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www.goldenwestcollege.edu

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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 Accessibility Center for Education at (714) 895-8721 (voice) or (714) 895-8350 (TDD).

FALL SEMESTER 2009

August 17.....	Early Start (Special Programs) Classes Begin
August 30.....	Residency Determination Date
August 31.....	Regular Classes Begin (16 and 8-Week Classes)
September 7.....	Labor Day (Campus Closed)
October 1.....	Application Period for the Spring Semester Begins
October 26.....	Second Eight-Week Classes Begin
November 1.....	Filing Deadline for Fall Graduation
November 11.....	Veterans Day (Campus Closed)
November 26 - 29.....	Thanksgiving Break (Campus Closed)
December 20.....	Last Day of Fall Semester
December 21 - January 3.....	Winter Break (Campus Closed)

INTERSESSION 2010

January 4.....	Class Instruction Begins
January 18.....	Martin Luther King Holiday (Campus Closed)
January 29.....	Interession Classes End

SPRING SEMESTER 2010

January 18.....	Early Start (Special Programs) Classes Begin
January 29.....	Residency Determination Date
January 30/January 31.....	Saturday/Sunday Classes Begin
February 1.....	All other 16 and 8-Week Classes Begin
February 12.....	Lincoln's Day (Campus Closed)
February 15.....	Washington's Day (Campus Closed)
March 29 - April 4.....	Spring Recess (Campus Closed)
April 1.....	Filing Deadline for Spring Graduation
April 5.....	Second Eight-Week Classes Begin
May 28.....	Commencement
May 30.....	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.

**Academic Calendar
2010-2011**

FALL SEMESTER 2010

August 30, 2010 First Day of Instruction
September 6, 2010 **Labor Day (Campus Closed)**
 October 25, 2010 Second Eight-Week Classes Begin
November 11, 2010 **Veterans Day (Campus Closed)**
November 25 - 28, 2010 **Thanksgiving Break (Campus Closed)**
 December 19, 2010 Last Day of Fall Semester
December 20, 2010 - January 2, 2011 **Winter Break (Campus Closed)**

INTERSESSION 2011

January 3, 2011 First Day of Instruction
January 17, 2011 **Martin Luther King Holiday (Campus Closed)**
 January 28, 2011 Intersession Classes End

SPRING SEMESTER 2011

January 31, 2011 First Day of Instruction
February 18, 2011 **Lincoln's Day (Campus Closed)**
February 21, 2011 **Washington's Day (Campus Closed)**
March 28 - April 3, 2011 **Spring Recess (Campus Closed)**
 April 4, 2011 Second Eight-Week Classes Begin
 May 29, 2011 Last Day of Spring Semester

**Proposed Academic Calendar
2011-2012**

FALL SEMESTER 2011

August 27, 2011 First Day of Instruction
September 5, 2011 **Labor Day (Campus Closed)**
 October 23, 2011 Second Eight-Week Classes Begin
November 11, 2011 **Veterans Day (Campus Closed)**
November 24 - 27, 2011 **Thanksgiving Break (Campus Closed)**
 December 18, 2011 Last Day of Fall Semester
December 19, 2011 - January 1, 2012 **Winter Break (Campus Closed)**

INTERSESSION 2012

January 3, 2012 First Day of Instruction
January 16, 2012 **Martin Luther King Holiday (Campus Closed)**
 January 27, 2012 Intersession Classes End

SPRING SEMESTER 2012

January 30, 2012 First Day of Instruction
February 17, 2012 **Lincoln's Day (Campus Closed)**
February 20, 2012 **Washington's Day (Campus Closed)**
March 26 - April 1, 2012 **Spring Recess (Campus Closed)**
 April 2, 2012 Second Eight-Week Classes Begin
 May 27, 2012 Last Day of Spring Semester

GENERAL INFORMATION



COLLEGE MISSION STATEMENT

Golden West College's mission is to create an intellectually and culturally stimulating learning environment for students and the community. Our students improve their basic skills, develop and enhance career opportunities, and/or prepare for transfer to a four-year institution as they become productive citizens and lifelong learners.

