For more detailed information please refer to the Option II, Associate Degree requirements in this catalog, or contact the Golden West Counseling Office or Transfer Center.

Number of Units Applicable to CSU General Education Requirements

AP Subject	Units	Area
Art: (History)	3	C1
Biology	3	B2
Chemistry	6	B1 & B3
Economics: Microeconomics	3	D2
Economics: Macroeconomics	3	D2
English: Language & Comp.	3	A2
English: Literature & Comp.	6	A2 & C2
French Language	6	C2
German Language	6	C2
Government & Politics: U.S.	3	D8
Government & Politics: Comparative	3	D8
History: European	3	C2 & D6
History: U.S.	3	C2 & D6
Mathematic: Calculus AB	3	B4
Music Theory	3	C1
Physics B	6	B1 & B3
Physics C (Mechanics)	3	B1 & B3
Physics C (Electricity & Magnetism)	3	B1 & B3
Psychology	3	D9
Spanish Language	6	C2
Statistics	3	B4

To determine the awarding of Advanced Placement credit for Option III (UC/CSU) and/or independent colleges and universities, please contact a Golden West College Counselor or the Transfer Center. UC grants credit for all College Board AP examinations on which the student scores a 3 or higher. Each UC campus determines exactly how AP credit will be used on their campus. The University may not necessarily recognize course credit from other institutions based on AP. In order to receive credit students are responsible for sending test score transcripts to the University.

Duplicate credit will not be awarded in the same area for both the Advanced Placement Exam and the CLEP subject exams. In order to receive credit, students must request official test results from the testing service to be mailed to Golden West College. Credits are posted to transcripts upon completion of all other graduation requirements.

5. **College Level Examination Program (CLEP):** The American Council on Education (ACE) has developed a recommended credit-granting score and number of semester hours of credit for each CLEP exam. How much credit you will receive for each CLEP exam you take and the score you have to achieve to get that credit or exemption will be determined by the credit-granting policy of your college or university. Since 2001, when the exams became computerized, general and subject exams were eliminated. Now they are only referred to as exams. Go to the College Board website for information on how credits are granted: http://www.collegeboard.com/student/testing/clep/scr_cgs.html

Duplicate credit will not be awarded in the same area for both the Advanced Placement Exam and the CLEP subject exams. In order to receive credit, students must request official test results from the testing service to be mailed to Golden West College. Credits are posted to transcripts upon completion of all other graduation requirements.

Students may earn four units of ungraded, credit applicable to the Associate in Arts degree for graduation only, for each examination completed successfully. **CLEP credit can not be used for GE certification for Option II or III. The CSUs do grant CLEP credit but the UCs do not.** Also, CLEP credit does not transfer from GWC to other colleges. It is up to the receiving institutions to evaluate and grant credit. Students are advised to request an evaluation for credit at the CSU.

6. **English Equivalency Test:** Students who pass the State University English Equivalency Test are awarded course and unit credit for English 100 and English 110. 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 the Admissions and Records Office.

7. **Professional Secretarial Examination:** Up to 30 units of specific course credit may be awarded for the following certificate holders: Certified Professional Secretary, Certified Administrative Professional, Professional Legal Secretary, Certified Medical Assistant (Administrative). Credits are posted to transcripts upon completion of all other graduation requirements. Students must meet with a counselor to complete the application of eligibility forms. More information is available at www.iaap-hq.org.
8. **Licensure Credit for Registered Nurses:** Forty-one units may be awarded for holders of valid California Registered 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.
9. **Licensure Credit for Vocational Nurses:** Twenty-seven 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.
10. **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 completed previously at Golden West College two courses in the same discipline with a minimum grade of "B" in each course. Students request petitions in the Admissions and Records Office.

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 099A-D, non-transfer level, or Special Topics 299A-D, 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 Office by that date. Special Topics are listed on the transcript by title and discipline, e.g., Special Topics 299-AD History.

11. **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 request petitions in the Admissions and Records Office. 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 Office during the first six weeks of the semester.

REPETITION POLICY – COURSES

Only courses which fall into the following categories may be repeated. Enrollment in two sections of the same course is not permitted.

1. Courses designated A-B, A-C, etc., may be repeated for credit; however, they may not be taken concurrently. Courses with A-B, A-C, or A-D designations may be taken for credit according to the following schedule:
A-B designation:may be taken twice for credit.
A-C designation:may be taken three times for credit.
A-D designation:may be taken four times for credit.
2. Golden West College courses in which a substandard grade (D, F and/or NC) was received. Students who wish to repeat a course in which a substandard grade was earned may retake the course at any regionally accredited college or university to alleviate the substandard grade earned at Golden West College provided the repeated course is equivalent to the one taken at GWC. Equivalency will be determined by the appropriate department at GWC. Prior to repeating a course, students should consult the GWC Admissions and Records Office or GWC Counseling Office to ensure the original GWC course is equivalent to the course being

repeated. Students who repeat a course in which a substandard grade was earned at GWC may repeat that course only one time, except upon appeal for extenuating circumstances. Appeal forms are available in the Admissions and Records Office.

Upon completion of the repeated course, the student must file a "Petition to change the grade of a repeated course" in the Admissions and Records Office. For repeated courses taken outside of Golden West College (or Orange Coast College, or Coastline Community College) students must include official transcripts and copies of catalog descriptions and/or course outlines from colleges or universities where courses were repeated. The student's academic transcript shall then be annotated reflecting exclusion of the previously recorded course work with the substandard grade for purposes of grade point calculation and for all considerations associated with the awarding of certificates and degrees. However, previously recorded course work shall neither be removed nor otherwise obliterated from the permanent record.

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.

The student's academic transcript shall then be annotated reflecting exclusion of such courses for purposes of grade point calculation and for all considerations associated with the awarding of certificates and degrees. However, previously recorded course work shall neither be removed or otherwise obliterated from the permanent record.

NOTE: Some transfer institutions may elect to include both courses in their computation of the grade point average to establish entrance requirements.

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.

Some skills may be learned in less than one semester; others may require two, three or four semesters to complete.

Certain vocational programs may transfer to selected state colleges and universities when the student continues in the same major.

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. Contact the Counseling Center for courses that transfer to the University of California and selected private institutions.

NOTE:

001-099 are usually basic skills courses

100-199 are usually first-year courses

200-299 are usually second-year courses

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 majors requirements for Associate in Arts degrees or to qualify for transfer as part of a baccalaureate degree program.

Not-For Credit Courses in the Continuing Education Department

The courses listed in this program are taught at a college level; however, students who enroll, with the permission of the Instructor, will not be evaluated for grading purposes. There is no transcript entry or college credit awarded for participation in these courses. This noncredit option is available for only a selected number of courses which have been pre-approved by the college curriculum committee. Frequently, they are offered at the same time and in the same room with students enrolled in a credit bearing class. Opportunities for enrollment are determined, on a space available basis, after credit enrollments have been met. All college rules related to student conduct must be satisfied by individuals enrolled in these courses. College enrollment fees are waived; however, other appropriate college and class fees are the responsibility of each enrollee.

NOTE:

800-825 are Not-for-Credit College Courses for Older Adults

850-859 are Not-for-Credit College Courses for the Disabled

ASSOCIATE IN ARTS DEGREE AND CERTIFICATE OF ACHIEVEMENT

Application Procedures

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

Graduation Period	Filing Period
Summer 2005	June 20 - July 22
Fall 2005	September 12 - December 2
Spring 2006	February 13 - April 14

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.

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.

AUDITING OF COURSES

In accordance with Education Code 72252.3 and District Policy, students may audit courses under the following conditions:

1. The course is designated specifically by the college as eligible for audit (primarily certain dance, musical, theatrical performance or physical education laboratory courses).
2. The student is ineligible to enroll for credit because the course has already been taken the maximum number of times.
3. Admission of audit students will not result in a credit student being denied access.

Fees

Enrollment fees are subject to change by the State Legislature.

1. A fee of \$15 per semester unit will be charged except as noted in #2 below.
2. Students enrolled in ten or more semester units of credit classes shall not be charged a fee to audit three or fewer units; they will be charged for units in excess

of three at the rate of \$15 per unit.

3. Students will be eligible to apply for a refund provided they formally withdraw within the first two weeks of the term.

Registration Procedures

1. Petitions to Audit are to be submitted to the Division Office between first and third week of the class.
2. If approved by the Division Dean, the student will need to secure the approval of the instructor and submit to the Admissions Office prior to the end of the third week of class.
3. Final determination to permit a student to audit a course will be made by the Division Dean and the Director of Enrollment Services or designee.

Student Responsibilities

1. Students who audit will be expected to participate in all class activities, with the exception of examination. Auditors who fail to participate or to attend will be subject to being dropped from the class.
2. Auditors are expected to provide all required course material.
3. Students will not be permitted to change their audit status to credit.

Instructors shall not create, maintain or enforce any absence policy which unfairly penalizes students.

A student who believes that he/she has been treated unfairly by an instructor's absence policy may seek redress through the established instructional grievance procedures.

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.

Location	Phone Number
Huntington Beach – Adult Education Division 16666 Tunstall Lane Huntington Beach, CA 92647	(714) 842-4779
Garden Grove – Unified School District Adult Education 11262 Garden Grove Blvd. Garden Grove, CA 92643	(714) 663-6521

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: All requests for changes to a student's current class program or information on file should be made through the Admissions and Records Office. Included are "adds" to program, "withdrawal from class," "grade option requests," and "name and address changes." The student must present the appropriate class program for all adds and drops.

Transcripts: Transcripts of academic work taken at Golden West College are available upon official request. Requests can be made through Credentials, Inc. on the GWC website, www.gwc.info or by submitting an official written request by mail, or in person in the Admissions and Records Office. Two transcripts and/or enrollment verifications will be provided free of charge. (Requests made through the Credentials, Inc., cannot be included in the two free requests). For each additional transcript or enrollment verification, there will be a charge of \$3. 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 72237, 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.

Cumulative Folders: The Admissions and Records Office maintains a cumulative folder on each student who has records sent to the College. The folder, 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 folders are the property of the college.

Verifications: The Admissions and Records Office will provide information regarding a student's records upon written student request. There is a \$3 charge. Two verifications and/or transcripts will be provided free of charge. **This fee is subject to change.**

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.



COUNSELING

Counseling

(714) 895-8799

Golden West College counseling services assist students in reaching their educational/career goals by offering:

- Orientation for a successful college experience.
- Career counseling to help clarify career and academic goals.
- Assistance with course selection and program planning.
- Information for transferring to other colleges and universities.
- Personal counseling to assist students with achieving their career and academic goals.
- Special workshops and seminars on a variety of educational, career, and personal topics.

To arrange to speak with a counselor call (714) 895-8799, come by the Counseling Center located in the Administration Building or email us at: <http://www.gwc.info/counseling/intakeform.html>.

New Student Orientation and Advisement Program

Assistance in planning college classes to meet desired goals is made available to each college applicant. Applicants are provided with course advisement information at the time of admission. All new students are required to participate in program planning sessions (including the development of a first semester educational plan) conducted by counselors prior to the beginning of the semester. We now have an on-line option for completing the advisement process. Information concerning these planning sessions is contained in the course planning materials provided at Admissions.

Transfer Center

(714) 895-8794

Transfer Center is dedicated to helping students transfer successfully to a four-year university. The following services are provided for students:

- Complete library of college and university catalogs, also available on CD-ROM College Source.
- Applications for admission to the CSU/UC system and Private Institutions. Test applications are also available (e.g. CBEST, SAT, GRE, GMAT, etc.).
- Selection of reference books and materials (e.g. Medical School, Law School, Study Abroad, Undergraduate Ranking by major, etc.).
- Scholarship and grant information.
- Transfer reference books and materials (e.g. College videos, etc.).
- Information regarding scholarships and grants.
- Transfer workshops, fairs, tours to local universities, and appointments with representatives from CSU/UC/Private universities.
- Appointments with Transfer Counselor.
- Transfer Planning Guide

For additional information, call (714) 895-8794, or come by the Transfer Center located in the east wing of the Administration Building next to the Career and Employment Center.

ASSESSMENT CENTER

The Assessment Center offers a full range of testing services designed to gather information about individual students to facilitate student success. These services include basic skills testing, language skills assessment for non-native English speakers, administration of study skills inventories, and the measurement of vocational interests.

Information from basic skills tests is used to make course placement recommendations. Final decisions about selection of courses and programs of study are made by the student in consultation with counselors. Additional information can be obtained by contacting the Assessment Center at (714) 895-8388 or on the website at <http://www.gwc.info/assessment/index.html>.

Testing services designed to assist an individual in making career decisions can be arranged through contact with a member of the college counseling staff.

STUDENT LEARNING SERVICES

Library

Students, faculty, and community members are encouraged to utilize the resources of the Golden West College Library to locate information to meet their educational, vocational, social, and cultural goals. Librarians instruct and assist in the use of the library and are on duty all times that the library is open. In addition, library classes are available to instruct students in the use of libraries and online resources for research and class assignments.

The library's materials collection is comprised of approximately 85,000 books, a magazine browsing collection, full-text online databases, Internet computers, and non-print (videotapes, audiocassettes, laser disks, digital video disks, compact disks, and films) items. The library provides quick and easy access to timely materials.

Other facilities include photocopiers, group study rooms, resources for physically challenged students, and the Technology Learning Center (TLC).

Student Success Center

The Student Success Center, located in Library 130—just next to Forum II, is comprised of three open labs.

- **Student Computer Center:** (714) 892-7711 ext.50111 or <http://www.gwc.info/lrsc>
The Student Computer Center is an open computer laboratory providing high-speed Internet access, personal e-mail accounts, color printing, scanning, CD-RW-DVD combo, Microsoft Office XP and Microsoft Office 2003, for all students. To use the Student Computer Center, students must register for Learning Skills 920-2 and pay a materials fee of \$8.00, which includes a CD w/case, headphones, and 20 black and white print-outs per day.
- **Writing/Reading Center:** (714) 895-8386
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. All courses include one-on-one tutoring with experienced instructors. Fee varies from course to course. Please call for additional information.
- **Disabled Student Services (DSS) Lab:** (714) 895-8322
The DSS Lab is a specialized computer lab which provides adaptive computer hardware and software for students registered through the GWC DSP&S office. Individual assistance is provided on an as needed basis. Students must register for Learning Skills 920-7 and pay a materials fee of \$8.00.

Adaptive programs include:

ZoomText, Kurzweil 1000 (Scan/Read software for blind students), Kurzweil 3000 (Scan/Read software for learning disabled students), JAWS, Dragon Naturally Speaking, Telesensory CCTV (Close Circuit TV System), adaptive keyboard and mouse, large monitors and adjustable work stations.

The DSS Lab also provides remedial courses that students can take to improve their skills in reading, language, math and working skills. Students can take a .5 or 1 unit course depending on their needs. Registration fees are based on the number of units.

Tutorial and Learning Center

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:

- Group tutorials
- Drop-in tutoring
- Individual appointments
- Online tutoring
- Community tutoring

Additional support services include: review sessions before major exams, study skills videos, self-help pamphlets and literature. The Tutorial and Learning Center is located in the Library Building, South Side, Room 100-D. For hours and additional information please call: 714-895-8904 or 714-895-8905 (TDD, Telephone Device for the Deaf).

Mathematics Learning Center

The Math Center is comprised of two computer labs and a math tutoring room. Computer labs that primarily support remedial mathematics courses (Math 005, 008, 010 and 030) are located in rooms 219 and 227 of the Math/Science Building. The Math Tutoring Room located in Math 214 is open to all students taking math classes at Golden West College. Brief tutorial help is provided on a walk-in basis, or more extensive help is available by appointment. For information, call 714-892-7711 ext. 51132.

Online Instruction - Student Support

The New Media Center/Distance Learning provides support to faculty and students for the development and delivery of online instruction.

Information regarding GWC Online Courses and the Online Instruction Helpdesk can be accessed at <http://www.onlinegwc.org>. Online instruction technical support is also available via phone between the hours of 8 am and 5 pm, Monday through Friday at (714) 895-8389.

The New Media Center is located next to the Cosmetology department in room #117.

DISABLED STUDENTS SERVICES

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 office of Disabled Students Programs Services. Available services include but are not limited to:

- Registration Assistance
- Sign Language Interpreters
- Alternative Media
- Specialized Counseling
- Notetaking Services
- Readers/Writers
- Specialized Tutoring
- Early Registration
- Special Education Courses
- Adaptive Physical Education Courses
- Resource Center (New and improved)
- High Tech Center (New and improved)
- Disability resource information and referrals

For additional information regarding eligibility for any of the above services, please call (714) 895-8721 (Voice), (714) 895-8350 (TDD). The Disabled Students Services Office is located in Forum II, Room 105.

SPECIAL STUDENT SERVICES

The college makes a continuous effort to reach youths and adults of the community who might not otherwise seek educational or vocational assistance. Within the context of its regular offerings, the college seeks to remove many of the restrictive barriers confront-

ed by these students through financial aid, counseling, tutoring, and remedial courses in learning skills, communications, and computational skills. Likewise, the college selectively offers courses of an ethnic or cultural character designed to enrich the understanding of all students. Financial assistance is available to students who are unable to meet the basic cost of their education. All financial aid at Golden West College is administered in accordance with the philosophy and policies which have been established nationally. The basis of such programs is the belief that parents have the primary responsibility for assisting their sons and/or daughters to meet educational costs, and that financial aid is available only to supplement the students' yearly academic expenses.

EXTENDED OPPORTUNITY PROGRAMS AND SERVICES

The EOP/S (Extended Opportunity Programs & Services) is a state funded program that serves educational and financially disadvantaged students. This special program provides services that assist qualified students in overcoming various obstacles while attempting to succeed in college. One of the main objectives of the program is to insure participants equal access to success while pursuing their certificate, an Associate Arts Degree (A.A.), and/or meet four-year university transfer requirements..

All qualified students are welcome to take advantage of the following services:

CARE Services	High School Outreach	Transfer Assistance
Counseling	Peer Advisement	Tutoring
Emergency Loans	Priority Registration	
Financial Assistance	Summer Readiness	

The EOP/S Office is located on the second floor of the Administration Building. The telephone number is (714) 895-8768. Participation in the Extended Opportunity Program is based on state mandated guidelines. Students must apply for financial aid, complete an EOP/S 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.

FINANCIAL AID AND SCHOLARSHIPS

The Financial Aid Office is one of many student services available at Golden West College. It is responsible for the initiation, supervision, disbursement, and monitoring of funds provided by federal, state and local agencies in the form of grants, employment, loans and fee waivers. Obtaining a college education is one of the most important investments you will make in your lifetime. Golden West College believes the primary responsibility for financing an education lies first with students and their families. When the total resources do not meet expenses, the college will attempt to assist students with meeting their college expenses.

In determining a student's resources, three things are considered:

- Family income and assets
- Student assets and earnings.
- Other student and family resources available

Golden West College may not have enough funds to award all eligible students. Funds are awarded on a first-come, first-served basis. File your application by March 2 to ensure that you meet the state priority filing deadline. You may apply for financial aid after March 2..

It is up to you, the student, to make the effort to learn where, when and how to apply for financial aid. It is important for you to understand that it is your responsibility to meet all deadlines and requirements. The more you plan ahead, the better your opportunities. The Golden West Financial Aid Staff is available to assist applicants in completing the process successfully. The Financial Aid website (www.gwc.info/fao) is a valuable resource for prospective and current applicants to learn about various financial aid and scholarship opportunities.

You May Be Eligible For Financial Aid If You Meet The Following Requirements:

- Complete the Free Application for Federal Student Aid (FAFSA).
- Demonstrate financial need. Financial need is the difference between the cost of attending Golden West College and the amount of resources you are expected to contribute toward your education. This contribution is determined by the federal government.
- Be a United States citizen or a permanent resident, a resident of the Trust Territory of the Pacific Islands, or a citizen of the Marshall Island or Federated States of Micronesia and provide documentation from INS you are an eligible non-citizen.
- Be an undergraduate student enrolled in an eligible program at Golden West College. Your program must lead to an associate degree or certificate that is offered at Golden West College, or you must be enrolled in a program that will lead you to a four-year institution. All programs must be a minimum of one year in length.
- Not owe a refund on any grant received at any post secondary institution or be in default on any student loan.
- Maintain satisfactory academic progress as defined by the Financial Aid Office at Golden West College.

You May Also Be Requested To Submit Some Or All Of The Following:

- A signed copy of your IRS tax return, or Income Certification if you did not file.
- A signed copy of your parent's IRS tax return, 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 the financial aid website at www.gwc.info/fao.

FINANCIAL AID PROGRAMS

Federal Pell Grant: A Federal grant for undergraduate students. The award is prorated to the number of units a student is enrolled in and completes.

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

CAL Grants: State grants for undergraduate students. Students must submit their FAFSA by March 2 to be considered for a CAL Grant. 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. GPA verification forms must be submitted to the State of California by established deadlines.

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. Eligible students must be enrolled in a minimum of six (6) units; priority is given to full-time students. The Financial Aid Office will place students in positions on campus. The FWS award is determined by the student's financial need and the number of hours he/she is permitted to work. FWS checks are issued on the 10th of each month for hours worked in the previous month.

Federal Perkins Loan: A low-interest (5%) loan to help students pay for their educational expenses. Students must attend a Perkins Loan interview and complete loan forms, including references and a promissory note. As with any type of loan, a Perkins Loan must be repaid. Maximum is \$6,000 at GWC for the completion of your program. Funds are limited.

FFELP (Stafford) Student Loan: A low interest (variable rate) loan made by the Federal Government. This loan is insured by the Federal Government and is processed electronically through the school. This is a loan and must be repaid. The loan is available in both subsidized and unsubsidized forms. Attendance at FFELP (Stafford) entrance and exit orientations is required to participate in the loan program. Suggested maximum limit at Golden West College is \$12,750 for all loans and semesters combined.

Board of Governors Fee Waiver (BOGFW): Available to California residents attending a California Community College. The BOGFW will waive your enrollment fees (\$26/unit) and your health fee (\$13 Fall/Spring & \$9 Summer).

FINANCIAL AID INFORMATION

Rights and Responsibilities of Students: All students are entitled to and are guaranteed full and equitable treatment in the awarding of financial aid. There shall be no discrimination of any kind. It is the student's responsibility to report any changes in his/her financial, marital, or academic status. All financial aid recipients are expected to maintain Satisfactory Academic Progress. Students who do not complete the number of units as required by the academic progress regulation may lose the financial aid award.

Guidelines for Family Contributions

Parents' Contributions: The primary responsibility for assisting students with the cost of a post-secondary education lies with the student and his/her family. The expected contribution is determined by a need analysis process evaluating the family's financial strength.

Student's Contribution: All students are expected to contribute toward their own educational expenses. A student's income and assets will be assessed through a standard methodology.

Scholarships

Area citizens and organizations donate funds for awards 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 & Awards Convocation. Funds are available the following academic year.

Visit www.gwc.info/fao for more information.

Grants

Board of Governors Fee Waiver Program (BOGG): This state-funded program provides three (3) ways to help low-income students pay the enrollment fee:

1. **Financial Need:** Students who apply for financial aid and demonstrate financial need qualify.
2. **Public Assistance:** Students who are currently recipients of AFDC, SSI/SSP or General Relief at the time of registration are eligible. Students must complete the BOGG application and provide documentation that he/she is a current recipient of AFDC, SSI/SSP or General Relief.
3. **Income Levels:** Students who meet the income levels for their family size qualify. Students must complete the BOGG application and provide documentation of their taxed and/or untaxed income.

Extended Opportunity Program Services (EOP/S) Grant: This grant is available to full-time students as part of the Extended Opportunity Program. The grant is designed to aid students with exceptional need who have the potential to benefit from the special help the program offers. Support services such as tutoring and peer counseling are important aspects of the Extended Opportunity Program.

Bureau of Indian Affairs Grants (BIA): These grants are available for Native American Indian students enrolled in a full-time course of study. To be eligible, the student must possess at least 25 percent Native American Indian, Eskimo, or Aleut blood as recognized by a tribal group and demonstrate financial need. The award limits are based on the student's need and availability of funds.

California Student Aid Commission Programs

The California Student Aid Commission offers Cal Grants A, B, and C to undergraduate students on the basis of demonstrated need and specific requirements. To apply, stu-

dents complete both the FAFSA and G.P.A. verification form and return it by March 2 annually. They may accept only one Cal grant annually and must:

- be registered by Fall for at least six (6) units per semester/quarter at an eligible school;
- be a California resident for one (1) year as of September 20;
- be making satisfactory progress toward a degree or certificate, if enrolled in postsecondary education; and
- not be in default on any government loan or owe a refund on a state or federal grant, unless repayment arrangements acceptable to the Commission have been made.

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.) All new awards are limited to students who have completed no more than one full-time semester/two full-time quarters, sixteen (16) semester units of part-time study or the equivalent, or four and one-half months of vocational school.

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.

Short-Term Loans: Students who need a small loan to assist them through a short period of financial difficulty may apply for a short-term loan through the Financial Aid Office. The loans range up to \$100 and are interest-free. To qualify, a student must possess a College Service card, be enrolled in a minimum of six (6) units, have a minimum GPA of 2.0 and agree to pay the loan back within thirty (30) days. These loans are provided by various organizations and supported by the Associated Student Body of Golden West College.

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 aid (including Pell Grants, Federal Supplemental Educational Opportunity Grants (FSEOG), Cal Grants, Federal Work-Study (FWS), Stafford Loans, and Perkins Loans). **SAP is defined as the student's completion of those standards established for measuring a student's academic progress.**

Students receiving financial aid enter into an agreement to make Satisfactory Academic Progress toward their educational goal. Failure to maintain these standards will result in the loss of 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.

During the 2005 – 2006 academic year, students must meet the 2004 – 2005 Financial Aid SAP Policy to maintain eligibility for financial aid. Beginning with the 2005 – 2006 academic year, ALL students must meet the SAP policy detailed below to be eligible to receive financial aid.

The Financial Aid Office reviews academic progress at the end of each academic year. All students receiving federal and state financial aid (except the BOGFW) must comply with the following academic progress standards:

General Requirements

Students receiving financial aid must be enrolled in an eligible program. An eligible program is defined as:

1. A Certificate, OR
2. An Associate Degree (AA), OR
3. A two-year academic Transfer Program that is acceptable for full credit toward a Baccalaureate Degree.

Satisfactory Academic Progress Standards

A. Maintenance of a 2.0 cumulative GPA (Grade Point Average).

1. If the student's cumulative GPA falls below 2.00, the student will be disqualified from further financial assistance. Once the student has raised his/her cumulative GPA back to the 2.00 minimum standard, he/she will have financial aid eligibility reinstated. However, all units taken and semesters needed to raise a student's cumulative GPA will be counted toward the 150% maximum eligibility allowed and 90-unit maximum. Additionally, student financial aid eligibility will be reinstated forward from the end of the semester the student raises his/her cumulative GPA to 2.00.

NOTE: Students who enter GWC with no prior units completed and receive one year (two-semester) of financial aid will have a 75% probation ruled applied for continuing financial aid the following year. Students who meet this condition will only be required to maintain a 1.75 cumulative GPA to continue receiving financial aid. However, he/she will be placed on probation and awarded financial aid for one semester only. The student must raise his/her cumulative GPA to 2.00 during that semester of probation to be eligible to continue receiving financial aid beyond that probationary semester. Should the student fail to raise his/her cumulative GPA to 2.00 during the probationary semester, he/she will be disqualified from further assistance until his/her cumulative GPA is 2.00.

B. Fewer than ninety (90) attempted units for students who indicated AA Degree or Transfer as their education goal.

1. ESL and Basic Skills/Remedial classes are excluded from the ninety (90) unit limit when determining units attempted. (Students may take up to 30 units of remedial course work (which may include ESL courses) in addition to the 90 units maximum.)
2. Students who have already earned an Associate or higher degree will need to follow the appeal procedure.
3. In Progress (IP) grades count as attempted units in the maximum time frame only. It does not affect the cumulative grade point average (GPA) in the qualitative measure nor is it included as complete units in the quantitative measure.

C. Completion of 75% cumulative units attempted.

1. Entries recorded in the student's academic record as incomplete (I), No Credit (NC), and/or Withdrawal (W) are considered non-grades and must be 25% or less than the cumulative units attempted.
2. Attempted semester units (whether or not paid for by financial aid) include:
 - a) Earned (successful) grades: A, B, C, D, and CR
 - b) Incomplete grades: I
 - c) Non-passing grades: W, F, NC and IP

SAP Policy Requirements: Students must complete a certain number of attempted units each year based on the schedule below.

Financial Aid based on the following number of units each academic year:		Student must complete:
Full-time	24 or more semester units	20 semester units per year
Three-quarter time	18 to 23.99 semester units	18 semester units per year
Half-time	12 to 17.99 semester units	12 semester units per year
Less than half-time	.5 to 11.99 semester units	All units attempted

If the student does not satisfactorily complete the number of units as indicated above, he/she will be disqualified from further financial assistance. Once the student has made-up deficient units, her/she may be reinstated to receive financial aid. However, all units taken and semesters needed to make-up deficient units will be counted toward the 150% maximum eligibility allowed and 90 unit maximum. Additionally, student financial aid eligibility will be reinstated forward from the end of the semester the student makes-up deficient units

EXCEPTION REGARDING PELL GRANTS: Students must be enrolled in at least 6 units to maintain eligibility for most financial aid programs, but may still be eligible for a Pell Grant if enrolled in less than six (6) units.

Application of Standards

- A. Satisfactory Academic Progress for financial aid students will be determined at the conclusion of the Spring semester.
- B. Students who are disqualified from financial aid will be notified by mail and receive the procedure for appeal.
- C. A change of one (1) educational goal or major course of study will be allowed during the course of enrollment at the institution for financial aid purposes.
- D. Disqualification
 1. Students will be disqualified if they have one or more of the following academic deficiencies at the end of the Spring semester:
 - a. Total units attempted (excluding ESL and Basic Skill/Remedial classes) are equal to or greater than ninety (90);
 - b. Cumulative GPA is less than 2.0;
 - c. Cumulative Non-Grades (e.g. I, NC, W) are more than 25%.

Maximum Time Length

- A. Students attending for the purpose of obtaining an Associate of Arts Degree (AA), or completion of requirements for Transfer to a four (4) year college, are allowed ninety (90) attempted units in which to complete their objective.
 1. Attending full-time (12 units or more in Fall & Spring), a student is expected to complete his/her objective in three (3) years.
 2. Attending part-time (less than 12 units in Fall & Spring), a student is expected to complete his/her objective in six (6) years.
 3. Exceptions will be made only when the requirements of a student's objective cause the student to exceed the maximum time limit.
- B. Short Length Certificate Programs
 1. Some Certificate objectives at Golden West College may be completed in less time than that required for the Associate of Arts and Transfer objectives.
 2. The following table shows the normal completion time and maximum time for Certificate Programs of varying lengths:

Certificate Program Requirements	Normal Length	Maximum Length
24 units or less	2 semesters	3 semesters
25 to 36 units	3 semesters	5 semesters
37 or more units	4 semesters	6 semesters

NOTE: Once the student reaches the maximum time frame, the student is no longer eligible to receive financial aid at GWC.

- C. To be eligible for financial aid, a program must be at least six (6) months in length with a minimum of sixteen (16) units. Students enrolled in a Certificate Program may continue to qualify for financial aid up to ninety (90) attempted units, six (6) full-time semesters, or the equivalent, if they are planning to obtain an Associate Degree (AA), or to Transfer to a four-year school in addition to obtaining the Certificate.

Summer Financial Aid

- A. Summer terms are included in the evaluation of Satisfactory Academic Progress standards.

Repeated classes: Financial aid may be awarded to cover the cost of courses previously taken, including improving a grade of F or NC; however, repeated semester units will count toward the 150% maximum eligibility allowed.

NOTE: Enrollment in PE classes ONLY WILL NOT be funded by financial aid.

To Establish Initial Eligibility For Financial Aid:

Students who transfer to GWC – will need to provide the Financial Aid Office with Official Academic Transcripts from all previously attended colleges to show that the student is making SAP in accordance with GWC SAP policies. If the student fails to provide all previous academic transcripts, the student will be automatically placed on financial aid suspension. Student's who successfully meet the SAP standards will be eligible to receive financial aid. Those students who do not meet SAP standards because they are either lacking in units or have not maintained a cumulative 2.00 GPA will be placed on financial aid probation. Students who have attempted more than 90 semester units will be placed on financial aid suspension and will not qualify for financial aid. Students have the option to file an appeal if disqualified. Visit the Financial Aid office for details.

For Current GWC Students – it is required that all course work taken at GWC and all course work listed on previous academic transcripts from other institutions the student may have attended (if applicable) be reviewed for SAP – even if the student has not received financial aid at GWC.

Financial Aid Suspension: A student placed on financial aid suspension is no longer eligible to receive financial aid. Financial aid suspension occurs when the student:

- is “academically” disqualified by the college OR
- has failed to maintain SAP as described above OR
- has completed more than 90 units and/or reached the maximum length of time for which the student may receive financial aid.

Disbursement of Financial Aid Funds

- **Pell And SEOG Grants** – All Pell and SEOG Grant checks are mailed to students. One disbursement is made to students each semester. The disbursements are usually made after the add/drop period of each semester. Visit www.gwc.info/fao for disbursement information prior to the start of each term. The Financial Aid Office requests checks to be issued via the District Office every week beginning after the add/drop period for both the Fall and Spring semesters. Students who will be issued checks are those with complete financial aid files and who have received Financial Aid Award Notification in the mail from the Financial Aid Office.
- **Payment of Summer Pell:** The Financial Aid Office at Golden West College uses the Summer term as a trailer for disbursement purposes. As such, students who have remaining Pell Grant eligibility may be eligible for a Summer Pell disbursement. Students who enrolled in the Summer session, attended both the Fall and Spring semester, and have remaining eligibility will be mailed their Pell grant checks.
- **Cal Grant B & C** – Cal Grant B and C checks are mailed directly to the students ONLY after the Financial Aid office verifies the students' eligibility and enrollment status, and the funds have been received from the California Student Aid Commission. These payments are made in one (1) disbursement per semester.

NOTE: Federal Pell Grant and Cal Grant B and C award amounts are based on the number of units the students are enrolled in at the time disbursement. Pell Grants and Cal Grant B and C award amounts are adjusted accordingly and may decrease based on the student's individual enrollment status. In addition, students enrolled less than half time are not eligible for SEOG or Cal Grants.

Federal Work Study – Students receiving Federal Work-Study funds are paid on the 10th of each month and the checks are available for pick-up in the Personnel Services Office located in the Humanities building, Room 108.

Federal Perkins Loans And Federal Stafford Loans – Loan checks are mailed directly to the college and are available for pick-up after the Financial Aid Office has verified the students' current unit load and eligibility. Loans to first time borrowers are disbursed on the 31st day of each semester. Students must have attended a student loan entrance/exit interview prior to receiving their checks.

Scholarships – GWC and non-GWC scholarship funds are included in student award packages at the time financial aid funds are awarded. Disbursement will be made through the GWC Scholarship Coordinator in accordance with disbursement proce-

dures outlined by the donor of scholarship funds. Late scholarships received after a student has been awarded and disbursed all funds for both terms for any given award year will not be counted against a student's resources for the current award year. They will be counted toward the following award year's resources. However, any scholarship received prior to a student's award and disbursement of all funds for both terms for any given award year will be counted against a student's resources for the current award year. Repayment of the other funds may be required and will be handled in accordance with guidelines described below.

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. 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 over-awarded funds. Repayment of over-awards will be handled in the same manner as repayment procedures described for Return to Title IV Funds, unless state regulations require different action. Students will be notified in writing of repayment options and the effect that over-awards will have on future financial aid eligibility.

IMPORTANT NOTICE: Be advised that financial aid award amounts may increase or decrease due to a change in either the student's enrollment status or the student's personal financial situation. Financial aid awards for students enrolled in less than full-time status are reduced according to the number of units in which a student is enrolled, the student's Estimated Financial Contribution (EFC) and the student's Cost of Attendance (COA). In addition, 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 regulation.

Every attempt has been made to assure the accuracy of this section. The college reserves the right to change any information that is necessitated by changes currently being considered by the U.S. and California Congress. Students are encouraged to contact the Financial Aid Office for current detailed information concerning these programs, policies, and procedures.

CAREER AND EMPLOYMENT SERVICES CENTER

The Career and Employment Services Center offers: (1) assistance with career exploration and is an occupation resource information center; (2) assistance with employment referrals with the goal of matching trained people and/or those with special skills with opportunities available in the community and in various campus locations; and (3) access to the internet for independent job search and much more.

For further information call or come by the Career and Employment Center located in the east wing of the Administration Building - near the Counseling Center.

Career Services - (714) 895-8217

Services include:

- Computerized career information system (job descriptions, salaries, job outlook, education/training requirements, etc.).
- Computerized career assessments to identify interests and personality related to career choice.
- A library of published materials covering majors and related occupations.
- Resources to assist in decision making of career or major, writing resumes, interviewing, job search, etc.
- Free brochures/pamphlets; e.g., Golden West College Certificates Programs.
- Access to career information via the Internet.
- Free career workshops - Public welcome.
- Individual assistance from trained personnel.
- Open to the public.

Employment Services - (714) 895-8711

- Employment referral assistance for Golden West College students and graduates in obtaining part-time, full-time, and career employment.
- Assistance in preparing for the job search, interviews, and resume writing.
- Resource Library of current employment opportunities from various county, city, public and private business, and industry employers.
- Access to MonsterTrak and other job banks/"help wanted" sites via the Internet.
- Information on available Internship and Volunteer opportunities.

Students: When applying for Employment Services assistance, students are interviewed to discover skills and interests, as well as educational and/or vocational objectives. They are encouraged to apply for jobs related to these goals.

Employers: Employers in the community are encouraged to use the Employment Services office as a resource to help fill their workforce needs. The college encourages them to consider students who are majoring in a field of study that relates to their specific opening.

Re-Entry/CalWORKs Center - (714) 895-8111

Re-Entry Services at Golden West College consists of special programs for:

- Individuals who are returning to school after a lengthy absence, displaced homemakers, single parents (men and women), veterans, and unemployed workers.
- Single parents (men and women) or families who are receiving TANF/AFDC (welfare) benefits.

These re-entry programs are designed to provide students with the assistance needed to ensure a smooth transition into the college environment. The CalWORKs program is designed to give students a chance to obtain or upgrade marketable skills that can be used to secure livable employment. Through personal attention, specialized service, counseling and motivation, specially designed re-entry courses and student success workshops, these programs will help provide preparation for a successful career.

How to Apply for the Re-Entry/CalWORKs Programs:

An array of student success services is available for eligible Re-Entry or CalWORKs students. Contact the Re-Entry/CalWORKs Program Center at (714) 895-8111 for a brochure and application or stop by the center in the administration building to pick one up. Once you are determined program eligible, an appointment will be scheduled for you to see a program counselor.

Cooperative Work Experience Programs:

Golden West College views a job, either paid or volunteer, as an integral part of a person's education. Students may earn elective units of credit for work with employers approved by the college. The employment must relate to the student's educational and/or vocational objectives. The learning value of the student's job will be identified each semester through the use of job-related objectives. Students may enroll for cooperative work experience credit during the regular college registration periods.

Units of Credit: Students may earn up to 4 units of credit per term and can accumulate a maximum of 12 units of Work Experience credit while attending Golden West College. Units may be transferable to California State University campuses as elective units.

Guidelines:

1. The student's job must be directly related to his/her college major or career goal.
2. Learning objectives are prepared each semester with the aid of their job supervisor and college instructor.
3. The student must be initially enrolled in a minimum of seven (7) units including work experience for each semester he/she participates in the program.

For enrollment information please call (714) 895-8290.

BOOKSTORE

The GWC Bookstore serves the campus community by supplying textbooks (required and optional, new and used), general trade and reference books, school and office supplies, gifts, clothing, and greeting cards. In addition, the Bookstore is a licensed reseller of Apple computer products, and supplies software for all computers at educational pricing. Students should plan to spend approximately \$500 per semester on textbooks and supplies. The Bookstore has a liberal refund and buyback policy on most items and contributes financially to the Creative Arts programs, The Western Sun and Athletics.

HEALTH CENTER AND INSURANCE

Golden West College offers health services for all currently enrolled students who are attending classes.

The Health Center is designed to provide service for short-term acute illness with a focus on prevention. Members of the mental health team assist students in identifying problems and solutions and follow a brief crisis intervention model.

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 emergency treatment, health counseling, and referrals to appropriate services. Physicians, nurse practitioners, and psychologists are available by appointment. After consultation with a Registered Nurse, services include:

- Emergency treatment and first aid
- Treatment of illness
- Immunizations
- Family Planning
- Testing and treatment of sexually transmitted infections
- Mental health consultation
- Medical lab work
- Health counseling and education
- Referrals to community resources
- Basic physical exams, at an additional charge

Optional group health, dental, and accident coverage for the student on- and off-campus, is available. The District does not endorse nor disclaim these insurance plans. More information is available in the Health Center.

CHILD CARE CENTER

Infant/Toddler care is available for children 6 months to 2 years of age. We also provide child care for children from the ages of 2 to 5 years of age.

Registered student parents may enroll their child for a half-day or full-day.

For specific information and fee payment, parents may contact the Child Care Center at (714) 895-8127.

Hours: 7:00 a.m. to 6:00 p.m., Monday through Friday

OUTREACH

(714) 895-8144 - www.gwc.info

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 tours (by appointment)
- Individual tours (by appointment)
- Classroom presentations
- College Nights, Career Fairs, and Special Events (GWC information booth)
- Information Booth at Swap Meet (on various Saturdays)
- Student Ambassador Program
- Liaison for elementary, middle, and high schools and community organizations
- Information requests
- Special Campus Events

PUBLIC SAFETY

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 by coming in person to the Public Safety Office located at the west end of the campus at the entrance of the Golden West Street parking lot, 8:00 a.m. to 7:00 p.m. Monday through Thursday and 8:00 a.m. to 5:00 p.m. Friday.

COLLEGE EMERGENCY HOTLINE

A person may call the College Emergency Hotline **(714) 895-8170** for information regarding emergency campus closures or when the State issues a potential stage three alert for power outages.

VETERANS SERVICES

Golden West College is approved by the Bureau for Private Postsecondary and Vocational Education for the training of veterans seeking benefits under state and federal regulations. Application and certification for benefits are provided by the Veterans Clerk located in the Admissions and Records Office.

Eligibility

A veteran may be eligible for benefits for ten years after the date of separation from active duty provided discharge or release was other than dishonorable, and he/she served at least a hundred and eighty-one (181) continuous days or was discharged or released because of a service-connected disability. Veterans who entered active duty beginning July 1, 1985 may be eligible under Chapter 30, the Montgomery GI Bill provided they:

- Served at least two years with honorable discharge, and
- Had \$100 per month deducted from their military pay for educational benefits during the first 12 months of active duty.

Selected Reserve participants may be eligible under Chapter 1606.

Veterans Administration Requirements for Receiving Veterans Benefits

1. In order to claim benefits, a veteran or eligible person must have, as an educational objective, "an (a) Associate in Arts Degree, (b) Baccalaureate Degree, or (c) Certificate Program." If, after consulting the college catalog or the schedule of classes a person wishing to file for veterans benefits is still unsure of his/her goals or major, arrangements should be made for a counseling appointment.
2. In order to insure continuity of benefits, satisfactory progress must be made toward the stated major.
3. Attendance in enrolled classes is expected at all times.
4. After each registration, the person receiving veterans benefits must notify the Veterans Clerk of any program changes, i.e., complete withdrawal from college, adjustment of units, courses added and dropped, etc.
5. Those with 24 or more units of college work completed and who wish to apply for benefits must have program approval. Contact the Veterans Clerk for proper procedure.
6. Veterans with fewer than 24 units must submit transcripts for all previous college work to Golden West College within four weeks after the semester begins.

Unit Load to Qualify for GI Bill:

Full-time	12 Units
-3/4 time	9-11 Units
-1/2 time	6-8 Units

CAL-VET: Students who qualify for CAL-VET benefits should contact the Veterans Service Clerk.



STUDENT ACTIVITIES

The goal of the Student Activities Office is to create various environments for learning and organizing; it is the place to get involved with campus activities. Students and staff are offered many opportunities to develop leadership skills, programming skills, and social skills necessary to achieve challenging relationships in everyday life.

Specific service areas include:

- **Campus Life** — Assist students and staff with planning campus activities.
- **Housing Referral Service** — Rental listing maintained.
- **Student Services** — Provides information relating to policies and procedures of Golden West College.
- **College Services Sticker** — Available at registration or in the Admissions & Records Office. This sticker provides discounts throughout the year at various campus life events.
- **Locker Rental** — Low cost locker rentals are available for students in the Student Activities Office.
- **Student Council and Senate** — Members of the Student Government share active and vital roles in the daily process of Golden West College. Student Council members are elected by the general student body or appointed when vacancies occurred. Student Senators have the opportunity to join ASGWC at anytime throughout the year. The Student Senate has five committees: Publications, Student Interest, Finance, Club West Entertainment, and Broadcasting to organize and operate campus programs and events.
- **Clubs and Organizations** — To serve the interests of the student body, various social, honorary, service, professional, academic, and special interest clubs, organizations, and associations are active on campus.
- **Publicity** — Posters and banners are prepared to order for a nominal fee, or free to campus clubs/organizations. Information about the posting policy for GWC can be obtained from the Student Activities Office.
- **Student Participation on College Committees** — Students are encouraged to participate in the shared governance process at Golden West College.
- **"GWC" Discount Days** — Various discount tickets are provided through the Student Activities Office to amusement parks and movie theaters in Southern California.
- **Student Center** — In charge of daily operation of Student Center and Student Center Game Room. The Student Center offers a variety of amenities to students, including a lounge, wireless internet access, and an internet café.
- For additional information about programs and services, call (714) 895-8261 or stop by Student Activities (2nd floor of Student Center).

ATHLETIC PROGRAMS

The athletic program of Golden West College is coordinated by the Athletic Director. Included in the Physical Education complex are the gymnasium; Community Fitness Center lab including Circuit Training, Cardiovascular and Strength. Outdoor facilities feature a rubberized all-weather track, football field, baseball diamond, softball diamonds, tennis, basketball, sand volleyball, and handball courts, golf utility field, and soccer field. The total complex is complemented by an Olympic-sized, 50-meter pool and diving facility.

Intercollegiate Athletics

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

In football, the College is a member of the Mission Conference with member colleges comprising the Conference as follows: Cerritos, El Camino, Fullerton, Long Beach, Mt. San Antonio, Orange Coast, Palomar, Pasadena, Rancho Santiago, Saddleback, Riverside, and Golden West.

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

Women's sports include cross country, golf, water polo, soccer, and volleyball in the fall; basketball in the winter; and track, 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 class work. To remain eligible in subsequent semesters, they must satisfactorily complete 24 units between seasons of competition, 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.

Recreational Programs

To meet the leisure-time needs of the growing communities served by the college, a number of physical activity facilities are available. They include outdoor courts such as tennis, sand volleyball, basketball, and handball which are open to the community year-round as long as their use does not interfere with regularly scheduled classes. Fees may be charged during certain hours. The handball courts are lighted.

ACADEMIC HONORS

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. NOTE: Academic Honors is not formally connected to the GWC Honors Program or the Alpha Gamma Sigma Honor Society.

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.

GOLDEN WEST COLLEGE HONORS PROGRAM

The primary goal of the Golden West College Honors Program is to challenge highly motivated students through an enriched course of study providing a broader, deeper, more intense academic experience than that offered in the standard curriculum. Honors courses are specially designed sections of transferable courses. The Program leads students to advanced levels of critical thinking, discussion, writing and community involvement. To this end, honors courses develop:

- creative and critical thinking
- synthesis and analysis
- written and oral communication
- library, internet and technology-related research skills

Honors courses also:

- explore current developments and innovations
- consider global or multicultural perspectives
- encourage experiential and interactive learning
- offer enrichment activities such as guest speakers, plays, art exhibits, etc.
- foster involvement in the community through community service

Honors Program Requirements**Entry Eligibility:**

1. A minimum 3.25 cumulative high school GPA, or if already attending college, a 3.0 with 12 transferable units from Golden West College (GWC) or another regionally accredited institution.
2. Eligibility for or successful completion of Freshman Composition: English 100 or 100H. May be determined by English placement results, by prior coursework at GWC or other regionally accredited colleges, or by attaining a score of 3 or higher on the Advanced Placement English (AP) exam.
3. Eligibility for or successful completion of Intermediate Algebra: Math 030. May be determined by math placement results, prior coursework at GWC or other regionally accredited colleges, or by attaining a score of 3 or higher on the Advanced Placement Math (AP) exam.
4. Completion of Honors Program Application and submission of required documentation.

Maintenance:

1. 3.0 cumulative GPA.
2. Completion of English 100H during one's first year in the Program is recommended (unless English 100 has already been completed).
3. Completion of Humanities 190H with a "C" or better, preferably by the end of one's first year in the Program.
4. Completion of at least one honors course each semester, earning at least a "C" grade.

Completion Requirements:

1. 3.25 cumulative GPA in all transferable coursework.
2. Completion of at least 18 units of honors classes with a "C" or better in each class. Subject to approval, up to 6 units of honors classes may be accepted from another regionally accredited college.
3. Completion of at least 18 hours of community service. Hours may only be accumulated during participation in the GWC Honors Seminar, Humanities 190H.
4. Membership for a minimum of two semesters in the GWC Honors Program.
5. Earn a "B" or better in English 100H (honors only) or a grade of "C" or better on the Honors Thesis (a brief essay).

Honors Program Benefits:

- Special transfer consideration by institutions with which GWC has honors transfer agreements
- Library privileges at selected local universities and colleges
- Specialized honors counseling
- Honors study center
- Opportunities for special scholarships at GWC and transfer institutions

- Special recognition at commencement ceremonies and on the official transcript
- Opportunities to interact with campus and community leaders
- Enhanced *curriculum vitae*
- Leadership opportunities

Honors Classes:

Honors classes are open to all students committed to working hard in the pursuit of excellence. Students eager to dedicate themselves to these challenging and enriching classes may enroll in an honors class without joining the Honors Program.

The following courses have been approved as Honors Classes. For information about specific honors classes, please see the course description. These courses may not be offered every semester.

Art 105H, Art 106H, Biology 100H, English 100H, English 110H, English 114H, English 165H, History 180H, History 185H, Humanities 100H, Humanities 110H, Humanities 120H, Humanities 190H, Mathematics 160H, Mathematics 180H, Music 101H, Political Science 120H, Political Science 180H, Psychology 100H, Sociology 100H, Spanish 180H, Spanish 185H, Communication Studies 110H

To learn how you can benefit from all the opportunities of the complete Program, call the Honors Counselor at (714) 895-8119 or the Honors Program Office at (714) 892-7711, extension 55230.

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 students and provides a forum for academic excellence, student success and community involvement on the California community college campuses.

Eligibility is based on completing 12 or more graded college units, 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 members may wear a gold 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.

Turn in AGS membership application forms, dues and grade verification to the GWC Student Activities Office. Visit the AGS website at www.gwc.info/ags/ or contact faculty advisor Roxie Ross at rross@gwc.cccd.edu

INTERCULTURAL CENTER

The Intercultural Center at Golden West College is an active education and service center for students, potential students, and members of the surrounding communities. The range of activities include working with local schools and agencies, educational programs and guest speakers and informal conversational gatherings. The center provides information on intercultural events and support services offered by the college as well as by surrounding Orange County communities. For more information, call (714) 895-8906.

One of Golden West's goals is "to support student success through a campus climate which enhances the development of individual worth and integrity in a diverse society." The Intercultural Center serves as a vital entity in the fulfillment of this goal as it promotes better understanding, appreciation and communication among those of different languages, religions, ethnicity, cultural traditions and national backgrounds. Support services are also provided for international students enrolled at the college.

PEACE STUDIES & COMMUNITY-BASED SERVICE LEARNING PROGRAM (PACSL)

The PACSL Program is a learning community program for students who are concerned about issues of peace, conflict and justice in contemporary society and in the global community, and who wish to develop skills to promote peace and implement constructive conflict management practices within their lives, families, communities, and diverse local and international social systems. Participants of the PACSL program will be qualified to find career opportunities in government service, non-governmental organizations, and to pursue further professional studies in the fields of law, management, public policy, international business, education and environmental studies.

All students are eligible to enroll in the GWC/PACSL Program. Once enrolled in this program, students will receive continuous academic guidance and will take advantage of the counseling and mentoring available while enrolled at Golden West College.

Eligibility:

All students in good standing are eligible to enroll if they meet the following requirements:

Completion and submission of the Peace Studies (PACSL) application form.

Enrollment in the program is on a first-come, first-serve basis.

Interest in the mission and goals of the Peace Studies Community-based Service Learning Program

Benefits:

1. Academic Guidance and Counseling
2. Experience through internships/practicum
3. Career development and specialization
4. Fluid college transfer
5. Peace Approach to Conflict management
6. Applicability throughout cross-cultural disciplines
7. Transformative identity: reflective and participatory
8. Global awareness, cooperation and interdependence, social and ecological responsibility

PUENTE PROGRAM

The Puente Program is a two semester learning community that includes three main components. The accelerated writing course sequence incorporates Mexican-American and Latino 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.

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 010 in the fall semester, either by completion of prerequisite coursework or assessment score placement.
2. Completion and submission of the Puente Program application, available in the Counseling Office.
3. Enrollment in the program is on a first-come, first-serve basis.
4. Commitment to the goals of the Puente Program.

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 1st Semester:

English 010 – Reading and Writing Essentials, 3 units

College 100 – Becoming a Successful College Student, 3 units

Spring 2nd Semester:

English 100 – Freshman Composition, 3 units

Counseling 104 – Career and Life Planning: A Holistic Approach, 3 units

STUDY ABROAD PROGRAM

The Coast Community College District Study Abroad Program is undergoing re-structuring due to the State's budget reductions. A variety of study abroad programs will be offered on a short-term basis contingent upon contractual agreements with service providers.

You are encouraged to check the Study Abroad webpage, at: <http://www.cccd.edu/studyabroad> for updates on programs in 2005. You may also call (714) 438-4704, and we will respond to your message.

CULTURAL PROGRAMS

Fine Arts Gallery

The Fine Arts Gallery at Golden West College exhibits regional, national, and international contemporary and traditional art. The gallery season consists of the annual student and faculty exhibits plus four changing exhibits.

Dance

The annual spring dance concert features GWC students and invited guests. There are additional performances and master classes offered in the GWC studio dance theater.

Music

An extensive schedule of on-campus and off-campus performance is arranged each year by the Chamber Choir, Early Music Ensemble, and Jazz Ensembles. Community groups desiring to book one of these groups are urged to do so several months in advance through the music office.

Theater Productions

Theater Season: Golden West College provides a well-rounded theater season which consists of Mainstage Theater productions of regularly produced drama, comedy, and musicals from the classical to the contemporary.

GWC FOUNDATION

The Golden West College Foundation, established in 1985, is a non-profit, tax-exempt organization dedicated to supporting Golden West College's mission of providing comprehensive academic opportunities. The Foundation is a vehicle for accepting private gifts, donations and bequests to provide funding for institutional accomplishments that are not funded through public funds.

The Foundation invites individuals and businesses to share in the educational vision of Golden West College and the enhancement of the quality of life in the community. Gifts may be cash, stock, bonds and property. A deferred gift may be arranged through a will, life insurance policy, annuity or trust.

The Foundation is managed by a board of directors who provide the leadership and direction for the organization's operation. The Foundation has grown steadily over the years and now has assets of over \$2,100,000. This has been accomplished through donations of cash from individuals and businesses, bequests and grants. In addition to cash assets, the Foundation annually receives donated equipment and supplies that represent thousands of dollars in in-kind gifts.

The main thrust of the Foundation is directed toward building support for college-wide needs. To nurture groups who have special interests in supporting Golden West College, there are three volunteer auxiliaries. Each auxiliary is managed by its own board and officers and requires membership dues for its operational expenses. Membership is open to the public.

Information is available by calling the Director of Institutional Advancement at (714) 895-8315, or addressing a letter to the Golden West College Foundation, 15744 Golden West Street, P.O. Box 2748, Huntington Beach, CA 92647-2748.

Golden West College Patrons

Patrons was established in 1973. Their purpose is to provide volunteers for various campus activities and to sponsor events to raise funds for a scholarship program for Golden West College students.

Hens and Chickens

Hens and Chickens is a group whose primary interest is promoting the art of quilting and generating funds for campus projects they select annually.

COMMUNITY SERVICES

One of the missions of the community college is to promote involvement of the community with Golden West College. Therefore, Community Services 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 Services are lectures, workshops, educational programs on a wide variety of subjects, and an extensive selection of programs for children and seniors.

Qualified individuals are encouraged to submit proposals to present programs in such areas as senior citizens, "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 will entitle senior citizens 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 an annual fee of \$5.00 and are effective thru June 30 each year. The card may be purchased in the Community Services Office.

Community Services Programs Refund and Transfer Charges

1. Refunds must be requested at least 3 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 for each program.
2. Participants who have registered for a program and request a transfer to another program must pay a \$10.00 processing fee. 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 Services 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. Steady growth has led to the present weekly Saturday and Sunday Swap Meets featuring as many as 680 vendor spaces per day. Free admission and parking are available to the public.

AIR FORCE RESERVE OFFICERS TRAINING CORPS (AFROTC)

Through arrangements with Loyola Marymount University (LMU) in west Los Angeles, students at Golden West College may participate in the Air Force Reserve Officer Training Corps (AFROTC) program. AFROTC offers a variety of two, three, and four year scholarships, many of which pay the full costs of tuition, books, and fees. Successful completion of as little as four semesters of AFROTC academic classes and leadership laboratories can lead to a commission as a second lieutenant in the United States Air Force.

Classes consist of one hour of academics and two hours of laboratory for freshmen and sophomores and three hours of academics and two hours of laboratory for juniors and seniors. The academic hours earned can normally be counted as elective credit toward graduation. All AFROTC classes and laboratories are held on Fridays to better accommodate students commuting from other colleges and universities. Currently, LMU does not charge for the courses and offers cross-town students free parking while attending AFROTC activities. Additionally, AFROTC cadets under scholarship and all juniors and seniors receive a \$200 per month tax-free stipend.

For more information, contact the Loyola Marymount University Department of Aerospace Studies (AFROTC) at (310) 338-2770. (<http://www.lmu.edu/acad/rotc/main.htm>). Other AFROTC detachments are located at: University of California, Los Angeles, (310) 825-1742; University of Southern California, (213) 740-2670; San Diego State University, (619) 594-5545; and California State University, San Bernardino, (909) 880-5440.

GOLDEN WEST COLLEGE ASSOCIATE IN ARTS DEGREE

Requirements for the Associate in Arts Degree at GWC can be satisfied in one of three ways, **Option I, II, or III.**

Option I is designed primarily for students who are pursuing a specific career program or major and who do not intend to transfer to a four-year university. Option I may also be used by transfer students. However, there are courses listed under Option I that are not transferable to the four-year universities and therefore transfer students who wish to use this option should see a GWC counselor for assistance in planning the most appropriate educational program.

Option II is designed specifically for students intending to transfer to the California State University System. Students who complete this option will satisfy requirements for the A.A. degree and complete the maximum, lower-division general education units allowed by the 23 California State University campuses.

Option III is designed primarily for students who intend to transfer to the University of California, or who are unsure if they will transfer to a UC or CSU campus. Students who complete this option with a grade of “C” or better in each course, will satisfy requirements for the A.A. degree and complete the Intersegmental General Education Transfer Curriculum (IGETC) by which all lower division general education units required by the 23 California State University campuses and the 9 campuses of the University of California (except Eleanor Roosevelt and Revelle Colleges at UCSD which require additional GE units) are met. Option III may not be advisable for some majors at certain CSU and UC campuses. Students should consult a GWC counselor to make sure this is their best AA degree option.

The main difference between Option I and Options II and III is that:

Option I requires the completion of a minimum of 21 units of general education courses and 18 units of “major” courses plus electives to a total of 60 units.

Option II requires a minimum of 39 units of general education courses plus major and elective courses to a total of 60 units.

Option III requires a minimum of 34 (UC) or 37 (CSU) units of general education courses plus major and elective courses to a total of 60 units. There are important differences among the three options. In order to select the option which best meets their individual needs, students should see a GWC counselor.

ASSOCIATE IN ARTS DEGREE REQUIREMENTS – OPTION I (CAREER FOCUS)

Option I is designed primarily for students who are pursuing a specific career program or major and who do not intend to transfer to a four-year university. Option I may also be used by transfer students. However, there are courses listed under Option I that are not transferable to the four-year universities and therefore transfer students who wish to use this option should see a GWC counselor for assistance in planning the most appropriate educational program.

Note: A specific graduation curriculum approved for nursing majors leading to an Associate in Arts Degree is found in the Career and Certificate Programs section of this catalog under Nursing.

1. General Requirements:

Completion of 60 units of acceptable college work+ with a 2.0 (C) overall grade point average. At least 12 units completed at Golden West College with a 2.0 grade point average.

+See note at end of section

2. Major Requirements:

(Select one of the following)

Certificate Program: Completion of all courses required for a Golden West College Certificate of Achievement. Please see the Counseling office for details.

OR

Lower Division Major Preparation: Completion of at least 18 units selected from courses specified by an accredited university to satisfy lower division major requirements. Please consult a counselor for major course requirements.

OR

Area of Concentration: Completion of at least 18 units selected from one of the following broad areas of study. Areas of study are listed in bold type, followed by the disciplines that comprise it.

Business

Accounting
Business
Business Data Processing
Computer Business Applications
Information Technology
Management
Marketing
Real Estate

Communication

Arabic
Chinese
College
Communication Studies
English
French
German
Greek
Interpreting
Italian
Journalism
Korean
Learning Skills

Library
Russian
Sign
Spanish
Special Education
Tutoring Skills
Vietnamese

Cosmetology

Cosmetology
Esthetician

Criminal Justice

Health Science
Nursing

Humanities, Fine and Applied Arts

Art
Broadcast and Video Productions
Dance
Digital Arts
Floral Design
Graphic Arts
Humanities
Interdisciplinary Studies
Music
Philosophy
Photography
Theater Arts

Mathematics and Science

Astronomy
Biology
Chemistry
Computer Science
Ecology
Geology
Mathematics
Physical Science
Physics

Physical Education and Health

Health Education
Physical Education
Professional Physical Education

Social Science

Anthropology
Economics
Geography
History
Interdisciplinary Studies
Political Science

Psychology
Social Science
Sociology

Technology

Architectural Technology
Automotive Technology
Automotive Collision Repair
Diesel Technology
Drafting Technology
Engineering Technology
Environmental Technology
Industrial Design
Information Technology

Note: For additional information see specific career programs and transfer information.

3. General Education Requirements:

Completion of Areas A through E.

Note: One course may not be used to satisfy more than one general education requirement; however, the same course may be used to satisfy a general education and a major requirement.

AREA A:

Communication In The English Language

And Critical Thinking:

Completion of 3 units from each group:

Group 1: Communication Studies 100, 108, 110 (or 110H), 112, 220; English 110 (or 110H); Philosophy 115, 116; Interdisciplinary Studies 105

Group 2: Business 130, 139; English 100 (or 100H); Journalism 125, 185

Group 3: A second course from Groups 1, 2, or 3 units from any of the following:
Business 125; English 280

AREA B:**Physical Universe And Its Life Forms:**

Completion of at least three units in Group 1 and satisfy Group 2.

- Group 1:** Anthropology 120
Astronomy 100, 100L
Biology 100 (or 100H), 104 and 104L, 110, 120, 155, 170, 175, 180, 185, 190, 210
Chemistry 110, 130, 180
Geography 180
Geology 100, 105, 106
Physical Science 100
Physics 110, 111, 112, 113, 120, 185
Psychology 250

- Group 2:** Mathematics competency - Must satisfy one of the following:
1. A Math Competency Test placement recommendation of Geometry (Math 020), or a higher Math course.
 2. Completion of intermediate (2nd year) algebra in high school with a "C" grade or better.
 3. Completion of one college course in mathematics (Mathematics 010-290).

AREA C:**Arts, Literature, Philosophy****And Foreign Language:**

Complete at least three units from the following:

- Anthropology 100, 135, 136, 150, 180
Arabic 180A-B
Art 100, 105 (or 105H), 106 (or 106H), 107, 116, 121A-B, 125A-B, 142A-B, 144A-B, 150A-D, 152A-D
Broadcast & Video Production 101
Chinese 180, 185, 280
Communication Studies 120, 175
Dance 100A-D, 110A-B, 120A-D, 125A-D
English 070, 110 (or 110H), 112, 114 (or 114H), 143, 150, 155, 156, 160, 165, 170, 171, 180, 280, 281, 290, 295
Farsi 180
French 180, 185, 280, 285, 290
German 180, 185, 280, 285
History 110, 120, 124, 125, 132, 135, 136, 150, 160, 165, 170, 175, 180 (or 180H), 185, (or 185H), 190, 195,
Humanities 100 (or 100H), 101, 102, 103, 104, 108, 110 (or 110H), 120 (or 120H), 122, 126, 130, 132, 135, 137, 140, 145, 160, 170
Interdisciplinary Studies 110, 120, 124, 133, 160, 175
Italian 180, 185, 280, 285
Japanese 180, 185
Journalism 160
Music 101 (or 101H), 103, 104, 105A-B, 108, 109A-D, 110A-D, 115, 120A-D, 126, 132A-D, 136, 141A-B, 142A-B, 145A-B, 158A-D, 165, 185, 210A-B

- Philosophy 101, 102, 103, 105, 106, 110, 111, 116, 120
Photography 125, 150, 150-1, 152, 158
Sign 180A-B, 185, 280, 285
Social Science 134, 135, 136, 180
Sociology 134
Spanish 110, 180 (or 180H), 185 (or 185H), 280, 285, 290
Theater Arts 100, 101, 102, 104, 105, 106, 108 120A-D, 130, 131, 142A-D, 151, 171A-D, 175, 176, 177, 178 205
Vietnamese 180, 185, 280, 285, 290

AREA D:**Social, Political, And Economic Institutions:**

Complete at least three units from the following:

- Anthropology 100, 130, 135, 136, 150, 180
Communication Studies 175, 190, 260
Criminal Justice 140
Economics 110, 120, 180, 285
Education 180
Environmental Studies 100
Geography 100, 104, 195
History 110, 120, 124, 125, 132, 135, 136, 150, 160, 165, 170, 175, 180 (or 180H), 185 (or 185H), 190, 195
Interdisciplinary Studies 105, 110, 120, 124, 133, 160, 175, 180
Political Science 101, 110, 120 (or 120H), 130, 180 (or 180H), 185, 190
Psychology 100 (or 100H), 110, 150, 158, 160, 165, 185, 250
Social Science 133, 134, 135, 136, 180
Sociology 100 (or 100H), 110, 133, 134, 150
Spanish 290

AREA E:**Lifelong Understanding
And Self-Development**

Complete at least three units from the following:

- Accounting 100, Business 121; College 100;
Communication Studies 175; Counseling 100, 103, 104, 199A-D; Dance (any); Ecology 100; Health Education 100, 104, 107, 120, 125; Marketing 121; Physical Education (any); Professional Physical Education 201; Psychology 110, 160, 165, 250;

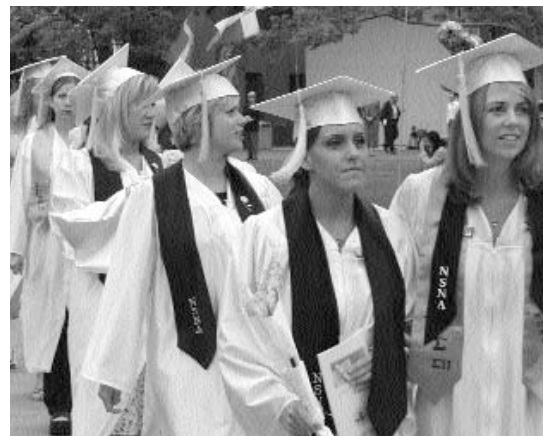
Note: Students must file a graduation petition with the Admissions and Records Office to obtain the degree.

The above degree requirements apply to students entering Fall, 2003 semester. Students who enrolled prior to Fall, 1991 and who have maintained continuous attendance at Golden West College, have the option of completing under the former degree requirement. However, no student may graduate under degree requirements contained in the 1972 or earlier catalog.

Continuous Attendance Policy. Continuous attendance at Golden West College is defined as the completion of at least one course during a regular term in an academic year.

+ NOTE: All Golden West College courses numbered between 001-299 are counted toward the 60 units required, except for the following which includes basic skills, non-credit and remedial courses:

- Art 820
Communication Studies 012A-B, 020A-B, 025A-B, 090A-B
ESL 001A-D, 002A-D, 003A-D, 004A-D, 011, 013, 021, 022, 023, 024, 026, 027, 028, 031, 032, 033, 038, 041, 042, 043, 048, 051, 052, 053, 058, 061, 062, 063, 068, 071, 073
English 009, 030A-B, 031, 032, 034A-B, 036A-B, 037A-B, 038A-B, 039A-B, 040A-D, 042, 045, 097, 098
Health Education 801, 807, 851, 852
Learning Skills 005, 920-1, 920-2, 920-4, 920-7, 920-8
Mathematics 005, 008
Theater 821



ASSOCIATE IN ARTS DEGREE REQUIREMENTS – OPTION II (LIBERAL ARTS - CSU)

Option II is designed specifically for students intending to transfer to the California State University System. Students who complete this option will satisfy requirements for the A.A. degree and complete the maximum, lower-division general education units allowed by the 23 California State University campuses. Courses on this list are approved for a specific academic year. A course cannot be certified by GWC unless it was on the list during the year when it was taken by the student. You must request certification at the GWC Admissions & Records office when requesting your final transcript.

Note: Completion of this Option assures certification of the maximum amount of general education course work permitted by the California State University System. Students must complete at least 9 units of general education courses at the CSU campus during their junior/senior years.

1. General Requirements:

Completion of 60 units transferable to the CSU system (Courses numbered 100-299 – i.e., major prep, general education and electives.)

Overall grade point average of 2.0.

At least 12 units earned at Golden West College with an overall grade point average of 2.0.

†See note at end of section

2. Major/General Education Requirements:

This option is designed to allow students to fulfill most of the general education breadth requirements for all CSU system campuses by completing a degree at the community college.

Students who follow this option must complete 39 units of courses listed in Areas A through E below, including the specific requirements indicated for each area.

A grade of “C” or better is required for:

- all courses in Area A
- the Math course in Area B
- at least 30 of the units completed in Areas A through E

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

AREA A:

Communication In The English Language And Critical Thinking:

9 semester units (or 12 - 15 quarter units) – One course from each group below:

Group 1: Communication Studies 100, 108, 110 (or 110H), 112

Group 2: English 100 (or 100H)

Group 3: Communication Studies 220
English 110 (or 110H)
Interdisciplinary Studies 105
Philosophy 115, 116

AREA B:

Physical Universe And Its Life Forms:

9 semester units (or 12 - 15 quarter units) – At least one course each from Group 1 - 4.

Group 1: Physical Science

Astronomy 100, 100L*
Chemistry 110*, 130*, 180*
Geography 180
Geology 100*, 105, 106*
Physical Science 100*
Physics 110, 111*, 112, 113*, 120*, 185*

Group 2: Life Science

Anthropology 120
Biology 100* (or 100H*), 104, 104L*, 110*, 112*, 120*, 140*,
155*, 170*, 175*, 180*, 185*, 190*, 210*
Psychology 250

Group 3: Laboratory Courses

Any course identified by * in Groups 1 and 2 above

Group 4: Mathematics

Mathematics 100, 103, 104, 106, 115, 120, 130, 150, 160
(or 160H), 170, 180 (or 180H), 185, 230, 240, 280, 285, 290

AREA C:

Arts, Literature, Philosophy And Foreign Language:

9 semester units (or 12 - 15 quarter units) – At least one course from each group.

A maximum of three units of activity courses (identified by *) may be used toward satisfaction of Area C.

Group 1: Arts (Art, Dance, Music, Theater)

Art 100, 105 (or 105H), 106 (or 106H), 107, 116, 121A-B*, 125A-B*,
142A-B*, 144A-B*, 150A-D*, 152A-D*
Broadcast & Video Production 101
Communication Studies 103
Dance 100A-D*, 110A-B*, 120A-D*, 125A-D*, 165
Humanities 100 (or 100H), 101, 102, 103, 104, 108, 110 (or 110H),
120 (or 120H), 126, 130, 132, 135, 137*, 140, 145, 165
Music 101 (or 101H), 103, 104, 105A-B*, 108, 109A-D*,
110A-D*, 115, 120A-D*, 126, 132A-D*, 136, 141A-B*,
142A-B*, 145A-B*, 185, 210A-B*
Photography 125*, 150, 158
Theater Arts 100, 101, 102, 104, 105, 106, 108, 109, 120A-D*,
130, 131, 142A-D*, 151, 171A-D*, 175, 176, 177, 178

Group 2: Humanities (Literature, Philosophy, Foreign Language)

Arabic 180A-B,
Chinese 180, 185
Communication Studies 120, 175
Economics 120
English 110, 112, 114 (or 114H), 150, 155, 160, 165, 170, 171,
180, 280, 281A-B, 290, 295
Farsi 180
French 180, 185, 280, 285, 290
German 180, 185, 280, 285
History 110, 120, 124, 125, 130, 132, 135, 150, 160, 165, 170*, 175*,
180 (or 180H), 185 (or 185H), 190, 195
Humanities 160, 170
Interdisciplinary Studies 110, 120, 124, 133, 160, 175
Italian 180, 185, 280, 285
Japanese 180, 185
Journalism 160
Philosophy 101, 102, 103, 105, 106, 110, 111, 120
Russian 180, 185A-B, 280
Sign Language 180A-B, 185, 280, 285

Spanish 110, 180, 185, 280, 285, 290
Theater Arts 205
Vietnamese 180, 185, 280, 285, 290

AREA D:

Social, Political And Economic Institutions:

9 semester units (or 12 - 15 quarter units) – With courses in at least two disciplines.

Group 0: Sociology and Criminology

Criminal Justice 140
Social Science 133
Sociology 100 (or 100H), 110, 133, 150

Group 1: Anthropology

Anthropology 100, 130, 135, 180
Social Science 135, 180

Group 2: Economics

Economics 110, 120, 180, 285
History 110

Group 3: Ethnic Studies

Anthropology 135, 136, 180
Communication Studies 175
Education 180
History 136, 150, 190, 195
Social Science 133, 134, 135, 136, 180
Sociology 133, 134
Spanish 290

Group 4: Gender Studies

History 165

Group 5: Geography

Geography 100, 104, 195

Group 6: History

Economics 120
History 110, 120, 124, 125, 130, 132, 135, 150, 160, 165, 170*, 175*,
180 (or 180H), 185 (or 185H), 190, 195
Interdisciplinary Studies 120, 124, 160

Group 7: Interdisciplinary Social/Behavioral Science

Anthropology 135, 180
Communication Studies 190, 260
Environmental Studies 100
History 120, 130, 160
Interdisciplinary Studies 120, 133, 160
Psychology 185
Social Science 135, 180

Group 8: Political Science

Political Science 110, 120, 130, 180* (or 180H*), 185, 190

Group 9: Psychology

Psychology 100 (or 100H), 150, 158, 160, 250

AREA E:

Lifelong Understanding 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.

Non-Activity

College 100
Counseling 104
Ecology 100
Health Education 100, 107, 201
Physical Education 103 and one course from the list of activity courses
Professional Physical Education 201
Psychology 110, 160, 165

Activity

Dance 115A-D, 135A-D, 230A-D
Physical Education 105A-D, 108A-D, 109A-D, 111A-D, 112A-D, 115A-D, 129A-D, 131A-D, 134A-D, 136A-D, 140A-D, 150A-D, 154A-D, 156A-D, 158A-D, 160, 161A-D, 162A-D, 164A-D, 165A-D, 166A-D, 168A-D, 173A-D, 176A-D, 177A-D, 186A-D, 192A-D, 194A-D, 195A-D, 196A-D, 198A-D, 240A-C, 242A-C, 244A-C, 246A-C, 248A-C, 250A-C, 252A-C, 254A-C, 256A-C, 258A-C, 260A-C, 262A-C, 272A-C, 274A-C, 275A-C, 276A-C, 277A-C, 278A-C, 283A-D, 285A-D, 286A-D, 287A-D, 290A-D, 296A-D, 298A-D

*All C.S.U. campuses require that a student demonstrate competence in the Constitution of the United States and in American History. This may be satisfied by taking Political Science 180 and History 170 or 175 at Golden West College, or by taking a test at the CSU.

The above degree requirements apply to students entering Fall, 2005 semester. Students who enrolled prior to Fall, 1991 and who have maintained continuous attendance at Golden West College, have the option of completing under the former degree requirement. However, no student may graduate under degree requirements contained in the 1972 or earlier catalog.

Continuous Attendance Policy. Continuous attendance at Golden West College is defined as the completion of at least one course during a regular term in an academic year.



ASSOCIATE IN ARTS DEGREE REQUIREMENTS – OPTION III (LIBERAL ARTS - UC/CSU)

NOTE: To be eligible to transfer to a UC campus, students must complete 60 units of UC transferable courses with at least a 2.4 gpa. For Option III a minimum of 12 residency units must be completed at GWC. Courses on this list are approved for a specific academic year. A course cannot be certified by GWC unless it was on the list during the year when it was taken by the student. You must request certification at the GWC Admissions & Records office when requesting your final transcript.

Option III is designed for students who intend to transfer to California State University or the University of California, or who are unsure if they will transfer to a UC or CSU campus. Students who complete this option with a grade of "C" or better in each course, will satisfy requirements for the A.A. degree and complete the Intersegmental General Education Transfer Curriculum (IGETC) by which all lower division general education units required by the California State University and University of California (except Eleanor Roosevelt and Revelle Colleges at UCSD which require additional GE course work) are met. Option III may not be advisable for some majors at certain CSU and UC campuses. Students should consult a GWC counselor to make sure this is their best AA degree option.

Honor Course Credit Limitation

Duplicate credit will not be awarded for both the honors and regular versions of a course. Credit will only be awarded to the first course completed with a grade of C or better.

AREA 1:

English Communication:

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

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

Group A: English Composition

English 100* (or 100H*)

Group B: Critical Thinking-English Composition

English 110 (or 110H*), or Philosophy 116

Group C: Oral Communication (CSU ONLY)

Communication Studies 110* (or 110H*)

*UC credit limits may apply; see Golden West College Counselor.

AREA 2:

Mathematical Concepts And Quantitative Reasoning:

One course, 3 - 5 semester units (or 4-5 quarter units).

Mathematics 115*, 130*, 150, 160* (or 160H*), 170*, 180* (or 180H*), 185*, 230, 240, 280, 285, 290

*UC credit limits may apply; see Golden West College Counselor.

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).

Group A: Arts

Art 100, 105* (or 105H*), 106* (or 106H*)
 Humanities 100* (or 100H*), 102, 103, 104, 108, 110* (or 110H*),
 120* (or 120H*), 122, 126, 130, 132, 135, 137, 145, 170
 Music 101* (or 101H*), 103, 104, 108*, 126, 165, 185
 Photography 158
 Theater Arts 100, 101, 102, 105, 108

Group B: Humanities

Anthropology 135
 Chinese 280
 Economics 120
 English 112, 114* (114H*), 150, 155, 160, 165, 170, 171, 180, 290, 295
 French 185, 280, 285, 290
 German 280, 285
 History 110, 120, 124, 125, 132, 135, 150, 160, 165, 170#, 175#,
 180* (or 180H*), 185* (185H*), 190, 195
 Interdisciplinary Studies 110, 120, 124, 160
 Italian 185, 280, 285
 Philosophy 101, 102, 103, 105, 106, 110, 111, 116, 120
 Social Science 135
 Spanish 185, 280, 285, 290
 Vietnamese 280, 285, 290

*UC credit limits may apply; see Golden West College Counselor.

#If this course is being used to meet the CSU American Institutions requirement, it cannot be used to satisfy this area.

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).

Anthropology 100, 130, 136, 150, 180
 Communication Studies 175, 190
 Economics 110, 120, 180, 285
 Environmental Studies 100
 Geography 100, 104, 195
 History 110, 132, 135, 136, 185H
 Political Science 110, 130, 180#* (or 180H#*), 185
 Psychology 100* (or 100H*), 150, 158, 160, 185, 250
 Social Science 133, 134, 136, 180
 Sociology 100* (or 100H*), 133, 134, 150

*UC credit limits may apply; see Golden West College Counselor.

#If this course is being used to meet the CSU American Institutions requirement, it cannot be used to satisfy this area.