COLLEGE VISION STATEMENT

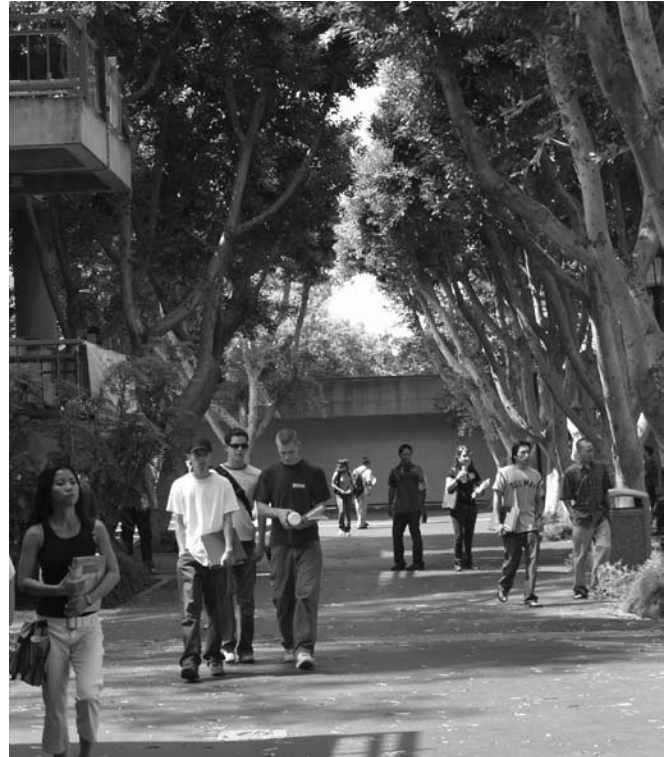
Golden West College is committed to excellence and endeavors to provide an optimum teaching and learning environment. This will be demonstrated by innovation which embraces demographic and technological changes.

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 California State 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

**ADMISSIONS, REGISTRATION
& MATRICULATION**



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. Many classes qualifying for the Associate in Arts degree and some Certificates of Achievement may be earned during evening and weekend hours as well as during the day.

Intersession: A 4-week session that focuses on transfer courses.

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. Applications for admission are available on-line at <http://www.goldenwestcollege.edu/admissions/>. 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: K-10th grade students, who are prepared to perform at college level, **may** be eligible to enroll in **advanced academic or vocational courses not available to them at their local high school.** The student's school and the college will determine eligibility for enrollment based on their judgment of the applicant's ability to profit from instruction and the appropriateness of the course. Courses in English and mathematics will require assessment testing to determine placement level. Contact the Admissions and Records Office for additional information.

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 college is authorized under Federal law to enroll nonimmigrant alien students. (Code of Federal Regulations 8CFR 214.3(k) and Section 101(a)(15)(F).)

Golden West College provides an International Student Program whose team works closely to assist international students throughout their studies. The Program is housed in a state-of-the-art facility located in the center of campus. This Center is dedicated to serving and supporting new and continuing international students at GWC. The Program offers specialized academic counseling, expert regulatory guidance, homestay 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. (Applicants under age 18 must submit proof of legal guardianship in the U.S.)
2. A signed, original International Student Application must be submitted along with 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/61 internet-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.). The college also accepts the STEP Pre-First Grade level in lieu of the TOEFL and a 5.0 score on the IELTS.
5. Arrangements should be made to have official transcripts of all high school, college and ESL coursework sent directly to the International Student Program. All university coursework (from within the U.S. AND from the student's home country) is required.
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 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 viewbook, or for more information about the International Student Program and its services, contact: **Golden West College, International Student Program, 15744 Goldenwest Street, Huntington Beach, CA 92647. Phone: (714) 895-8146 Fax: (714) 895-8973 Email: ispgm@gwc.info Web: <http://goldenwestcollege.edu/isp>.**

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

Aliens holding valid visas that are otherwise eligible for admission may enroll in classes provided 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.goldenwestcollege.edu after April 1 for the fall semester and/or summer session, and after October 1 for the spring semester and/or winter intersession.

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 expected of new students who are seeking a degree, certificate or transfer 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 or college transcripts to the Admissions and Records Office.

Students may challenge the Mathematics placement test by presenting official evidence to the Admissions and Records Office 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 prerequisite 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 complete Step 4 will not be assigned a registration appointment until this step has been completed.

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

REGISTRATION

On-Line Registration: On-line registration is by appointment and begins approximately 8 weeks before the first day of classes. Any student who applies and is admitted for the semester or term will have access to the *MyGWC* portal for all registration, fee payment and withdrawal transactions.

In-Person Registration: Students who are too late for priority on-line registration may register in person in the Admissions Office the week before classes begins.

Late Registration: Late registration for open classes begins the first day of class and extends through Friday of the first week. 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. Check the college website or the class schedule for registration deadlines. Students should be aware that missing the first class meeting or meetings may severely affect their chances to succeed in the course.

NOTE: Students entering classes late are responsible for making up missed work and are responsible for all fee and refund deadlines associated with each class section.

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

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

Programs Requiring Advanced Approval: The programs at Golden West College that require advanced approval before entering are: 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 on-line 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.

If the class a student wants does not reopen before the semester begins, the student may “PETITION” the class by attending the first class meeting to see if any space is available as a result of student “no shows”. If the student is given permission to

enter the class, the instructor will give the student a **pink permit card** with an Add Authorization Code. The student will then have the option to register and pay for the class on the *MyGWC* portal or register and pay in-person in the Admissions Office.

Please Note: A student must have a registration appointment to be able to access *MyGWC*.

ADMISSION INFORMATION FOR THE NURSING PROGRAM

For detailed admission procedures, see the Nursing Program information.

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 admission.
- 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, advisement/orientation and counseling if they meet one of the following criteria:

1. Completed an A.A. degree or higher at an accredited United States college or university.
2. Completed 30 or more units at an accredited United States college or university.
3. Completed 15 or more units with a cumulative GPA of 2.0 or higher along with official evidence of one of the following:
 - Verified completion of college level course work in English, writing and mathematics (Intermediate Algebra or higher) with a grade of "C" or better.
 - Evaluation of learning skills (placement testing) from a California Community College within the last two years.
 - A score of 3, 4 or 5 on the Advanced Placement Examination in English Composition.
 - A passing score on the California State University English Equivalency Examination.
4. Enrolling in a single one-semester, specialized job training course which is more than 6 units.
5. Concurrently enrolled K - 12th grade school student attending with the recommendation of the school principal.

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 with a grade of C or better or be currently enrolled in it at the time of registration and subsequently earn a grade of C or better, or

3. You must have completed the prerequisite course at another college with a grade of C or better. 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 for all courses that have a prerequisite. Reasons for seeking a Prerequisite/Corequisite Challenge Form may include one or more of the following:

1. A prerequisite/corequisite is not reasonably available;
2. The student believes the prerequisite/corequisite was established in violation of 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.

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

FEES AND EXPENSES

Enrollment Fee: \$20 per unit

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

Student Health Service Fee: \$16 per semester for fall and spring; \$13 for summer session. This is a mandated fee unless the student presents a waiver. Those eligible for a waiver are:

1. 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.
2. Students enrolled only in courses of less than two weeks duration.

College Service Charge: \$15 per semester. This charge underwrites many student services and campus programs. The College Administration and Student Council encourage students to support the campus community by paying this non-mandatory fee.

A \$1.25 of each \$15 funds student scholarships and the library text book program. Information about specific programs funded by this charge and requests for a waiver of the College Services Charge are available during posted business hours in the Student Activities Office. The request to waive the College Services Charge must be secured in advance prior to the student's payment of registration fees. The period to obtain this waiver is between the date class schedules are available online through the last day to enroll in the regular school semester. This fee is subject to change. For further information call (714) 895-8781.

Nonresident: \$190.00 per unit. Students who are not California residents as defined by the Education Code are required to pay the non-resident tuition fee in addition to the fees described above. Please note that it is the student's responsibility to prove that he/she is a California resident. Non-residents who are citizens of another country are required to pay an additional \$10.00 per unit charge for capital outlay expenses.

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

Parking Permits: \$30 per semester (\$20 for Board of Governors Grant recipients) and \$15 for the summer session. A current Golden West College Parking Permit is required to park a vehicle in campus parking lots. Permits may be purchased on-line through the college's website 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.

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

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.

Outstanding fines will be evaluated to determine which patrons, if any, should be suspended. These are students with fines in excess of \$10.

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

All fees are subject to change during the academic year.

Payment By Check

Each remittance of payment by check is considered authorization to convert that particular check into an electronic transaction. If your check is unable to be converted electronically, it will be processed as a draft against your account.

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.

Refund Procedure

In accordance with district policy refunds will automatically be issued by check from the district office.

Payments made by credit card will be automatically processed as a check refund unless a request is made in person at the college to have the refund credited back directly to the credit card. For security purposes credit information is not maintained by the college, therefore the student must supply the card number and expiration date for processing.