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. Underlining designates courses with a laboratory.

Group A: Physical Science

Astronomy 100, 100L
 Chemistry 110*, 130*, 180, 185
 Geography 180
 Geology 100, 105*
 Physical Science 100*
 Physics 110*, 111*, 112*, 113*, 120*, 125*, 185*, 280*, 285*, 290

Group B: Biological Science

Anthropology 120
 Biology 100*, 104*, 104L, 110, 155*, 170*, 175*, 180, 185, 190, 210
 Psychology 250

*UC credit limits may apply, see Golden West College Counselor.

AREA 6:

Language Other Than English (UC ONLY):

1. Complete two years of a high school foreign language with grades of "C" or better (high school transcripts must be on file at GWC) **OR**
2. Earn a minimum score in SAT II Subject Test in languages other than English. (test results must be on file at GWC) **OR**
3. Complete at least one language OTHER THAN ENGLISH course at GWC numbered 180, or Spanish 110 **OR**
4. Complete with "C" grades 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 **OR**
5. See a GWC counselor for other options for completing this requirement, including AP, IB, and credit by examination.

TRANSFER COURSES

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, pre-major requirements, and electives. Keep in mind that transfer requirements differ from school to school and can change frequently. The transfer requirements listed in this section, Transfer Guide (www.gwc.info/tpg) and other transfer publications were updated at the time of publication and can change. Consequently, changes occurring after publication will have to be obtained through such sources as meeting with a counselor, and checking the Transfer Guide and Advisement Sheets periodically for updates. Students are also advised to visit the Transfer Center for the latest transfer information.

Transfer Guide

Supplemental transfer and pre-major advisement information.

Students should review the pre-major requirements for selected universities in the Transfer Guide. To view the Transfer Guide go to the web at : www.gwc.info/tpg.

Transfer 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.

Courses that are non-credit or not associate degree applicable are designated as such at the end of the course description. Courses with no designation apply toward the 60 units of credit required for the Associate Degree.

Transfer Majors

In order to get a Bachelor's Degree, students will need to select a subject area in which to specialize. This subject area is called a major. Almost every major requires that certain courses be completed during the first and/or second year of college. These are called Lower Division Major Requirements. Below is a list of majors in which the lower division major requirements have been identified.

Note: The requirements and course equivalencies listed in the catalog were updated at the time of publication. Major advisement sheets are updated periodically and are available from counselors and the Transfer Center.

If students do not find the major or the school they are interested in listed in this section, they should contact a Golden West College counselor to help get this information. It is a good idea for students to get a catalog from the college of their choice beforehand and bring it with them to their counseling appointment.

Anthropology

Architecture and Architectural Technology

Art

Biology

Business Administration

Chemistry

Communications

Communication Studies

Computer Science

Criminal Justice

Dance

Economics

Engineering

English

Environmental Studies

Film/Television

Foreign Language

Forestry

Geography

Geology

Graphic Design

History

Information Technology

Journalism

Liberal Studies

Marine Biology

Mathematics

Microbiology

Music

Nursing

Nutrition and Dietetics

Oceanography

Philosophy

Physical Education

Physical Therapy

Physics

Political Science

Pre-Chiropractic

Pre-Dentistry

Pre-Law

Pre-Medicine

Pre-Optometry

Pre-Pharmacy

Pre-Veterinary Medicine

Psychology

Social Welfare

Sociology

Teaching

Theater Arts



CALIFORNIA ARTICULATION NUMBERS (CAN)

The California Articulation Number (CAN) System is a statewide numbering system that identifies transferable, lower division and pre-major courses commonly taught within each academic discipline on college campuses.

The system assures students that CAN courses on one participating campus will be accepted "in lieu of" the comparable CAN course noted in the catalog or class schedule of another participating campus. Example: CAN ECON 2, Economics 285 at Golden West College will be acceptable for CAN ECON 2, Economics 202 at CSU Long Beach. Because course requirements may change, and courses are continually being redefined, qualified or deleted from the CAN database, students should check with the Counseling or Transfer Center to see how CAN courses fit into their educational plans to transfer. The list below was updated at the time of publication.

Golden West College courses that have qualified for California Articulation Numbers are:

CAN AJ	2	Criminal Justice 140	CAN GEOG	4	Geography 104
CAN AJ	4	Criminal Justice 141 or 142	CAN GEOL	2	Geology 100
CAN AJ	6	Criminal Justice 144	CAN GERM	2	German 180
CAN ANTH	2	Anthropology 120	CAN GERM	4	German 185
CAN ANTH	4	Anthropology 100	CAN GERM	8	German 280
CAN ANTH	6	Anthropology 130	CAN GERM	4	German 285
CAN ART	2	Art 105	CAN GERM SEQ	A	German 180 + 185
CAN ART	4	Art 106	CAN GERM SEQ	B	German 280 + 285
CAN ART	6	Art 121A	CAN GOVT	2	Political Science 180
CAN ART	8	Art 116	CAN HIST	2	History 180
CAN ART	10	Art 130A	CAN HIST	4	History 185
CAN ART	12	Art 142AB	CAN HIST	8	History 170
CAN ART	14	Art 107	CAN HIST	10	History 175
CAN ART	16	Art 109	CAN HIST	14	History 190
CAN ART	18	Photography 150	CAN HIST	16	History 195
CAN ART	20	Art 150 AD	CAN HIST SEQ	A	History 180 + 185
CAN ART SEQ	A	Art 105 + 106	CAN HIST SEQ	B	History 170 + 175
CAN BIOL	2	Biology 180	CAN HIST SEQ	C	History 190 + 195
CAN BIOL	4	Biology 185	CAN ITAL	2	Italian 180
CAN BIOL	6	Biology 190	CAN ITAL	4	Italian 185
CAN BIOL	10	Biology 170	CAN ITAL	8	Italian 280
CAN BIOL	12	Biology 175	CAN ITAL	10	Italian 285
CAN BIOL	14	Biology 210	CAN ITAL SEQ	A	Italian 180 + 185
CAN BIOL SEQ	A	Biology 180+, 185+, 190	CAN ITAL SEQ	B	Italian 280 + 285
CAN BIOL SEQ	B	Biology 170 + 175	CAN JOUR	2	Journalism 185
CAN BUS	2	Accounting 101	CAN JOUR	4	Humanities 160
CAN BUS	4	Accounting 102	CAN MATH	2	Mathematics 100
CAN BUS	6	Computer Sci 130	CAN MATH	4	Mathematics 104
CAN BUS	8	Business 110	CAN MATH	8	Mathematics 120
CAN BUS	12	Business 108	CAN MATH	10	Mathematics 115
CAB BUS SEQ	A	Accounting 101 + 102	CAN MATH	12	Mathematics 150
CAN CHEM	2	Chemistry 180	CAN MATH	16	Mathematics 170
CAN CHEM	4	Chemistry 185	CAN MATH	18	Mathematics 180
CAN CHEM	6	Chemistry 110	CAN MATH	20	Mathematics 185
CAN CHEM SEQ	A	Chemistry 180 + 185	CAN MATH	22	Mathematics 280
CAN CHIN	2	Chinese 180	CAN MATH	24	Mathematics 285
CAN CHIN SEQ	A	Chinese 180 + 185	CAN MATH	26	Mathematics 290
CAN CSCI	16	Computer Sci 145	CAN MATH	34	Mathematics 130
CAN CSCI	26	Math 230	CAN MATH SEQ	B	Mathematics 180 + 185
CAN DRAM	6	Theater Arts 130	CAN MATH SEQ	C	Mathematics 180 + 185 + 280
CAN DRAM	8	Theater Arts 106	CAN MUS	2	Music 116
CAN DRAM	10	Theater Arts 176	CAN PHIL	2	Philosophy 101
CAN DRAM	12	Theater Arts 175	CAN PHIL	4	Philosophy 120
CAN DRAM	14	Theater Arts 177	CAN PHIL	6	Philosophy 115
CAN DRAM	18	Theater Arts 101	CAN PHIL	8	Philosophy 102
CAN DRAM	20	Theater Arts 188	CAN PHIL	10	Philosophy 105
CAN DRAM	22	Theater Arts 107	CAN PHIL SEQ	A	Philosophy 102 + 105
CAN ECON	2	Economics 285	CAN PHYS	8	Physics 185
CAN ECON	4	Economics 180	CAN PHYS	12	Physics 280
CAN ENGL	2	English 100	CAN PHYS	14	Physics 285
CAN ENGL	4	English 110	CAN PHYS	16	Physics 290
CAN ENGL	6	English 280	CAN PHYS SEQ	A	Physics 120 + 125
CAN ENGL	8	English 290	CAN PHYS SEQ	B	Physics 185 + 280 + 285
CAN ENGL	10	English 295	CAN PSY	2	Psychology 100
CAN ENGL	14	English 150	CAN PSY	8	Psychology 185
CAN ENGL	16	English 155	CAN PSY	10	Psychology 250
CAN ENGL SEQ	A	English 100 + 110	CAN RUS SEQ	A	Russian 180 + 185AB
CAN ENGL SEQ	B	English 290 + 295	CAN SOC	2	Sociology 100
CAN ENGL SEQ	C	English 150 + 155	CAN SOC	4	Sociology 150
CAN ENGR	2	Drafting 100	CAN SPAN	2	Spanish 180
CAN ENGR	8	Engineering 280	CAN SPAN	4	Spanish 185
CAN FCS	12	Sociology 110	CAN SPAN	8	Spanish 280
CAN FREN	2	French 180	CAN SPAN	10	Spanish 285
CAN FREN	4	French 185	CAN SPAN SEQ	A	Spanish 180 + 185
CAN FREN	8	French 280	CAN SPAN SEQ	B	Spanish 280 + 285
CAN FREN	10	French 285	CAN SPCH	4	Speech Comm 110
CAN FREN SEQ	A	French 180 + 185	CAN SPCH	6	Speech Comm 220
CAN FREN SEQ	B	French 280 + 285	CAN SPCH	8	Speech Comm 100
CAN GEOG	2	Geography 180	CAN STAT	2	Mathematics 160

REQUIREMENTS FOR STUDENTS TRANSFERRING

The freshman and sophomore years of a university program can be completed at Golden West College. 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.
- 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 make the student a "broadly educated" person. Students can choose to complete Options II or III to meet these requirements or follow the GE pattern of the receiving institution.
- 3. Electives.** These are courses of the students' choice. After completing No. 1 and No. 2 above, the student, if necessary, may take "elective" courses to bring the total of all course work to 60 transferable units.
- 4. Removal of any subject or grade deficiencies incurred in high school.** Anyone who is unable to enroll in a four-year college or university because of low grades or course deficiencies may remedy these problems while attending Golden West College.

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 most instances. Exceptions to this will be found in the admission requirements for the particular college or university and/or the major department.

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, Transfer Guide on the internet, and the Counseling Center. Transfer information is also available via the internet at www.assist.org.

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.

Apply Online

Both the CSU and UC are requesting that all students apply online. The best way to apply to the CSU is online at the CSU Mentor Website: (<http://www.csumentor.edu/>). The UC application can be obtained at: (<http://www.universityofcalifornia.edu/admissions/undergradapp/welcome.html>). The UC website includes a virtual tour (audio and visual) that will walk you through the application process. (<https://pathways.ucop.edu/pathways/Pathways?NextPage=login>)

CALIFORNIA STATE UNIVERSITY ADMISSION REQUIREMENTS

Each campus accepts applications until capacities are reached. Some campuses accept applications up to a month prior to the opening day of the term. Many campuses will close individual programs earlier. Impacted programs receive applications only during the initial application filing period of Oct 1 – Nov 30 for the Fall. Applications for admission and information about campuses accepting applications are available at the Transfer Center. Be aware of timelines. Due to budget cuts many CSU campuses may cease accepting applications for admission after the end of the initial application filing period. Also, many campuses may stop accepting applications earlier than in prior years, e.g., in January or February,

Eligibility For Transfer

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. Several campuses are accepting only upper division transfer students, e.g., CSULB, SDSU.

Upper Division Transfer Requirements — CSU requires a minimum of 60 units (90 quarter units) to apply for admission as an upper division transfer student. Some 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, and have completed or will complete prior to transfer 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 at least one course of at least 3 semester units required in college-level mathematics. These 4 courses are commonly referred to as the "golden four". **NOTE:** Some CSU campuses will admit transfer students based on courses "in Progress," and some will not. Please consult the specific campus (es) or their published and internet materials for specific campus information.

Notes: The number of transfer units from community colleges is governed by the California Administrative Code, Title 5: "A maximum of 105 quarter (70 semester) units earned in a community college may be applied toward the degree." No upper division credit is allowed for courses taken in a community college.

Students transferring with certification of general education requirements are assured that they have met up to 39 of the 48-unit minimum requirements for the bachelor's degree. Students transferring without certification of general education must complete the pattern of courses required of "native" students, as outlined in the catalog of the particular state university. The course pattern which Golden West College uses to certify that students have met the 39 semester units of general education is described in this Catalog under **Associate in Arts Degree Requirements, Option II**.

Impacted Campuses and Programs

Some majors, such as business administration, computer science and engineering may be impacted at some campuses, i.e., more applications are received during the initial filing period than can be accommodated. In such cases, campuses use supplementary admissions criteria such as grade point average, required subjects 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 or more but not all campuses offering it may select as an alternate campus one that offers the same program but which is not impacted in the program. In such cases, if the applicant is not accommodated in the locally-impacted program or an alternative major at the first choice campus, the application may be redirected to an alternate campus that remains open in the same major and the filing of an additional application is unnecessary. Applications cannot be redirected to other impacted campuses or programs, or to campuses that have stopped accepting admission applications for that program or class level. To be considered in impacted programs at two or more campuses, applications must be filed to each.

Information about screening criteria is available in the Counseling Office. See the following CSU web site for information regarding impactation for 2006-2007. <http://www.calstate.edu/AR/impactioninfo.shtml>

CALIFORNIA STATE UNIVERSITY GENERAL EDUCATION REQUIREMENTS

CSU Education-Breadth 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 GE-Breadth: 37-39 of lower division and at least 9 upper division courses. All of the lower division courses for GE-Breadth may be completed at a California Community College before transferring to a CSU campus.

There are two GE-Breadth patterns that California Community College students can complete:

1. The GE-Breadth Requirements is a lower division 39-unit pattern. Student must take specified courses in the areas A-E (Option II).

Up to 39 lower-division GE-Breadth units required can be transferred from and certified by a California Community College or other certifying institution. Students who are certified with 39 semester units of lower-division GE-Breadth units will be required to complete a minimum of 9 semester units of upper division general education work 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 (IGETC or Option III) is the other pattern that California Community College students can use to fulfill all lower-division general education requirements at any CSU, or University of California campus. The IGETC requires completion of a minimum of 37 semester or 49 quarter units of lower division 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 campuses.) If you complete all IGETC requirements and your courses are certified, you will be required to complete at least 9 semester units of upper division general education work after transfer to a CSU campus. IGETC for the CSU requires that the student complete all of Area I, including oral communication. IGETC for the UC does not require oral communication. See a counselor to review the different rules when using IGETC for the CSU or the UC.

Because the IGETC is accepted by both CSU and University of California, it is a good option if you are undecided about the system to which you will transfer. If you are enrolled in a major that requires extensive lower-division preparation, you may not be able to complete all the IGETC requirements prior to transfer.

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

You can visit the website for CSU Admissions at: <http://www.csumentor.edu/>.

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.**

CSU certification is automatic for students who complete the requirements and submit the "Petition for Associate in Arts Degree" form for the GWC Option II, AA Degree or Option III, AA Degree. It is available at the GWC Records office. All other students must request certification from the GWC Records Office when the request for sending their final transcript to the CSU campus is made.

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

Students who complete all of the requirements of Options II and III are considered to be fully certified by the community college. (See the Intersegmental General Education

Transfer Curriculum section for more information).

Note: Students transferring without certification of general education must complete the pattern of courses required of "native" students, as outlined in the catalog of the particular state university.

What Courses Can Be Certified?

Courses taken at any regionally accredited U.S. college or university, including GWC, 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 or IGETC approved list at the time they were taken by the student. **(Students in the Coast Community College District who take courses at Orange Coast and/or Coastline Colleges must make sure that the courses are in the areas they need to meet general education requirements. The General Education patterns from all three district colleges are different.)** Courses taken at other accredited colleges and/or universities, such as independent or "out of state" colleges and universities, can be certified if they meet the criteria established by the California State University.

ARTICULATION

Some majors require or recommend introductory or prerequisite courses, most of which are offered in community colleges. These pre-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 general education/breadth requirements, major preparation, transferable course agreements (TCAs), and IGETC. Articulation agreements may be updated throughout the year, so check ASSIST periodically to ensure that you have the most current information about transfer credit.

UNIVERSITY OF CALIFORNIA ADMISSION REQUIREMENTS

Most UC campuses admit a limited number of lower division transfer students. This means that, in most cases, you should plan on completing at least 60 semester (90 quarter) units before transferring.

Students can meet the University's minimum admission requirements for transfer students, as 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. In all cases, you must have at least a C (2.0) average in all transferable coursework.

1. 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.
2. 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.
3. If you were not eligible for admission to the University when you graduated from high school because you did not meet the Scholarship Requirement, you must:

- A. Complete 90 quarter units or 60 semester 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/Not Pass), and;
- B. 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.

(Website for UC admissions:

<http://www.universityofcalifornia.edu/admissions/undergraduate.html>)

Courses which are transferable to the University of California system are identified where they are described in the *Courses* section of this catalog. For a complete listing of UC transferable courses consult the Counseling or Transfer Center at Golden West College.

INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)

The 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 at the campus they plan to attend.

The IGETC is most 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 institution, campus or major. Certain students, however, 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 many prerequisites for the major that the college screens for to determine eligibility for admission. (See the IGETC exceptions below).

The IGETC is not an admission requirement. 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.

The Intersegmental General Education Transfer Curriculum (IGETC) must be completed in its entirety before transferring or students will be subject to the breadth/general education requirements of the UC college or school they attend. All courses must be completed with grades of "C" or better.

The following are **exceptions** to IGETC certification (2005-2006).

UCB Applicants: The Colleges of Engineering, Environmental Design, Chemistry, and the Haas School of Business have extensive, prescribed major prerequisites. Moreover, the IGETC requirements generally exceed the college-specific breadth requirements (but do not supersede the major requirements). In general, IGETC is not appropriate preparation for majors in these colleges. Additionally, most majors in the College of Natural Resources do not accept the IGETC. Please check with the college or visit the ASSIST Web site (www.assist.org) for more information.

UCD Applicants: Anyone preparing for a bachelor of science is advised not to pursue the IGETC, and instead to concentrate on major-specific preparatory work.

UCLA Applicants: The Henry Samueli School of Engineering and the School of Nursing do not accept IGETC.

UCM Applicants: The School of Engineering and the School of Natural Sciences do not recommend IGETC.

UCR Applicants: The Marlan and Rosemary Bourns College of Engineering and the College of Natural and Agricultural Sciences do not accept the IGETC, although any courses taken to satisfy the IGETC may be applied toward the college's breadth pattern. The College of Humanities, Arts, and Social Sciences accepts the IGETC.

UCSD Applicants: The IGETC is accepted by John Muir, Earl Warren, Thurgood Marshall, and Sixth colleges only. Students pursuing IGETC are welcomed at Eleanor Roosevelt and Revelle colleges; however, they must fulfill the specific general education requirements of those colleges. All majors are available to students in each college, so students who choose the IGETC will not be restricted in their choice of major, unless the major is impacted.

UCSB Applicants: In general, IGETC is not appropriate preparation for transfer into the College of Engineering (or the B. A. Computer Science major in the College of Letters and Sciences). Engineering transfers may use IGETC only to substitute for lower division breadth/general education requirements. Many students will be required to complete at least two upper division general education courses after transfer. Students who plan a major within chemistry, biological sciences, physics or geology will be better served by completing preparation for the major, rather than IGETC.

(Website for UC admissions:

<http://www.universityofcalifornia.edu/admissions/undergraduate.html>)

Note: In some exceptional circumstances, students may be eligible to transfer with a maximum of two IGETC courses not completed. Please make an appointment with a GWC counselor for waiver petition and 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 U.S. 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 Orange Coast and/or Coastline Colleges 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. Courses taken at 4-year schools in California or at out-of-state 2-year or 4-year schools must be equivalent to courses offered at GWC. Courses completed at colleges and universities outside the U.S.A. are not acceptable except for certification of competence in a language other than English.

How Do I Get My Courses Certified?

Certification is automatic for students who complete the requirements and submit the "Petition for Associate in Arts Degree" form for the GWC, Option III, AA Degree. The form is available at the GWC Records Office. All other students must request certification from the GWC Records Office when the request for sending their final transcript is made. 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 likewise be on file.

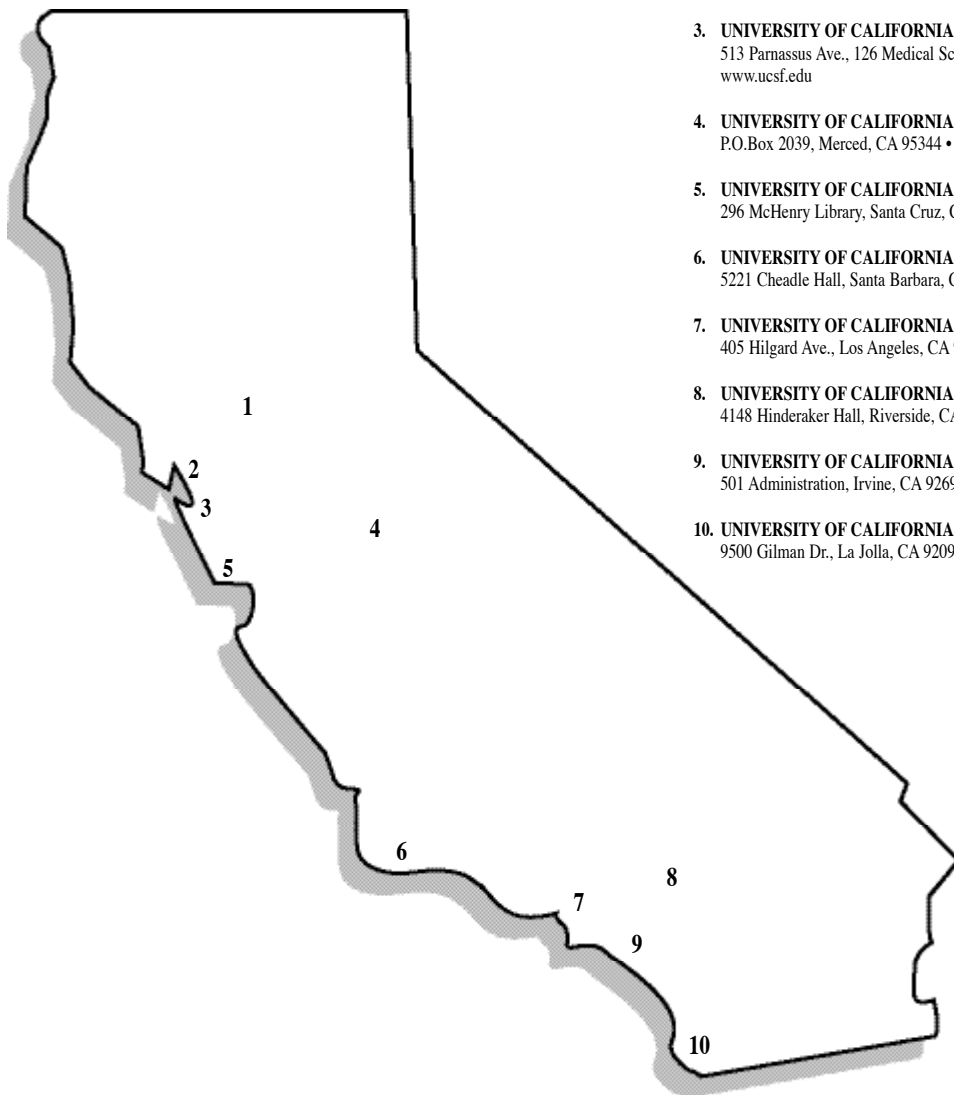
INDEPENDENT COLLEGES AND UNIVERSITIES ADMISSION REQUIREMENTS

In addition to state supported colleges and universities in California, there are many fine independent institutions. Each of these institutions has its own unique requirements for admission. In order to determine eligibility, students should obtain a copy of the school catalog and consult with their counselors.

(Website for the Association of Independent California Colleges and Universities: <http://www.aiccumentor.org/>)

UNIVERSITY OF CALIFORNIA

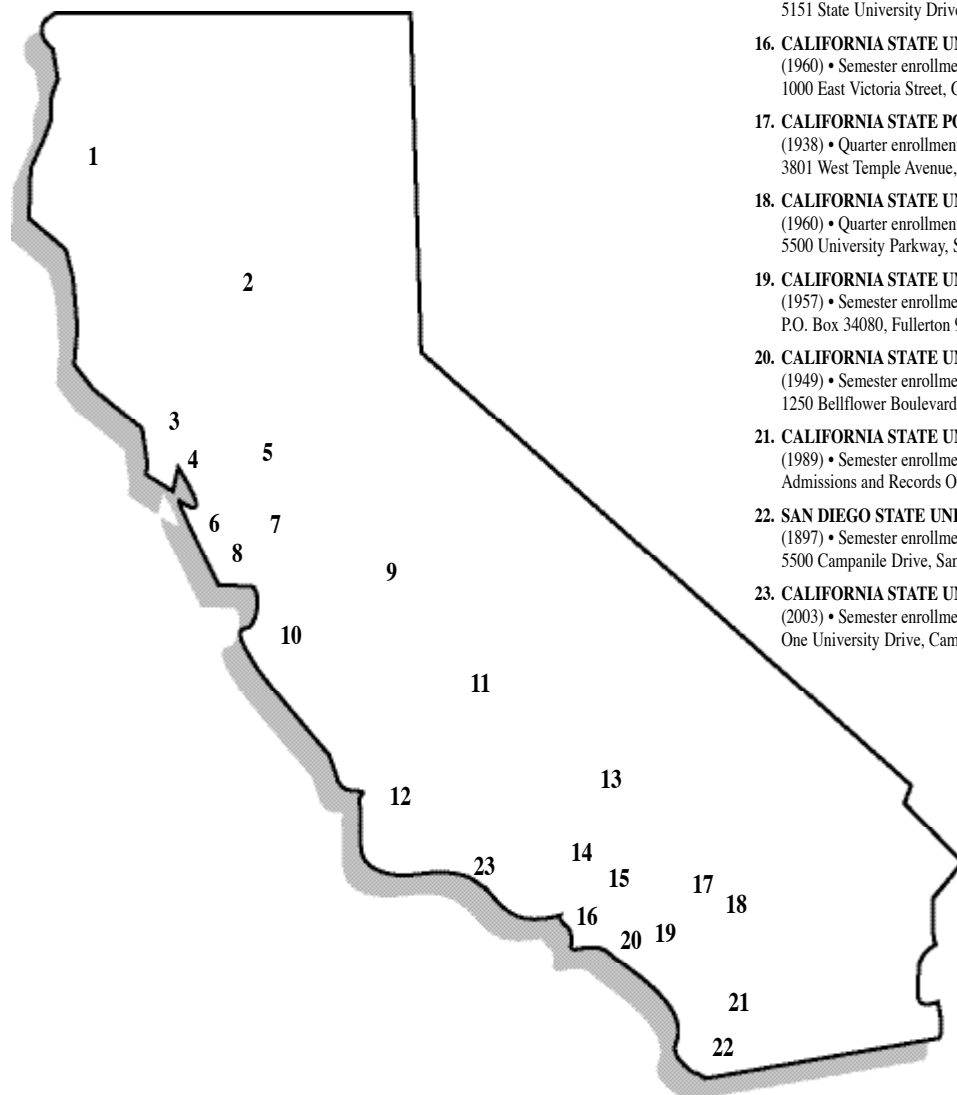
1. **UNIVERSITY OF CALIFORNIA, DAVIS** (1905) • 27,964
One Shields Avenue, Davis, CA 95616-8507 • (530) 752-2971 • www.ucdavis.edu
2. **UNIVERSITY OF CALIFORNIA, BERKELEY** (1873) • 32,408
200 California Hall, Berkeley, CA 94720-1500 • (510) 642-7464 • www.berkeley.edu
3. **UNIVERSITY OF CALIFORNIA, SAN FRANCISCO** (1873) • 2,653
513 Parnassus Ave., 126 Medical Sciences Bldg., San Francisco, CA 94143-0402 • (415) 476-2401
www.ucsf.edu
4. **UNIVERSITY OF CALIFORNIA, MERCED** (1988) • 25,000
P.O.Box 2039, Merced, CA 95344 • (209) 724-4400 • www.ucmerced.edu
5. **UNIVERSITY OF CALIFORNIA, SANTA CRUZ** (1965) • 14,139
296 McHenry Library, Santa Cruz, CA 95064 • (831) 459-2058 • www.ucsc.edu
6. **UNIVERSITY OF CALIFORNIA, SANTA BARBARA** (1944) • 20,559
5221 Cheadle Hall, Santa Barbara, CA 93106 • (805) 893-2231 • www.ucsb.edu
7. **UNIVERSITY OF CALIFORNIA, LOS ANGELES** (1919) • 33,540
405 Hilgard Ave., Los Angeles, CA 90095-1405 • (310) 825-2151 • www.ucla.edu
8. **UNIVERSITY OF CALIFORNIA, RIVERSIDE** (1907) • 15,882
4148 Hinderaker Hall, Riverside, CA 92521 • (909) 787-5201 • www.ucr.edu
9. **UNIVERSITY OF CALIFORNIA, IRVINE** (1965) • 22,668
501 Administration, Irvine, CA 92697 • (949) 824-5111 • www.uci.edu
10. **UNIVERSITY OF CALIFORNIA, SAN DIEGO** (1959) • 22,141
9500 Gilman Dr., La Jolla, CA 92093-0005 • (858) 534-3135 • www.ucsd.edu



THE CALIFORNIA STATE UNIVERSITY

1. **HUMBOLDT STATE UNIVERSITY** (1913) • Semester enrollment 7,122
Admissions and Records Office, Arcata 95521-4957 • (707) 826-4402 • www.humboldt.edu
2. **CALIFORNIA STATE UNIVERSITY, CHICO** (1887) • Semester enrollment 14,706
1st and Normal Streets, Chico 95929-0720 • (916) 898-6321 • www.csuchico.edu
3. **SONOMA STATE UNIVERSITY** (1960) • Semester enrollment 6,551
1801 East Cotati Avenue, Rohnert Park 94928 • (707) 664-2778 • www.sonoma.edu
4. **CALIFORNIA MARITIME ACADEMY** (1929) • Semester enrollment 490
200 Maritime Academy Drive, Vallejo 94590 • (707) 648-4222 • www.csum.edu
5. **CALIFORNIA STATE UNIVERSITY, SACRAMENTO**
(1947) • Semester enrollment 23,316
6000 J Street, Sacramento 95819 • (916) 278-6111 • www.csus.edu
6. **SAN FRANCISCO STATE UNIVERSITY** (1899) • Semester enrollment 25,713
1600 Holoway Avenue, San Francisco 94132 • (415) 338-2411 • www.usfca.edu
7. **CALIFORNIA STATE UNIVERSITY, HAYWARD** (1957) • Quarter enrollment 12,583
Hayward 94542-3035 • (510) 881-3811 • www.uschayward.edu
8. **SAN JOSE STATE UNIVERSITY** (1857) • Semester enrollment 27,057
One Washington Square, San Jose 95192-0009 • (408) 924-200 • www.sjsu.edu

9. **CALIFORNIA STATE UNIVERSITY, STANISLAUS** (1957) • 4-1-4 enrollment 5,857
801 West Monte Vista Avenue, Turlock 95380 • (209) 667-3151 • www.csustan.edu
10. **CALIFORNIA STATE UNIVERSITY, MONTEREY BAY**
(1995) • Tri-semester enrollment
915 Hilby Ave., #28, Seaside 93955 • (408) 393-3338 • csumb.edu
11. **CALIFORNIA STATE UNIVERSITY, FRESNO** (1911) • Semester enrollment 17,956
5150 North Maple Avenue, Fresno 93740-0057 • (209) 278-2261 • www.csufresno.edu
12. **CALIFORNIA POLYTECHNIC STATE UNIVERSITY, SAN LUIS OBISPO**
(1901) • Quarter enrollment 15,449
San Luis Obispo 93407 • (805) 756-2311 • www.calpoly.edu
13. **CALIFORNIA STATE UNIVERSITY, BAKERSFIELD**
(1965) • Quarter enrollment 5,276
9001 Stockdale Highway, Bakersfield 93311-1099 • (805) 664-3036 • www.csub.edu
14. **CALIFORNIA STATE UNIVERSITY, NORTHRIDGE**
(1958) • Semester enrollment 27,282
P.O. Box 1286, Northridge 91328-1286 • (818) 885-3700 • www.csun.edu
15. **CALIFORNIA STATE UNIVERSITY, LOS ANGELES**
(1947) • Quarter enrollment 17,788
5151 State University Drive, Los Angeles 90032-8530 • (213) 343-3901 • www.calstatela.edu
16. **CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS**
(1960) • Semester enrollment 9,671
1000 East Victoria Street, Carson 90747 • (310) 516-3696 • www.csudh.edu
17. **CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA**
(1938) • Quarter enrollment 17,050
3801 West Temple Avenue, Pomona 91768-4003 • (909) 869-2000 • www.csupomona.edu
18. **CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO**
(1960) • Quarter enrollment 12,121
5500 University Parkway, San Bernardino 92407-2397 • (909) 880-5200 • www.csusb.edu
19. **CALIFORNIA STATE UNIVERSITY, FULLERTON**
(1957) • Semester enrollment 22,565
P.O. Box 34080, Fullerton 92634-9480 • (714) 773-2300 • www.fullerton.edu
20. **CALIFORNIA STATE UNIVERSITY, LONG BEACH**
(1949) • Semester enrollment 27,073
1250 Bellflower Boulevard, Long Beach 90804-0106 • (310) 985-5471 • www.csulb.edu
21. **CALIFORNIA STATE UNIVERSITY, SAN MARCOS**
(1989) • Semester enrollment 2,372
Admissions and Records Office, San Marcos 92096-0001 • (619) 752-4800 • www.csusm.edu
22. **SAN DIEGO STATE UNIVERSITY**
(1897) • Semester enrollment 28,131
5500 Campanile Drive, San Diego 92182-7455 • (619) 594-6871 • www.ucsd.edu
23. **CALIFORNIA STATE UNIVERSITY, CHANNEL ISLANDS**
(2003) • Semester enrollment 2,366
One University Drive, Camarillo 93012 • (805) 437-8400 • www.csuci.edu



CERTIFICATE OF ACHIEVEMENT

Each career program, unless otherwise indicated, offers a Certificate of Achievement. Completion of a Certificate of Achievement program will fulfill the Associate in Arts Degree requirements for Option I, Area of Concentration.

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. Upon completion of an application, the student is awarded the certificate after completion of the courses, and the completion of at least 12 units at Golden West College.

Accounting

Accounting Data Entry Specialist Option
Staff Accountant Option

Architectural Technology**Art**

Art-Visual Communication
Graphic Design and Production Option

Automotive Collision Repair

Automotive Collision Repair Option
Automotive Refinishing Technician Option

Automotive Technology

Engine Performance and Emissions
Specialist Option
Chassis and Drive Train Specialist Option

Broadcast and Video Production

Electronic Movie Making
General Production Option

Business

Business Administration

Computer Business Applications

Entry Level Option
General Office Option
Administrative Assistant Option
Computer Office Application Option
Office Management Option
Certified Secretary Options
Legal Secretary/Assistant Option
Word Processing Option

Computer Science

Game Development (State Approval Pending)

Cosmetology

Cosmetology
Esthetician Option

Criminal Justice

Law Enforcement Option

Diesel Technology

Diesel Mechanic Option

Drafting Technology

Computer Aided Drafting Option

Engineering Technology

Control Systems Technician Option

Environmental Studies

Environmental Studies Option

Floral Design and Shop Management**Interpreting for Deaf People****Management**

General Management Option
Human Resources Management Option
Marketing Management Option
Small Business Management Option

Nursing

Basic Associate Degree
Career Ladder Option Associate Degree
Program Option (Nursing)

Real Estate**Retail Management****Written Communications**

Communications Generalist Option
Journalism Option
Public Relations Option



CERTIFICATES OF SPECIALIZATION

Certificates of specialization are used to prepare an individual with a defined set of skills. Some certificates fast track job training so the individual is prepared quickly for an entry level job. Some of these certificates provide individuals already working in the field with advanced level training or an additional area of specialized concentration. Students who have completed certificates of specialization have the option to take additional units in order to complete a Certificate of Achievement or satisfy AA degree requirements. A career counselor can clarify for the student the benefits associated with the particular option.

Accounting

Enrolled Agent Tax Specialist

Architectural Technology

Computer Aided Drafting – Architectural

Broadcast & Video Production

Motion Graphics-After Effects

Broadcast Journalism

Non-Linear Editing

Screenwriting

Sportscasting

Computer Business Applications

Desktop Publishing (formerly known as Word Processing Software)

Microsoft Office

Office Communication

Software Applications

Software Multimedia Concepts

Computer Science

Client/Server Programming

Computer Literacy

e-Commerce

Programming Language

Windows Programming

Digital Arts

Graphic Design Foundation

Graphic Design Advanced Production

Graphic Design Web Site Design

Drafting Technology

Technical Drafting

Information Technology

Management

International Trade Marketing and Management

Managerial & Organizational Leadership

Music

Home Recording

Live Sound Reinforcement



ACCOUNTING

CERTIFICATES OF ACHIEVEMENT

Accounting Data Entry Specialist Option

This curriculum provides an intensive program of study designed to prepare the student for an accounting position in industry, public accounting, merchandising, or related fields. The curriculum provides training in basic and advanced accounting techniques, computerized accounting, and related subjects.

Required Courses

Semesters 1 and 2

		Units
Accounting 100**	Accounting Elements	4
Accounting 101	Financial Accounting	4
Business 161	Machine Calculation	1
Business 100	Introduction To Business	3
Accounting 110	Payroll Accounting & Taxation	3
Accounting 130	Computerized Accounting	3

Semesters 3 and 4

Computer Science 101	Computer Literacy	3
OR		
Comp Sci 130	Survey Of Computer Science	4
Business 139	Business Communication	3
	Total Units	24-25

RECOMMENDED ELECTIVES: The following courses are specifically selected to enhance the Accounting Data Entry Specialist Option curriculum. Students may wish to select some of these courses in order to complete the 60 units required for an Associate in Arts degree.

Acct/Bus 111	Income Tax-Federal	3
Accounting 102	Managerial Accounting	4
Accounting 115	Issues in Taxation I-EA & CPA Exam Preparation	3
Accounting 117	Issues in Taxation II-EA & CPA Exam Preparation	3
Accounting 119	Tax Software Preparation	1
Accounting 210	Cost Accounting	3
Business 108	Legal Environment of Business	3
OR		
Business 110	Business Law	3
Business 130	Introduction to Business Writing	3
Bus/Mrkt 185	International Marketing	3
Co-Op 103AD/104AC	Work Experience	3
Management 110	Elements of Management	3
Management 152	Small Bus Ownership & Mgmt	3

**May be waived if student demonstrates proficiency.

Vocational information regarding careers in this field is available in the office of Counseling and Guidance.

Staff Accountant Option

This certificate provides an intensive program of study designed to prepare the student for an accounting position in industry, public accounting, merchandising, or related fields. The curriculum provides training in basic and advanced accounting techniques, computerized accounting, and related subjects.

Required Courses

Semesters 1 and 2

		Units
Accounting 100**	Accounting Elements	4
Accounting 101	Financial Accounting	4
Accounting 110	Payroll Accounting & Taxation	3
Accounting 113/ Business 113	Business Income Tax	3

Accounting 130	Computerized Accounting	3
Business 130	Introduction to Business Writing	3
OR		
Business 139	Business Communication	3

Semesters 3 and 4

Accounting 102	Managerial Accounting	4
Accounting 210	Cost Accounting	3
	Total Units	27

RECOMMENDED ELECTIVES: The following courses are specifically selected to enhance the Staff Accounting Option curriculum. Students may wish to select some of these courses in order to complete the 60 units required for an Associate in Arts degree.

Acct/Bus 111	Income Tax-Federal	3
Accounting 115	Issues in Taxation I-EA & CPA Exam Preparation	3
Accounting 117	Issues in Taxation II-EA & CPA Exam Preparation	3
Accounting 119	Tax Software Preparation	1
Business 108	Legal Environ of Business	3
OR		
Business 110	Business Law	3
Bus/Mrkt 185	International Marketing	3
Co-Op 103AD/104AC	Work Experience	3-4
Comp Bus App 160	Excel Introduction	1.5
Management 110	Elements of Management	3
Management 152	Small Bus Ownership & Mgmt	3
Spch Com 110	Public Speaking	3

**May be waived if student demonstrates proficiency.

Vocational information regarding careers in this field is available in the office of Counseling and Guidance.

CERTIFICATE OF SPECIALIZATION

Enrolled Agent Tax Specialist

This program prepares prospective accountants with the necessary foundation for all types of taxation issues and to be eligible to sit for the 2-day Enrolled Agent exam. Enrolled Agents are the only tax professionals certified and licensed by the Internal Revenue Service to represent taxpayers. Enrolled Agents may practice before the IRS in all matters connected with taxation relating to clients' rights, privileges, and laws or regulations administered by the Internal Revenue Service. Enrolled agents may practice anywhere in the United States.

Required Courses

		Units
Accounting 101	Financial Accounting	4
Accounting 115	Issues in Taxation I-EA & CPA Exam Preparation	3
Accounting 117	Issues in Taxation II-EA & CPA Exam Preparation	3
Accounting 119	Tax Software Preparation	1
Acct/Bus 111	Income Tax-Federal	3
OR		
Acct/Bus 113	Business Income Tax	3
Business 108	Legal Environment of Business	3
OR		
Business 110	Business Law	3
	Total Units	17

**May be waived if student demonstrates proficiency.

Vocational information regarding careers in this field is available in the office of Counseling and Guidance.



ARCHITECTURAL TECHNOLOGY

Architectural Technology offers career opportunities in many design/construction related fields. The two year program is primarily focused to prepare the student professionally for employment as an architectural drafter or design technician. Course experiences are a blend of both manual and computer aided instruction. The first two semesters introduce industry skills, principles, practices, procedures and knowledge of building materials as related to residential architecture. The third and fourth semesters offer detailed expansion of technical knowledge, which includes the design process phases, code and project development standards for commercial and industrial projects. Emphasis is placed on individual creativity and realistic architectural programming. The curriculum is also transferable, subject to portfolio evaluation to various schools of architecture in public and private universities. See architecture instructors for current transfer details.

The Architectural Technology program is designed to begin each fall semester. The suggested course sequences are listed below but may vary slightly with each student's own educational goals, plan, and needs. Students wishing to deviate from this plan should consult program instructors prior to registration.

The program courses are offered primarily during the day and some evenings.

To receive a Certificate of Achievement, students must successfully complete all the required program courses and a minimum of 150 hours of instructor-validated professional Internship experience or 2 units of Co-Op Work Experience 101AD in a qualifying work setting. This requirement can be satisfied in many types of professional design and/or construction related job settings. (See program instructors for additional placement qualifications and internship opportunities.)

CERTIFICATE OF ACHIEVEMENT

Architectural Technology

Required Courses

First Year

Fall Semester 1

Architect 120	Materials/Principles Of Construction	2
Architect 130	Architect Rendering: Perspective & Shade/Shadows	2
Architect 140	Architect Drafting: Wood Frame Residence	5
Total Units		9

Suggested Electives:

Architect 070A	Architectural Technology Lab	1
Drafting 101	Basic Computer Aided Drafting	3

Spring Semester 2

Architect 125	Basic Architectural Design	2
Architect 135	Architect Rendering: Color Presentation	2
Architect 145	Architect Drafting: 2 Story Concrete Block Multi-Family	5
Architect 160	CAD For Architect: AUTOCAD	3
Architect 190AB	Architectural Model Building	1.5
Total Units		13.5

Suggested Electives:

Architect 075A	Architectural Technology Lab	1
Co-Op 101AD	Work Experience or Internship Equivalent	1-2

Second Year

Semester 3

Architect 150	Architect Draft: Brick & Steel Commercial Building	3
Architect 170	Architect Design: Commercial Office	2
Architect 185	Introduction To The Profession	2
Total Units		7

Suggested Electives:

Architect 070B	Architectural Technology Lab	1
Architect 162AB	3D CAD for Architecture	3
Drafting 110	AUTOCAD Intermediate II	3
Co-Op 101AD	Work Experience or Internship Equivalent	1-2

Semester 4

Architect 155	Architect Drafting: Concrete Tilt-Wall	3
Architect 175	Architect Design: Industrial	2
Architect 191	Adv. Architectural Model Building	1.5
Co-Op 101AD	Work Experience or Internship Equivalent	2 *
Total Units		6.5-8.5

*If not yet fulfilled

Suggested Electives:

Architect 075B	Architectural Technology Lab	1
Architect 162AB	3D CAD for Architecture, Advanced	3
Digital Arts 150AB	Using Photoshop, Begin	3

Required Certificate Total: 36 to 38 Units (4 Semesters)

Includes 2 units of Co-Op Work Experience 101 AD or Internship Equivalent Waiver

Additional Related Electives

The following course groupings are specifically selected to enhance the Architectural Technology curriculum. These courses will broaden skills development, transferability and/or job placement into design, construction, and related creative professions.

Architectural:

Architect 070A-B	Architectural Technology Lab (Fall)	1
Architect 075A-B	Architectural Technology Lab (Spring)	1
Architect 100 A-B	Introduction Architect Graphics & Drafting	1.5
Architect 162A-B	3D CAD for Architecture	3

CAD Drafting:

Drafting 101	Basic Computer Aided Drafting	3
Drafting 110	AutoCAD, Intermed II	3

Art:

Art/Drafting 082	Basic Air Brush	2
Art 120	Rendering I	2
Art 187	Sketching	1

Related:

Comp Bus App 170	Power Point, Introduction	2
Digital Arts 150AB	Using Photoshop, Beginning	3

CERTIFICATE OF SPECIALIZATION

Computer Aided Drafting – Architectural

This is a three-semester program which will prepare the student for an entry-level job in Architectural CAD drafting. Training concentrates on basic CAD drafting and computer practice, which provide experiences in applying technical skills to practical problems. Acquired skills include dimensioning, basic working drawings, and computer-aided drafting. Courses are designed and offered to provide for completion within two years. 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		Units
Fall Semester 1		
Architect 100 AB	Introduction Architect Graphics & Drafting	1.5
Drafting 101AB	Basic Computer Aided Drafting	4
Spring Semester 2		
Architect 160	CAD for Architecture	3
Fall Semester 3		
Architect 162AB	3D CAD for Architecture	3
Total Units		11.5



ART

CERTIFICATE OF ACHIEVEMENT

Art — Visual Communication

Graphic Design and Production Option

For information on this certificate, see Digital Arts.

AUTOMOTIVE COLLISION REPAIR

The program is designed to provide the student with the fundamental skills and information used by the auto collision repair technician. Hands on instruction is directed toward preparing the student to repair the newest “unitized” automobile bodies. While emphasizing advanced repair techniques, the basics are not forgotten. The beginning classes teach fundamental skills including how to form, shape, weld and finish metals. Employment opportunities exist for trained technicians at civil service and privately owned repair facilities throughout the state. Classes are conducted in suitably equipped instructional facilities. Students are required to provide textbooks, a basic set of hand-tools, protective clothing, eye protection devices, and project related material.

CERTIFICATE OF ACHIEVEMENT

Automotive Collision Repair

This is a two-year course of study providing the student with entry skills in the trade of automotive collision repair and refinishing. Development of skills in metal working and realignment are emphasized. Related study in upholstery and glass replacement, welding, unit body realignment, and frame realignment is provided. Necessary automotive mechanical work resulting from collision damage is also covered. Students must furnish their own hand tools, eye protective devices, protective clothing and project related materials.

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.

Required Courses for Certificate		Units
Semester 1		
Auto Col Repair 051	Beginning Body and Fender Repair	5
Semester 2		
Auto Col Repair 052AC	Advanced Body and Frame Repair	6
Semester 3		
Auto Col Repair 052AC	Advanced Body and Frame Repair	6
Semester 4		
Auto Col Repair 052AC	Advanced Body and Frame Repair	6
Total Units		23

Vocational Information regarding careers in this field is available in the office of Counseling and Guidance.

Automotive Refinishing Technician Option

This is a two-year course of study providing the student with entry-level skills in the trade of automobile refinishing. Students will learn to prepare bare metal and painted surfaces, prime, and spray paint complete automobiles and body sections. Care and maintenance of equipment will be emphasized. No instruction in collision repair will take place in this option.

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.

Required Courses for Certificate		Units
Semester 1		
Auto Col Repair 070AD	Automotive Refinishing	3
Semester 2		
Auto Col Repair 070AD	Automotive Refinishing	3
Semester 3		
Auto Col Repair 070AD	Automotive Refinishing	3
Auto Col Repair 054AD	Body and Fender Repair	3
OR		
Auto Col Repair 051	Beginning Body Fender Repair	5
Semester 4		
Auto Col Repair 070AD	Automotive Refinishing	3
Co-Op 101AD	Work Experience or Equivalent	1.4
Total Units		16-21

Vocational Information regarding careers in this field is available in the office of Counseling and Guidance.

AUTOMOTIVE TECHNOLOGY

The Automotive Technology program at Golden West College is designed to provide students with the opportunity to successfully prepare for careers in the automotive service industry as entry level technicians or other related occupations. Advanced course work is also available to employed technicians to meet state licensing requirements or pursue promotional opportunities. Instructors are well qualified to teach in their areas of expertise and are certified by the National Institute for Automotive Service Excellence (ASE) which has national prominence and recognition by the automotive industry.

Courses align with standards identified with the National Automotive Technicians Education Foundation (NATEF) which is a program certification affiliated with ASE. The lab facilities, operations and equipment are intended to reflect industry standards to assist students for easy transition into employment opportunities.

Automotive Technology

Students are given two options in order to prepare for a specialized field of study within the Automotive Technology program. Option I prepares students with skills and knowledge in Engine Performance and Emissions and Option II prepares them with skills and knowledge in Chassis and Drive Lines. 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.

CERTIFICATES OF ACHIEVEMENT

Engine Performance and Emission Specialist Option I

Recommended for entry into Program:

Semester 1	Units
Auto Tech 101 Introduction to Automotive Technology (or equivalent course(s) or experience)	3
Comp Sci 101 Computer Literacy	3
Comp Bus App 101 Computer Keyboarding, Introductory, Part 1	1

Required Courses

Note: Courses should be taken in the sequence shown.

Semester 2

Auto Tech 110AB	Engine Repair	7
Auto Tech 120 AB	Electrical/Electronics Systems: Introductory	4
Auto Tech 129L AD	Electrical/Electronics Systems: Lab	1

Suggested Elective:

Co-Op 101-104	Cooperative Work Experience	1-6
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Semester 3

Auto Tech 121 AB	Electrical/Electronics Systems: Advanced	4
Auto Tech 129L AD	Electrical/Electronics Systems: Lab	1

Suggested Elective:

Co-Op 101-104	Cooperative Work Experience	1-6
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Semester 4

Auto Tech 130 AB	Engine Performance: Basic Theory/Diagnosis	4.5
Auto Tech 131 AB	Engine Performance: Advanced	4.5

Suggested Elective:

Co-Op 101-104	Cooperative Work Experience	1-6
Total Units		26

SUGGESTED ELECTIVES: The following courses are intended to supplement courses required for the major or provide advanced training for the employed automotive technician.

Auto Tech 045	BAR 90 Basic Clean Air Car Course	4
Auto Tech 047 AB	BAR 97 Advanced Clean Air Car Course	1.5
Auto Tech 048	CA BAR OBDII Training Course	1.5
Auto Tech 049	BAR Smog Check Program	.5
Auto Tech 160 AB	Heating and Air Conditioning	4
Co-Op 101-104	Cooperative Work Experience	1-6
Comp Sci 101	Computer Literacy	3
Comp Bus App 101	Computer Keyboarding, Introductory, Part 1	1

CHASSIS AND DRIVE TRAIN SPECIALIST OPTION II

Recommended for entry into Program:

Semester 1	Units
Auto Tech 101 Introduction to Automotive Technology (or equivalent course(s) or experience)	3
Comp Sci 101 Computer Literacy	3
Comp Bus App 101 Computer Keyboarding, Introductory, Part 1	1

Required Courses

Note: Courses do not need to be taken in the sequence shown.

Semester 2

Auto Tech 140 AB	Automotive Chassis: Brakes	3.5
Auto Tech 141 AB	Automotive Chassis: Steering and Suspension	3.5
Auto Tech 149L AD	Automotive Chassis: Lab	1

Suggested Electives:

Auto Tech 120 AB	Electrical/Electronics Systems: Introductory	4
Auto Tech 129L AD	Electrical/Electronic Systems: Lab	1
Co-Op 101-104	Cooperative Work Experience	1-6

Semester 3

Auto Tech 150 AB	Manual Drive Trains and Axles	3
Auto Tech 151 AB	Automatic Transmissions and Transaxles	3.5
Auto Tech 159L AD	Automotive Drive Trains: Lab	1

Suggested Electives:

Auto Tech 121 AB	Electrical/Electronics Systems: Advanced	4
Auto Tech 129L AD	Electrical/Electronic Systems: Lab	1
Co-Op 101-104	Cooperative Work Experience	1-6

Semester 4

Auto Tech 160 AB	Heating and Air Conditioning	4
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Suggested Elective:

Co-Op 101-104	Cooperative Work Experience	1-6
Total Units		19.5

SUGGESTED ELECTIVES: The following courses are intended to supplement courses required for the major or provide advanced training for the employed automotive technician.

Auto Tech 045	BAR 90 Basic Clean Air Car Course	4
Auto Tech 047 AB	BAR 97 Advanced Clean Air Car Course	1.5
Auto Tech 048	CA BAR OBDII Training Course	1.5
Auto Tech 049	BAR Smog Check Program	.5
Co-Op 101-104	Cooperative Work Experience	1-6
Comp Sci 101	Computer Literacy	3
Comp Bus App 101	Computer Keyboarding, Introductory, Part 1	1



BROADCAST & VIDEO PRODUCTION

CERTIFICATES OF ACHIEVEMENT

General Production Option

This option is designed for the student who desires an overview of competencies required for an entry-level position in television and video production.

Required Courses - Option I Units

BVP100	Business of Television	3
BVP 101	History of Radio, Television & Broadcasting	3
BVP 103AD	Introduction to After Effects	3
BVP 110	Writing for Television, Film, Radio & News Media	3
BVP 115	Screenplay Analysis	3
BVP 120AB	Introduction to Television Production	3
BVP 121AD	Producing & Directing	3
BVP 122AD	Television Production Workshop	3
BVP 130AB	Introduction to Electronic Moviemaking	3
BVP 150AB	Introduction to Broadcast Announcing	3
BVP 160AB	Introduction to Non Linear Editing	3
BVP 170AD	Introduction to DVD Menu Design and DVD Authoring	3
Co-Op 101	Cooperative Work Experience	1
Total Units		37

Electronic Moviemaking Option

The Electronic Moviemaking Certificate of Achievement provides the student with the theories along with hands on experiences that are required to write and produce electronic movies.

Course of study includes advanced principles of lighting, cinematography, scriptwriting, creating Motion Graphics, marketing and distribution of films.

Required Courses	Units
BVP 100	Business of Television 3
BVP 103AD	Introduction to After Effects 3
BVP 104AD	After Effects 2-Creating Motion Graphics 3
BVP 110	Writing for Television, Film, Radio and News Media 3
BVP 115	Screenplay Analysis 3
BVP 130 AB	Introduction to Electronic Moviemaking 3
BVP 131AD	Electronic Moviemaking 2 3

BVP 160AB	Introduction to Non-linear Editing	3
BPV 162AB	Nonlinear Editing 2	3
BVP 170AB	Introduction to DVD Authoring and Menu Design	3
Co-Op 101	Cooperative Work Experience	2
Total Units		32

CERTIFICATES OF SPECIALIZATION

Sportscasting

The Certificate of Specialization – Sportscasting, is designed to provide an intensive course of study that leads to an entry-level position as a sportcaster, sports producer or play-by-play announcer. This option provides training in writing, producing and sports announcing.

Required Courses	Units
BVP 112AD	Broadcast News: Writing, Producing and Reporting3
BVP 120AB	Introduction to Television Production3
BVP 122AD	Television Production Workshop3
BVP 150AB	Introduction to Broadcast Announcing3
BVP 153AD	Introduction to Sportscasting3
Co-Op 101	Cooperative Work Experience2
	Total Units <hr/> 17

Motion Graphics – After Effects

The Certificate of Specialization – Motion Graphics - After Effects, prepares students for entry-level positions as a motion graphics artist using Adobe After Effects.

BVP 103AD	Introduction to After Effects	3
BVP 104AB	After Effects 2 – Creating Motion Graphics	3
BVP 115	Screenplay Analysis	3
BVP 160AB	Introduction to Non Linear Editing	3
BVP 170AB	Introduction to DVD Menu Design and DVD Authoring	3
Co-Op 101	Cooperative Work Experience	2
Total Units		17

Broadcast Journalism

The Certificate of Specialization – Broadcast Journalism, prepares students for entry-level positions in Broadcast Journalism including assistant producer, news writer, and or reporter. Students work in a simulated newsroom and use actual news feeds to produce assignments. Students will also write and produce a weekly news program that is distributed via cable television.

BVP 112AD	Broadcast News, Reporting & Producing	3
BVP 122AD	Television Production Workshop	3
BVP 130AB	Introduction to Electronic Moviemaking	3
BVP 150AB	Introduction to Broadcast Announcing	3
BVP 160AB	Introduction to Non-Linear Editing	3
Total Units		15

Non-Linear Editing

The Certificate of Specialization – Non-Linear Editing prepares students for entry level and intermediate skills as an Avid non-linear editor.

BVP 103AD	Introduction to After Effects	3
BVP 104AD	After Effects 2 - Creating Motion Graphics	3
BVP 115	Screenplay Analysis	3
BVP 160AB	Introduction to Non Linear Editing	3
BVP 162AB	Advanced Non-Linear Editing	3
Co-Op 101	Cooperative Work Experience	2
Total Units		17

BROADCAST & VIDEO PRODUCTION continued...

Screenwriting

The Certificate of Specialization – Screenwriting prepares the student with entry-level knowledge and skills required as a film screen writer.

BVP 110	Writing for Television, Film, Radio and News Media	3
BVP 113AB	Introduction to Screenwriting for Television and Film	3
BVP 115	Screenplay Analysis	3
Library 110	Introduction to Library Resources	1
Co-Op 101	Cooperative Work Experience	3
Total Units		13

BUSINESS

This department provides survey courses in business, business math and law as well as vocationally-related subjects in law, taxes and business communications.

See also Accounting, Management, Computer Business Applications, Real Estate and Retail Management, for additional Certificate of Achievement information.

CERTIFICATE OF ACHIEVEMENT

Business Administration

This curriculum is designed for students seeking a variety of career opportunities in business, industry, government, and self-employment. The training provides a strong educational foundation coupled with practical work experience.

Required Courses		Units
Accounting 101	Financial Accounting	4
Accounting 102	Managerial Accounting	4
OR		
Accounting 130	Computerized Accounting	3
Business 100	Introduction to Business	3
Business 108	Legal Environment of Business	3
OR		
Business 110	Business Law	3
Business 130	Introduction to Business Writing	3
OR		
Business 139	Business Communication	3
Management 110	Management Elements	3
Marketing 100	Marketing Principles	3
Comp Sci 101	Computer Literacy	3
OR		
Comp Sci 130	Survey of Business Data Proc	4
Total Units		25-27

RECOMMENDED ELECTIVES: The following courses are specifically selected to enhance the Business Administration option curriculum. Students may wish to select some of these courses in order to complete the 60 units required for an Associate in Arts degree.

Business/Mgmt 180	International Trade	3
Co-Op 101AD/104AC	Work Experience	1-4
Management 111	Human Resources	3
Management 115	Behavioral Management	3
Management 152	Small Business Management	3

COMPUTER BUSINESS APPLICATIONS

The Computer Business Applications program at Golden West College is designed to successfully prepare students for careers in any type of business, professional, educational, and/or industrial office setting. Emphasis is placed on learning current computer software applications and fundamental business skills including keyboarding, word processing, spreadsheet, database, presentation, and financial software. Proofreading, business grammar, business procedures, and filing and records management skills are also emphasized. Focus is also given to students wishing entry-level web design and desktop publishing skills, including converting and manipulating photographs and drawings into digital images for print and Web.

CERTIFICATES OF ACHIEVEMENT

Entry Level Option

This certificate will provide the necessary skills for beginning employment in today's business office environment. Students will learn basic business office skills to be successful at performing a variety of office duties, including basic bookkeeping, word processing, and filing. Some of the courses in this certificate may not be available every semester. Students are requested to check Advisories.

Required Courses		Units
First Year		
Semester 1		
Comp Bus App 145	Introduction to Computers	1.5
Comp Bus App 101, 102, 103	Computer Keyboarding, Introduction (1 unit each)	3
Comp Bus App 150	Windows, Introduction	1.5
Total Units		6

First Year		
Semester 2		
Comp Bus App 181	OFFICE	3
Business 125	Business English	3
Comp Bus App 190	Internet, Introduction	1.5
Total Units		7.5

Second Year		
Semester 1		
Comp Bus App 155	WORD, Introduction	2
Comp Bus App 120	QuickBooks Pro	2
Comp Bus App 115	Filing & Records Management	3
Total Units		7
Total Units Required		20.5

General Office Option

This certificate will provide the essential business and computer application skills necessary for employment in today's business office environment. Specialized duties may include maintaining business and financial records, setting up spreadsheets, verifying statistical reports for accuracy and completeness, taking inventory of equipment and supplies, and preparing invoices or budgetary requests. Some of the courses in this certificate may not be available every semester. Students are requested to check Advisories.

Required Courses		Units
First Year		
Semester 1		
Comp Bus App 106, 107, 108	Intermediate Computer Keyboarding (1 unit each)	3
Business 125	Business English	3
Comp Bus App 115	Filing & Records Management	3
Total Units		9

First Year		
Semester 2		
Comp Bus App 145	Introduction to Computers	1.5
Comp Bus App 150	Windows, Introduction	1.5

COMPUTER BUSINESS APPLICATIONS continued...

Comp Bus App 155	WORD, Introduction	2
Comp Bus App 160	EXCEL, Introduction	2
Total Units		7

Second Year**Semester 1**

Comp Bus App 120	QuickBooks Pro	2
Comp Bus App 165	ACCESS, Introduction	2
Comp Bus App 170	PowerPoint, Introduction	2
Total Units		6
Total Units Required		22

Administrative Assistant Option

This certificate will provide the essential skills needed to gain entrance into top-level administrative assistant positions working closely with business management professionals. Specialized duties include assisting management, training and orientation for new staff, conducting research on the Internet, creating spreadsheets, composing correspondence and reports, managing databases, and performing and coordinating administrative office activities. Some of the courses in this certificate may not be available every semester. Students are requested to check Advisories.

Required Courses**Units****First Year****Semester 1**

Business 125	Business English	3
Business 130	Introduction to Business Writing	3
Comp Bus App 117	Proofreading Skills	3
Total Units		9

First Year**Semester 2**

Comp Bus App 150	Windows, Introduction	1.5
Comp Bus App 155	WORD, Introduction	2
Comp Bus App 156	WORD, Intermediate	2
Comp Bus App 165	ACCESS, Introduction	2
Total Units		7.5

Second Year**Semester 1**

Comp Bus App 119	Administrative Business Procedures	3
Comp Bus App 160	EXCEL, Introduction	2
Comp Bus App 161	EXCEL, Intermediate	2
Comp Bus App 190	Internet, Introduction	1.5
Total Units		8.5
Total Units Required		25

NOTE: It is suggested that courses be taken in the order listed.

Legal Secretary/Assistant

This certificate will provide the essential skills needed to gain employment in the court system, in a law office, or in a legal department of business or industry. Specialized duties will include performing highly specialized work requiring knowledge of technical terminology and procedures. This may include preparing correspondence and legal papers such as summons, complaints, motions, responses, and subpoenas under the supervision of an attorney or paralegal. Some of the courses in this certificate may not be available every semester. Students are requested to check Advisories.

Required Courses**Units****First Year****Semester 1**

Comp Bus App 104 AD	Computer Keyboarding, Speed and Accuracy	1
Business 110 OR BUS 108	Business Law OR Legal Environment of Business	3
Accounting 100	Accounting Elements	4
Total Units		8

First Year**Semester 2**

Comp Bus App 115	Filing & Records Management	3
Comp Bus App 117	Proofreading Skills	3
Legal Assistant 127**	Legal Procedures 1	3
Total Units		9

Second Year**Semester 1**

Legal Assistant 128**	Legal Procedures 2	3
Comp Bus App 150	Windows, Introduction	1.5
Comp Bus App 182	OFFICE, Introduction	2
Total Units		6.5

Second Year**Semester 2**

Comp Bus App 155	WORD, Introduction	2
Comp Bus App 156	WORD, Intermediate	2
Total Units		4
Total Units Required		27.5

****Offered at CCC**

**Computer Office Applications Option**

As the reliance on technology continues to expand in offices across the nation, the role of the office professional has greatly evolved into assuming a wider range of new responsibilities once reserved for managerial and professional staff. This certificate will provide those vital business and computer application skills needed to gain employment in today's technology-advanced companies. Some of the courses in this certificate may not be available every semester. Students are requested to check Advisories.

Required Courses**Units****First Year****Semester 1**

Comp Bus App 101	Computer Keyboarding, Introduction	1
OR		
Comp Bus App 104 AD	Computer Keyboarding, Speed & Accuracy	1
Comp Bus App 150	Windows, Introduction	1.5
Comp Bus App 151	Windows, Intermediate	1.5
Comp Bus App 120	QuickBooks Pro	2
Total Units		6

COMPUTER BUSINESS APPLICATIONS continued...

First Year

Semester 2

Comp Bus App 155	WORD, Introduction	2
Comp Bus App 156	WORD, Intermediate	2
Comp Bus App 160	EXCEL, Introduction	2
Comp Bus App 161	EXCEL, Intermediate	2
Total Units		8

Second Year

Semester 1

Comp Bus App 165	ACCESS, Introduction	2
Comp Bus App 166	ACCESS, Intermediate	2
Comp Bus App 170	PowerPoint, Introduction	2
Comp Bus App 171	PowerPoint, Intermediate	2
Total Units		8

Second Year

Semester 2

Comp Bus App 190	Internet, Introduction	1.5
Comp Bus App 195	Acrobat, Introduction	1.5
Total Units		3
Total Units Required		25

Word Processing Option

This certificate will provide the vital word processing application skills needed to gain employment in today's computerized business office environment. Specialized duties include assuming tasks requiring a higher degree of accuracy and independent judgment, working with highly technical material, planning and typing complicated statistical tables, and combining and rearranging materials from different sources. Some of the courses in this certificate may not be available every semester. Students are requested to check Advisories.

Required Courses

First Year

Semester 1

Business 125	Business English	3
Comp Bus App 104 AD	Keyboarding Speed & Accuracy	1
Comp Bus App 115	Filing & Records Management	3
Total Units		7

First Year

Semester 2

Comp Bus App 117	Proofreading Skills	3
Comp Bus App 150	Windows, Introduction	1.5
Comp Bus App 181	OFFICE	3
Total Units		7.5

Second Year

Semester 1

Comp Bus App 155	WORD, Introduction	2
Comp Bus App 156	WORD, Intermediate	2
Comp Bus App 157	WORD, Advanced: Desktop Publishing	2
Comp Bus App 190	Internet, Introduction	1.5
Total Units		7.5
Total Units Required		22

Office Management Option

This certificate is designed for students seeking managerial and supervisory careers in business, industry, and/or government. This program is well suited for students who are working and wish to advance into management and/or supervisory positions. Specialized duties may include coordinating, managing, and directing administrative support services for organizations. Some of the courses in this certificate may not be available every semester. Students are requested to check Advisories.

Required Courses

First Year

Semester 1

Accounting 100	Accounting Elements	4
OR		
Accounting 101	Financial Accounting	4
Business 130	Intro to Business Writing	3
OR		
Business 139	Business Communication	3
Total Units		7

First Year

Semester 2

Comp Bus App 170	PowerPoint, Introduction	2
Comp Bus App 175	FrontPage, Introduction	2
CSI 130	Survey of Computer Science/ Information Technology	4
Total Units		8

Second Year

Semester 1

CSI 185	World Wide Web	3
Management 110	Elements of Management	3
Management 115	Behavioral Management	3
Total Units		9
Total Units Required		24

CERTIFIED BUSINESS PROFESSIONAL: CPS/CAP CERTIFICATE HOLDERS OPTION

Individuals who hold a certificate as a Certified Professional Secretary and/or Certified Administrative Professional will be granted 30 units of course work toward the Associate in Arts degree.

The 30 Certified Secretary course credits with units earned and a credit grade 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.

Eligibility for these 30 units will be determined by the Office Administration staff. To initiate an eligibility application, the student should contact the Admissions Office. The student must complete an application of eligibility, supply evidence of certification, and meet with the GWC counselor for this area to complete a Course and Credit Selection Agreement following the appropriate Certified Secretary curriculum outlined below. (NOTE: If the student has taken or wishes to take any of the courses listed, the student may select other course units on the Course and Credit Selection Agreement to replace those units.)

Students who have successfully completed the Certified Professional Secretary examination will be awarded credit (see above) in the following courses:

Required Courses

Accounting 100	Accounting Elements	4
OR		
Accounting 101	Financial Accounting	4
Business 110	Business Law	3
OR		
Business 108	Legal Environment of Business	3
Management 111	Human Resource Management	3
Comp Bus App 117	Proofreading Skills	3
Comp Bus App 119	Admin Business Procedures	3
Business 130	Intro to Business Writing	3

AN ADDITIONAL SEVEN/EIGHT UNITS (FOR A TOTAL OF 30 UNITS) WILL BE AWARDED FROM AMONG THE FOLLOWING COURSES:

Business 100	Introduction to Business	3
Business 125	Business English	3
Business 139	Business Communications	3
Comp Sci 130	Survey of Business Data Proc	4
Management 116	Management & Supervision	3

COMPUTER BUSINESS APPLICATIONS continued...

Comp Bus App 115	Filing & Records Management	3
Comp Bus App 101,102,103	Computer Keyboarding Introduction	1, 1, 1
AND/OR		
Comp Bus App 106,107,108	Computer Keyboarding Intermediate	1, 1, 1
Comp Bus App 116	Shorthand Dictation	4
AND/OR		
Comp Bus App 118	Shorthand Transcription	4
Comp Bus App 145	Intro to Computers	1.5
Comp Bus App 150	Windows, Introduction	1.5
Comp Bus App 151	Windows, Intermediate	1.5
Comp Bus App 155	WORD, Introduction	1.5
Comp Bus App 156	WORD, Intermediate	1.5
Comp Bus App 157	WORD, Adv: Desktop Publishing	2
Comp Bus App 160	EXCEL, Introduction	1.5
Comp Bus App 161	EXCEL, Intermediate	1.5
Comp Bus App 165	ACCESS, Introduction	1.5
Comp Bus App 166	ACCESS, Intermediate	1.5
Comp Bus App 170	PowerPoint, Introduction	1.5
Comp Bus App 171	PowerPoint, Intermediate	1.5
Comp Bus App 175	FrontPage, Introduction	1.5
Comp Bus App 177	PUBLISHER, Introduction	1.5
Comp Bus App 181	OFFICE XP	3
Comp Bus App 182	OFFICE XP, Introduction	1.5
Comp Bus App 185AD	Computer Application Projects	1
Comp Bus App 190	Internet, Introduction	1.5
Comp Bus App 195	Acrobat, Introduction	1.5
Comp Bus App 197	Software Multimedia Concepts	1.5
Total Units		30

Or students may select Comp Bus App 100 or 105 for 3 units each.

**CERTIFIED BUSINESS PROFESSIONAL: PROFESSIONAL LEGAL SECRETARY
CERTIFICATE HOLDERS OPTION**

Individuals who hold a certificate as a Professional Legal Secretary will be granted 30 units of course work toward the Associate in Arts degree.

The 30 Certified Secretary course credits with units earned and a credit grade 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.

Eligibility for these 30 units will be determined by the Office Administration staff. To initiate an eligibility application, the student should contact the Admissions Office. The student must complete an application of eligibility, supply evidence of certification, and meet with the GWC counselor for this area to complete a Course and Credit Selection Agreement following the appropriate Certified Secretary curriculum outlined below. (NOTE: If the student has taken or wishes to take any of the courses listed, the student may select other course units on the Course and Credit Selection Agreement to replace those units.)

Students who successfully complete the Professional Legal Secretary examination will be awarded credit (see above) in the following courses:

Required Courses		Units
Accounting 100	Accounting Elements	4
OR		
Accounting 101	Financial Accounting	4
Business 108	Legal Environment of Business	3
OR		
Business 110	Business Law	3
Business 130	Intro to Business Writing	3
Management 110	Elements of Management	3

**AN ADDITIONAL SEVENTEEN UNITS (FOR A TOTAL OF 30 UNITS) WILL
BE AWARDED FROM AMONG THE FOLLOWING COURSES:**

Business 125	Business English	3
Comp Bus App 115	Filing and Records Management	3
Comp Bus App 117	Proofreading	3
Comp Bus App 145	Intro to Computers	1.5
Comp Bus App 150	Windows, Introduction	1.5
Comp Bus App 151	Windows, Intermediate	1.5
Comp Bus App 155	WORD, Introduction	1.5
Comp Bus App 156	WORD, Intermediate	1.5
Comp Bus App 157	WORD, Adv: Desktop Publishing	2
Comp Bus App 160	EXCEL, Introduction	1.5
Comp Bus App 161	EXCEL, Intermediate	1.5
Comp Bus App 165	ACCESS, Introduction	1.5
Comp Bus App 166	ACCESS, Intermediate	1.5
Comp Bus App 170	PowerPoint, Introduction	1.5
Comp Bus App 171	PowerPoint, Intermediate	1.5
Comp Bus App 175	FrontPage, Introduction	1.5
Comp Bus App 177	PUBLISHER, Introduction	1.5
Comp Bus App 181	OFFICE XP	3
Comp Bus App 182	OFFICE XP, Introduction	1.5
Comp Bus App 185AD	Computer Application Projects	1
Comp Bus App 190	Internet, Introduction	1.5
Comp Bus App 195	Acrobat, Introduction	1.5
Comp Bus App 197	Software Multimedia Concepts	1.5
Total Units		30

**CERTIFIED BUSINESS PROFESSIONAL: MEDICAL ASSISTANT —
ADMINISTRATIVE CERTIFICATE HOLDERS OPTION**

Individuals who hold a certificate as a Certified Medical Assistant - Administrative will be granted 30 units of course work toward the Associate in Arts degree.

The 30 Certified Secretary course credits with units earned and a credit grade 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.

Eligibility for these 30 units will be determined by the Office Administration staff. To initiate an eligibility application, the student should contact the Admissions Office. The student must complete an application of eligibility, supply evidence of certification, and meet with the GWC counselor for this area to complete a Course and Credit Selection Agreement following the appropriate Certified Secretary curriculum outlined below. (NOTE: If the student has taken or wishes to take any of the courses listed, the student may select other course units on the Course and Credit Selection Agreement to replace those units.)

Students who successfully complete the Certified Medical Assistant-Administrative examination will be awarded credit (see above) in the following courses:

Required Courses		Units
Accounting 100	Accounting Elements	4
OR		
Accounting 101	Financial Accounting	4
Business 130	Intro to Business Writing	3
Comp Bus App 115	Filing and Records Management	3
Comp Bus App 117	Proofreading	3
Comp Bus App 119	Administrative Business Procedures	3
Comp Bus App 120	QuickBooks	1.5
Comp Bus App 105	Computer Keyboarding, Intermediate	3
Management 110	Elements of Management	3

COMPUTER BUSINESS APPLICATIONS *continued...*

AN ADDITIONAL SIX AND ONE-HALF UNITS (FOR A TOTAL OF 30 UNITS) WILL BE AWARDED FROM AMONG THE FOLLOWING COURSES:

Comp Bus App 101,102,103	Computer Keyboarding, Introduction	1, 1, 1
Comp Bus App 110**	Shorthand Principles	4
AND/OR		
Comp Bus App 116	Shorthand Dictation	4
AND/OR		
Comp Bus App 118	Shorthand Transcription	4
Comp Bus App 145	Introduction to Computers	1.5
Comp Bus App 150	Windows, Introduction	1.5
Comp Bus App 151	Windows, Intermediate	1.5
Comp Bus App 155	WORD, Introduction	1.5
Comp Bus App 156	WORD, Intermediate	1.5
Comp Bus App 157	WORD, Adv: Desktop Publishing	2
Comp Bus App 160	EXCEL, Introduction	1.5
Comp Bus App 161	EXCEL, Intermediate	1.5
Comp Bus App 165	ACCESS, Introduction	1.5
Comp Bus App 166	ACCESS, Intermediate	1.5
Comp Bus App 170	PowerPoint, Introduction	1.5
Comp Bus App 171	PowerPoint, Intermediate	1.5
Comp Bus App 175	FrontPage, Introduction	1.5
Comp Bus App 177	PUBLISHER, Introduction	1.5
Comp Bus App 181	OFFICE XP	3
Comp Bus App 182	OFFICE XP, Introduction	1.5
Comp Bus App 185AD	Computer Application Projects	1
Comp Bus App 190	Internet, Introduction	1.5
Comp Bus App 195	Acrobat, Introduction	1.5
Comp Bus App 197	Software Multimedia Concepts	1.5
Total Units		30



CERTIFICATES OF SPECIALIZATION

Office Communications

This certificate of specialization is designed to provide the student with basic communication skills necessary in today's business office environment. Because communication may be in the form of research projects and progress reports, students will learn to compile and present data in a variety of document formats. Areas of specialization include acting as liaison between clerical and managerial staff, implementing new company policies, and keeping superiors informed of their progress. Some of the courses

in this certificate may not be available every semester. Students are requested to check Advisories.

Required Courses		Units
Semester 1		
Business 125	Business English	3
Comp Bus App 106	Intermediate Computer Keyboarding, Correspondence, Part 1	1
Comp Bus App 108	Intermediate Computer Keyboarding Manuscripts/Reports, Part 3	1
Comp Bus App 115	Filing & Records Management	3
Total Units		8
Semester 2		
Comp Bus App 117	Proofreading Skills	3
Comp Bus App 155	WORD, Introduction	2
Comp Bus App 182	OFFICE, Introduction	2
Comp Bus App 190	Internet, Introduction	1.5
Total Units		8.5
Total Units Required		16.5

Software Applications

This certificate of specialization is designed to provide the student with a working knowledge of the most frequently used computer application programs common in today's business office. Specialized areas include composing correspondence, creating spreadsheets, managing database, and creating presentations. Some of the courses in this certificate may not be available every semester. Students are requested to check Advisories.

Required Courses		Units
Semester 1		
Comp Bus App 102	Computer Keyboarding, Introduction, Part 2	1
Comp Bus App 145	Introduction to Computers	1.5
Comp Bus App 150	Windows, Introduction	1.5
Comp Bus App 155	WORD, Introduction	2
Total Units		6
Semester 2		
Comp Bus App 160	EXCEL, Introduction	2
Comp Bus App 165	ACCESS, Introduction	2
Comp Bus App 170	PowerPoint, Introduction	2
Total Units		6
Total Units Required		12

Desktop Publishing

This certificate of specialization is designed to provide the student with a working knowledge of desktop publishing software to format and combine text, numerical data, photographs, charts, and other visual graphic elements to produce publication-ready material. Specialized duties include writing and editing text, designing page layouts, developing presentations and advertising campaigns, and converting photographs and drawings into digital images and then manipulating those images. Some of the courses in this certificate may not be available every semester. Students are requested to check Advisories.

Required Courses		Units
Semester 1		
Comp Bus App 101	Computer Keyboarding, Introduction	1
Comp Bus App 150	Windows, Introduction	1.5
Comp Bus App 155	WORD, Introduction	2
Comp Bus App 156	WORD, Intermediate	2
Total Units		6.5
Semester 2		
Comp Bus App 157	WORD, Advanced: Desktop Publishing	
OR		
Comp Bus App 177	Publisher, Introduction	2

COMPUTER BUSINESS APPLICATIONS continued...