In addition, there is a fifteen working-day waiting period for refunds when the original payment of fees was made by check unless the student shows proof of the cancelled check.

Please note: The refund deadline printed on your receipt is the deadline to drop a class in order to be eligible for a refund.

Refund procedures are subject to change

Cancelled Classes

If Golden West College cancels a class, registration fees for that class will be refunded. If you purchased a parking decal, it must be returned within 2 weeks of the class cancellation date.

Returned Checks

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

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.

STUDENT STATUS

New Student – No previous enrollment record recorded at Golden West College.

Continuing Student – Continuing enrollment at Golden West College from one primary term to the next primary term.

Returning Student – Previously enrolled at Golden West College however missed at least one primary term of attendance.

CATALOG RIGHTS

Students maintaining attendance at Golden West College 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 Golden West College or (2) the time they graduate. Maintaining attendance is defined as completing at least one course at Golden West College during a regular term in an academic 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:

P – Pass, at least satisfactory	Unit credit granted
NP – No-Pass, less than satisfactory or failing	No units granted
W – Withdrawal	No units granted
I – Incomplete	No units granted
IP – In Progress.....	No units granted
MW – Military Withdrawal	No units granted/No penalty
NG – Non-Graded.....	No units granted
RD – Report Delayed	No units granted

GRADING OPTIONS

1. Optional Pass/No Pass or grade classes.

In these courses, students may elect to receive either a traditional letter grade of "A" through "F" or Pass/No Pass for the course. This choice must be made within the first four (4) weeks of the fall and spring semesters, and within 30% of the course in short-term courses

2. Pass/No Pass grading option:

Students selecting this grading option must submit the Pass/No Pass Option Request Form to the Records office by the specified deadline for each course. (See Deadlines and Dates to Remember on the Golden West College Website)

Requests can be submitted in-person or by mail. If mailing, make sure the request is postmarked on or before the deadline date. Requests received after the deadline will not be processed.

Once the Pass/No Pass grading option deadline has passed, the grade option cannot be reversed. Therefore, before selecting this option, students should consult with a counselor.

NOTE: In classes graded on this basis, students are held to attendance regulations and academic standards expected in the standard graded courses.

Students are advised to read the following statements before deciding to pursue a course on a graded ("A" to "F") or Pass/No Pass basis.

- A grade of "Pass" or "No Pass" does not affect a student's grade point average at Golden West College.
- "NP", "W", and "I" grades are utilized by Golden West College in the determination of academic probation and disqualification. (Refer to college regulations concerning "Probation/Disqualification.")
- Courses taken at Golden West College to remedy an admissions deficiency for the University of California due to poor or incomplete high school preparation are not acceptable if completed on a "pass" basis.
- Students required to complete 60 units of course work with a grade point average of 2.4 prior to transfer to a University of California campus, such as Irvine, must complete at least 42 of these units on a graded ("A" through "F") basis.
- Some universities may specify that courses required for a major be completed on a standard grade basis ("A" through "F").
- Some universities specify that courses taken to satisfy general education breadth requirements be completed on a standard grade basis ("A" through "F").
- Some institutions limit the number of units completed on a "pass" basis which are accepted toward the bachelor's degree.
- Students planning to apply to competitive admissions programs such as the health professions are usually advised to complete the specified preparation on a graded basis ("A" through "F").

W (Withdrawal)

Withdrawal is not an automatic process. The student is responsible for officially withdrawing, through the Admissions and Records Office, to avoid receiving "F" or "NP" (no-pass) grades.

Upon entering Golden West College, the student assumes the responsibility of completing each course in which he/she is registered. A college student is expected to attend all sessions of the classes in which he/she is enrolled. An instructor may drop a student for excessive absences when the instructor determines that, due to absences, the student may not successfully complete the course. Students who miss the first meeting of the class may also be dropped. Students who are dropped by their instructors for missing the first class meeting or for excessive absences should verify the instructor drop with the Admissions Office in order to avoid grade penalties and to comply with critical drop dates as specified. After a student has been dropped from the class for unexcused absences, appeal for reinstatement will be considered only under extenuating circumstances.

When withdrawing from a class, students should be aware that the following policies apply:

Early Withdrawal

Classes will not appear on a transcript (a “W” will not be assigned) when a student officially withdraws during the first 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.

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 pass or no pass 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.”