Comp Bus App 190	Internet, Introduction	1.5
Comp Bus App 175	FrontPage, Introduction	2
Comp Bus App 195	Acrobat, Introduction	1.5
Comp Bus App 198	Photo Editing for Print and Web	2
Total Units		9
Total Units Required		15.5

Microsoft Office

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 an organization efficiently. Some of the courses in this certificate may not be available every semester. Students are requested to check Advisories.

Required Courses**Semester 1**

		Units
Comp Bus App 102	Computer Keyboarding, Introduction, Part 2	1
Comp Bus App 150	Windows, Introduction	1.5
Comp Bus App 155	WORD, Introduction	2
Comp Bus App 160	EXCEL, Introduction	2
Total Units		6.5

Semester 2

Comp Bus App 165	ACCESS, Introduction	2
Comp Bus App 170	PowerPoint, Introduction	2
Comp Bus App 182	OFFICE, Introduction	2
Total Units		6
Total Units Required		12.5

Software Multimedia Concepts

This certificate of specialization is designed to provide the student with an understanding of the types of multimedia software applications that might be used in today's business environment. Some of the courses in this certificate may not be available every semester. Students are requested to check Advisories.

Required Courses**Semester 1**

Comp Bus App 170	PowerPoint, Introduction	2
Comp Bus App 175	FrontPage, Introduction	2

OR

Comp Bus App 192	Overview of Dreamweaver	2
Comp Bus App 195	Acrobat, Introduction	1.5
Comp Bus App 177	Publisher, Introduction	2

OR

Comp Bus App 157	Word, Advanced: Desktop Publishing	2
Total Units		7.5

Semester 2

Comp Bus App 193	Overview of Flash	2
Comp Bus App 194	Overview of HTML	2
Comp Bus App 196	Overview of Web Design	2
Comp Bus App 197	Software Multimedia Concepts	1.5
Comp Bus App 198	Photo Editing for Print and Web	2
Total Units		9.5
Total Units Required		17

**COMPUTER SCIENCE**

Students are offered a wide variety of courses which fall into three broad categories:

1. Survey and Computer Literacy.
2. Programming languages such as BASIC, FORTRAN, C, C++, PASCAL, Data Structures, and, Programming the Web
3. Operating Systems and client/server applications.

CERTIFICATE OF ACHIEVEMENT

Refer to ACCOUNTING, BUSINESS, and MANAGEMENT for additional Certificate of Achievement information.

Game Development**(State Approval Pending)**

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 such 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).

Year 1**Fall Semester**

Computer Science 175	Programming With C++	4
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OR

Computer Science 178	Visual C#.net, or equivalent.	4
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Year 1**Spring Semester**

Computer Science	147 Introduction to Game Programming	4
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COMPUTER SCIENCE continued...

Year 2

Fall Semester

Computer Science	148 Intermediate Game Programming	4
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Year 2

Spring Semester

Computer Science	149 Advanced Game Programming	4
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At least one course from the following selection:

Computer Science	121 Game Artwork	4
Computer Science	150 Mobile Games (Still being developed)	4
Total Units		20

CERTIFICATES OF SPECIALIZATION

Advisory Committee Recommendations

While the following courses are not required in the Computer Science Certificates of Specialization, they have been highly recommended by the Computer Science Advisory Committee. This Committee is composed of business and industry community members who feel that successful completion of these courses will assist a future employee in achieving their career goals within their organizations.

Business 100	Introduction to Business	3
Business 125	Business English	3
Business 130	Introduction to Business Writing	3
Business 139	Business Communication	3
Computer Science 130	Survey of Computer Science	4
English 100	Freshman Composition	3
Comm Studies 100	Interpersonal Communication	3
Comm Studies 108	Intro Communication	3
Comm Studies 110	Public Speaking	3
Comm Studies 112	Small Group Dynamics	3
Comm Studies 175	Intercultural Communications	3
Work Experience	On the Job Experience	3

Computer Literacy

This certificate of specialization is designed to provide the student with basic exposure to computers.

Required Courses		Units
Computer Science 101	Computer Literacy	3
OR		
Computer Science 130	Survey of Computer Science	4
Comp Bus Appl 100	Computer Keyboarding	3
Comp Bus Appl 160	Excel, Introduction	1.5
Comp Bus Appl 181	Office XP	3
Total Units		10.5-11.5

RECOMMENDED ELECTIVES: (select 3)

Comp Bus Appl 150	Windows, Introduction	1.5
Comp Bus Appl 155	Word, Introduction	1.5
Comp Bus Appl 165	Access, Introduction	1.5
Comp Bus Appl 170	PowerPoint, Introduction	1.5
Comp Bus Appl 182	Office XP, Introduction	1.5

Programming Languages

This certificate of specialization is designed to provide the student with background in computer programming.

Required Courses		Units
Computer Science 102	Introduction to Computer Software	4
Computer Science 196	Programming the Web	4

Select one set of 8 units from:

Computer Science 175	Programming with C++	4
AND		
Computer Science 189	Data Structures, Advanced C++	4
OR		
Computer Science 151	Visual Basic 6.0	4
AND		
Computer Science 152	Advanced Visual Basic	4
OR		
Computer Science 153	Programming with Java	4
AND		
Computer Science 154	Java Data Structures	4
OR		
Computer Science 151	Visual Basic 6.0	4
AND		
Computer Science 177	Visual Basic.NET	4
Total Units		16

Recommended for additional breadth, but not required:

Computer Science 130	Survey of Computer Science	4
Computer Science 147	Introduction to Game Programming	4
Computer Science 185	World Wide Web	3
Business 100	Intro to Business	3
Work Experience	On the Job Experience	3

Windows Programming

This certificate of specialization is designed to provide the student with background in Windows Programming.

Required Courses		Units
Computer Science 102	Introduction to Computer Software	4
Computer Science 175	Programming with C++	4
Computer Science 189	Data Structures Adv. C++	4
Computer Science 196	Web Programming	4
Total Units		16

Recommended for additional breadth, but not required:

Computer Science 130	Survey of Computer Science	4
Computer Science 147	Introduction to Game Programming	4
Computer Science 153	Programming with Java	4
Computer Science 154	Java Data Structures	4

e-Commerce

This certificate of specialization is designed to provide the student with background in conducting business on the World Wide Web through e-Commerce.

Required Courses		Units
Computer Science 130	Survey of Computer Science	4
Computer Science 174	Programming with Java	4
Computer Science 192	Programming the Web	4
Marketing 140	e-Commerce	3
Total Units		15

Recommended for additional breadth, but not required:

Comp Sci 185	World Wide Web	3
Comp Bus Appl 100	Computer Keyboarding, Intro	3

Client/Server Programming

This certificate of specialization is designed to provide the student with background in programming in Visual Basic and MS SQL Server.

Required Courses		Units
Computer Science 102	Introduction to Computer Software	4
Computer Science 195	Client/Server Programming	4

COMPUTER SCIENCE continued...

Computer Science 196	Programming the Web	4
Select one:		
Computer Science 177	Visual Basic.NET	4
OR		
Computer Science 151	Visual Basic 6.0	4
Total Units		16

Recommended for additional breadth, but not required:

Business 100	Introduction to Business	3
Computer Science 130	Survey of Computer Science	4
Computer Science 152	Visual Basic 6.0, Advanced	4
Work Experience	On the Job Experience	3

PROGRAM REQUIREMENTS

English-speaking and comprehension skills are critical to success in the Cosmetology Program. Students with inadequate English skills level may be required to take Basic English Skills classes and/or may be dropped from the program until adequate proficiency is achieved.

The Cosmetology Department has established standards of conduct, personal grooming, and attendance that must be adhered to by all students enrolling in the Cosmetology Program. For further information regarding requirements, contact the Cosmetology Office.

Students will attend courses five days per week for eight hours per day.

CERTIFICATE OF ACHIEVEMENT**Cosmetology****Students With Previous Hours**

Students with previous hours completed in a Cosmetology program MUST provide verification of those hours completed at the Cosmetology office in order to obtain a permission card for registration. Students with less than 350 hours of previous training should register in Cosmetology 001 and 002. Students with more than 350 hours should register for Cosmetology 003 and 004 or 005 and 006.

***NOTE:** In order to assure student success in the program and adequate preparation for passing the state licensing program examination, students from other certified programs may only transfer a maximum of 450 hours to this program.

Approximate Material Costs

(Kit — \$1,000); (Books — \$100); (Uniform & Shoes — \$125)

Required Courses

		Units
Cosmetology 001	Related Theory, Freshman Level I	2
Cosmetology 002	Cosmetology, Freshman Level I	6
Cosmetology 003	Related Theory, Inter Level II	2
Cosmetology 004	Cosmetology, Inter Level II	6
Cosmetology 005	Related Theory, Adv Level I	2
Cosmetology 006	Cosmetology, Adv Level I	6
Cosmetology 007	Related Theory, Adv Level II	2
Cosmetology 008	Cosmetology, Adv Level II	6
Cosmetology 009	Related Theory, Adv Level III	2
Cosmetology 010	Cosmetology, Adv Level III	6

Esthetician Option*

This one-semester program is designed 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. This program, with a total of 600 hours of training, is required to qualify for the license through the State Board of Cosmetology. The program is a daytime program. Students will attend school five days a week for eight hours a day.

***NOTE:** In order to assure student success in the program and adequate preparation for passing the state licensing examination, transfers of hours from other certified programs will not be accepted for the Esthetician program.

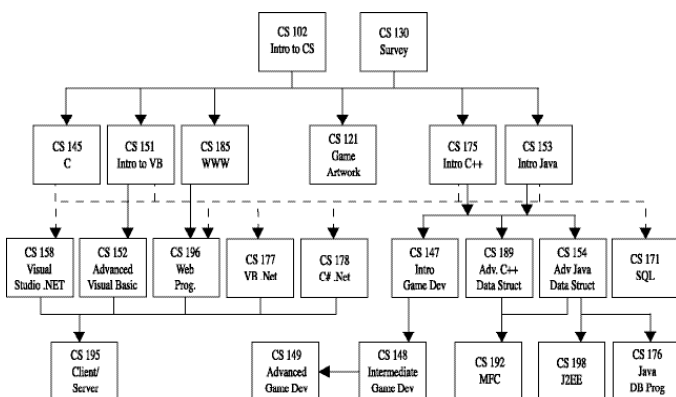
Approximate Costs

(Kit — \$475); (Books — \$100); (Uniforms and Shoes — \$125)

Required Course

		Units
Cosmetology 077	Esthetician	16

Vocational Information regarding careers in this field is available in the office of Counseling and Guidance.



Note: This is NOT a certificate pathway, but a recommended sequencing of courses.

COSMETOLOGY

The Cosmetology Program is designed to provide entry level skills to students who desire to have a career in the cosmetology profession. State law requires that students must be at least sixteen years of age in order to enroll in cosmetology classes. Students in the cosmetology program will be required to maintain standards of dress and grooming and may be excluded for excessive absences.

Due to the large number of students requesting this program, permission cards are required for transfer and continuing students. Cards may be obtained from the Cosmetology office, located in the Cosmetology building, October 1 or after for spring semester and April 1 or after for summer and fall.

***NOTE:** In order to assure student success in the program and adequate preparation for passing the state licensing program examination, students from other certified programs may only transfer a maximum of 450 hours to this program.

The following schedules are offered for new students entering in the fall or spring semester.

FULL-TIME DAY PROGRAM

Refer to the Schedule of Classes for hours

ESTHETICIAN

Refer to the Schedule of Classes for hours

The only schedule available for new students entering at the summer session is the full-time day program.



CRIMINAL JUSTICE

CERTIFICATE OF ACHIEVEMENT

Law Enforcement Option

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 the Associate in Arts degree and/or 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.

Required Courses

Criminal Justice 064 Police Academy Program
(P.O.S.T. Regular Basic Course)

OR

Criminal Justice 090 Specialized Investigator Program
(P.O.S.T. Specialized Investigators' Basic Course)

OR

Completion of the eight Criminal Justice courses listed below:

Semester 1		Units
Criminal Justice 140	Introduction to Criminal Justice	3
Criminal Justice 141	Criminal Law I	3
Semester 2		
Criminal Justice 128	Criminal Procedure & Evidence	3
Criminal Justice 142	Criminal Law II	3
Semester 3		
Criminal Justice 139	EMS - First Aid/CPR	3
Criminal Justice 146	Police Report Writing	3
Semester 4		
Criminal Justice 130	Character Development	3
Criminal Justice 137	Special Issues in Law Enforcement	3
	Total Units	24

RECOMMENDED ELECTIVES: The following courses are specifically selected to enhance the Law Enforcement Option curriculum. Students may wish to select some of these courses in order to complete the 60 units required for an Associate in Arts degree.

Criminal Justice 071	Law of Arrest/Firearms
Criminal Justice 110	Criminal Investigation
Criminal Justice 123	Juvenile Law
Criminal Justice 136	Physical Evidence
Criminal Justice 150	Introduction to Corrections
Criminal Justice 151	Aspects of Corrections
Criminal Justice 160	Introduction to Forensic Science
Criminal Justice 161	Fingerprint Identification
Criminal Justice 165	Forensic Photography

PROGRAM REQUIREMENTS

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 Services, 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 Administrative Dean, Student Support Services, on the grounds they have met this prerequisite. Following the appeal to the Dean, applicants may make a final written appeal to the President of the college. 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 Administrative Dean, Student Support Services. Following the appeal to the Dean, students may make a final written appeal to the President 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 (Police Academy)

Criminal Justice 064 is identified as a Basic Course Academy Program. The Academy entrance requirements will be verified through successful completion of Criminal Justice 054 (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.
- 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.
- Agency affiliates are expected to meet the minimal standards prescribed by P.O.S.T.

CRIMINAL JUSTICE continued...

Contact the Criminal Justice Training Center office for Academy admission procedures.

**B. Specialized Investigators' Basic Course (SIBC)
(State Investigators' Academy)**

Criminal Justice 090 is a Specialized Investigators' Basic Course Academy Program. The following prerequisites and requirements are applicable to this 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.

DIESEL TECHNOLOGY

This program option is designed to prepare the student for a career as a diesel technician. Students will become familiar with diesel engines such as those used in trucks, passenger automobiles, boats, and stationary engines. Students will be responsible for the purchase of textbooks, a recommended set of basic hand tools, protective clothing, eye protection devices and project related materials.

CERTIFICATE OF ACHIEVEMENT

Refer to AUTOMOTIVE TECHNOLOGY for additional options.

Diesel Mechanic Option (Day Program)

Upon completion of the required Diesel Technology courses listed below with a grade point average of 2.0 or above, the student will be eligible for a Certificate of Achievement in Diesel Technology. Students are required to provide textbooks, a set of basic hand tools, protective clothing, eye protection devices and project related materials.

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.

Required Courses		Units
Diesel Tech 071AD	Diesel Engine Overhaul	8
Diesel Tech 072AD	Diesel Fuel Systems	8
Diesel Tech 074AB	Heavy Duty Drivetrain	4
Diesel Tech 073AB	Heavy Duty Electrical/ Electronic Systems	4
Diesel Tech 080AD	Diesel Tune-up and Troubleshooting	4
Total Units		28

RECOMMENDED ELECTIVES: The following courses are specifically selected to

enhance the Diesel Mechanic Option curriculum. Students may wish to select some of these courses in order to complete the 60 units required for an Associate in Arts degree.

Auto Tech 027	Heating & Air Conditioning	3
Co-Op 103AD	Work Experience	3
Diesel Tech 068	Marine Diesel Engine	3

Vocational information regarding careers in this field is available in the office of Counseling and Guidance.

**DIGITAL ARTS****CERTIFICATE OF ACHIEVEMENT****Art — Visual Communication****Graphic Design and Production Option**

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.

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.

Required Courses		Units
First Year		
Art 101	The Business Of Art	2
Digital Arts 103	Digital 2D Design	3
Digital Arts 135AB	Introduction to Adobe Illustrator	3
Digital Arts 150AB	Beginning Photoshop	3
Digital Art 115	Typography	3
Total Units		14
Second Year		
Art 120	Rendering I	2
Art 170	Graphic Design Principles	3
Art 176AD	Desktop Publishing	3
Art 177AB	Graphic Design Principles On The Computer	3
Art 222AB	Digital Imaging	3
Total Units		14
28 REQUIRED UNITS PLUS 3 ELECTIVE UNITS		31
RECOMMENDED ELECTIVES FOR AT LEAST 3 UNITS:		
Digital Arts 100	Introduction to Digital Arts	3
Art 100	Introduction to Art	2
Art 109	3 Dimensional Design	3
Art 116	Drawing I	3
Art 130AD	Painting I	1-3
Art 150AD	Introduction To Printmaking	3
Art 152AD	Silkscreen Printmaking	3

DIGITAL ARTS continued...

Digital Arts 152	Intermediate Photoshop	3
Art 174-1AD	Introduction to Page Layout & Design- Adobe Indesign	3
Art 175AD	Cartooning	2
Art 178AB	Introduction to Web Page Design	3
Art 179AD	Prepress Production	3
Digital Arts 180AB	Web Animation/Flash	3
Digital Arts 200AB	Advanced Web Design	3
Photography 150	Photography Fundamentals	3
Photography 160	Special Problems in Photography	3

Vocational information regarding careers in this field is available in the office of Counseling and Guidance.

CERTIFICATES OF SPECIALIZATION

Graphic Design Foundation Certificate

Required Courses

Semester 1		Units
Art101	The Business of Art	2
Digital Arts 103	Digital 2D Design	3
Digital Arts 135AB	Introduction to Adobe Illustrator	3
Semester 2		
Digital Arts 150AB	Beginning Photoshop	3
Digital Arts 115	Typography	3
Art 222AB	Digital Imaging	3
Total Units		17

Graphic Design Advanced Production Certificate

Required Courses

Semester 1		
Digital Arts 170	Graphic Design Principles	3
Art 176AD	Desktop Publishing	3
OR		
Art 174-1AD	Introduction to Page Layout & Design- Adobe Indesign	3
Digital Arts 152	Intermediate Photoshop	3
Semester 2		
Art 120	Rendering I	2
Art 179AD	Prepress Production	3
Art 177AB	Graphic Design Principles on the Computer	3
Total Units		17

Graphic Design Web Site Design Certificate

Required Courses

Semester 1		
Art 178AB	Introduction to Web Page Design	3
Digital Arts 180AB	Web Animation/Flash	3
Digital Arts 150AB	Photoshop OR Elective	3
Semester 2		
Digital Arts 200AB	Advanced Web Design	3
Art 222AB	Digital Imaging OR Elective	3
15 Required Units plus 2 units electives		17

RECOMMENDED ELECTIVES:

Digital Arts 100	Introduction to Digital Arts	3
Art 100	Introduction to Art	3
Art 109	3 Dimensional Design	3
Art 116	Drawing I	3
Art 120	Rendering	2
Art 130	Painting I	3

Art 150	Introduction to Printmaking	3
Art 152	Silkscreen Printmaking	3
Art 175AD	Cartooning	2
Art 179AD	Prepress Production	3
Photography 150	Photography Fundamentals	3
Photography 160	Special Problems in Photography	3

DRAFTING

This program is designed to prepare students for careers in the Mechanical, Electrical, Industrial, Civil or Architectural Technology drafting fields and offers certificate programs that are designed to provide students with the basic skills necessary to enter computer aided drafting in the Architectural, Technical or Mechanical fields. Students will learn the necessary hardware and software required to develop working drawings in Mechanical Technical and Architectural design drafting. The computer lab maintains the most current CAD software and computers. Opportunities for employment are available in many related commercial companies.

Refer to ARCHITECTURE for additional options.

CERTIFICATES OF ACHIEVEMENT

Computer Aided Drafting (two-year)

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.

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		Units
Semester 1		
Drafting Tech 101AB	Basic Computer Aided Drafting	4
Semester 2		
Drafting Tech 105AB	Basic Engineering Drafting I	3
Math 010	Elementary Algebra	4
Drafting 090AD	CAD Drafting Laboratory	1
Semester 3		
Drafting Tech 110	Basic Engineering Drafting II	3
Drafting 090AD	CAD Drafting Laboratory	1
Semester 4		
Drafting Tech 170AD	Advanced 3D CAD	3
Drafting 090AD	CAD Drafting Laboratory	1
Total Units		20

CERTIFICATES OF SPECIALIZATION

Refer to ARCHITECTURAL TECHNOLOGY –
COMPUTER AIDED DRAFTING – ARCHITECTURAL for additional options.

Technical Drafting Option (one-year)

This is a two-semester program which 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.

DRAFTING continued...

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		Units
Semester 1		
Drafting Tech 101AB	Basic Computer Aided Drafting	4
Semester 2		
Drafting Tech 105AB	Basic Engineering Drafting I	3
Math 010	Elementary Algebra	4
Drafting 090AD	CAD Drafting Laboratory	.5
Total Units		11.5

ENGINEERING TECHNOLOGY**CERTIFICATE OF ACHIEVEMENT**

Courses should be taken in the order listed to complete the certificate in a timely manner and meet prerequisites. The sequence listed is for students who begin the program in the fall semester. The curriculum is flexible and will accommodate students who begin in the spring semester or need to first develop skills in English or math. All students should seek scheduling advice from a GWC counselor, Engineering Technology faculty or the Technology and Vocational Education Dean.

Work experience is encouraged and most students find employment while completing the last two courses in curriculum. Engineering Tech 160 may be substituted with Co-Op work experience.

The lower division courses develop fundamentals in:

- Electrical components
- Electronic circuits
- Microprocessor architecture

This fundamental core is transferable to the California State University system. Some of the applications studied in the upper division courses are:

- Building and interfacing a personal computer
- Local area networks
- Closed loop control systems
- Programmable logic controllers

The program prepares the student for an entry level position wherever computers are used. Some of the industries where students find employment are:

- Computer Technician
- Energy Management Systems
(Environmental Control Systems (HVAC); Waste Water Treatment;
Petroleum Refining)
- Bio-Medical Systems
- Food Processing
- Inventory Control
- Security Systems
- Communications Technician

Control Systems Technician Option

Required Courses		Units
First Year		
Fall Semester 1		
Engineering Tech 100	Electrical Fundamentals: AC-DC Circuits	4
Drafting 050	Computer-Aided Drafting	2
Spring Semester 2		
Engineering Tech 110	Electrical Fundamentals: Active Devices & Circuits	4
Engineering Tech 120	Digital Principles & Circuits	4
Second Year		
Fall Semester 3		
Engineering Tech 125	Introduction To Microprocessors	3

Electives (Optional)

Spring Semester 4

Engineering Tech 140	Microprocessor Applications	3
Co-Op 101AD - 104AC	Work Experience	1-4

Summer Session 5

Engineering Tech 150	Measuring Principles & Process Control	3
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Electives (Optional)

Total Units	24-27
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RECOMMENDED ELECTIVES: The following courses are specifically selected to enhance the Engineering Technology curriculum. Students may wish to select some of these courses in order to complete the 60 units required for an Associate in Arts degree.

Physics 120 - 125	General Physics	4
Bus D P 136	Computer-Assisted Graphics	4

Vocational information regarding careers in this field is available in the office of Counseling and Guidance.

ENVIRONMENTAL STUDIES

The Environmental Studies program provides the basic skills and certifiable expertise that individuals need for an environmental career. Students gain proficiency in the knowledge of environmental principals, field and laboratory methods, computer application use, effective oral and written communication skills, applied mathematics and environmental regulatory compliance. Internships are a required part of the program and provide valuable "real world" experiences. Employment opportunity examples include:

- Hazardous waste management
- Water and wastewater treatment
- Air pollution control
- Geographic and information systems management
- Recycling and resource remediation
- Laboratory analysis
- Occupational health and safety
- Conservation advocacy
- Regulation and permit compliance
- Pollution prevention
- Energy resources and conservation
- Ecotourism

CERTIFICATE OF ACHIEVEMENT**Environmental Studies Option**

The (ES) Certificate is designed to be a one-year program that can either prepare students or upgrade working individuals with technician-level skills.

Required Courses		Units
ES 100	Introduction to Environmental Studies	3
ES 110	Waste Stream Generation, Reduction, Treatment	3
ES 130	Environmental Health & Hygiene	3
ES 150	Hazardous Waste Management Applications	3
ES 200	Hazardous Materials Management Applications	4
ES 230	Safety & Emergency Response	4
OR		
ES 230-A	Hazardous Waste Operation & Emergency Response	2
AND		
ES 230-B	Hazardous Waste Operation & Emergency Response	2
Total Units		20

ENVIRONMENTAL STUDIES continued...

RECOMMENDED ELECTIVES: Business 125; Business 126; computer skills courses in word processing, data base management, spreadsheets; basic electronics

ES 180 AD*	Ecotourism Destinations	.5-3
ES 190*	Environmental Studies Practicum	1.5-3.5
Chemistry 110**	Introductory Chemistry	5
Ecology 100**	People and Their Environment	3
Biology 120**	Man and Disease	3
Comm Studies 108**	Introduction to Communication	3

*These courses will also be part of future Certificate of Specialization program.

**These courses may also be used to satisfy the A.A. Degree (Option I) General Education Requirements.

The ES department strongly recommends that students enroll in Chemistry 110 and Biology 120 early in their educational program.



FLORAL DESIGN & SHOP MANAGEMENT

This program is designed to provide practical training to enable students to secure employment in the floral industry. The course offerings extend from entry-level floral designing to a variety of advanced floral design suggested. Also included are courses which will prepare the student to be a salesperson, manager, or owner of a floral shop. Students are required to provide some project related materials.

CERTIFICATE OF ACHIEVEMENT

It is suggested that Floral Design 010 be taken first. However, courses may be taken in any order provided prerequisites have been met.

Required Courses		Units
Floral Design 010AB	Basic Floral Design	2
Floral Design 011	Floral Business Practicum I	2
Floral Design 015AB	Wedding Designs	2
Floral Design 020	Tributes And International Traditions	2
Floral Design 025AB	Event Planning And Display	2
Floral Design 027AB	Creativity And Competition	2
Floral Design 032	Permanent And Seasonal	2
Floral Design 050	Floral Placement	2
	And Productions Practicum II	2
OR		
Management 152	Small Bus Ownership & Mgmt	3
Total Units		16-17

RECOMMENDED ELECTIVES: The following courses are specifically selected to enhance the Floral Design curriculum. Students may wish to select some of these courses in order to complete the 60 units required for an Associate in Arts degree.

Accounting 100	Accounting Elements	4
Art 107	Two Dimensional Design	3
Marketing 130	Advertising	3
Management 152	Small Bus Ownership & Mgmt	3

Vocational information regarding careers in this field is available in the office of Counseling and Guidance.

INFORMATION TECHNOLOGY

CERTIFICATE OF SPECIALIZATION

Computer Security Technician

This computer security technician certificate within the Information Technology department prepares students for career advancement in computer criminal investigation. Students will learn to conduct a step-by-step investigation of a computer crime scene and how to take data from the crime scene to the courtroom without contaminating the data. They will learn the complexities of locating, collecting, and analyzing computer data and evidence. Identify crime scene boundaries. Gain skills in searching for evidence: fingerprints, forensic identifiable material, and other items of evidentiary value. Students will receive cutting-edge training in evidence collection, lab techniques, and forensic protocols.

It is suggested that courses be taken in the order they are listed. However, course may be taken in any order provided prerequisites have been met.

Required Courses		Units
First Semester		
IT 116	A+ PC Hardware (Core)	3
IT 117-1	A+ PC Software (Operating Systems)	1.5
IT 117-2	A+ PC Software (Operating Systems)	1.5
Second Semester		
IT 131	Securing Computer Systems	3
IT 135	Computer Forensics and Crimes	3
Co-op 103AD	Cooperative Work Experience (CWE)	3
	Paid or Volunteer jobs or internships	
Total Units		15

Cisco

The Certificate of Completion in Information Technology is dedicated to enhancing individual and industry effectiveness. The program is designed for men and women of all ages interested in working in the computer technology field. With this certificate, students will be prepared for a wide range of careers in the Information Technology field.

It is suggested that courses be taken in the order they are listed. However, course may be taken in any order provided prerequisites have been met.

Cisco Certification of Completion

First Semester		Units
IT 201-1	Cisco 1 – Network Fundamentals - 1	1.5
IT 201-2	Cisco 1 - Essentials - 2	1.5
Second Semester		
IT 202-1	Cisco 2 - Router Technologies – 1	1.5
IT 202-2	Cisco 2 - Router Configuration - 2	1.5
Third Semester		
IT 203-1	Cisco 3 - LAN Design - 1	1.5
IT 203-2	Cisco 3 - LAN Design - 2	1.5
Fourth Semester		
IT 204-1	Cisco 4 - WAN Design - 1	1.5
IT 204-2	Cisco 4 - WAN Design - 2	1.5
Co-op 103AD	Cooperative Work Experience (CWE)	3
	Paid or Volunteer jobs or internships	
Total Units		15

INFORMATION TECHNOLOGY continued...**Computer Operating Systems**

This course within the Information Technology department prepares students with computer operating systems installation and configuration. Skills include hardware, software, and troubleshooting, computer and network components, internetworking, computer and network design.

It is suggested that courses be taken in the order they are listed. However, course may be taken in any order provided prerequisites have been met.

Required Courses**First Semester**

		Units
IT 115 – 1	Computer Concepts	1.5
IT 115 – 2	PC Windows/DOS Essentials	1.5
IT 116	A+ PC Hardware (Core)	3
IT 151	Linux Fundamentals	3

Second Semester

IT 117-1	A+ PC Software (Operating Systems)	1.5
IT 117-2	A+ PC Software (Operating Systems)	1.5
IT 141	Server Hardware Specialist - Server+	3
Co-op 102AD	Cooperative Work Experience (CWE) Paid or Volunteer jobs or internships	2
Total Units		17

Computer and Network Security

This course within the Information Technology department prepares students with computer and network security skills including, intrusions, security threats, crime scene investigation, and troubleshooting computer and network components, security software installation, configuration, and use.

It is suggested that courses be taken in the order they are listed. However, course may be taken in any order provided prerequisites have been met.

Required Courses**First Semester**

		Units
IT 116	A+ PC Hardware (Core)	3
IT 117-1	A+ PC Software (Operating Systems)	1.5
IT 117-2	A+ PC Software (Operating Systems)	1.5

Second Semester

IT 118	Network +	1.5
IT 128 – 1	Introduction to PC Networking Fundamentals	1.5
IT 128 – 2	Networking Essentials	1.5
IT 131	Securing Computer Systems	3
Co-op 103AD	Cooperative Work Experience (CWE) Paid or Volunteer jobs or internships	3
Total Units		16.5

**INTERPRETING**

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

CERTIFICATE OF ACHIEVEMENT**Interpreting For Deaf People**

This curriculum is recommended for those persons who desire to obtain skills necessary to function effectively as an interpreter for people who are deaf.

Required Courses**PREREQUISITE COURSES:**

		Units
Sign 180AB	Beg American Sign Language I	4
Sign 185 or Equivalent	Beg American Sign Language II	4

Semester 1

Sign 280	Adv American Sign Language I	4
Special Education 105	Implications of Deafness	3
Interpreting 100	Introduction to Interpreting	3

Semester 2

Sign 285	Adv American Sign Language II	4
Interpreting 030	Basic Voice to Sign	3

Semester 3

Interpreting 055	Basic Sign to Voice	3
Interpreting 035	Advanced Voice to Sign	3

Semester 4

Interpreting 060	Advanced Sign to Voice	3
Interpreting 090AC	Situational Interpreting/Practicum	3
Total Units		29

Recommended Electives

Psychology 160	Human Growth and Development	3
OR		
Comm Studies 100	Interpersonal Communication	3
Interpreting 070	Educational Interpreting	3

Information regarding careers in this field is available in the office of Counseling and Guidance.

MANAGEMENT

This program is designed to accommodate both the transfer student as well as the student seeking additional job-related skills. The course offerings extend from the elements of management to more advanced courses such as personnel management, behavioral management and small business management.

CERTIFICATES OF ACHIEVEMENT**General Management Option**

This curriculum is designed for students seeking managerial and supervisory careers in business, industry, and government. The program is well suited for students who are working and wish to move into management positions in their present jobs.

The management program uses the most advanced training techniques, including computer simulations and role playing, to aid the student in developing communication, leadership, and decision-making skills. The training also provides a strong educational foundation coupled with work experience to enable the student to move quickly into a managerial position.

MANAGEMENT continued...

Courses may be taken in any order provided prerequisites have been met.

Required Courses		Units
Accounting 100	Accounting Elements	4
OR		
Accounting 101	Financial Accounting	4
Business 139	Business Communication	3
OR		
Business 130	Introduction to Business Writing	3
Business 100	Introduction to Business	3
Comp Sci 101	Computer Literacy	3
OR		
Comp Sci 130	Survey of Comp./Sci Info	4
Management 110	Elements of Management	3
Management 115	Behavioral Management	3

PLUS SELECTION OF THREE UNITS FROM THE FOLLOWING:

Business 108	Legal Environment of Business	3
Business 110	Business Law	3
Management 111	Human Resource Management	3
Management 118	Organizational Leadership	3
Management 130	Team Building and Group Dynamics	3
Management 140	Organizational and Professional Values	2
Management 152	Small Business Ownership & Mgmt	3
Marketing 100	Principles of Marketing	3
Total Units		22-23

SUGGESTED ELECTIVES COURSES: The following courses are specifically selected to enhance the General Management Option curriculum. Students may wish to select some of these courses in order to complete the 60 units required for an Associate in Arts degree.

Accounting 102	Managerial Accounting	4
Economics 180	Micro-Economics	3
OR		
Economics 285	Macro-Economics	3
Mathematics 160	Introduction to Statistics	4
Business/Mkt 180	International Trade	3
Mgmt/Bus 183	Int. Payments and Collections	1.5
Mgmt/Bus 184	Mexico and NAFTA	1
Mgmt/Bus 190	Import/Export Procedures	3
Comm Studies 110	Public Speaking	3
Coop W/E 103AD/104AC	Cooperative Work Experience	3-4

Vocational information regarding careers in this field is available in the office of Counseling and Guidance.

Human Resources Management Option

This curriculum is designed for students seeking managerial and supervisory careers in business, industry, and government. The program is well suited for students who are working and wish to move into management positions in their present jobs.

Required Courses		Units
Accounting 100	Accounting Elements	4
OR		
Accounting 101	Financial Accounting	4
Business 139	Business Communication	3
OR		
Business 130	Introduction to Business Writing	3
Business 100	Introduction to Business	3
Comp Sci 101	Computer Literacy	3
OR		
Comp Sci 130	Survey of Business Data Proc	4
Management 110	Elements of Management	3
Management 111	Human Resource Management	3

Management 115	Behavioral Management	3
Business 108	Legal Environment of Business	3
OR		
Business 110	Business Law	3
Total Units		25-26

RECOMMENDED ELECTIVES: The following courses are specifically selected to enhance the Human Resources Management Option curriculum. Students may wish to select some of these courses in order to complete the 60 units required for an Associate in Arts Degree.

Accounting 102	Managerial Accounting	4
Business 125	Business English	3
Co-Op 103AD/104AC	Work Experience	3-4
Management 118	Organizational Leadership	3
Management 130	Team Building/Group Dynamic	3
Management 140	Org. & Professional Values/Ethics	2
Mathematics 160	Introduction to Statistics	3
Comm Studies 110	Public Speaking	3

Vocational information regarding careers in this field is available in the office of Counseling and Guidance.

Marketing Management Option

This curriculum is designed for students seeking managerial and supervisory careers in business, industry, and government. The program is well suited for students who are working and wish to move into management positions in their present jobs.

Required Courses		Units
Accounting 100	Accounting Elements	4
OR		
Accounting 101	Financial Accounting	4
Business 100	Introduction to Business	3
Business 139	Business Communication	3
Business 130	Introduction to Business Writing	3
Management 110	Elements of Management	3
Management 115	Behavioral Management	3
Comp Sci 101	Computer Literacy	3
OR		
Comp Sci 130	Survey of Business Data Proc	4
Marketing 100	Principles of Marketing	3
PLUS ONE OF THE FOLLOWING COURSES:		
Bus/Mrkt 180	International Trade	3
Bus/Mrkt 185	International Marketing	3
Bus/Mgmt 190	Import/Export Procedures	3
Total Units		28-29

RECOMMENDED ELECTIVES: The following courses are specifically selected to enhance the Marketing Management Option curriculum. Students may wish to select some of these courses in order to complete the 60 units required for an Associate in Arts Degree.

Accounting 102	Managerial Accounting	4
Bus/Mrkt 121	Personal Finance	3
Bus/Mrkt 186	International Mrkt/Internet	.5
Comp Bus App 175	Front Page, Introduction	1.5
Comp Bus App 190	Internet, Introduction	1.5
Comp Bus App 195	Acrobat, Introduction	1.5
Co-Op 103AD/104AC	Work Experience	3-4
Management 152	Small Bus Ownership & Mgmt	3
Marketing 135	Principles of Retailing	3
Mathematics 160	Introduction to Statistics	4
Comm Studies 110	Public Speaking	3

Vocational information regarding careers in this field is available in the office of Counseling and Guidance.

MANAGEMENT continued...**Small Business Management Option**

This curriculum is designed for students seeking managerial and supervisory careers in small business. The program is well suited for students who are working and wish to move into management positions in their present jobs or who wish to open their own business.

Required Courses

		Units
Accounting 100	Accounting Elements	4
OR		
Accounting 101	Financial Accounting	4
Business 100	Introduction to Business	3
Business 108	Legal Environment of Business	3
OR		
Business 110	Business Law	3
Business 139	Business Communication	3
OR		
Business 130	Introduction to Business Writing	3
Comp Sci 101	Computer Literacy	3
OR		
Comp Sci 130	Survey of Business Data Proc	4
Management 110	Elements of Management	3
Management 115	Behavioral Management	3
Management 152	Small Bus Ownership & Mgmt	3

PLUS TWO OF THE FOLLOWING COURSES:

Accounting 130	Computerized Accounting	3
Marketing 100	Principles of Marketing	3
Marketing 135	Principles of Retailing	3
Total Units		31-32

RECOMMENDED ELECTIVES: The following courses are specifically selected to enhance the Small Business Management Option curriculum. Students may wish to select some of these courses in order to complete the 60 units required for an Associate in Arts degree.

Accounting 102	Managerial Accounting	4
Bus/Mrkt 180	International Trade	3
Bus/Mrkt 185	International Marketing	3
Bus/Mgmt 190	Import/Export Procedures	3
Management 111	Human Resources Management	3
Management 118	Organization Leadership	3
Management 130	Team Building/Group Dynamic	3
Management 140	Org. & Professional Values/Ethics	3
Comm Studies 110	Public Speaking	3

Vocational information regarding careers in this field is available in the office of Counseling and Guidance.

CERTIFICATES OF SPECIALIZATION**International Trade Marketing and Management**

This certificate of specialization is designed to provide the student with basic exposure to international trade.

Required Courses

		Units
Management 183	International Payment & Collection	1.5
Management 184	Mexico & NAFTA	1
Management 190	Import Export Procedures	3
Marketing 180	Survey of International Trade	3
Marketing 185	International Marketing	3
Total Units		11.5

11.5 REQUIRED UNITS PLUS 6 ELECTIVE UNITS**17.5****PLUS SELECTION OF SIX UNITS FROM THE FOLLOWING:**

Accounting 100	Accounting Elements	4
Accounting 101	Financial Accounting	4
Business 130	Introduction to Business Writing	3
OR		
Business 139	Business Communication	3
Business 100	Introduction to Business	3
Business 108	Legal Environment of Business	3
OR		
Business 110	Business Law	3
Management 110	Elements of Management	3
Management 115	Behavioral Management	3
Management 118	Organizational Leadership	3
Management 130	Team Building & Group Dynamics	3
Management 140	Organizational & Prof Values & Ethics	2
Management 152	Small Business Ownership & Mgmt	3
Marketing 100	Principles of Marketing	3
Marketing 135	Principles of Retail Management	3
Marketing 186	International Trade & the Internet	0.5
Comm Studies 110	Public Speaking	3
Coop W/E 103AD/104AC	Cooperative Work Experience	4

Managerial and Organizational Leadership

The Certificate of Specialization in Managerial and Organizational Leadership is dedicated to enhancing individual and organizational effectiveness. The program is designed for mid-career professionals as well as those with limited work experience. With this Certificate, students will be prepared for a wide range of careers in business or not-for-profit organizations.

Required Courses:

Business 139	Business Communication	3
Management 110	Principles of Management	3
Management 115	Behavioral Mgmt & Organizational Theory	3
Management 118	Organizational Leadership	3
Management 130	Team Building & Group Dynamics	3
Management 140	Organizational & Professional Values/Ethics	2
Total Units		17

Suggested Electives:

Business 100	Intro to Business	3
Business 108	Legal Environment of Business	3
OR		
Business 110	Business Law	3
Bus/Mkt 180	International Trade	3
Bus/Mkt 185	International Marketing	3
Management 152	Small Business Ownership & Mgmt	3
Comm Studies 110	Public Speaking	3
Coop W/E 103 AD/104AC	Cooperative Work Experience	



MUSIC

CERTIFICATES OF ACHIEVEMENT

Recording Arts Option

This comprehensive course of study leads to competencies in the following area: tape recording, mixing, studio management, record production, on-location recording and sound reinforcement. The student will receive intensive hands-on experiences through participation in recording sessions using state-of-the-art equipment in our three fully equipped studios. Studio "A" is a fully automated 24-track facility. Studio "B" utilizes 24-track mixing and recording. Studio "C" is a typical "Demo" facility. In addition to a separate editing lab, students will also be utilizing the Synthesizer Lab which contains the latest in Digital Synthesizers, Sampling, and MIDI interface. Students in this program will receive direct guidance and training from the instructor as well as "tricks of the trade" from a working professional from this specialized field.

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.

Required Courses	Units
Semester 1	
Music 115**	Basic Music 3
Music 054AB	Audio Fundamentals 3
Music 058	Basic Live Sound Reinforcement 3
Music 059AB	Studio Maintenance and Repair 3
Semester 2	
Music 055AB	Applied Recording Techniques 3
Music 066	Commercial Musicianship 3
Semester 3	
Music 056AB	Audio Mixing Techniques 3
Music 170AB	Introduction To Electronic Synthesizer 2
Music 051AB	Record Producing 2
	(Can be taken semester 2, 3, or 4)
Music 095	Managing Your Music Career 3
Semester 4	
Music 057AB	Audio Post Production 3
Total Units	31

RECOMMENDED ELECTIVES: The following courses are specifically selected to enhance the Recording Arts Option curriculum. Students may wish to select some of these courses in order to complete the 60 units required for an Associate in Arts degree.

Co-Op 101AD - 104AC	Work Experience	1-12
Humanities 120/ Music 101	History & Appreciation Of Music	3

Humanities 140/ Music 136	Jazz: A History & Appreciation	3
Humanities 145/ Music 185	History Of Rock Music	3
Music 068	Comm Arranging & Orchest I	4
Music 134AD	Recording Jazz Ensemble	2
Music 141AB	Beginning Keyboard I	1
Music 142AB	Beginning Piano II	1
Music 145AB	Basic Voice	2
Music 053	Producing the Music Video	2
Music 064	Commercial Songwriting	1
Music 171	Synthesizer Projects	2
Engineering Tech 130	Introduction Electronics	3
Engineering Tech 135	Electronics System Servicing	3

**If the student feels he/she has equivalent competencies, proficiency examinations are given in these classes as a means of testing out.

Vocational information regarding careers in this field is available in the office of Counseling and Guidance.

CERTIFICATES OF SPECIALIZATION

Live Sound Reinforcement Certificate

Required Courses	Units
Fall Semester	
Music 115	Basic Music 3
Music 054	Audio Fundamentals 3
Music 058	Basic Live Sound Reinforcement 3
Spring Semester	
Music 070	Advanced Live Sound Reinforcement 3
Music 059	Studio Maintenance and Repair 3
Theater Arts 176	Stage Lighting 2
Total Units	17

Home Recording Certificate

Required Courses	Units
Fall Semester	
Music 048	Home Recording 3
Music 115	Basic Music 3
Music 066	Commercial Musicianship 3
Spring Semester	
Music 051	Record Producing 2
Music 054	Audio Fundamentals 3
Music 170	Introduction to Electronic Synthesizer 2
Total Units	16



NURSING

The nursing program prepares students for the R.N. licensing examination. Nursing practice is dynamic and diverse and offers a wide variety of employment opportunities in health care delivery.

CERTIFICATE OF ACHIEVEMENT

Basic Associate Degree Program

Completion of this curriculum qualifies students to receive the Associate in Arts degree in Nursing and to apply for the California licensing examination for Registered Nurses. Graduates of this curriculum are prepared to function at beginning level R.N. positions in hospital and community settings. The program is accredited by the California Board of Registered Nursing and the National League for Nursing Accrediting Commission.. 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 order indicated..

Prerequisite courses:

English 100	Freshman Composition	3
Biology 170	Anatomy	4
Biology 175	Human Physiology	4
Biology 210	General Microbiology	5

Nursing Program Semester I

Nursing 100	Nursing Process I	10
Biology 200	Pharmacology Med & Drugs	3
Comm Studies 108	Introduction to Communication	3

OR

Comm Studies 110	Public Speaking	3
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OR

Comm Studies 112	Small Group Dynamics	3
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Nursing Program Semester II

Nursing 150	Nursing Process II	10
Psychology 160	Human Growth & Development	3

Nursing Program Semester III

Nursing 200	Nursing Process III	10
Sociology 100	Introduction To Sociology	3

Nursing Program Semester IV

Nursing 250	Nursing Process IV	9
Nursing 260	Nursing Issues	2

Humanities (any Humanities course 100-299)	3
Physical Education (any Physical Education course)	.5
Total Units	72.5

ADMISSION PROCEDURE - BASIC ASSOCIATE DEGREE PROGRAM

The nursing application filing period for the fall semester class is from January 15 through February 28/29.

The filing period for the spring semester class is from August 15 through September 30.

The following minimum academic and other requirements must be met by prescribed deadlines by all applicants to become eligible candidates.

Minimum Application Requirements

IMPORTANT NOTICE: Check the current application at the Impacted Program desk in Admissions or on the college website for deadlines and additional requirements.

- Attendance at a nursing orientation.
 - Evidence of the following:
 - High school graduate or equivalency.
 - Competency in Mathematics as demonstrated by:
 - Completion of the Golden West College Math Competency Test* with a qualifying score for Mathematics 030 or above.
- OR**
- Completion of intermediate (2nd year) Algebra in high school with a C grade or better.
- OR**
- Completion of a college level Mathematics class equivalent to 010, Elementary Algebra, with a C grade or higher.
- Competency in English composition as demonstrated by:
 - Completion of the Golden West College English Placement Test* with a qualifying score in English 100 or successful completion of English 010 with a C grade or higher.

***THESE TESTS MAY BE TAKEN ONE TIME ONLY. Contact the Assessment Center for information and to schedule an appointment to take the required tests.**

- Official transcripts from the last high school and each college attended (or currently enrolled in) must be filed at the Golden West College Admissions Office.

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.

- The following **four prerequisites** will need to be completed prior to submitting an application, with a GPA of 2.5 for these pre-requisites.*
 - English 100
 - Biology 170
 - Biology 175
 - Biology 210

*Students who apply with all four of the prerequisites completed will be evaluated first. Students who have completed three of the four pre-requisites may submit a conditional application to be evaluated pending space availability.

NOTE: Course equivalencies for courses taken at other accredited colleges will be determined by Impacted Programs Desk or Counselor. If the science classes were taken more than five years ago, candidates must see the Nursing counselor to determine if the course must be repeated.

NURSING continued...**Selection Procedures**

Students will be eligible to apply for the Nursing Program as soon as the minimum requirements have been completed. Eligible applicants who have met the minimum requirements will be selected for the program.

Selection is determined by a **combination** of overall GPA, core science GPA, English GPA and any documented repetition (failures or withdrawals) of core science classes. These criteria will help us select students who are most likely to be successful in the nursing program. The formula used is the result of a statewide study involving more than 5000 nursing students.

Program Requirements

Applicants who are selected must meet the following requirements:

1. Physical Examination: The Health Professions Office will provide information about the required 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 (within the last two years) CPR card - Level C.
3. Malpractice Insurance: The Health Professions Office will provide information about the required insurance and fee.
4. Uniforms/Accessories: The Health Professions Office will provide information about the required uniform/ accessories.
5. Transportation: Adequate, reliable transportation to the clinical site and be responsible for parking.
6. Background Check: The Health Professions Office will provide information about the required background check.

NOTE: Student is responsible for any expense incurred in meeting the above requirements.

NURSING PROGRAM ENROLLMENT INFORMATION

1. No selected applicant shall be enrolled who has not met the academic, physical, health and immunization, and background check requirements for the Nursing Program.
2. 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, shall be enrolled in the Nursing Program.
3. No selected applicant shall be enrolled unless he or she can perform specified manipulative and/or sensory functions, as follows:
 - a. Be able to hear well enough (average of 30 decibel for both ears) to respond to calls for help from individuals remote from the location of the student.
 - b. 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.
 - c. Be able to start effective cardiopulmonary resuscitation.
 - d. Be able to maneuver a totally helpless adult to the side of a bed and to turn and position the patient.
 - e. Be able to physically maneuver and support a helpless adult.
 - f. Be able to see well enough to observe critical symptomatology; have sufficient manipulative ability to record such symptomatology in writing.
 - g. Be able to maneuver well enough to physically protect himself or herself from possible injury caused by emotionally disturbed or combative patients.

- h. Have sufficient physical mobility to respond rapidly to situations involving the health and safety of patients.
4. No selected applicant shall be enrolled unless he or she appears to be free from any physical, behavioral, emotional or mental condition that would adversely affect their 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 they are not free from such a physical, behavioral, emotional or mental condition, the Program Director shall confer with the Nursing Admission/Retention Committee and, if decided, require such applicant to be examined by either a licensed physician and/or surgeon, or by a licensed clinical psychologist who has a doctoral degree in psychology and at least five years of post-graduate experience in diagnosis and treatment of emotional and mental disorders. After receiving the report from the licensed physician and/or surgeon or licensed clinical psychologist, the Nursing Admission/Retention Committee shall determine if the Program Director's denial of admittance was based upon reasonable grounds. If so, the applicant's admission shall be denied. If not, the applicant shall be admitted. If the applicant wishes to dispute the matter further, he or she shall appeal the determination to the President of the College, who shall review the matter and make a final determination in the matter.

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.

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.

General Policy:

A student may challenge any Golden West College nursing course and in order to do so must meet the following Nursing Program entrance requirements:

1. Acceptance as a regular student at Golden West College.
2. Graduation from an accredited high school or the equivalent.
3. Completion of 12 college units with GPA of at least 2.0.
4. Qualifying test scores on the college placement test in English and Math.
5. Evidence of physical and emotional fitness by medical examination.

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.
3. Course work must have been completed within the last two years.
4. Credit will be given for nursing courses comparable 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.

Non-Graduate Option

According to regulations of the California Board of Registered Nursing, it is possible to take the licensing examination upon completion of the approved curriculum for the Golden West College Nursing Program, even if the graduation requirements (Humanities elective and PE) have not been completed. Students who elect this option will not be graduates of an accredited program and may not be eligible for licensure in other states, even if the graduation requirements are met at a later date.

NURSING continued...**CERTIFICATE OF ACHIEVEMENT****Career Ladder Option Associate Degree Program**

(For Licensed Vocational Nurses)

Course and unit credit is awarded for Nursing 100, 150, Biology 170, and Biology 200. After taking the following prerequisites and the Nursing 190 Transition to Registered Nursing course, the student begins the program at the second year level. A minimum grade of C or CR (credit) must be achieved in each course required for this program.

Prerequisite Courses and license

Biology 175	Human Physiology	4
Biology 210	Microbiology	5
Psychology 160	Human Growth & Development	3
A current California Vocational Nursing License		
English 100	Freshman Composition	3
Comm Studies 108	Introduction to Communication	3

OR

Comm Studies 110	Public Speaking	3
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OR

Comm Studies 112	Small Group Dynamics	3
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Nursing Program Courses**Summer/Fall**

Nursing 190	Transition to Registered Nursing	4
Nursing 200	Nursing Process III	10
Nursing 250	Nursing Process IV	9
Nursing 260	Nursing Issues	2
Sociology 100	Introduction To Sociology	3
Humanities (any Humanities course 100-299)		3
Physical Education (any Physical Education course)		.5

NURSING CAREER LADDER (ADN) ADMISSION PROCEDURES**Admission Requirements**

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.

Minimum Application Requirements

(Check the current application at the Impacted Program desk in Admissions for deadlines and additional requirements.)

- Attendance at a nursing orientation.
- Evidence of the following:
 - Proof of a current California Vocational Nursing License in good standing and without restrictions.
 - Competency in Mathematics as demonstrated by:
 - Completion of the Golden West College Math Competency Test* with a qualifying score for Mathematics 030 or above.

OR

 - Completion of intermediate (2nd year) algebra in high school with a C grade or better.

OR

- Completion of a college level Mathematics class equivalent to Mathematics 010, Elementary Algebra, with a C grade or higher.
- Competency in English composition as demonstrated by:

- Completion of the Golden West College English Placement Test* with a qualifying score in English 100 or higher or successful completion of English 010 with a C grade or higher.

***THESE TESTS MAY BE TAKEN ONE TIME ONLY.** Contact the Assessment Center for information and to schedule an appointment to take the required tests.

- Completion of at least four of the following courses, or equivalent, with a C grade or higher prior to application. The fifth class must be in progress at the time of application:

Physiology - Biology 175
 Microbiology - Biology 210
 Growth and Development - Psychology 160
 English 100 - Freshman Composition
 Comm Studies 108 - Introduction to Communication

OR

Comm Studies 110 - Public Speaking

OR

Comm Studies 112 - Small Group Dynamics

- Official transcripts of all accredited college or university coursework must be filed at the Golden West College Admissions Office

NOTE: Course equivalencies for courses taken at other accredited colleges will be determined by Impacted Programs Desk or Counselor. If the science classes were taken more than five years ago, candidates must see the Nursing counselor to determine if the course must be repeated.

Selection Procedure

- All eligible applicants who have completed the five prerequisite courses prior to the application deadline with a grade of C or better will be eligible. Students will be selected from that eligibility list.

Program Requirements

Applicants who are selected must meet the following requirements:

- Physical Examination: The Health Professions Division Office will provide information about the required physical examination and immunizations. The results of this required physical examination must indicate appropriate physical and emotional health standards for the program.
- Proof of a current (within the last year) CPR card - Level C.
- Malpractice Insurance: The Health Professions Division Office will provide information about the required insurance and fee.
- Uniforms/Accessories: The Health Professions Division Office will provide information about the required uniform/ accessories.
- Transportation: Adequate, reliable transportation to the clinical site and be responsible for parking.
- Background Check: The Health Professions Office will provide information about the required background check.

NOTE: Student is responsible for any expense incurred in meeting the above requirements.

***30 Unit Option**

Applicants who hold a current California Vocational Nursing license 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. For more information, contact the Nursing Counselor.

Please see Nursing Program Admission Information for the Basic Associate Degree Program.

NURSING continued...

Note for 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 in Arts 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, contact the Health Professions Counselor.

Associate in Arts Degree Program for Currently Licensed Vocational Nurses

This program is designed to recognize previous educational preparation and fulfill the requirements of a vocational major for the Associate in Arts degree. The credit will be awarded upon completion of the general education requirements listed in this catalog, a minimum of 12 units earned at Golden West College, and possession of a current, valid California Vocational Nurse License. For those eligible, 23 units of credit will be awarded.

Associate in Arts Degree Program For Currently Licensed Registered Nurses

This program is designed to meet the needs of registered nurses desiring to earn college credit for previous educational preparation and to enrich their backgrounds through general education courses to fulfill the requirements for an Associate in Arts degree. Credit for previous nursing education will be commensurate with the numbers of nursing course credits required in the basic Associate in Arts degree program for registered nursing at Golden West College (40 units). The credit will be awarded upon completion of general education requirements listed in this catalog, a minimum of 12 units earned at Golden West College, and possession of a current, valid California Registered Nurse License.

Continuing Education For Vocational and Registered Nursing

Golden West College offers California Board of Registered Nursing and Board of Vocational Nursing approved courses for Continuing Education in Nursing credit.

Golden West College is designated as a provider of Continuing Education for Registered Nurses by the Board of Registered Nursing. The Provider Number is 00622.

REAL ESTATE

A career in Real Estate requires careful attention to state requirements and selection of courses that are designed to meet specific job goals in this field.

CERTIFICATE OF ACHIEVEMENT

This curriculum provides an intensive program of study for students interested in real estate investments, for those seeking employment in real estate, or for those preparing for the real estate license examination. Students may elect to receive a certificate only or may apply the courses required in this major toward an Associate in Arts degree. Some courses may also be applicable to the Bachelor's degree.

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.

Required Courses		Units
Marketing 100	Principles of Marketing	3
Real Estate 110	Real Estate Principles	3
Accounting 100	Accounting Elements	4
OR		
Accounting 101	Financial Accounting	4
Comp Sci 130	Survey of Business Data Processing	4
OR		
Comp Sci 101	Computer Literacy	3
Real Estate 124	Escrow Procedures, Beginning	3



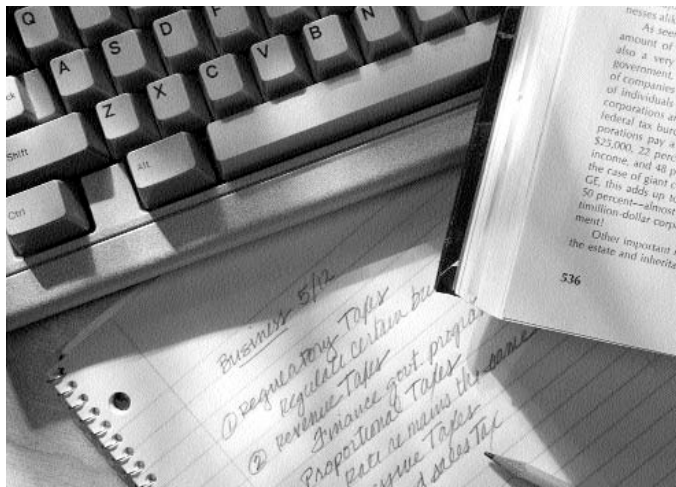
Real Estate 120	Real Estate Legal Aspects	3
OR		
Business 112	Real Estate Legal Aspects	3
Real Estate 130	Real Estate Practice	3
PLUS 9 UNITS OF RECOMMENDED ELECTIVES		
Total Units		31-32

RECOMMENDED ELECTIVES: The following courses are specifically selected to enhance the Real Estate curriculum. Students must complete three units chosen from the following:

Accounting 102	Managerial Accounting	4
Accounting 130	Computerized Accounting	3
Business 100	Introduction to Business	3
Business 108	Legal Environ of Business	3
OR		
Business 110	Business Law	3
Management 152	Small Bus Ownership & Mgmt	3
Real Estate 115	Real Estate Taxation	3
Real Estate 117	Real Estate Exchanging	3
Coop W/E 103AD/104AC	Cooperative Work Experience	3-4

Bachelor's Degree Program

Students who wish to continue their education at a four-year college or university should consult with the GWC counselor for this area to establish a program consisting of transferable required and elective courses.



RETAIL MANAGEMENT

CERTIFICATE OF ACHIEVEMENT

The Retail Management Certificate, designed in collaboration with industry leaders, prepares individuals for promotion to 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.

Required Courses		Units
Accounting 100	Accounting Elements	4
Business 150	Business Math	3
Business 139	Business Communication	3
Business 130	Introduction to Business Writing	3
Computer Science 130	Survey of Computer Science	4
Management 110	Elements of Management	3
Management 111	Human Resource Mgmt	3
Management 115	Behavior Management	3
Marketing 100	Marketing Principles	3
Marketing 135	Retail Management	3
Total Units		32

Suggested Electives

Accounting 102	Managerial Accounting	4
Business 100	Introduction to Business	3
Business 108	Legal Environment of Business	3
OR		
Business 110	Business Law	3
Business 125	Business English	3
Bus/Mkt 185	International Marketing	3
Management 152	Small Business Ownership	3
Management 118	Organization Leadership	3
Management 130	Team Building/Group Dynamic	3
Management 140	Organization/Professional Values	2

Comm Studies 110	Public Speaking	3
Co-Op 103AD - 104AD	Cooperative Work Experience	3-4

WRITTEN COMMUNICATION

CERTIFICATES OF ACHIEVEMENT

Communications Generalist Option

Recommended for those already employed or interested in upgrading skills to be more flexible and employable by small businesses, community, or volunteer agencies. The curriculum offers many choices for those seeking enrichment in subject matter skills and processes appropriate to their particular agency or job. Especially recommended for those who are responsible for preparing press releases, brochures, newsletters, and other publications.

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.

Required Courses		Units
Co-Op 101AD - 104AC	Work Experience	1-4
Comp Bus App 101	Computer Keyboarding, Part I	1
OR		
Comp Bus App 102	Computer Keyboarding, Part II	1
OR		
Verified Typing Speed Of 30 Words A Minute		

COMPLETE 16-20 UNITS FROM THE FOLLOWING:

Business 103/		
Marketing 103	Public Relations	3
Drafting 100	Basic Engineering Drafting	3
English 100	Freshman Composition	3
English 194	Technical Writing I	3
Humanities 160/	Introduction To Mass Communications	3
Journalism 160		
Journalism 125	Writing For Public Relations	3
Library 110	Finding Information	1
Marketing 110	Salesmanship	3
OR		
Comm Studies 110	Public Speaking	3
Marketing 130	Advertising	3
Photography 150	Fundamentals Of Photography	3
Comm Studies 130	Work-Related Comm Skills	3
Comm Studies 100	Interpersonal Communication	3
Total Units		17-24

WRITTEN COMMUNICATION *continued...*

Journalism Option

Recommended for those seeking entry-level job skills in writing for publications (magazines, newspapers, newsletters, house organs, etc.) Also recommended for those already employed but interested in acquiring or upgrading writing skills to improve their vocational potential. Instruction in gathering, writing, and disseminating news and feature information.

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.

Required Courses

	Units
Journalism 185	3
Journalism 285AD	3
Humanities 160/	3
Journalism 160	
Photography 150	3
Co-Op 101AD -	1-4
104AC	

COMPLETE 6-9 UNITS FROM THE FOLLOWING:

Business 103/		
Marketing 103	Public Relations	3
English 100	Freshman Composition	3
Journalism 120	Magazine Article & Feature Writing	3
Journalism 125	Writing For Public Relations	3
Library 110	Finding Information	1
Marketing 110	Salesmanship	3

OR

Comm Studies 110	Public Speaking	3
Marketing 130	Advertising	3
Comm Studies 100	Interpersonal Communication	3
Total Units		19-25

RECOMMENDED ELECTIVE: The following course is specifically selected to enhance the Journalism Option curriculum.

Political Science 180	Introduction To Government	3
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Vocational information regarding careers in this field is available in the office of Counseling and Guidance.

Public Relations Option

This program is designed for those seeking entry-level job skills in public relations. Also recommended for those already employed but interested in acquiring or upgrading writing skills to improve their vocational potential.

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.

Required Courses

Required Courses		Units
English 100	Freshman Composition	3
Photography 150	Fundamentals Of Photography	3
Journalism185	Writing for News Media	3
Business 103/ Marketing 103	Public Relations	3
Journalism 125	Writing For Public Relations	3
Co-Op 101AD - 104AC	Work Experience	2

COMPLETE 3 UNITS FROM THE FOLLOWING COURSES:

English 110	Introduction To Literature: Composition	3
Marketing 105	Industrial Marketing	3
Comp Bus App 100	Computer Keyboarding I, II, III	3

OR

Comp Bus App 101	Computer Keyboarding, Part I	1
Political Science 180	Introduction To Government	3
Psychology 100	Introductory Psychology	3
Comm Studies 100	Interpersonal Communication	3
Comm Studies 110	Public Speaking	3

Total Units **22**



ACCOUNTING

ACCOUNTING 100 - 4 Units

Accounting Elements

A beginning course in practical accounting as applied to merchandising firms, professional individuals and to personal service operations. Students become familiar with practical accounting procedures by completing weekly assignments based on lectures and text readings. Lecture. Letter grade only. *Transferable to CSU.*

ACCOUNTING 101 - 4 Units

Financial Accounting

Advisories: Accounting 100

This course provides an introductory study of financial accounting theory and practice. The basic accounting cycle is introduced, along with its application to service and merchandising operations. This included the study of accounting systems for corporations. The course content includes explanation and preparation of accounting forms, entries and financial statements, including the income statement, and balance sheet. Lecture. Optional credit/no credit or grade. *Transferable to CSU; UC. (CAN BUS 2) (ACCT 101 + 102 = CAN BUS SEQ A)*

ACCOUNTING 102 - 4 Units

Managerial Accounting

An advanced study of accounting information, including financial accounting information, used by managers in making decisions that affect the operations of a business. The course provides an introduction to cost concepts and terms, budgeting, responsibility accounting, statement analysis, capital budgeting, decision making and other management related topics. Some problems will be prepared by students on computers. Lecture. Letter grade only. *Transferable to CSU; UC. (CAN BUS 4) (ACCT 101 + 102 = CAN BUS SEQ A)*

ACCOUNTING 110 - 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 111 - 3 Units

Income Tax - Federal

(Same as: Business 111)

A review of the theory and application of federal income tax regulations. The course explains the preparation of federal personal income tax returns with minor emphasis on individual returns. Actual forms are used when appropriate. Lecture. Optional credit/no credit or grade. *Transferable to CSU.*

ACCOUNTING 113 - 3 Units

Business Income Tax

(Same as: Business 113)

Advisories: Business 111

Study of Federal Income Tax as it relates to small businesses, including recent and proposed tax changes. Lecture. Optional credit/no credit or grade. *Transferable to CSU.* May not be offered each semester.

ACCOUNTING 115 - 3 Units

Issues in Taxation I—EA and CPA Exam Preparation

(Formerly known as: Issues in Taxation for Accounting & Business)

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 credit/no credit or grade. *Transferable to CSU.*

ACCOUNTING 117 - 3 Units

Issues in Taxation II—EA and CPA Exam Preparation

A basic course designed to cover theory and application of selected chapters of Internal Revenue Service income tax publications with special emphasis on Circular No. 230. Course includes the following topics: Practice Before the IRS; Income Tax Preparers and Penalties; Representation; Individual Retirement Arrangements; Gross Estate Allowable Deductions Under Estate Tax (including Expenses, Indebtedness, and Taxes, Deductions for Losses, Charitable Deduction, Marital Deduction); Taxable Gifts; Deductions; Valuation; Computation of Tax; in depth discussion of Circular No. 230. An understanding of the generally accepted accounting principles and/or tax preparation experience is strongly encouraged. This course is designed to meet the requirements of the Enrolled Agent Tax Specialist Certificate. Lecture. Optional credit/no credit or grade. *Transferable to CSU.*

ACCOUNTING 119 - 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 credit/no credit or grade. *Transferable to CSU.*

ACCOUNTING 130 - 3 Units

Computerized Accounting

This course provides reinforcement of the concepts and principles of Accounting 101 using a computerized accounting program. Students work weekly in a hands-on computer environment to learn the usefulness of the computer in performing accounting tasks. This course can be beneficial in assisting students to successfully complete Accounting 102. Lecture & lab. Letter grade only. *Transferable to CSU.*

ACCOUNTING 210 - 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.

ANTHROPOLOGY

ANTHROPOLOGY 100 - 3 Units

Introduction to Cultural Anthropology

An introduction to a broad comparative study of human society and human culture within contemporary and historical settings. This course considers the similarities and differences among human societies on a world-wide basis. Studies of large societies, as well as small, less complex cultures are included. Lecture. Optional credit/no credit or grade. *Transferable to CSU; UC. (CAN ANTH 4)*

ANTHROPOLOGY 120 - 3 Units

Introduction to Physical Anthropology

An inquiry into the biological nature of man, heredity, and the principles of evolutionary change; methods of analysis and interpretation; evidence for the development of prehistoric humans; biological variation among modern humans; the concepts of race. Lecture. Optional credit/no credit or grade. *Transferable to CSU; UC. (CAN ANTH 2)*

ANTHROPOLOGY 130 - 3 Units

Introduction to Archaeology

An introduction to the field of archaeology emphasizing a broad survey of world prehistory; the nature of culture change; contemporary issues. Techniques of data collection, analysis and interpretation are also considered. Lecture. Optional credit/no credit or grade. *Transferable to CSU; UC. (CAN ANTH 6)*

ANTHROPOLOGY 135 - 3 Units

Vietnamese Culture

(Same as: Social Science 135)

An analysis of major factors and elements of Vietnamese culture, past and present. The impact of American culture on Vietnamese American life and traditions. Lecture. Optional credit/no credit or grade. *Transferable to CSU; UC. May not be offered each semester.*

ANTHROPOLOGY 136 - 3 Units

Ancient Civilizations of Mesoamerica and the Southwest

(Formerly known as: History and Culture of the Chicano American)

(Same as: History 136)

This course is a study of the prehistory and cultural evolution of the civilizations which originated in Mesoamerica, including the Olmecs, Aztecs, Toltecs, Maya, and Zapotec, as well as the Pueblos of the Southwestern U.S. Topics include the origins of food production and of the state, political and social history, ancient cities, and the Spanish conquest. Lecture. Optional credit/no credit or grade. *Transferable to CSU; UC. May not be offered each semester.*

ANTHROPOLOGY 150 - 3 Units

Indians of North America

An examination of native American Indian cultures and their environments. The class will examine the major culture areas of Native North America in an attempt to analyze the mechanisms and causation of culture change and adaptation. The class will review the subsistence, religion, art, social organization and environment of specific case studies and relate the data to theoretical models. Lecture. Optional credit/no credit or grade. *Transferable to CSU; UC.*

ANTHROPOLOGY 180 - 3 Units

American & Asian Perspectives: Southeast Asian Culture

(Same as: Social Science 180)

A study of the history and cultures of Southeast Asia with particular emphasis on Indochina (Vietnam, Laos, Cambodia), and the Philippines. Patterns of Southeast Asian immigration and adaptation/adjustment to American life will also be examined. Lecture. Optional credit/no credit or grade. *Transferable to CSU; UC. May not be offered each semester.*

ARCHITECTURAL TECHNOLOGY

ARCHITECTURAL TECHNOLOGY 070 AB - 1 Unit

Architectural Technology Laboratory

Corequisites: Students enrolled in Architecture 070A must be concurrently enrolled in one of the following: Architecture 020AB or 120 or 130 or 140. Students enrolled in Architecture 070B must be concurrently enrolled in one of the following: Architecture 150 or 160AB or 170 or 185.

This course is designed for architectural students to supplement the Architectural Technology classes where more laboratory work is desired in specific classes. The student will perform exercises which will be illustrated in one of the architectural classes. Lab. Optional credit/no credit or grade. Offered fall semester only.

ARCHITECTURAL TECHNOLOGY 075 AB - 1 Unit

Architectural Technology Laboratory

Corequisites: Students enrolled in Architecture 075A must be concurrently enrolled in one of the following: Architecture 020 AB or 100 AB or 125 or 135 or 145. Students enrolled in Architecture 075 B must be concurrently enrolled in one of the following: Architecture 155 or 160 AB or 175 or 190.

For architectural students, this course is designed to supplement the Architectural Technology classes where more laboratory work is desired in specific classes. The student will perform exercises which will be illustrated in one of the architectural classes. Lab. Optional credit/no credit or grade. Offered spring semester only.

ARCHITECTURAL TECHNOLOGY 100 AB - 1.5 Units

Introduction to Architectural Graphics and Drafting

This introductory course is for students interested in a basic graphic experience in architecture, environmental design, urban planning, landscape architecture, interior design or other related design professions. The course surveys the roles of architects. Lecture and lab will emphasize the study of architectural lettering, line value, architectural terminology and the use of drawing tools, equipment and drafting standards for architecturally related design professions. Students draw and organize construction plans for a dwelling and also learn the methods of reproducing drawings. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU.*

ARCHITECTURAL TECHNOLOGY 120 - 2 Units

Materials and Principles of Construction

Corequisites: Architecture 130 and 140 or equivalent courses or experiences

The course is designed to give actual building experience to the architectural student, relating to residential construction. Emphasis is on foundation systems, wall framing, roof-framing systems and shop drawings. Lecture and lab experiences include the Uniform Building Code, application/investigation of current building materials, and innovations in residential building systems. Lecture & lab. Letter grade only. *Transferable to CSU. Offered fall semester only.*

ARCHITECTURAL TECHNOLOGY 125 - 2 Units**Basic Architecture Design**

Prerequisites: Architecture 130 and 140

Corequisites: Architecture 135 and 145

Study of visual design phenomena as applied to elementary composition dealing with line, area, color, texture, etc. Introduction to study models as used in 3-dimensional design. Involvement includes both individual and design team participation. Students will develop design presentation skill through currently used mediums. Each student will produce a personal design portfolio of studio work. Lecture & lab. Letter grade only. *Transferable to CSU; UC.* Offered spring semester only.

ARCHITECTURAL TECHNOLOGY 130 - 2 Units**Architectural Rendering: Perspective and Shade/Shadows**

Corequisites: Architecture 120 and 140

The first of a two-semester series, dealing with basic techniques used in architectural graphic communication. Introduction to orthographic, isometric, mechanical perspective and shade and shadows. Final sections of semester work used to introduce color theory and rendering skills used in Architectural Technology 135. Lecture & lab. Letter grade only. *Transferable to CSU; UC.* Offered fall semester only.

ARCHITECTURAL TECHNOLOGY 135 - 2 Units**Architectural Rendering: Color Presentations**

Prerequisites: Architecture 130

Corequisites: Architecture 125 and 145

This course is a continuation of Architectural Technology 130. Application and production of architectural presentations using a variety of drawing media. Includes color and use of rendering skills and materials used in the profession. Advanced experiences introduced in Architectural Technology 130. Exploratory skills development for employment or transfer requiring rendering experiences. Lecture & lab. Letter grade only. *Transferable to CSU.* Offered spring semester only.

ARCHITECTURAL TECHNOLOGY 140 - 5 Units**Architectural Drafting: Wood Frame Residence**

Corequisites: Architecture 120 and 130

A basic course with a concentration of drafting skills as they apply to working drawings for a single story, wood frame dwelling. Emphasis is placed on lettering, linework, dimensioning, and the use of architectural symbols and conventions. Study includes the Uniform Building Code, materials, products and equipment used in residential construction. Lecture & lab. Letter grade only. *Transferable to CSU.* Offered fall semester only.

ARCHITECTURAL TECHNOLOGY 145 - 5 Units**Architectural Drafting: Two-Story Concrete Block Multi-Family**

Prerequisites: Architecture 140

Corequisites: Architecture 125 and 135

This course is a continuation of Architectural Technology 140. The course deals with a two story concrete masonry condominium building. Emphasis is on schematic layout, stairways and relationship of working drawings. Study includes the Uniform Building code, materials, products and methods used in concrete masonry construction. Lecture & lab. Letter grade only. *Transferable to CSU.* Offered spring semester only.

ARCHITECTURAL TECHNOLOGY 150 - 3 Units**Brick and Steel Construction**

Prerequisites: Architecture 145

Corequisites: Architecture 170

An advanced course dealing with the principles of architectural drafting as applied to a commercial two-story building constructed of brick and steel. Emphasis is placed on code requirements as applied to site development, off-street parking and group occupancy. Study includes principles and methods of construction, field trips and rendering presentations. Lecture & lab. Letter grade only. *Transferable to CSU.* Offered fall semester only.

ARCHITECTURAL TECHNOLOGY 155 - 3 Units**Concrete Tilt-Wall Construction**

Prerequisites: Architecture 150 and 170

Corequisites: Architecture 175

An advanced course dealing with the principles of architectural drafting as applied to commercial concrete tilt wall structures. Emphasis is placed on code requirements as applied to site development, off-street parking, and construction techniques. Rendering and delineation for project presentations is also required. Study includes field trips, on-site surveying, topo maps, study models, products and methods of concrete construction. Lecture & lab. Letter grade only. *Transferable to CSU.* Offered spring semester only.

ARCHITECTURAL TECHNOLOGY 160 - 3 Units**Introduction to Computer-Assisted Drafting for Architecture (AUTO-CAD)**

Prerequisites: Architecture 100 or 140

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 IBM 'AUTOCAD' software for architectural drafting and design drawings. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU.*

ARCHITECTURAL TECHNOLOGY 162AB - 3 Units**3D CAD For Architecture**

Prerequisites: Architecture Technology 160 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.*

ARCHITECTURAL TECHNOLOGY 170 - 2 Units**Architectural Design, Commercial Office Building**

Prerequisites: Architecture 125 and 135

Corequisites: Architecture 150

The development of students graphic communication skills for presentation of conceptual ideas, analysis and design concepts of architectural forms and structure and organization as applied to the design of a commercial office building. Each student will prepare a multi-board design package and study model of their solution. Lecture & lab. Letter grade only. *Transferable to CSU.*

ARCHITECTURAL TECHNOLOGY 175 - 2 Units**Architectural Design, Industrial Building**

Prerequisites: Architecture 150 and 170

Corequisites: Architecture 155

Architectural design experiences and assignments dealing with concepts pertaining to physical and architectural relationship of the environment (climate and geophysical forces to project design of an industrial building). Also a continuing development of student graphic communication skills for presentation of conceptual analysis of architectural form and structural organization. Each student will prepare a multi-board design package and study model of their solution. Lecture & lab. Letter grade only. *Transferable to CSU.*

ARCHITECTURAL TECHNOLOGY 185 - 2 Units**Introduction to the Profession**

Corequisites: Architecture 150 and 170

Familiarization with the professional fields of architecture, consulting engineering and city planning. Introduction to an exploration of the design process through guest speakers from the profession. Knowledge of prevalent philosophies within the profession as related to the design process. Lecture. Letter grade only. *Transferable to CSU.* Offered fall semester only.

ARCHITECTURAL TECHNOLOGY 190 AB - 1.5 Units**Architectural Model Building**

Prerequisites: Architecture 100 or 140

This is a basic lecture/lab course in precision scale model building for architecture. Student will become familiar with current tools, materials, methods and professional standards used in industry for architectural model construction. Students will construct 3-D study models of residential and/or commercial/industrial architectural projects. Lecture & lab. Letter grade only. First year students should take 190A. Second year students should take 190B.

ARCHITECTURAL TECHNOLOGY 191 - 1.5 Units**Advanced Architectural Model Building**

Prerequisites: Architectural Technology AB, or equivalent course or experiences

This is an advanced lecture/lab course in precision scale model building for architecture. Students will become familiar with advanced tools, materials, methods and professional standards used in industry for architectural model construction. Students will construct 3-D study models of commercial/industrial architectural projects. This course is suggested to be taken concurrently with Architectural Technology 155 and 175. Lecture & lab. Letter grade only. *Transferable to CSU.*

ART**ART 082 - 2 Units****Basic Airbrush**

(Same as: Drafting 082)

This course introduces basic airbrush art techniques currently used in technical illustration, architectural rendering, graphic arts, photography and specialty auto painting. Airbrushes are provided along with instruction in care and maintenance of equipment. Lecture & lab. Optional credit/no credit or grade.

ART 084 - 2 Units**Advanced Airbrush**

(Same as: Drafting 084)

Students will receive instruction in airbrush techniques, exploration opportunities in using airbrush to solve various art problems relating to technical illustration and architectural technology, photography, graphic arts and specialty auto painting. Lecture & lab. Optional credit/no credit or grade.

ART 100 - 3 Units**Introduction to Art**

(Same as: Humanities 102)

An introductory course for both the general interest and art major student. A survey of the nature and role of the visual arts in society. Art theory, art practices and an overview of art history will be covered. The medias of art will also be explored. Field trips are required. Lecture. Optional credit/no credit or grade. Field trips required. *Transferable to CSU; UC.*

ART 101 - 2 Units**Business of Art**

An exploration of various career opportunities in the visual arts concerning current employment conditions. Learn how to make career choices in a variety of specific interest areas. The general career tracks studied are advertising, graphic design, photography, fine arts, and computer graphics. There will also be specific information on how to run an art business, both as a consultant or as an employee. In class lectures on time management, billing techniques, proposal preparation, interviewing procedures, project and tax records, portfolio assembling, self promotional activities, and other art business practices will be presented. This is a necessary class to complete the other side of an art career, the business side. Lecture. Optional credit/no credit or grade. *Transferable to CSU.*

ART 102 AD - 1.50 Units**Art Museum and Gallery Field Studies**

(Same as: Humanities 116 AD)

Weekly lectures and field trips to art museums, galleries, and current traveling art exhibitions in Southern California. Critical viewing of original art with emphasis on historical and stylistic context. Group discussions of art reviews and selected text. All transportation provided. Lecture & lab. Optional credit/no credit or grade. An eight week course. *Transferable to CSU.*

ART 104 - 3 Units**History of Modern Art**

(Same as: Humanities 114)

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. Lecture. Optional credit/no credit or grade. *Transferable to CSU; UC.*

ART 105 - 3 Units**History and Appreciation of Art**

(Same as: Humanities 100)

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 part of the course. Study assignments involve at least one visit to the Los Angeles County Art Museum and assigned slide viewing in the Multi-Media Center. Lecture. Optional credit/no credit or grade. UC Credit Limitations: Maximum credit of one course for Art 105 and Art 105H. *Transferable to CSU; UC. (CAN ART 2) (ART 105 + 106 = CAN ART SEQ A)*

ART 105 HONORS - 3 Units**History and Appreciation of Art, Honors**

(Same as: Humanities 100 Honors)

The focus of this course is a survey of art, beginning with Prehistoric art and concluding with Gothic art. We will study painting, sculpture and architecture as an integral part of cultural patterns and development. Slide accompanied lectures, reading and written assignments are included in this course. Study assignments involve visits to major art museums and current exhibitions. The honors course intensifies the focus on research, exploration and critical thinking. Most enhancements to the regular Art 105/Humanities 100 are qualitative rather than quantitative. While there is additional reading and writing, the intensified focus on critical thinking holds students to a higher standard: all their oral and written work must manifest a commitment to, and a capacity for, academic excellence. Lecture. Letter grade only. UC Credit Limitations: Maximum credit of one course for Art 105 and Art 105H. *Transferable to CSU; UC.*

ART 106 - 3 Units**Art History and Appreciation**

(Same as: Humanities 110)

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 and assigned slide viewing in the Multi-Media Center. Lecture. Optional credit/no credit or grade. UC Credit Limitations: Maximum credit of one course for Art 106 and Art 106H. *Transferable to CSU; UC. (CAN ART 4) (ART 105 + 106 = CAN ART SEQ A)*

ART 106 HONORS - 3 Units**History and Appreciation of Art, Honors**

(Same as: Humanities 110 Honors)

This course is a survey of the history of art, beginning with the Italian Renaissance and concluding with modern art. We will study painting, sculpture, and architecture as an integral part of cultural patterns and development. Illustrated lectures, reading and field trips to current exhibitions are included in the course. Study assignments involve at least two visits to major art museums. The Honors course intensifies the focus on research, exploration and critical thinking. Most enhancements to the regular Art 106/Humanities 110 are qualitative rather than quantitative. While there is additional reading and writing, the intensified focus on critical thinking holds students to a higher standard: all their oral and written work must manifest a commitment to, and a capacity for, academic excellence. Lecture. Letter grade only. UC Credit Limitations: Maximum credit of one course for Art 106 and Art 106H. *Transferable to CSU; UC.*

ART 107 - 3 Units**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. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU; UC. (CAN ART 14)*

ART 109 - 3 Units**Three Dimensional Design**

A basic course in three dimensional design developing knowledges, 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. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU; UC. (CAN ART 16)*

ART 116 - 3 Units**Drawing I**

Beginning drawing of natural and man-made forms from observation and imagination. Experimentation with media processes and composition. Required of art majors. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU; UC. (CAN ART 8)*

ART 117 - 3 Units**Drawing II**

A continuing of drawing skills and techniques begun in Art 116. Emphasis on developing the student's own style and interest. Projects will be related to the individual student's needs as much as possible. More time is allotted for drawing on location and experimentation with various media. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU; UC.*

ART 118 AB - 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. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU; UC.*

ART 119 AB - 3 Units**Life Drawing II**

Continuing observation and drawing of the human form to help create broader revelations and attitudes concerning drawing and the self. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU; UC.*

ART 120 - 2 Units**Rendering I**

A study in the use of pencil or ink drawings to evolve proposed sketches into completed renderings. These renderings are the basis for client approval or project clarification. The work is done as representational art to solve graphic visual needs in preparation for the final camera ready illustration. The class explores line art techniques, layout and composition, and useful art materials. Drawing skills are practiced in a variety of general studies and selected subjects. Class assignments are given on class handouts to include all reference material and suggested line art techniques. This class is required of all design majors and recommended for all art majors. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU.*

ART 121 AB - 3 Units**Ceramics I**

Introduction to handbuilding techniques in the design, forming, glazing, and firing of ceramic materials. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU; UC. (CAN ART 6)*

ART 122 AB - 3 Units**Ceramics II**

Introduction to the potter's wheel with emphasis on design problems of ceramic materials. Continued work with handbuilding, clay, glazes, and firing processes. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU; UC.*

ART 125 AB - 2 Units**Introduction to Drawing and Painting**

A course for the non-art major. This course offers both a survey and introduction to the basic skills, theory and mediums of drawing and painting. The class will use pencil, charcoal and conte as well as painting media. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU; UC.*

ART 130 AD - 1-3 Units**Painting I**

A basic study in the fundamentals of composition and painting techniques using a variety of painting media and materials (acrylics, oils). Emphasis on development of painting skills and appreciation through painting experience, library reference, demonstration and lecture. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU; UC. (CAN ART 10)*

ART 131 AB - 3 Units**Painting II**

Advanced course with emphasis on creative and interpretive expression. Development and exploration of painting skills related to 20th century painting. Painting media will include oils and acrylics. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU; UC.*

ART 132 AD - 3 Units**Watercolor I**

Prerequisites: Art 116

A course in developing skills and creative application of transparent watercolor techniques and methods using a variety of subject matter. Paintings will be done in the studio and on location. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU; UC.*

ART 133 AC - 1 Unit**Watercolor Workshop**

A short course concentrating on developing skills and techniques in transparent watercolor. Emphasis is on methods of wet-into-wet, dry brush, wash and glaze, calligraphy, textures and experimentation. Subject matter includes still life, abstraction, figure, but mainly landscapes. Lecture & lab. Optional credit/no credit or grade. An eight week course. *Transferable to CSU; UC.*

ART 134 AD - 3 Units**Watercolor II**

Prerequisites: Art 132

Course in continuing to develop skills using transparent watercolor media. Emphasis is on application of basic techniques and methods in more complex projects. Paintings will be done in the studio and on location using a variety of subject matter including multi-cultural. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU; UC.*

ART 140 AD - 3 Units**Beginning Life Painting**

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 credit/no credit or grade. *Transferable to CSU; UC.*

ART 141 AB - 3 Units**Life Sculpture**

Exploration of sculptural materials and concepts, with instruction in techniques of direct molding, and build up techniques. Figurative source for sculpturing. Clay must be furnished by student, purchased from GWC Bookstore. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU; UC.*

ART 142 AB - 3 Units**Sculpture**

Exploration of a variety of sculptural materials—experiences with aggregate materials (plaster, soft stone carving) and clay. Class stresses Twentieth Century abstract art concepts. Students will supply all materials and will be responsible for attending field trips. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU; UC. (CAN ART 12)*

ART 143 AB - 3 Units**Advanced Sculpture Workshop**

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 credit/no credit or grade. *Transferable to CSU; UC.*

ART 144 AB - 2 Units**Introduction to Mixed Media**

Exploration in wood, clay, metal, leather and related craft materials. The course explores craft techniques as well as how to plan a good design for various crafts that are skillfully made and express the individual's creativeness. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU.*

ART 150 AD - 3 Units**Introduction to Printmaking**

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. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU; UC. (CAN ART 20)*

ART 152 AD - 3 Units**Silkscreen Printmaking**

An exploratory course designed to introduce and give studio experience in lithography and silkscreen printmaking. This course will include stone and plate lithography, basic silkscreen printing and photo silkscreen, and multi-color printmaking. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU; UC.*

ART 154 AC - 2 Units**Printmaking Workshop**

A course in a variety of experimental printmaking techniques: monoprintmaking, callagraphs, photo printmaking, embossing, relief and others. The course also offers the student with some background in printmaking the option of concentrating in one or two areas of printmaking. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU; UC.*

ART 160 AD - 3 Units**Jewelry Design**

This course will present an exploration and examination of design, materials, and processes as they apply to jewelry. Metal fabrication and casting will be explored, in addition to non-metal materials. Lecture, lab, demonstration. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU.*

ART 170 - 3 Units**Graphic Design Principles**

(Same as: Digital Arts 170)

Advisories: Digital Arts 135AB

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 credit/no credit or grade. *Transferable to CSU.*

ART 171 - 2 Units**Advanced Graphic Design**

Advanced exploration of visual problem solving in commercial art. Emphasis on conceptual planning and presentation techniques using the computer for actual production. Assignments are based on portfolio preparation and student career goals. Class taught in the Mac computer lab using a variety of software. Required of all graphic design majors. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU.*

ART 173 AB - 2 Units**3D Graphics Production**

(Same as: Broadcast & Video Production 164 AB)

Introduction to the preparation of graphic arts for television. Emphasis upon planning and requesting of graphic needs by the producer and the design and production of graphics. Course covers on-air graphics, computer graphic concepts, set design, special effects, animation concepts, and development of promotional materials. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU.*

ART 174-1 AD - 3 Units**Introduction to Page Layout & Design-Adobe InDesign**

(Same as: Business Data Processing 174-1 AD)

Advisories: Business Data Processing 110

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 credit/no credit or grade. *Transferable to CSU.*

ART 174-2 AD - 3 Units**Introduction to Page Layout & Design Adobe PageMaker**

(Same as: Business Data Processing 174-2 AD)

Advisories: Business Data Processing 110

An introduction to electronic page layout and design using today's popular software such as Adobe PageMaker.. 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 credit/no credit or grade. *Transferable to CSU.*

ART 175 AD - 2 Units**Cartooning**

A study of cartoon illustration and all its uses in the commercial art field. From print advertising and editorial art, through film or computer animation, this course emphasizes the development of characters and the creation of personalities. There is, in this course, a review and practice of basic drawing techniques to create human, animal or object cartoons. There is also a series of projects in a variety of cartoon illustration outlets such as greeting cards, book illustrations, story boards, game layouts, packaging, etc. Along with the work with humorous, exaggerated, or satirical drawings, this class will also explore computer animation, special effects and multi media applications. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU.*

ART 176 AD - 3 Units**Desktop Publishing Using QuarkXpress**

(Same as: Business Data Processing 176 AD)

Advisories: Digital Arts 100

Desktop publishing using the current version of QuarkXpress. The student will learn how to combine word processing documents, typesetting, page layout, drawing, image control, color control, and document construction in a single program, to create other promotional materials. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU.*

ART 177 AB - 3 Units**Graphic Design Principles on the Computer**

(Same as: Business Data Processing 177 AB)

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 credit/no credit or grade. *Transferable to CSU.*

ART 178 AB - 3 Units**Introduction to Web Page Design**

(Same as: Business Data Processing 178 AB)

A basic introduction into what graphic designers need to know about designing and preparing images and media for the Web. Learn how to make interesting and dynamic looking Web sites and Web graphics with popular applications, Dreamweaver, Photoshop, and Illustrator. Learn to identify your audience, determine appropriate content and how to assemble your 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 credit/no credit or grade. *Transferable to CSU.*

ART 179 AD - 3 Units**Prepress**

Advisories: Business Data Processing/Art 174 or Business Data Processing/Art 176
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 credit/no credit or grade. *Transferable to CSU.*

ART 187 AB - 1 Unit**Sketching**

A studio course to develop skills in sketching and composition. The class will meet on location and in the studio. A variety of media will be used in learning composition, perspective, value, and light as they relate to the environment. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU.*

ART 191 - 2 Units**Introduction to Design**

(Same as: Design 101)

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 credit/no credit or grade. *Transferable to CSU.*

ART 192AB - 3 Units**Introduction to Design Materials and Technical Processes**

(Same as: Design 105AB)

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 credit/no credit or grade. *Transferable to CSU.*

ART 193AB - 3 Units**Perspective and Rendering Systems I**

(Same as: Design 131AB)

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.*

ART 194AB - 3 Units**Rendering and Perspective Systems**

(Same as: Design 132AB)

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.*

ART 222 AB - 3 Units**Digital Imaging**

(Same as: Business Data Processing 222AB)

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. Optional credit/no credit or grade. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU.*

ART 232AB - 3 Units**Rapid Visualization Techniques**

(Same as: Design 232AB)

Prerequisites: Design 131 and 132 (Art 193 and 194), or completion of either 131 or 132 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.*

ART 820 - 0 Units**So Cal Art Museum and Gallery Studies**

This course consists of eight weeks of lectures and field trips to study art museums, historical sites and monuments using Southern California as the urban laboratory. Lecture & lab. No credit. *Not transferable, not degree applicable.*

ASTRONOMY

ASTRONOMY 100 - 3 Units

Introduction to Astronomy

An introduction to the models and nomenclature of modern Astronomy. This includes the solar system, the Milky Way, and the universe. The historical perspective is emphasized. A survey of the methods of astronomical observation is also presented. Lecture. Letter grade only. *Transferable to CSU; UC.*

ASTRONOMY 100L - 1.0 Units

Elementary Astronomy Laboratory

Prerequisites: Mathematics 030

Corequisites: Astronomy 100

An introduction to a cross section of the concepts and models used by astronomers to elucidate the nature of planets, stars, and galaxies. The practical application of methods involving the analysis of electromagnetic radiation will be emphasized. Lab. Optional credit/no credit or grade. This course with Astronomy 100, satisfies the general education natural science requirement. *Transferable to CSU; UC.*

AUTOMOTIVE COLLISION REPAIR

AUTOMOTIVE COLLISION REPAIR 050 AD - 1.5 Units

Sheet Metal Repair

An introductory course for students interested in automotive body sheet metal restoration. Skills attainment include shaping damaged sheet metal, fabrication of small replacement parts as well as oxy-acetylene and metal inert gas (MIG) welding. Shop safety is emphasized and students are expected to provide protective clothing and appropriate safety devices. Lecture & lab. Optional credit/no credit or grade. *Not transferable, not degree applicable.*

AUTOMOTIVE COLLISION REPAIR 051 - 5 Units

Beginning Body and Fender Repair

Fundamental operations of auto sheet metal straightening. Development of basic welding, soldering and body unit replacement. Properties of materials used in preparation for spot and overall painting. Lecture & lab. Letter grade only.

AUTOMOTIVE COLLISION REPAIR 052 AC - 6 Units

Advanced Body and Frame Repair

Prerequisites: Automotive Collision 051

A continuation of basic skill development in sheet metal repair. Shop experience in the repair of damaged automobiles, replacement of window glass (including alignment), fenders, hoods, door skin. Lecture & lab. Letter grade only.

AUTOMOTIVE COLLISION REPAIR 054 AD - 3 Units

Auto Body Collision Repair

This course covers fundamental operations and applications used for repairing sheet metal damage on automotive collision projects. Students will develop skills in the proper use of hand tools, oxygen, acetylene and metal inert gas (mig) welding equipment. Safe shop procedures are emphasized. Also included are properties of materials used in the repair of metals and preparation for painting. Lecture & lab. Optional credit/no credit or grade.

AUTOMOTIVE COLLISION REPAIR 055 AD - 3.0 Units

Customizing and Restoration

This course includes fundamental operations and applications of metal repair used for customizing and restoring automotive vehicles. Lecture & lab. Optional credit/no credit or grade.

AUTOMOTIVE COLLISION REPAIR 070 AD - 3 Units

Automotive Refinishing

A course for the beginning auto painter. There will be no body work done in this class. All cars will have had the body work done before painting class work will begin. Students will learn to prepare bare metal, old paint, and primer where necessary, and will repaint body sections or parts. They will learn how to clean spray guns and maintain equipment. Lecture & lab. Letter grade only.

AUTOMOTIVE COLLISION REPAIR 072 AD - 1.5 Units

Automotive Spot Paint Repair

This lab course for the beginning or advanced auto painter teaches spot preparation and painting skills. Students will practice sanding, masking, priming and block sanding of new panels in preparation for painting. They will also learn to spray primers, spot painting with blending of color paint, clear coating and buffing for the finished shine. The use and maintenance of power tools used in auto refinishing are covered as well as the filling out of Rule 1151 Volatile Organic Compounds, V.O.C. charts and job reports. Lecture & lab. Letter grade only.

AUTOMOTIVE TECHNOLOGY

AUTOMOTIVE TECHNOLOGY 025-1 AB - 1.5 Units

Introduction to High Performance Automotive Systems, Part 1

Advisories: Automotive Technology 101

This course is the first of a two-part introductory course on high performance automotive technology. Part 1 of this course will give students a basic understanding of automotive principles, techniques and applications, including engine, transmission/transaxles, suspension, brakes, exhaust and other high performance systems. Lecture. Optional credit/no credit or grade.

AUTOMOTIVE TECHNOLOGY 025-2 AB - 1.5 Units

Introduction to High Performance Automotive Systems, Part 2

Advisories: Automotive Technology 025-1 AB

This course is part 2 of a two part introductory course on high performance automotive technology systems. It will include advanced concepts and continuation of high performance automotive systems principles, techniques and applications. Part 2 of this course will expand upon areas covered in Part 1 and include exposure to more advanced automotive performance technology. Lecture. Optional credit/no credit or grade.

AUTOMOTIVE TECHNOLOGY 045 AB - 4 Units

Basic Area Clean Air Car Course

(Formerly known as: BAR Clean Air Car Course (CACC))

Advisories: This is an advanced level course, knowledge of automotive engine, fuel and electrical operating systems is required of all entering students.

This course is a combination of the previous Basic Clean Air Car Course (CACC), the 2003 update course and the previous On Board diagnostic Generation II (OBDII) update course. Successful completion of this course requires that the student complete all laboratory assignments and pass each of the three written exams with a score of 70% or better. Successful completion of this course must occur before submitting an application to the Bureau of Automotive Repair to become a licensed "Advanced Emission Specialist". Lecture & lab. Credit/no credit only. An eight-week course.

AUTOMOTIVE TECHNOLOGY 047 AB - 1.5 Units**BAR Enhanced Area Clean Air Car Course**

This course is a combination of the previous update-training course titled 'Advanced Emissions/Update Training' and the 'Bureau of Automotive Repair (BAR) 97 Transition' course. Successful completion of this course partially satisfies the education requirements for the 'Advanced Emission Specialist' license. Students who complete all course assignments and pass the final examination with a score of 70% or above will receive a certificate of completion. Lecture & lab. Credit/no credit only. A four-week course.

AUTOMOTIVE TECHNOLOGY 048 AB - 1.5 Units**California Bar OBDII Training Course**

The Bureau of Automotive Repair (BAR) has approved this update training course as meeting the standard required to demonstrate this knowledge. After 1/31/01 all initial and renewal applicants for a California Emissions Technician license will be required to demonstrate their knowledge of On Board Diagnostics Generation II (OBDII) operation. Students that score 70% and above on the course final examination will be awarded credit/certification for the course. Lecture & lab. Credit/no credit only.

AUTOMOTIVE TECHNOLOGY 049 - .5 Units**BAR Smog Check Program Update 2003**

Smog check technicians with licenses that expire after January 1, 2003 are not required to take a smog check examination to renew their smog license. To renew the smog license, technicians are required to successfully complete this Smog Check Program Update 2003 training course. This course is designed to discuss new material added to the Smog Check Inspection Manual and to address some of the common misunderstandings technicians have regarding the smog inspection program. Lecture. Credit/no credit only. This is a one week course.

AUTOMOTIVE TECHNOLOGY 049-1 - .5 Units**BAR 2005 Update Training Course**

This course is designed to update currently licensed Smog Check Technicians, and is a prerequisite to renewing a Smog Check Technician license effective January 1, 2005. The course will cover current automotive diagnostic procedures, and Bureau of Automotive Repair (BAR) procedures that affect the inspection, diagnosis, and repair of vehicles subject to the Smog Check Inspection and Maintenance program. Lecture & lab. Optional credit/no credit or grade.

AUTOMOTIVE TECHNOLOGY 101 - 3 Units**Introduction to Automotive Technology**

This class is designed to inform the student about the operation and maintenance of the modern automobile with emphasis on the theory of basic operating systems, i.e., engine, electrical, chassis and drive line. Basic lab experiences will be available to enhance student's learning. Lecture & lab. Letter grade only. *Transferable to CSU.*

AUTOMOTIVE TECHNOLOGY 110AB - 5.5 Units**Engine Repair**

This is a course of study designed to provide the student with the theory, knowledge and skills necessary to perform minor and major service on late model passenger car gasoline powered engines. Instruction is given and practice provided in engine diagnosis, removal, disassembly, inspection, assembly and installation techniques. Information presented prepares students for the Automotive Service Excellence (ASE) A-1 Engine Repair Certification Examination. Lecture & lab. Letter grade only. *Transferable to CSU.*

AUTOMOTIVE TECHNOLOGY 120AB - 4 Units**Electrical/Electronic Systems: Introductory**

Corequisites: Automotive Technology 129L AD

This is a course of study designed to provide the student with a review of theory and an understanding of electrical/electronic terms, electrical circuit concepts and failure diagnosis used by automotive repair technicians. Classroom instruction is also provided on how to use electrical wiring diagrams and component locators. Information presented prepares students for the Automotive Service Excellence (ASE) A-6 Electrical/Electronics Systems Certification Examination. This course can be substituted for Diesel 073 1-2 in the Diesel Tech Program. Lecture. Letter grade only. *Transferable to CSU.*

AUTOMOTIVE TECHNOLOGY 121AB - 4 Units**Electrical/Electronic Systems: Advanced**

Corequisites: Automotive Technology 129L AD

This is a course of study designed to provide the student with advanced theory of electrical circuit concepts and failure diagnosis and repair techniques used by the automotive repair technician. Classroom instruction is provided on how to use electrical wiring diagrams and component locators. Information presented prepares students for the Automotive Service Excellence (ASE) A-6 Electrical/Electronics Systems Certification Examination. This course can be substituted for Diesel 073 1-2 in the Diesel Tech program. Lecture. Letter grade only. *Transferable to CSU.*

AUTOMOTIVE TECHNOLOGY 129L AD - 1 Unit**Electrical/Electronic Systems: Lab**

Corequisites: Automotive Technology 120AB or 121AB

This course provides students with theory and applied laboratory experiences to achieve skills related to electrical/electronic systems found in light duty automotive vehicles. Skills are introduced which are identified in the Automotive Service Excellence (ASE) A-6 Electrical/Electronics Certification program. Lab. Letter grade only. *Transferable to CSU.*

AUTOMOTIVE TECHNOLOGY 130AB - 4.5 Units**Engine Performance: Basic Theory/Diagnosis**

Prerequisites: Automotive Technology 110AB, 120AB, 121AB or successful completion of challenge examination.

This is an introductory, comprehensive course of study covering theory of diagnosis, service, and repair of the following systems as they relate to engine performance: engine (mechanical), basic electronics, ignition, fuel injected and electronic carburetor, emission control and exhaust. Basic step by step diagnostic techniques will be stressed using test instruments and equipment presently used by industry technicians. Information presented is based on the Automotive Service Excellence (ASE) A-8, Engine Performance Tasks and Standards to prepare students for the ASE Certification Examination. Lecture & lab. Letter grade only. *Transferable to CSU.*

AUTOMOTIVE TECHNOLOGY 131AB - 4.5 Units**Engine Performance: Advanced**

Prerequisites: Automotive Technology 130AB

This is a comprehensive course of study covering advanced theory and diagnosis of the following areas: diagnosis processes, computer diagnostic code retrieval, advanced driveability, advanced fuel systems, emission controls, engine condition and system-based areas. Step by step advanced diagnostic techniques will be stressed using test instruments and equipment currently used by industry technicians. Information presented is based on the Automotive Service Excellence (ASE) L-1, Advanced Engine Performance Specialist Tasks and Standards to prepare students for the ASE Certification Examination. Lecture & lab. Letter grade only. *Transferable to CSU.*

AUTOMOTIVE TECHNOLOGY 140AB - 3.5 Units**Automotive Chassis: Brakes**

Corequisites: Automotive Technology 149L AD

This is a course of study designed to provide the student with a review of theory and an understanding of service and repair of automotive disc & drum brake systems and related components. Information presented prepares students for the Automotive Service Excellence (ASE) A-5 Brakes Certification Examination. Lecture. Letter grade only. *Transferable to CSU.*

AUTOMOTIVE TECHNOLOGY 141AB - 3.5 Units**Automotive Chassis: Steering & Suspension**

Corequisites: Automotive Technology 149L AD

This is a course of study designed to provide the student with a review of theory and an understanding of automotive suspension & steering system and related components. It also includes front-end alignment, tire repair, wheel balancing, manual, and power steering service. Information presented prepares students for the Automotive Service Excellence (ASE) A-4 Suspension and Steering Certification Examination. Lecture. Letter grade only. *Transferable to CSU.*

AUTOMOTIVE TECHNOLOGY 149L AD - 1 Unit**Automotive Chassis: Lab**

Corequisites: Automotive Technology 140AB or 141AB

This course provides students with laboratory experiences to achieve skills related to automotive brakes, suspension, and steering systems. Skills are introduced which are identified in the Automotive Service Excellence (ASE), A-5 Brakes and A-4 Suspension, and Steering certification programs. Lab. Letter grade only. *Transferable to CSU.*

AUTOMOTIVE TECHNOLOGY 150AB - 3 Units**Manual Drive Trains & Axles**

Corequisites: Automotive Technology 159L AD

A complete course in basic theory and principles of automotive manual drive trains and axles. Emphasis will be on drive shafts, manual transmissions, differentials and transfer units. Information presented prepares students for the Automotive Service Excellence (ASE) A-3 Manual Drive Trains and Axles Certification Examination. Lecture. Letter grade only. *Transferable to CSU.*

AUTOMOTIVE TECHNOLOGY 151AB - 3.5 Units**Automatic Transmissions and Transaxles**

Corequisites: Automotive Technology 159L AD

A complete course in the theory and principles used to service and repair automotive automatic transmissions and transaxles. Information presented prepares students for the Automotive Service Excellence (ASE) A-2 Automatic Transmissions and Transaxles Certification Examination. Lecture. Letter grade only. *Transferable to CSU.*

AUTOMOTIVE TECHNOLOGY 159L AD - 1 Unit**Automotive Drive Trains: Lab**

Corequisites: Automotive Technology 150AB or 151AB

This course provides students with a review of theory and laboratory experiences to acquire skills related to maintenance and repair of minor and major components in automotive drive lines. Skills will be introduced that are identified in the Automatic Service Excellence (ASE) A-3 Manual Drive Trains and Axles and A-2 Automatic Transmissions & Transaxles certification programs. Lab. Letter grade only. *Transferable to CSU.*

AUTOMOTIVE TECHNOLOGY 160AB - 4 Units**Heating and Air Conditioning**

This is a course of study which covers the theory, operation, maintenance, diagnosis and repair of automotive heating and air conditioning systems. Included will be cooling systems, air conditioning servicing, component replacement, manual heaters, manual air conditioners and automatic systems. R134/R12 recovery and recycling techniques are included. Information and skills presented prepares students for the Automotive Service Excellence (ASE) A-7 Heating and Air Conditioning Certification Examination. Lecture & lab. Letter grade only. *Transferable to CSU.*

BIOLOGY**BIOLOGY 100 - 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. Lecture & lab. Letter grade only. UC Credit limitations: No credit if taken after Biology 180; maximum credit of one course for Biology 100 and 100H. *Transferable to CSU; UC.*

BIOLOGY 100 HONORS - 4 Units**Introduction to Biology, Honors**

As in the regular course, Honors students will survey basic concepts of cell biology, animal and plant physiology, genetics and evolution, as well as plant, animal and human ecology. This course is specifically designed for non-science majors and meets the general education breadth requirements. We will follow either a traditional format or integrate lectures, demonstrations, and laboratories into a learning system equivalent to three hours lecture and three hours laboratory per week. In addition to the usual laboratory exercises, Honors students will complete additional projects and assignments. Lecture & lab. Letter grade only. UC Credit limitations: No credit if taken after Biology 180; maximum credit of one course for Biology 100 and 100H. *Transferable to CSU; UC.*

BIOLOGY 104 - 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. Lecture. Letter grade only. *Transferable to CSU; UC.*

BIOLOGY 104L - 1 Unit**Marine Life Laboratory**

Corequisites: Enrollment in or completion of Biology 104

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 104. Lab. Letter grade only. *Transferable to CSU; UC.*

BIOLOGY 110 - 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 and ecological processes of Southern California. 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 120 - 3 Units**Man and Disease**

An introduction to the study of human anatomy, physiology and the kinds of diseases which affect man. Diseases will be studied from historical and contemporary points 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 155 - 4 Units**Introduction to Anatomy and Physiology**

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. Lecture & lab. Letter grade only. UC Credit limitations: Maximum credit of two courses for Biology 155, 170 and 175. *Transferable to CSU; UC.*

BIOLOGY 160 - 3 Units**Physiology and Disease Mechanisms**

Prerequisites: Biology 175

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 170 - 4 Units**Anatomy**

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) and physical education majors. Will not satisfy transfer requirements for biological science majors. Lecture & lab. Letter grade only. Will not satisfy transfer requirements for biological science majors. UC Credit limitations: Maximum credit of two courses for Biology 155, 170 and 175. *Transferable to CSU; UC. (CAN BIOL 10) (BIOL 170 + 175 = CAN BIOL SEQ B)*

BIOLOGY 175 - 4 Units**Human Physiology**

Prerequisites: Biology 170

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. Lecture & lab. Letter grade only. UC Credit limitations: Maximum credit of two courses for Biology 155, 170 and 175. *Transferable to CSU; UC. (CAN BIOL 12) (BIOL 170 + 175 = CAN BIOL SEQ B)*

BIOLOGY 180 - 5 Units**Principles of Biology**

Prerequisites: Chemistry 130

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: molecular biology, cell theory, genetics, biotechnology, ecology and evolution. Lecture & lab. Letter grade only. *Transferable to CSU; UC. (CAN BIOL 2) (BIOL 180 + 185 + 190 = CAN BIOL SEQ A)*

BIOLOGY 185 - 4 Units**Principles of Zoology**

Prerequisites: Biology 180

The principles of animal biology; the ecological and taxonomical survey of animal groups with emphasis on the anatomy and physiology of representative invertebrates and vertebrates. Lecture & lab. Letter grade only. *Transferable to CSU; UC. (CAN BIOL 4) (BIOL 180 + 185 + 190 = CAN BIOL SEQ A)*

BIOLOGY 190 - 4 Units**General Botany**

Advisories: Biology 180

This course is an introductory survey of the plant kingdom and organisms, which at some time in history have been considered plants, such as certain Fungi, photosynthetic Bacteria, and seaweeds or Protista. Topics include: biology of the plant cell; energy in respiration and photosynthesis; plant genetics; diversity of photosynthetic organisms; plant morphology; plant physiology and growth. This course is designed for science majors, including biology, pharmacy, forestry, agriculture, wildlife management and horticulture. Lecture & lab. Letter grade only. *Transferable to CSU; UC. (CAN BIOL 6) (BIOL 180 + 185 + 190 = CAN BIOL SEQ A)*

BIOLOGY 200 - 3 Units**Pharmacology - Medications and Drugs**

Prerequisites: Biology 175

Students will study 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 above individual medications with emphasis on autonomic, CNS and Cardiovascular agents although drugs affecting all body systems will be discussed. Lecture. Letter grade only. *Transferable to CSU.*

BIOLOGY 210 - 5 Units**General Microbiology**

Prerequisites: Biology 100

Major concepts of general microbiology are discussed, including 1) procaryotic and eucaryotic 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. (CAN BIOL 14)*

BROADCAST & VIDEO PRODUCTION

BROADCAST & VIDEO PRODUCTION 100 - 3 Units

The Business of Television

(Formerly known as: Television Production and Operations 100)

A comprehensive overview of the business aspects of cable, broadcast, corporate, educational and home video. This course examines copyright, program content, unions, guilds, ratings, financing, distribution, syndication, budgeting, and legal aspects associated with the video/broadcast industry. Lecture. Letter grade only. *Transferable to CSU.*

BROADCAST & VIDEO PRODUCTION 101 - 3 Units

History of Radio, Television, and Broadcasting

(Formerly known as: Television Production and Operations 101)

(Same as: Humanities 101)

A comprehensive overview of the development of broadcasting and newer media and the social, economical, political and ethical implications of the electronic media. Course examines the development, technology, business aspects, programming effects, regulation, and international market for electronic media. Lecture. Letter grade only. *Transferable to CSU.*

BROADCAST & VIDEO PRODUCTION 103 AD - 3 Units

Introduction to After Effects

Prerequisites: Broadcast & Video Production 160AB

Advisories: Students should possess basic computer skills, i.e. ability to create folders, save to drives, rename files, operate mouse, save to zip disk and use keyboard shortcuts.

This is an introductory course to the basic functions of Adobe After Effects. Students will learn basic After Effects skills, which will enable them to edit, composite, animate and add special effects to video projects. The course is designed for the individual who is a film or video producer who requires special effects, the digital photographer, graphic artist or animator. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU.*

BROADCAST & VIDEO PRODUCTION 104 AD - 3 Units

After Effects 2 - Creating Motion Graphics

Prerequisites: Broadcast & Video Production 103

This course provides students with a comprehensive examination of the more specialized parts of Adobe After Effects. The course includes classroom demonstrations and extensive hands-on labs that cover the topics of: audio, color keying, motion tracking, stabilization and animation techniques. Students will also learn how to use other programs with After Effects, including Adobe Photoshop, Illustrator, Avid non-linear editing software, 3D animation packages and Web animation tools such as Macromedia Flash. The course also covers using After Effects Production Bundle. Students must have completed a basic After Effects class prior to enrolling in After Effects 2. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU.*

BROADCAST & VIDEO PRODUCTION 110 - 3 Units

Writing for Television, Radio, Film and News Media

(Formerly known as: Television Production and Operations 103)

This course examines the theory, principles, techniques, and approaches of writing for television, film, radio, Internet and new media. This course includes an overview of theories and practices of writing for a variety of formats, including interviews, sports, advertisements, and news. Students will examine methods and techniques for the development and writing of various formats including commercials, news and sports, features and documentaries. Lecture. Optional credit/no credit or grade. *Transferable to CSU.*

BROADCAST & VIDEO PRODUCTION 111 - 3 Units

Writing for News Media

(Formerly known as: Television Production and Operations 111)

(Same as: Journalism 185)

Students will develop the skills which are needed to organize and write stories for print and broadcast media, including newspapers, radio, television and magazines. This includes extensive exercises in writing, interviewing and other skills, including working with sound and pictures recorded in the field. Students will also develop a knowledge of the ethics and law of print and broadcast news. Lecture. Credit/no credit only. *Transferable to CSU.*

BROADCAST & VIDEO PRODUCTION 112 AD - 3 Units

Broadcast News: Writing, Reporting and Producing

(Formerly known as: Television Production and Operations 112 (1-4))

An introduction to the principles and practices used in producing, writing, and reporting news for broadcast. Topics include interview techniques, research practices, rewriting wire copy, shooting, and editing news packages and features, producing newscasts and features, computer-assisted reporting, cover beats, journalistic ethics and law, writing and producing packages and investigative reporting. Students will produce a weekly local and national cable news program. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU.*

BROADCAST & VIDEO PRODUCTION 113 AB - 3 Units

Introduction to Screenwriting for Television and Film

(Formerly known as: Television Production and Operations 113)

This course is an introduction to screenwriting for television and film. The focus of the course is on writing screenplay drama (narrative), not comedy. The course covers basic screenwriting topics such as the nature of screenplay narrative, plotting, structure, conflict, dialog and character development. Students will learn correct screenplay formatting using computer based scriptwriting software. During the course students will develop a treatment, outline and complete the writing of the first act of a screenplay. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU.*

BROADCAST & VIDEO PRODUCTION 115 - 3 Units

Screenplay Analysis

This is an introductory course that analyzes the underlying theory of story structure in motion pictures, short films, and television programs. Through screenings, lectures, and writing exercises, students will learn the basic components of an effective, unified script that connects with its intended audience. Special attention will be paid to the classical Hollywood model of storytelling and how this paradigm can be used for developing scripts for both fiction and non-fiction productions. Lecture. Optional credit/no credit or grade. *Transferable to CSU.*

BROADCAST & VIDEO PRODUCTION 120 AB - 3 Units**Introduction to Television Production**

(Formerly known as: Television Production and Operations 102 AB)

This course introduces students to the theory and application of all aspects of video (television) production through a real world, hands-on approach. This course introduces students to the latest digital production techniques through lectures, field trips to television tapings and by working in a state-of-the-art television studio. Students also produce sports and news programs that are cablecast locally. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU.*

BROADCAST & VIDEO PRODUCTION 121 AD - 3 Units**Producing and Directing**

(Formerly known as: Television Production and Operations 202 AD)

Advisories: Broadcast & Video Production 120 AB

This course provides students with the theory and hands-on practice of techniques that directors employ in staging actors, blocking cameras, developing characters, and analyzing scripts to communicate dynamically with their audiences. The course provides students with the tools needed to direct and produce efficiently in a variety of settings. The course is designed for students who are adept at handling equipment, but who lack actual production techniques. Students will produce and direct studio and remote multi-camera productions (including sports, news and variety programs) for cablecast throughout Orange County. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU.*

BROADCAST & VIDEO PRODUCTION 122 AD - 3 Units**Television Production Workshop**

(Formerly known as: Television Production and Operations 122 AD)

Advisories: Broadcast & Video Production 120 AB

This is an advanced course where students discuss and apply production techniques, procedures, and theories in the creation of multi-camera remote and studio productions. Working as a production unit, students are responsible for the planning and execution for each phase of field and studio production. Topics covered in the course include: preproduction planning for remote and studio shoots, designing studio lighting plots, directing studio and field productions, designing and preparation of graphics for television, technical directing, engineering studio and field productions, designing audio setups, writing, editing and distribution. Students produce live and taped multi-camera productions using the Golden West College state-of-the-art digital television production truck. Programs are cablecast throughout Orange County, California. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU.*

BROADCAST & VIDEO PRODUCTION 130 AB - 3 Units**Introduction to Electronic Moviemaking**

(Formerly known as: Television Production and Operations 104AB)

This course provides students with theory and comprehensive, hands-on instruction in techniques and procedures used in electronic movie making. This course is designed for the filmmaker who is interested in producing a full length feature film, a short film for festivals, corporate or educational video. Topics include preproduction planning, scripting, budgeting, lighting, audio, editing graphics, copyright and legal concerns and distribution. Students are not required to have their own equipment. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU.*

BROADCAST & VIDEO PRODUCTION 131 AD - 3 Units**Electronic Moviemaking 2**

(Formerly known as: Television Production and Operations 204AD)

Prerequisites: Broadcast & Video Production 130 AB

In this course students are exposed to advanced theories of digital moviemaking and will apply the principles and techniques in the production of electronic movies. Topics and practice include directing professional and non-professional actors, scriptwriting, lighting techniques for digital video, editing, compositing, audio sweetening, and transferring digital cut to film. Students write and produce documentary, dramatic and music videos. Students work with 24P digital cameras and Avid editing software. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU.*

BROADCAST & VIDEO PRODUCTION 150 AB - 3 Units**Introduction to Broadcast Announcing**

(Formerly known as: Television Production and Operations 150)

This is an introductory course to the basic skills required for on-camera performers. Students will practice on camera broadcast skills including reading teleprompter, delivering news and sports, interviews (studio and stand-ups), commercials, demonstrations and ad-libbing. Assignments are videotaped and critiqued in class by instructor. The course also covers writing copy and producing. During the course, students will produce an interview program for broadcast. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU.*

BROADCAST & VIDEO PRODUCTION 152 - 3 Units**Acting for the Camera**

(Formerly known as: Television Production and Operations 152)

(Same as: Theater Arts 110)

Instruction in acting for the camera. The course will discuss basic acting techniques when using the media. While television will be our media of format, we will also apply acting techniques to film as well. The course will also discuss in depth the business of show business and the information the actor needs to succeed in the industry. Lecture & lab. Letter grade only. *Transferable to CSU; UC.*

BROADCAST & VIDEO PRODUCTION 153 AD - 3 Units**Introduction to Sportscasting**

(Formerly known as: Television Production and Operations 153 (1-4))

Designed to provide comprehensive lecture and on-air practice in all phases of sports broadcasting. Topics include writing and reporting sports, interview technique and skills, producing sports features and packages, play by play and color commentary, stand-ups and adlis, shooting and editing sports and preparing and producing sportscast and athletic events. Students will prepare and deliver on cable television sports reports, provide play by play and color commentary for local high school and college teams. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU.*

BROADCAST & VIDEO PRODUCTION 160 AB - 3 Units**Introduction to Non-Linear Editing**

(Formerly known as: Television Production and Operations 105 and 161)

Advisories: Students should be familiar with Windows computer system software and have completed an introductory course on Windows XP or have equivalent experience. Students should be familiar with the user interface and navigational tools.

This course is an introduction to theory, practices, principles, and techniques of non-linear editing. The course explores principles of editing with an emphasis on using editing techniques to enhance and advance the story. The course covers basic editing techniques, managing media, working with audio, graphics, capturing media, transitions and creating digital cuts. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU.*

BROADCAST & VIDEO PRODUCTION 162 AB - 3 Units**Non Linear Editing 2**

(Formerly known as: Television Production and Operations 162 and 205)

Prerequisites: Broadcast & Video Production 160

This course explores theory and advanced techniques of nonlinear editing using Avid non linear editing software. The class progresses through all the basic and advanced phases of creating a sequence, including 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 effects, creating effect templates, using the 3D effects option, and nesting 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 credit/no credit or grade. *Transferable to CSU.*

BROADCAST & VIDEO PRODUCTION 164 AB - 2 Units**3D Graphics Production**

(Formerly known as: Television Production and Operations 164AB)

(Same as: Art 173 AB)

Introduction to the preparation of graphic arts for television. Emphasis upon planning and requesting of graphic needs by the producer and the design and production of graphics. Course covers on-air graphics, computer graphic concepts, set design, special effects, animation concepts, and development of promotional materials. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU.*

BROADCAST & VIDEO PRODUCTION 170 AB - 3 Units**Introduction to DVD Menu Design and DVD Authoring**

This is a comprehensive introduction to the theory of DVD design and production with an emphasis on menu design. The course explores the main elements of DVD authoring and guides students on equipment selection, design techniques and approaches and comparison of DVD software. The course examines issues to consider when designing DVD menus, encoding and DVD authoring. Students will learn how to apply their skills to DVD interface design and become familiar with the specialized requirements of DVD production. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU.*

BUSINESS**BUSINESS 100 - 3 Units****Introduction to Business**

A basic background for the various fields of business. Fundamental vocational information; guidance information; exploration of management, production, marketing and finance in business; consideration of specialized areas of business planning, organizing, staffing, directing and control. Exposure to business in small—medium—large organizations. Lecture. Letter grade only. *Transferable to CSU; UC.*

BUSINESS 108 - 3 Units**Legal Environment of Business**

This course provides an introduction to principles of law, which influence and reflect the ethical, social, and political environments in which modern business operates with emphasis given to the federal and state judicial system, constitutional law, administrative law, torts, crimes, contracts, product liability, business organizations, agency, employment law, antitrust law, securities regulation, environmental law, and international law. This course is designed to conform to the scope of course content of comparable courses at California State University at Fullerton (Mgt 246) and San Diego State University. Lecture. Optional credit/no credit or grade. UC Credit limitations: Maximum credit of one course for Business 108 and 110. *Transferable to CSU; UC. (CAN BUS 12)*

BUSINESS 110 - 3 Units**Business Law**

An introduction into the legal environment in which businesses and individuals operate. Emphasis is placed on: Courts and their jurisdiction, legal procedure, torts, warranties, product liability, contract and remedies, agency, and employment. Lecture. Optional credit/no credit or grade. UC Credit limitations: Maximum credit of one course for Business 108 and 110. *Transferable to CSU; UC. (CAN BUS 8)*

BUSINESS 111 - 3 Units**Income Tax - Federal**

(Same as: Accounting 111)

A review of the theory and application of federal income tax regulations. The course explains the preparation of federal personal income tax returns with minor emphasis on individual returns. Actual forms are used when appropriate. Lecture. Optional credit/no credit or grade. *Transferable to CSU.*

BUSINESS 112 - 3 Units**Real Estate Legal Aspects**

(Same as: Real Estate 120)

An introduction into law dealing with the ownership and use of real estate in California. Emphasis will be placed on the problems commonly encountered in the purchase, sale, lease of real estate, and the rights and liabilities of the parties. Lecture. Letter grade only. *Transferable to CSU. May not be offered each semester.*

BUSINESS 113 - 3 Units**Business Income Tax**

(Same as: Accounting 113)

Advisories: Accounting 111 or Business 111

Study of Federal Income Tax as it relates to small businesses, including recent and proposed tax changes. Lecture. Optional credit/no credit or grade. *Transferable to CSU. May not be offered each semester.*

BUSINESS 121 - 3 Units**Personal Finance**

(Same as: Marketing 121)

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 125 - 3 Units**Business English**

A review and reinforcement of basic grammar, punctuation, vocabulary, proofreading skills, spelling, word division, capitalization, sentence construction, and dictionary usage. Emphasis is on more effective communication by providing an accurate knowledge and precise application of standard English in both verbal and written professional communications. Lecture. Optional credit/no credit or grade. *Transferable to CSU.*

BUSINESS 130 - 3 Units**Introduction to Business Writing**

(Formerly known as: Business 126/Management 126)

Advisories: Completion of English 010 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 informal 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 credit/no credit or grade. *Transferable to CSU.*

BUSINESS 139 - 3 Units**Business Communication**

(Formerly known as: Business 127/Management 127)

Prerequisites: English 100

This course focuses on the development of effective written and oral communication skills necessary for success in today's dynamic business environment. Particular emphasis will be placed on planning, organizing, outlining, drafting, evaluating, and finalizing business documents through both individual and teamwork approaches. Students will also develop oral presentations skills as well as employment preparation and job search techniques. Lecture. Letter grade only. *Transferable to CSU.*

BUSINESS 150 - 3 Units**Business Mathematics**

Review of math with business and financial applications, including discounts, payroll computations, simple and compound interest, markup, taxes, insurance, depreciation inventory valuation methods, I.R.A.'s, Savings and Loan, banking, and use of algebraic principles in business. Lecture. Optional credit/no credit or grade. *Transferable to CSU.*

BUSINESS 180 - 3 Units**Survey of International Trade**

(Same as: Marketing 180)

A survey of global business operations, including international trade theory and practice, trade and investment, economic environments and institutions, legal and political environments, cross cultural management, marketing research, methods of market entry, physical distribution and finance. Lecture. Optional credit/no credit or grade. *Transferable to CSU.*

BUSINESS 183 - 1.50 Units**International Payments and Collections**

(Same as: Management 183)

An overview of methods of payment in international trade, including cash, open account, documentary collection and letters of credit, the role of banks and other services providers, and the Uniform customs and Practice for documentary Credits, UCP 50 Lecture. Optional credit/no credit or grade. An eight-week course. *Transferable to CSU.*

BUSINESS 184 - 1 Unit**Mexico and NAFTA: A Business Perspective**

(Same as: Management 184)

An introductory course in doing business in Mexico after NAFTA. Including a country profiles, marketing products and services, Mexican business and culture, understanding NAFTA, the NAFTA Rules of Origin and import export procedures between the United States and Mexico, and NAFTA resources. Lecture. Optional credit/no credit or grade. A six-week course. *Transferable to CSU.*

BUSINESS 185 - 3 Units**International Marketing**

(Same as: Marketing 185)

An examination of the environment and operations of global marketing, including the international marketing mix; product, pricing, placement and promotion, as well as emerging issues in international trade, such as the globalization of markets, standardization vs. adaptation and the cultural environment of business. Lecture. Optional credit/no credit or grade. *Transferable to CSU.*

BUSINESS 186 - 0.5 Units**International Marketing and the Internet**

(Same as: Marketing 186)

An examination of the International trade opportunities on the Internet, held in a seminar format in a computer lab, on locating and using public and private resources relating to export import, marketing, trade leads, transportation, regulation and finance, industry and country libraries, and job opportunities. Lecture. Optional credit/no credit or grade. *Transferable to CSU.*

BUSINESS 190 - 3 Units**Import Export Procedures**

(Same as: Management 190)

An overview of contemporary import and export procedures including business start-up, negotiating, terms of sale, payments, logistics, documentation, insurance, trade agreements, regulation and the role of government agencies in international trade, and local sources and agencies. Lecture. Optional credit/no credit or grade. *Transferable to CSU.*

BUSINESS 210 - 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 credit/no credit or grade. *Transferable to CSU.*

BUSINESS DATA PROCESSING**BUSINESS DATA PROCESSING 110 - 3 Units****Introduction to Macintosh Computers**

An introductory course in the fundamental operations of the Macintosh computer system. The student will be introduced to certain applications in graphics, word processing, spreadsheets, data bases, hypercard, and business computer programs. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU.*

BUSINESS DATA PROCESSING 174-1 AD - 3 Units**Introduction to Page Layout & Design - Adobe InDesign**

(Same as: Art 174-1 AD)

Advisories: Business Data Processing 110

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 credit/no credit or grade. *Transferable to CSU.*

BUSINESS DATA PROCESSING 174-2 AD - 3 Units**Introduction to Page Layout & Design - Adobe PageMaker**

(Same as: Art 174-2 AD)

Advisories: Business Data Processing 110

An introduction to electronic page layout and design using today's popular software such as Adobe PageMaker. 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 credit/no credit or grade. *Transferable to CSU.*

BUSINESS DATA PROCESSING 176 AD - 3 Units**Desktop Publishing Using QuarkXpress**

(Same as: Art 176 AD)

Advisories: Digital Arts 100

Desktop publishing using the current version of QuarkXpress. The student will learn how to combine word processing documents, typesetting, page layout, drawing, image control, color control, and document construction in a single program, to create other promotional materials. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU.*

BUSINESS DATA PROCESSING 177 AB - 3 Units**Graphic Design Principles on the Computer**

(Same as: Art 177 AB)

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 credit/no credit or grade. *Transferable to CSU.*

BUSINESS DATA PROCESSING 178 AB - 3 Units**Introduction to Web Page Design**

(Same as: Art 178 AB)

A basic introduction into what graphic designers need to know about designing and preparing images and media for the Web. Learn how to make interesting and dynamic looking Web sites and Web graphics with popular applications, Dreamweaver, Photoshop, and Illustrator. Learn to identify your audience, determine appropriate content and how to assemble your 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 credit/no credit or grade. *Transferable to CSU.*

CHEMISTRY**CHEMISTRY 110 - 5 Units****Introduction to Chemistry**

Prerequisites: Mathematics 010 or appropriate score on the Math Placement Assessment.

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. Lecture & lab. Letter grade only. UC Credit limitations: Maximum credit of one course for Chemistry 110 and 130; no credit for if taken after Chemistry 180. *Transferable to CSU; UC. (CAN CHEM 6)*

CHEMISTRY 130 - 4 Units**Introduction to Chemical Principles**

Prerequisites: Mathematics 030 or appropriate score on the Math Placement Assessment.

An introduction to the principles and calculations of chemistry. Practice in basic laboratory techniques. It is designed specifically for students planning to take Chemistry 180 (General Chemistry). Lecture & lab. Letter grade only. UC Credit limitations: Maximum credit of one course for Chemistry 110 and 130; no credit for if taken after Chemistry 180. *Transferable to CSU; UC.*

CHEMISTRY 180 - 5 Units**General Chemistry**

Prerequisites: Chemistry 130 and Mathematics 030 or appropriate score on the Math Placement Assessment.

An introduction to stoichiometry, solution chemistry, atomic and molecular structure, chemical bonds, liquid, solid, and gas phases. Lecture & lab. Letter grade only. *Transferable to CSU; UC. (CAN CHEM 2) (CHEM 180 + 185 = CAN CHEM SEQ A)*

CHEMISTRY 185 - 5 Units**General Chemistry**

Prerequisites: Chemistry 180

An introduction to kinetics, principles and types of chemical equilibria, acids and bases, thermochemistry, electrochemistry, coordination compounds, nuclear chemistry and nomenclature of organic compounds. Lecture & lab. Letter grade only. *Transferable to CSU; UC. (CAN CHEM 4) (CHEM 180 + 185 = CAN CHEM SEQ A)*

CHEMISTRY 220 - 5 Units**Organic Chemistry**

Prerequisites: Chemistry 185

A study of the compounds of carbon and their reactions with emphasis upon structure/reactivity relationships and mechanisms. The laboratory emphasizes standard organic techniques for synthesis and spectroscopic methods for identification. Lecture & lab. Letter grade only. *Transferable to CSU; UC.*

CHEMISTRY 225 - 5 Units**Organic Chemistry**

Prerequisites: Chemistry 220

A continuation of Chemistry 220 with continued emphasis on structure/ reactivity relationships and mechanisms. Includes part II of the acyl family, amides, aromatic compounds, photochemistry, polymer chemistry and chemistry related to biological systems. Laboratory includes reaction and workup design, analysis of an unknown mixture. The laboratory work includes multistep synthesis. Lecture & lab. Letter grade only. *Transferable to CSU; UC.*

CHINESE**CHINESE 180 - 5 Units****Elementary Chinese**

Fundamentals of Chinese grammar, reading, writing and speaking simple Chinese. Native speakers are eligible for Chinese 180 only by permission of instructor. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU; UC. (CAN CHIN 2) (Chinese 180 + 185 = CAN CHIN SEQ A)*

CHINESE 185 - 5 Units**Elementary Chinese**

Prerequisites: Completion of one semester of Chinese.

This course represents further language training in both oral and written Chinese language. It emphasizes more intensive practice on the written style of the language as well as on the spoken language. It stresses the daily usage of the language. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU; UC. (Chinese 180 + 185 = CAN CHIN SEQ A)*

CHINESE 280 - 4 Units**Intermediate Chinese**

Prerequisites: Chinese 185

This course offers Chinese vocabulary, dialogues, reading, writing and translation of simple stories and essays. Emphasis on grammar, composition, and conversation. An additional 150 characters to the 100 from Chinese 185. The Mandarin dialect will be emphasized with minor attention given to the Cantonese and Shanghai dialects. Lecture. Optional credit/no credit or grade. *Transferable to CSU; UC.*

COLLEGE**COLLEGE 100 - 3 Units****Becoming A Successful Student**

Advisories: English 010

This performance-oriented course is designed to increase success in college. Students will develop their own success plan through self-evaluation and by learning and applying specific techniques and resources. Topics that will be covered include attitude and personal commitment, goal setting, problem solving and decision making, time management, college resources, study methods, library use. Lecture. Optional credit/no credit or grade. *Transferable to CSU; UC.*

COMMUNICATION STUDIES**COMMUNICATION STUDIES 020 AB - 3 Units****Intermediate Pronunciation Skills for Non-Native Speakers of English**

(Formerly known as: Speech Communication 020AB)

A basic skills course for non-native speakers of intermediate American English whose level of pronunciation skills may prohibit them from participating in and benefiting from classroom instruction. Emphasis on appropriate articulation and intonation of American English sound patterns used in communicating and clarifying oral messages in the classroom, at work, and in personal situations. Students will spend time listening to pronunciation lessons in the Foreign Language Lab and receiving feedback about specific sounds at the Intercultural Center. Lecture. Optional credit/no credit or grade. *Not transferable, not degree applicable.*

COMMUNICATION STUDIES 055 AB - 3 Units**Speaking and Listening, Intermediate Conversation & Classroom Communication**

(Formerly known as: Speech Communication 025AB and 055AB)

This course focuses on conversation and classroom communication skills for intermediate and advanced second language students. Students will practice American communication skills in conversations and classroom interactions, such as asking questions, giving information, clarifying misunderstandings, and conversation and presentation skills. Designed for intermediate and advanced ESL students. Lecture. Optional credit/no credit or grade. *Not transferable, not degree applicable.*

COMMUNICATION STUDIES 090 AB - 3 Units**American Speaking and Listening, Advanced—Communication Skills for Second Language Students**

(Formerly known as: Speech Communication 090AB)

This course focuses on more advanced American communications skills valuable for interpersonal and academic success, such as interpersonal, intercultural and group discussion skills, classroom interactions, presentations, job interviewing, etc. Designed for non-native speakers of English who have completed Speech 020, 025, or 027 and who want to improve their communication skills prior to enrolling in transfer level speech courses. Lecture. Optional credit/no credit or grade. *Not transferable, not degree applicable.*

COMMUNICATION STUDIES 100 - 3 Units**Interpersonal Communication**

(Formerly known as: Speech Communication 100)

Process, analysis and theory of one-to one-speech communication. Content areas include: conversation, listening, perception, nonverbal communication, language, self-concept, self-disclosure and conflict management. During the semester, students demonstrate oral skill competencies in the Speech Center. Lab assignments will be made by the classroom instructor after the class has started. Lecture. Optional credit/no credit or grade. *Transferable to CSU; UC. (CAN SPCH 8)*

COMMUNICATION STUDIES 108 - 3 Units**Introduction to Communication**

(Formerly known as: Speech Communication 110 and 108)

This introductory communication course focuses on interpersonal, task-oriented, public speaking and critical thinking communication competencies in a variety of contexts. Students will study human communication principles and theories and their relationship to competencies in interpersonal, small group, intercultural, persuasive, and public speaking communication. Emphasis is on communicating in two-person, small group and public settings. Lecture. Optional credit/no credit or grade. *Transferable to CSU; UC.*

COMMUNICATION STUDIES 110 - 3 Units**Public Speaking**

(Formerly known as: Speech Communication 105 and 110)

This course focuses on understanding and applying the fundamental principals of public speaking. These speech skills include identifying the purpose, selecting the topic, conducting research, organizing content and outlining the speech, choosing appropriate language, using effective visual aids, adapting to the audience and occasion, and delivering the speech in a manner that is both verbally and nonverbally effective, while also learning to evaluate the speeches of others. Students will learn to present information clearly, reasonably, and persuasively by giving individual speeches and participating in group presentations. Recommended for Speech Communication, Business and Education majors Lecture. Optional credit/no credit or grade. UC Credit Limitations: Speech 110 and 110H combined—maximum credit, one course *Transferable to CSU; UC. (CAN SPCH 4)*

COMMUNICATION STUDIES 110 HONORS - 3 Units**Public Speaking Honors**

(Formerly known as: Speech Communication 110 Honors)

This course sharpens the focus on understanding and applying principles of informative, persuasive and group presentations. These speech skills include identifying the purpose, selecting the topic, conducting research, organizing content and outlining the speech, choosing appropriate language, using effective visual aids, adapting to the audience and occasion, and delivering the speech in a verbally pleasing manner, as well as evaluating the speeches of others. Giving individual speeches and participating in group presentations, students seek to excel in presenting information clearly, reasonably, and persuasively. Readings and assignments for this class are more rigorous than in the standard course. Recommended for Communication Studies, Business and Education majors Lecture. Letter grade only. UC credit limitations. See counselor. *Transferable to CSU; UC.*

COMMUNICATION STUDIES 112 - 3 Units**Small Group Dynamics**

(Formerly known as: Speech Communication 200 and 112)

Recommended for all speech majors. Emphasis on the basic principles and skills of discussion in the small group. Helpful to those who may have classes or situations requiring group projects or group study. Consideration of and practice in informative, problem-solving and study groups. Examination of the effects of group dynamics, communication variables on discussion groups. Lecture. Optional credit/no credit or grade. *Transferable to CSU; UC.*

COMMUNICATION STUDIES 120 - 3 Units**Oral Interpretation**

(Formerly known as: Speech Communication 205 and 120)

(Same as: Theater Arts 205)

This course is designed to help students become familiar with the fundamentals and principles of effective oral presentation of prose, drama and poetry. Lecture. Optional credit/no credit or grade. *Transferable to CSU; UC.*

COMMUNICATION STUDIES 171 - 1.5 Units**Assertive Communication Skills**

(Formerly known as: Speech Communication 171)

Designed for those desiring to become more self-confident and to enhance their perceptions of self worth. Techniques are designed to assist the student in determining specific situations in which unsatisfactory communication occurs and developing appropriate alternatives in order to achieve their personal assertive goals. Develops realizations of personal rights and rights of others. Practice exercises are provided that focus on various types of assertive behavior in specific situations. Lecture. Optional credit/no credit or grade. An eight-week course. *Transferable to CSU.*

COMMUNICATION STUDIES 175 - 3 Units**Intercultural Communication**

(Formerly known as: Speech Communication 175)

The Intercultural Communication course approaches the study of communication from an intergroup, culture-general perspective. Theories of communication (e.g., uncertainty and anxiety reduction; social penetration processes; expectancy theory) are integrated with theories of cultural difference (e.g., individualism-collectivism; dimensions of cultural variability; low/high context communication style) to explain and predict communication behavior. Communication is examined in both cross-cultural and intercultural settings, with the goal of improving intercultural interactions. Lecture. Optional credit/no credit or grade. *Transferable to CSU; UC.*

COMMUNICATION STUDIES 190 - 3 Units**Prejudice, Discrimination and Inclusion: Communication Issues in Group Relations**

(Formerly known as: Speech Communication 190)

This course is a survey of the theories, natures, dynamics, and problems of prejudice and discrimination as revealed through personal, interpersonal and mediated communication. Students will analyze how various forms of communication create, reveal or minimize prejudice and discrimination. Emphasis is on attitudes, communication patterns, and consequences of prejudice and discrimination in the interrelationships of race, ethnicity, gender, social class, physical ability, and sexual orientation. Models and concepts for positive change will be explored. Lecture. Optional credit/no credit or grade. *Transferable to CSU; UC.*

COMMUNICATION STUDIES 220 - 3 Units**Essentials of Argumentation**

(Formerly known as: Speech Communication 220)

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. Lecture. Optional credit/no credit or grade. *Transferable to CSU; UC. (CAN SPCH 6)* May not be offered each semester.

COMMUNICATION STUDIES 250 AB - 3 Units**Leadership and Communication**

(Formerly known as: Speech Communication 250AB)

This course provides an introduction to study and practice of leadership from a communication perspective. Particular focus will be given to the identification, understanding and practice of communication skills necessary to effective leadership. An examination of leadership concepts and theories in organizational, group and public context will be included. Students will analyze their personal leadership styles and develop leadership communication skills through team projects, classroom exercises and campus or community service. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU.*

COMMUNICATION STUDIES 260 - 3 Units**Organizational Communication**

(Formerly known as: Speech Communication 260)

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 credit/no credit or grade. *Transferable to CSU.*

COMPUTER BUSINESS APPLICATIONS**COMPUTER BUSINESS APPLICATIONS 045 AC - 1 Unit****Shorthand Projects**

Advisories: Basic Shorthand skills

This course provides an opportunity for specialized and specific shorthand practice which is outside or beyond the scope of Computer Business Applications 090, 110, 116, or 118. An individualized practice plan will be developed for each student using the facilities and resources available. Lab. Credit/no credit only. This class is equivalent to approximately 36 hours a unit.

COMPUTER BUSINESS APPLICATIONS 075 - 4 Units**Administrative Office Procedures**

Advisories: Completion of 15 units of Computer Business Applications courses or equivalent office experience.

This course is designed to prepare the student for employment as an administrative assistant in any type of business office. Specialized 'in-basket' practice is given in the knowledge and skills which will prepare the student for eventual entrance into top-level secretarial positions and for working closely with management. Familiarity with a general business vocabulary is emphasized. Topics will include travel arrangements, payroll and tax duties, investment records, mail processing, and supervision of details of meetings. Lecture. Optional credit/no credit or grade. May not be offered each semester.

COMPUTER BUSINESS APPLICATIONS 080 AD - 3 Units**CPS/CAP, Part 1**

This course is designed for students and/or administrative assistants who are preparing to take the Certified Professional Secretary exam. Others who may not be planning to take the CPS exam but who wish to study the topics covered in class in order to increase or update their knowledge may also benefit from this class. Topics reviewed will include three of the following: Behavioral Science in Business, Business Law, Economics and Management, Accounting, Office Administration and Communications, or Office Technology. Lecture. Optional credit/no credit or grade. May not be offered each semester.

COMPUTER BUSINESS APPLICATIONS 080-1 AD - 1 Unit**CPS/CAP: Behavioral Science in Business, Part A**

This course is designed for students and/or administrative assistants who are preparing to take the Certified Professional Secretary exam. Others who may not be planning to take the CPS exam but who wish to study the topics covered in order to increase or update their knowledge may also benefit from this class. Topic reviewed is Behavioral Science in Business. Lecture. Optional credit/no credit or grade. A six-week course. May not be offered each semester.

COMPUTER BUSINESS APPLICATIONS 080-2 AD - 1 Unit**CPS/CAP: Business Law, Part B**

This course is designed for students and/or administrative assistants who are preparing to take the Certified Professional Secretary exam. Others who may not be planning to take the CPS exam but who wish to study the topics covered in order to increase or update their knowledge may also benefit from this class. Topic reviewed is Business Law. Lecture. Optional credit/no credit or grade. A six-week course. May not be offered each semester.

COMPUTER BUSINESS APPLICATIONS 080-3 AD - 1 Unit**CPS/CAP: Economics and Management, Part C**

This course is designed for students and/or administrative assistants who are preparing to take the Certified Professional Secretary exam. Others who may not be planning to take the CPS exam but who wish to study the topics covered in order to increase or update their knowledge may also benefit from this class. Topics reviewed are Economics and Management. Lecture. Optional credit/no credit or grade. A six-week course. May not be offered each semester.

COMPUTER BUSINESS APPLICATIONS 081 AD - 3 Units**CPS/CAP, Part 2**

This course is designed for students and/or administrative assistants who are preparing to take the Certified Professional Secretary exam. Others who may not be planning to take the CPS exam but who wish to study the topics covered in order to increase or update their knowledge may also benefit from this class. Topics reviewed will include the three topics not covered in Computer Business Applications 080A-D: Behavioral Science in Business, Business Law, Economics and Management, Accounting, Office Administration and Communications, or Office Technology. Lecture. Optional credit/no credit or grade. May not be offered each semester.

COMPUTER BUSINESS APPLICATIONS 081-1 AD - 1 Unit**CPS/CAP: Accounting, Part D**

This course is designed for students and/or administrative assistants who are preparing to take the Certified Professional Secretary exam. Others who may not be planning to take the CPS exam but who wish to study the topics covered in order to increase or update their knowledge may also benefit from this class. Topic reviewed is Accounting. Lecture. Optional credit/no credit or grade. A six-week course. May not be offered each semester.

COMPUTER BUSINESS APPLICATIONS 081-2 AD - 1 Unit**CPS/CAP: Office Administration and Communications, Part E**

This course is designed for students and/or administrative assistants who are preparing to take the Certified Professional Secretary exam. Others who may not be planning to take the CPS exam but who wish to study the topics covered in order to increase or update their knowledge may also benefit from this class. Topics reviewed are Office Administration and Communications. Lecture. Optional credit/no credit or grade. A six-week course. May not be offered each semester.

COMPUTER BUSINESS APPLICATIONS 081-3 AD - 1 Unit**CPS/CAP: Office Technology, Part F**

This course is designed for students and/or administrative assistants who are preparing to take the Certified Professional Secretary exam. Others who may not be planning to take the CPS exam but who wish to study the topics covered in order to increase or update their knowledge may also benefit from this class. Topic reviewed is Office Technology. Lecture. Optional credit/no credit or grade. A six-week course. May not be offered each semester.

COMPUTER BUSINESS APPLICATIONS 090 - 2 Units**Shorthand Review**

Advisories: Completion of one or more semesters of Gregg shorthand or equivalent experience.

This course provides an intensive review of Gregg shorthand theory for those who wish to build dictation confidence and speed prior to enrolling in more advanced shorthand courses. The course includes 60 to 80 words a minute dictation tests and basic transcription practice. Lab. Credit/no credit only.

COMPUTER BUSINESS APPLICATIONS 100 - 3 Units**Computer Keyboarding, Introduction—Parts 1, 2 and 3**

(Same as: Computer Business Applications 101, 102 and 103)

This course is the same as Computer Business Application 101, 102, and 103 A basic computer keyboard presentation using 'touch' techniques and an introduction to table preparation, letter formatting, memos, and manuscript report preparation including endnotes and footnotes. The student will learn some basic word processing concepts to make keyboarding quick and easy. Lab. Optional credit/no credit or grade. *Transferable to CSU.*

COMPUTER BUSINESS APPLICATIONS 101 - 1 Unit**Computer Keyboarding, Introduction, Part 1**

(Same as: first third of Computer Business Applications 100)

A basic computer keyboard presentation using 'touch' techniques including an introduction to symbol-key reaches. This course assumes that the student has never had a formal keyboarding class or does not know 'touch' techniques. The student will learn some basic word processing concepts to make keyboarding quick and easy. Lab. Optional credit/no credit or grade. *Transferable to CSU.*

COMPUTER BUSINESS APPLICATIONS 102 - 1 Unit**Computer Keyboarding, Introduction, Part 2**

Advisories: Computer Business Applications 101

This course is the same as the middle third of CBA 100. A review of all computer keyboarding reaches; 'touch' techniques; letter formatting; and report, memo, and table preparation. The student will learn some basic word processing concepts to make keyboarding quick and easy. Lab. Optional credit/no credit or grade. *Transferable to CSU.*

COMPUTER BUSINESS APPLICATIONS 103 - 1 Unit**Computer Keyboarding, Introduction, Part 3**

(Same as: last third of Computer Business Applications 100)

Advisories: Computer Business Applications 102

A review of all computer keyboarding reaches, 'touch' techniques, table preparation, letter formatting, memo preparation, and manuscript report preparation including endnotes and footnotes. The student will learn some basic word processing concepts to make keyboarding quick and easy. Lab. Optional credit/no credit or grade. *Transferable to CSU.*

COMPUTER BUSINESS APPLICATIONS 104 AD - 1 Unit**Computer Keyboarding Speed and Accuracy Development**

Advisories: Computer Business Applications 103

A review of all computer keyboard reaches using 'touch' techniques and a presentation of skill development methods and prescriptive drills for increasing speed and controlling accuracy. Includes numerous 5-minute timed proficiency tests to prepare the student for 'pre-employment' testing. Lab. Credit/no credit only. *Transferable to CSU.*

COMPUTER BUSINESS APPLICATIONS 105 - 3 Units**Computer Keyboarding, Intermediate, Parts 1, 2 and 3**

(Same as: Computer Business Applications 106, 107 and 108)

Advisories: Computer Business Applications 100 or 103

This course is the same as CBA 106, 107 and 108. Development of production computer keyboarding skills to include business letter styles, tables, business forms, and manuscript reports as well as further development of speed and accuracy skills. The student will learn some basic word processing concepts to make keyboarding tasks quick and easy. Lab. Optional credit/no credit or grade. *Transferable to CSU.*

COMPUTER BUSINESS APPLICATIONS 106 - 1 Unit**Computer Keyboarding, Correspondence, Part 1**

(Same as: first third of Computer Business Applications 105)

Advisories: Computer Business Applications 100 or 103

Development of production computer keyboarding skills to include a variety of business communications as well as further development of speed and accuracy skills. Emphasis will be placed on letter styles and letters with special features. The student will learn some basic word processing concepts to make keyboarding quick and easy. Lab. Optional credit/no credit or grade. *Transferable to CSU.*

COMPUTER BUSINESS APPLICATIONS 107 - 1 Unit**Computer Keyboarding, Tables and Business Forms, Part 2**

(Same as: middle third of Computer Business Applications 105)

Advisories: Computer Business Applications 100 or 103

Development of production computer keyboarding skills to include memos, tables, and business forms as well as further development of speed and accuracy skills. The student will learn some basic word processing concepts to make keyboarding tasks quick and easy. Lab. Optional credit/no credit or grade. *Transferable to CSU.*

COMPUTER BUSINESS APPLICATIONS 108 - 1 Unit**Computer Keyboarding, Manuscript Reports, Part 3**

(Same as: last third of Computer Business Applications 105)

Advisories: Computer Business Applications 100 or 103

This course is the same as the last third of CBA 105. Development of production computer keyboarding skills to include manuscript reports as well as further development of speed and accuracy skills. The student will learn some basic word processing concepts to make keyboarding tasks quick and easy. Lab. Optional credit/no credit or grade. *Transferable to CSU.*

COMPUTER BUSINESS APPLICATIONS 109 - 3 Units**Alphabetic Shorthand**

Advisories: Computer Business Applications 100 or 101 or 102 or 103 or keyboarding speed of 20 words a minute.

Individualized instruction of principles of alphabetic shorthand theory presented by audiotape. Alphabetic shorthand is an all-longhand, abbreviated writing system for persons wishing to be able take class notes, field notes, etc. This shorthand system can also be typed and is suitable for police officers, journalists, etc., who need to take notes quickly for report writing. Lab. Credit/no credit only. *Transferable to CSU.*

COMPUTER BUSINESS APPLICATIONS 110 - 4 Units**Gregg Shorthand Principles, Parts 1, 2, 3 and 4**

(Same as: Computer Business Applications 111, 112, 113, and 114)

Advisories: Computer Business Applications 100 or 101 or 102 or 103 or keyboarding speed of 20 words a minute.

Individualized instruction of principles of Gregg shorthand theory presented by videotape permitting the student to progress at his/her own rate. Emphasis is placed on the shorthand writing principles (theory), with introduction to dictation and transcription practice. Lab. Optional credit/no credit or grade. *Transferable to CSU.*

COMPUTER BUSINESS APPLICATIONS 111 - 1 Unit**Gregg Shorthand Principles, Part 1**

(Same as: first quarter of Computer Business Applications 110)

Advisories: Computer Business Applications 100 or 101 or 102 or 103 or keyboarding speed of 20 words a minute.

Individualized instruction of principles of Gregg shorthand theory presented by videotape permitting the student to progress at his/her own rate. Emphasis is placed on the shorthand writing principles (theory), with introduction to dictation and transcription practice. Lab. Optional credit/no credit or grade. *Transferable to CSU.*

COMPUTER BUSINESS APPLICATIONS 112 - 1 Unit**Gregg Shorthand Principles, Part 2**

(Same as: second quarter of Computer Business Applications 110)

Advisories: Computer Business Applications 111

Individualized instruction of principles of Gregg shorthand theory presented by videotape permitting the student to progress at his/her own rate. Emphasis is placed on the shorthand writing principles (theory), with introduction to dictation and transcription practice. Lab. Optional credit/no credit or grade. *Transferable to CSU.*

COMPUTER BUSINESS APPLICATIONS 113 - 1 Unit**Gregg Shorthand Principles, Part 3**

(Same as: third quarter of Computer Business Applications 110)

Advisories: Computer Business Applications 113

Individualized instruction of principles of Gregg shorthand theory presented by videotape permitting the student to progress at his/her own rate. Emphasis is placed on the shorthand writing principles (theory), with introduction to dictation and transcription practice. Lab. Optional credit/no credit or grade. *Transferable to CSU.*

COMPUTER BUSINESS APPLICATIONS 114 - 1 Unit**Gregg Shorthand Principles, Part 4**

(Same as: fourth quarter of Computer Business Applications 110)

Advisories: Computer Business Applications 113

Individualized instruction of principles of Gregg shorthand theory presented by videotape permitting the student to progress at his/her own rate. Emphasis is placed on the shorthand writing principles (theory), with introduction to dictation and transcription practice. Lab. Optional credit/no credit or grade. *Transferable to CSU.*

COMPUTER BUSINESS APPLICATIONS 115 - 3 Units**Filing & Records Management**

An introduction to the field of records management for both manual and computerized records systems. Emphasis will be placed on the efficient control of business records including the principles governing storage, requisition, retrieval, charge out, transfer, and retention or disposal. The student will complete a job simulation practice set covering alphabetic, subject, numeric, and geographic methods of filing. Lecture. Optional credit/no credit or grade.

COMPUTER BUSINESS APPLICATIONS 116 - 4 Units**Shorthand Dictation**

Advisories: Students should have completed Computer Business Applications 110 or 114 or equivalent, which can be any shorthand system, and should have completed Computer Business Applications 105 or 106 or 107 or 108 or have a keyboarding speed of 40 words a minute. Business 125 recommended.

An individualized course designed to combine the skills of shorthand, keyboarding, and English grammar in the process of dictation and keyboard transcription. Emphasis is placed on building shorthand speed and expanding vocabulary through intensive practice and shortcutting techniques. Dictation begins at 50 words a minute. Lab. Optional credit/no credit or grade. *Transferable to CSU.*

COMPUTER BUSINESS APPLICATIONS 117 - 3 Units**Proofreading Skills**

Advisories: Computer Business Applications 100 or 101 or 102 or 103 or have a keyboarding speed of 20 words a minute. Business 125 recommended.

This course is designed to develop or improve proofreading skill for business or personal use. Includes units in proper use of the dictionary, proofreading for typographical errors, and proofreading for effective communication. Also includes exercises in proofreading for errors in spelling, word division, format, capitalization, expression of numbers, punctuation, grammatical construction, and word usage. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU.*

COMPUTER BUSINESS APPLICATIONS 118 - 4 Units**Shorthand Transcription**

Advisories: Computer Business Applications 116 and Computer Business Applications 105, 106, 107 or 108 or a keyboarding speed of 45 words a minute.

An individualized course designed to meet the vocational needs of students who desire to achieve high-level marketable skills in shorthand dictation and transcription. Emphasis is on transcription of mailable letters and development of transcription speed. Dictation begins at 70 words a minute. Training includes exercises in proofreading, editing, and correct format of business documents. Lab. Optional credit/no credit or grade. *Transferable to CSU.*

COMPUTER BUSINESS APPLICATIONS 119 - 3 Units**Office Procedures**

Advisories: Computer Business Applications 101 or keyboarding speed of 35 words a minute. It would be helpful to have completed several software applications classes such as WORD and EXCEL.

This course is designed to prepare a student for an entry-level office support position. Current office procedures will be stressed. Topics will include handling written correspondence, business records, and office equipment; making travel arrangements; using reference sources to prepare simple reports; and assisting with meeting and conference preparation. Lecture. Optional credit/no credit or grade. *Transferable to CSU.* May not be offered each semester.

COMPUTER BUSINESS APPLICATIONS 120 - 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 credit/no credit or grade. An eight-week course. *Transferable to CSU.*

COMPUTER BUSINESS APPLICATIONS 125 - 0.3 Units**Introduction to Computers Quick Course**

Learn basic personal computer concepts and skills. This course will provide an introduction to the hardware components of a personal computer, Windows skills and techniques, popular software applications, and the Internet. This course will provide a broad information base for a greater awareness of personal computers and confidence when using computers. Lecture & lab. Credit/no credit only. *Transferable to CSU.*

COMPUTER BUSINESS APPLICATIONS 126 - 0.3 Units**Windows Quick Course, Introduction**

Learn the basic navigation of the Windows operating system, files management, working with programs, customizing the desktop, accessing and browsing the Web. This hands-on course is designed for a quick orientation to or review of the Windows operating system environment. Lecture & lab. Credit/no credit only. *Transferable to CSU.*

COMPUTER BUSINESS APPLICATIONS 127 - 0.3 Units**WORD Quick Course, Introduction**

Students will learn to use Microsoft WORD word processing software to navigate documents; apply editing techniques; format characters, paragraphs, and pages; use tabs; create tables; and use proofing tools. This hands-on course is designed for a quick orientation to or review of the basics of using WORD. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU.*

COMPUTER BUSINESS APPLICATIONS 128 - 0.3 Units**WORD Quick Course, Intermediate**

Students will learn to use Microsoft WORD word processing software to manage files and customize WORD, refine documents, create and format columns, work with styles and templates, perform Mail Merge, use additional table options, create charts and diagrams, and integrate information. This hands-on course is designed for a quick familiarization with some of the more advanced concepts of using WORD. Lecture & lab. Credit/no credit only. *Transferable to CSU.* May not be offered each semester.

COMPUTER BUSINESS APPLICATIONS 129 - 0.3 Units**Word Quick Course, Advanced**

Students will learn to use the advanced features of Microsoft WORD to collaborate on documents, automate the work, use drawing tools, create forms, perform an advanced Mail Merge, insert document references, create supplemental document components, and create Web pages. This hands-on course is designed for a quick understanding of the advanced features of WORD. Lecture & lab. Credit/no credit only. *Transferable to CSU.* May not be offered each semester.

COMPUTER BUSINESS APPLICATIONS 130 - 0.3 Units**EXCEL Quick Course, Introduction**

Students will learn to use Microsoft EXCEL spreadsheet software to navigate and format documents, apply formulas, work with ranges and functions, edit data, check spelling, print, and understand the workbook environment. This hands-on course is designed for a quick orientation to or review of the basics of using EXCEL. Lecture & lab. Credit/no credit only. *Transferable to CSU.*

COMPUTER BUSINESS APPLICATIONS 131 - 0.3 Units**EXCEL Quick Course, Intermediate**

Students will learn to use Microsoft EXCEL spreadsheet software to create, modify, and format charts and sort and filter data. This hands-on course is designed for a quick familiarization with some of the more advanced concepts of using EXCEL. Lecture & lab. Credit/no credit only. *Transferable to CSU.* May not be offered each semester.