Note: Credit will not be awarded for 180 and/or 185 level language courses if the language is the student’s families primary or secondary language or if the student took the equivalent course in high school.

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. College Level Examination Program (CLEP):

Subject Examination: Golden West College will award up to six units of credit for each College Level Examination Program subject exam, except English, passed at the 50th percentile level or higher.

General Examinations: Students may earn four units of ungraded, elective credit applicable to the Associate in Arts degree for each General Examination completed successfully. Minimum scores required for successful completion are:

- Humanities 489
- Mathematics 497
- Natural Science 489
- Social Science 488

No Credit is given for the CLEP General Examination in English.

Computerized Examination: Credit will be awarded for a minimum score of 50 on the CLEP computer based exam.

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.

CLEP credit can't be used for GE certification of CSU/GE or IGETC. The CSU's do grant CLEP credit but the UC's don't. It is up to the receiving institutions to evaluate and grant credit. Students are advised to request an evaluation for credit at the CSU. Also, CLEP credit awarded at GWC does not transfer to other colleges since it is used for graduation purposes only.

5. 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.

6. Certified Professional Secretary (CPS) and/or Certified Administrative Professional (CAP) Examination: Individuals who have passed the Certified Professional Secretary (CPS) and/or Certified Administrative Professional (CAP) exam administered by the Institute for Certification of the International Association of Administrative Professionals (IAAP) may be awarded 30 units of course work toward the Associate in Arts Degree at Golden West College. The 30 course credits (with units earned and a credit grade) awarded to Certified Professional Secretary and/or Certified Administrative Professional certificate holders will be recorded on the student's transcript upon completion of the remaining Associate in Arts degree requirements at Golden West College and/or upon completion of the 12-unit residency requirement. Students must meet with a counselor to complete the application of eligibility form. More information is available at www.iaap-hq.org.

7. Professional Legal Secretary Exam: Individuals who have passed the Professional Legal Secretary (PLS) exam administered through the National Association of Legal Secretaries (NALS) may be awarded up to 30 units of course work toward the Associate in Arts Degree at Golden West College. The 30 course credits (with units earned and a credit grade) awarded to Certified Professional Legal Secretary certificate holders will be recorded on the student's transcript upon completion of the remaining Associate in Arts degree requirements at Golden West College and/or upon completion of the 12-unit residency requirement. Students must meet with a counselor to complete the application of eligibility form. More information is available at www.nals.org.

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.

12. Advanced Placement Credit (AP): Students may earn credit for College Entrance Examination Board (CEEB) Advanced Placement (AP) Tests with scores of 3, 4, or 5. AP credit can be used to meet IGETC, CSU/GE and A.A. general education (GE) and/or major requirements. (Exceptions to the minimum AP score are the Microeconomics and Macroeconomics courses which require a score of 5 for GWC unit and subject credit. Also, students who score 5 in Calculus BC can earn 10 units and subject credit for Math 180 + 185).

Students must have the College Board send AP exam results to the Admissions Office (hand carried copies will not be accepted) for use on the A.A. or GE patterns.

Course credit and units granted at Golden West College may differ from course credit and units granted by a transfer institution. See Counselor. #