COMPUTER BUSINESS APPLICATIONS 132 - 0.3 Units**EXCEL Quick Course, Advanced**

Learn to create pivot tables for effortless analysis of worksheet data, outline and consolidate worksheets to get results quickly and automate common procedures by using macros. This hands-on course is designed for a quick familiarization with some of the more advanced concepts of using EXCEL. Lecture & lab. Credit/no credit only. *Transferable to CSU.* May not be offered each semester.

COMPUTER BUSINESS APPLICATIONS 133 - 0.3 Units**ACCESS Quick Course, Introduction**

Students will learn to use Microsoft ACCESS, a database application that allows the creation and use of database objects including tables, queries, forms, and reports. Designed primarily for students with prior Windows computer experience who desire a quick introduction to ACCESS or who want to begin using ACCESS on the job. Lecture & lab. Credit/no credit only. *Transferable to CSU.*

COMPUTER BUSINESS APPLICATIONS 134 - 0.3 Units**ACCESS Quick Course, Intermediate**

Increase your knowledge of Microsoft ACCESS in this intermediate course. Students will learn how to enhance the design of a database by using the principles of data normalization and table relationships and how to query multiple tables for data that are used in customized forms and reports. This class is designed primarily to give students a quick familiarization with some of the more advanced concepts of using ACCESS. Lecture & lab. Credit/no credit only. *Transferable to CSU.* May not be offered each semester.

COMPUTER BUSINESS APPLICATIONS 135 - 0.3 Units**PowerPoint Quick Course**

Students will learn to use Microsoft PowerPoint to create, illustrate, format, and revise live and/or Web presentations using OFFICE art, WordArt, and PowerPoint tools including masters. This class is designed primarily for students with prior Microsoft Windows computer experience who desire a quick introduction to PowerPoint or who are using PowerPoint on the job. Lecture & lab. Credit/no credit only. *Transferable to CSU.* May not be offered each semester.

COMPUTER BUSINESS APPLICATIONS 136 - 0.3 Units**OFFICE Quick Course**

Students will learn to use the Microsoft OFFICE Suite of application software. This course will provide students with a quick introduction to an overview of the essential OFFICE skills. Students will learn how to use WORD to create a variety of documents; EXCEL to organize and calculate data and create charts and graphs; ACCESS to store, retrieve, and report on information; and PowerPoint to create dynamic on-screen presentations. Lecture & lab. Credit/no credit only. *Transferable to CSU.* May not be offered each semester.

COMPUTER BUSINESS APPLICATIONS 138 - 0.3 Units**Internet Quick Course, Introduction**

Learn to navigate the Internet with confidence; communicate through e-mail, mailing lists, and discussion groups; and search the Internet using a variety of search tools. This hands-on course is designed for a quick familiarization with some of the basic concepts of using the Internet. Lecture & lab. Credit/no credit only. *Transferable to CSU.* May not be offered each semester.

COMPUTER BUSINESS APPLICATIONS 139 - 0.3 Units**E-Mail Quick Course**

Learn basic operation of e-mail programs including setting up, composing, reading, replying, handling the address book and attachments, and organizing and sorting mail. This hands-on course is designed for a quick orientation to or review of e-mail, its features, and its use. Lecture & lab. Credit/no credit only. *Transferable to CSU.* May not be offered each semester.

COMPUTER BUSINESS APPLICATIONS 141 - .2-.4 Units**Outlook Quick Course, Introduction**

This course is an introduction to the Microsoft OUTLOOK program for computerized messaging and schedule management. This course is designed primarily for students with a prior knowledge of the computer who desire a quick orientation to or review of OUTLOOK. Lecture & lab. Credit/no credit only. *Transferable to CSU.* May not be offered each semester.

COMPUTER BUSINESS APPLICATIONS 144 - .3 Units**Visual Basic for Applications Quick Course, Introduction**

Advisories: Intermediate to advanced skills in recent versions of WORD and EXCEL or equivalent

Students will learn to create, edit, and run Word and Excel macros and write general purpose procedures to customize macros using Visual Basic for Applications. The class will also include an introduction to variables, basic program structures in macros, and ActiveX controls in Excel. Lecture & lab. Credit/no credit only. *Transferable to CSU.* May not be offered each semester.

COMPUTER BUSINESS APPLICATIONS 145 - 1.5 Units**Introduction to Computers**

This course provides a basic introduction to computers and computer literacy. Students will learn how to purchase or upgrade a computer; learn how a computer processes data; learn how the Internet works; and identify various types of software. Students will have hands-on use of applications and the Internet. Lecture & lab. Optional credit/no credit or grade. Eight-week course. *Transferable to CSU.*

COMPUTER BUSINESS APPLICATIONS 150 - 1.5 Units**Windows, Introduction**

This course provides an introduction to the Microsoft Windows operating system. Students will have hands-on experience managing folders and files, preparing disks, launching multiple applications with Windows Explorer and My Computer, customizing the Windows working environment, locating information on local disks and on the web. Lecture & lab. Optional credit/no credit or grade. Eight-week course. *Transferable to CSU.*

COMPUTER BUSINESS APPLICATIONS 151 - 1.5 Units**Windows, Intermediate**

Advisories: Computer Business Applications 150 or equivalent

This course will provide the fundamental skills to use Microsoft Windows at the intermediate level. Students will receive hands-on experience to find files and data; use Internet search services to find information by query and subject; work with graphics in documents; use OLE (object linking and embedding); work with hardware, printers, and fonts; explore network resources; and define and perform disk maintenance. Lecture & lab. Optional credit/no credit or grade. Eight-week course. *Transferable to CSU.*

COMPUTER BUSINESS APPLICATIONS 155 - 2.0 Units**WORD, Introduction**

Advisories: Keyboarding experience would be helpful.

Students will learn to create documents, select and edit text, format characters using fonts, use writing tools such as spelling and grammar checks, format paragraphs, and set and change margins and tabs. Students will also learn to work with tables, wizards, templates, Mail Merge, styles, outlines, and long documents. This course uses MOS (Microsoft Office Specialist) certified courseware. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU.*

COMPUTER BUSINESS APPLICATIONS 156 - 2 Units**WORD, Intermediate**

Advisories: Computer Business Applications 155

Students will build on a knowledge of the basic features of WORD to learn advanced features such as newsletter creation using the drawing toolbar, clip art, columns, typography, and object linking and embedding. This course uses MOS (Microsoft Office Specialist) certified courseware. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU.*

COMPUTER BUSINESS APPLICATIONS 157 - 2 Units**WORD, Advanced: Desktop Publishing**

Advisories: Computer Business Applications 156

Students will build on their knowledge of the basic and intermediate features of WORD to produce agendas, letterheads, envelopes, business cards, compact disk labels, calendars, flyers and announcements, brochures, and other specialty documents. They will learn to work with templates, wizards, page layout, graphic features, Mail Merge, WordArt, and layout design to create desktop publishing documents. This course uses MOS (Microsoft Office Specialist) certified courseware. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU.*

COMPUTER BUSINESS APPLICATIONS 159 - 3 Units**Machine Calculation with Spreadsheet Applications**

This course will provide the fundamentals of operating the ten-key office calculator and the calculator keypad functions on the computer while developing an understanding of basic mathematical concepts that affect machine and computer calculations. Computer business application simulations using Microsoft Excel will also be performed in the lab to develop speed and accuracy in the touch method for the ten-key office calculator and numeric keypad. Lecture, practice, and application will be interwoven in a lab setting. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU.*

COMPUTER BUSINESS APPLICATIONS 160 - 2 Units**EXCEL, Introduction**

Students will learn the basic features of creating spreadsheets using EXCEL. Students will learn how to create, edit, name, and save EXCEL workbooks; develop professional-looking worksheets; and create charts. This course uses MOS (Microsoft Office Specialist) certified courseware. Lecture & lab. Optional credit/no credit or grade. Eight-week course. *Transferable to CSU.*

COMPUTER BUSINESS APPLICATIONS 161 - 2 Units**EXCEL, Intermediate**

Advisories: Computer Business Applications 160

Students will build on their knowledge of the basic features of EXCEL. Students will have hands-on experience learning how to work with EXCEL lists; integrate EXCEL with other Windows programs and the World Wide Web; develop an EXCEL application; work with multiple worksheets and workbooks; and work with and use data tables and scenario management. This course uses MOS (Microsoft Office Specialist) certified courseware. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU.*

COMPUTER BUSINESS APPLICATIONS 165 - 2 Units**ACCESS, Introduction**

Students will be introduced to database terminology, the ACCESS window, and basic characteristics of a database. Students will learn to use ACCESS to design, create, and edit tables, forms, queries, and reports. They will also learn to query a database using the select query window and maintain a database using the design and update features of ACCESS. This course is designed primarily for students with basic keyboarding skills and prior Windows experience. This course uses MOS (Microsoft Office Specialist) certified courseware. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU.*

COMPUTER BUSINESS APPLICATIONS 166 - 2 Units**ACCESS, Intermediate**

Advisories: Computer Business Applications 165

Students will enhance their knowledge of ACCESS by learning how to define and implement various types of relationships in the design of a database, create main and subforms, and create queries based on multiple tables. Students will also create and modify switchboards, link tables, create macros to automate an application, and use VBA (Visual Basic for Applications) in creating an ACCESS application. This course uses MOS (Microsoft Office Specialist) certified courseware. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU.*

COMPUTER BUSINESS APPLICATIONS 170 - 2 Units**PowerPoint, Introduction**

Students will learn to use PowerPoint to create professional presentations including slides, handouts, and speaker notes. Students will use templates, color schemes, backgrounds, slide masters, footers, clip art, charts, slide transitions, animation schemes, annotation pen, meeting minder, etc. This course is designed for students who wish an in-depth introduction to PowerPoint presentation software. Previous Windows computer experience would be helpful. This course uses MOS (Microsoft Office Specialist) certified courseware. Lecture & lab. Optional credit/no credit or grade. Eight-week course. *Transferable to CSU.*

COMPUTER BUSINESS APPLICATIONS 171 - 2 Units**PowerPoint, Intermediate**

Advisories: Computer Business Applications 170.

This course is designed for students with basic PowerPoint knowledge and skill who wish to become more proficient in using this software. Students will create and refine PowerPoint presentations using styles, clips, bitmap images, WordArt, AutoShapes, fill effects, 3-D effects, and shadow effects. Advanced features such as comments, attachment sending, online broadcasts, and customizations will also be presented. Internet experience would be helpful. This course uses MOS (Microsoft Office Specialist) certified courseware. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU.*

COMPUTER BUSINESS APPLICATIONS 175 - 2 Units**FrontPage, Introduction**

This course is designed for students who wish to create professional looking Web pages using Microsoft FrontPage software. Students will learn to create templates, design forms, and edit existing pages and will modify HyperText Markup Language (HTML) code and image maps. Web page features such as frames, themes, bullets, tables, hotspots, e-mail links, radio buttons, check boxes, and thumbnails will be covered. Previous Windows computer experience would be helpful. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU.*

COMPUTER BUSINESS APPLICATIONS 177 - 2 Units**PUBLISHER, Introduction**

This course is designed for students who wish to create professional documents using Microsoft PUBLISHER software. Students will learn to create publications such as brochures, postcards, business forms, logos, and letterheads. Special document effects such as working with graphics, AutoShapes, and WordArt will be presented. Learn to create and use design sets, tables, mail merge, and to use PUBLISHER to create a web site using a wizard. Designed for students who wish an in-depth introduction to Microsoft PUBLISHER. Previous Windows computer experience would be helpful. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU.*

COMPUTER BUSINESS APPLICATIONS 181 - 3 Units
OFFICE

Advisories: Computer Business Applications 150 and 155 or 160 or 165

Students will receive hands-on experience with the popular programs commonly used in today's businesses. Students will learn how to create text documents using WORD, analyze data using EXCEL, track information using ACCESS, and create presentations using PowerPoint. They will also learn how to integrate files and data among WORD, EXCEL, ACCESS, and PowerPoint. This course uses MOS (Microsoft Office Specialist) certified software. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU.*

COMPUTER BUSINESS APPLICATIONS 182 - 2 Units
OFFICE, Introduction

This course is designed for students who wish an introductory hands-on experience with the popular Microsoft OFFICE programs commonly used in today's businesses. Students will learn how to create and edit a WORD document, create a worksheet using EXCEL, create a database using the Design and Datasheet Views in ACCESS, and use a design template and Autolayouts to create presentations in PowerPoint. This course uses MOS (Microsoft Office Specialist) certified courseware. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU.*

COMPUTER BUSINESS APPLICATIONS 190 - 1.5 Units
Internet, Introduction

Advisories: Computer Business Applications 150

This course provides hands-on experience for office professionals using the Internet. Emphasis includes using the Internet, E-mail, job listings, browsing the World Wide Web, locating government and business information, using office management resources, downloading information and software, and researching products and services. Lecture & lab. Optional credit/no credit or grade. Eight-week course. *Transferable to CSU.*

COMPUTER BUSINESS APPLICATIONS 192 - 2 Units
Overview of Dreamweaver

This introductory course is designed for students who wish to create professional looking Web pages using Macromedia Dreamweaver. Students will learn to create and modify functional, accessible pages. Web page features such as text manipulation, image handling, image maps, tables, frames, framesets, navigation bars, buttons, and links will be covered. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU.*

COMPUTER BUSINESS APPLICATIONS 193 - 2 Units
Overview of Flash

This course gives students hands-on experience with Macromedia Flash MX as it is used for Web design. Students will explore the basics of drawing and creating animations, learn how to manage assets using the library, organize projects in scenes, create interactive buttons, add sound, publish simple movies and apply basic Action Script statements. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU.*

COMPUTER BUSINESS APPLICATIONS 194 - 2 Units
Overview of HTML

This overview course provides the fundamentals necessary for creating Web pages using HTML and a browser. Students will learn to incorporate features such as text enhancements, graphics, banners and buttons, and tables. Lecture & lab. *Transferable to CSU.*

COMPUTER BUSINESS APPLICATIONS 195 - 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 credit/no credit or grade. Eight-week course. *Transferable to CSU.* May not be offered each semester.

COMPUTER BUSINESS APPLICATIONS 196 - 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 credit/no credit or grade. *Transferable to CSU.*

COMPUTER BUSINESS APPLICATIONS 197 - 1.5 Units
Software MultiMedia Concepts

This course is designed for students who wish an introductory experience with the key elements of software multimedia concepts including the design principles and management skills necessary to develop dynamic, interactive multimedia products. Concepts and theories of multimedia such as sound, animation, video, text, and graphics will be discussed. Students will learn the various hardware and software components needed to develop and view multimedia titles. Lecture & lab. Optional credit/no credit or grade. Eight-week course. *Transferable to CSU.* May not be offered each semester.

COMPUTER BUSINESS APPLICATIONS 198 - 2 Units
Photo Editing for Print and Web

This introductory course is designed for students who wish to optimize photographs for use in printed publications and on the Web. Students will learn to acquire images from scanned photographs and digital cameras and will use Adobe Photoshop Elements to improve the color, contrast, red eye, sharpness, exposure and file size of the photographs. Techniques to fix flaws and add text will be taught. Intellectual property issues will be discussed. Other popular photo editing programs will be examined. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU.*

COMPUTER BUSINESS APPLICATIONS 900 - 0 Units
Skills Practicum

This course provides an opportunity for specialized practice in one or more office skills. Through this practice the student will be able to work toward developing greater confidence, competence, and skill proficiency using the facilities and resources of the Computer Business Applications Center to complete course requirements. Lab. No credit. *Not transferable, not degree applicable.*

COMPUTER SCIENCE

COMPUTER SCIENCE 101 - 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 credit/no credit or grade. *Transferable to CSU; UC.*

COMPUTER SCIENCE 102 - 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 credit/no credit or grade. *Transferable to CSU.*

COMPUTER SCIENCE 121 - 4 Units

Creating Game Artwork, Introduction

Advisories: Computer Science 130

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 credit/no credit or grade. *Transferable to CSU.*

COMPUTER SCIENCE 130 - 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, data base, data base 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. (CAN BUS 6)*

COMPUTER SCIENCE 145 - 4 Units

Computer Programming in C Language

Advisories: Previous computer programming experience.

This course is a study of structured programming and systematic software development using the C language. Various data types, arrays, pointers, structures, and functions will be used to implement data tables, string functions, and interface algorithms. This course may be required for transferring Engineering/Math/Science majors. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU; UC. (CAN CSCI 16)*

COMPUTER SCIENCE 147 - 4 Units

Introduction to Game Programming

Advisories: One of the C languages such as C, C++, C# or Java

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 credit/no credit or grade. *Transferable to CSU.*

COMPUTER SCIENCE 148 - 4 Units

Intermediate Game Programming

Advisories: Computer Science 147

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 credit/no credit or grade. *Transferable to CSU.*

COMPUTER SCIENCE 149 - 4 Units

Game Programming, Advanced

Advisories: Computer Science 148

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 credit/no credit or grade. *Transferable to CSU.*

COMPUTER SCIENCE 151 - 4 Units

Programming with Visual Basic, Introduction

This course will cover the fundamentals of programming using Microsoft Visual Basic as the development tool. The basic programming concepts, constructs and methodologies will be discussed to include: variables, constants, looping, branching, functions, sub programs, parameters, arrays, records, modules, objects, components, algorithms, and prototyping. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU; UC.*

COMPUTER SCIENCE 152 - 4 Units

Programming with Visual Basic, Advanced

This course will cover advanced software development principle using Microsoft Visual Basic as the development tool. The concepts of program modularization, classes and objects, control creation, collections, component design, inheritance and polymorphism, ActiveX controls, ActiveX DLLs (Dynamic Link Library), Windows API (Application Programming Interface), and database interfaces will be covered. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU; UC.*

COMPUTER SCIENCE 153 - 4 Units**Introduction to Programming with Java**

Advisories: Computer Science 130

This course will cover the fundamentals of software development using the Java Language. The process of software development will be discussed to include: designing, writing the source code, compiling, linking, executing, and debugging. Data types, arithmetic/logical expressions, debugging, looping, branching, modularization, static and dynamic memory allocation, classes and objects will be discussed and practiced in class projects. Various forms of Java such as script, applets, and applications will be discussed and practiced. Lecture & lab. Optional credit/no credit or grade. UC Credit limitations: Computer Science 153 and 174 combined maximum credit, one course. *Transferable to CSU; UC.*

COMPUTER SCIENCE 154 - 4 Units**Java Data Structures, Advanced**

Advisories: Computer Science 153

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. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU; UC.*

COMPUTER SCIENCE 158 - 4 Units**Visual Studio.NET**

Advisories: Computer Science 175

The Visual Studio.NET platform will be researched and explored. The student will gain theoretical and hands-on experience with C#, VB.NET (Visual Basic), ASP.NET (Active Server Pages), ADO.NET (ActiveX Data Objects), Web Services, SOAP (Simple Object Access Protocol), and XML (eXtensible Markup Language). Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU.*

COMPUTER SCIENCE 171 - 4 Units**Introduction to SQL**

Advisories: Computer Science 145 or 153

This course will cover the fundamentals of database development using Structured Query Language (SQL). Using Access and Microsoft SQL Server, students will create databases, tables, indexes, rules, triggers, stored procedures, views, users, groups, and various other database objects. Complex SQL queries and transactions will also be discussed and implemented. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU.*

COMPUTER SCIENCE 174 - 4 Units**Programming with Java, Introduction**

Advisories: Computer Science 130

This course will cover the fundamentals of software development using the Java Language. The process of software development will be discussed. Lecture & lab. Optional credit/no credit or grade. UC Credit limitations: Computer Science 153 and 174 combined maximum credit, one course. *Transferable to CSU; UC.*

COMPUTER SCIENCE 175 - 4 Units**Programming with C++**

Advisories: Computer Science 130

This course will cover the fundamentals of software development using the C++ Language. The process of software development will be discussed to include: designing, writing the source code, compiling, linking, executing, and debugging. Data types, arithmetic/logical expressions, pointers, debugging, looping, branching, and modularization, classes and objects, static and dynamic memory allocation will be discussed and practiced in class projects. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU; UC.*

COMPUTER SCIENCE 176 - 4 Units**Database Programming with Java**

Advisories: Computer Science 154

This course will cover the fundamentals of database programming using Java related technologies such as JDBC and Swing. Multi-tiered client/server and web-based applications will be discussed and created that will utilize Microsoft Access and Microsoft SQL Server databases. Structured Query Language will be discussed and practiced. Principles of distributed software development using J2EE will also be discussed. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU.*

COMPUTER SCIENCE 177 - 4 Units**Visual Basic.NET**

Advisories: Computer Science 153 or 175

This course will cover software development in the Microsoft .NET framework. Visual Basic .NET will be used as the development tool to discuss and practice Windows-based applications, Web Services with XML (eXtensible Markup Language) data exchange, components and controls, database interfaces using ADO (ActiveX Data Objects) and SQL (Structured Query Language), and graphics programming. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU.*

COMPUTER SCIENCE 178 - 4 Units**Visual C# .NET**

Advisories: Computer Science 153 or 175

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, Web Services with XML (eXtensible Markup Language) data exchange, components and controls, database interfaces using ADO (ActiveX Data Objects) and SQL (Structured Query Language), and graphics programming. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU.*

COMPUTER SCIENCE 185 - 3 Units**World Wide Web**

Advisories: Computer Science 130

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 Visual Basic Scripting and Java Scripting, understand e-mail, Gopher, File Transfer Protocol, and various other internet related tools and utilities. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU.*

COMPUTER SCIENCE 189 - 4 Units**Data Structures with C++**

Advisories: Computer Science 175

Advanced programming techniques and Object Oriented Programming principles in C++ will be exploited in learning the concepts of data structures. Student 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. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU; UC.*

COMPUTER SCIENCE 192 - 4 Units**Windows Programming with MFC**

Prerequisites: No

Advisories: Computer Science 175

This course will cover the fundamentals of developing applications for Microsoft Windows using Visual C++ and Microsoft Foundation Classes (MFC). Various C++ development tools and controls will be covered to include: Visual Workbench; AppWizard; AppStudio; Class Wizard; mouse and keyboard handling; dialogs; menus; graphics; and visual objects. Study of Collection Classes, Standard Template Library (STL), Object Linking and Embedding (OLE), Windows Registry, Single and Multiple Document Interface (SDI/MDI), Data Archival, Help file implementation, and Open DataBase Connectivity (ODBC). Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU.*

COMPUTER SCIENCE 195 - 4 Units**Client-Server Application Development**

Prerequisites: No

Advisories: Computer Science 177

This course will cover the fundamentals of Client-Server application development. Two- and Three-tier enterprise application design and development topologies will be discussed and practiced through assignments. Visual Basic.Net, Visual C# .Net, ADO.Net (ActiveX Data Objects), Microsoft SQL Server, and Structured Query Language (SQL) will be used in building real-life enterprise applications. Web Services will be studied and created to provide internet-wide sharing of business services. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU.*

COMPUTER SCIENCE 196 - 4 Units**Web Programming with .NET**

Advisories: Completion of Computer Science 185 and 178 or 177 or 158

Students will study and build eCommerce and eBusiness applications using various tools, languages, & utilities to include: JavaScript, 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. Comparisons will be made throughout the course between the .Net architecture & Java 2 Enterprise edition. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU; UC.*

COMPUTER SCIENCE 197 - 4 Units**Operating Systems with Windows**

Advisories: Computer Science 130 and 145 or 129

This course will cover the basic operational principles of multi-tasking, multi-threading operating systems using the Microsoft Windows 95 and Windows NT platforms. Class discussions and lab projects will include operating system internals; resource sharing; networking protocols; security features; client/server facilities; error trapping and reporting; user management and auditing; storage management; memory management; and OS Services. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU.*

COMPUTER SCIENCE 198 - 4 Units**Enterprise Java Development with J2EE**

Advisories: Computer Science 154

This course will cover the fundamentals of enterprise-level, distributed and database-driven Java applications using J2EE (Java 2 Enterprise Environment). Various J2EE related technologies will be discussed and practiced including: JavaServer Pages (JSP), Enterprise JavaBeans (EJB), JDBC (Java Database Connectivity), Servlets, Applets, JNDI (Java Naming and Directory Interface), Jars, XML (Extended Markup Language), session and state management. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU.*

COOPERATIVE WORK EXPERIENCE**COOPERATIVE WORK EXPERIENCE 100 AD - 1 Unit****Personal Career Seminar**

(Formerly known as: Cooperative Work Experience 089 AD)

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.

This Career Seminar is designed for employed Cooperative Work Experience students who wish to gain higher levels of occupational competence. Students will complete a job portfolio. Topics will be explored that expressly relate to actual work experience learning, activities and issues. Veterans may utilize this course to obtain V.A. educational benefits for the related Cooperative Work Experience credit. Lecture. Optional credit/no credit or grade. *Transferable to CSU.* May not be offered each semester.

COOPERATIVE WORK EXPERIENCE 101 AD - 104 AD - 1-4 Units**Cooperative Work Experience**

(Formerly known as: Cooperative Work Experience 091 AD - 094 AD)

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. Lab. Letter grade only. *Transferable to CSU.*

COSMETOLOGY

COSMETOLOGY 001 - 2 Units

Related Theory, Freshman Level I

Corequisites: Cosmetology 002

Course in cosmetology that acquaints the beginning student with basic scientific theory in anatomy, chemistry, physiology of hair and nails, bacteriology, sterilization, cytology, mycology, and California State Board rules and regulations. Lecture. Letter grade only. A nine-week course.

COSMETOLOGY 002 - 6 Units

Cosmetology, Freshman Level I

Corequisites: Cosmetology 001

A beginning course in cosmetology which acquaints the student with basic principles of wet-hair dressing, hair cutting, hair tinting, manicuring, permanent waving, scalp and facial massage and makeup. Students enrolling in this program should be prepared to purchase a textbook - \$115.00, shrink-wrap materials - \$9.00, a uniform - \$25.00, and a kit costing \$1,000.00. These items will be used throughout the entire program. Lecture & lab. Letter grade only. A nine-week course.

COSMETOLOGY 003 - 2 Units

Related Theory, Intermediate Level II

Prerequisites: Cosmetology 001 and 002

Corequisites: Cosmetology 004

An intermediate course in cosmetology which acquaints the students with basic scientific theory in chemistry, physiology of hair and nails, bacteriology and sterilization as it relates to the practical manipulative skills. Lecture. Letter grade only. A nine-week course.

COSMETOLOGY 004 - 6 Units

Cosmetology, Intermediate Level II

Prerequisites: Cosmetology 001 and 002

Corequisites: Cosmetology 003

An intermediate course in cosmetology where the students will continue the practice of hair cutting, styling and permanents on manikins and live models in order to perfect their skills. Lecture & lab. Letter grade only. A nine-week course.

COSMETOLOGY 005 - 2 Units

Related Theory, Advanced Level III-A

Prerequisites: Cosmetology 003 and 004

Corequisites: Cosmetology 006

An advanced course in cosmetology that acquaints the student with basic scientific theory in anatomy; chemistry; physiology of hair and nails; sterilization and electricity as they apply to cosmetology; neurology; osteology; disorders of the skin, scalp and hair; and salon management. Lecture. Letter grade only. A nine-week course.

COSMETOLOGY 006 - 6 Units

Cosmetology, Advanced Level III-A

Prerequisites: Cosmetology 003 and 004

Corequisites: Cosmetology 005

An advanced course in cosmetology in which the student engages in manipulative training and practices these manipulative skills on patrons from the community in a beauty salon atmosphere. Lecture & lab. Letter grade only. A nine-week course.

COSMETOLOGY 007 - 2 Units

Related Theory, Advanced Level III-B

Prerequisites: Cosmetology 005 and 006

Corequisites: Cosmetology 008

An advanced course in cosmetology that acquaints the student with basic scientific theory in anatomy; chemistry; physiology of hair and nails; sterilization and electricity as they apply to cosmetology; neurology; osteology; disorders of the skin, scalp and hair; and salon management. Lecture. Letter grade only. A nine-week course.

COSMETOLOGY 008 - 6 Units

Cosmetology, Advanced Level III-B

Prerequisites: Cosmetology 005 and 006

Corequisites: Cosmetology 007

An advanced course in cosmetology in which the student engages in manipulative training and practices these manipulative skills on patrons from the community in a beauty salon atmosphere. Lecture & lab. Letter grade only. A nine-week course.

COSMETOLOGY 009 - 2 Units

Related Theory, Advanced Level III-C

Prerequisites: Cosmetology 007 and 008

Corequisites: Cosmetology 010

A course in Cosmetology which acquaints the students with the State Board of Cosmetology examination and preparation for job interview skills. Lecture. Letter grade only. A nine-week course.

COSMETOLOGY 010 - 6 Units

Cosmetology, Advanced Level III-C

Prerequisites: Cosmetology 007 and 008

Corequisites: Cosmetology 009

An advanced course in cosmetology in which the student engages in manipulative training and practices these manipulative skills on patrons from the community in a beauty salon atmosphere. Lecture & lab. Letter grade only. A nine-week course.

COSMETOLOGY 077 - 16 Units

Esthetician

This course is designed to prepare the student for a vocation in Esthetics. The students will be trained in skin analysis, massage techniques, hair removal, use of electrical modalities, as well as basic and corrective make-up. Students will practice their knowledge and skills on other students and clients in a salon atmosphere. Students enrolling in this program should be prepared to purchase a textbook and kit which costs approximately \$600.00. No transfers accepted from other programs. Lecture & lab. Letter grade only.

COUNSELING

COUNSELING 100 - 1.5 Units

Career Planning

A course 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. Credit/no credit only. An eight-week course *Transferable to CSU*.

COUNSELING 103 - 1 Unit**Educational Planning for Student Success**

This course is designed to assist students in taking charge of their educational experience. Students will receive important information about college programs and success services, academic policies and procedures, an exploration of higher education in California and educational planning. Each student will develop an individualized student educational plan to meet their educational goals. Lecture. Credit/no credit only. A six-week course. *Transferable to CSU.*

COUNSELING 104 - 3 Units**Career and Life Planning: A Holistic Approach**

This is an extensive career and life-long planning course within the broad perspective of psychological, sociological, and physiological theory. Students will explore careers that are in alignment with their values, interests, and personality by utilizing assessments, discussions, designed activities, and assignments. Discussion of psychological, sociological, and physiological theory will then be applied to their career choice. Within the context of these theories an emphasis will be placed on self-esteem, gender, stress, sleep, and holistic health issues. Students will learn how to apply motivational techniques and cognitive techniques to the process of successfully preparing to enter a specific career field. This course is similar to the usual career course and yet is dissimilar in that it places career in the broader perspective of life-long learning. Lecture. Letter grade only. *Transferable to CSU.*

COUNSELING 199 AD - 0.50-2.0 Units**Counseling Topics**

Presentation, discussion and study of personal development issues. Topics may include employability skills, motivation, values clarification, decision making, self-esteem and current issues. Units will vary depending on topic and number of meetings scheduled. Intended for students wishing to deal with issues relating to their own personal development and/or helping others with these issues. Lecture. Credit/no credit only. *Transferable to CSU.*

CRIMINAL JUSTICE**CRIMINAL JUSTICE 046 - 4 Units****Police Civilian Supervisor Course**

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 course. Lecture. Credit/no credit only.

CRIMINAL JUSTICE 048 AD - 3 Units**Marine Safety Course - Lifeguard I**

This course is designed to provide Ocean Lifeguard I training and certification as mandated by the United States Lifesaving Association. It includes basic rescue techniques, safety procedures, first aid, and communication methods. This course involves active participation in ocean swimming and training in existing environmental conditions. Lecture & lab. Credit/no credit only.

CRIMINAL JUSTICE 050 AD - 0.25-0.5 Units**Advanced Officer/Job Specific Training**

Continuing professional training for in-service officers that is intended to meet the new legislative mandated training requirements. This section deals with arrest and control techniques in the areas of carotid holds, take down and arrest procedures, handcuffing, etc. Lecture. Credit/no credit only.

CRIMINAL JUSTICE 050-01 AD - 0.25-0.5 Units**Community Oriented Police Training**

Prerequisites: Criminal Justice 064

This course is designed to fulfill the Peace Officer Standards and Training requirements for continuing professional training for in-service officers. This section introduces continuing professional training in the area of community oriented policing. Lecture. Credit/no credit only. One-week course.

CRIMINAL JUSTICE 050-02 AD - 0.25-0.5 Units**Tactical Training**

Prerequisites: Criminal Justice 064

This course is designed to fulfill the Peace Officer Standards and Training requirements for continuing professional training for in-service officers. This section introduces continuing professional training in the area of tactical training. Lecture. Credit/no credit only. One-week course.

CRIMINAL JUSTICE 050-03 AD - 0.25-0.5 Units**Legislative Mandates**

Prerequisites: Criminal Justice 064

This course is designed to fulfill the Peace Officer Standards and Training requirements for continuing professional training for in-service officers. This section specifically pertains to those subject areas that are legislatively mandated by the Penal Code. Lecture. Credit/no credit only. One-week course.

CRIMINAL JUSTICE 050-04 AD - 0.25-0.5 Units**Firearms Training**

Prerequisites: Criminal Justice 064

This course is designed to fulfill the Peace Officer Standards and Training requirements for continuing professional training for in-service officers. This section deals with firearms training, i.e. new weapons, new techniques, new procedures. Lecture. Credit/no credit only. One-week course.

CRIMINAL JUSTICE 050-04-1 AD - .5 Units**Firearms/Handgun Training Update**

Prerequisites: Criminal Justice 064

Continuing professional training for in-service officers. Training deals with specific liability issues, technical updates, safety rules, procedures. Technical qualifications are done at an off-site shooting range. Lecture & lab. Credit/no credit only.

CRIMINAL JUSTICE 050-05 AD - 0.25-0.5 Units**Arrest and Control Techniques**

Prerequisites: Criminal Justice 064

Continuing professional training for in-service officers that is intended to meet the new legislative mandated training requirements. This section deals with arrest and control techniques in the areas of carotid holds, take down and arrest procedures, handcuffing, etc. Lecture. Credit/no credit only. One-week course.

CRIMINAL JUSTICE 050-06 AD - 0.25-0.5 Units**Impact Weapons Training**

Prerequisites: Criminal Justice 064

This course is designed to fulfill the Peace Officer Standards and Training requirements for continuing professional training for in-service officers. This section deals with the use of straight stick and side handle batons. Lecture. Credit/no credit only. One-week course.

CRIMINAL JUSTICE 050-07 AD - 0.25-0.5 Units**EMS Requirements**

Prerequisites: Criminal Justice 064

Continuing professional training for in-service officers that is intended to meet the new legislative mandated training requirements. This section teaches the most current EMS First Aid and CPR lifesaving techniques. Lecture. Credit/no credit only. One-week course.

CRIMINAL JUSTICE 050-08 AD - 0.25-0.5 Units**Legal/Penal Code Updates**

Prerequisites: Criminal Justice 064

Continuing professional training for in-service officers that is intended to meet the new legislative mandated training requirements. This section deals with current and the newest Legal and Penal Code updates and laws pertaining to law enforcement requirements. Lecture. Credit/no credit only. One-week course.

CRIMINAL JUSTICE 050-09 AD - 0.25-0.5 Units**Health and Safety**

Prerequisites: Criminal Justice 064

Continuing professional training for in-service officers that is intended to meet the new legislative mandated training requirements. This section introduces training in new laws and techniques pertaining to health and safety codes. Lecture. Credit/no credit only. One-week course.

CRIMINAL JUSTICE 050-10 AD - 0.25-0.5 Units**Investigative**

Prerequisites: Criminal Justice 064

Continuing professional training for in-service officers that is intended to meet the new legislative mandated training requirements. This section deals with investigative procedures such as interrogation, interviewing and surveillance techniques. Lecture. Credit/no credit only. A one-week course. Four or eight lecture hours.

CRIMINAL JUSTICE 050-13 AD - 0.25-0.5 Units**Chemical Agents**

Prerequisites: Criminal Justice 064

Continuing professional training for in-service officers that is intended to meet the new legislative mandated training requirements. This section deals with chemical agents, i.e. Oleoresin Capsicum (Pepper Spray). Lecture. Credit/no credit only. A one-week course. Four or eight lecture hours.

CRIMINAL JUSTICE 050-16 - 0.5 Units**ASP-Basic Expandable Baton**

Prerequisites: Graduate of a POST Basic Academy class and sworn peace officer.

This course is designed to provide sworn peace officers with the skills and hands-on experience necessary to deploy the expandable baton. It introduces theoretical concepts to provide a thorough understanding of potential altercations and how to diffuse the predictable escalation in order to avert possible violence. It includes hands-on instruction in the technical and operational aspects of the expandable baton and use of force concepts. Lecture & lab. Credit/no credit only. Eight to sixteen-hour course.

CRIMINAL JUSTICE 050-17-1 AD - 0.5 Units**Department of Consumer Affairs, Investigator Update Course**

Prerequisites: Criminal Justice 090

This 8-hr. course is a brief review/update that meets the basic requirements of the State of California relating to recent statutory or regulation changes dealing with the department of Consumer Affairs. This course is designed for investigators of the Division of Investigation (DOI), the law enforcement branch of the Department of Consumer Affairs of the State of California. The Division of Investigation (DOI) provides investigative/peace services to regulatory boards, programs and bureaus under the jurisdiction of the Department of Consumer Affairs (DCA) of the State of California. Lecture. Credit/no credit only. Eight hour course.

CRIMINAL JUSTICE 050-17-2 AD - 1 Unit**Department of Consumer Affairs, Investigator Update Course**

Prerequisites: Criminal Justice 090

This 16-hr. course is a brief review/update that meets the basic requirements of the State of California relating to recent statutory or regulation changes dealing with the department of Consumer Affairs. This course is designed for investigators of the Division of Investigation (DOI), the law enforcement branch of the Department of Consumer Affairs of the State of California. The Division of Investigation (DOI) provides investigative/peace services to regulatory boards, programs and bureaus under the jurisdiction of the Department of Consumer Affairs (DCA) of the State of California. Lecture. Credit/no credit only. Sixteen-hour course.

CRIMINAL JUSTICE 050-17-3 - 1.5 Units**Department of Consumer Affairs, Investigator Update Course**

Prerequisites: Criminal Justice 090

This 24-hr. course is a review/update that meets the basic requirements of the State of California relating to recent statutory or regulation changes dealing with the department of Consumer Affairs. This course is designed for investigators of the Division of Investigation (DOI), the law enforcement branch of the Department of Consumer Affairs of the State of California. The Division of Investigation (DOI) provides investigative/peace services to regulatory boards, programs and bureaus under the jurisdiction of the Department of Consumer Affairs (DCA) of the State of California. Lecture. Credit/no credit only. A twenty-four-hour course.

CRIMINAL JUSTICE 050-18 AD - 1.5 Units**Identity Theft Investigation**

Prerequisites: Criminal Justice 064

This course is designed to train patrol officers to recognize, understand, and properly investigate (at the patrol level,) identity-theft and related crimes. The officer will learn the elements of crimes, modes of commission, victim support, and related reporting and evidence issues. Lecture. Credit/no credit only.

CRIMINAL JUSTICE 050-19 AD - 1.5 Units**Dispatcher Update**

This course offers continuing professional training for in-service dispatchers. This training deals with interpersonal communication skills in the workplace, recognition and management of dispatch stress symptoms, communication techniques in crisis management, and preparation for courtroom testimony and internal affairs investigations. Lecture. Credit/no credit only.

CRIMINAL JUSTICE 050-20 - 2 Units**Radar Operator Recertification Course**

(Formerly known as: Criminal Justice 059 AD)

Prerequisites: Criminal Justice 064

This course is designed to provide an update on the legal and technical use of radar. It includes an overview of the characteristics and functions of radar components, effects of radar use, and calibration techniques. Lecture. Credit/no credit only.

CRIMINAL JUSTICE 053 - 1 Unit**Specialized Investigators' Basic Course Orientation**

This course is designed to familiarize the student with the Specialized Investigators' Basic Course training program and provide an understanding of the mental, physical, academic, and legal requirements and commitments that must be considered. The comprehensive program will assess the suitability and employability of potential specialized investigator students. Students will be required to complete job-related tests to determine eligibility for the Specialized Investigators' Basic Course and a career as a state investigator. Lecture & lab. Credit/no credit only. A two-week course.

CRIMINAL JUSTICE 054 AD - 2 Units**Police Academy 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. Lecture & lab. Credit/no credit only. A four-week course.

CRIMINAL JUSTICE 054-1AD - 1.5 Units**Pre-Academy Physical Fitness**

The Pre-Academy Physical Fitness Course is designed to prepare students for the physical aspects of the police academy course approved by the California Commission on Peace Officer's Standards and Training (POST). Students will perform various physical exercises including the POST-mandated physical agility test (99-yard agility run, body drag, six-foot solid wall, six-foot chain link fence & 500-yard run), cardiovascular endurance exercises, and various calisthenics. Proper body mechanics, techniques, and conditioning principles will be applied with an emphasis on proper nutrition and injury prevention. Lecture & lab. Credit/no credit only.

CRIMINAL JUSTICE 056 - 2 Units**Basic Traffic Accident**

Prerequisites: Criminal Justice 064

In an age of increasing criminal and civil litigation, it is imperative that officers have the skills and knowledge to properly investigate and document traffic accidents. This course provides officers with the basic requirements for investigating a traffic accident and for completing a standard traffic accident report. Lecture & lab. Credit/no credit only. A one-week course.

CRIMINAL JUSTICE 060 - 2 Units**Field Training Officer**

This Field Training Officers Course is designed to provide the understanding of the goals and objectives of the Peace Officers Standards and Training (POST) approved field training programs as they apply to the training of newly assigned patrol officers. It is designed for the orientation and training of the newly selected Field Training Officer (FTO) and to assist him/her to become a fair and competent field training officer for his/her agency. Lab. Credit/no credit only.

CRIMINAL JUSTICE 064 - 23 Units**Police Basic Course**

Prerequisites: Criminal Justice 054AD

Corequisites: Criminal Justice 064-1 and Criminal Justice 064L

This course provides the fundamentals of basic police training in compliance with the minimum standards established by the California Commission on Peace Officer Standards and Training (POST). The training includes community based policing concepts, techniques, and observation of application. Student will be graded and evaluated on academic accomplishment, physical skills, handgun proficiency, and demeanor. Lecture & lab. Letter grade only.

CRIMINAL JUSTICE 064-1 - 2 Units**Lifetime Health & Fitness for Law Enforcement**

Prerequisites: Criminal Justice 054

Corequisites: Criminal Justice 064

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. Lecture & lab. Letter grade only.

CRIMINAL JUSTICE 067 AD - 1.50 Units**Advanced In-Service Training**

New laws and court decisions, arrest, search and seizure, changes in enforcement policy, new concepts in police technology, community relations, police ethics and integrity. Lecture. Credit/no credit only.

CRIMINAL JUSTICE 069 - 0.5 Units**F.A.T.S. Interactive Fire Arms Training**

Prerequisites: Criminal Justice 064 or 071AD or 090 or any law enforcement background.

This course is designed to sharpen the student's basic shooting fundamentals by participating in simulated scenarios depicting deadly force encounters. Also includes lectures on Use of Force, Threat Recognition, Command Presence and Voice Commands. All practical scenarios are simulations. Lecture & lab. Credit/no credit only. An eight-hour course.

CRIMINAL JUSTICE 070 - 4 Units**Police Supervisory Academy**

P.O.S.T. certified 80-hour course. Fundamentals of police supervision and management, including training, supervision and evaluation. Lecture & lab. Credit/no credit only.

CRIMINAL JUSTICE 070-1 - 3 Units**Leadership Development**

Students will learn to articulate knowledge of leadership concepts in the law enforcement environment. Critical assessment of evaluation policies, leadership behavior, performance appraisals will be covered, as well as, establishing the difference between civil and criminal accountability and the application of Community Oriented Policing and Problem Solving. Lecture. Credit/no credit only.

CRIMINAL JUSTICE 071-1 AD - 1.0 Units
Laws of Arrest and Firearms (Firearms Section)

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. A POST PC 832 certificate will be awarded only to those students who successfully complete the "Firearms Section" (CJ 071-1AD) and the "Laws of Arrest Section" (CJ 071-2AD) of the PC 832 course. Students are responsible for payment of firearms range and ammunition fees of approximately \$125.00. Lecture & lab. Credit/no credit only.

CRIMINAL JUSTICE 071-2 AD - 2.5 Units
Laws of Arrest and Firearms (Laws of Arrest Section)

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. A POST PC 832 certificate will be awarded only to those students who successfully complete the "Firearms Section" (CJ 071-1AD) and the "Laws of Arrest Section" (CJ 071-2AD) of the PC 832 course. 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, crimes against the justice system, and cultural diversity. Lecture & lab. Credit/no credit only.

CRIMINAL JUSTICE 073 AD - 1 Unit
School Security Officer Training

This course teaches BSIS (Bureau of Security and Investigative Services) mandated instruction and training dealing with the role and responsibility of the school security officer. It presents the necessary components for understanding the field of school (K-12) and community college safety and security. The course looks at laws and liability, security awareness in the educational environment, mediation and conflict resolution, disasters and emergencies, and the dynamics of student behavior. It satisfies the additional training requirement for security officers working on school property for more than 20 hours a week, as mandated by Senate Bill (SB) 1626. Lecture. Credit/no credit only.

CRIMINAL JUSTICE 073-1 AD - 1 Unit
School Security Officer

This course teaches BSIS (Bureau of Security and Investigative Services) mandated instruction and training dealing with the role and responsibility of the school security officer. It presents the necessary components for understanding the field of school (K-12) and community college safety and security. The course looks at laws and liability, security awareness in the educational environment, mediation and conflict resolution, disasters and emergencies, and the dynamics of student behavior. It satisfies the additional training requirement for security officers working on school property for more than 20 hours per week, as mandated by Senate Bill (SB) 1626. Lecture. Credit/no credit only.

CRIMINAL JUSTICE 074 AD - 1.5 Units
Campus Law Enforcement Officer Course

Prerequisites: Any law enforcement background or current employment as K-12 or campus peace officer

This course teaches P.O.S.T. (California Commission on Peace Officer Standards and Training) mandated instruction and training dealing with the role and responsibility of the school peace officer. It looks at laws and liability, security awareness in the educational environment, mediation and conflict resolution, disasters and emergencies, and the dynamics of student behavior. It satisfies the additional training requirement for specialized school and community college peace officers, as mandated by Senate Bill (SB) 1627. Lecture. Credit/no credit only.

CRIMINAL JUSTICE 075 - 2 Units
Community Oriented Policing for In-Service Officers

Prerequisites: Criminal Justice 064

This course is designed to teach the underlying philosophy of Community Oriented Policing (COP) to in-service police officers. It emphasizes professional values, principles, ethics, positive intervention, communication, and problem solving skills. The focus is on pro-active rather than reactive policing. Lecture. Optional credit/no credit or grade.

CRIMINAL JUSTICE 076 AD - 2 Units
Physical Training Instructors

Prerequisites: Recommendation of Certified Presenter of Basic Academy Course

Designed to train law enforcement recruit academy physical training instructors in instructing the POST required performance objectives in learning Domain #32. Lecture & lab. Credit/no credit only. One week course.

CRIMINAL JUSTICE 077 - 1 Unit
Long Rifle Marksmanship

Prerequisites: Criminal Justice 092

This course is designed to teach long rifle shooting techniques to police officers who have been assigned to their departments' SWAT team as a long rifle marksman. Lecture & lab. Credit/no credit only. One week course.

CRIMINAL JUSTICE 077-2 - 1 Unit
Long Rifle Supervisor's Course (SWAT)

This course teaches the supervisory skills needed for effective supervision of law enforcement officers assigned as Long Rifle Shooters to a law enforcement agency's Special Weapons and Tactics team (SWAT). It defines legal, administrative, and ethical issues. It also analyzes and establishes the criteria for selecting the Long Rifle Supervisor; identifies related necessary training; assesses deployment and tactics; and addresses public relation issues. Lab. Credit/no credit only.

CRIMINAL JUSTICE 078-1AB - 6.5 Units**Public Safety Dispatcher Basic Course (Intensive Format)**

(Formerly known as: Criminal Justice 078-1AD)

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. Lecture & lab. Credit/no credit only.

CRIMINAL JUSTICE 078-2AB - 6.5 Units**Public Safety Dispatcher Basic Course (Extended Format)**

(Formerly known as: Criminal Justice 078-2AD)

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.

CRIMINAL JUSTICE 080 - 2 Units**Communications Training Officer**

Prerequisites: Criminal Justice 078 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. Credit/no credit only.

CRIMINAL JUSTICE 081 - 0.5 Units**Tactical Communications**

This course is designed to provide students with the verbal skills to effectively control a situation using the power of the voice. It provides practical methods to bring people into voluntary compliance with voice command and command presences. Lecture. Credit/no credit only. An eight-hour course

CRIMINAL JUSTICE 082 - 1 Unit**Advanced Long Rifle Course**

Prerequisites: Criminal Justice 077

This course is designed to teach advanced long rifle shooting techniques to police officers who have been assigned to their departments' SWAT team as a long rifle marksman. Lecture & lab. Credit/no credit only. Three-day course.

CRIMINAL JUSTICE 085 - 2 Units**Drug/Alcohol Recognition**

Prerequisites: Criminal Justice 064

This course is designed to teach officers the procedures for handling a driver under the influence of alcohol or drugs or a combination of drugs. It includes drug and alcohol awareness, drug and alcohol recognition, field sobriety tests, horizontal gaze nystagmus and case preparation. Lecture. Credit/no credit only. A forty-hour course.

CRIMINAL JUSTICE 089-1 - 1.5 Units**Tactical Rappelling, Climbing and Obstacle Clearing Instructor Course**

Prerequisites: Criminal Justice 092

This course is designed to teach the highly technical and tactical skills needed in providing specialized instruction dealing with acute incidents encountered in critical law enforcement situations. The focus is on training tactical teams to conduct movement in urban and rural areas utilizing special ascending and descending skills and equipment. Participants will learn how to present and instruct obstacle clearing procedures to gain access to critical locations and positions, ladder and structure climbing, and rappelling. Lecture & lab. Credit/no credit only. A one-week course.

CRIMINAL JUSTICE 089-2 - 2 Units**Advanced SWAT Training Course**

This course teaches the advanced skills needed to be an effective member of a law enforcement agency's Special Weapons and Tactics Team (SWAT). It reviews basic concepts applicable to SWAT operations and also reinforces the criteria for functioning as a team member of a SWAT unit. The course augments and enhances particular and advanced situational training skills which include evaluation and implementation of planning strategies, assessment of tactical operations, selection, care and practical use of specialized weapons, and participation in comprehensive field problems.

CRIMINAL JUSTICE 090 - 15 Units**Specialized Investigator's Basic Course (SIBC)**

Prerequisites: Criminal Justice 053AD or current employment as a Specialized Investigator in a California law enforcement agency

Basic knowledge and skills in compliance with minimum standards to meet requirements established by the Commission on Peace Officers Standards and Training (POST) for persons serving as Specialized Investigators in the State of California. Includes both physical and academic standards for successful completion. Lecture & lab. Letter grade only. Forty-hours a week for sixteen weeks.

CRIMINAL JUSTICE 091 - 1 Unit**Reserve Coordinator's Course**

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 1 reserve officers, new trends and legislation concerning reserve officers. Lecture. Credit/no credit only.

CRIMINAL JUSTICE 092 - 4 Units**Special Weapons and Tactics Academy**

Prerequisites: Criminal Justice 064 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. Lecture. Credit/no credit only. A two-week course.

CRIMINAL JUSTICE 092-1 - 2 Units
Tactical Commander

Prerequisites: Criminal Justice 092

This course is designed for supervisory and command level officers who have tactical responsibility. The course addresses the employment of SWAT teams, snipers, negotiators, containment, command posts, and other special operations, resources for barricaded suspects, hostage situations, counter-sniper and high risk service operations. Lecture. Credit/no credit only.

CRIMINAL JUSTICE 092-2 - 1 Unit
Basic MP-5 Sub-machinegun

This course is designed to teach the necessary components for understanding the full use of the MP-5 sub-machine gun. It presents firearms safety and legal issues, history, development, assembly/disassembly, function, maintenance, proper stance, reload, malfunction and drug and armor drills, modes of fire, moving targets, firing on the move and live fire qualifications. Lecture & lab. Credit/no credit only.

CRIMINAL JUSTICE 093 - 0.33 Units
Riot and Crowd Control

Prerequisites: Criminal Justice 064

Designed to train law enforcement individuals in riot and crowd control using most up-to-date and modern techniques. Will cover Arrest/Control techniques, platoon and squad formations and define roles of Incident Commander, platoon and squad leaders. Lecture & lab. Credit/no credit only. Open to in-service personnel only. An eight-hour course.

CRIMINAL JUSTICE 096 - 4 Units
Investigative and Trial Preparation

Prerequisites: Criminal Justice 064

This course is designed for the police officer who has been, or is about to be transferred to the investigative staff of a district attorney's office. Lecture. Credit/no credit only. A two-week course.

CRIMINAL JUSTICE 097 - 1.5 Units
Advanced Officer Training

Prerequisites: Criminal Justice 064

Field operations and tactics with emphasis on new technology and concepts. Recent legislation and new court decisions. Introduction to administrative problems. Case preparation and report writing techniques with emphasis on follow-up investigations. Police-community relations, ethics, interpersonal communications, officer survival techniques, firearms update, arrest and control tactics, stress management, narcotics, and other new advances in the field of law enforcement. The course is certified by the Commission on Peace Officer Standards and Training. Lecture & lab. Credit/no credit only. A one-week course.

CRIMINAL JUSTICE 099 AD - 2 Units
Basic Course Instructor Program

Prerequisites: Criminal Justice 064 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. Credit/no credit only.

CRIMINAL JUSTICE 110 - 3 Units
Criminal Investigation

Fundamentals of criminal investigation, crime scene reconstruction and search, sources of information, case preparation. Multiple issues plaguing American society and law enforcement are explored-violent crimes against persons, sexual assaults and other sex crimes, hate crimes, chemical and ecological terrorism, assassinations, massive casualty/catastrophic unusual occurrences, bombings/improvised explosive devices, destructive cult groups. Management of criminal investigation cases are examined. Court decisions that affect how criminal investigations must be conducted within American constitutional frameworks are covered. Lecture. Letter grade only. *Transferable to CSU.*

CRIMINAL JUSTICE 123 - 3 Units
Juvenile Law and Procedure

(Formerly known as: Criminal Justice 023)

Study of three major categories of children and juveniles: dependents victims of child abuse and neglect, sexual exploitation, victims of unfit homes; pre-delinquents run-aways, throwaways, incorrigibles, intoxicating agents/drugs; delinquents street gangs, prison gangs and assaultive crimes. Community based diversion programs are explained. Lecture. Optional credit/no credit or grade. *Transferable to CSU.*

CRIMINAL JUSTICE 128 - 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 130 (1-3) - 1 Unit
Character Development for Law Enforcement

(Formerly known as: Criminal Justice 030-1)

This course defines the principals of personal character as they relate to ethics and it establishes the critical role that character plays in the ethical decision making of a person's personal and professional life. It examines how ethical choices impact the professional law enforcement environment and the subsequent effect on police service. Additionally, the course considers how character influences the training, supervision, management and leadership of successful law enforcement organizations. This exceptional course is the only known curriculum that specifically addresses character and how this quality relates and affects professional law enforcement. Lecture. Optional credit/no credit or grade. A sixteen-hour course. *Transferable to CSU.*

CRIMINAL JUSTICE 136 - 3 Units
Crime Scene Investigator/Finger Printing

(Formerly known as: Criminal Justice 036)

This course is a comprehensive analysis of the multiple components of the forensic investigation process. Topics include: Awareness of Physical Evidence, Processing the Crime Scene, Reconstructing the Crime Scene, Special Evidence Handling, Fingerprints and Safety. Lecture. Letter grade only. *Transferable to CSU.*

CRIMINAL JUSTICE 137 - 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/stereotyping/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. Lecture. Letter grade only. *Transferable to CSU; UC.*

CRIMINAL JUSTICE 139 - 3 Units**Emergency Medical Response**

First response course taught from a law enforcement perspective. Covers CPR, first aid, and response to special occurrences. Meets Title 22 and POST (California Commission on Peace Officer Standards and Training) requirements. Students receive American Red Cross certification in Professional Responder and Emergency Response/First Aid. Lecture. Letter grade only. *Transferable to CSU.*

CRIMINAL JUSTICE 140 - 3 Units**Introduction to Criminal Justice (CP1)**

History and philosophy of criminal justice administration as it evolved in the United States; in-depth study of the justice system components; nature and extent of crime in America; concepts of crime causation. The roles and role expectations in theory and in reality of criminal justice personnel; system interrelationship with society, punishments and incarceration alternatives. Lecture. Letter grade only. *Transferable to CSU; UC. (CAN AJ 2)*

CRIMINAL JUSTICE 141 - 3 Units**Criminal Law I**

This course analyzes the historical and modern development, classification, and sources of criminal law. This course also examines criminal law as it applies to inchoate crimes, parties to crimes, and defenses to criminal acts. Lecture. Letter grade only. UC Credit limitations: Criminal Justice 141 and 142 combined maximum credit, one course. *Transferable to CSU; UC.*

CRIMINAL JUSTICE 142 - 3 Units**Criminal Law II**

This course analyzes general criminal statutes, crimes against persons, crimes against property, crimes against the justice system, crimes against the public peace and morals, and crimes involving drugs and weapons. Lecture. Letter grade only. UC Credit limitations: Criminal Justice 141 and 142 combined maximum credit, one course. *Transferable to CSU; UC.*

CRIMINAL JUSTICE 146 - 3 Units**Police Report Writing**

Advisories: Criminal Justice 142

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 150 - 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 151 - 3 Units**Practical Aspects of Corrections**

Prerequisites: Criminal Justice 150

This course is a follow-up course to Criminal Justice 150 (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 160 - 3 Units**Introduction to Forensics (and Evidence Technology)**

This course provides an introduction to forensic investigations and their application to the criminal investigative process. Topics include history and development of forensic science, forensic science careers, legal aspects of investigation, crime scene processing and methods of evidence collection, identification, and preservation, photography/videography, body fluids, drugs, alcohol, fingerprints, documents, arson, and death investigations. Lecture. Letter grade only. *Transferable to CSU.*

CRIMINAL JUSTICE 161 - 3 Units**Introduction to Fingerprint Identification**

This course is designed to provide the student with a detailed understanding of the fingerprint identification process. The student will learn fingerprint development, comparison, and identification techniques. The student will be required to demonstrate learned techniques. Lecture. Letter grade only. *Transferable to CSU.*

CRIMINAL JUSTICE 165 - 3 Units**Forensic Photography**

This course provides an introduction to the applications of photography in the criminal investigative process. General topics include camera equipment operation, digital photography, daylight and night scene photography. Specific topics include crime scene documentation, fingerprints, tire tracks, shoe prints, corporal injuries, and autopsies. This course introduces the student to firearm, arson, and homicide investigations, and to the presentation of photographic evidence in court. Students enrolling in this course must have access to a single lens reflex camera, or digital camera, with a manually adjustable lens and shutter speed. Lecture. Letter grade only. *Transferable to CSU.*

DANCE

DANCE 100 AD - 1-1.5 Units**Beginning Modern Dance**

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 credit/no credit or grade. *Transferable to CSU; UC.*

DANCE 105 AD - 1 Unit**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 credit/no credit or grade. *Transferable to CSU; UC.*

DANCE 110 AB - 1.5 Units**Introduction to Dance: Ballet, Modern and Jazz**

This course is designed to introduce students to the basic dance techniques of modern dance, jazz dance and ballet. Recommended for students without recent dance experience. Recommended as a course to be taken preceding Dance 100, 120 or 125. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU; UC.*

DANCE 112 AD - 0.5-1 Units**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 credit/no credit or grade. *Transferable to CSU.*

DANCE 115 AD - 1 Unit**Beginning Tap Dance**

This course provides instruction and practice in beginning tap techniques. The course will include an analysis of basic skills in tap dance movement and its relationship to the musical accompaniment. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU; UC.*

DANCE 120 AD - 1-1.5 Units**Beginning Ballet**

Instruction and practice in fundamental ballet techniques. Students will learn basic alignment, warm-ups, barre work, enter floor adage, and allegro dance combinations including discussions on ballet terminology. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU; UC.*

DANCE 125 AD - 1-1.5 Units**Beginning Jazz Dance**

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 credit/no credit or grade. *Transferable to CSU; UC.*

DANCE 130 AD - 1 Unit**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 credit/no credit or grade. *Transferable to CSU; UC.*

DANCE 135 AD - 0.5-1 Units**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 credit/no credit or grade. *Transferable to CSU; UC.*

DANCE 136 AD - 0.5-1 Units**Intermediate/Advanced Mid-Eastern Dance**

Advisories: Dance 135AD

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 credit/no credit or grade. *Transferable to CSU; UC.*

DANCE 145 AD - 1-1.5 Units**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 credit/no credit or grade. *Transferable to CSU; UC.*

DANCE 150 AD - 1 Unit**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 credit/no credit or grade. *Transferable to CSU; UC.*

DANCE 155 AD - 1-1.5 Units**Intermediate Ballet**

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 credit/no credit or grade. *Transferable to CSU; UC.*

DANCE 160 AD - 1-1.5 Units**Commercial Dance Styles**

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 credit/no credit or grade. *Transferable to CSU; UC.*

DANCE 200 AD - 1-1.5 Units**Advanced Modern Dance**

A course designed to develop advanced dance skills in modern dance techniques, improvisation and composition, and to give performance and repertoire experience. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU; UC.*

DANCE 215 AD - 1 Unit**Advanced Tap Dance**

Introduction and practice in advanced tap dance techniques. A thorough study into the execution of movement phrases using tap sounds of varying intensity, quality and rhythm. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU; UC.*

DANCE 220 AD - 1-1.5 Units**Advanced Ballet**

Advanced level ballet techniques. Classroom participation in barre work, complex center practice and advanced adagio and allegro combinations. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU; UC.* May not be offered each semester.

DANCE 225 AD - 1-1.5 Units**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 credit/no credit or grade. *Transferable to CSU; UC.*

DANCE 230 AD - 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. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU; UC.*

DANCE 235 AD - 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. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU; UC.* May not be offered each semester.

DANCE 240 AD - 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 credit/no credit or grade. *Transferable to CSU; UC.*

DANCE 245 AD - 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. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU; UC.* May not be offered each semester.

DANCE 250 AD - 1-2 Units**Studio Production and Performance**

Prerequisites: Retention based upon successful audition

Corequisites: Enrollment in intermediate technique class such as Dance 145, 150, 155 or 160

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 instructors choreography. All aspects of the production are studied: Choreography lighting, costuming, publicity, music, scenery design, and staging. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU; UC.*

DANCE 260 AD - 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. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU; UC.* May not be offered each semester.

DANCE 270 AD - 0.5 Units**Dance Workshop**

An intensive dance experience with a guest dance artist. The movement material for this class will be from the guest artist's repertoire and will be designed for intermediate and advanced level dance students. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU; UC.*

DESIGN**DESIGN 101 - 2 Units****Introduction to Design**

(Same as: Art 191)

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 credit/no credit or grade. *Transferable to CSU.*

DESIGN 105AB - 3 Units**Introduction to Design Materials and Technical Processes**

(Same as: Art 192AB)

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 credit/no credit or grade. *Transferable to CSU.*

DESIGN 131 AB - 3 Units**Perspective and Rendering Systems**

(Same as: Art 193AB)

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 132AB - 3 Units

Rendering and Perspective Systems

(Same as: Art 194AB)

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 150AB - 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.*

DESIGN 232 AB - 3 Units

Rapid Visualization Techniques

(Same as: Art 232AB)

Prerequisites: Design 131 and 132, or completion of either 131 or 132 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.*

DIESEL TECHNOLOGY

DIESEL TECHNOLOGY 068 - 3 Units

Marine Diesel Engine Operation and Maintenance

Basic diesel engine theory and maintenance techniques for 'do-it-yourself' mariners. Preventive maintenance and minor repair of fuel, lubrication, cooling and electrical systems. Lecture. Letter grade only.

DIESEL TECHNOLOGY 071 AD - 8 Units

Diesel Engine Overhaul

(Formerly known as: Diesel Technology 071 (1-4))

This course is designed to provide the necessary knowledge and skills required for maintenance and overhaul of two and four cycle diesel engines. Laboratory experience is provided in rebuilding and repair work typical of that found in industry. The student will be expected to provide some hand tools and personal safety equipment. Lecture & lab. Letter grade only. May not be offered each semester.

DIESEL TECHNOLOGY 072 AD - 8 Units

Diesel Fuel Systems

This course covers the principles of fuel injection, fuel pumps and injector systems. The student will overhaul and repair fuel injection equipment using testing and diagnostic equipment common to industry. Students will be expected to provide some hand tools and personal safety equipment. Lecture & lab. Letter grade only. May not be offered each semester.

DIESEL TECHNOLOGY 073 AB - 4 Units

Heavy Duty Electrical/Electronic Systems

A vocational course study designed to provide the student with an understanding of electrical/electronic terms, electrical circuit concepts, heavy duty applications for generating units, failure diagnosis and repair techniques used by diesel repair technician. Classroom instruction and hands-on-training is provided on how to use electrical wiring diagrams, components locators, digital multimeters, digital storage oscilloscopes and specialized automotive test equipment. Students are required to provide basic hand tools, appropriate work clothing and personal safety equipment. Lecture & lab. Letter grade only. May not be offered each semester.

DIESEL TECHNOLOGY 074 AB - 4 Units

Heavy Duty Drivetrain

(Formerly known as: Diesel Technology 074 (1-4))

This course provides knowledge and skills development necessary for service overhaul and repair of the specialized clutches, multi-speed transmission and differentials, and other components common to diesel-powered heavy-duty equipment. The student is expected to provide hand tools, personal safety equipment and protective clothing. Lecture & lab. Letter grade only. May not be offered each semester.

DIESEL TECHNOLOGY 080AD - 4 Units

Diesel Tune-up and Troubleshooting

This course is designed to provide the necessary knowledge and skills required for troubleshooting and tune-up of diesel two- and four-cycle diesel engines. Laboratory experiences include tune-up procedures and troubleshooting techniques typically found in industry. Students will be expected to provide some hand tools and personal safety equipment. Lecture & lab. Letter grade only.

DIGITAL ARTS

DIGITAL ARTS 100 - 3 Units

Introduction to Digital Arts

This course is an introduction to the Mac OS. This hands-on course will also explore an introductory use of the scanner, 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. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU.*

DIGITAL ARTS 103 - 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 credit/no credit or grade. *Transferable to CSU.*

DIGITAL ARTS 115 - 3 Units**Typography**

(Formerly known as: Art 115)

Advisories: Digital Arts 135 AB

This course explores the history and application of typography and its many applications. Students will gain experience with a number of computer applications in the creation of type for a variety of projects. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU.*

DIGITAL ARTS 135 AB - 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 credit/no credit or grade. *Transferable to CSU.*

DIGITAL ARTS 150 AB - 3 Units**Using Photoshop, Beginning**

(Formerly known as: Business Data Processing 150 AB)

Introduction to the use of Adobe Photoshop for digital composting, typography, image repair, and construction as used in Business and the Web. Consideration is given to PhotoShop terms, legal "rules" for image usage, the PhotoShop digital working environment, the tools and the basic functions of the software. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU.*

DIGITAL ARTS 152AB - 3 Units**Using Photoshop, Intermediate**

(Formerly known as: Business Data Processing 152 AB)

Advanced usage of Adobe Photoshop for digital composting, 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 credit/no credit or grade. *Transferable to CSU.*

DIGITAL ARTS 170 - 3 Units**Graphic Design Principles**

(Same as: Art 170)

Advisories: Business Data Processing 135 AB

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 credit/no credit or grade. *Transferable to CSU.*

DIGITAL ARTS 180 AB - 3 Units**Introduction to Web Animation Using Flash**

This is a basic introduction into what web designers and multimedia developers need to know to develop highly interactive content for the web and multimedia utilizing the software program Flash. This authoring tool enables the creation of highly interactive and fast-loading web and multimedia content. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU.*

DIGITAL ARTS 200 AB - 3 Units**Advanced Web Design**

Advisories: Art/Business Data Processing 178 AB

This course provides students with additional studies and projects in creating web sites with complex functions and multiple links. Students who have begun their work in Internet design will learn advanced techniques in organizing and composing creative web sites. Besides the site creation application, the student will learn additional design functions as performed, for example, in Adobe Photoshop and Adobe Image Ready to produce state of the art commercial web pages. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU.*

DIGITAL ARTS 230 - 3 Units**3D Computer Modeling**

Advisories: Digital Arts 103

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 credit/no credit or grade. *Transferable to CSU.*

DRAFTING**DRAFTING 035 - 2 Units****Survey/Comp Aided Drafting**

A survey of the basic fundamentals of drafting using AutoCAD. This course is designed for the first time drafting student with no previous CAD experience. The course includes free hand sketching, interpreting blueprints, drawing layout, multiview projection and dimensioning. Lecture & lab. Letter grade only.

DRAFTING 048 - 1 Unit**Beginning AutoCAD**

An introduction to AutoCAD. First time students will learn basics of CAD. Also for the experienced CAD drafter wishing to upgrade skills to the latest CAD software available. Lecture & lab. Optional credit/no credit or grade. A six-week class.

DRAFTING 050 - 3 Units**Introduction to Computer-Aided Drafting (CAD)**

Prerequisites: Architecture 100 AB or 140 or completion of or concurrent enrollment in Drafting 100.

First semester course in Computer-Aided Drafting using AutoCAD 2000i for the experienced drafters & advanced students. Course is designed for a complete transition from board drafting to Computer-Aided Drafting. Lecture & lab. Letter grade only.

DRAFTING 051 - 3 Units
Intermediate I Computer-Aided Drafting (CAD)

Prerequisites: Drafting 050

Second semester course in Computer-Aided Drafting using AutoCAD2000i with emphasis on 3D construction and an introduction to custom Menu, Macro, Visual Basic and other programming languages. Lecture & lab. Letter grade only.

DRAFTING 052 - 3 Units
Intermediate II Computer-Aided Drafting (CAD)

Prerequisites: Drafting 051

An intermediate CAD course in Parametric Solid Modeling using Mechanical Desktop 5.0 Power Pack. Emphasis on single part design from solid model to 2D drawings. Lecture & lab. Letter grade only.

DRAFTING 053 AB - 3 Units
Computer-Aided Drafting (CAD), Advanced

Prerequisites: Drafting 052

An advanced CAD course in Parametric Assembly Modeling using Mechanical Desktop 5.0 Power Pack. Emphasis on assembly design from single solid models to 2D assembly drawings. Lecture & lab. Letter grade only.

DRAFTING 082 - 2 Units
Basic Airbrush

(Same as: Art 082)

This course introduces basic airbrush art techniques currently used in technical illustration, architectural rendering, graphic arts, photography and specialty auto painting. Airbrushes are provided along with instruction in care and maintenance of equipment. Lecture & lab. Optional credit/no credit or grade.

DRAFTING 084 - 2 Units
Airbrush, Advanced

(Same as: Art 084)

Students will receive instruction in airbrush techniques, exploration opportunities in using airbrush to solve various art problems relating to technical illustration and architectural technology, photography, graphic arts and specialty auto painting. Lecture & lab. Optional credit/no credit or grade.

DRAFTING 090 AD - 0.5-1 Units
CAD Drafting Laboratory

Corequisites: Architecture 160 or Drafting 035 or 050 or 051 or 052 or 053AB

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 credit/no credit or grade.

DRAFTING 100 - 4 Units
Basic Engineering Drafting

Advisories: Concurrent enrollment in Drafting 050 and/or 059 and 058 recommended for all day school one-year drafting majors.

Course includes lettering, sketching, use of instruments, geometric construction, pictorials, multi view projection, sectioning, revolutions, auxiliary views, descriptive geometry, dimensioning, precision dimensioning, use of drafting standards and introduction to (CAD) computer aided drafting. Lecture & lab. Optional credit/no credit or grade. First of six drafting courses required to complete the one-year technical drafting major. *Transferable to CSU. (CAN ENGR 2)*

DRAFTING 101 AB - 4.0 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 credit/no credit or grade. *Transferable to CSU.*

DRAFTING 105 AB - 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 110 - 3 Units
Basic Engineering Drafting II, Computer Aided Drafting

Prerequisites: Drafting 105 AB

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 170 AB - 3 Units
Advanced 3D Mechanical Design

Prerequisites: Drafting 110

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 credit/no credit or grade. *Transferable to CSU.*

ECOLOGY
ECOLOGY 100 - 3 Units
People and Their Environment

An investigation of the current problems of man's relationship with the environment and possible solutions to these problems. Lecture. Optional credit/no credit or grade. *Transferable to CSU; UC.*

ECONOMICS

ECONOMICS 110 - 3 Units

American Economic Problems

The application of economic theory to solution of the problems of the American economy. Both traditional and topical problems will be considered. Lecture. Optional credit/no credit or grade. *Transferable to CSU; UC.*

ECONOMICS 120 - 3 Units

Economic History of the United States

(Same as: History 110)

A survey of the economic transformation of the U.S. from colonial times to the present. Emphasis is on the social and political consequences of economic development and change as well as Americas' involvement in international economic interdependency. Lecture. Optional credit/no credit or grade. *Transferable to CSU; UC.*

ECONOMICS 180 - 3 Units

Micro Economics

An introduction to the tools and methods of economic analysis. The course deals with the principles of economic analysis, supply and demand, costs, micro-economic models, and production. Lecture. Optional credit/no credit or grade. *Transferable to CSU; UC. (CAN ECON 4)*

ECONOMICS 285 - 3 Units

Macro-Economics

Prerequisites: Economics 180

A continuation of the study of the tools of economic analysis and the application of these tools to the issues of macro-economics. The course includes a study of capital theory, national income, money and the banking system, inflation, and the role of the government in monetary and fiscal policy. Lecture. Optional credit/no credit or grade. *Transferable to CSU; UC. (CAN ECON 2)*

EDUCATION

EDUCATION 102 - 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 credit/no credit or grade. *Transferable to CSU; UC.*

EDUCATION 103 - 2 Units

Technology Proficiencies for Teachers I

Advisories: Computer Business Applications 101

This course is based on the Technology Standards for a California K-12 Preliminary Teaching Credential. The class focuses on the proficiencies credential candidates are required to master before they can be issued a preliminary Multiple or Single Subject Credential. The curriculum and course represent a working partnership between the California Technology Assistance Project (CTAP), Region IX and the Coast Community College District's TEACH3 Program. Students enrolled in the class will complete a portfolio in all the State mandated proficiencies and will receive certification as a Preliminary (Level I) Technology Proficient Educator. All skills are transferable between the Macintosh and Windows environments. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU.*

EDUCATION 150 - 3 Units

Reading for Early Childhood

This course teaches the research-based principles and practices for providing children birth through age 5 a strong foundation in early reading and writing within a developmentally appropriate approach. The course is delivered in three parts, each consisting of seven 3-hour sessions and on-site observations. Lecture. Optional credit/no credit or grade. One unit per module, three units total. *Transferable to CSU.*

EDUCATION 180 - 3 Units

Family, Community and School in a Diverse Society

This course is designed to introduce students to various and current family, school, and community partnership models and approaches. Students will explore issues of educational equity and access for underrepresented groups in U.S. public schools, i.e., families of racial, ethnic and linguistic minorities and families of children with disabilities. The course will focus on theories and practices that foster new ways of viewing and establishing partnerships with these families and communities of diverse backgrounds. Lecture. Optional credit/no credit or grade. *Transferable to CSU.*

EDUCATION 200 - 3 Units

The Teaching Profession

This course examines the opportunities, requirements, responsibilities and rewards in teaching, as well as the skills needed and problems encountered in the classroom. Lecture & lab. Optional credit/no credit or grade. Course includes 40 hours of assigned fieldwork. *Transferable to CSU; UC.*

ENGINEERING TECHNOLOGY

ENGINEERING TECHNOLOGY 100 - 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.*

ENGINEERING TECHNOLOGY 110 - 4 Units

Electronic Fundamentals: Active Devices & Circuits

A second course in electronic fundamentals covering semiconductor devices and related circuitry. Theory & behavior of power supplies, amplifiers, oscillators, switching, and regulation will be evaluated and tested during hands-on lab experience. Lecture & lab. Letter grade only. *Transferable to CSU.*

ENGINEERING TECHNOLOGY 120 - 4 Units

Digital Principles and Circuits

Introduction to Boolean Algebra and Number Systems. Combinational and sequential circuits such as decoders, multiplexers, registers and counters are designed, constructed and analyzed. An emphasis is placed on experience with typical test equipment, such as Oscilloscopes, Digital Probes and Logic Analyzers. Lecture. Letter grade only. *Transferable to CSU.*

ENGINEERING TECHNOLOGY 125 - 3 Units
Introduction to Microprocessors

A study of microprocessor and computer architecture as they apply to PC's and PLC's. Theory and lab session include: logic circuitry, computer elements, interfacing and associated circuits. The course includes experience using software utilities to diagnose and differentiate between hardware and software problems. Lecture & lab. Letter grade only. *Transferable to CSU.*

ENGINEERING TECHNOLOGY 130 - 3 Units
Introductory Electronics

A course in basic principles of electricity and electronics for non-majors who need supporting knowledge essential to other technical areas such as science labs and Recording Arts majors. Theory covered in lecture will be further amplified in lab experiences. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU.*

ENGINEERING TECHNOLOGY 135 - 3 Units
Electronic Systems Servicing

Offers theory & laboratory experiences needed to achieve a basic knowledge of test equipment & procedures used in repairing typical electronic devices. Includes use of the schematic diagram, wiring, connectors, trouble shooting, and repair skills. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU.*

ENGINEERING TECHNOLOGY 140 - 3 Units
Microprocessor Applications

The theory and application of computers used to control and measure processes and systems. Theory and Lab include: closed and open loop control systems, digital to analog conversion, system diagrams, flow charts, ladder logic and data acquisition programming. Class projects use SLC 500 controllers and Lab View DAQ systems. Lab experiences in microprocessor and the minicomputer are included Lecture & lab. Letter grade only. *Transferable to CSU.*

ENGINEERING TECHNOLOGY 150 - 3 Units
Measuring Principles and Process Control

A study of industrial instrumentation: devices, processes and control systems. Theory and lab experience include circuits and devices used to sense and control electrical and mechanical force: Pressure, flow, liquid level, temperature, stress, strain, speed, and distance. Lab experience interfacing Programmable Logic Controllers (PLC's) and Data Acquisition (DAQ's) systems with sensors and control elements. Lecture. Letter grade only. *Transferable to CSU.*

ENGLISH
ENGLISH 009 - 3 Units
Developmental Reading and Writing

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. Credit/no credit only. *Not transferable, not degree applicable.*

ENGLISH 010 - 3 Units
Reading and Writing Essentials

Prerequisites: English 009 or English as a Second Language 071 or Placement Test
This course is designed for students who need additional reading and writing preparation for entry into English 100. It includes paragraph and essay writing, critical reading, and some grammar review. Some students may need additional support from the Writing Center. Lecture. Letter grade only.

ENGLISH 011 - 1 Unit
Building Vocabulary Skills I

This Writing and Reading Center course is designed for beginning ESL students in courses such as ESL 011 and 021, 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. Lab. Credit/no credit only. *Not transferable, not degree applicable.*

ENGLISH 013 - 1 Unit
Building Vocabulary Skills II

This Writing and Reading Center course is designed for intermediate level ESL students in courses such as ESL 031 and 041, 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. Lab. Credit/no credit only. *Not transferable, not degree applicable.*

ENGLISH 021 - 1 Unit
Building Vocabulary Skills III

This Writing and Reading Center course is designed for intermediate ESL students in courses such as ESL 051 and 061, who possess a vocabulary of about 2300 words and need practice with an a basic level of academic vocabulary . Students will practice a variety of strategies for learning and retaining vocabulary used in everyday written communication. Lab. Credit/no credit only.

ENGLISH 023 - 1 Unit
Building Vocabulary Skills IV

This Writing and Reading Center course is designed for advanced ESL students in courses such as ESL 071, 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. Lab. Credit/no credit only. *Not transferable, not degree applicable.*

ENGLISH 024 AB - 0.5 Units**Guided Reading Development**

(Same as: English as a Second Language 024A-B)

A course for the development of reading, writing and vocabulary skills for students of all levels: beginning ESL to native speakers. Lab. Credit/no credit only. *Not transferable, not degree applicable.*

ENGLISH 030 AB - 0.5 Units**Writing Coherent Sentences**

This course reviews basic sentence patterns and includes some grammar and punctuation principles. Lab. Credit/no credit only. *Not transferable, not degree applicable.*

ENGLISH 031 - 1 Unit**Academic Vocabulary Skills I**

This Writing and Reading Center course is designed for students of basic level English courses such as English 009 and English 010 who need practice with intermediate academic vocabulary. Students will practice a variety of strategies for learning and retaining vocabulary used in an academic environment. Lab. Credit/no credit only. *Not transferable, not degree applicable.*

ENGLISH 032 AB - 0.5 Units**Writing Effective Sentences**

This course will provide students with the knowledge and skills to recognize and understand complicated sentence structures and to revise their own writing for clarity and effectiveness. This course presupposes mastery of skills, concepts, and terms taught in English 011. Lab. Credit/no credit only. *Not transferable, not degree applicable.*

ENGLISH 033 - 1 Unit**Academic Vocabulary Skills II**

This Writing and Reading Center course is designed for students in college level English courses such as English 100 and English 110 who need practice with advanced academic vocabulary. Students will practice a variety of strategies for learning and retaining vocabulary used in an academic environment. Lab. Credit/no credit only. *Not transferable, not degree applicable.*

ENGLISH 034 AB - 0.5 Units**Writing the Unified Paragraph**

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. Lab. Credit/no credit only. *Not transferable, not degree applicable.*

ENGLISH 036 AB - 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. Lab. Credit/no credit only. *Not transferable, not degree applicable.*

ENGLISH 037 AB - 0.5 Units**Answering Essay Questions**

This course is designed to help students develop skills necessary to understand and to answer essay questions. The skills include analyzing different types of essay questions, practicing pre-writing techniques, developing, organizing, and proofreading the answer. Lab. Credit/no credit only. *Not transferable, not degree applicable.*

ENGLISH 038 AB - 0.5 Units**Reading Comprehension, Summary, and Response**

Designed for students who desire to improve their reading and writing skills through a careful reading and summarization of short essays, and writing of responses to essay questions. Lab. Credit/no credit only. *Not transferable, not degree applicable.*

ENGLISH 039 AB - 0.5 Units**The Writing Process: Reading Comprehension and Response**

Designed for students who wish to improve their understanding of the writing process, as well as their reading and writing skills through written responses to short reading assignments. Lab. Credit/no credit only. *Not transferable, not degree applicable.*

ENGLISH 040 AD - 0.5 Units**Active 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. Lab. Credit/no credit only. *Not transferable, not degree applicable.*

ENGLISH 042 - 3 Units**Developmental Reading**

Advisories: English 040 AD

A course designed to prepare students for college level work by bringing their reading ability to college proficiency. This course focuses on comprehension, vocabulary, retention, and speed in order to promote student success and confidence. Lecture. Credit/no credit only.

ENGLISH 045 - .18 Units**Writing the Essay for the University of California Application**

This short course guides students through the process of writing the Personal Statement required with the University of California application. Lab. Credit/no credit only. *Not transferable, not degree applicable.*

ENGLISH 049 AD - 1 Unit**Developing Reading Skills**

(Same as: English as a Second Language 049AD)

This reading course will best serve English as a Second Language students at the 030/040/050 levels. It focuses on developing key reading strategies within the context of authentic newspaper articles. The exercises that accompany the readings emphasize pre-reading and predicting outcomes, comprehension, scanning, recognizing main ideas, making inferences, and understanding and using contextualized vocabulary. Lab. Credit/no credit only. *Not transferable, not degree applicable.*

ENGLISH 050 AB - 2 Units **Intermediate Reading Strategies**

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. Lab. Credit/no credit only. *Not transferable, not degree applicable.*

ENGLISH 060 AB - 2 Units **Advanced Reading Strategies**

This course is for students who want to build advanced college reading skills across several content areas, such as literature, social sciences, history, and science. This computer - based lab course is designed around PLATO reading software and will help students develop reading comprehension and critical thinking skills. Students will learn specific strategies necessary to read college-level material in a variety of disciplines. Lab. Credit/no credit only. *Not transferable, not degree applicable.*

ENGLISH 081 AB - 3 Units **Creative Writing: Prose**

This is a course for those who enjoy writing and want to concentrate on same form or forms of prose: the short story, magazine articles, screen play, stage play, autobiography, personal essay, etc. Course activities include creation of original student works and informal discussion and criticism of student work by instructor and the class. Lecture. Optional credit/no credit or grade. Meet with English 281, for students planning to transfer to a University.

ENGLISH 097 AD - 0.18-0.5 Units **Writing 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. Lecture. Credit/no credit only.

ENGLISH 098 AD - 0.5 Units **Writing Conference II**

This course continues the individually tailored writing instruction begun in English 097 and can be taken in connection with any college course requiring writing assignments. Lab. Credit/no credit only. *Not transferable, not degree applicable.*

ENGLISH 100 - 3 Units **Freshman Composition**

Prerequisites: English 010 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 Lecture. Letter grade only. UC Credit limitations: English 100 and English 100H combined—maximum credit, one course. *Transferable to CSU; UC. (CAN ENGL 2) (ENGL 100 + 110 = CAN ENGL SEQ A)*

ENGLISH 100 HONORS - 3 Units **Freshman Composition, Honors**

Prerequisites: English 010 or Placement Test
The Golden West Honors program offer highly motivated students an enriched academic experience, challenging them with stimulating, rigorous assignments leading them to advanced level of critical thinking. Most enhancements to the standard English 100 course are qualitative rather than quantitative. While there is additional reading, some on a fairly high level, the intensified focus on critical thinking holds students to a higher standard: all their oral and written work must manifest a commitment to, and a capacity for, academic excellence. The list of readings features more classic essays and difficult writers than the usual English 100 bibliography and intensifies the focus on research, personal style and critical thinking. Lecture. Letter grade only. UC Credit limitations: English 100 and English 100H combined—maximum credit, one course. *Transferable to CSU; UC.*

ENGLISH 110 - 3 Units **Critical Thinking, Reading and Writing through Literature**

Prerequisites: English 100
An introduction to literature and further study of composition, emphasizing critical thinking and analysis and evaluation of fiction, poetry and drama. Recommended for English majors and prospective teachers. Lecture. Letter grade only. UC Credit limitations: English 110 and English 110H combined—maximum credit, one course. *Transferable to CSU; UC. (CAN ENGL 4) (ENGL 100 + 110 = CAN ENGL SEQ A)*

ENGLISH 110 HONORS - 3 Units **Critical Thinking, Reading, and Writing through Literature, Honors**

Prerequisites: English 100
In this class honors students participate in more intensive study and critical thinking, reading and writing about literature than the standard course. Studying thematically linked works in a variety of genres, we develop our ability to write interpretive papers analyzing fiction, poetry and drama. We will focus on the ways style creates meaning, both in the authors studied and in our own writing. We also develop a heightened awareness of the presuppositions and implications of varied approaches to literary study. Lecture. Letter grade only. UC Credit limitations: English 110 and English 110H combined—maximum credit, one course. *Transferable to CSU; UC.*

ENGLISH 111 - 3 Units **Analytical and Academic Reading for College**

This is a course designed for students of all disciplines to develop critical thinking skills, critical reading skills, and the speed needed for academic success. The course concentrates on the ability to read, understand, and respond to college level texts across the curriculum. Lecture. Letter grade only. *Transferable to CSU.* May not be offered each semester.

ENGLISH 112 - 3 Units **Appreciation of Literature**

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. Lecture. Optional credit/no credit or grade. *Transferable to CSU; UC.*

ENGLISH 114 - 3 Units**Great Myths and Legends**

This course surveys the famous myths and legends of various world cultures. Readings will include original myths as well as critical approaches to mythology. The course will deal with universal topics such as creation, destruction, and the relationship between gods and the natural world. Lecture. Optional credit/no credit or grade. UC Credit limitations: English 114 and English 114H combined—maximum credit, one course. *Transferable to CSU; UC.*

ENGLISH 114 HONORS - 3 Units**Great Myths and Legends, Honors**

Prerequisites: English 100

As in the regular English 114 course, honors students will examine myths and legends dealing with such archetypes as the hero; motifs of the quest; the nature of the gods; passages into young adulthood, marriage, and death; the relationship between gods and people. However, the course of study will feature more reading from original sources, more intense focus on views of reality embedded in different cultures' myths and styles, plus more attention to the assumptions implicit in different approaches to myth. The course will also intensify the focus on research and critical thinking. Lecture. Letter grade only. UC Credit limitations: English 114 and English 114H combined—maximum credit, one course. *Transferable to CSU; UC.*

ENGLISH 143 - 3 Units**Introduction to Children's Literature**

A study of pre-teen and adolescent literature, this course focuses on poems and longer works of fiction, exploring themes of initiation, physical maturation, fantasy, and education. Lecture. Letter grade only. *Transferable to CSU; UC.*

ENGLISH 150 - 3 Units**Major American Authors**

Prerequisites: English 100

A study of selected writers in American literature through the Civil War. Lecture. Letter grade only. *Transferable to CSU; UC. (CAN ENGL 14) (ENGL 150 + 155 = CAN ENGL SEQ C)*

ENGLISH 155 - 3 Units**Major American Authors**

Prerequisites: English 100

A study of selected writers in American literature since the Civil War. Lecture. Letter grade only. *Transferable to CSU; UC. (CAN ENGL 16) (ENGL 150 + 155 = CAN ENGL SEQ C)*

ENGLISH 156 - 3 Units**Asian/American Literature**

Prerequisites: English 100

A study of modern Asian/American Literature with emphasis on the rich Asian heritage, immigrant plight, and second-generation struggles with bi-culturalism as revealed in prominent literary works by Asian/American writers. Lecture. Letter grade only. *Transferable to CSU; UC.*

ENGLISH 160 - 3 Units**Masterpieces of World Literature**

Prerequisites: English 100

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. Lecture. Letter grade only. *Transferable to CSU; UC.*

ENGLISH 165 - 3 Units**Masterpieces of World Literature**

Prerequisites: English 100

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. Lecture. Letter grade only. *Transferable to CSU; UC.*

ENGLISH 165 HONORS - 3 Units**Masterpieces of World Literature, Honors**

Prerequisites: English 100 or English Placement Assessment

As in the English 165 course, students evaluate classic works in the light of abiding topics relevant to our time—war, love, death, alienation, transcendence, political responsibility, the environment—sharpening the focus on critical thinking and research. Using a comparative approach, the course gives added consideration to historical context and connections with such extra-literary fields as biology, economics, philosophy and psychology. Additional foci include problems of translation and the kinds of significance generated by style. Finally, students attend more to theoretical approaches, assessing diverse methodologies and their implications for understanding. Lecture. Letter grade only. *Transferable to CSU.*

ENGLISH 180 - 3 Units**Shakespeare**

Prerequisites: English 100

Introduction to a range of Shakespeare's plays - selected from tragedy, comedy, history and romance. Emphasis on literary values, theater background, historical context, and live productions. Lecture. Letter grade only. *Transferable to CSU; UC.*

ENGLISH 280 - 3 Units**Creative Writing**

Prerequisites: English 100

A course for those who enjoy writing. Creation of original student work of any type—poetry, story, essay, drama. Informal discussion and criticism of student writing by the class and instructor. Lecture. Optional credit/no credit or grade. *Transferable to CSU; UC. (CAN ENGL 6)*

ENGLISH 281 AB - 3 Units**Creative Writing: Prose**

Prerequisites: English 100

A course for those who enjoy writing and want to concentrate on some form of forms of prose: the short story, magazine article, screen play, stage play, autobiography, personal essay, etc. Informal discussion and criticism of student work by the instructor and the class. Lecture. Optional credit/no credit or grade. *Transferable to CSU; UC.*

ENGLISH 290 - 3 Units**Major British Authors**

Prerequisites: English 100

A study of selected writers in English literature to 1800. Lecture. Letter grade only. *Transferable to CSU; UC. (CAN ENGL 8) (ENGL 290 + 295 = CAN ENGL SEQ B)*

ENGLISH 295 - 3 Units**Major British Authors**

Prerequisites: English 100

A study of selected writers in English literature from 1800 to present. Lecture. Letter grade only. *Transferable to CSU; UC. (CAN ENGL 10) (ENGL 290 + 295 = CAN ENGL SEQ B)*

ENGLISH 926 - 0 Units**Writing Center Practicum Using Computers**

Using computers, the Writing Center course is designed to provide practice and experience in a wide variety of basic English skills, including essay and paragraph writing, sentence structure, grammar, and mechanics. Students' workload will vary, depending on individual need as determined by individualized diagnosis by Writing Center staff and/or referral by English Department instructors. Lab. No credit. Open entry/open exit. *Not transferable, not degree applicable.*

ENGLISH AS A SECOND LANGUAGE**ENGLISH AS A SECOND LANGUAGE 011 - 5 Units****ESL Core Course, Level 1**

Prerequisites: Placement by ESL assessment process.

Advisories: Concurrent enrollment in ESL 013

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. Credit/no credit only. *Not transferable, not degree applicable.* May not be offered each semester.

ENGLISH AS A SECOND LANGUAGE 012 - 3 Units**ESL Reading/Writing, Level 1**

Prerequisites: Placement by ESL assessment process.

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. Credit/no credit only. *Not transferable, not degree applicable.*

ENGLISH AS A SECOND LANGUAGE 013 - 3 Units**ESL Listening/Speaking, Level 1**

Prerequisites: Placement by ESL assessment process.

Advisories: Concurrent enrollment in ESL 011

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. Not applicable to AA degree. Lecture & lab. Credit/no credit only. *Not transferable, not degree applicable.* May not be offered each semester.

ENGLISH AS A SECOND LANGUAGE 021 - 5 Units**ESL Core Course, Level 2**

Prerequisites: ESL 011 and 113 or placement by ESL assessment process.

Advisories: ESL 022 and ESL 023

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. Credit/no credit only. *Not transferable, not degree applicable.* May not be offered each semester.

ENGLISH AS A SECOND LANGUAGE 022 - 3 Units**ESL Reading/Writing, Level 2**

Prerequisites: Placement by ESL assessment process.

Advisories: ESL 011 and/or concurrent enrollment in ESL 021 and ESL 023

A high beginning discrete skills course designed to give intensive practice in reading, writing, and grammar. Students will develop the ability to write with a concrete vocabulary and read simple descriptive narrative, and informative materials with understanding. Lecture. Credit/no credit only. *Not transferable, not degree applicable.* May not be offered each semester.

ENGLISH AS A SECOND LANGUAGE 023 - 3 Units**ESL Listening/Speaking, Level 2**

Prerequisites: ESL 013 or placement by ESL assessment process.

Advisories: ESL 011 and/or concurrent enrollment in ESL 021 and/or ESL 022

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. Credit/no credit only. *Not transferable, not degree applicable.* May not be offered each semester.

ENGLISH AS A SECOND LANGUAGE 024 AB - 0.5 Units**Guided Reading Development**

(Same as: English 024)

A course for the development of reading, writing and vocabulary skills for students of all levels: beginning ESL to native speakers. Lab. Credit/no credit only. *Not transferable, not degree applicable.*

ENGLISH AS A SECOND LANGUAGE 028 AB - 0.25 Units**Verb forms, Part 1: Simple and Progressive**

This is a Writing Center course which teaches ESL students when and how to use the simple and progressive verb tenses. Students work at their own pace by following a video presentation, writing exercises, and receiving one-on-one instruction. Lab. Credit/no credit only. Open entry/open exit. *Not transferable, not degree applicable.*

ENGLISH AS A SECOND LANGUAGE 031 - 5 Units**ESL Core Course, Level 3**

Prerequisites: ESL 021 and 023 or placement by ESL assessment process.

Advisories: ESL 032 and/or ESL 033

Third in a series of seven levels. 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. Credit/no credit only. *Not transferable, not degree applicable.* May not be offered each semester.

ENGLISH AS A SECOND LANGUAGE 032 - 3 Units**ESL Reading/Writing, Level 3**

Prerequisites: Placement by ESL assessment process.

Advisories: ESL 021 and/or ESL 022 and/or concurrent enrollment in ESL 031 and/or ESL 033.

An 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. Credit/no credit only. *Not transferable, not degree applicable.* May not be offered each semester.

ENGLISH AS A SECOND LANGUAGE 033 - 3 Units**ESL Listening/Speaking, Level 3**

Prerequisites: ESL 023 or placement by ESL assessment process.

Advisories: ESL 021 and/or concurrent enrollment in ESL 031 and/or ESL 032

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. Credit/no credit only. *Not transferable, not degree applicable.* May not be offered each semester.

ENGLISH AS A SECOND LANGUAGE 038 AB - .25 Units**Verb forms, Part 2: Future and Past**

This is a course which teaches ESL students when and how to use the simple and progressive verb forms in past, present, and future. Students work at their own pace by following a video presentation, writing exercises, and receiving one-on-one instruction. Lab. Credit/no credit only. Open entry/open exit. *Not transferable, not degree applicable.*

ENGLISH AS A SECOND LANGUAGE 041 - 5 Units**ESL Core Course, Level 4**

Prerequisites: ESL 031 and ESL 033 or placement by ESL assessment process.

Advisories: Concurrent enrollment in ESL 042 and/or ESL 043

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. Credit/no credit only. *Not transferable, not degree applicable.*

ENGLISH AS A SECOND LANGUAGE 042 - 3 Units**ESL Reading/Writing, Level 4**

Prerequisites: Placement by ESL assessment process.

Advisories: ESL 031 and/or ESL 032 and/or concurrent enrollment in ESL 041 and/or ESL 043

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 and emphasis on using transitional devices to coordinate ideas. Lecture. Credit/no credit only. *Not transferable, not degree applicable.*

ENGLISH AS A SECOND LANGUAGE 043 - 3 Units**ESL Listening/Speaking, Level 4**

Prerequisites: ESL 033 or placement by ESL assessment process.

Advisories: ESL 031 and/or concurrent enrollment in ESL 041 and/or ESL 042

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. Credit/no credit only. *Not transferable, not degree applicable.*

ENGLISH AS A SECOND LANGUAGE 048 AB - 0.25 Units**Verb forms, Part 3: The Perfect Tenses**

This is a course which teaches ESL students the present, past and future perfect verb tenses and the subordination of clauses which use a variety of verb tenses. Students work at their own pace by following a video presentation, writing exercises, and receiving one-on-one instruction. Lab. Credit/no credit only. Open entry/open exit. *Not transferable, not degree applicable.*

ENGLISH AS A SECOND LANGUAGE 049 AD - 1 Unit**Developing Reading Skills**

(Same as: English 049)

This reading course will best serve English as a Second Language students at the 030/040/050 levels. It focuses on developing key reading strategies within the context of authentic newspaper articles. The exercises that accompany the readings emphasize pre-reading and predicting outcomes, comprehension, scanning, recognizing main ideas, making inferences, and understanding and using conceptualized vocabulary. Lab. Credit/no credit only. *Not transferable, not degree applicable.*

ENGLISH AS A SECOND LANGUAGE 051 - 5 Units**ESL Core Course, Level 5**

Prerequisites: ESL 041 and ESL 043 or placement by ESL assessment process.

Advisories: Concurrent enrollment in ESL 052 and/or ESL 053

Fifth in a series of seven levels. 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. Letter grade only. *Not transferable, not degree applicable.*

ENGLISH AS A SECOND LANGUAGE 052 - 3 Units**ESL Reading/Writing, Level 5**

Prerequisites: Placement by ESL assessment process.

Advisories: ESL 041 and/or ESL 042 and/or concurrent enrollment in ESL 051 and/or ESL 053

This is a high intermediate discrete skills course designed to give intense practice in reading, writing, and grammar with an emphasis on reading. Students will read multi-paragraph pieces of wide general interest and of abstract topics. Lecture. Letter grade only. *Not transferable, not degree applicable.*

ENGLISH AS A SECOND LANGUAGE 053 - 3 Units

ESL Listening/Speaking, Level 5

Prerequisites: ESL 043 or placement by ESL assessment process.

Advisories: ESL 041 and/or concurrent enrollment in ESL 051 and/or ESL 052

This 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. Letter grade only. *Not transferable, not degree applicable.*

ENGLISH AS A SECOND LANGUAGE 058 AB - 0.25 Units

Verb forms, Part 4: Mixing Tenses

This is a course in which ESL students study when to change verb tenses and use various transition words, phrases, and clauses to show those changes in paragraphs. Students work at their own pace by following a video presentation, writing exercises, and receiving one-on-one instruction. Lab. Credit/no credit only. Open entry/open exit. *Not transferable, not degree applicable.*

ENGLISH AS A SECOND LANGUAGE 061 - 4 Units

ESL Core Course, Level 6

Prerequisites: ESL 051, 052 and 053 or ESL 004AD or placement by ESL assessment process.

Advisories: Concurrent enrollment in ESL 062 and/or ESL 063

Sixth in a series of seven levels. Low advanced ESL core course in English reading, writing, speaking, listening, and grammar. In the course students will focus on sophisticated 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. Letter grade only. *Not transferable, not degree applicable.*

ENGLISH AS A SECOND LANGUAGE 062 - 3 Units

ESL Reading/Writing, Level 6

Prerequisites: ESL 052 or placement by ESL assessment process.

Advisories: ESL 051 and/or concurrent enrollment in ESL 061

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 these readings. Lecture. Letter grade only. *Not transferable, not degree applicable.*

ENGLISH AS A SECOND LANGUAGE 063 - 3 Units

ESL Listening/Speaking & Study Skills I

Prerequisites: ESL 053 or placement by ESL assessment process.

Advisories: ESL 051 and/or concurrent enrollment in ESL 061

This is a low advanced discrete-skills course designed to give intensive practice in listening, speaking, and study skills. Students will do guided note-taking from lectures and discussion. Students will engage in conversations about a variety of topics with emphasis on appropriate vocabulary, syntax, and register. Lecture. Letter grade only. *Not transferable, not degree applicable.*

ENGLISH AS A SECOND LANGUAGE 068 AB - 0.25 Units

Verb forms, Part 5: The Conditional

This is a course which teaches ESL students when and how to use conditional real and unreal clauses. Students work at their own pace by following a video presentation, writing exercises, and receiving one-on-one instruction. Lab. Credit/no credit only. Open entry/open exit. *Not transferable, not degree applicable.*

ENGLISH AS A SECOND LANGUAGE 071 - 4 Units

ESL Core Course, Level 7

Prerequisites: ESL 061 and 063 or placement by ESL assessment process.

Advisories: Concurrent enrollment in ESL 073.

Last in a series of seven levels. High advanced ESL core course in English reading, writing, speaking, listening, and grammar. In the course students will focus on analytic reading skills, essay writing, and refining their use of English syntax. At the conclusion of the course they will have the skills to fulfill the entry requirements for English 010. Lecture. Letter grade only. *Not transferable, not degree applicable.*

ENGLISH AS A SECOND LANGUAGE 073 - 2 Units

ESL Listening/Speaking & Study Skills II

Prerequisites: ESL 063 or placement by ESL assessment process.

Advisories: ESL 061 and/or concurrent enrollment in 071

An advanced discrete-skills course in listening, speaking and study skills. Guided and free note-taking from lectures and discussions. The major focus of this class is to develop students' listening proficiency, particularly for listening to lectures and note taking, but some emphasis will be placed on speaking practice with the aim of developing linguistic proficiency. Lecture. Letter grade only. *Not transferable, not degree applicable.*

ENVIRONMENTAL STUDIES

ENVIRONMENTAL STUDIES 100 - 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 credit/no credit or grade. *Transferable to CSU; UC.*

ENVIRONMENTAL STUDIES 110 - 3 Units

Waste Stream Generation/Reduction/Treatment

The study of industrial processes and their generation of waste streams in seven selected industries: electroplating, metal finishing and printed circuit board production, oil refining and chemical production, steel production, general manufacturing, printing and graphic reproduction, agriculture and consumer services. The course will center on various raw materials and chemicals used in industry, examining the changes that occur as they move through the industrial process, and understanding the material balance concept of inventory. Throughout the course, discussion of applicable regulations will be included, and the importance of waste minimization/treatment concepts will be stressed. Home hazardous waste generation and reduction will also be considered. Lecture. Optional credit/no credit or grade. *Transferable to CSU.*

ENVIRONMENTAL STUDIES 130 - 3 Units

Environmental Health and Hygiene

This course covers the acute and chronic health effects produced by exposure to chemical, physical, and biological agents. Emphasis will be on those hazardous materials commonly associated with industrial operations, waste disposal and remediation sites. Topics will include routes of entry, toxic effects, risk evaluation, permissible exposure limits, medical surveillance, control methods for reducing exposure, and understanding an MSDS. Lecture. Optional credit/no credit or grade. *Transferable to CSU.*

ENVIRONMENTAL STUDIES 150 - 3 Units**Hazardous Waste Management Applications**

This course provides an overview of hazardous waste regulation with emphasis on generator compliance, site investigation and remediation, permitting, enforcement, and liability. The lecture portion of the course explains the hazardous waste regulatory framework, introduces the student to the wide variety and types of environmental resources available, and develops research skills in the hazardous waste area. The laboratory portion of the course complements the lecture by providing 'hand-on' application of the regulations at the technician level. Proper methods of preparing a hazardous waste manifest, labeling of storage containers, sampling and analysis, preparing a Phase I Environmental Audit, and selecting consultants are among the many skills developed in the laboratory. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU.*

ENVIRONMENTAL STUDIES 180 AD - .5-3 Units**Ecotourism Destinations**

The course will introduce students to the concepts, principles, planning and management of ecotourism destination activities, which promote cultural and environmental awareness while providing beneficial economic opportunities to the local community. Destination activity guidelines will be presented including the practical skills, and techniques necessary for assisting communities in the development of an ecotourist itinerary, educational program and marketing plan. Lecture & lab. Optional credit/no credit or grade. Field activities will be a major component of the program. This course can be repeated for a maximum of four destinations. This course will be offered as a variable unit value according to the complexity of the focused destination(s). *Transferable to CSU.*

ENVIRONMENTAL STUDIES 190 AD - 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. Lecture & lab. Optional credit/no credit or grade. Student's practicum can take place locally, nationally or internationally. This course can be repeated and taken for a maximum of 12 units. One and one half hours lecture, ten-thirty hours non-lecture per week. *Transferable to CSU.*

ENVIRONMENTAL STUDIES 200 - 4 Units**Hazardous Materials Management Applications**

A study of the requirements and applications of federal, state and local laws and regulations relating to hazardous materials. The course will emphasize compliance with Department of Transportation, Occupational Safety & Health Administration (OSHA) Hazard Communication, Superfund Amendments and Reauthorization Act of 1986 (SARA) Title III Community Right-To-Know, Underground Tank, Asbestos, Proposition 65, and Air Toxics Regulations. The lecture portion of the course will provide the student with an understanding of the legal framework of hazardous materials laws; the laboratory portion will focus on applications of these laws, such as: proper labeling, shipping, and handling of hazardous materials; obtaining and interpreting Material Safety Data Sheet (MSD's); permitting and monitoring functions, as well as planning and reporting functions. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU.*

ENVIRONMENTAL STUDIES 230 - 4 Units**Safety and Emergency Response**

This course is designed to provide students with hands-on instruction in safety and emergency response to chemical and physical exposures in industrial and field settings. Topics include: hazard analysis, contingency planning, housekeeping and safety practices including proper use and selection of Personal Protective Equipment (PPE), site control and evaluation, handling drums and containers, field sampling and monitoring, proper use of instruments, incident response planning, emergency response including field exercises in the use of Powered Air Purifying Respirator (PAPR) and Self Contained Breathing Apparatus (SCBA), and an understanding of the Incident Command System (ICS). Lecture & lab. Optional credit/no credit or grade. This course satisfies the requirements for generalized employee training under Occupational Safety & Health Administration -OSHA (1910.120). *Transferable to CSU.*

ENVIRONMENTAL STUDIES 230-1 - 2 Units**Hazardous Waste Operations and Emergency Response**

This course is designed to provide students with hands-on instruction in safety and emergency response to chemical and physical exposures in industrial field settings. Topics include: hazard analysis, contingency planning, housekeeping and safety practices including proper use and selection of Personal Protective Equipment (PPE), site control and evaluation, handling drums and containers, field sampling and monitoring, proper use of instruments, emergency response including field exercises in the use of Powered Air Purifying Respirator (PAPR) and Self Contained Breathing Apparatus (SCBA), confined space entry Lecture & lab. Optional credit/no credit or grade. This course satisfies the requirements for generalized employee training under OSHA (Occupational Safety & Health Administration, 1910.120). *Transferable to CSU.*

ENVIRONMENTAL STUDIES 230-2 - 2 Units**Hazardous Waste Operations and Emergency Response**

This course is designed to provide students with hands-on instruction in safety and emergency response to chemical and physical exposures in industrial field settings. Topics include: hazard analysis, safety practices including proper use and selection of PPE (Personal Protective Equipment), incident response planning, emergency response including field exercises in the use of PAPR (Powered Air Purifying Respirator) and SCBA (Self Contained Breathing Apparatus), confined space entry, and an understanding of the ICS (Incident Command System). Lecture & lab. Optional credit/no credit or grade. This course satisfies the requirements for generalized employee training under CAL/OSHA (California/Occupational Safety & Health Administration, Title 8, sections 5156-5159 and 5192). *Transferable to CSU.*

FARSI

FARSI 060 - 3 Units

Practical Farsi, Beginning

This course is designed to introduce the students to the fundamental skills of spoken Farsi/Persian, (country: Iran/Persia, Language: Farsi/Persian). Students will learn correct pronunciation, basic structural patterns and necessary vocabulary in order to ask and answer questions on everyday topics such as the weather, family, time and counting. Students will also learn courtesy phrases and how to describe home, job, pastimes, personal characteristics and other familiar subjects. Lecture. Optional credit/no credit or grade.

FARSI 061 - 3 Units

Practical Farsi

Advisories: Farsi 060 or equivalent knowledge of spoken Farsi.

This course is a continuation of Farsi 060 and will reinforce and expand on the fundamentals of communicative competence in daily spoken modern Farsi. This course focuses on listening comprehension, and speaking. Reading and writing skills will also be expanded. This course will continue to familiarize students with customs and cultural achievements. Lecture. Optional credit/no credit or grade.

FARSI 180 - 5 Units

Elementary Farsi

This course is designed to introduce the students to the fundamentals of Farsi grammar. The students will begin to develop language competencies in listening, speaking, reading and writing simple Farsi, as well as fundamental aspects of culture. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU; UC.*

FLORAL DESIGN

FLORAL DESIGN 010 AB - 2 Units

Basic Floral Design

This course is an introduction to vocational floristry. Background information, current trends, design principles and techniques are emphasized. Detailed instruction and demonstrations are given on various arrangement styles and body flowers. Students are given design lab time to execute class projects. After evaluation of the completed project, it may be taken home. Lecture & lab. Letter grade only.

FLORAL DESIGN 011 - 2 Units

Floral Business Practicum I

Prerequisites: Floral 010

This course reinforces basic floral knowledge and introduces additional designs and techniques. Care and handling of fresh flowers and greens, flower classification and flower identification are reviewed. Vocational design techniques and color concepts are reinforced as students create floral arrangements and corsages. Emphasis is on creating confidence, sharpening basic skills and creating cost/profit awareness. In addition to design, students will explore the relationship between a floral designer and a shop operator as a result of pricing for profit, selling and salesmanship, merchandising and management, and accommodating the customer through wire service. The intent is to prepare students to design as well as to operate a successful flower shop. Lecture & lab. Letter grade only.

FLORAL DESIGN 015 AB - 2 Units

Advanced Floral Design-Wedding Designs

Prerequisites: Floral 010

This course explores advanced techniques in designing and executing traditional floral compositions. Emphasis is placed on the latest floral trends in wedding design bouquets, hairpieces, and church décor. All phases of wedding planning will be covered, including bridal consultation. Students will execute floral projects during lab time. After evaluation the completed project may be taken home. Lecture & lab. Letter grade only.

FLORAL DESIGN 020 - 2 Units

Advanced Floral Design-Tributes and International Traditions

Prerequisites: Floral 010

Globalization has changed floral focus to include intercontinental design techniques and imported products. This class will increase awareness and appreciation of cultural influence and country specific designs. Retail practices in the handling of floral tributes applicable to funerals and transferable to decorating will also fit into the study of customs and cultures in this international scope. Lecture & lab. Letter grade only.

FLORAL DESIGN 025 AB - 2 Units

Advanced Floral Design-Event Planning and Display

Prerequisites: Floral 010

This course focuses on the advanced design skills and techniques used to create thematic floral arrangements for special events and window display. This class includes comprehensive information regarding planning, organizing, designing, and delivering designs for special occasions. Party props, room décor, table treatments, and display elements are emphasized along with art principles and creative thematic approaches to floral design. Students will design and create a themed floral arrangement each week during the floral lab portion of class. After evaluation, the completed project may be taken home. Lecture & lab. Letter grade only.

FLORAL DESIGN 027 AB - 2 Units

Creativity and Competition

Prerequisites: Floral 010

Individualized, non-standard, contemporary flower arrangements are created emphasizing the use of the student's own imagination and creative talent. This course will broaden the students design elements, personally expand and develop beyond students present personal creativity potential. Enhance the students skills to prepare for competition by practicing during lab time of class. Lecture & lab. Letter grade only.

FLORAL DESIGN 032 - 2 Units

Permanent and Seasonal

Prerequisites: Floral 010

Silk and dry arrangements will be executed with emphasis on preservation of natural plant material. Selection of containers and holding medium for decor will be clarified. Advanced techniques featuring hand-wrapped silks complete the course. Lecture & lab. Letter grade only.

FLORAL DESIGN 050 - 2 Units

Floral Placement and Productions Practicum II

Prerequisites: Floral 010

Emphasis in this course will be focused towards providing students opportunities to gain proficiency by developing skills in an industrial environment. Instructor will assist students to prepare for and locate suitable entry level positions in industry. Evaluation of job preparation as well as on-site performance in cooperation with work site supervisors will occur. Lecture & lab. Letter grade only.

FRENCH

FRENCH 060 - 3 Units

Practical French, Beginning

Development of basic skills in the language. Practice in pronunciation and comprehension of French and introduction of basic structural patterns. Lecture. Optional credit/no credit or grade.

FRENCH 061 - 3 Units

Practical French, Intermediate

Prerequisites: French 060

A continuation of French 060. Pronunciation, diction, oral practice and minimum grammar for conversation. The student will be able to recognize important phrases, ask questions using these phrases, develop an acceptable accent, become familiar with cultural background, and develop the ability to carry on a conversation. Lecture. Optional credit/no credit or grade.

FRENCH 180 - 5 Units

Elementary French

Students learn to understand, speak, read, and write basic French. A proficiency-oriented course to acquire French for real life situations. Classes are essentially conducted in French. Native speakers are eligible by permission of the instructor only. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU; UC. (CAN FREN 2) (FRENCH 180 + 185 = CAN FREN SEQ A)*

FRENCH 185 - 5 Units

French, Elementary

Prerequisites: French 180

A continuation and completion of French 180. Further development emphasizing reading ability. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU; UC. (CAN FREN 4) (FRENCH 180 + 185 = CAN FREN SEQ A)*

FRENCH 200 AB - 2 Units

Conversational French, Advanced

Prerequisites: French 185

The course will focus on improving listening comprehension and oral competency to facilitate communication. Reading, writing, and cultural components will be included. Lecture. Optional credit/no credit or grade. *Transferable to CSU; UC.*

FRENCH 280 - 4 Units

French, Intermediate

Prerequisites: French 185

A thorough review of essentials of French grammar with wide readings in French on civilization and literature. Lecture. Optional credit/no credit or grade. *Transferable to CSU; UC. (CAN FREN 8) (FRENCH 280 + 285 = CAN FREN SEQ B)*

FRENCH 285 - 4 Units

French, Intermediate

Prerequisites: French 280

Further cultural readings, including history and literature, will provide the focus for more advanced discussions and writings. Study of French idioms. Lecture. Optional credit/no credit or grade. *Transferable to CSU; UC. (CAN FREN 10) (FRENCH 280 + 285 = CAN FREN SEQ B)*

FRENCH 290 - 3 Units

French Culture and Civilization

Prerequisites: French 285

Further development of language competencies such as listening, speaking, reading and writing. Extensive exposure to French and Francophone cultures through authentic materials and group discussions on a variety of topics ranging from current events to global issues. Lecture. Optional credit/no credit or grade. *Transferable to CSU; UC.*

GEOGRAPHY

GEOGRAPHY 100 - 3 Units

World Regional Geography

Recommended for transfer students majoring in anthropology, economics, geography, history, political science, and natural sciences. An introduction to geography through a regional study of a variety of environments with emphasis on the ways humans have adapted to and/or changed them. The regions studied will include the Americas, Eurasia, Africa, Australia and islands and oceans. Lecture. Optional credit/no credit or grade. *Transferable to CSU; UC.*

GEOGRAPHY 104 - 3 Units

Introduction to Geography: Cultural Geography

(Formerly known as: Geography 185)

Recommended for transfer students majoring in anthropology, economics, history, geography or sociology. 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, politics, language, religion, folk and popular culture, urbanization and industrialization. Lecture. Optional credit/no credit or grade. *Transferable to CSU; UC. (CAN GEOG 4)*

GEOGRAPHY 180 - 3 Units

Introduction to Geography: Physical Geography

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. Lecture. Optional credit/no credit or grade. *Transferable to CSU; UC. (CAN GEOG 2)*

GEOGRAPHY 195 - 3 Units

Environmental Geography

Recommended for transfer students majoring in anthropology, ecology, economics, geography, history, sociology, and the natural sciences. Environmental geography examines relationships between humans and environment on global, regional, and local scales. Topics covered will include: climate change and global warming, deforestation, desertification, accelerated erosion, pollution, environmental politics, population, resources, conservation, and preservation. Emphasis will be on objectivity in the pursuit of understanding complex and controversial environmental issues. Lecture. Optional credit/no credit or grade. *Transferable to CSU; UC.*

GEOLOGY

GEOLOGY 100 - 4 Units

Physical Geology

An introductory survey of physical geology recommended to meet the general education requirements for a laboratory science course. All aspects of physical geology are covered, including the internal and surface processes which shape the Earth along with the composition and resources of the Earth. Mineral, rock, map and photo exercises are included in laboratory work. Lecture & lab. Letter grade only. *Transferable to CSU; UC. (CAN GEOL 2)*

GEOLOGY 105 - 3 Units

General Geology

A course designed specifically for non-science majors desiring a three unit non-laboratory survey course in geology to meet general education requirements. Includes coverage of both the physical and historical aspects of geology with emphasis on recent discoveries of sea floor spreading and continental drift. Along with topics from physical geology such as minerals, rocks, surface processes, structure and interior processes, there will also be coverage of such historical topics as the fossil record, Earth history and evolution. Lecture. Letter grade only. UC credit limitations: No credit if taken after Geology 100. *Transferable to CSU; UC.*

GEOLOGY 106 - 4 Units

Earth Science for Teachers

This lecture/laboratory study of introductory Earth Science includes physical and historical geology, physical oceanography, and meteorology. 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. Lecture & lab. Letter grade only. *Transferable to CSU.*

HEALTH EDUCATION

HEALTH EDUCATION 100 - 3 Units

Health Education

A course 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, sexuality (parenting and reproduction), diseases and consumer health. Lecture. Optional credit/no credit or grade. *Transferable to CSU; UC.*

HEALTH EDUCATION 104 - 1 Unit

Introduction to Wellness

Identification and analysis of disease risk factors for atherosclerosis, hypertension, obesity, addiction, cancer and hypokinesia in order to improve health and well being. Lecture. Optional credit/no credit or grade. *Transferable to CSU.*

HEALTH EDUCATION 107 - 3 Units

It's Your Choice-Drugs, Health and Society

This course will explore drugs from legal, over-the-counter types to illegal ones. Drugs and their relationships to a person's health and his view of society will also be included. Students will learn that use of any drug IS YOUR CHOICE. The motivation to use drugs, addiction, family concerns, recognition and intervention will be a part of the offering. Lecture. Optional credit/no credit or grade. *Transferable to CSU; UC.*

HEALTH EDUCATION 120 - 1 Unit

Basic Cardio-Pulmonary Resuscitation

A basic course in mouth-to-mouth resuscitation and cardio-pulmonary resuscitation. Completion of this course leads to certification in basic cardio-pulmonary resuscitation through the American Red Cross. Lecture. Optional credit/no credit or grade. *Transferable to CSU.*

HEALTH EDUCATION 125 - 2 Units

First Aid/Cardio-Pulmonary Resuscitation

Standard first aid and basic cardio-pulmonary resuscitation. A course in emergency care of the ill and injured, including cardio-pulmonary resuscitation. American Red Cross first aid certificates and American Red Cross and American Heart Association CPR cards are awarded to students who complete the course. Lecture. Optional credit/no credit or grade. *Transferable to CSU; UC.*

HEALTH EDUCATION 201 - 3 Units

Health Education for Teachers

This course is based on the requirements of the California Teacher Credentialing Preliminary Level I Health Science requirements. The course explores the common causes of and the interrelationships between the prevention of morbidity and mortality among children and youth. The focus is on the prevention and the promotion of sound effective health concepts and practices. The connections between learning and the continuum of health will also be explored. Lecture. Letter grade only. *Transferable to CSU.*

HEALTH EDUCATION 801 - 0 Units

Physical Education Activities for Fitness for Older Adults

(Formerly known as: Health Education 909, 802-804, 809-812)

Prerequisites: The learner must possess a minimum of intermediate skills in the selected activities course or have the prior approval of the instructor.

This course is designed for older adults with intermediate skills who wish to continue instruction on skill development and the necessary strength and/or cardiovascular conditioning necessary to maintain and improve their quality of life at any age. The student will be introduced to techniques and methods, appropriate to their age range and physical abilities in swimming, gymnastics, aerobics, volleyball, badminton, or tennis. The student will choose one of the activities courses to attend and participate. Lab. No credit. *Not transferable, not degree applicable.*

HEALTH EDUCATION 807 - 0 Units

Strength and Muscle Power Training

(Formerly known as: Health Education 980, 805, 806)

The course is designed to provide students continued instruction and training to develop strength and cardiovascular endurance necessary to maintain and improve the quality of life at any age. Students will design and implement a systematic training regime using weight machines and "free weights" as well as receive instruction on flexibility, nutrition, weight loss and gain, and other areas that lead to living a longer and healthier life. Lab. No credit. *Not transferable, not degree applicable.*

HEALTH EDUCATION 851 - 0 Units

Strength and Fitness for the Disabled

(Formerly known as: Health Education 905)

Prerequisites: Permission of instructor; complete disabled student and medical authorization form.

This strength/fitness course is one of the series available to disabled students. Students will be instructed in the proper use or adaptive use of the Physical Fitness Center equipment Lab. No credit. *Not transferable, not degree applicable.*

HEALTH EDUCATION 852 - 0 Units**Swimming for the Disabled**

(Formerly known as: Health Education 908)

Prerequisites: Permission of instructor; Must be capable of independent propulsion and self care. Spouses and attendants are welcome to assist.

This fitness course is one of the series available to disabled students. The student will be instructed to achieve safe and independent function within the pool. Swim skills as well as appropriate exercises will be adapted to meet student's goals. Lab. No credit. *Not transferable, not degree applicable.*

HISTORY**HISTORY 110 - 3 Units****Economic History of the United States**

(Same as: Economics 120)

A survey of the economic transformation of the U.S. from colonial times to the present. Emphasis is on the social and political consequences of economic development and change as well as Americas' involvement in international economic interdependency. Lecture. Optional credit/no credit or grade. *Transferable to CSU; UC.*

HISTORY 120 - 3 Units**Asian Civilizations**

(Same as: Interdisciplinary Studies 120)

An analysis which contrasts and compares Asian cultures. The course will deal with geographic and demographic patterns and the dynamics of primitive, modern and transitional societies. It will also include treatment of Asian religions, rituals and thought. Emphasis will be given to the three major cultural units, Hinduism, Buddhism and Islam as observed in India, China, Japan and Southeast Asia. Lecture. Optional credit/no credit or grade. *Transferable to CSU; UC.*

HISTORY 132 - 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 credit/no credit or grade. *Transferable to CSU; UC.*

HISTORY 135 - 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 credit/no credit or grade. *Transferable to CSU; UC.*

HISTORY 136 - 3 Units**Ancient Civilizations of Mesoamerican and the Southwest**

(Formerly known as: History and Culture of the Chicano American)

(Same as: Anthropology 136, Social Science 136)

This course is a study of the prehistory and cultural evolution of the civilizations which originated in Mesoamerica, including the Olmecs, Aztecs, Toltecs, Maya, and Zapotec, as well as the Pueblos of the Southwestern U.S. Topics include the origins of food production and of the state, political and social history, ancient cities, and the Spanish conquest. Lecture. Optional credit/no credit or grade. *Transferable to CSU; UC.* May not be offered each semester.

HISTORY 140 - 3 Units**California History**

Recommended for transfer students. A background in American history is helpful. A survey of California's social, economic and political development with concentration on recurring and current issues. The period following the gold rush to the present is emphasized. Lecture. Optional credit/no credit or grade. Recommended for transfer students. A background in American history is helpful. *Transferable to CSU; UC.*

HISTORY 150 - 3 Units**History of Latin America**

A survey of Latin American history from pre-Columbian times to the present. Emphasis is placed on the interplay of Iberian, African, and Indian influences upon social and cultural evaluation. Also stressed are Latin American relations with the United States in the 19th and 20th centuries. Lecture. Optional credit/no credit or grade. *Transferable to CSU; UC.*

HISTORY 165 - 3 Units**History of American Women**

Explores the historical role of the American woman, comparing the images developed in our culture with the reality of women's lifestyles and contributions to economic, political and social change. Emphasis will be on the twentieth century woman. Lecture. Optional credit/no credit or grade. *Transferable to CSU; UC.*

HISTORY 170 - 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. Lecture. Optional credit/no credit or grade. Recommended for transfer students. Essential for history and political science majors. *Transferable to CSU; UC. (CAN HIST 8) (HIST 170 + 175 = CAN HIST SEQ B)*

HISTORY 175 - 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. Lecture. Optional credit/no credit or grade. Recommended for transfer students. Essential for history and political science majors. *Transferable to CSU; UC. (CAN HIST 10) (HIST 170 + 175 = CAN HIST SEQ B)*

HISTORY 180 HONORS - 3 Units**History of Western Civilization Part I, Honors**

The Golden West Honors program offers highly motivated students an enriched academic experience, challenging them with stimulating, rigorous assignments leading them to advanced levels of critical thinking. Most enhancements to the standard History 180 course are qualitative rather than quantitative. There is no definitive statement in History. Each generation re-writes it according to its values, beliefs and prejudices. What makes a good historian is an inquiring mind. History should be interrogated by minds trained in a discipline of attentive disbelief! Each class involves a quest for answers to historical questions. These learning objectives are divided into five equal course units or modules. They define the material to be presented in class and tested periodically. Unit #1 deals with the Roots of Western Civilization in Mesopotamian, Egyptian and Hebrew cultures. Unit #2 examines Ancient and Classical Greece with special reference to philosophical, literary and artistic achievements. Unit #3 explores Cosmopolitanism by study of the Hellenistic Age and the transition of the Roman Republic into the Roman Empire. Unit #4 looks at the Transformation of the Roman World into the realms of Roman and Byzantine Christianity and also at the world of Islam. Unit #5 deals with the Rise of Western Europe: manorialism and feudalism; city-states and universal empires; and the concept of Renaissance. Lecture. Letter grade only. UC Credit Limitations: History 180 and 180H combined—maximum credit, one course *Transferable to CSU; UC.*

HISTORY 185 - 3 Units**History of Western Civilization**

A study of the nature of Western civilization from the sixteenth century to the present which traces the development of institutions and ideas formative to it. Special attention is given to the Reformation, Marxism and Nazi Germany. Lecture. Optional credit/no credit or grade. Recommended for all transfer students majoring in the liberal arts, the humanities or the social sciences. UC Credit Limitations: History 185 and 185H combined—maximum credit, one course *Transferable to CSU; UC. (CAN HIST 4) (HIST 180 + 185 = CAN HIST SEQ A)*

HISTORY 185 HONORS - 3 Units**History of Western Civilization Part II, Honors**

As in the standard course students will explore the period from the Reformation (1500's) to the later 20th century. Special attention is given to the concepts of enlightenment, industrial revolution, evolution and total war. Most enhancements are qualitative rather than quantitative. Honors students will evaluate challenging primary and secondary sources of evidence to develop insights. Integral to this process is an appreciation of historiography. The objective is to challenge students with stimulating, rigorous assignments to inspire advanced levels of critical reading and thinking. Lecture. Letter grade only. UC Credit Limitations: History 185 and 185H combined—maximum credit, one course. *Transferable to CSU; UC.*

HISTORY 190 - 3 Units**World History to 1500**

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. Lecture. Optional credit/no credit or grade. Recommended for transfer students. *Transferable to CSU; UC. (CAN HIST 14) (HIST 190 + 195 = CAN HIST SEQ C)*

HISTORY 195 - 3 Units**World History Since 1500**

A broad survey of the interactions of the diverse cultural, political and economic systems on earth and how that interaction has affected most of these societies. Lecture. Optional credit/no credit or grade. Recommended for transfer students. *Transferable to CSU; UC. (CAN HIST 16)*

HUMANITIES**HUMANITIES 100 - 3 Units****History and Appreciation of Art**

(Same as: Art 105)

A survey of prehistoric art to the Renaissance period stressing the basic principles and history of art demonstrated in painting, sculpture and architecture. The approach to this course is not directed towards dates and small details. This course will include illustrated lectures, reading, and museum reports and study assignments. At least one visit to the Los Angeles County Art Museum and assigned slide viewing in the Multi-Media Center. Lecture. Optional credit/no credit or grade. Art majors planning to transfer should enroll in Art 105. UC Credit Limitations: Humanities 100 and 100H combined—maximum credit, one course. *Transferable to CSU; UC. (CAN ART 2)*

HUMANITIES 100 HONORS - 3 Units**Honors Art History & Appreciation**

(Same as: Art 105 Honors)

The focus of this course is a survey of art, beginning with Prehistoric art and concluding with Gothic art. We will study painting, sculpture and architecture as an integral part of cultural patterns and development. Slide accompanied lectures, reading and written assignments are included in this course. Study assignments involve visits to major art museums and current exhibitions. The honors course intensifies the focus on research, exploration and critical thinking. Most enhancements to the regular Art 105/Humanities 100 are qualitative rather than quantitative. While there is additional reading and writing, the intensified focus on critical thinking holds students to a higher standard: all their oral and written work must manifest a commitment to, and a capacity for, academic excellence. Lecture. Letter grade only. UC Credit Limitations: Humanities 100 and 100H combined—maximum credit, one course. *Transferable to CSU; UC.*

HUMANITIES 101 - 3 Units**History of Radio, Television and Broadcasting**

(Same as: Broadcast & Video Production 101)

This course is designed for students interested in the history of the motion picture, television programs and radio programs. Documentary films, experimental films, feature-length motion pictures and television shows will be shown in class. The new generation of public broadcast radio programs will be studied in addition to listening to classic selections from the period in radio history known as 'The Golden Years of Radio.' In addition to viewing and hearing landmark examples from these three areas which will provide the historical overview, students will learn to recognize and understand the great sociological and psychological influences these three media have had on our daily lives. Designed as a general interest course for all students. Lecture. Optional credit/no credit or grade. Highly recommended for theater, commercial music and journalism majors. *Transferable to CSU.*

HUMANITIES 102 - 3 Units**Introduction to Art**

(Same as: Art 100)

An introductory course for both the general interest and art major student. A survey of the nature and role of the visual arts in society. Art theory, art practices and an overview of art history will be covered. The medias of art will also be explored. Lecture. Optional credit/no credit or grade. *Transferable to CSU; UC.*

HUMANITIES 103 - 3 Units**Worlds of Music**

(Same as: Music 103)

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 credit/no credit or grade. *Transferable to CSU; UC.*

HUMANITIES 104 - 3 Units**History and Appreciation of Opera and Related Forms**

(Same as: Music 104)

This course is a guide to attending and understanding performances of opera and related forms. It examines the history of opera, from its inception in Florence and Milan, Italy, during the transition from the Renaissance to the Baroque eras around 1600 up to modern times. In addition, the course reviews the precursors of opera, the cultural currents that led to the invention of opera, and musical genres related to or descended from opera, such as: operetta, musical theatre, oratorio and cantata. Written review of three live performances is required. Lecture. Optional credit/no credit or grade. *Transferable to CSU; UC.*

HUMANITIES 108 - 3 Units**History and Appreciation of the Musical Theater**

(Same as: Theater Arts 108, Music 108)

A course in all of the elements which make the Musical Theater one of the premier art forms of the 20th Century. The student will explore the history of the form as well as examine the roles of composer, bookwriter, lyricist, performer, and others relative to writing and mounting a production. Videos and live performances will be utilized to enhance the learners knowledge of the medium. Lecture. Optional credit/no credit or grade. *Transferable to CSU; UC.* May not be offered each semester.

HUMANITIES 110 - 3 Units**History and Appreciation of Art**

(Same as: Art 106)

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 and assigned slide viewing in the Multi-Media Center. Lecture. Optional credit/no credit or grade. Art majors planning to transfer should enroll in Art 106. UC Credit Limitations: Humanities 110 and 110H combined—maximum credit, one course. *Transferable to CSU; UC. (CAN ART 4)*

HUMANITIES 110 HONORS - 3 Units**History and Appreciation of Art, Honors**

(Same as: Art 106 Honors)

This course is a survey of the history of art, beginning with the Italian Renaissance and concluding with modern art. We will study painting, sculpture, and architecture as an integral part of cultural patterns and development. Illustrated lectures, reading and field trips to current exhibitions are included in the course. Study assignments involve at least two visits to major art museums. The Honors course intensifies the focus on research, exploration and critical thinking. Most enhancements to the regular Art 106/Humanities 110 are qualitative rather than quantitative. While there is additional reading and writing, the intensified focus on critical thinking holds students to a higher standard: all their oral and written work must manifest a commitment to, and a capacity for, academic excellence. Lecture. Letter grade only. UC Credit Limitations: Humanities 110 and 110H combined—maximum credit, one course. *Transferable to CSU; UC.*

HUMANITIES 114 - 3 Units**History of Modern Art**

(Same as: Art 104)

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. Lecture. Optional credit/no credit or grade. *Transferable to CSU; UC.*

HUMANITIES 116 AD - 1.5 Units**Art Museum and Gallery Field Studies**

(Same as: Art 102 AD)

A nine-week course of weekly lectures and field trips to art museums, galleries, and current traveling art exhibitions in Southern California. Critical viewing of original art with emphasis on historical and stylistic context. Group discussions of art reviews and selected text.. All transportation provided Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU.*

HUMANITIES 120 - 3 Units**History and Appreciation of Music**

(Same as: Music 101)

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. Lecture. Optional credit/no credit or grade. UC Credit Limitations: Humanities 120 and 120H combined—maximum credit, one course. *Transferable to CSU; UC.*

HUMANITIES 120 HONORS - 3 Units**History and Appreciation of Music, Honors**

(Same as: Music 101 Honors)

As in the regular course, Honors students will examine elements of musical style (rhythm, melody, dynamics, texture, form, timbre), deepening the experience by considering culturally bound and intercultural musical features within the context of Western "classical" music, plus the interactions between Western and non-Western musics. However, our list of reading, listening and viewing assignments will feature a broader selection than those offered in the usual Music 101/Hum120 bibliography, discography and videography. The course will also intensify the focus on research, evaluation of personal taste and critical "active" listening. Attendance at and review of three professional performances required. Lecture. Optional credit/no credit or grade. UC Credit Limitations: Humanities 120 and 120H combined—maximum credit, one course. *Transferable to CSU; UC.*

HUMANITIES 122 - 3 Units**History and Literature of Music**

(Same as: Music 165)

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 credit/no credit or grade. *Transferable to CSU; UC.* May not be offered each semester.

HUMANITIES 126 - 3 Units**Music In Motion Pictures**

(Same as: Music 126)

This course is an introduction to the use of music in motion pictures in terms of dramatic purposes and musical style. Emphasis is on how music reinforces the emotional impact, plot delineation, dramatic pacing and mood evocation in the film. Lecture. Optional credit/no credit or grade. *Transferable to CSU; UC.*

HUMANITIES 130 - 3 Units**Introduction to History and Literature of the Theater**

(Same as: Theater Arts 101)

This course involves 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. The course includes an introduction to the important eras in theater history and a study of several well-known plays. The student is required also to view at least two college productions. Lecture. Optional credit/no credit or grade. *Transferable to CSU; UC.*

HUMANITIES 132 - 3 Units**Introduction to the Theater**

(Same as: Theater Arts 100)

A course designed for those who wish to explore more thoroughly the performing arts with special attention given to a survey of all the contributing elements. An examination through lecture, demonstration, laboratory participation, small group discussion, guest performers and speakers from all areas of theater production. Designed to prepare the student for other course offerings in the theater curriculum. Students are required to attend two (2) college productions. Lecture. Optional credit/no credit or grade. *Transferable to CSU; UC.*

HUMANITIES 135 - 3 Units**History and Appreciation of the Cinema**

(Same as: Theater Arts 102)

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. The Hollywood film will be explored, as well as its relationship to world cinema. 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 credit/no credit or grade. *Transferable to CSU; UC.*

HUMANITIES 137 - 3 Units**Introduction to Drama and Acting**

(Same as: Theater Arts 105)

An introductory course in drama for the non-theater major. Equal stress is given to both a broad survey of theater including history, make-up, costuming and literature and to an introduction to acting. The course will include lectures, field trips and acting exercises. Lecture. Optional credit/no credit or grade. *Transferable to CSU; UC.*

HUMANITIES 140 - 3 Units**Jazz: A History and Appreciation**

(Same as: Music 136)

This course is an in-depth study of the only purely American musical art form, with emphasis on the important cultural contributions of the black people in America. The class will study jazz from the blues and field music to jazz rock and the 'new thing' of today. Live demonstrations during class whenever possible. Lecture-demonstrations will include two evening concerts or field trips. Lecture. Optional credit/no credit or grade. Three hours lecture, one and one-half hours listening in Multi-Media Center a week. *Transferable to CSU; UC.*

HUMANITIES 145 - 3 Units**History of Rock Music**

(Same as: Music 185)

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 credit/no credit or grade. *Transferable to CSU; UC.*

HUMANITIES 160 - 3 Units**Introduction to Mass Communications**

(Same as: Journalism 160)

Study and analysis of the skills, techniques and standards involved in communicating information through the mass media; application of this knowledge to a study of the media (especially newspaper, magazines, radio, TV). Lecture. Optional credit/no credit or grade. *Transferable to CSU; UC. (CAN JOUR 4)*

HUMANITIES 170 - 3 Units**Views of Humanity**

Art, film, literature, music, architecture and philosophy express and condition our response to life. How they do that is the focus of this course. By looking at these forms of human expression from different periods in history, we develop a given historical moment. We learn how we might respond to many art forms and we see how the art of all times shapes our thoughts and feelings in the present. Designed for general enrichment. Lecture. Optional credit/no credit or grade. *Transferable to CSU; UC.*

HUMANITIES 190 HONORS - 3 Units**Honors Seminar**

Prerequisites: English 010

This team-taught, multi-disciplinary class sharpens students' ability to think critically, to evaluate arguments and detect fallacies. Discussing major issues, students compare disciplines ranging from art to science, learning how method affects meaning. Through inquiry and service learning, students become stronger thinkers, handling academic and personal issues with growing critical acumen. Lecture & lab. Letter grade only. *Transferable to CSU.*

INFORMATION TECHNOLOGY**INFORMATION TECHNOLOGY 115-1 - 1.5 Units****Computer Concepts**

Hands-on introduction to basic computing and Internet literacy for information technology students including terminology and operation used in a networking environment. Emphasis includes hardware, software applications and operating systems, networking concepts, email, and basic computer security. Intended for students with little or no computer experience. Part 1 and 2 must be completed to articulate with Coastline's CST 115 course. Lecture & lab. Optional credit/no credit or grade. An eight-week course. *Transferable to CSU.*

INFORMATION TECHNOLOGY 115-2 - 1.5 Units**PC Windows and DOS Essentials**

Advisories: Information Technology 115-1

Hands-on course reviewing the Windows user interface and DOS commands in the information technology field. Emphasis included hardware and networking concepts in command line usage, batch files, directory structure, and memory configuration. Part 1 and 2 must be completed to articulate with Coastline's CST 115 course. Lecture & lab. Optional credit/no credit or grade. An eight-week course. *Transferable to CSU.*

INFORMATION TECHNOLOGY 116 - 3 Units**A + PC Hardware (Core)**

Advisories: Information Technology 115-1

This is a hands-on PC (Personal Computer) hardware course to prepare students for the CompTIA A+ Hardware/Core exam. This class is an introduction to PC hardware as well as a look at the advanced hardware technologies. Course topics and labs include the motherboard, Input/Output devices, memory, floppy and hard drives, SCSI (Small Computer System Interface) devices, modems, printers, networking, PDAs (Personal Digital Assistant), laptops, and purchasing or building your own computer. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU.*

INFORMATION TECHNOLOGY 117-1 - 1.5 Units**A + PC Software (Operating Systems) - 1**

(Formerly known as: Information Technology 117)

Advisories: Information Technology 115-1

This is a hands-on PC (Personal Computer) software course which prepares the student for the CompTIA A+ operating systems industry certification exams. This course is an in-depth study of computer operating systems software. Course topics and labs include configuration, installation, and upgrade of software. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU.*

INFORMATION TECHNOLOGY 117-2 - 1.5 Units**A + PC Software (Operating Systems) - 2**

(Formerly known as: Information Technology 117)

Advisories: Information Technology 117-1

This is a hands-on PC (Personal Computer) software course which prepares the student for the CompTIA A+ operating systems industry certification exams. Course topics and labs include troubleshooting, preventive maintenance, customer integration, network and Internet management, and security. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU.*

INFORMATION TECHNOLOGY 118 - 1.5 Units**Network +**

This is a hands-on PC (Personal Computer) networking course with an emphasis on network administration, service and support, solutions for network problems, and use of various testing equipment and resources. Course topics and labs include the OSI (Open System Interconnection) reference model, TCP/IP (Transmission Control Protocol/Internet Protocol) protocols and addressing, remote connectivity, network security and troubleshooting. The course prepares the student for the CompTIA Network+ certification exam. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU.*

INFORMATION TECHNOLOGY 128-1 - 1.5 Units**Introduction to PC Networking Fundamentals**

An introductory course in PC networking with an emphasis in terminology, communication concepts, network components, cabling, internet working, network design (topologies), and administration. Part 1 and 2 must be completed to articulate with Coastline's CST 128 course. Lecture & lab. Optional credit/no credit or grade. An eight-week course. *Transferable to CSU.*

INFORMATION TECHNOLOGY 128-2 - 1.5 Units**Networking Essentials**

Advisories: Information Technology 128-1

Hands-on PC networking course with an emphasis in network administration, service and support, solving network problems, and using various testing equipment and resources. This class will examine career opportunities and networking certificate programs in this demanding field. Part 1 and 2 must be completed to articulate with Coastline's CST 128 course. Lecture & lab. Optional credit/no credit or grade. An eight-week course. *Transferable to CSU.*

INFORMATION TECHNOLOGY 131 - 3 Units**Fundamentals of Securing Computer Systems**

Hands on introduction to computer network security for students including terminology and operation used in a networking environment. Emphasis includes intrusions, cryptography, computer, network and Internet security threats. This course will address firewall design techniques, hardware, and software solutions used for protecting computers. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU.*

INFORMATION TECHNOLOGY 135 - 3 Units**Computer Forensics and Crime**

Advisories: Information Technology 115-1, 115-2, and 128-1. A basic understanding of TCP/IP (Transmission Control Protocol/Internet Protocol), computer and network hardware and software configuration, troubleshooting, and problem solving skills.

This course provides a hands-on introduction to computer forensics in a computer and network environment. Course topics and labs include terminology, criminal investigation, complexities of locating, collecting, and analyzing computer data and evidence for use in court, and identification of crime scene boundaries. The student will gain skills in searching for evidence including fingerprints, forensic identifiable material, and other items of evidentiary value. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU.*

INFORMATION TECHNOLOGY 141 - 3 Units**Server Hardware Specialist (Server+) Certification**

Hands on advanced PC networking course with emphasis in network administration, service and support, problem solving and using various testing equipment and resources. This course will examine career opportunities and Server+ certification exam preparation in the Information Technology field. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU.*

INFORMATION TECHNOLOGY 151 - 3 Units**Linux Fundamentals**

This hands-on course is designed for the individual who wants to learn the basic skills needed for installing, configuring and maintaining a Linux network. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU.*

INFORMATION TECHNOLOGY 161 - 3 Units**Internetworking with Transmission Control Protocol (TCP/IP)**

This course is designed for students who want to broaden their networking skills by configuring Transmission Control Protocol/Internet Protocol (TCP/IP) on several network platforms. This TCP/IP course covers the underlying applications, components, protocols and what is essential to link to a network. In this hands-on course you will install and configure network interface cards (NIC); master subnetting, set up a network for remote access and implement network security. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU.*

INFORMATION TECHNOLOGY 201-1 - 1.5 Units**Cisco 1 - Networking Fundamentals - 1**

(Formerly known as: Information Technology 201-1)

Cisco 1 - Networking Fundamentals - 1 provides hands-on training designed to prepare students to become a CCNAs (Certified Cisco Networking Associates). Course topics and labs includes basic networking components, networking topologies, OSI (Open System Interconnection) reference model, TCP/IP (Transmission Control Protocol/Internet Protocol) Model, IP (Internet Protocol) addressing, and industry standards. (IT 201-1 and IT 201-2 must be completed to articulate with Cisco and Coastlines's CST 201A.) Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU.*

INFORMATION TECHNOLOGY 201-2 - 1.5 Units**Cisco 1 - Cisco Essentials - 2**

(Formerly known as: Information Technology 201)

Prerequisites: Information Technology 201-1

Cisco 1 - Cisco Essentials - 2 provides hands-on training designed to prepare students to become a CCNAs (Certified Cisco Networking Associates). Course topics and labs include Ethernet technologies and switching, structured cabling components, networking topologies, OSI (Open System Interconnection) reference model, TCP/IP (Transmission Control Protocol/Internet Protocol) protocols, routing fundamentals and IP (Internet Protocol) addressing, subnet mask, and industry standards. (IT 201-1 and IT 201-2 must be completed to articulate with Cisco and Coastlines's CST 201A.) Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU.*

INFORMATION TECHNOLOGY 202-1 - 1.5 Units**Cisco 2 - Router Technologies - 1**

(Formerly known as: Information Technology 202)

Prerequisites: Information Technology 201-1 and 201-2

Cisco 2 - Router Technologies - 1 provides hands-on training designed to prepare students to become a CCNAs (Certified Cisco Networking Associates). Course topics and labs include configuration, setup, managing, and troubleshooting Cisco routers, routing fundamentals and IP (Internet Protocol) addressing, subnet mask, and industry standards. (IT 202-1 and IT 202-2 must be completed to articulate with Cisco and Coastlines's CST 202A.) Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU.*

INFORMATION TECHNOLOGY 202-2 - 1.5 Units**Cisco - Router Configuration - 2**

(Formerly known as: Information Technology 202)

Prerequisites: Information Technology 201-1, 201-2, 202-1

Cisco - Router Configuration - 2 provides hands-on training designed to prepare students to become a CCNAs (Certified Cisco Networking Associates). Course topics and labs include configuration, setup, managing, and troubleshooting Cisco routers, routing fundamentals and IP (Internet Protocol) addressing, subnet mask, and industry standards. (IT 202-1 and IT 202-2 must be completed to articulate with Cisco and Coastlines's CST 202A.) Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU.*

INFORMATION TECHNOLOGY 203-1 - 1.5 Units**Cisco - LAN Design - 1**

(Formerly known as: Information Technology 203)

Prerequisites: Information Technology 202-1 and 202-2

Cisco - LAN Design 1 provides hands-on training designed to prepare students to become a CCNAs (Certified Cisco Networking Associates). Course topics and labs include classless routing, single area OSPF (Open the Shortest Path First), gateway routing protocols, switching concepts, and switch configuration, managing, and troubleshooting. (IT 203-1 and IT 203-2 must be completed to articulate with Cisco and Coastlines's CST 203A.) Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU.*

INFORMATION TECHNOLOGY 203-2 - 1.5 Units**Cisco - LAN Design - 2**

(Formerly known as: Information Technology 203)

Prerequisites: Information Technology 203-1

Cisco LAN Design - 2 provides hands-on training designed to prepare students to become a CCNAs (Certified Cisco Networking Associates). Course topics and labs include advanced IOS (Internetworking Operating System) programming, LAN (Local Area Network) design, VLAN (Virtual LAN) operations, Spanning Tree Protocol, LAN Switching, routing, traffic patterns, and LAN documentation. (IT 203-1 and IT 203-2 must be completed to articulate with Cisco and Coastlines's CST 203A.) Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU.*

INFORMATION TECHNOLOGY 204-1 - 1.5 Units**Cisco 4 - WAN Design - 1**

(Formerly known as: Information Technology 204)

Prerequisites: Information Technology 203-1 and 203-2

Cisco 4 - WAN Design - 1 provides hands-on training designed to prepare students to become a CCNAs (Certified Cisco Networking Associates). Course topics and labs include scaling IP addresses, WAN (Wide Area Network) technologies, point-to-point protocols, ISDN (Integrated Services Digital Network) architecture, DDR (Dial-on-Demand) routing and Frame Relay. (IT 204-1 and IT 204-2 must be completed to articulate with Cisco and Coastlines's CST 204A.) Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU.*

INFORMATION TECHNOLOGY 204-2 - 1.5 Units**Cisco 4 - WAN Design - 2**

(Formerly known as: Information Technology 204)

Prerequisites: Information Technology 204-1

Cisco 4 - WAN Design - 2 provides hands-on training designed to prepare students to become a CCNAs (Certified Cisco Networking Associates). Course topics and labs include network management, administration, developing network security strategies, VPNs (Virtual Private Networks), WAN design and documentation. (IT 204-1 and IT 204-2 must be completed to articulate with Cisco and Coastlines's CST 204A.) Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU.*

INFORMATION TECHNOLOGY 253 AD - 4 Units**Internet Expert Certification**

This course is designed for students who want to prepare for the written Certified Internetwork Expert exam #350-001. The course topics include, Device Operations, General Networking Theory Bridging & LAN Switching, Internet Protocol, Internet Protocol (IP) Routing Protocols, Desktop Protocols, Performance Management, WAN, LAN Security, and Multiservice. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU.*

INTERDISCIPLINARY STUDIES**INTERDISCIPLINARY STUDIES 110 - 3 Units****Contemporary Cultural Connections**

This course deals with the complex issues of American society from 1945 through the present, as seen through the humanities (literature, film, art, history, philosophy, the social sciences, etc.). Contemporary Cultural Connections focuses on issues relating to self-identity, the relation of the self to others, and the impact the evolution of values has on the individual. Guest lectures. Lecture. Optional credit/no credit or grade. *Transferable to CSU; UC.*

INTERPRETING**INTERPRETING 030 - 3 Units****Basic Voice to Sign**

Advisories: Sign 280

A beginning course for those who have completed two semesters of sign language and wish to become interpreters. Emphasis will be upon interpreting simultaneously from spoken English into American Sign Language. Students will study interpreter theory and technique. Lecture. Letter grade only.

INTERPRETING 035 - 3 Units**Advanced Voice to Sign**

Prerequisites: Interpreting 030

An advanced course in interpreting from spoken English into American Sign Language. Students will study the special requirements of interpreting in various settings. Lecture. Letter grade only.

INTERPRETING 055 - 3 Units**Basic Sign to Voice**

Prerequisites: Sign 280

Corequisites: Sign 280

A beginning course for those who have completed two semesters of sign language and wish to become interpreters. Emphasis will be upon interpreting from sign language into spoken English. Lecture. Letter grade only.

INTERPRETING 060 - 3 Units**Advanced Sign to Voice**

Prerequisites: Interpreting 055

An advanced course in interpreting from American Sign Language into spoken English. Concurrent enrollment in Interpreting 090 is recommended. Lecture. Letter grade only.

INTERPRETING 070 - 3 Units**Interpreting In Educational Settings**

Prerequisites: Sign 285, Interpreting 035, Interpreting 055

This course emphasizes the role and responsibilities of an interpreter in educational settings including elementary, secondary and post-secondary. Processes of interpreting are examined and implemented in an effort to prepare educational interpreters to be both qualified, certified and to satisfy the California state mandates for educational interpreters. Lecture. Optional credit/no credit or grade.

INTERPRETING 090 AC - 3 Units
Situational Interpreting/Practicum

Prerequisites: Interpreting 030 or 055

A course to address the specific vocabulary and ethical factors in interpreting in all settings, i.e., classroom, medical, social service, job interviewing, religious and performing arts. Lecture. Letter grade only. Offered spring semester only.

INTERPRETING 100 - 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 credit/no credit or grade. *Transferable to CSU.*

ITALIAN
ITALIAN 199 AD - 1-5.0 Units
Current Topics and Issues in Italian

Develop skills in using Italian in oral and written form. Study and discussion of major current social, economical, and political issues in Italy and their impact on Italian traditions through a historical perspective. Lecture. Optional credit/no credit or grade. *Transferable to CSU.*

JOURNALISM
JOURNALISM 160 - 3 Units
Introduction to Mass Communications

(Same as: Humanities 160)

Study and analysis of the skills, techniques and standards involved in communicating information through the mass media; application of this knowledge to a study of the media (especially newspapers, magazines, radio, TV). Lecture. Optional credit/no credit or grade. *Transferable to CSU; UC.*

JOURNALISM 185 - 3 Units
Writing for News Media

(Same as: Broadcast & Video Production 111)

Students will develop the skills which are needed to organize and write stories for print and broadcast media, including newspapers, radio, television and magazines. This includes extensive exercises in writing, interviewing and other skills, including working with sound and pictures recorded in the field. Students will also develop a knowledge of the ethics and law of print and broadcast news. Lecture. Optional credit/no credit or grade. *Transferable to CSU. (CAN JOUR 2)*

JOURNALISM 284 AD - 2 Units
Newspaper Production

Class members will help produce The Western Sun. All class members required to attend regular staff meetings. May not be taken concurrently with Journalism 285A-D. Lecture & lab. Optional credit/no credit or grade. Newspaper Production courses may be taken for a maximum of four semesters. Therefore, the following courses may not be taken more than four semesters singularly or in combination: Journalism 284, 285, 286 and 288. To determine if any individual course may be taken more than one time, check for A-B, A-C, OR A-D designator. *Transferable to CSU.*

JOURNALISM 285 AD - 3 Units
Newspaper Production

Class members will produce The Western Sun. All class members are required to attend regular staff meetings. Editors, in addition, attend editorial meetings and proofread at print shop on day prior to publication. Lecture & lab. Optional credit/no credit or grade. Newspaper Production courses may be taken for a maximum of four semesters. Therefore, the following courses may not be taken more than four semesters singularly or in combination: Journalism 284, 285, 286 and 288. To determine if any individual course may be taken more than one time, check for A-B, A-C, OR A-D designator. *Transferable to CSU.*

JOURNALISM 286 AD - 1 Unit
Western Sun Editorial Board

Prerequisites: Assignment as The Western Sun editor or business manager

Corequisites: Journalism 285 AD

Editorial board members will be responsible for directing production of The Western Sun. Lecture & lab. Optional credit/no credit or grade. Newspaper Production courses may be taken for a maximum of four semesters. Therefore, the following courses may not be taken more than four semesters singularly or in combination: Journalism 284, 285, 286 and 288. To determine if any individual course may be taken more than one time, check for AB, AC, OR AD designator. *Transferable to CSU.*

JOURNALISM 288 AD - 3 Units
Newspaper, Managing and Editing

All class members required to attend regular staff meetings. Lecture & lab. Optional credit/no credit or grade. Class open to those students accepting editorial positions or special assignments on The Western Sun. Newspaper Production courses may be taken for a maximum of four semesters. Therefore, the following courses may not be taken more than four semesters singularly or in combination: Journalism 284, 285, 286 and 288. To determine if any individual course may be taken more than one time, check for A-B, A-C, OR A-D designator. *Transferable to CSU.*

JOURNALISM 291 - 1 Unit
Newspaper Practicum

Corequisites: Journalism 185 or 284AD

This laboratory course is designed specifically for staff members of The Western Sun, the student newspaper. They will receive of credit for a minimum of 54 hours working in The Western Sun offices in excess of the required daily noon-hour class session. The Western Sun staff members may enroll in only one of the three courses. Lab. Credit/no credit only. *Transferable to CSU.*

JOURNALISM 292 - 2 Units**Newspaper Practicum**

Corequisites: Journalism 284AD or 285AD

Journalism 292 is the same as Journalism 291 but requiring 108 hours of student involvement. Lab. Credit/no credit only. *Transferable to CSU.*

LEARNING SKILLS**LEARNING 005 - 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. Lecture. Credit/no credit only. The units earned for this course may not be applied toward the 60 units required for graduation. A twelve-week course. *Not transferable, not degree applicable.*

LEARNING SKILLS 920-1 - 0 Units**Tutorial Services Attendance**

This course provides tutorial assistance to students requesting educational support to increase student success. Permission to register will be given at the Tutorial and Learning Center Lab. No credit. Enrollment open all semester. May be repeated as necessary. Hours by arrangement. *Not transferable, not degree applicable.*

LEARNING SKILLS 920-2 - 0 Units**Student Computer Lab Attendance**

This course provides 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. Permission to register will be given at the Student Computer Center. Lab. No credit. Enrollment open all semester. May be repeated as necessary. Hours by arrangement. *Not transferable, not degree applicable.*

LEARNING SKILLS 920-4 - 0 Units**Multi-Media Lab Experiences for Nursing Students**

This course is for GWC nursing students to provide additional multi-media lab experiences including psychomotor skills for client care. No credit. Enrollment open all semester. May be repeated as necessary. Hours by arrangement. *Not transferable, not degree applicable.*

LEARNING SKILLS 920-7 - 0 Units**High Tech Center/DSS 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 Student Programs & Services (DSP&S) Office. Lab. No credit. Enrollment open all semester. May be repeated as necessary. Hours by arrangement. *Not transferable, not degree applicable.*

LEARNING SKILLS 920-8 - 0 Units**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 Student Program & Services (DSP&S) Office. No credit. *Not transferable, not degree applicable.*

LIBRARY**LIBRARY 110 - 1 Unit****Introduction to Library Resources**

This is an eight-week, independent study course in the library with weekly assignments and a final. It is designed to help students become familiar with the library's resources. Students will learn how to access books, periodicals, and other resources at the library and from home. Students use a workbook to complete hands-on assignments, working at their own pace. Students must report to the library the first week of class to pick up their assignment schedule. Credit/no credit. *Transferable to CSU.*

LIBRARY 120 - 1 Unit**Libraries and the Internet**

This course will introduce students to online research, including how to locate, use, and evaluate information over the Internet. This course will cover the history of the Internet as well as provide an analyses of future trends. It will also provide hands-on experience using appropriate research tools such as subscription databases, online directories, virtual libraries, and search engines. Lecture. Optional credit/no credit or grade. An eight-week course. *Transferable to CSU.*

MANAGEMENT**MANAGEMENT 110 - 3 Units****Elements of Management**

Emphasis will be placed on the traditional, behavioral, situational and contingency approaches to management. Includes an in-depth study of the role of the manager in planning, organizing, influencing and evaluating as it applies to the private and public sectors. Lecture. Letter grade only. *Transferable to CSU.*

MANAGEMENT 111 - 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. Letter grade only. *Transferable to CSU.*

MANAGEMENT 115 - 3 Units
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. Letter grade only. *Transferable to CSU.*

MANAGEMENT 118 - 3 Units
Organizational Leadership

This course presents a comprehensive survey of the theories and research on leadership and managerial effectiveness in formal organizations with practical suggestions for improving leadership skills. Lecture. Optional credit/no credit or grade. *Transferable to CSU.*

MANAGEMENT 130 - 3 Units
Team Building and Group Dynamics

This course integrates contemporary research on groups with practical management principles. It organizes the art and science of teamwork in three primary tasks for the leader/manager: (1) Accurately assessing and improving team performance; (2) Managing the internal dynamics of teams (diversity, conflict, creativity within the team); and (3) Optimally leveraging the team within the larger organization. Lecture. Optional credit/no credit or grade. *Transferable to CSU.*

MANAGEMENT 140 - 2 Units
Organization and Professional Values/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 credit/no credit or grade. A twelve-week course. *Transferable to CSU.*

MANAGEMENT 152 - 3 Units
Small Business Ownership and Management

Concepts and techniques related to the ownership/management problems of a small firm from the utilization viewpoint of a present or potential business owner. The basics of locating, financing, merchandising, buying, pricing, inventory and credit control, public and personnel relations will be presented. Lecture. Letter grade only. *Transferable to CSU.*

MANAGEMENT 183 - 1.5 Units
International Payments and Collections

(Same as: Business 183)

An overview of methods of payment in international trade, including cash, open account, documentary collection and letters of credit, the role of banks and other services providers, and the Uniform Customs and Practice for Documentary Credits, UCP 500. Lecture. Optional credit/no credit or grade. An eight-week course. *Transferable to CSU.*

MANAGEMENT 184 - 1 Unit
Mexico and NAFTA: A Business Perspective

(Same as: Business 184)

An introductory course in doing business in Mexico after NAFTA. Including a country profiles, marketing products and services, Mexican business and culture, understanding NAFTA, the NAFTA Rules of Origin and import export procedures between the United States and Mexico, and NAFTA resources. Lecture. Optional credit/no credit or grade. A six-week course. *Transferable to CSU.*

MANAGEMENT 190 - 3 Units
Import Export Procedures

(Same as: Business 190)

An overview of contemporary import and export procedures including business start-up, negotiating, terms of sale, payments, logistics, documentation, insurance, trade agreements, regulation and the role of government agencies in international trade, and local sources and agencies. Lecture. Optional credit/no credit or grade. *Transferable to CSU.*

MARKETING
MARKETING 100 - 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 121 - 3 Units
Personal Finance

(Same as: Business 121)

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.*

MARKETING 135 - 3 Units
Retail Management

(Formerly known as: Principles of Retailing)

Studies dealing 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 upon solution of actual retail problems using the case method. Lecture. Letter grade only. *Transferable to CSU.* May not be offered each semester.