AP Examination	AA (Subject Credit and/or GE) for GWC	GWC AA GE Area	CSU GE Area	CSU Units Earned Toward Transfer	IGETC AREA	UC – Units Earned Toward Transfer##
Art History	ART G105 + G106 6 sem. units	C	C1 or C2 3 sem. units	6 sem. units	3A or 3B 3 sem. units	8 quart./5.3 sem. units
Biology	BIOL G100 4 sem. units	B1	B2 + B3 4 sem. units	6 sem. units	5B w/lab 4 sem. units	8 quart./5.3 sem. units
Calculus AB	MATH G180 5 sem. units	B2	B4 3 sem. units	3** sem. units	2A 3 sem. units	4 quart./2.7 sem. units ***
Calculus BC	MATH G180 5 sem. units	B2	B4 3 sem. units	6** sem. units	2A 3 sem. units	8 quart./5.3 sem. units ***
Calculus BC**	MATH G180 + G185* 10 sem. units	B2	N/A	N/A	N/A	N/A
AP Calculus Exam Limitations	*score 5 for G180 + G185 credit			**Max. 1 exam toward transfer		***Maximum 8 quart./5.3 sem. units for both
Chemistry	CHEM G130 4 sem. units	B1	B1 + B3 4 sem. units	6 sem. units	5A w/lab 4 sem. units	8 quart./5.3 sem. units
Chinese Language & Culture	CHIN G185 5 sem. units	C	C2 3 sem. units	6 sem. units	3B + 6A 3 sem. units	8 quart./5.3 sem. units
Computer Science A	CSCI G153 4 sem. units		N/A	3** sem. units	N/A	2 quart./1.3 sem. units***
Computer Science AB	CSCI G154 4 sem. units		N/A	6** sem. units	N/A	4 quart./2.7 sem. units***
AP CS Exam Limitations				** Max. 1 exam toward transfer		***Maximum 4 quart./2.7 sem. units for both
English Language & Composition	ENGL G100 3 sem. units	A2	A2 3 sem. units	6 sem. units	1A 3 sem. units	8 quart./5.3 sem. units***
English Literature & Composition	ENGL G100 + G110 6 sem. units	A2 + C (no critical thinking)	A2 + C2 6 sem. units	6 sem. units	1A or 3B# 3 sem. units	8 quart./5.3 sem. units***
AP English Exam Limitations						***Maximum 8 quart./5.3 sem. units for both
Environmental Science	N/A	N/A	B2 + B3 4 sem. units ##	4 sem. units	5A w/lab 3 sem. units	4 quart./2.7 sem. units
European History	HIST G180 + G185 6 sem. units	D	C2 or D6 3 sem. units	6 sem. units	3B or 4F# 3 sem. units	8 quart./5.3 sem. units
French Language	FREN G185 5 sem. units	C	C2 3 sem. units	6 sem. units	3B + 6A 3 sem. units	8 quart./5.3 sem. units
French Literature	N/A	N/A	C2 (3 sem. units) (if taken prior to F09)	6 sem. units	3B + 6A 3 sem. units	8 quart./5.3 sem. units
German Language	N/A	N/A	C2 3 sem. units	6 sem. units	3B + 6A 3 sem. units	8 quart./5.3 sem. units
Government & Politics: Comparative	PSCI G185 3 sem. units	D	D8 3 sem. units	3 sem. units	4H 3 sem. units	4 quart./2.7 sem. units
Government & Politics: United States	PSCI G180 3 sem. units	D	D8 + US-2** 3 sem. units	3 sem. units	4H 3 sem. units	4 quart./2.7 sem. units
AP Govt. Exam Limitations				**Doesn't fulfill Calif. Gov. requir.		
Human Geography	N/A	N/A	D5 (3 sem. units)	3 sem. units	4E (3 sem. units)	4 quart./2.7 sem. units
Italian Language & Culture	N/A	N/A	C2 3 sem. units	6 sem. units	3B + 6A 3 sem. units	8 quart./5.3 sem. units
Japanese Language & Culture	N/A	N/A	C2 3 sem. units	6 sem. units	3B + 6A 3 sem. units	8 quart./5.3 sem. units
Latin Literature	N/A	N/A	C2 (3 sem. units) (if taken prior to F09)	6 sem. units	3B + 6A 3 sem. units	4 quart./2.7 sem. units
Latin: Vergil	N/A	N/A	C2 3 sem. units	3 sem. units	3B + 6A 3 sem. units	4 quart./2.7 sem. units