MARKETING 140 - 3 Units
E-Commerce

This course examines electronic commerce, how it is being conducted and managed, its major opportunities, limitations, issues and risks. Electronic commerce is an interdisciplinary topic and is of importance to managers and professional in any functional area of the business world. Lecture. Optional credit/no credit or grade. *Transferable to CSU.*

MARKETING 180 - 3 Units**Survey of International Trade**

(Same as: Business 180)

A survey of global business operations, including international trade theory and practice, trade and investment, economic environments and institutions, legal and political environments, cross cultural management, marketing research, methods of market entry, physical distribution and finance. Lecture. Letter grade only. *Transferable to CSU.* May not be offered each semester.

MARKETING 185 - 3 Units**International Marketing**

(Same as: Business 185)

An examination of the environment and operations of global marketing, including the international marketing mix; product, pricing, placement and promotion, as well as emerging issues in international trade, such as the globalization of markets, standardization vs. adaptation and the cultural environment of business. Lecture. Optional credit/no credit or grade. *Transferable to CSU.*

MARKETING 186 - 0.5 Units**International Marketing and the Internet**

(Same as: Business 186)

An examination of the International trade opportunities on the Internet, held in a seminar format in a computer lab, on locating and using public and private resources relating to export import, marketing, trade leads, transportation, regulation and finance, industry and country libraries, and job opportunities. Lecture. Optional credit/no credit or grade. *Transferable to CSU.*

MATHEMATICS**MATHEMATICS 005 - 3 Units****Basic Mathematics**

Basic Mathematics develops arithmetic concepts and skills in a practical, application oriented, problem solving course for those students seeking employment as well as for entering Mathematics 008. (Not applicable to the A.A. degree.) Lecture & lab. Optional credit/no credit or grade. *Not transferable, not degree applicable.*

MATHEMATICS 008 - 3 Units**Prealgebra**

Prerequisites: Mathematics 005 or Mathematics Placement Assessment

Prealgebra will develop operations with signed numbers, exponents, fractional expressions, factorizations, solution of equations, formulas, word problems, and the rectangular coordinate system. Lecture & lab. Optional credit/no credit or grade. *Not transferable, not degree applicable.*

MATHEMATICS 009 AB - 1 Unit**Medication Calculations for Nurses**

Prerequisites: Mathematics 008 or Mathematics Placement Assessment

This course presents a review of decimals, fractions and percents as utilized by medical professionals to calculate drug dosages. Dosage calculations are presented using the straightforward method of 'dimensional analysis.' Additional applications include conversion between the metric, apothecary and household systems, dosage calculations based upon body weight, intravenous calculations, and preparation of dilutions. Lecture. Optional credit/no credit or grade. A six-week course. *Not transferable, not degree applicable.*

MATHEMATICS 010 - 4 Units**Elementary Algebra**

Prerequisites: Mathematics 008 or Mathematics Placement Assessment

This course is equivalent to a first-year high school algebra course. The topics covered include properties of real numbers, simplifying polynomial, rational, and radical expressions, and solving linear, quadratic, rational, and radical equations in one variable. The rectangular coordinate system is covered including graphing linear equations in two variables and solving systems of linear equations in two variables. Applications of mathematical concepts are incorporated throughout the course. This course is taught in a combined large lecture and laboratory format. Lecture & lab. Letter grade only.

MATHEMATICS 020 - 3 Units**Plane Geometry**

Prerequisites: Mathematics 010 or Mathematics Placement Assessment

This is a traditional course in the fundamentals of Euclidean geometry. The topics include straight lines, triangles, quadrilaterals, polygons, circles and basic solids. Deductive reasoning is applied to each of these figures to examine congruencies, similarities, areas, volumes, constructions and other basic properties. Lecture. Letter grade only.

MATHEMATICS 030 - 4 Units**Intermediate Algebra**

Prerequisites: Mathematics 010 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 & lab. Letter grade only.

MATHEMATICS 100 - 3 Units**Mathematics for Liberal Arts Students**

Prerequisites: Mathematics 030 or Mathematics Placement Assessment

A course for the liberal arts college student who has a good background in high school algebra or who has successfully completed intermediate algebra in college. 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. Topics will include a variety of mathematical concepts with emphasis given to the structure of mathematics and its application to various disciplines in the liberal arts. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU; UC. (CAN MATH 2)*

MATHEMATICS 103 - 3 Units**Elementary Teachers Mathematics 3—Probability & Statistics**

Prerequisites: Mathematics 030 or Mathematics Placement Assessment

This is one of three standards-based courses designed for prospective K-8 teachers. It surveys topics in probability and statistics that will broaden and enrich the basic mathematical background of students planning to become elementary teachers of mathematics. Through a problem-solving activity approach, the course will cover topics in probability, statistics and fundamentals of statistical inference. Probability topics include counting methods, probability theory and independence, multistage experiments, geometrical probability, modeling and simulation, expectation, and the law of large numbers. Statistical topics include collecting, classifying and graphing data, measures of central tendency and variation, characterizing distributions, and the normal distribution. Elements of statistical inference will cover sampling, the central limit theorem, hypothesis testing, and regression and correlation analysis. Lecture & lab. Letter grade only. UC Credit Limitations: Math 103, 104 and 106 combined—maximum credit, one course; no credit for 103 if taken after 160/160H. *Transferable to CSU; UC.*

MATHEMATICS 104 - 3 Units**Mathematics for Elementary Teachers I**

Prerequisites: Mathematics 030 or Mathematics Placement Assessment

Topics include problem solving skills, structure of the real number system, other systems, set theory, computers and manipulatives. This course is designed for students planning to be elementary teachers. Lecture & lab. Letter grade only. Student should complete Mathematics 020 (high school geometry) before taking the CBEST test, or the second math course for elementary teachers at a four-year school. UC Credit Limitations: Math 103, 104 and 106 combined—maximum credit, one course. *Transferable to CSU; UC. (CAN MATH 4)*

MATHEMATICS 106 - 3 Units**Mathematics for Elementary Teachers II**

Prerequisites: Mathematics 104

Topics include probability, statistics, geometric shapes and tessellations, measurement, congruence and similarity, coordinate and transformational geometry. This course is designed for students planning to be elementary teachers. Lecture & lab. Letter grade only. UC Credit Limitations: Math 103, 104 and 106 combined—maximum credit one course. *Transferable to CSU; UC.*

MATHEMATICS 115 - 4 Units**College Algebra**

Prerequisites: Mathematics 030 or Mathematics Placement Assessment

This course is designed for students needing to improve algebra skills necessary for success in Math 130 and 150 and 160. Topics include matrices and determinants, theory of equations and systems, graphing equations and functions, polynomial and rational functions, exponential and logarithmic functions and their graphs, conic sections, sequence and series, counting and probability. This course does not prepare a student to enter Mathematics 180 or 185. Lecture. Letter grade only. UC Credit Limitations: Math 115 and 170 combined—maximum credit, one course. *Transferable to CSU; UC. (CAN MATH 10)*

MATHEMATICS 120 - 3 Units**Trigonometry**

Prerequisites: Mathematics 030 or Mathematics Placement Assessment

Advisories: Mathematics 020

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 required. Lecture. Letter grade only. *Transferable to CSU. (CAN MATH 8)*

MATHEMATICS 130 - 4 Units**Survey of Calculus**

Prerequisites: Mathematics 030 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 topics normally covered in 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 180 or 185. Lecture. Letter grade only. UC Credit Limitations: Math 130, 180 and 180H combined—maximum credit, one course. *Transferable to CSU; UC. (CAN MATH 34)*

MATHEMATICS 150 - 4 Units**Finite Mathematics**

Prerequisites: Mathematics 030 or Mathematics Placement Assessment

This course is designed for students majoring in business, management, social, behavioral, and life sciences. Topics include functions, linear systems, matrices, linear programming, finance, sets, counting, probability, Markov chains, and game theory. A scientific calculator will be required. Lecture. Letter grade only. *Transferable to CSU; UC. (CAN MATH 12)*

MATHEMATICS 160 - 4 Units**Introduction to Statistics**

Prerequisites: Mathematics 030 or Mathematics Placement Assessment

Topics include 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 applications in a variety of disciplines. The use of a graphing calculator and/or statistical analysis computer programs is integrated into the course. Lecture. Letter grade only. UC Credit Limitations: Math 160 and 160 H combined—maximum credit, one course. *Transferable to CSU; UC. (CAN STAT 2)*

MATHEMATICS 160 HONORS - 4 Units**Introduction to Statistics, Honors**

Prerequisites: Mathematics 030 or Mathematics Placement Assessment

Honors students will study more extensive techniques of exploratory data analysis, will compare mathematical patterns and deviations, and will study methods, analyses and conclusions of data analysis and statistical procedures as applied in media, science and politics. Students will develop new combinations of skills in developing critical thinking in mathematical studies. Lecture. Letter grade only. UC credit limitations. See counselor. *Transferable to CSU; UC.*

MATHEMATICS 170 - 5 Units**Precalculus**

Prerequisites: Mathematics 120

This course will cover topics required for studying calculus including complex numbers, sequences and series. Particular emphasis will be 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, and polar coordinates. This course is essential for those students planning to study Mathematics 180 (Calculus I). Lecture. Letter grade only. UC Credit Limitations: Math 115 and 170 combined—maximum credit, one course. *Transferable to CSU; UC. (CAN MATH 16)*

MATHEMATICS 180 - 5 Units**Calculus I**

Prerequisites: Mathematics 170 or Mathematics Placement Assessment

This is the first course in a three-course sequence designed for mathematics, physics and engineering majors. The topics covered in this course include analytic geometry, functions, limits, continuity, differentiation and integration of functions. Applications of differential and integral calculus are included throughout the curriculum. Lecture. Letter grade only. The student should plan to complete the first three semesters of calculus at Golden West College to maintain continuity. UC credit limitations. See counselor. *Transferable to CSU; UC. (CAN MATH 18)*

MATHEMATICS 180 HONORS - 5 Units**Calculus I, Honors**

Prerequisites: Mathematics 170 or Mathematics Placement Assessment

Honors students will go beyond the regular course to more deeply study concepts for unifying the five themes of limits, derivatives, integrals, approximations, and problem solving. A goal of Honors Calculus is that students become mathematically fluent, able to translate and communicate mathematics verbally. This goal requires students to develop a depth of understanding that promotes activities leading to solving collaboratively a variety of problems. Another goal is to develop an appreciation of calculus as a significant body of knowledge and human endeavor. Graphing calculators and computer programs will be used as effective tools to assist in problem solving, modeling, interpreting results, and verifying conclusions. Lecture. Letter grade only. *Transferable to CSU; UC.*

MATHEMATICS 185 - 5 Units**Calculus II**

Prerequisites: Mathematics 180 or Mathematics 180H

This is the second course in a three-course sequence designed for mathematics, physics and engineering majors. The topics covered in this course include methods of integration, applications of the definite integral, transcendental functions, polar and parametric functions, indeterminate forms, improper integrals, convergence and divergence of sequences and series including power series, and conic sections. Lecture. Letter grade only. The student should plan to complete the first three semesters of calculus at Golden West College to maintain continuity. *Transferable to CSU; UC. (CAN MATH 20) (MATH 180 + 185 = CAN MATH SEQ B MATH 180 + 185 + 280 = CAN MATH SEQ C)*

MATHEMATICS 280 - 5 Units**Calculus III**

Prerequisites: Mathematics 185

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. This is third course in a three-course sequence, designed for mathematics, physics and engineering majors. Lecture. Letter grade only. The student should plan to complete the first three semesters of calculus at Golden West College to maintain continuity. *Transferable to CSU; UC. (CAN MATH 22) (MATH 180 + 185 + 280 = CAN MATH SEQ C)*

MATHEMATICS 285 - 5 Units**Ordinary Differential Equations**

Prerequisites: Mathematics 185

An introduction to the theory, techniques and applications of ordinary differential equations. The topics covered include first-order ODE's, linear ODE's, infinite series solutions, the method of Frobenius, Laplace transforms, matrix solutions of linear systems (eigenvectors/eigenvalues), linear independence of solutions, and numerical methods. Lecture. Letter grade only. *Transferable to CSU; UC. (CAN MATH 24)*

MATHEMATICS 290 - 5 Units**Applied Linear Algebra**

Prerequisites: Mathematics 185

Fundamentals of matrix algebra, the theory of linear transformations and their applications. The topics covered include matrix solution of systems of linear equations, determinants, Euclidean and abstract vector spaces, bases, eigenvectors and eigenvalues, and inner product spaces. Application to physics, economics and engineering. Lecture. Letter grade only. *Transferable to CSU; UC. (CAN MATH 26)* Offered spring semester only.

MUSIC**MUSIC 025 AD - 1-3 Units****Rehearsal & Performance-Band Showmanship**

Prerequisites: Retention is based upon successful audition.

This is an enrichment course designed to enhance musical performance and showmanship. Lab. Credit/no credit only.

MUSIC 026 AD - 1-3 Units**Survey of Contemporary Band Literature**

Prerequisites: Retention is based upon successful audition.

This course will instruct students in music sight reading techniques, the music notation counting system, and develop the student's music reading skills. Students will be able to apply these techniques to contemporary band music. Lab. Optional credit/no credit or grade.

MUSIC 048 - 3 Units**Home Recording**

This course is designed to study home recording practices used in small project studios. Emphasis will be placed on computer based multi-track systems. Students will have experience setting up and operating complete home recording systems that include microphones, mixers, digital workstations, speakers and headphone systems. Lecture & lab. Optional credit/no credit or grade.

MUSIC 049 - 2 Units**Introduction to Recording Engineering**

This course is designed to provide the recording engineering student with an overview of the terminology and practices of the recording industry. Emphasis will be placed on fundamental principles of recording as well as current engineering practice. Lecture. Optional credit/no credit or grade.

MUSIC 051 AB - 2 Units**Record Producing**

This is a course of study leading to strong competencies in the important field of producing records. The student will learn much inside information, including studio procedures, talent and song writing evaluation, budget analysis, licenses, publishing, promotion and merchandising. Lecture & lab. Optional credit/no credit or grade.

MUSIC 053 - 2 Units
Producing the Music Video

Prerequisites: Music 051 or concurrent enrollment in Music 051.

This course provides instruction in music video production techniques originating on videotape. It will emphasize lighting, camera techniques, editing styles and application of special effects unique to music videos. Pre-production, production and post-production will be taught using student production teams producing music video projects. Lecture & lab. Optional credit/no credit or grade.

MUSIC 054 AB - 3 Units
Audio Fundamentals

(Same as: Multimedia 054 AB)

Prerequisites: Music 115

This course covers the fundamentals of multimedia audio including: acoustics and measurement; microphones and speakers; signal flow and processing, and recorders (analog and digital and magneto-optical). Lecture & lab. Optional credit/no credit or grade.

MUSIC 055 AB - 3 Units
Applied Recording Techniques

(Formerly known as: Modular Digital Multi-Track/Signal Processing)

(Same as: Multimedia 055 AB)

Prerequisites: Music/Multimedia 054AB

In this course, areas of emphasis will be signal processing applications during the tracking and over dubbing phases of the production process including equalization, reverb, compression, limiters, gates and expanders. Intensive lab experiences will include multi-track recording projects using modular digital multi track recording systems. Lecture & lab. Optional credit/no credit or grade.

MUSIC 056 AB - 3 Units
Audio Mixing Techniques

(Same as: Multimedia 056 AB)

Prerequisites: Music/Multimedia 054 AB

Advisories: Music/Multimedia 055 AB

This course covers mixing techniques using analog and digital consoles and studio monitor systems. Lab experiences will include numerous mixing projects using both modular digital multi-track and disc based systems. Lecture & lab. Optional credit/no credit or grade.

MUSIC 057 AB - 3 Units
Audio Post Production

(Same as: Multimedia 057 AB)

Prerequisites: Music/Multimedia 054AB

Advisories: Music/Multimedia 055AB and 056AB

This course covers the assembly of various audio elements (dialog, music, and effects) into a play list for synchronization to picture. Non-linear digital video editing systems will be utilized to create finished programs for digital video disc, television, and computer games. Lecture & lab. Optional credit/no credit or grade.

MUSIC 058 - 3 Units
Basic Live Sound Reinforcement

(Formerly known as: Live Sound Reinforcement)

Designed for Live Sound majors, Recording Arts majors, and Technical Theatre majors. The course includes an introduction to basic sound reinforcement design and operations used in the sound reinforcement industry. Emphasis will be placed on practical knowledge and techniques in operating sound equipment on all levels. Lecture. Optional credit/no credit or grade.

MUSIC 059 AB - 3 Units
Studio Maintenance and Repair

Prerequisites: Music 054

This course in Studio Maintenance and Repair is designed to provide the student with a thorough and intensive course in the techniques of maintaining and repairing the equipment found in the modern recording studio. Each student will develop a consistent and intensive regimen for maintenance and "trouble shooting." Extensive "hands-on" experience. Lecture & lab. Letter grade only.

MUSIC 060 AD - 3 Units
Singing Solo Pop Songs

This class is aimed toward solo performances and historical studies of the American popular song. The student will perform selected songs with accompaniment in class and in front of live audiences. Emphasis will be placed on correct interpretation of the songs, utilization of microphones, and a strong nucleus of the best in popular song literature. Lecture. Optional credit/no credit or grade.

MUSIC 064 AB - 3 Units
Commercial SongWriting I

This course is intended to give the student an opportunity to evaluate many types and styles of popular music by its outstanding practitioners (Including Bob Dylan, Paul Simon, Stevie Wonder, Lennon and McCartney, Elton John, Jackson Browne and Randy Newman), and to compose lyrics and music in various song forms that will help them be competitive in today's musical market place. Selected student's compositions will be performed and recorded by members of the commercial program. Lecture. Optional credit/no credit or grade.

MUSIC 065 - 2 Units
Commercial SongWriting II

This course is designed for the advanced songwriter and encompasses copyright, studio demos, radio playlists, the song markets and source materials available to today's composer. Each songwriter will experience all aspects of the art from creation and evaluation through final polishing, demo tapes and publication. Lecture & lab. Optional credit/no credit or grade. May not be offered each semester.

MUSIC 066 - 3 Units
Commercial Musicianship

Prerequisites: Music 114 and 115

This one-semester course is designed to bring each commercial performance or arranging student to a minimum level of competency in the harmonic and formal structure of modern commercial music. Topic studies will include triads and added tones, basic chord voicing, melodic construction, the keyboard as a writing tool, planning an arrangement, simple song forms, copying, ear training and simple dictation. Lecture. Optional credit/no credit or grade.

MUSIC 068 - 4 Units
Commercial Arranging & Orchestration I

Prerequisites: Music 066

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 credit/no credit or grade.

MUSIC 070 - 3 Units**Advanced Live Sound Reinforcement**

Prerequisites: Music 058

This course is designed to study the advanced practices used in the sound reinforcement industry. Emphasis will be placed on sound system design, set up and operation. Students will have experience setting up and operating small to large sound systems, acoustical analyzers, design software, digital mixers and processors. Lecture & lab. Optional credit/no credit or grade.

MUSIC 072 AD - 2 Units**Improvisation Workshop**

Of utmost importance to all performance and arranging students is the ability to create melodic and harmonic ideas mentally, and to translate these ideas into written or played material. Traditional and modern scales, as well as primary and expanded chords, will be used as a basis for creative experimentation. The student will improvise on his/her major instrument. The arranging student will create material at the keyboard. Extensive listening assignments will be an important part of each student's experiences. Lecture & lab. Optional credit/no credit or grade.

MUSIC 095 - 3 Units**Managing Your Career in Music**

This course is designed for the commercial music major. Personal and business finance, aspects of the law, credit, management and marketing techniques directly and indirectly related to the commercial music industry will be presented and discussed. Lecture. Letter grade only.

MUSIC 101 - 3 Units**History & Appreciation of Music**

(Same as: Humanities 120)

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. Lecture. Optional credit/no credit or grade. UC Credit Limitations: Music 100 and 100H combined—maximum credit, one course. *Transferable to CSU; UC.*

MUSIC 101 HONORS - 3 Units**History & Appreciation of Music, Honors**

(Same as: Humanities 120 Honors)

As in the regular course, Honors students will examine elements of musical style (rhythm, melody, dynamics, texture, form, timbre), deepening the experience by considering culturally bound and intercultural musical features within the context of Western "classical" music, plus the interactions between Western and non-Western musics. However, our list of reading, listening and viewing assignments will feature a broader selection than those offered in the usual Music 101/Hum120 bibliography, discography and videography. The course will also intensify the focus on research, evaluation of personal taste and critical "active" listening. Attendance at and review of three professional performances required. Lecture. Optional credit/no credit or grade. UC Credit Limitations: Music 100 and 100H combined—maximum credit, one course. *Transferable to CSU; UC.*

MUSIC 103 - 3 Units**Worlds of Music**

(Same as: Humanities 103)

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 credit/no credit or grade. *Transferable to CSU; UC.* May not be offered each semester.

MUSIC 104 - 3 Units**History & Appreciation of Opera**

(Same as: Humanities 104)

This course is a guide to attending and understanding performances of opera and related forms. It examines the history of opera, from its inception in Florence and Milan, Italy, during the transition from the Renaissance to the Baroque eras around 1600 up to modern times. In addition, the course reviews the precursors of opera, the cultural currents that led to the invention of opera, and musical genres related to or descended from opera, such as: operetta, musical theatre, oratorio and cantata. Written review of three live performances is required. Lecture. Optional credit/no credit or grade. *Transferable to CSU; UC.* May not be offered each semester.

MUSIC 105 AB - 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. Lecture. Optional credit/no credit or grade. An eight-week course offered twice each semester. *Transferable to CSU; UC.*

MUSIC 106 AB - 1 Unit**Beginning Guitar II**

Prerequisites: Music 105 AB

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 guitar. Lecture. Optional credit/no credit or grade. An eight-week course offered twice each semester. *Transferable to CSU; UC.*

MUSIC 108 - 3 Units**History & Appreciation of the Musical Theater**

(Same as: Humanities 108, Theater Arts 108)

A course in all of the elements which make the Musical Theater one of the premier art forms of the 20th Century. The student will explore the history of the form as well as examine the roles of composer, book writer, lyricist, performer, and others relative to writing and mounting a production. Videos and live performances will be utilized to enhance the learners knowledge of the medium. Lecture. Optional credit/no credit or grade. *Transferable to CSU; UC.* May not be offered each semester.

MUSIC 109 AD - 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 credit/no credit or grade. *Transferable to CSU; UC.*

MUSIC 110 AD - 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 is planned for spring semester. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU; UC.*

MUSIC 112 AB - 2 Units **Sight Singing**

This course is designed to introduce and develop strong fundamental competencies in the singing of simple and complex rhythms, melodies. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU; UC.*

MUSIC 115 - 3 Units **Basic Music**

Advisories: Concurrent enrollment in Music 141 - 142 recommended.

A first course in music theory. Required for all music majors. (This requirement may be waived for students passing the qualifying examination in basic music given in the first week of each semester.) Introduction to the materials of music pitch, rhythm, scales, intervals, triads, etc. and their notation. Development of skills in reading music and in aural perception. Lecture. Optional credit/no credit or grade. *Transferable to CSU; UC.*

MUSIC 116 - 5 Units **Theory I (Diatonic)**

Prerequisites: Music 115

This course presents the basic techniques and materials, principles and practice of diatonic harmony integrated with musicianship; compositional techniques, using four-part harmony, figured bass, primary-secondary triads, non-harmonic tones; introduction to modulation; analysis of selected forms and compositional devices, integrated with sight singing and ear training (melodic, harmonic, and rhythmic dictation.) Lecture. Optional credit/no credit or grade. *Transferable to CSU; UC. (CAN MUS 2)*

MUSIC 120 AD - 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. Lab. Optional credit/no credit or grade. *Transferable to CSU; UC.*

MUSIC 121 AD - 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. Lab. Optional credit/no credit or grade. *Transferable to CSU; UC.*

MUSIC 122 AD - 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. Lab. Optional credit/no credit or grade. *Transferable to CSU; UC.*

MUSIC 124 AD - 1 Unit **Madrigals**

Prerequisites: Retention based upon successful audition.

A select vocal/instrumental ensemble which performs suitable music from before 1750. Extensive participation in concerts on campus, field trips. Schedule of performances announced at the beginning of each semester. Each student must provide his own standard performance dress. Financial aid available for qualified students who cannot provide their own required items of clothing. Lab. Optional credit/no credit or grade. *Transferable to CSU; UC.*

Music 125 AD - 1 Unit **Chamber Ensemble**

Prerequisites: Retention based upon successful audition.

A course in the study and performance of chamber ensemble music with emphasis on development of basic skills of ensemble playing. Phrasing, tone and interpretation will be stressed. Lab. Optional credit/no credit or grade. *Transferable to CSU; UC.*

MUSIC 126 - 3 Units **Music in Motion Pictures**

(Same as: Humanities 126)

This course is an introduction to the use of music in motion pictures in terms of dramatic purposes and musical style. Emphasis is on how music reinforces the emotional impact, plot delineation, dramatic pacing and mood evocation in the film. Lecture. Optional credit/no credit or grade. *Transferable to CSU; UC.*

MUSIC 132 AD - 2 Units **Jazz Ensemble Skills**

Study and performance of jazz and commercial music with emphasis on development of basic skills of ensemble playing. Phrasing, tone and improvisation will be stressed. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU; UC.*

MUSIC 134 AD - 2 Units **Recording Jazz Ensemble**

Study and performance of jazz and commercial music with special emphasis on jazz phrasing and tone, ensemble methods and improvisations, off-campus activities and three- or four-day tour. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU.*

MUSIC 136 - 3 Units **Jazz: A History and Appreciation**

(Same as: Humanities 140)

This course is an in-depth study of the only purely American musical art form, with emphasis on the important cultural contributions of the black people in America. The class will study jazz from the blues and field music to rock-jazz and the 'new-thing' of today. Live demonstrations during class whenever possible. Lecture-demonstrations will include two evening concerts or field trips. Lecture. Optional credit/no credit or grade. *Transferable to CSU; UC.*

MUSIC 141 AB - 1 Unit**Beginning Keyboard 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 credit/no credit or grade. *Transferable to CSU; UC.*

MUSIC 142 AB - 1 Unit**Beginning Piano II**

Prerequisites: Music 141 AB or equivalent

Continuation of Music 141AB. Reading music, piano keyboard harmony and scales in major keys. Regular daily practice is essential for success in this course. Lecture. Optional credit/no credit or grade. An eight-week course. *Transferable to CSU; UC.*

MUSIC 145 AB - 2 Units**Basic Voice**

Advisories: Concurrent enrollment in Music 115, 121A-B, or 141A-B - 142A-B 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 credit/no credit or grade. *Transferable to CSU; UC.*

MUSIC 146 AB - 2 Units**Intermediate Voice**

Prerequisites: Music 145 AB

Advisories: Concurrent enrollment in Music 115, 121 AB, or 141 AB or 142 AB recommended for those who do not read music.

This course is a continuation of Music 145A-B 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 credit/no credit or grade. *Transferable to CSU; UC.*

MUSIC 147 AB - 2 Units**Advanced Voice**

Prerequisites: Music 146 AB

Advisories: Concurrent enrollment in Music 115, 121A-b, or 141A-B - 142A-B is recommended for students who do not read music.

This course is the third and fourth semester continuation of Music 146AB 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 credit/no credit or grade. *Transferable to CSU; UC.*

MUSIC 150 AB - 2 Units**Broadway and Opera Singing**

(Same as: Theater 146 AB)

Advisories: Music 060 or 121 or 145. Concurrent enrollment in Music 115, 121 AB, or 141 AB - 142 AB recommended for those who do not read music.

This course is a voice class for singers, actors and dancers with previous training. It prepares for solo and ensemble singing by improving breathing, vocal tone, range, agility, volume, diction, health, expression and self-confidence. Students sing songs and arias from musical theater and/or opera, memorized from printed music. One hour daily practice and a written review of an approved musical or opera production are required. A pianist accompanies the classes. Lecture. Optional credit/no credit or grade. *Transferable to CSU; UC.*

MUSIC 158 AD - 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 credit/no credit or grade. *Transferable to CSU.*

MUSIC 165 - 3 Units**History & Literature of Music**

(Same as: Humanities 122)

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 masterwork's 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 credit/no credit or grade. *Transferable to CSU; UC.* May not be offered each semester.

MUSIC 170 AB - 2 Units**Introduction to Electronic Synthesizer**

Designed for the student interested in expanding his knowledge of music to include the elements of electronically produced music. Both analog and digital synthesis will be included, as well as related studio techniques. Students will use the Yamaha DX-7 synthesizer, Kurzweil Sampling Keyboard, TF-Modules, RX-11 Drum Machine, Macintosh computer with Sequencing Software, and related equipment for hands-on projects. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU.*

MUSIC 171 AB - 2 Units**Synthesizer Projects**

A continuation of Music 170 AB. Extensive use of the synthesizer laboratory to create recorded projects. Class size will be limited to allow individual experience within the laboratory. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU.*

MUSIC 185 - 3 Units**History of Rock Music**

(Same as: Humanities 145)

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 credit/no credit or grade. *Transferable to CSU; UC.*

MUSIC 209 AD - 2 Units
Symphonic Band, Advanced Skills

Prerequisites: Music 109 AD

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. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU; UC.*

MUSIC 210 AB - 2 Units
Musical Theater Workshop

For student musicians and vocalists to participate in musical theater productions such as musical comedy, musical drama, operetta and opera. Students will participate as members of the pit orchestra, band, as vocalists in the acting company. Students will rehearse and perform the score in production. An open enrollment class. One hundred and eighty hours arranged. Lab. Optional credit/no credit or grade. *Transferable to CSU; UC.*

MUSIC 216 - 5 Units
Theory II (Chromatic)

Prerequisites: Music 116

A continuation of Music 116. Introduction to chromatic harmony; principles of modulation; secondary dominants; altered chords; augmented sixth chords. Analysis of selected forms and compositional devices, scoring for instruments, integrated with sight singing and ear training (melodic, harmonic and rhythmic dictation and some keyboard application.) Lecture. Optional credit/no credit or grade. *Transferable to CSU; UC.*

MUSIC 241 AB - 2 Units
Intermediate Keyboard 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 credit/no credit or grade. *Transferable to CSU; UC.*

MUSIC 242AB - 2 Units
Intermediate Piano II

Prerequisites: Music 241AB or equivalent

Continuation of Music 241. Third semester of class piano keyboard instruction Lecture. Optional credit/no credit or grade. *Transferable to CSU; UC.*

NURSING
NURSING 009 - 2 Units
Introduction to Nursing

This course is designed to assist nursing students to develop the survival skills essential for success in the educational setting and the clinical environment. Emphasis is on: nursing process, learning style, specific study skills, medical terminology, and nursing responsibilities. Lecture. Credit/no credit only.

NURSING 070 - 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.

NURSING 100 - 10 Units
Nursing Process I

Prerequisites: Acceptance into the Nursing Program. Pre-entrance physical examination. Completion of Biology 170,175, 210, Mathematics 010 or equivalent, and English 100

Concepts of person, environment, health and nursing as related to the Roy Adaptation Model of nursing practice are explored. Opportunity for the application of these concepts is provided through simulated clinical experiences in the campus multimedia lab and various adult clinical settings. Emphasis is placed on basic application of the nursing process, acquiring beginning level nursing skills and developing rationale for nursing actions based on scientific principles Lecture & lab. Letter grade only. *Transferable to CSU.*

NURSING 150 - 10 Units
Nursing Process II

Prerequisites: Nursing 100 or the equivalent; Biology 200 and Communication Studies 108 or 110 or 112

Interrelated biopsychosocial behavioral responses of clients to a wide variety of stressors and stimuli are studied in both the hospital and community settings. The content area for this course is Women's Health and Medical Surgical Nursing. Emphasis is placed on critical thinking in application of the nursing process using the Roy Adaptation Model. Included are wellness concerns as well as pathophysiology-related major health problems in all areas of assessment. Lecture & lab. Letter grade only. *Transferable to CSU.*

NURSING 190 - 4 Units
Transition to Registered Nursing

Prerequisites: California Vocational Nurse License, completion of Biology 175 and Biology 210 and Psychology 160, English 100; Communication Studies 108, 110 or 112. Permission required.

This course is designed to assist the Licensed Vocational Nurse to bridge the gaps in theoretical and clinical knowledge and skills to enable them to join the third semester of the registered nurse program. Lecture & lab. Letter grade only. *Transferable to CSU.*

NURSING 200 - 10 Units**Nursing Process III**

Prerequisites: Nursing 150 and Psychology 160

Focuses on nursing management of chronic health issues in multiple clinical settings. Selected students assignments emphasize the application of the nursing process using the Roy Adaptation Model to the care of patients with various medical, surgical, geriatric and mental health problems. The student is expected to formulate nursing diagnoses for existing and potential problems, establishing short-term and long-term nursing care goals, intervene appropriately and evaluate the care given to clients with complex problems. Lecture & lab. Letter grade only. *Transferable to CSU.*

NURSING 205 AB - 2 Units**Nursing Practicum**

Prerequisites: Nursing 150 or 200

Designed to provide the advanced nursing student with a practicum cooperatively planned by an employing agency and the nursing faculty. Focus is on providing practical experience in a realistic work setting in a concentrated period of time; and classroom discussion of issues directly related to the practicum in an acute hospital setting. Lecture & lab. Credit/no credit only. A four week course. *Transferable to CSU.*

NURSING 210 AB - 4 Units**Nursing Practicum**

Prerequisites: Nursing 150 and Upon approval of affiliating agency

Designed to provide the advanced nursing student with a paid practicum cooperatively planned by an employing agency and the nursing faculty. Focus is on providing practical experience in a realistic work setting in a very concentrated period of time; and a classroom discussion of issues directly related to the practicum in an acute hospital setting. Lecture & lab. Credit/no credit only. A five-week course. *Transferable to CSU.*

NURSING 220 - 3 Units**Advanced Physical Assessment for Nursing**

Prerequisites: Completion of Nursing 100, or first semester of a registered nursing program, or Registered Nurse Licensure.

This course examines the theory and practice of physical assessment required in the practice of registered nursing, emphasizing the analysis and synthesis of subjective and objective data collected to identify health problems. The health assessment process is explored in the context of health promotion, risk factor identification and recognition of common abnormalities of the child and adult throughout the life continuum. Lecture. Optional credit/no credit or grade. *Transferable to CSU.*

NURSING 250 - 9 Units**Nursing Process IV**

Prerequisites: Nursing 200 and Sociology 100

Focuses on the student's role transition for entry into practice. Includes concepts of critical care, advanced pediatric nursing, advanced medical/surgical nursing, and R.N. leadership/management role. Emphasis is on the application of the nursing process through use of the Roy Adaptation Model and the client's coping response to complex health problems. Opportunities to practice the leadership/ management of client care in primary-care and/or team-leading modalities provided in various acute care and community settings. Students are expected to develop the ability to make independent nursing judgements and decisions. Lecture & lab. Letter grade only. *Transferable to CSU.*

NURSING 260 - 2 Units**Nursing Issues**

Prerequisites: Nursing 200 or the equivalent.

Focuses on the emergence of nursing students into the professional setting. Content includes the history of nursing, professional and legal responsibilities, career preparation, graduation and licensing requirements, current trends affecting practice and successful job search practices. Provides the nursing student with the knowledge, skills and experiences to make informed decisions about many of the pressing issues facing the new RN Graduate. Lecture. Letter grade only. *Transferable to CSU.*

NURSING 299 AB - 5 Units**Pediatric Nursing Care**

This course focuses on the student's role transition into pediatric nursing practice. Focuses on the nursing management of the pediatric patient population. Emphasis is placed on critical thinking in the application of the nursing process to the pediatric patient across hospital settings. Students are expected to develop skills in independent nursing decision-making and priority setting. Collaboration and professional responsibilities of the pediatric nurse are emphasized. Lecture. Credit/no credit only. *Transferable to CSU.*

PHILOSOPHY**PHILOSOPHY 101 - 3 Units****Introduction to Philosophy**

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. Lecture. Optional credit/no credit or grade. *Transferable to CSU; UC. (CAN PHIL 2)*

PHILOSOPHY 102 - 3 Units**History of Ancient Philosophy**

Recommended for all students interested in refining critical thinking faculties. Essential for philosophy majors. The development of the Hellenic mind is explored, with emphasis on analysis of the basic texts of pre-Socrates, Plato and Aristotle. Lecture. Letter grade only. *Transferable to CSU; UC. (CAN PHIL 8) (PHIL 102 + 105 = CAN PHIL SEQ A)*

PHILOSOPHY 110 - 3 Units**Philosophy of the East**

Of value to students desiring a broader understanding of the world's religious thought. A critical analysis of the principal documents of the East. Particular attention is given to sacred literature as a sympathetic expression of religious thought and its culture. Lecture. Letter grade only. *Transferable to CSU; UC.*

PHILOSOPHY 111 - 3 Units**Philosophy of Religion - Western**

Questions regarding the nature of religion, God, and man's relationship to the Divine will be discussed. Emphasis will be upon interpretations of the life, message and meaning of Jesus as the Christ. Modern philosophical methods will be critically applied. Lecture. Optional credit/no credit or grade. *Transferable to CSU; UC.*

PHILOSOPHY 115 - 3 Units**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. The emphasis will be on basic learning skills: (1) oral communication (speech/listening) and (2) written communication (reading). Deductive and inductive reasoning techniques will be critically examined to establish their logical correctness or identify their fallaciousness. Lecture. Optional credit/no credit or grade. Recommended for all humanities, social science, business and natural science majors and those planning to transfer to a four-year college or university. *Transferable to CSU; UC. (CAN PHIL 6)*

PHILOSOPHY 120 - 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. Lecture. Optional credit/no credit or grade. *Transferable to CSU; UC. (CAN PHIL 4)*

PHOTOGRAPHY**PHOTOGRAPHY 125 - 1 Unit****Know Your Camera**

This is a non-lab course for students who want to develop their visual skills. Through an aesthetic approach, students will acquire the technical and visual means to express ideas photographically. Film and processing expenses for class assignments are the responsibility of the student. Lecture. Optional credit/no credit or grade. An eight-week course. *Transferable to CSU.*

PHOTOGRAPHY 150 - 3 Units**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, lighting and studio techniques will be studied. Students should provide an adjustable lens camera. Camera and shooting time must be worked into student's schedule. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU; UC. (CAN ART 18)*

PHOTOGRAPHY 150-1 - 3 Units**Photography Fundamentals and Digital Imaging**

A basic course to familiarize students with the fundamentals of photography and digital imaging. Students gain practical experience relating to cameras, film, exposure, light, content, color, composition and presentation. This course introduces the basics of digital imaging including scanning, printing and image editing with Adobe Photoshop. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU; UC.*

PHOTOGRAPHY 151 AB - 3 Units**Color Photography: Positive Materials**

Prerequisites: Photography 150

A basic course to introduce students to fundamentals of color photography. Students will become familiar with color theory, subtractive and additive color processes and printing techniques used with both negative and positive materials. Students should possess their own adjustable camera, although some camera equipment is provided for short-term-check-out. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU.*

PHOTOGRAPHY 152 - 3 Units**Digital Darkroom**

Prerequisites: Photography 150

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 furthers their creative exploration of fine art photography. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU.*

PHOTOGRAPHY 154 AB - 3 Units**The Creative Photographer**

Prerequisites: Photography 150

Creative photography is designed to provide students with an understanding and appreciation of the artistic approach to photography. Students enrolling in this course should have mastered the basic techniques of photography. Photographic processes and photographic images are approached from the fine arts viewpoint. The course is designed for the student who desires to use photography as an additional medium of expression. Students should have an adjustable lens camera to work with. However, some camera equipment is available for short-term checkout. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU; UC.*

PHOTOGRAPHY 155 AB - 3 Units**Creative Darkroom**

Prerequisites: Photography 150

A skill development course for people who have mastered the basic darkroom techniques, such as processing film and making high quality prints. Emphasis is on new laboratory photographic techniques and the development of individual creativity in the darkroom, offering the student an additional medium of expression. The photographer will be able to make better prints from negatives. Creative Darkroom is designed to provide students with an understanding and appreciation of creative photography as art through control of darkroom procedures. Two hours lecture, ; UC credit limitations. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU.*

PHOTOGRAPHY 157 AB - 3 Units**Documentary Photography**

Prerequisites: Photography 150

An advanced class for student interested in the taking of photographs in the photojournalist traditions of Life, National Geographic and the New York Times. The course will cover all aspects including war, street, foreign travel and sports photography. No story writing involved. Lecture & lab. Letter grade only. *Transferable to CSU.*

PHOTOGRAPHY 158 - 3 Units**History of Photography: An Exploration From the Lab**

Prerequisites: Photography 150

In this course, students will explore the history of photography with emphasis on the technical innovations, limitations, and inspiration that helped determine the direction and perception of the photographic image. Through slide lectures and lab based assignments, students will gain skills to recognize specific aesthetic movements, analyze photographs for their historical and conceptual significance, and have a clear understanding of photography's shift from a utilitarian instrument to a fine arts tool. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU; UC.*

PHOTOGRAPHY 159 AB - 3 Units**Color Photography: Positive Materials**

Prerequisites: Photography 151

An advanced course designed to refine color printing skills. The course will include demonstrations and intensive laboratory sessions and will concentrate on producing color photographs using a professional processor. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU.*

PHOTOGRAPHY 160 AB - 3 Units**Special Problems in Photography**

Prerequisites: Photography 150

A course in a variety of photographic techniques and materials: color, black and white, xerography, and others. The course is designed to allow the advanced student the opportunity to concentrate on a semester long project in a specialized photographic area. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU.*

PHOTOGRAPHY 165 AB - 3 Units**Portraiture**

Prerequisites: Photography 150

A basic study of the problems and techniques in portraiture and figure study photography outside of a formal studio. The student utilizes the studio lighting techniques encountered in photographing the human figure and commercial portraits. These two problems will be approached historically and aesthetically. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU.*

PHYSICAL EDUCATION**PHYSICAL EDUCATION 103 - 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 105 AD - 1 Unit**Strength and Fitness for the Disabled**

Prerequisites: Permission of instructor required.

This strength and fitness course is one of the series available to disabled students. Students will be instructed in the proper use or adaptive use of strength lab equipment. Lab. Optional credit/no credit or grade. UC credit limitations. See counselor. *Transferable to CSU; UC.*

PHYSICAL EDUCATION 108 AD - 1 Unit**Swimming for the Disabled**

Prerequisites: Physically disabled but capable of independent propulsion and ability to care for self required.

This course is part of the Adaptive Program. The student will be instructed to achieve safe and independent function within the pool. Swim skills as well as exercises will be adapted to meet the student's needs and goals. Lab. Optional credit/no credit or grade. UC credit limitations. See counselor. *Transferable to CSU; UC.*

PHYSICAL EDUCATION 109 AD - 1 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. Lab. Optional credit/no credit or grade. UC credit limitations. See counselor. *Transferable to CSU; UC.*

PHYSICAL EDUCATION 110 AD - 0.50-1.0 Units**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. Lab. Optional credit/no credit or grade. A three-week course. UC credit limitations. See counselor. *Transferable to CSU; UC.*

PHYSICAL EDUCATION 111 AD - 1 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. Lab. Optional credit/no credit or grade. UC credit limitations. See counselor. *Transferable to CSU; UC.*

PHYSICAL EDUCATION 112 AD - 2 Units**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 knowledge and necessary skills to safely enjoy surfing. Through a structured lecture and laboratory situation, the student will be introduced to the latest techniques and methods of optimum achievement. The course is suited to all levels of ability and is organized to allow for individual instruction. Lecture & lab. Optional credit/no credit or grade. UC credit limitations. See counselor. *Transferable to CSU; UC.*

PHYSICAL EDUCATION 114 AD - 1 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. Lecture & lab. Credit/no credit only. *Transferable to CSU.*

PHYSICAL EDUCATION 115 AD - 1 Unit

Swmnastics

Instruction and activity in a cardiovascular fitness program done in water. Variation of movement and tempo in exercises using the resistance and buoyancy of the water. Lecture & lab. Optional credit/no credit or grade. UC credit limitations. See counselor. *Transferable to CSU; UC.*

PHYSICAL EDUCATION 129 AD - 1 Unit

Wrestling

Instruction and practice in the fundamental skills basic to successful participation in wrestling. Lab. Optional credit/no credit or grade. UC credit limitations. See counselor. *Transferable to CSU; UC.*

PHYSICAL EDUCATION 131 AD - 1 Unit

Karate

This is an introductory course designed to familiarize the student with the physical and psychological skills inherent to the art and science of Karate-Do. Lab. Optional credit/no credit or grade. UC credit limitations. See counselor. *Transferable to CSU; UC.*

PHYSICAL EDUCATION 134 AD - 1 Unit

Bowling

An introductory course in bowling for men and women, including practice and instruction in the basic techniques of bowling, scoring and rules. The class is conducted as an instructional league. A required fee includes three lines per session, bowling ball, bowling shoes, score sheets, handicap computations and awards. Lab. Optional credit/no credit or grade. UC credit limitations. See counselor. *Transferable to CSU; UC.*

PHYSICAL EDUCATION 136 AD - 1 Unit

Rock Climbing

This course is designed so that students will develop mountaineering and rock climbing skills and fitness. Instructional emphasis is on preparation, knowledge of equipment, physical techniques and the mental approach to climbing. Lecture & lab. Letter grade only. UC credit limitations. See counselor. *Transferable to CSU; UC.*

PHYSICAL EDUCATION 137 AD - 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. Lab. Credit/no credit only. An eight-week course. UC credit limitations. See counselor. *Transferable to CSU; UC.*

PHYSICAL EDUCATION 138 AD - 0.5 Units

Golf Course Play

Development of advanced golf skills through instruction and practice on a local golf course. Course designed for the intermediate/advanced golfer. Lecture & lab. Credit/no credit only. UC credit limitations. See counselor. *Transferable to CSU; UC.*

PHYSICAL EDUCATION 139 AD - 0.5 Units

Intermediate/Advanced Golf

Prerequisites: Physical Education 137

Instruction, development and practice of intermediate through advanced golf skills at an off-campus driving range practice facility. Lecture & lab. Optional credit/no credit or grade. UC credit limitations. See counselor. *Transferable to CSU; UC.*

PHYSICAL EDUCATION 140 AD - 1 Unit

Coed Softball - Slow Pitch

A course designed to teach modified softball (slo-pitch) for men and women. The fundamentals of offense, defense basic skills and team play will be learned. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU.*

PHYSICAL EDUCATION 141 AD - 1 Unit

Intermediate Rock Climbing

Prerequisites: Physical Education 136

This class is designed so that students will develop and apply rock craft skills in an outdoor environment. Instructional emphasis is on preparation, knowledge of equipment, philosophy and practical application of top rope anchor set up, physical techniques, and safety expectations in an outdoor environment. Lecture & lab. Letter grade only. *Transferable to CSU.*

PHYSICAL EDUCATION 149 AD - 0.5 Units

Badminton

This course is designed for men and women who are interested in instruction and practice in the fundamental skills basic to successful performance in badminton. Lab. Optional credit/no credit or grade. *Transferable to CSU.*

PHYSICAL EDUCATION 150 AD - 1 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. Lab. Optional credit/no credit or grade. UC credit limitations. See counselor. *Transferable to CSU; UC.*

PHYSICAL EDUCATION 154 AD - 1 Unit

Racquetball

This course offers instruction and practice in fundamental and advanced skills of strategy and positioning in singles and doubles. Lab. Optional credit/no credit or grade. UC credit limitations. See counselor. *Transferable to CSU; UC.*

PHYSICAL EDUCATION 156 AD - 2 Units

Tennis

A course designed to instruct tennis players in the intermediate skills and knowledge of on-the-court techniques. Instruction will be given on use of spin and consistency of placement on ground strokes, volleys and serves. Strategy of singles and doubles will be taught through use of modified drills and on-court play. Lab. Optional credit/no credit or grade. UC credit limitations. See counselor. *Transferable to CSU; UC.*

PHYSICAL EDUCATION 158 AD - 1 Unit

Tennis

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. Lab. Optional credit/no credit or grade. UC credit limitations. See counselor. *Transferable to CSU; UC.*

PHYSICAL EDUCATION 159 AD - 0.5-1 Units

Table Tennis

Introduction to Table Tennis. The course includes practice of stroke skills, the application of rules and etiquette in singles and doubles play. Lecture & lab. Credit/no credit only. *Transferable to CSU.*

PHYSICAL EDUCATION 161 AD - 1 Unit**Walking for Fitness**

Designed for men and women who are interested in instruction and practice in cardiovascular walking. Activity will be held in a non-competitive atmosphere and will be geared toward developing a higher level of cardiovascular fitness and total health. Lab. Optional credit/no credit or grade. UC credit limitations. See counselor. *Transferable to CSU; UC.*

PHYSICAL EDUCATION 162 AD - 1.5 Units**Exercise Science/Circuit Weight Training**

This course is designed for students who want to learn Circuit Weight Training. Students will train vigorously on stack loaded weight lifting machines where the movement between the exercises is performed in a specific sequence on a timed basis. Students will arrange their activity hours in the Golden West College Physical Fitness Center (PFC). Students will receive an exercise prescription for their training based on physical fitness assessments. Students who have medical limitations need to be evaluated prior to participation in the class. When this course is combined with PE 103 Exercise for Healthy Living, students will be able to integrate the psychological, sociological and physiological aspects of lifelong understanding and self-development in order to satisfy the area E of the California State University General Education Requirement. Lab. Optional credit/no credit or grade. UC credit limitations. See counselor. *Transferable to CSU; UC.*

PHYSICAL EDUCATION 164 AD - 0.5 - 1.5 Units**Aerobics**

Students in this course will strengthen the cardiovascular systems and improve endurance, flexibility and strength. The class combines instruction with strenuous exercise to music. Lab. Optional credit/no credit or grade. UC credit limitations. See counselor. *Transferable to CSU; UC.*

PHYSICAL EDUCATION 165 AD - 2 Units**Exercise Science/Comprehensive Fitness**

This course is designed for students who want to learn a comprehensive physical fitness program. Students in this course will be performing vigorous exercise. The exercise will include cardiovascular conditioning, fat reduction, muscular strength and endurance, and flexibility activities. Students will arrange their activity hours in the Golden West College Physical Fitness Center (PFC). Each individual will receive an exercise prescription for their training based on a their performance on a battery of physical fitness tests. Students who have medical limitations need to be evaluated prior to participation in the class. When this course is combined with PE 103 Exercise for Healthy Living, students will be able to integrate the psychological, sociological and physiological aspects of lifelong understanding and self-development in order to satisfy the area E of the California State University General Education Requirement. Lab. Optional credit/no credit or grade. *Transferable to CSU.*

PHYSICAL EDUCATION 166 AD - 0.50-2.0 Units**Circuit Weight Training**

This course is designed as an open laboratory concept. Workouts can be scheduled any time the lab is open on an individual basis. The equipment and routine utilized in this circuit training facility are designed with the non-athlete in mind. 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 that can be accomplished in under 40 minutes. Lab. Credit/no credit only. UC credit limitations. See counselor. *Transferable to CSU; UC.*

PHYSICAL EDUCATION 167 AD - 1 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. Lab. Optional credit/no credit or grade. UC credit limitations. See counselor. *Transferable to CSU; UC.*

PHYSICAL EDUCATION 168 AD - 1.5 Units**Exercise Science/Strength Training Lab**

This course is designed for students who want to learn to train by performing weight training. Students will train vigorously on stack and plate loaded weight lifting devices three or more times a week. Students will arrange their activity hours in the GWC Physical Fitness Center. Students will receive an exercise prescription for their training based on physical fitness assessments. Students who have medical limitations need to be evaluated prior to participation in the class. Lab. Optional credit/no credit or grade. UC credit limitations. See counselor. *Transferable to CSU; UC.*

PHYSICAL EDUCATION 169 AD - 1 Unit**Exercise Science/Individual Program**

The course is designed as an open laboratory concept. The lab is organized to allow individuals to establish their own training programs. It is suited to all levels of fitness and is not limited to any particular group. The lab will serve equally the highly trained person or the person at a low fitness level and is suited for people of all ages. Each participant will be involved at the level his/her test indicates and will not be competing against other individuals. Lab. Optional credit/no credit or grade. UC credit limitations. See counselor. *Transferable to CSU; UC.*

PHYSICAL EDUCATION 170 AD - 2 Units**Exercise Science/Individual Program**

This course is recommended for those students wishing to achieve and maintain their optimum level of fitness. Lab. Optional credit/no credit or grade. UC credit limitations. See counselor. *Transferable to CSU; UC.*

PHYSICAL EDUCATION 171 AD - 2 Units**Exercise Science/Comprehensive Fitness**

This course is designed for students who want a comprehensive physical fitness program. Students in this course will be performing vigorous exercise. The exercise will include cardiovascular conditioning, fat reduction, muscular strength and endurance, and flexibility activities. Students will arrange their activity hours in Golden West College Fitness Center. Each individual will receive an exercise prescription for their training based on their performance on a battery of physical fitness tests. This class is for healthy individuals of all ages but is not a rehabilitation program. Lab. Credit/no credit only. *Transferable to CSU.*

PHYSICAL EDUCATION 172 AD - 0.2 Units**Strength Training (Nautilus/Strength Lab)**

The course is designed as an open lab experience. Workout times are adjusted to the individual's schedule. This class is designed to provide instruction and supervision of individualized resistance exercise programs using 'free' weights and/or a combination of free weights and nautilus equipment. The lab will serve equally the highly trained or beginning lifter and is suited to all age groups. Recommended for men and women interested in muscle toning, rehabilitation, weight redistribution, body building, power lifting or athletic conditioning. Lab. Credit/no credit only. A three-week course. UC credit limitations. See counselor. *Transferable to CSU; UC.*

PHYSICAL EDUCATION 173 AD - 1 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. Lecture & lab. Optional credit/no credit or grade. UC credit limitations. See counselor. *Transferable to CSU; UC.*

PHYSICAL EDUCATION 174 AD - 0.5 Units
Circuit Weight Training (Total Fitness Lab)

This course is designed as an open lab concept. Workout can be scheduled any time the lab is open on an individual basis. The equipment and routine utilized in this circuit training facility are designed with the non-athlete in mind. Circuit training has proven especially beneficial for men and women 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 that can be accomplished in under 40 minutes. Lab. Credit/no credit only. An eight-week course. UC credit limitations. See counselor. *Transferable to CSU; UC.*

PHYSICAL EDUCATION 176 AD - 1 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. Lab. Optional credit/no credit or grade. UC credit limitations. See counselor. *Transferable to CSU; UC.*

PHYSICAL EDUCATION 177 AD - 1.5 Units
Exercise Science/Cardiovascular

This course is designed for students who want to learn cardiovascular training. Students in this class will be performing vigorous exercise in cardiovascular training including exercises, such as; treadmill walking-jogging-running, rowing, stair climbing, elliptical training, and stationary cycling three or more times a week. Students will arrange their activity hours in the Golden West College Physical Fitness Center (PFC). Students will receive an exercise prescription for their training based on physical fitness assessments. Students who have medical limitations need to be evaluated prior to participation in the class. When this course is combined with PE 103 Exercise for Healthy Living, students will be able to integrate the psychological, sociological and physiological aspects of lifelong understanding and self-development in order to satisfy the area E of the California State University General Education Requirement. Lab. Optional credit/no credit or grade. UC credit limitations. See counselor. *Transferable to CSU; UC.*

PHYSICAL EDUCATION 178 AD - 0.5 - 1.5 Units
Cardiovascular Laboratory

An open laboratory experience 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. Lab. Credit/no credit only. UC credit limitations. See counselor. *Transferable to CSU; UC.*

PHYSICAL EDUCATION 180 AD - 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. Lab. Credit/no credit only. UC credit limitations. See counselor. *Transferable to CSU; UC.*

PHYSICAL EDUCATION 181 AD - 1 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, but is not a rehabilitation program. This class is recommended for men and women interested in strength and muscle toning and athletic conditioning. Lab. Credit/no credit only. UC credit limitations. See counselor. *Transferable to CSU; UC.*

PHYSICAL EDUCATION 183 AD - 0.5 Units
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, but is not a rehabilitation program. This class is recommended for men and women interested in strength and muscle toning and athletic conditioning. Lab. Credit/no credit only. A four-week course. UC credit limitations. See counselor. *Transferable to CSU; UC.*

PHYSICAL EDUCATION 186 AD - 0.5 - 1 Units
Activities - Basketball

Instruction and practice in the fundamental skills basic to successful performance in this activity. Lab. Optional credit/no credit or grade. UC credit limitations. See counselor. *Transferable to CSU; UC.*

PHYSICAL EDUCATION 192 AD - 1 Unit
Soccer

Instruction and practice in the fundamental skills basic to successful performance in this activity. Lab. Optional credit/no credit or grade. UC credit limitations. See counselor. *Transferable to CSU; UC.* May not be offered each semester.

PHYSICAL EDUCATION 194 AD - 2 Units
Physical Training for Volleyball

Physical training for athletes interested in competitive volleyball. Instruction and practice in skills and fundamentals, as well as cardiovascular conditioning. Lab. Letter grade only. UC credit limitations. See counselor. *Transferable to CSU; UC.*

PHYSICAL EDUCATION 195 AD - 0.50-1 Units
Volleyball

Participation and instruction in all facets of the game of volleyball, from fundamental skills through advanced strategies and techniques. Lab. Optional credit/no credit or grade. UC credit limitations. See counselor. *Transferable to CSU; UC.*

PHYSICAL EDUCATION 196 AD - 0.25 - 1 Units**Sand Volleyball**

Participation and instruction of all facets of sand volleyball, from fundamentals skills through strategies and techniques. Lecture & lab. Optional credit/no credit or grade. UC credit limitations. See counselor. *Transferable to CSU; UC.*

PHYSICAL EDUCATION 198 AD - 1 Unit**Volleyball**

Instruction and practice in basic to advanced skills in techniques, positions and strategies. Lab. Optional credit/no credit or grade. UC credit limitations. See counselor. *Transferable to CSU; UC.*

PHYSICAL EDUCATION 201 AD - 0.5 - 1.5 Units**Sports Conditioning - Basketball**

A course in sports conditioning for basketball. Lab. Credit/no credit only. *Transferable to CSU.*

PHYSICAL EDUCATION 202 AD - 0.5 - 1.5 Units**Sports Conditioning - Baseball**

A course in sports conditioning for baseball. Lab. Credit/no credit only. *Transferable to CSU.*

PHYSICAL EDUCATION 203 AD - 0.5 - 1.5 Units**Sports Conditioning - Volleyball**

A course in sports conditioning for Volleyball. Lab. Credit/no credit only. *Transferable to CSU.*

PHYSICAL EDUCATION 204 AD - 0.5 - 1.5 Units**Sports Conditioning - Swimming**

A course in sports conditioning for swimming. Designed to instruct swim and water polo team members in the advanced skills and knowledge of the sport. Course is recommended for those who wish to compete on the college level. Lab. Credit/no credit only. *Transferable to CSU.*

PHYSICAL EDUCATION 207 AD - 0.5 - 1.5 Units**Sports Conditioning - Cross Country**

A course in sports conditioning for cross country. Lab. Credit/no credit only. *Transferable to CSU.*

PHYSICAL EDUCATION 209 AD - 0.5 - 1.5 Units**Sports Conditioning - Softball**

A course in sports conditioning for softball. Lab. Credit/no credit only. *Transferable to CSU.*

PHYSICAL EDUCATION 240 AC - 2 Units**Baseball Team**

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.

Enrollment subject to the approval of the coach. Those enrolled in this course for credit who fail to qualify for the squad must withdraw from the course and will be encouraged to sign up for another physical education class. Students may apply intercollegiate activities to General Education requirements for graduation. Lecture & lab. Optional credit/no credit or grade. Students may apply intercollegiate activities to General Education requirements for graduation. UC credit limitations. See counselor. *Transferable to CSU; UC.*

PHYSICAL EDUCATION 242 AD - 1-2 Units**Basketball Team**

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.

Enrollment subject to the approval of the coach. Those students who fail to qualify for the team must withdraw from the course and are encouraged to enroll in a regular P.E. activity. Students may apply intercollegiate athletic activities to general education requirements for graduation (A.A. degree). Lecture & lab. Optional credit/no credit or grade. Students may apply intercollegiate activities to General Education requirements for graduation. UC credit limitations. See counselor. *Transferable to CSU; UC.*

PHYSICAL EDUCATION 244 AC - 2 Units**Cross Country 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 class is designed for those students desiring to participate in intercollegiate athletics. Advanced training techniques are applied for successful participation. Lecture & lab. Optional credit/no credit or grade. Students may apply intercollegiate activities to General Education requirements for graduation. UC credit limitations. See counselor. *Transferable to CSU; UC.*

PHYSICAL EDUCATION 246 AC - 2 Units**Football Team**

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.

Enrollment subject to the approval of the coach. Those enrolled in this course for credit who fail to qualify for the squad must withdraw from the course and are encouraged to enroll in a regular physical education activity. Students may apply intercollegiate athletic activities to General Education requirements for graduation. Lecture & lab. Optional credit/no credit or grade. Students may apply intercollegiate activities to General Education requirements for graduation. UC credit limitations. See counselor. *Transferable to CSU; UC.*

PHYSICAL EDUCATION 248 AC - 2 Units

Golf Team

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.

Enrollment subject to the approval of the coach. Those enrolled in this course for credit who fail to qualify for the squad must withdraw from the course and are encouraged to enroll in regular physical education activity. Students may apply intercollegiate athletic activities to General Education requirements for graduation. Lecture & lab. Optional credit/no credit or grade. Students may apply intercollegiate activities to General Education requirements for graduation. UC credit limitations. See counselor. *Transferable to CSU; UC.*

PHYSICAL EDUCATION 250 AC - 2 Units

Soccer 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.

Theoretical and practical instruction for the successful participation in intercollegiate soccer competition. Students may apply intercollegiate athletic activities to general education requirements for graduation. Lecture & lab. Optional credit/no credit or grade. Students may apply intercollegiate activities to General Education requirements for graduation. UC credit limitations. See counselor. *Transferable to CSU; UC.*

PHYSICAL EDUCATION 252 AC - 2 Units

Swimming 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.

Enrollment subject to approval of the coach. This course is for competition with other college swim teams. Students may apply intercollegiate athletic activities to general education requirements for graduation. Lecture & lab. Optional credit/no credit or grade. Students may apply intercollegiate activities to General Education requirements for graduation. UC credit limitations. See counselor. *Transferable to CSU; UC.*

PHYSICAL EDUCATION 256 AC - 2 Units

Track Team - Men/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.

Enrollment subject to the approval of the coach. Those enrolled in this course for credit who fail to qualify for the squad must withdraw from the course and are encouraged to enroll in a regular physical education activity. Students may apply intercollegiate athletic activities to general education requirements for graduation. Lecture & lab. Optional credit/no credit or grade. Students may apply intercollegiate activities to General Education requirements for graduation. UC credit limitations. See counselor. *Transferable to CSU; UC.*

PHYSICAL EDUCATION 258 AC - 2 Units

Volleyball 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.

Designed for students competing in intercollegiate volleyball competition. Advanced techniques and strategies required for competition are required as well as the necessary aerobic and anaerobic conditioning required to participate at a high level of athletic competition. Lecture & lab. Optional credit/no credit or grade. Students may apply intercollegiate activities to General Education requirements for graduation. UC credit limitations. See counselor. *Transferable to CSU; UC.*

PHYSICAL EDUCATION 260 AC - 2 Units

Water Polo Team

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.

Enrollment subject to approval of the coach. This course is for competition with other collegiate water polo teams. Students may apply intercollegiate athletic activities to general education requirements for graduation. Lecture & lab. Optional credit/no credit or grade. Students may apply intercollegiate activities to General Education requirements for graduation. UC credit limitations. See counselor. *Transferable to CSU; UC.*

PHYSICAL EDUCATION 262 AC - 2 Units

Wrestling Team

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 class is designed for those students desiring to participate in intercollegiate athletics. Advanced skills are developed for successful participation at this level. Lecture & lab. Optional credit/no credit or grade. Students may apply intercollegiate activities to General Education requirements for graduation. UC credit limitations. See counselor. *Transferable to CSU; UC.*

PHYSICAL EDUCATION 270 AD - 1-2 Units

Basketball 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.

Enrollment subject to the approval of the coach. Those students who fail to qualify for the team must withdraw from the course and are encouraged to enroll in a regular P.E. activity. Students may apply intercollegiate athletic activities to general education requirements for graduation (A.A. degree.) Lecture & lab. Optional credit/no credit or grade. Students may apply intercollegiate activities to General Education requirements for graduation. UC credit limitations. See counselor. *Transferable to CSU; UC.*

PHYSICAL EDUCATION 272 AC - 2 Units**Cross Country 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.

Enrollment subject to the approval of the coach. Those enrolled in this course for credit who fail to qualify for the squad must withdraw from the course and are encouraged to enroll in a regular physical education activity. Students may apply intercollegiate athletic activities to general education requirements for graduation. Lecture & lab. Optional credit/no credit or grade. Students may apply intercollegiate activities to General Education requirements for graduation. UC credit limitations. See counselor. *Transferable to CSU; UC.*

PHYSICAL EDUCATION 273 AC - 2 Units**Soccer 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.

Designed for women with prior soccer experience interested in intercollegiate competition. Any student not qualifying for the squad must withdraw from the course and may enroll in another physical education class. Lecture & lab. Optional credit/no credit or grade. Students may apply intercollegiate activities to General Education requirements for graduation. UC credit limitations. See counselor. *Transferable to CSU; UC.*

PHYSICAL EDUCATION 274 AC - 2 Units**Softball 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.

A course designed to instruct softball players in the advanced skills and knowledge of on-the-field techniques and strategies. Course recommended for those who wish to develop advanced skills and participate on the collegiate level. Lecture & lab. Optional credit/no credit or grade. Students may apply intercollegiate activities to General Education requirements for graduation. UC credit limitations. See counselor. *Transferable to CSU; UC.*

PHYSICAL EDUCATION 275 AC - 2 Units**Swimming 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.

Enrollment subject to approval of the coach. This course is for competition with other college swim teams. Students may apply intercollegiate athletic activities to general education requirements for graduation. Lecture & lab. Optional credit/no credit or grade. Students may apply intercollegiate activities to General Education requirements for graduation. UC credit limitations. See counselor. *Transferable to CSU; UC.*

PHYSICAL EDUCATION 276 AC - 2.00 Units**Tennis 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 is a course designed for students competing on the women's intercollegiate tennis team. Advanced techniques, strategies, and conditioning will be taught and practiced in preparation for intercollegiate tennis competition. Lecture & lab. Optional credit/no credit or grade. Students may apply intercollegiate activities to General Education requirements for graduation. Students must be enrolled in twelve units during the semester in which they participate. For complete information concerning eligibility rules, contact the athletic director. UC credit limitations. See counselor. *Transferable to CSU; UC.*

PHYSICAL EDUCATION 277 AC - 2 Units**Track 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.

Enrollment subject to the approval of the coach. Those enrolled for credit who fail to qualify for the squad must withdraw from the course and are encouraged to enroll in a regular physical education activity. Students may apply intercollegiate athletic activities to General Education requirements for graduation. Lecture & lab. Optional credit/no credit or grade. Students may apply intercollegiate activities to General Education requirements for graduation. UC credit limitations. See counselor. *Transferable to CSU; UC.*

PHYSICAL EDUCATION 278 AC - 2 Units**Volleyball 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.

Designed for students competing in intercollegiate volleyball competition. Advanced technique and strategies required for competition are required as well as the aerobic and anaerobic conditioning required to participate at a high level of athletic competition. Lecture & lab. Optional credit/no credit or grade. Students may apply intercollegiate activities to General Education requirements for graduation. UC credit limitations. See counselor. *Transferable to CSU; UC.*

PHYSICAL EDUCATION 280 AD - 3 Units**Football Techniques, Advanced**

This course will help students refine football skills. Offensive and defensive fundamentals and techniques will be emphasized. Lecture & lab. Optional credit/no credit or grade. UC credit limitations. See counselor. *Transferable to CSU; UC.*

PHYSICAL EDUCATION 282 AD - 0.5 - 1 Units**Basketball Physical Training, Advanced**

This is a high intensity sport specific advanced conditioning and competition oriented course designed to meet the needs of those students who wish to prepare for varsity basketball. Lecture & lab. Optional credit/no credit or grade. A one-week course. UC credit limitations. See counselor. *Transferable to CSU; UC.*

PHYSICAL EDUCATION 283 AD - 0.5 - 2 Units
Physical Training, Advanced

A course designed to meet the needs of those students who wish to gain a high level of fitness in order to participate in some vigorous physical activity such as, but not limited to, varsity athletics. The course is set up to achieve the desired physiological results in a short time through concentrated effort. Due to the time involved and the nature of the experience, it will be offered at times not to conflict with regular semester classes. Lecture & lab. Optional credit/no credit or grade. A two-week course. *Transferable to CSU; UC.*

PHYSICAL EDUCATION 285 AD - 2 Units
Sports Conditioning - Softball, Advanced

Prerequisites: Instructor's approval and advanced abilities to participate on the collegiate level required.

A course designed to instruct softball players in the advanced skills and knowledge of on the field techniques and strategies. Course recommended for those who wish to develop their skills to the level of a collegiate competitor. Lab. Optional credit/no credit or grade. *Transferable to CSU; UC.*

PHYSICAL EDUCATION 286 AD - 2 Units
Track, Advanced

This course is designed to provide instruction and practice in track and field techniques, track officiating and track coaching skills. Students will be provided with the opportunity to perform in each area those skills which will qualify them for employment in coaching, officiating and recreation jobs. There will be a class project which will include the preparation, officiating and athletic participation in a decathlon meet. Lab. Optional credit/no credit or grade. *Transferable to CSU; UC.*

PHYSICAL EDUCATION 287 AD - 1 - 2 Units
Soccer Techniques, Advanced

A course designed to meet the needs of those students who wish to gain a high level of soccer playing ability. The course will help students to refine the basic skills (technical and tactical) and use them in a competitive game situation. Lab. Optional credit/no credit or grade. *Transferable to CSU; UC.*

PHYSICAL EDUCATION 288 AD - 2 Units
Advanced Physical Conditioning for Women's Volleyball

A course designed to instruct volleyball players in advanced skills and knowledge of on the court techniques. Course recommended only for those who wish to develop their skills to the level of a collegiate competitor. Lecture & lab. Letter grade only. *Transferable to CSU.*

PHYSICAL EDUCATION 290 AD - 2 Units
Sports Conditioning - Baseball

A course designed to instruct baseball players in the advanced skills and knowledge of on-the-field techniques. Course recommended only for those who wish to develop their skills to the level of a collegiate competitor. Lecture & lab. Letter grade only. *Transferable to CSU; UC.*

PHYSICAL EDUCATION 296 AD - 2 Units
Advanced Sports Conditioning - Women's Tennis

This is a course designed to instruct tennis players in the advanced skills and knowledge of on-the-court techniques. Advanced techniques, strategies, and conditioning will be taught and practiced in preparation for intercollegiate tennis competition. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU; UC.*

PHYSICAL EDUCATION 298 AD - .5-1.0 Units
Sports Conditioning - Water Polo

A course designed for intercollegiate/advanced level water polo players. Lab. Optional credit/no credit or grade. *Transferable to CSU; UC.*

PHYSICAL SCIENCE
PHYSICAL SCIENCE 100 - 4 Units
Introductory Physical Science Lecture and Laboratory

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. Lecture & lab. Letter grade only. UC credit limitations: No credit if taken after a college level course in Astronomy, Chemistry, Geology or Physics. *Transferable to CSU; UC.*

PHYSICS
PHYSICS 110 - 3 Units
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, nuclear energy and relativity. Lecture. Optional credit/no credit or grade. UC Credit Limitations: Physics 110 and 112 combined—maximum credit, one course; no credit if taken after 120 or 185 *Transferable to CSU; UC.*

PHYSICS 111 - 3 Units
Conceptual Physics with Lab

Corequisites: Physics 110

This course is designed to supplement Physics 110. The student will do laboratory exercises which illustrate some of the phenomena discussed in Physics 110. Lab. Optional credit/no credit or grade. UC credit limitations: No credit given if taken after 120 or 185 *Transferable to CSU; UC.*

PHYSICS 112 - 3 Units
Conceptual Physics: Sound, Electricity and Magnetism, and Optics

A course designed for non-science majors which considers the everyday applications of physics. It 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 sound, reproduction of music, electricity, magnetism, light and optics. Lecture. Optional credit/no credit or grade. UC Credit Limitations: Physics 110 and 112 combined—maximum credit, one course; no credit if taken after 120 or 185 *Transferable to CSU; UC.*

PHYSICS 113 - 1 Unit**Conceptual Physics Lab**

Corequisites: Physics 112

A laboratory course designed to supplement Physics 112. The student will conduct lab experiments which illustrate some of the phenomena discussed in Physics 112. Lab. Optional credit/no credit or grade. UC credit limitations: No credit given if taken after 120 or 185 *Transferable to CSU; UC.*

PHYSICS 120 - 4 Units**General Physics: Mechanics, Heat and Sound**

Prerequisites: Mathematics 030 and 120 or Mathematics Placement Assessment.

A general 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. Physics 120-125 satisfies most pre-medical and most other pre-professional requirements except science and engineering. Suitable electives in some liberal arts programs. Three hours lecture and demonstration, three hours laboratory a week. Lecture & lab. Letter grade only. UC Credit Limitations: Physics 120, 125 and 185, 280, 285 combined—maximum credit, one series; deduct credit for duplication of topics. *Transferable to CSU; UC. (PHYS 120 + 125 = CAN PHYS SEQ A)*

PHYSICS 125 - 4 Units**General Physics: Light, Magnetism, Electricity, Atomic Physics**

Prerequisites: Physics 120

Continuation of Physics 120. A 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. (PHYS 120 + 125 = CAN PHYS SEQ A) Lecture & lab. Letter grade only. UC Credit Limitations: Physics 120, 125 and 185, 280, 285 combined—maximum credit, one series; deduct credit for duplication of topics. *Transferable to CSU; UC. (PHYS 120 + 125 = CAN PHYS SEQ A)* May not be offered each semester.

PHYSICS 185 - 4 Units**General Physics: Mechanics and Sound**

Prerequisites: Mathematics 180

An introductory course in physics using calculus. Topics studied include vectors, motion, forces, energy, momentum, oscillators and properties of waves. Physics 185, 280 and 285 are required for students majoring in physics, chemistry or engineering. Lecture & lab. Letter grade only. UC Credit Limitations: Physics 120, 125 and 185, 280, 285 combined—maximum credit, one series; deduct credit for duplication of topics. *Transferable to CSU; UC. (CAN PHYS 8) (PHYS 185 + 280 + 285 = CAN PHYS SEQ B)*

PHYSICS 280 - 4 Units**General Physics: Electricity and Magnetism**

Prerequisites: Mathematics 185 and Physics 185

Topics studied include electric charge, electric fields, potential dielectrics, DC circuits, magnetic fields, magnetic forces, electromagnetic induction, electromagnetic oscillators and waves. Lecture & lab. Letter grade only. UC Credit Limitations: Physics 120, 125 and 185, 280, 285 combined—maximum credit, one series; deduct credit for duplication of topics. *Transferable to CSU; UC. (CAN PHYS 12) (PHYS 185 + 280 + 285 = CAN PHYS SEQ B)* May not be offered each semester.

PHYSICS 285 - 4 Units**General Physics: Fluid Mechanics, Thermodynamics, Optics, Relativity, Modern Physics**

Prerequisites: Mathematics 185 and Physics 185

Topics studied include 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. Lecture & lab. Letter grade only. UC Credit Limitations: Physics 120, 125 and 185, 280, 285 combined—maximum credit, one series; deduct credit for duplication of topics. *Transferable to CSU; UC. (CAN PHYS 14) (PHYS 185 + 280 + 285 = CAN PHYS SEQ B)* May not be offered each semester.

POLITICAL SCIENCE**POLITICAL SCIENCE 101 - 3 Units****Survey of Current American Issues**

An introduction to the study of contemporary policy issues confronting American society, focusing on current events related to social and political issues. The course provides students with the tools of analysis for contemporary issues. Lecture. Optional credit/no credit or grade. *Transferable to CSU.*

POLITICAL SCIENCE 110 - 3 Units**International Affairs**

Recommended for transfer students interested in international relations, political science and law. The course examines the relations of nations; specifically, the functions of power, diplomacy, organization, law and trade. United States foreign policy, relationships among varied nations; specifically: power, diplomacy, international organizations, law & trade. Students discuss problems related to the United States foreign policy. Lecture. Optional credit/no credit or grade. *Transferable to CSU; UC.*

POLITICAL SCIENCE 120 - 3 Units**United Nations - Principles**

This course is an introductory study of the United Nations and related international organizations, focusing on the role of the United Nations in world politics. It will begin by briefly reviewing past international organizations such as the Hague Conferences and the League of Nations. The course will examine the structure and functions of the U.N. principal organs such as the General Assembly, Security Council and others. It will evaluate the success and failure of theories of collective security, settlement of international disputes, as well as timely topics such as human rights issues, U.N. peace-keeping attempts and technological cooperation. When pertinent, students are encouraged to attend a Model United Nations Conference selected by the instructor. This course will be of interest to majors in political science, journalism and international law. Lecture. Optional credit/no credit or grade. *Transferable to CSU.*

POLITICAL SCIENCE 120 HONORS - 3 Units

United Nations - Principles, Honors

Advisories: English Placement Assessment or satisfactory completion of English 010 or equivalent. Eligibility for the Honors Program (see catalog for requirements).

The Golden West Honors program offers highly motivated students an enriched academic experience, challenging them with stimulating, rigorous assignments leading them to advanced levels of critical thinking. The honors section engages students in evaluating the functions, structure and problems of the United Nations, international diplomacy and related international organizations such as the World Bank and the International Monetary Fund. Honors students study principle organs of the United Nations (General Assembly, Security Council, Economic and Social Council). Students also examine major issues such as the success and failure of collective security and the settlement of international disputes, as well as timely topics such as human rights issues, U.N. peacekeeping attempts and technological cooperation. A major objective of the course will be to teach students methods of participating and negotiating in international conferences. Honors students will represent various countries or international governmental organizations (IGOs) at local and national Model United Nations (MUN) conferences. MUN is a conference of colleges and universities in which each school assumes the role of a delegation to the United Nations. It is a simulation exercise in which each student plays the role of delegate to the UN General Assembly, the Security Council, the Economic and Social Council, or specialized agencies such as the World Health Organization and the International Court of Justice. The course sharpens the focus on research, critical thinking and interpersonal communication skills. The preparation for the MUN conferences—which includes writing position papers; researching a country's foreign, economic and social policies; and studying persuasive diplomatic speaking skills—offers a more challenging bibliography of political works than that of the regular course. This class will emphasize current politics in the United Nations and the roles of the member countries in the UN. Lecture. Optional credit/no credit or grade. *Transferable to CSU.*

POLITICAL SCIENCE 130 - 3 Units

Law in American Society

A general survey of American Law and its English origins intended as an introduction to the legal system and to acquaint the student with elements of law that affect legal relationships. The course revolves around the Constitution of the United States and selected Supreme Court decisions on issues of civil rights and liberties. Lecture. Optional credit/no credit or grade. *Transferable to CSU; UC.*

POLITICAL SCIENCE 180 - 3 Units

Introduction to Government (United States)

An introduction to the principles and problems of government with particular emphasis on the American political systems at all levels. Lecture. Optional credit/no credit or grade. This course satisfies the CSU requirement on the Constitution of the United States and local government. UC Credit Limitations: Political Science 180 and 180H combined—maximum credit, one course. *Transferable to CSU; UC. (CAN GOVT 2)*

POLITICAL SCIENCE 180 HONORS - 3 Units

Introduction to Government (United States) Honors

The honors section of Political Science 180 engages students in evaluating the principles and problems of government, with increased use of experiential learning and more rigorous analysis of the U. S. political system at the national, state and local levels. The course also sharpens the focus on research and critical thinking. The readings—which include classic essays, major political documents, and case studies of landmark Supreme Court decisions—offer a more challenging selection of political works than the regular course. Students deepen their experience by examining, and applying in their own writing, rhetorical methods of argumentation such as definition, exemplification and comparative analysis. Lecture. Letter grade only. This course satisfies the CSU requirement on the Constitution of the United States and local government. UC Credit Limitations: Political Science 180 and 180H combined—maximum credit, one course. *Transferable to CSU; UC.*

POLITICAL SCIENCE 185 - 3 Units

Introduction to Government (Comparative)

Recommended for transfer students interested in foreign governments and politics. A comparative study of governmental structures and popular ideologies in selected Western, Communist and Third World nations, with emphasis on Great Britain, Japan, China and selected developing nations. Lecture. Optional credit/no credit or grade. *Transferable to CSU; UC. May not be offered each semester.*

POLITICAL SCIENCE 190 - 3 Units

California State & Local Government

This course is a study of a variety of California governments, including the state government and local governments to include cities, counties, school districts and special districts. Emphasis will be placed on state government in Sacramento and local government in Orange County. There will be guest speakers from state and local governments. Lecture. Optional credit/no credit or grade. *Transferable to CSU.*

PROFESSIONAL PHYSICAL EDUCATION

PROFESSIONAL PHYSICAL EDUCATION 140 - 1 Unit

Defensive Football Theory

This course is designed to teach the skills, knowledge and philosophy of defensive football. Special consideration will be given to skills development of the preteen player. Recommended for those students interested in playing or coaching organized football and for the non-professional coach working outside the school environment. Lecture. Letter grade only. A nine-week course. UC credit limitations: Any or all of these courses (PPE 140, 142, 146, 150, 160, 180, 191, 200) combined—maximum credit, 8 units. *Transferable to CSU; UC.*

PROFESSIONAL PHYSICAL EDUCATION 142 - 1 Unit

Offensive Football Theory

This course is designed to teach the skills, knowledge and philosophy of offensive football. Special consideration will be given to skills development of the preteen player. Recommended for those students interested in playing or coaching organized football and for the non-professional coach working outside the school environment. Lecture. Letter grade only. A nine-week course. UC credit limitations: Any or all of these courses (PPE 140, 142, 146, 150, 160, 180, 191, 200) combined—maximum credit, 8 units. *Transferable to CSU; UC.*

PROFESSIONAL PHYSICAL EDUCATION 150 - 2 Units**Baseball Sports Theory**

Designed for students entering collegiate level baseball participation or the coaching profession. Essential knowledge & skills development principles are learned. Lecture. Optional credit/no credit or grade. UC credit limitations: Any or all of these courses (PPE 140, 142, 146, 150, 160, 180, 191, 200) combined—maximum credit, 8 units. *Transferable to CSU; UC.*

PROFESSIONAL PHYSICAL EDUCATION 160 - 2 Units**Athletic Training**

Technique and theory in prevention and rehabilitation of athletic injuries. Includes taping techniques, use of modalities for therapy, strength and conditioning programs. Lecture & lab. Optional credit/no credit or grade. UC credit limitations: Any or all of these courses (PPE 140, 142, 146, 150, 160, 180, 191, 200) combined—maximum credit, 8 units. *Transferable to CSU; UC.*

PROFESSIONAL PHYSICAL EDUCATION 180 - 3 Units**The Physical Education Profession**

An overview of the physical education profession with an emphasis on career options and employment opportunities. An exploration of career specialties in the areas of health, physical education and recreation. Lecture. Optional credit/no credit or grade. UC credit limitations: Any or all of these courses (PPE 140, 142, 146, 150, 160, 180, 191, 200) combined—maximum credit, 8 units. *Transferable to CSU; UC.*

PROFESSIONAL PHYSICAL EDUCATION 200 - 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. Lecture & lab. Optional credit/no credit or grade. UC credit limitations: Any or all of these courses (PPE 140, 142, 146, 150, 160, 180, 191, 200) combined—maximum credit, 8 units. *Transferable to CSU; UC.*

PROFESSIONAL PHYSICAL EDUCATION 201 - 4 Units**Elementary School Physical Education**

This course is based on the California Teacher Credentialing Program Multiple Subject Matter Preparation Program: Physical Education Content Specification Requirement. This course is designed to prepare students to successfully plan and implement physical education programs at the K-12 level. Specific attention will be given to understanding psychomotor, cognitive, social/affective and organic development; concepts and principles related to human movement and motor learning; and concepts related to the design of movement programs that are developmentally appropriate and appropriately challenging for children. Emphasis will be placed on developing an applied understanding of both “how” and “what” to teach in elementary and middle school physical education. Lecture & lab. Letter grade only. *Transferable to CSU.*

PSYCHOLOGY**PSYCHOLOGY 100 - 3 Units****Introduction to Psychology**

An introduction to the scientific study of behavior including research methodology, memory, motivation, emotion, personality, intelligence and psychobiology. Lecture. Optional credit/no credit or grade. UC Credit Limitations: Psych 100 and 100H combined—maximum credit, one course. *Transferable to CSU; UC. (CAN PSY 2)*

PSYCHOLOGY 100 HONORS - 3 Units**Introduction to Psychology Honors**

This covers the same topics of the standard Psychology 100 course, including research methodology, psycho-biology, altered states of consciousness, memory, motivation, personality, intelligence, learning, psychotherapy, and social influences. Honors students will study selected important and controversial issues of the course in more depth. Lecture. Letter grade only. UC Credit Limitations: Psych 100 and 100H combined—maximum credit, one course. *Transferable to CSU; UC.*

PSYCHOLOGY 110 - 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. . Lecture. Optional credit/no credit or grade. *Transferable to CSU.*

PSYCHOLOGY 150 - 3 Units**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. Lecture. Optional credit/no credit or grade. *Transferable to CSU; UC.*

PSYCHOLOGY 158 - 3 Units**Abnormal Psychology**

Prerequisites: Psychology 100

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. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU; UC.*

PSYCHOLOGY 160 - 3 Units**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. Lecture. Optional credit/no credit or grade. *Transferable to CSU; UC.*

PSYCHOLOGY 165 - 3 Units**Human Sexuality - Psychobiological Basis**

Recommended for transfer students. 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. Lecture. Optional credit/no credit or grade. *Transferable to CSU; UC.*

PSYCHOLOGY 185 - 4 Units

Introduction to Experimental Psychology

Principles of the scientific method and various research designs (experimental and correlational), will be examined. Students will apply these techniques and complete an original research project. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU; UC. (CAN PSY 8)* May not be offered each semester.

PSYCHOLOGY 250 - 3 Units

Psychobiology

(Formerly known as: Psychology 190)

Prerequisites: Psychology 100

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. Lecture. Optional credit/no credit or grade. *Transferable to CSU; UC. (CAN PSY 10)*

REAL ESTATE

REAL ESTATE 110 - 3 Units

Real Estate Principles

An introductory course covering a wide variety of California real estate topics, including: vesting of title, conveyances, real estate contracts, agency, encumbrances, finance, landlord-tenant relations, escrows & taxation among others. This class is required for those persons who intend to take the California Real Estate license exam. Lecture. Letter grade only. *Transferable to CSU.*

REAL ESTATE 120 - 3 Units

Real Estate Legal Aspects

(Same as: Business 112)

An introduction into law dealing with the ownership and use of real estate in California. Emphasis will be placed on the problems commonly encountered in the purchase, sale, and lease of real estate, and the rights and liabilities of the parties. Lecture. Letter grade only. *Transferable to CSU.* May not be offered each semester.

REAL ESTATE 130 - 3 Units

Real Estate Practice

Designed for the real estate salesperson. Client building and maintenance, listing, and selling new and resale homes, advertising, etc. This is a California Department of Real Estate required class (must be taken within 18 months of passing the California Salesperson's exam) in order to obtain the regular, renewable 4-year license. Letter grade only. *Transferable to CSU.*

SIGN

SIGN 180 AB - 4 Units

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. Lecture. Optional credit/no credit or grade. *Transferable to CSU; UC.*

SIGN 185 - 4 Units

Beginning American Sign Language II

Prerequisites: Sign 180

This is a continuation of American Sign language (ASL). Emphasis is on grammar, syntax, vocabulary and expressive and receptive ability. Lecture. Optional credit/no credit or grade. *Transferable to CSU; UC.*

SIGN 280 - 4 Units

Advanced American Sign Language I

Prerequisites: Sign 185

This course provides further training in manual alphabet and sign language for purposes of communication with hearing-impaired people. It is designed to help the student increase speed with regard to accuracy, rhythm and comprehension. Lecture. Optional credit/no credit or grade. *Transferable to CSU; UC.*

SIGN 285 - 4 Units

Advanced American Sign Language II

Prerequisites: Sign 280

This course combines American Sign Language and Interpreting concepts and methodology. It focuses on the comparisons, contrasts and special relationships between American Sign Language and Interpreting and their expressive and receptive implementation in various interpreting situations. Lecture. Optional credit/no credit or grade. *Transferable to CSU; UC.* Offered spring semester only.

SIGN 290 AD - 0.5 Units

Fingerspelling

Current or previous enrollment in a sign or interpreting course. A skills class designed to introduce Sign Language and Interpreting students to the principles and techniques of the American (fingerspelling) Manual Alphabet. Fingerspelling is an important ingredient in conversing with deaf people. Expressive and receptive techniques will be emphasized. Lecture & lab. Credit/no credit only. *Transferable to CSU.* Offered fall semester only.

SOCIAL SCIENCE

SOCIAL SCIENCE 133 - 3 Units

Racial and Ethnic Relations in America

(Same as: Sociology 133)

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. Lecture. Letter grade only. *Transferable to CSU; UC.*

SOCIAL SCIENCE 134 - 3 Units

Chicano Studies

(Same as: Sociology 134)

An overview of the Chicano historical experience and in social development in the United States. The course will survey the Chicano culture, customs, politics, labor conflict, immigration patterns, achievements, and contributions to the American Southwest. Lecture. Optional credit/no credit or grade. *Transferable to CSU; UC.*

SOCIAL SCIENCE 135 - 3 Units**Vietnamese Culture**

(Same as: Anthropology 135)

An analysis of major factors and elements of Vietnamese culture, past and present. The impact of American culture on Vietnamese American life and traditions. Lecture. Optional credit/no credit or grade. *Transferable to CSU; UC.* May not be offered each semester.

SOCIAL SCIENCE 180 - 3 Units**American & Asian Perspectives: Southeast Asian Cultures**

(Same as: Anthropology 180)

A study of the history and cultures of Southeast Asia with particular emphasis on Indochina (Vietnam, Laos, Cambodia), and the Philippines. Patterns of Southeast Asian immigration and adaptation/adjustment to American if will also be examined. Lecture. Optional credit/no credit or grade. *Transferable to CSU; UC.* May not be offered each semester.

SOCIOLOGY**SOCIOLOGY 100 - 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. Lecture. Optional credit/no credit or grade. UC Credit Limitations: Sociology 100 and 100H combined—maximum credit, one course. *Transferable to CSU; UC.* (CAN SOC 2)

SOCIOLOGY 100 HONORS - 3 Units**Introduction to Sociology Honors**

Honors students will expand their study to include applications of theory, scientific methodology, and the analysis of social problems. These theories, methodologies and sociological problems will be examined from ethnic and cultural perspectives. In addition, students will apply and critique sociological theories at macro and micro levels to assess current social issues in national and global arenas. Students will design and conduct research encompassing literature review, data gathering, and theory application. Lecture. Letter grade only. UC Credit Limitations: Sociology 100 and 100H combined—maximum credit, one course. *Transferable to CSU; UC.*

SOCIOLOGY 110 - 3 Units**Introduction to Marriage and the Family**

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. Completion of Sociology 100 would be beneficial prior to taking this course. Lecture. Optional credit/no credit or grade. *Transferable to CSU.* (CAN FCS 12)

SOCIOLOGY 112 - 3 Units**Alternative Family Lifestyles**

Explores historical and contemporary alternatives to traditional forms of the family. Lectures include discussion of open marriage, cohabitation, marital contracts, communes, conceptions of love and sexuality, homosexual unions and future family forms. Lecture. Optional credit/no credit or grade. *Transferable to CSU; UC.*

SOCIOLOGY 133 - 3 Units**Racial and Ethnic Relations in America**

(Same as: Social Science 133)

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. Lecture. Letter grade only. *Transferable to CSU; UC.*

SOCIOLOGY 134 - 3 Units**Introduction to Chicano Studies**

(Same as: Social Science 134)

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 credit/no credit or grade. *Transferable to CSU; UC.* May not be offered each semester.

SOCIOLOGY 150 - 3 Units**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. Lecture. Letter grade only. *Transferable to CSU; UC.* (CAN SOC 4)

SPANISH**SPANISH 060 - 3 Units****Practical Spanish, Beginning**

This course is designed to introduce the student to the fundamental skills of spoken Spanish. Students will learn correct pronunciation, basic structural patterns and necessary vocabulary in order to ask and answer questions on everyday topics such as the weather, family, telling time and counting, courtesy phrases, description of home, job, pastimes, personal characteristics and other familiar subjects. Lecture. Optional credit/no credit or grade.

SPANISH 061 - 3 Units**Practical Spanish, Intermediate**

Prerequisites: Spanish 060

A continuation of Spanish 060. Students will acquire a greater vocabulary, perfect pronunciation and intonation, further their knowledge of necessary structural patterns and practice conversation involving everyday topics. Students will also gain valuable insights into the culture and psychology of Spanish-speaking people. Lecture. Optional credit/no credit or grade.

SPANISH 062 - 3 Units**Practical Spanish, Advanced**

Prerequisites: Spanish 061

A continuation of Spanish 061. Students will acquire a more extensive vocabulary and complete the study of the grammatical concepts necessary for effective communication. Students will practice conversation involving everyday topics and will develop a greater appreciation of the life and customs of Spanish-speaking people. Lecture. Optional credit/no credit or grade. May not be offered each semester.

SPANISH 068 - 3.00 Units**Spanish Health/Medical Personnel**

A beginning course in Spanish for medical and health personnel, stressing the acquisition of technical vocabulary and the basic structural concepts for communication in a bilingual environment. Three hours lecture per week. This course may not be offered each semester. Lecture. Optional credit/no credit or grade. May not be offered each semester.

SPANISH 110 - 4 Units**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 180. Four hours lecture a week. Lecture. Optional credit/no credit or grade. UC Credit Limitations: Spanish 110, 180 and 180H combined—maximum credit, one course. *Transferable to CSU; UC.*

SPANISH 180 - 5 Units**Elementary Spanish**

Fundamentals of Spanish grammar. Reading, writing, hearing and speaking simple Spanish. Native speakers are eligible for Spanish 180 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. Lecture & lab. Optional credit/no credit or grade. UC Credit Limitations: Spanish 110, 180 and 180H combined—maximum credit, one course. *Transferable to CSU; UC. (CAN SPAN 2) (SPAN 180 + 185 = CAN SPAN SEQ A)*

SPANISH 180 HONORS - 5 Units**Elementary Spanish, Honors**

Honors students will study concepts in Spanish language and culture to a greater depth than is typical in this course. Students will conduct more extensive oral activities, written assignments and examination of various Spanish speaking cultures. Students also will do critical analyses of works of major historical Spanish and Latin American authors. Lecture & lab. Letter grade only. UC Credit Limitations: Spanish 110, 180 and 180H combined—maximum credit, one course. *Transferable to CSU; UC.*

SPANISH 182 AB - 2 Units**Elementary Spanish for Teachers**

Prerequisites: Spanish 180

Continuation of Spanish 180. The emphasis of this course is for teachers to practice Spanish in realistic contexts. As in Spanish 180, the focus of this course will be on comprehension, basic oral communication, speaking, reading intermediate material, and writing Spanish correctly. Lecture. Letter grade only. *Transferable to CSU.*

SPANISH 185 - 5 Units**Elementary Spanish**

Prerequisites: Spanish 180

Continuation of Spanish 180. The emphasis on this course is on comprehension, basic oral communication, speaking, reading intermediate material, and writing Spanish correctly. Lecture & lab. Optional credit/no credit or grade. UC Credit Limitations: Spanish 185 and 185H combined—maximum credit, one course. *Transferable to CSU; UC. (CAN SPAN 4) (SPAN 180 + 185 = CAN SPAN SEQ A)*

SPANISH 185 HONORS - 5 Units**Elementary Spanish Honors**

Prerequisites: Spanish 180

Honors students will study concepts in Spanish language and culture to a greater depth than is typical in this course. Continuation of Spanish 180 Honors. Lecture & lab. Letter grade only. UC Credit Limitations: Spanish 185 and 185H combined—maximum credit, one course. *Transferable to CSU; UC.*

SPANISH 199AD - 2 - 5 Units**Current Topics and Issues in Spain, Latin America & U.S.A. Through Spanish**

Develop skills in using Spanish and/or any official language of the Hispanic world in oral and written form. Study and discussion of topics and issues of current interest in the Hispanic culture - Spain, Latin America and the U.S.A. Units vary according to topics selected and number of meetings scheduled. Lecture. Optional credit/no credit or grade. One to five lecture hours per week. Course length varies. *Transferable to CSU.*

SPANISH 280 - 4 Units**Intermediate Spanish**

Prerequisites: Spanish 185

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 280 will be at the discretion of the instructor. Lecture. Optional credit/no credit or grade. *Transferable to CSU; UC. (CAN SPAN 8) (SPAN 280 + 285 = CAN SPAN SEQ B)*

SPANISH 285 - 4 Units**Intermediate Spanish**

Prerequisites: Spanish 280

A continuation of Spanish 280, with reading of more difficult literary texts. Increasing stress on spontaneous conversation and free composition. The admission of native speakers to Spanish 285 will be at the discretion of the instructor. Lecture. Optional credit/no credit or grade. *Transferable to CSU; UC. (CAN SPAN 10) (SPAN 280 + 285 = CAN SPAN SEQ B)*

SPANISH 290 - 3 Units**Mexican Culture and Civilization**

Prerequisites: Spanish 285

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 credit/no credit or grade. *Transferable to CSU; UC.*

SPEECH COMMUNICATION

See COMMUNICATION STUDIES.

SPECIAL EDUCATION

SPECIAL EDUCATION 002 AD - .5-1 Units

Computer Tutor Lab for Reading

(Formerly known as: Reading Lab for the Deaf)

This course is designed to provide independent study opportunities for Disabled Student Programs and Services (DSP&S) 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 DSP&S Office. Lab. Credit/no credit only. *Not transferable, not degree applicable.*

SPECIAL EDUCATION 004 AD - .5-1 Units

Computer Tutor Lab for Language Arts

(Formerly known as: Language Arts Lab for the Deaf)

This course is designed to provide independent study opportunities for Disabled Student Programs and Services (DSP&S) students in the Resource/High Tech Center. This course is a self-paced lab to address individualized needs in language arts skills. Students must be referred through assessment and/or instructor. Registration is available through the DSP&S Office. Lab. Credit/no credit only. *Not transferable, not degree applicable.*

SPECIAL EDUCATION 006 AD - .5-1 Units

Computer Tutor Lab for Math

(Formerly known as: Computer Tutor Lab for Deaf - Math)

This course is designed to provide independent study opportunities for Disabled Student Programs and Services (DSP&S) students in the Resource/High Tech Center (DSS Lab). 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 DSP&S Office. Lab. Credit/no credit only. *Not transferable, not degree applicable.*

SPECIAL EDUCATION 008 AD - .5-1 Units

Computer Tutor Lab for Living/Working Skills

(Formerly known as: Essential Living & Working Skills for the Deaf)

This course is designed to provide independent study opportunities for Disabled Student Programs and Services (DSP&S) students in the Resource/High Tech Center. This course is a self-paced lab to address individualized needs in living and working skills. Students must be referred through assessment and/or instructor. Registration is available through the DSP&S Office. Lab. Credit/no credit only. *Not transferable, not degree applicable.*

SPECIAL EDUCATION 105 - 3 Units

Implications of Deafness

A course about hearing impairment and its consequences. Areas of study include the physiological, audiological, educational, linguistic, psychological and social aspects of deafness. Especially designed for students in Special Education, Audiology, Speech and Hearing, Interpreting, Vocational Rehabilitation. The course is also for families and relatives of the hearing impaired. Lecture. Optional credit/no credit or grade. *Transferable to CSU.* Offered fall semester only.

THEATER ARTS

THEATER ARTS 077 - 1.5 Units

Basic Make-up

Basic techniques of theatrical make-up application. Lecture & lab. Optional credit/no credit or grade. An eight week course. May not be offered each semester.

THEATER ARTS 078 - 1.5 Units

Basic Costume Construction

Basic costume construction techniques used in theater, television, and film study topics will include fabric types, manual and machine sewing techniques, operation of domestic and industrial machines, and wardrobe maintenance for production. Class will work on construction of costumes and wardrobe crew for Golden West College productions. Lecture & lab. Optional credit/no credit or grade. An eight week course. May not be offered each semester.

THEATER ARTS 100 - 3 Units

Introduction to the Theater

(Same as: Humanities 132)

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, laboratory participation, and guest performers will be utilized. Students are required to see college produced plays. Lecture. Optional credit/no credit or grade. *Transferable to CSU; UC.*

THEATER ARTS 101 - 3 Units

Introduction to History and Literature of the Theater

(Same as: Humanities 130)

This course involves 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. The course includes an introduction to the important eras in theater history, and a study of several well-known plays. Students are required to attend two (2) college productions. Lecture. Optional credit/no credit or grade. *Transferable to CSU; UC. (CAN DRAM 18)*

THEATER ARTS 102 - 3 Units

History and Appreciation of the Cinema

(Same as: Humanities 135)

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. The Hollywood film will be explored, as well as its relationship to world cinema. 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 credit/no credit or grade. *Transferable to CSU; UC.*

THEATER ARTS 103 - 1 Unit

Careers in Entertainment

This course prepares the actor and the technician for a career in the entertainment industry, i.e., stage, film and other entertainment venues. Included in the class are guest speakers, resume and portfolio preparation, audition and interview techniques. Lecture. Optional credit/no credit or grade. An eight week course. *Transferable to CSU.*

THEATER ARTS 104 - 3 Units
Improvisation

The rehearsal and performance of individual and group scenes of improvisation. The goal of the course is to help students work with ease on the stage. Lecture & lab. Letter grade only. *Transferable to CSU; UC.*

THEATER ARTS 106 - 3 Units
Acting - Fundamentals

This course is an introduction to acting. Units of study include interaction, characterization and emotion. Students are expected to participate in class exercises, prepare memorized scenes and criticize the acting techniques employed in two dramatic productions outside of class. This course is required for theater arts majors. Lecture & lab. Letter grade only. *Transferable to CSU; UC. (CAN DRAM 8)*

THEATER ARTS 107 - 3 Units
Acting II

This course is an intermediate course in acting with special focus on characterization, emotion, movement, vocal techniques and scene study. The basis of study will be selected dramatic scenes. Lecture & lab. Letter grade only. *Transferable to CSU; UC. (CAN DRAM 22)*

THEATER ARTS 108 - 3 Units
History and Appreciation of the Musical Theater

(Same as: Humanities 108, Music 108)

A course in all of the elements which make the Musical Theater one of the premier art forms of the 20th Century. The student will explore the history of the form as well as examine the roles of composer, bookwriter, lyricist, performer, and others relative to writing and mounting a production. Videos and live performances will be utilized to enhance the learners knowledge of the medium. Lecture. Optional credit/no credit or grade. *Transferable to CSU; UC. May not be offered each semester.*

THEATER ARTS 110 - 3 Units
Acting for the Camera

(Same as: Broadcast & Video Production 152)

At the end of the end of the course the student will understand specific concepts and demonstrate those concepts in performance. These concepts in performance are: acting for the camera, and a continual growth and understanding of acting theory. Also, included for the student are lectures, and guest speakers who will discuss the camera business industry for actors. The student will demonstrate critical thinking through examinations and the writing of two papers on professional acting in films. While television will be our media of format, we will also apply acting techniques top film as well. Lecture & lab. Letter grade only. *Transferable to CSU; UC.*

THEATER ARTS 120 AD - 2 Units
Appreciation of the Theater

This course is designed to expose students to the full spectrum of plays in performance in southern California. The class will travel by bus to professional productions every other week; on the week between, a follow-up discussion will be held along with an introduction to the play to be viewed next. The course will enable students to understand, appreciate and evaluate plays in performance. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU.*

THEATER ARTS 130 - 3 Units
Communication and Diction

(Same as: Speech Communication 103)

This course is directed toward speech improvement in projection, phonation, voice production, resonance, articulation and related oral skills through the study of the physiology and anatomical aspects of speech. Class activities include working with The International Phonetic Alphabet, voice and diction exercises and oral performance. The course is recommended for acting and speech majors, and other students interested in speaking effectively. Lecture & lab. Letter grade only. *Transferable to CSU; UC. (CAN DRAM 6)*

THEATER ARTS 142 AD - 1 - 2 Units
Theater Workshop

Participation in workshop or experimental productions. Designed to enrich and extend basic theater background established in the beginning acting and technical classes. Emphasis is placed on the development of the production rather than final public performance. During their study, students will be involved in several theater crafts: acting, scenery, costuming, lighting, make-up and publicity. Lab. Optional credit/no credit or grade. An open enrollment class. *Transferable to CSU; UC.*

THEATER ARTS 146 AB - 2 Units
Broadway and Opera Singing

(Same as: Music 150 AB)

Advisories: Music 060 or 121 or 145

This course is a voice class for singers, actors and dancers with previous training. It prepares for solo and ensemble singing by improving breathing, vocal tone, range, agility, volume, diction, health, expression and self-confidence. Students sing songs and arias from musical theatre and/or opera, memorized from printed music. One hour daily practice and a written review of an approved musical or opera production are required. A pianist accompanies the classes. Lecture. Optional credit/no credit or grade. *Transferable to CSU; UC.*

THEATER ARTS 150 - 1 Unit
Acting Workshop

The preparation of monologues and scenes for class and public presentation. Stressed in the course are the fundamentals of acting skills, such as interaction, memorization, concentration, characterization and the projection of voice. Students will also study effective movement for the stage. Hours arranged for rehearsal and performance of projects. Students are required to attend two (2) college productions. Lecture & lab. Optional credit/no credit or grade. An eight-week course. *Transferable to CSU; UC.*

THEATER ARTS 151 - 2 Units
Acting Workshop

The preparation of monologues and scenes for class and public presentation. Stressed in the course are the fundamentals of acting skills, such as interaction, memorization, concentration, characterization and the projection of voice. Students will also study effective movement for the stage. Hours arranged for rehearsal and performance of projects. Students are required to attend two (2) college productions. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU; UC.*

THEATER ARTS 160 AD - 2 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, casting the play, blocking the action, working with actors, rhythm, and the organization of the rehearsal process. Lecture & lab. Letter grade only. *Transferable to CSU; UC.*

THEATER ARTS 170 AD - 1 Unit**Stage Crew Activity**

Participation in the technical preparation and operation of productions presented to the community. The student will be involved in one or more of the following areas of concentration: stage scenery building and painting, stage lighting, make-up, costumes, publicity, house management and acting. Assignments will be given to the student upon enrollment in the course. Lab. Optional credit/no credit or grade. An open enrollment class. *Transferable to CSU; UC.*

THEATER ARTS 171 AD - 1 - 2 Units**Play Production**

This course is participation in the preparation and operation of productions presented to the community. The student will be involved in one or more of the following areas of concentration: stage scenery building and painting, stage lighting, make-up, costumes, publicity, house management and acting. Assignments will be given to the student upon enrollment in the course. All actors will pass audition. Strongly recommended for theater majors. Lab. Optional credit/no credit or grade. An open enrollment class. *Transferable to CSU; UC.*

THEATER ARTS 172AD - 1-2 Units**Classical Play Production**

This course provides an overview of the preparation and operation of productions of classical plays presented to the community. The student will explore social and moral attitudes and customs of historical periods in preparation for production. Productions will be selected from Greek, Roman, Elizabethan, and 16th through 19th century plays. The student will be introduced to the following areas of concentration: stage scenery building and painting, stage lighting, make-up, costumes, publicity, house management and acting. Actors will be selected through audition and all others will identify a preference for production assignments. This course is strongly recommended for theater majors. Lab. Optional credit/no credit or grade. *Transferable to CSU.*

THEATER ARTS 175 - 3 Units**Stage Scenery**

An in-depth study of all the diverse theater crafts: scenery, construction, properties, stage management and organization. A survey study of the theater design arts: scenery design, set construction and publicity. The course will include study of the historical development and major trends of stagecrafts. The student will be expected to prepare a practical project consisting of a scene design or scale model. Required for students planning to transfer to California State University, Long Beach and Fullerton. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU; UC. (CAN DRAM 12)* May not be offered each semester.

THEATER ARTS 176 - 2 Units**Stage Lighting**

An introductory course in which the student will study the theories of lighting for stage, film and T.V. course. Includes basic electronics, color, projections, maintenance of lighting equipment and lighting design. Students will participate in the lighting of college productions. Recommended for students interested in television and cinema; required for students planning to transfer to California State University, Long Beach and University of California, Irvine. Lecture. Optional credit/no credit or grade. *Transferable to CSU; UC. (CAN DRAM 10)*

THEATER ARTS 177 - 3 Units**Make-up**

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. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU; UC. (CAN DRAM 14)*

THEATER ARTS 178 - 3 Units**Costume Crafts**

An introduction to costuming for the theater, television and film. Topics included: fabrics, sewing, wardrobe observations, color coordination, script analysis and basic drawing. Class will design costumes for one Golden West College production and each student will work on the wardrobe crew on the main stage show. Required for students planning to transfer to California State University, Long Beach and Fullerton. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU; UC.*

THEATER ARTS 188 - 3 Units**Body Movements for the Actor**

Instruction in the use of the body as an expressive instrument in performance, the use of strength, flexibility, relaxation, control and the relationship of the body to the creative project are concepts which are discussed. Lecture & lab. Letter grade only. *Transferable to CSU; UC. (CAN DRAM 20)* May not be offered each semester.

THEATER ARTS 205 - 3 Units**Oral Interpretation**

(Same as: Speech Communication 120)

This course is designed to help students become familiar with the fundamentals and principles of effective oral presentation of prose, drama and poetry. Lecture. Optional credit/no credit or grade. *Transferable to CSU; UC.* May not be offered each semester.

THEATER ARTS 206 - 3 Units**Acting III - Scene Study**

This course teaches advanced stage techniques based on the study of selected dramatic scenes. Areas of concentration include projection, voice and diction, rhythm and styles of acting. Lecture & lab. Letter grade only. *Transferable to CSU; UC.* May not be offered each semester.

THEATER ARTS 207 - 3 Units**Acting IV - Classical Styles**

This course teaches intermediate acting techniques with particular emphasis on acting for the theater diction. Units of study include: phonetics, voice projection, vocal quality, dialects, and the application of vocal techniques to dramatic literature. Required of theater arts majors. Lecture & lab. Letter grade only. *Transferable to CSU; UC.* May not be offered each semester.

THEATER ARTS 210 AB - 2 Units**Musical Theater Workshop**

Participation in musical theater productions such as musical comedy, musical drama, operetta and opera at Golden West College. The course will include study in singing, acting, dancing, lighting, set construction, props, costume construction and make-up. Lab. Optional credit/no credit or grade. An open enrollment class. *Transferable to CSU; UC.*

THEATER ARTS 821 - 0 Units**Appreciation of Theater**

This course is designed to expose older adults to the full spectrum of plays in performance in southern California. The student will actively participate in the theater experience by attending professional productions. Follow-up discussions will provide social interaction with other students in their age group. Contributing to life-long learning, the course will enable older students in different stages of life to understand, appreciate, and evaluate plays in performance. Lecture & lab. No credit. *Not transferable, not degree applicable.*

TUTORING SKILLS**TUTORING SKILLS 020 - 0.5 Units****Basics of Tutoring**

(Formerly known as: Tutoring Practicum)

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. Credit/no credit only.

TUTORING SKILLS 107 - 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. Credit/no credit only. *Transferable to CSU.*

TUTORING SKILLS 111 - 0.5 Units**The Tutoring Process**

Prerequisites: Tutoring Skills 107 and the permission of the Instructor

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. Lecture. Credit/no credit only. Individualized class equivalent to nine hours. *Transferable to CSU.*

VIETNAMESE**VIETNAMESE 060 - 3 Units****Practical Vietnamese, Beginning**

This course is designed to introduce the student to the fundamental skills of spoken Vietnamese. Students will learn correct pronunciation, basic structural patterns and necessary vocabulary in order to carry on simple conversations. Lecture. Optional credit/no credit or grade.

VIETNAMESE 180 - 5 Units**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. Lecture & lab. Optional credit/no credit or grade. *Transferable to CSU; UC.*

VIETNAMESE 185 - 5 Units**Elementary Vietnamese**

Prerequisites: Vietnamese 180

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. Short and basic texts regarding aspects of Vietnamese culture to be discussed. Lecture. Optional credit/no credit or grade. *Transferable to CSU; UC.*

VIETNAMESE 280 - 4 Units**Intermediate Vietnamese**

Prerequisites: Vietnamese 185

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 credit/no credit or grade. *Transferable to CSU; UC.*

VIETNAMESE 285 - 4 Units**Intermediate Vietnamese**

Prerequisites: Vietnamese 280

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 credit/no credit or grade. *Transferable to CSU; UC.*

VIETNAMESE 290 - 3 Units**Vietnamese Culture/Civilization**

Prerequisites: Vietnamese 285

In addition to further study of the Vietnamese language, this course will survey the art, culture, history and civilization of Vietnam from prehistory to post 1975 Vietnam. This course is conducted in Vietnamese. Lecture. Optional credit/no credit or grade. *Transferable to CSU; UC.*

GWC SUSPENDED COURSE LIST**Course**

ARABIC 060.....	Arabic for Beginners	DANCE 140 AD.....	Survey of Dance
ARABIC 061.....	Practical Arabic, Intermediate	DANCE 165.....	Dance History & Appreciation
ARABIC 180 AB.....	Elementary Arabic	DIESEL TECHNOLOGY 082 AD.....	Diesel Tune-up
ART 112.....	Interior Design	ECOLOGY 110.....	Mountain Ecology
ART 114 AB.....	Calligraphy I	ECOLOGY 115.....	Ecology of California Wildlife
ART 124 AB.....	Raku Pottery	ENGLISH 059.....	Police Writing Preparation
ART 126 AB.....	Drawing/Painting Workshop	ENGLISH 065.....	Writing for Industrial Trades
ART 145 AB.....	Gallery & Exhibition Design	ENGLISH 070.....	Great Ideas in Literature
ART 166.....	Introduction to Papermaking	ENGLISH 086 AD.....	Page to Performance
ART 174.....	Perspective Drawing	ENGLISH 090.....	Critical Reading
ART 186 AB.....	Introduction to Jewelry	ENGLISH 170.....	Great Ideas in Literature
ART 214 AB.....	Calligraphy II	ENGLISH 171.....	Great Ideas in Literature
ART 220.....	Computer Illustration	ENGLISH 186 AD.....	Page to Performance
ASTRONOMY 100X.....	Introduction to Astronomy with Lab	ENGLISH 194.....	Technical Writing I
AUTOMOTIVE TECHNOLOGY 008.....	Brakes, Suspension, and Steering	ENGLISH 195.....	Technical Writing 2
AUTOMOTIVE TECHNOLOGY 010.....	Engine Repair	ENGLISH AS A SECOND LANGUAGE 001 AD.....	Beginning English Language I
AUTOMOTIVE TECHNOLOGY 012.....	Automatic/Manual Drive Train and Axles	ENGLISH AS A SECOND LANGUAGE 002 AD.....	Beginning English Language II
AUTOMOTIVE TECHNOLOGY 014.....	Engine Performance	ENGLISH AS A SECOND LANGUAGE 003 AD.....	Intermediate English Language I
AUTOMOTIVE TECHNOLOGY 020 (1-4).....	Brakes, Suspension and Steering	ENGLISH AS A SECOND LANGUAGE 004 AD.....	Intermediate English Language II
AUTOMOTIVE TECHNOLOGY 020-2.....	Brakes, Suspension and Steering - Part 2	GEOGRAPHY 181.....	Physical Geography
AUTOMOTIVE TECHNOLOGY 020-3.....	Brakes, Suspension and Steering - Part 3	GERMAN 060.....	Practical German, Beginning
AUTOMOTIVE TECHNOLOGY 020-4.....	Brakes, Suspension and Steering - Part 4	GERMAN 180.....	Elementary German
AUTOMOTIVE TECHNOLOGY 021 AB.....	Electrical/Electronic Systems	GERMAN 185.....	Elementary German
AUTOMOTIVE TECHNOLOGY 023-1 AB.....	Basic Engine Performance - Part 1	GERMAN 280.....	German, Intermediate
AUTOMOTIVE TECHNOLOGY 023-2 AB.....	Engine Performance - Part 2	GERMAN 285.....	German, Intermediate
AUTOMOTIVE TECHNOLOGY 027 (1-2).....	Heating and Air Conditioning	HEALTH EDUCATION 802.....	Intermediate Swimming
AUTOMOTIVE TECHNOLOGY 027-2.....	Auto Air Conditioning - 2	HEALTH EDUCATION 803.....	Swimnastics
AUTOMOTIVE TECHNOLOGY 040.....	Automatic Transmissions & Transaxles	HEALTH EDUCATION 804.....	Aerobics
AUTOMOTIVE TECHNOLOGY 043 AB.....	Electronic Fuel Injection	HEALTH EDUCATION 805.....	Exercise Science/Comprehensive Fitness
BIOLOGY 112.....	Global Ecological Study	HEALTH EDUCATION 806.....	Cardiovascular Conditioning
BIOLOGY 130.....	Food Microbes & People	HEALTH EDUCATION 809.....	Volleyball
BIOLOGY 140.....	Fundamentals of Microbiology	HEALTH EDUCATION 810.....	Badminton
BIOLOGY 176L.....	Basic Oceanography Lab	HEALTH EDUCATION 811.....	Beginning Tennis
BROADCAST & VIDEO PRODUCTION 158 AB.....	Introduction to Videotape Editing	HEALTH EDUCATION 812.....	Tennis, Intermediate
BROADCAST & VIDEO PRODUCTION 167 AD.....	Introduction to AVID Editing	HEALTH SCIENCE 010.....	Intergenerational Care
BUSINESS 103.....	Public Relations	HISTORY 124.....	Vietnam: History & Civilization
BUSINESS 295.....	Career Planning and the Job Search Process	HISTORY 125.....	History of China
BUSINESS DATA PROCESSING 136.....	Computer Graphics	HISTORY 130.....	British History/Culture
CHEMISTRY 050.....	Treatment of Metal Wastestreams	HISTORY 160.....	African Civilization
CHEMISTRY 052.....	Industrial Wastewater Treatment Operations	HISTORY 180.....	History of Western Civilization
COMPUTER BUSINESS APPLICATIONS 185 AD.....	Computer Applications Projects	HUMANITIES 114 AD.....	Museum/Gallery Field Study
COSMETOLOGY 003 AB.....	Related Theory	HUMANITIES 165.....	Dance History & Appreciation
COSMETOLOGY 004 AB.....	Freshman Cosmetology	INTERDISCIPLINARY STUDIES 105.....	Critical Reasoning
COSMETOLOGY 042.....	Applied Cosmetology	INTERDISCIPLINARY STUDIES 120.....	Asian Civilizations
COSMETOLOGY 043.....	Applied Cosmetology	INTERDISCIPLINARY STUDIES 133.....	The West: Myth and Reality
COSMETOLOGY 044 AD.....	Applied Cosmetology	INTERDISCIPLINARY STUDIES 160.....	African Civilization
COSMETOLOGY 070.....	Manicuring	INTERDISCIPLINARY STUDIES 175.....	Science and Human Values
COUNSELING 102.....	Career Planning/Motivation	INTERDISCIPLINARY STUDIES 180.....	Global Studies
COUNSELING 125.....	Practicum Peer Helping	ITALIAN 180.....	Elementary Italian
CRIMINAL JUSTICE 001-1.....	Community Oriented Policing for LASD Deputies	ITALIAN 185.....	Elementary Italian
CRIMINAL JUSTICE 001-2.....	Drug/Alcohol Abuse Awareness	ITALIAN 280.....	Italian, Intermediate
CRIMINAL JUSTICE 001-3.....	Intoximeter IR-300	ITALIAN 285.....	Italian, Intermediate
CRIMINAL JUSTICE 001-4.....	Background Investigation LASD	JAPANESE 060.....	Conversational Japanese
CRIMINAL JUSTICE 001-5.....	First Aid/CPR/Safety	JAPANESE 180.....	Elementary Japanese
CRIMINAL JUSTICE 020-1.....	Introduction to Security	JAPANESE 185.....	Elementary Japanese II
CRIMINAL JUSTICE 020-2.....	Security Personnel Procedural Law	JOURNALISM 120.....	Magazine Writing
CRIMINAL JUSTICE 020-3.....	Retail/Corporate Security	JOURNALISM 121.....	Magazine Production
CRIMINAL JUSTICE 136 LAB.....	Crime Scene Investigator/Finger Printing	JOURNALISM 122.....	Magazine Production
		JOURNALISM 123.....	Magazine Production
		JOURNALISM 125.....	Public Relations Writing
		JOURNALISM 157 AB.....	Documentary Photography
		JOURNALISM 200.....	Television Journalism

JOURNALISM 280.....Make-up & Editing
JOURNALISM 293.....Newspaper Practicum
LIBRARY 010.....Library Basics
LIBRARY 125.....Advanced Internet Research
MANAGEMENT 105.....Project Coordination
MANAGEMENT 116.....Management Supervision
MARKETING 103.....Public Relations
MARKETING 110.....Personal Selling
MARKETING 125.....Sales Management
MARKETING 130.....Advertising
MATHEMATICS 230.....Introduction to Discrete Mathematics I
MATHEMATICS 240.....Discrete Mathematics II
MULTIMEDIA 054 AB.....Recording Arts/Multimedia-Audio Fundamentals
MULTIMEDIA 055 AB.....Recording Arts/Multimedia-Modular
Digital Multi-Track/Signal Processing
MULTIMEDIA 056 AB.....Recording Arts/Multimedia-Audio Mixing Techniques
MULTIMEDIA 057 AB.....Recording Arts/Multimedia-Audio Post Production
MULTIMEDIA 100 AB.....Introduction Multimedia Production
MUSIC 050 AB.....Inside Music Industry
MUSIC 052 AB.....Jazz/Rock Piano Styles
MUSIC 062 AB.....Teaching the Piano
MUSIC 069.....Arranging/Orchestration 2
MUSIC 073.....MIDI Techniques
MUSIC 074.....Using Sequencers
MUSIC 090.....Audio for TV, Advanced
MUSIC 091.....Remote Audio Recording
MUSIC 100 AD.....Music Forum
MUSIC 123.....Women's Chorale
MUSIC 151 AD.....Broadway and Opera Voice Class
MUSIC 167.....Audio for Music & TV
MUSIC 190 AD.....Masters of Art and Music
MUSIC 211 AB.....Musical Theater Workshop
MUSIC 234 AD.....Electronic ENSEMBLE
MUSIC 250 AD.....Piano, Advanced
MUSIC 290 AD.....Applied Music
PHILOSOPHY 103.....The Age of Hellenistic Philosophy
PHILOSOPHY 105.....History of Modern Philosophy
PHILOSOPHY 106.....Introduction to Contemporary Philosophy
PHILOSOPHY 116.....Reasoning in Writing
PHILOSOPHY 117.....Socratic Inquiry as Philosophical Counseling
PHILOSOPHY 130.....Symbolic Logic
PHYSICAL EDUCATION 060 AD.....Sports Conditioning - Football
PHYSICAL EDUCATION 062 AD.....Sports Conditioning - Basketball
PHYSICAL EDUCATION 064 AD.....Sports Conditioning - Baseball
PHYSICAL EDUCATION 066 AD.....Sports Conditioning - Volleyball
PHYSICAL EDUCATION 068 AD.....Sports Conditioning - Swimming
PHYSICAL EDUCATION 070 AD.....Sports Conditioning - Water Polo
PHYSICAL EDUCATION 072 AD.....Sports Conditioning - Wrestling
PHYSICAL EDUCATION 074 AD.....Sports Conditioning - Cross Country
PHYSICAL EDUCATION 076 AD.....Sports Conditioning - Soccer
PHYSICAL EDUCATION 078 AD.....Sports Conditioning - Softball
PHYSICAL EDUCATION 080 AD.....Sports Conditioning - Track/Field
PHYSICAL EDUCATION 082 AD.....Sports Conditioning - General
PHYSICAL EDUCATION 135 AD.....Ice Skating
PHYSICAL EDUCATION 160 AB.....Step Aerobic
PHYSICAL EDUCATION 200 AD.....Football Sports Conditioning
PHYSICAL EDUCATION 205 AD.....Water Polo Conditioning
PHYSICAL EDUCATION 206 AD.....Wrestling Conditioning
PHYSICAL EDUCATION 208 AD.....Soccer Conditioning
PHYSICAL EDUCATION 254 AC.....Tennis Team - Men
PHYSICS 290.....Modern Physics
PROFESSIONAL PHYSICAL EDUCATION 059.....Teach/Coach Soccer

PROFESSIONAL PHYSICAL EDUCATION 100.....Athletic Orientation
PROFESSIONAL PHYSICAL EDUCATION 110.....Fitness Programs
PROFESSIONAL PHYSICAL EDUCATION 146.....Coaching Principles
PROFESSIONAL PHYSICAL EDUCATION 191.....Sports Officiating
PSYCHOLOGY 055.....Applied Psychology
PSYCHOLOGY 070.....Vocational Planning
PSYCHOLOGY 085.....Biofeedback
RUSSIAN 180.....Beginning Russian
RUSSIAN 185 AB.....Elementary Russian
RUSSIAN 280.....Intermediate Russian
SOCIAL SCIENCE 125.....History of China
SOCIAL SCIENCE 136.....History and Culture of the Chicano American
SPANISH 066.....Law Enforcement Spanish
SPECIAL EDUCATION 010.....College Survival for Deaf Students
SPECIAL EDUCATION 020.....Job Readiness for Deaf
SPEECH COMMUNICATION 011.....Listening Communication Lab
SPEECH COMMUNICATION 027.....Pronunciation Skills Vocational Success
SPEECH COMMUNICATION 030.....Vocational Communication Skills
SPEECH COMMUNICATION 040.....AERO Success Communication Skills
SPEECH COMMUNICATION 103.....Communication & Diction
SPEECH COMMUNICATION 240 AD.....Leadership Communication Skills
THEATER ARTS 105.....Introduction to Drama and Acting
THEATER ARTS 109.....Pantomime
THEATER ARTS 114.....Stagecraft
THEATER ARTS 131.....Acting in Voice Theater
THEATER ARTS 144 AD.....Summer Theater Workshop
THEATER ARTS 145.....Acting Shakespeare Workshop
THEATER ARTS 147 AD.....Shakespeare Projects
THEATER ARTS 152 AD.....Acting Workshop, Advanced
THEATER ARTS 165 AD.....Stagecraft Lab
THEATER ARTS 189.....Stage Combat
TUTORING SKILLS 114.....Tutor Effectiveness
VIETNAMESE 068 AB.....Vietnamese for Medical Personnel

PROGRAM/CERTIFICATE SUSPENSIONS

Certificate of Achievement

Automotive Technology (Evening Option)
Music—Commercial Performance Option
Music—Arranger-Composer Option
Music—Entertainment Technician Option
Music—Retail Music Option
Music—Songwriting Option
Sales Management
Technical Communications

Certificate of Specialization

Business Data Processing—Computer Literacy
Business Data Processing—Desktop Presentations—Printed & Visual Media Specialty
Business Data Processing—Computer Operating Environment
Business Data Processing—Microcomputer Applications IBM Emphasis
Business Data Processing—Microcomputer Applications Macintosh Emphasis

STUDENT CODE OF CONDUCT

Students enrolled at Golden West College assume an obligation to conduct themselves in accordance with the laws of the State of California, the California Education Code, and the policies and procedures of the Coast Community College District. The Code of Conduct has been established by the Coast Community College District Board of Trustees to provide notice to students of the type of conduct that is expected of each student. Being under the influence of drugs and/or alcohol or the existence of other mental impairment does not diminish or excuse a violation of the Code of Conduct.

A Golden West College student found to have violated any of the following regulations that are District or campus related will be subject to the maximum sanction of expulsion.

- Aiding, abetting or inciting. (3.1)
- False report of emergency. (3.2)
- Any action which results in serious injury or death. (3.3, 3.10)
- Infliction of mental harm upon any member of the District community. (3.4)
- Possession of weapons. (3.5)
- Rape/sexual assault. (3.6)
- Sale of Alcohol or Narcotics. (3.7, 3.8)
- Repeat Suspension. (3.9)

A Golden West College student found to have violated any of the following regulations which are District or campus related may be expelled, placed on probation, or given a lesser sanction.

- Abusive behavior. (4.1)
- Assault/battery. (4.3)
- Cheating/plagiarism. (4.4)
- Continued misconduct. (4.6)
- Damaging or stealing library materials. (4.22)
- Destruction of property. (4.7)
- Discrimination. (4.8)
- Disruption of the educational process. (4.9)
- Disruptive behavior. (4.10)
- Disturbing the peace. (4.11)
- Failure to appear before a district official when directed to do so. (4.12)
- Failure to comply or identify. (4.13)
- Failure to obtain permits before participation in an organized protest. (4.14)
- Failure to repay debt or return district property. (4.15)
- Fighting. (4.16)
- Forgery. (4.17)
- Gambling. (4.18)
- Harassment. (4.19)
- Hateful behavior. (4.20)
- Lewd Conduct. (4.21)
- Misrepresentation. (4.23)
- Misuse of college identification. (4.24)
- Possession of alcohol or narcotics. (4.25, 4.26)
- Sexual harassment or the threat of sexual assault. (4.27, 4.30)
- Smoking where prohibited. (4.28)
- Theft. (4.29)
- Unauthorized entry or trespass. (4.31)
- Unauthorized possession of property. (4.32)

- Unauthorized tape recording or use of electronic devices. (4.33, 4.36)
- Unauthorized use of alcoholic beverages. (4.34)
- Unauthorized use of District keys. (4.35)
- Unauthorized use of property or services. (4.37)
- Unreasonable demands. (4.38)
- Violation of District computer usage policy, computer theft, or other computer crime. (4.5)
- Violation of driving regulations. (4.39)
- Violation of health and safety regulations. (4.40)
- Violation of local, state, or federal law, or violation of posted District rules. (4.41, 4.42)

Copies of the Coast Community College District Student Code of Conduct and Disciplinary Procedures which includes complete definitions of the above violations are available the Office of the Vice President of Student Services.

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, and they weaken our society. Faculty, students, administrators, and classified staff share responsibility for ensuring academic honesty in our college community and will make a concerted effort to fulfill the following responsibilities.

Faculty Responsibilities

Faculty have a responsibility to ensure that academic honesty is maintained in their classroom. In the absence of academic honesty it is impossible to assign accurate grades and to ensure that honest students are not at a competitive disadvantage. Faculty members are expected to:

1. Explain the meaning of academic honesty to their students.
2. Conduct their classes in a way that makes cheating, plagiarism and other dishonest conduct nearly impossible.
3. Confront students suspected of academic dishonesty and take appropriate disciplinary action in a timely manner (see "Procedures for Dealing with Academic Dishonesty" which follow).

Student Responsibilities

Students share the responsibility for maintaining academic honesty. Students are expected to:

1. Refrain from acts of academic dishonesty.
2. Refuse to aid or abet any form of academic dishonesty.
3. Notify instructors and/or appropriate administrators about observed incidents of academic dishonesty.

Administration Responsibilities

1. Disseminate the academic honesty policy and the philosophical principles upon which it is based to faculty, students, and staff.
2. Provide facilities, class enrollments, and/or support personnel which make it practical for faculty and students to make cheating, plagiarism and other dishonest conduct nearly impossible.
3. Support faculty and students in their efforts to maintain academic honesty.

Classified Staff Responsibilities

1. Support faculty, students, and administration in their efforts to make cheating, plagiarism and other dishonest conduct nearly impossible.
2. Notify instructors and/or appropriate administrators about observed incidents of academic dishonesty.

EXAMPLES OF VIOLATIONS OF ACADEMIC HONESTY

Academic dishonesty includes, but is not limited to, the following:

Cheating

1. Obtaining information from another student during an examination.
2. Communicating information to another student during an examination.
3. Knowingly allowing another student to copy one's work.
4. Offering another person's work as one's own.
5. Taking an examination for another student or having someone take an examination for oneself.
6. Sharing answers for a take-home examination unless specifically authorized by the instructor.
7. Using unauthorized material during an examination.
8. Altering a graded examination or assignment and returning it for additional credit.
9. Having another person or a company do the research and/or writing of an assigned paper or report.
10. Misreporting or altering the data in laboratory or research projects.

Plagiarism

Plagiarism is to present as one's own the ideas, words, or creative product of another. Credit must be given to the source for direct quotations, paraphrases, ideas, and facts which are not common knowledge.

Other Dishonest Conduct

1. Stealing or attempting to steal an examination or answer key.
2. Stealing or attempting to change official academic records.
3. Forging or altering grade change cards.
4. Submitting all or part of the same work for credit in more than one course without consulting all instructors involved.
5. Intentionally impairing the performance of other students and/or a faculty member, for example, by adulterating laboratory samples or reagents, by altering musical or athletic equipment, or by creating a distraction meant to impair performance.
6. Forging or altering attendance records.

Collusion

Collusion occurs when any student knowingly or intentionally helps another student perform an act of academic dishonesty. Collusion in an act of academic dishonesty will be disciplined in the same manner as the act itself.

PROCEDURES FOR DEALING WITH VIOLATIONS OF ACADEMIC HONESTY

Action by the Instructor

1. An instructor who has evidence that an act of academic dishonesty has occurred shall, after speaking with the student, take one or more of the following disciplinary actions:
 - a. Issue an oral reprimand (for example, in cases where there is reasonable doubt that the student knew that the action violated the standards of academic honesty).

- b. Give the student an "F" grade, zero points, or a reduced number of points on all or part of a particular paper, project, or examination (for example, for a first time occurrence of a relatively minor nature).
 - c. Assign an "F" for the course (for example, in cases where the dishonesty is more serious, premeditated, or a repeat offense).
2. For any incident of academic dishonesty which is sufficiently serious for the instructor to take disciplinary action which can lower the student's grade (for example, an "F" given for all or part of an assignment), the instructor shall report the incident to the Vice President of Student Services on an "Academic Dishonesty Report" form.

NOTE: A grade of "F" assigned to a student for academic dishonesty is final and shall be placed on the transcript. If the student withdraws from the course, a "W" will not replace an "F" assigned for academic dishonesty. Academic disciplinary actions taken by the instructor based on alleged cheating may be appealed as specified in the College's Instructional Grievance Policy.

Action by the Administration

Upon receipt of the first "Academic Dishonesty Report" form concerning a student, the Vice President of Student Services shall send a letter of reprimand to the student which will inform the student that:

- He/she will be on academic disciplinary probation for the remainder of his/her career at Golden West College.
- Another incident of academic dishonesty reported by any instructor shall result in a one year suspension from the College.

Upon receipt of a second reported incident of cheating by the student, the Vice President of Student Services shall suspend the student for one calendar year (two full semesters and one summer session).

For more serious incidents of academic dishonesty the student shall be suspended from the College on the first offense for one calendar year. Offenses warranting suspension on the first offense include, but are not limited to, the following:

- Taking an examination for another student or having someone take an examination for oneself.
- Altering a graded examination or assignment and returning it for additional credit.
- Having another person or a company do the research and/or writing of an assigned paper or report.
- Stealing or attempting to steal an examination or answer key.
- Stealing or attempting to change official academic records.
- Forging or altering grades.

If, after a student returns from a suspension for Academic Dishonesty, the Vice President of Student Services receives yet another "Academic Dishonesty Report" form, he/she shall recommend to the Coast Community College District Board of Trustees that the student be expelled from the District.

NOTE: Disciplinary actions taken by the Vice President of Student Services based on alleged cheating may be appealed as specified in the College's Disciplinary Grievance Policy.

Portions adapted from the academic honesty policies of University of California Irvine, Cypress College, and California State University Long Beach as published in their catalogs.

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 Golden West College and

- a. has a grade point average of less than 2.0 in the most recent semester completed, or
- b. has a cumulative grade point average of less than 2.0 in all units attempted.

2. Progress Probation

Has attempted at least 12 semester units at Golden West College and the percentage of units in which the student has been enrolled for which entries of "W", "I" and "NC" are recorded reaches or exceeds 50 percent.

A student on probation at Golden West College, Orange Coast College or Coastline College shall be on probation at any District college. All probationary students shall be notified of their status and counseling services will be made available.

Title 5, Sections 55754, 55755

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

Any student on academic probation for two consecutive semesters shall be academically disqualified. However, any student on academic probation whose most recent semester grade point average equals or exceeds 2.0, or whose cumulative grade point average equals or exceeds 2.0, shall not be disqualified but shall be continued on academic probation.

2. Progress Disqualification

Any student who is on progress probation for two consecutive semesters shall be disqualified for lack of satisfactory progress. However, any student on progress probation whose most recent semester work indicates fewer than 50 percent units of "W", "I" and "NC" shall not be disqualified but shall be continued on lack of progress probation.

Note: Based upon recent changes as established and approved by the college, students who have been disqualified two or more semesters must sit out the next regular semester. There is no appeal. Prior to readmission, the student must meet with a counselor to develop an educational contract.

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.

Title 5, Section 55756

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. 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.

Therefore, under the circumstances outlined below, Golden West College may disregard from all considerations associated with requirements for the Certificate of Achievement/ Associate in Arts Degree and general education certification up to a

maximum of thirty (30) semester units of course work from two semesters taken at any college. These circumstances are:

1. The student has requested the action formally and has presented evidence that work completed in the term(s) under consideration is substandard (less than a 2.0 grade point average) and not representative of present scholastic ability as verified by the current level of performance. Verification must consist of:
 - a. Completion of a minimum of 12 semester units of course work at any regionally accredited college or university with a minimum cumulative grade point average of at least 2.0 subsequent to the course work to be disregarded.
 - b. At least 12 months has elapsed since completion of the most recent course work to be disregarded.
2. Agreement that all units taken during the semester(s) to be disregarded, except those courses required as a prerequisite or to satisfy a requirement, in the student's "redirected" educational objective.
3. An understanding that the student's permanent academic record shall be annotated so that it is readily evident to all users of the records that units disregarded, even if satisfactory, may not apply to certificate, degree or general education certification requirements.
4. Agreement that all course work remains legible on the student's permanent record ensuring a true and complete academic history.

If another accredited college has acted to remove previous course work from Certificate of Achievement, Associate in Arts or Bachelor Degree consideration, such action shall be honored in terms of that institution's policy. Units disregarded by another institution shall be deducted from the thirty semester units maximum of course work eligible for alleviation at Golden West College.

Students requesting removal of previous course work for certificate or degree consideration shall file a petition at the Admissions and Records Office. The petition shall outline the semesters of course work to be disregarded and shall include evidence verifying (1) that work completed during this period is substandard, and (2) the expiration of at least 12 months since the end of the last term to be excluded. All official transcripts must be on file at Golden West College.

The Administrative Director of Student Services or his/her designee shall act to approve the petition and make the proper annotation on the student's permanent record upon verification of the conditions set forth herein.

NOTE: It is possible that other colleges or universities may not accept the Academic Renewal Policy.

STUDENT GRIEVANCE PROCEDURES

A grievance may arise out of a decision reached or an action taken by a member of the faculty, staff, or administration of Golden West College. A **grievable action** is an action that is alleged to be in violation of federal or state law, a violation of an applicable district/college policy or procedure, or that constitutes arbitrary, capricious, or unequal application of written policies or procedures. The purpose of the student grievance procedure is to provide an impartial review process and to ensure that the rights of students are properly recognized and protected. **Note: Sexual harassment complaints are handled under a separate grievance process.**

Students wishing to express concerns or explore the college's grievance procedure may seek assistance from one of the following offices:

1. Vice President of Student Services or Vice President of Instruction
2. Student Activities Director
3. Student Advocate
4. College Grievance Officer
5. Director of Disabled Student Services

These resource persons are made available to explain college grievance procedures to students and to make the appropriate forms available.

Definition of Terminology

Student – A person enrolled in any course, lecture series or workshop offered under the auspices of the college, or it may also be a person formerly enrolled who is in the process of pursuing a grievance.

College Employee – Administrator, manager, faculty, classified or student employee of the college, against whom a complaint has been lodged.

Grievance – A grievance means a complaint written on the Student Grievance Form, filed by one or more students, which alleges a grievable action.

Grievable Action – An action that is alleged to be in violation of federal or state law, a violation of an applicable district/college policy or procedure, or that constitutes arbitrary, capricious, or unequal application of written policies or procedures.

Grievant – The student who alleges that he or she has been treated unfairly.

Working Day – A working day is any day during a regular semester in which the college is open for business, excluding weekends and holidays.

Supervisor – That person charged with the responsibility and authority for job assignment and evaluation of the college employee.

Student Advocate – The elected officer of the Associated Students of Golden West College who has the responsibility to advise, if requested, a student who alleges he or she has been treated unfairly.

Division Dean – The instructional administrator responsible for the discipline in which a specific course is offered.

Limitations Period – Grievances will be permitted only through the end of the sixth week of the semester following the semester or summer session in which the alleged incident occurred.

Campus Advisor – A current student or employee of the Coast Community College District who accompanies one of the parties in the grievance process and provides advice to that party at the hearing before the Grievance Hearing Committee.

Stage One – Informal Problem Resolution

When a student has a complaint about an employee, the student should make every effort to meet with the employee to resolve the complaint. If the student is unwilling to meet alone with the employee, the student is encouraged to use the services of the Student Advocate or 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 employee, the student must proceed to the immediate supervisor of the college employee against whom the complaint is being lodged in an effort to resolve the issue. If the complaint is against a faculty member, the immediate supervisor will be the Division Dean. The student should confirm with either the Vice President of Student Services or the Vice President of Instruction or the College Grievance Officer as to the appropriate supervisor; or if the violation relates to a college policy or procedure, how to proceed further. Disability related complaints should be directed to the Office of Disabled Student Services.

The supervisor will discuss the issue with the student and the college employee involved, either individually or collectively, in an effort to resolve the issue.

Note: 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."

If the complaint cannot be mutually resolved at the informal problem resolution level, then the student may file a 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 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 person's supervisor. Upon the receipt of the complaint, the College Grievance Officer will make an inquiry into the merits of the complaint for the purpose of screening out false and unfounded allegations. Reasonable attempts will be made to contact the parties concerned, either individually or collectively, in order to resolve the issue. In the event the complaint is against the College Grievance Officer, or in the instance where the Grievance Officer has been the supervisor in stage one, the grievance will be handled by either the Vice President of Student Services or the Vice President of Instruction.

Within twenty (20) 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. Copies of this decision shall be given to the college employee against whom the complaint has been lodged and the supervisor of that employee.

The College Grievance Officer may determine 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. A recommendation that there be some type of action or remediation. In such a case, the written recommendation will be forwarded to the person deemed appropriate for the consideration and/or implementation of the recommendation.

Stage Three – Request for Review by the Grievance Hearing Committee

If the grievant is dissatisfied with the decision of the College Grievance Officer, he/she may, within five (5) working days of the receipt of the decision, file a written request to either the Vice President of Student Services or the Vice President of Instruction to review.

- 1) The Vice President may uphold the ruling of the grievance officer and deny hearing on the basis that the grievance is without merit.
- 2) The Vice President may recommend that a hearing committee be convened.

Grievance Hearing Committee Composition

The Hearing Committee shall be composed of one (1) faculty member, one (1) classified employee, one (1) student, and one (1) manager who will serve as the chairperson. If the grievance is against an instructor, the Hearing Committee will be augmented by one (1) additional faculty member. If the grievance is against a classified employee, one (1) additional classified member will be added. The selection process for the Grievance Hearing Committee is as follows.

1. The manager will be chosen from those employees employed as managers in the College at the time of the hearing.
2. The faculty member(s) will be chosen from a list of at least ten (10) faculty selected each year by the Academic Senate.
3. The classified staff member(s) will be chosen from a list of at least 10 (10) classified employees recommended each year by the Classified Connection to the United Federation of Classified Employees (U.F.C.E.).
4. The student will be chosen from a list of no fewer than (20) student names submitted each semester by the President of the Associated Students of Golden West College.
5. The panel shall be selected by either the Vice President of Student Services or the Vice President of Instruction. Either the Vice President of Student Services or the Vice President of Instruction shall provide the names of the Grievance Hearing Committee members to the student and to the employee against whom the grievance is lodged five (5) working days prior to the scheduled hearing date.

6. The panel shall not include any person who was a participant in any events leading to the grievance, nor shall it include any person who has had a past association with the grievant, or any other party to the hearing which could impede the individual's ability to act in a fair and impartial manner.
7. The student or the employee against whom the grievance is lodged shall have the opportunity to challenge any member of the committee on the basis that the member was a participant in the events from which the grievance arose; or, the member has had a past association with the grievant or any other party to the hearing which could impede that member's ability to act in a fair and impartial manner. The challenge must be submitted in writing to the Vice President who elected the panel at least three (3) days prior to the scheduled hearing date. The written challenge must include the specific reasons for the challenge. If the Vice President upholds the challenge, he/she will replace the challenged member(s) with any available person(s) of the same category (manager, faculty, classified staff, student).

Grievance Hearing Committee Process

The Grievance Hearing will be scheduled within fifteen (15) working days of the request for review. The process for the hearing shall be as follows:

1. All members of the Hearing Committee must be present to hear testimony and to consider recommendations. (Should one or more committee members not appear at the scheduled time, the committee will wait 15 minutes and then proceed without the members, assuming that a quorum of the committee is present.)
2. Should the student be more than 15 minutes late, the committee shall deny the grievance.
3. All members of the Hearing Committee will sign a Statement of Confidentiality to ensure that the information heard, the evidence reviewed, and the recommendations made will remain confidential. The statement will include a declaration that the member will act in a fair and impartial manner.
4. All information in the possession of the College Grievance Officer that concerns the formal grievance shall be provided to the Hearing Committee by the Grievance Officer.
5. The Hearing Committee shall discuss issues, hear testimony, examine witnesses and consider all relevant evidence pertaining to the grievance.
6. Arguments about legal validity or constitutionality of the college policies or procedures will not be entertained by the Hearing Committee.
7. Attendance at the hearing shall be limited to the Hearing Committee, the College Grievance Officer, and the active parties in the grievance. The grievant and the employee involved have the right to question witnesses. Both parties have the right to have a campus advisor present during the hearing. The campus advisor may not address the Hearing Committee, examine witnesses, or in any other way participate in the hearing. Witnesses will be present only while testifying. (Should a witness be more than 15 minutes late, the committee shall proceed, without the witness.)
8. The hearing need not be conducted according to technical rules relating to evidence and witnesses. Any relevant evidence, as judged by the Hearing Committee, shall be admitted if it is the sort of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs.
9. The Hearing Committee shall judge the relevance and weight of evidence and make its findings of fact. No evidence other than that received at the hearing shall be considered by the Hearing Committee.
10. Following presentation of evidence, the Hearing Committee shall privately consider the evidence and prepare a written report of its recommendation and deliver the same to either the Vice President of Student Services or the Vice President of Instruction. The report, which shall be submitted to the Vice President within five (5) working days of the date of the hearing, shall include the following:
 - a. A summary of the facts as found by the Grievance Hearing Committee.
 - b. A recommendation that the decision of the College Grievance Officer should be upheld, or
 - c. A recommendation that the decision of the College Grievance Officer should be amended and the amendments specified, or
 - d. No further action is necessary. The issue has been resolved or found to be unsubstantiated.
11. A tape recording made of the proceedings shall be submitted by the Hearing Committee and kept in a confidential file by either the Vice President of Student Services or the Vice President of Instruction and shall be maintained for at least one year after which time it will be erased. Upon request, either party to the grievance may listen to all or portions of the tape.

Final Action

The Vice President shall review the report of the Hearing Committee and may clarify it with one or more members of the Committee. The Vice President may uphold, reverse, or modify the recommendations of the Hearing Committee. The decision of the Vice President and a copy of the Hearing Committee report will be delivered to the grievant, the employee against whom the grievance was filed, and the College Grievance Officer. This ends the student grievance process.

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

It is the policy of the Coast Community College District to provide all persons with equal employment and educational opportunities regardless of race, color, gender, sexual orientation, religion, national origin, age, disability, or marital status.

This policy is consistent with federal and state Civil Rights mandates.

The right to nondiscrimination in education and employment is guaranteed to persons with disabilities under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. 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 he or she has been discriminated against on the basis of that disability should contact the Coordinator of Disabled Students Services at (714) 895-8721 or the campus Student Grievance Officer at (714) 895-8125.

DISCRIMINATION AND SEXUAL HARASSMENT

Any individual who perceives or has actually experienced conduct that may constitute discrimination and/or sexual harassment has the responsibility to ensure that the individual engaging in such conduct is informed that the behavior being demonstrated is offensive and must stop. If this behavior does not cease, the individual has the responsibility of making it known to the institution. The District along with the individual campuses will endeavor to maintain an environment free of what constitutes discrimination and/or sexual harassment as prescribed by State and Federal mandates, as well as District policy. Inquiries and concerns should be directed to the College's Grievance Officer.

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, Administrative Director of Student Services 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.

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

Student's directory information is released only upon approval of the Administrative Director of Student Services. Students may request in writing to the Administrative Director of Student Services 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 the Admissions and Records Office 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. Placement test data.
5. Semester class enrollment data.

Additional information maintained in other offices on some students may include:

6. Financial Aid and EOP/S application information on students who have applied for either program.
7. Work Experience records on students who have taken work experience courses within the past three years.

8. An application file on students who have applied to the Health Professions programs within the year.

9. Instructor evaluations for students enrolled in Health Professions programs.

10. Instructor evaluations for students enrolled in Criminal Justice Academy courses.

11. Records maintained of students who have been disciplined.

12. 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 the Admissions and Records Office. Requests for review of information contained in item 6 may be made to the Dean of Special 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 Administrative Director of Student Services, 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 the level, the student may use the student grievance procedure.

ACADEMIC REPORTS TO HIGH SCHOOL

Golden West College sends academic reports of former high school students who graduated in the last five years to high schools within the Coast Community College District. The purpose is to assist the high schools in academic research. The reports include the I.D. number, classes, grades, grade point average, and major. Any student who prefers to have his/her name deleted from such reports should contact the Staff Assistant to the Administrative Director of Student Services.

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:

Health Ed 100 - Health Education

Psychology 100 - Introductory Psychology

Psychology 160 - Human Growth & Dev.

Health Ed 107 - Drugs, Health and Society

Psychology 250 - Psychobiology

College 100 - Student Success

P.E. 103 - Exercise-Healthy Living

Drug and Alcohol Counseling Resources

GWC's Student Health Services offers professional counseling 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.

Call Alcoholics Anonymous at (714) 556-4555 or www.oc-aa.org for meeting times and site information.

The Student Health Center also provides information and referrals to other community resources and support groups.

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 Services.

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, students will be immediately expelled from the District for an indefinite period, and be subject to criminal prosecution for bringing or possessing on or within any property or building owned or controlled by the District, any firearms, knives, dirks, daggers, brass knuckles, slingshots, air rifles, or any other type of weapon capable of inflicting grievous bodily harm.

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 by coming in person to the Public Safety Office located at the west end of the campus at the entrance of the Golden West Street parking lot, 8:00 a.m. to 7:00 p.m. Monday through Thursday and 8:00 a.m. to 5:00 p.m. Friday.

PARKING REGULATIONS AND PENALTIES (BAIL)

Article IV

Section	Regulation	Bail
401	No parking is allowed in any area that does not clearly have marked stalls.	\$17.00
402	Vehicles parking within a stall shall not overlap the lines that designate the stall.	\$17.00
403	No persons shall park or leave standing on the campus interior a vehicle on any roadway, landscaped area, driveway, road or field without prior approval from the Public Safety Department.	\$17.00
404	Bicycles must be parked in designated bicycle parking areas.	\$17.00
405	No vehicle shall be backed into diagonal parking stalls.	\$17.00
406	No person shall park or leave standing a motor vehicle blocking traffic lanes on any campus roadway or parking lot.	\$27.00
407	No person shall park or leave standing any vehicle in any area where the curb is painted RED and/or is marked "No Parking".	\$27.00
408	When signs or markings 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.	\$27.00
409	No person shall park in any area marked in blue and identified as "Handicapped Parking" unless a valid handicapped placard/license plate/permit is properly displayed on or within the vehicle.	\$42.00

410	Except as otherwise noted in these regulations, no person shall park in an area posted or marked "STAFF" unless a valid annual, semester, or temporary STAFF parking permit is properly displayed on or within the vehicle.	\$17.00
411	No person shall park any vehicle in any manner or fashion so as to create a traffic hazard.	\$17.00
412	No person shall park on campus without a valid parking permit that is properly displayed either on the left rear bumper or hung from the rear view mirror.	\$17.00
413	Failure to activate coin operated meter or obtain and appropriately display time-stamped hourly parking permit.	\$17.00
414	No vehicle will remain parked overnight without approval from the Public Safety Department, and no person will sleep in or remain overnight in any vehicle parked on campus.	\$17.00

Complete copies of the Parking Rules and Regulations can be obtained from the Public Safety Department.

OFF-CAMPUS TRANSPORTATION

From time to time class assignments or other class activities may take place off campus. When District transportation is provided, students are required to use it. When the location is in southern California, the class or activity may be convened and dismissed at the site. When this occurs, students will be responsible for their own transportation.

Students may be required to sign a field trip or student release form.

In regard to class trips, the student is encouraged to contact the instructor of the course to determine the likely dates, locations, and frequency of such off-campus requirements.

COMPUTER AND ELECTRONIC RESOURCE SYSTEM ACCEPTABLE USE POLICY

The Coast Community College District owns, leases and operates computer and electronic communication systems in support of the District's mission of providing instruction and support services to students, faculty, staff, community members and management personnel in support of education, research, academic development, and administrative functions of the District.

Access to computer and electronic information resources is essential to the working environment within Coast Community College District. Accessing and transmitting information for illegal or pornographic use is strictly prohibited. Unacceptable use may be justified for loss of access to computer and electronic information resources, as well as disciplinary sanction and/or legal action as provided by Federal, State, and local regulations.

GOLDEN WEST COLLEGE GUIDELINES REGARDING STUDENT COMPUTER USAGE

Purpose

The Coast Community College District (hereinafter "the district") owns and operates a variety of computing systems (hereinafter "the District Computer System") which are provided for the use of students in support of the various educational and other programs of the District and are to be used only for activities related thereto. The District Computer System is not to be used for any reason other than in support of these purposes. Commercial and personal uses of the District Computer System are prohibited.

All students are responsible for ensuring that the District Computer System is used in an effective, efficient, ethical, and lawful manner.

This document defines acceptable use of the District Computer System. Unacceptable use is prohibited, and is grounds for loss of computing privileges, as well as prosecution under federal, state and local law. In addition, any student who violates this agreement is subject to discipline under the Coast Community College District Policy regarding Student Code of Conduct and Disciplinary Procedures. The District may also seek monetary damages and/or injunctive relief against any student who violates this agreement.

Any student who uses the District Computer System must comply with the policies outlined herein as well as any additional guidelines established by the administrators of each system ("Designated Administrator"). Although the District will make every reasonable effort to make the District's policies regarding computer usage available, students are responsible for becoming familiar with them. Students are also expected to adhere to and will be held accountable for adhering to all federal, state and local laws concerning computer usage.

For the purposes of this agreement, the District Computer System includes, but is not limited to, any and all District owned, leased, and/or rented computers, telephones, databases, hardware, software and related equipment, including any system used in connection with District programs, business, or any other governmental agencies.

Rights

The District reserves all rights, including termination of service without notice, to the District Computer System.

Privileges

Access and privileges on the District Computer System are assigned and managed by Designated Administrators. Eligible students may become authorized users of a system and be granted access and privileges by following the approval steps prescribed by the Designated Administrator.

Students may not, under any circumstances, transfer or confer these privileges to other individuals. Any account assigned to a student shall not be used by any other person without explicit permission from the systems administrator. The student is responsible for the proper use of the system including any password protection.

In using the District Computer System, students shall:

- Maintain an environment conducive to learning.
- Adhere to all guidelines for the use of any computer system.
- Not make any harassing or defamatory remarks on the District Computer System.
- Comply with the acceptable use guidelines for whichever outside networks or service they may access through the District Computer System.
- Follow proper etiquette on all District and outside networks. Documents regarding etiquette are available through the Designated Administrator.
- Not attempt to transit, or cause to be transmitted, any message in which the origination is misleading (except for those outside services that may conceal identities as part of the service).
- Not use or install any bootleg software.
- Not violate any federal or state law including but not limited to any copyright laws.
- Not use software unless they have the legal right to do so.
- Not use a system to perform any act prohibited under any federal, state or local law or regulation, including, but not limited to, any act prohibited under the Coast Community College District Policy regarding Student Code of Conduct.
- Not (1) damage or vandalize computing resources, (2) obtain extra resources, (3) take resources from another user, (4) gain unauthorized access to resources or otherwise make use of computing resources for which proper authorization has not been given.

- Maintain and safeguard the proper password.
- Be responsible for the backup of their own data.
- Not increase or attempt to increase their access to any portion of the District Computer System without explicit authority from the Designated Administrator.

Privacy

A student's electronic mail is not private and students have no privacy interest therein. The District reserves the right to access all information stored on the District Computer System.

Copyright

Computer software protected by copyright shall not be copied from, into, or by means of the District Computer System, except as permitted by law or by the contract with the owner of the copyright.

Additional Guidelines

Designated administrators may develop additional more detailed guidelines, as needed, for any of the District Computer Systems. These guidelines will cover such issues as allowable connect time and disk space, handling of unretrievable mail, responsibility for account approval and other related to administering the system.

The District Computer Systems provides access to outside networks both public and private which furnish electronic mail, information services, bulletin boards, conferences, etc. Students are advised that the District does not assume responsibility for any damages suffered by any person while using the contents of any of these outside networks. The District specifically denies any responsibility for the accuracy of information obtained through Internet services.

Effective Date

The effective date of this agreement is the date of execution.

Termination

The student's privileges to use the District Computer System terminates at the end of the current semester or session.

STUDENT AND STAFF E-MAIL

As a form of communication, most e-mail 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 e-mail address as well as your e-mail correspondence, privacy cannot be assured. A good rule to follow when using e-mail, in general, is to treat e-mail correspondence similar to a post card instead of sealed envelope. Because of the manner in which e-mail 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 TLC Lab in the College Library (free computer usage), Student Success Center, any Open Lab, or the Public Library.

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Marde Snedeker.....Faculty Director,
Cosmetology
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Professor Emeritus

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Meritorious Service

The Meritorious Service distinction recognizes former Golden West College faculty and administrators.

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Gandasari A. Win
Stanley R. Winter

Mary L. Wise*
John G. Wordes
Alma J. Wyant

Carol W. Yamashita
Ken Yglesias
Steve Yekich*

* Deceased

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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