AP Examination	AA (Subject Credit and/or GE) for GWC	GWC AA GE Area	CSU GE Area	CSU Units Earned Toward Transfer	IGETC AREA	UC – Units Earned Toward Transfer##
Macroeconomics*	ECON G285* 3 sem. units	D	D2 3 sem. units	3 sem. units	4B 3 sem. units	4 quart./2.7 sem. units
Microeconomics*	ECON G180* 3 sem. units	D	D2 3 sem. units	3 sem. units	4B 3 sem. units	4 quart./2.7 sem. units
AP Economics Exam Limitations	* score 5 for ECON G180 or G285 credit					
Music Theory	MUS G115 3 sem. units	C	C1 (3 sem. units) (if taken prior to F09)	6 sem. units	N/A	8 quart./5.3 sem. units
Physics B	PHYS G110 + G111 4 sem. units	B1	B1 + B3** 4 sem. units	6 sem. units	5A w/lab 4 sem. units	8 quart./5.3 sem. units***
Physics C: Electricity & Magnetism	PHYS G125 4 sem. units	B1	B1 + B3** 4 sem. units	4 sem. units	5A w/lab 3 sem. units	4 quart./2.7 sem. units***
Physics C: Mechanics	PHYS G120 4 sem. units	B1	B1 + B3** 4 sem. units	4 sem. units	5A w/lab 3 sem. units	4 quart./2.7 sem. units***
AP Physics Exam Limitations	**Maximum 4 sem. units toward GE and 6 toward transfer					
Psychology	PSYC G100 3 sem. units	D	D9 3 sem. units	3 sem. units	4I 3 sem. units	4 quart./2.7 sem. units
Spanish Language	SPAN G185 5 sem. units	C	C2 3 sem. units	6 sem. units	3B + 6A 3 sem. units	8 quart./5.3 sem. units
Spanish Literature	N/A	N/A	C2 3 sem. units	6 sem. units	3B + 6A (3 units)	8 quart./5.3 sem. units
Statistics	MATH G160	B2 4 sem. units	B4 3 sem. units	3 sem. units	2A	4 quart./2.7 sem. units
Studio Art	N/A	N/A	N/A	3 sem. units	N/A	8 quart./5.3 sem. units
United States History	HIST G170 + G175 6 sem. units	D	C2 or D6+US-1 3 sem. units	6 sem. units	3B or 4F# 3 sem. units	8 quart./5.3 sem. units
World History	HIST G190 + G195 6 sem. units	D	C2 or D6 3 sem. units	6 sem. units	3B or 4F# 3 sem. units	8 quart./5.3 sem. units

Notes:

#Many Colleges or Universities may apply AP credit toward satisfaction of subject or specific requirements (e.g., major). AP policies vary by institution. See the website for policy information of the individual institutions: <http://collegesearch.collegeboard.com/apcreditpolicy/index.jsp>. See a counselor to discuss how AP is applied.

##Environmental Science: Tests taken Fall 2009 or earlier may apply to either B1 + B3 or B2 + B3 for GE Breadth. After F09, those credits may only apply to B1 + B3.

AA: Students should be aware that AP test credit is evaluated by corresponding it to an equivalent GWC course, e.g. History G170. A student who receives AP credit and then takes the equivalent GWC course will have the unit credit for such duplication deducted prior to being awarded the A.A. degree. Credit by Advanced Placement exam is noted and listed first on a student's transcript, with units assigned and no grade.

CSU GE: The Advanced Placement examinations may be incorporated into the certification of CSU General Education-Breath requirements by any certifying institution. All CSU campuses will accept the minimum units shown and apply them toward fulfillment of the designated General Education-Breath area if the examination is included as part of a full or subject-area certification. Please note that individual CSU campuses may choose to grant more units than those specified toward completion of General Education-Breath requirements.

IGETC: AP exams must be used in area indicated regardless of where the certifying CCC's discipline is located.

The AP Chart is based on the most current information available. Use links below to view the original documents:

AP Courses & Exams CollegeBoard: <http://www.collegeboard.com/student/testing/ap/subjects.html>

CSU Systemwide Credit for External Examinations: <http://www.calstate.edu/acadAff/codedmemos/AA-2008-52.pdf>

Credit for External Examinations IGETC (Turn to Section 7.0): http://www.ccctransfer.org/IGETC_Standards_Final_07_10_08_print_form.pdf

REPETITION POLICY – COURSES

In accordance with Title 5, sections 55024, 55040-55045 only courses which fall into the following categories may be repeated. Enrollment in two sections of the same course in the same term or part of term is not permitted.

1. The course schedule and catalog descriptions state that a course may be repeated a pre-approved number of times, which may be once, twice, or three times. If the description states that:

This course may be repeated

one timeit may be taken twice for credit;

two timesit may be taken three times for credit;

three timesit may be taken four times for credit.

2. Students who wish to repeat a course in which a substandard grade (D, F, and/or NP) was received 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 additional 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 Repeated Course Grade Petition in the Admissions and Records Office. For repeated courses taken outside of the Coast Community College District students must include official transcripts and a copy of the 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.

NOTE: Some transfer institutions may elect to include both courses or may choose to use only the first grade taken in their computation of the grade point average to establish entrance requirements.

COURSE NUMBERING SYSTEM

Effective immediately, all course numbers will be preceded with a "G". The "G" denotes that the course is offered at Golden West College. There have also been some changes to course title abbreviations that are listed in the GWC Schedule. Please check the Course Section Heading to make sure the appropriate course is being selected.

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.

Non-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 non-credit 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 Non-Credit College Courses for Older Adults

850-859 are Non-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	July 1 - August 1
Fall	September 1 - November 1
Spring	February 1 - April 1

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

Effective Fall 2009, the college will no longer offer students the option to audit a course except when in the opinion of the College President or his/her designee a student may be adversely affected due to circumstances beyond the student's control. Any student granted permission to audit a course cannot enroll until the 3rd week of class and will not be allowed to later change his/her enrollment status in that course to receive credit for the course. Priority in class enrollment shall be given to students desiring to take the course for credit.

Students who are given permission to audit will be expected to participate in class activities. The cost to audit a course is \$15 per unit in addition to other required college fees. This fee is subject to change.

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

Huntington Beach – Adult Education Division
16666 Tunstall Lane
Huntington Beach, CA 92647

Phone Number

(714) 847-2873

Garden Grove – Unified School District Adult Education
11262 Garden Grove Blvd.
Garden Grove, CA 92843

(714) 663-6291

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.goldenwestcollege.edu 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.



STUDENT SERVICES



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.goldenwestcollege.edu/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 available in the Counseling Office.

Transfer Center

(714) 895-8794

The Transfer Center is dedicated to helping students transfer successfully to a four-year university. We serve as a resource center for potential transfer students. The following services are provided:

- A complete library of college and university catalogs
- Transfer and testing applications
- General Education and major articulation
- Individual appointments with a Counselor
- Individual university appointments
- Transfer reference books on scholarships and colleges/universities
- Transfer fairs, university tours, workshops, etc.

You can visit our website at <http://www.goldenwestcollege.edu/transfercenter/> for an updated calendar of events. If you want to receive email regarding transfer information you can fill-out the "Transfer Center Information Request" form located in the Transfer Center webpage. For more information or if you have questions, please visit the Transfer Center located in the east wing of the Administration Building, or call (714) 895-8794. Hours: M-TH (8:00am – 7pm) & Friday (8:00am – 3:00pm)

ASSESSMENT CENTER

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



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 on the website at <http://www.goldenwestcollege.edu/assessment/> or by contacting the Assessment Center at (714) 895-8388.

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 use 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 print and online resources for research and class assignments.

The library's materials collection is comprised of approximately 62,000 books, a magazine browsing collection, full-text online databases, e-books, Internet computers, and non-print (videotapes, DVDs, and compact disks) items. The library provides quick and easy access to timely materials.

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

Student Success Center

The Student Success Center is located in Library 130, across from Forum II, The primary focus of the center is to promote student success by providing all students access to the following three open labs:

- **Student Computer Center:** (714) 892-7711 ext. 50111 or <http://www.goldenwestcollege.edu/lrsc>
The Student Computer Center is a computer laboratory which provides highspeed Internet access, color printing, scanners with card readers, CD-RW-DVD combo, Microsoft Office 2007, as well as eleven Macintosh computers fully loaded with the most current Digital Art's software. The Student Computer Center also offers faxing and copying services at a minimal charge to students. To use the Student Computer Center, students must register for Learning Skills 920-2 and pay a materials fee of \$8, which includes a CD w/case, headphones, and 20 black and white print-outs per day.
- **Writing/Reading Center:**
(714) 895-8303 or <http://goldenwestcollege.edu/ssc/wrc.html>
The Writing and Reading Center offers many short courses that help students improve their reading and writing skills. The courses focus on understanding

college-level texts, writing essays and research papers, and improving vocabulary and grammar skills. All courses include one-on-one tutoring with experienced instructors. Each course can be taken for units of credit, and all courses are open for enrollment until week 12 of the semester. Fee varies from course to course. Please call for additional information.

- **Accessibility Center for Education (ACE)-Resource & High Tech Center:** (714) 895-8322 or <http://www.goldenwestcollege.edu/ace/>
The High Tech Center is a specialized computer lab which provides adaptive computer hardware and software for students registered through the GWC ACE office. Individual assistance is provided on an as needed basis. Students must register for Learning Skills 927, pay a materials fee of \$8.00, and be earning units at GWC concurrently with the semester they are enrolled in.

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 Resource Center 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.

Mathematics Learning Center

The Math Center is comprised of two computer labs that primarily support remedial mathematics courses (Math G005, G008, G010 and G030). The labs are located in rooms 219 and 227 of the Math/Science Building.

ONLINE INSTRUCTION/NEW MEDIA CENTER

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

The online instruction format provides a unique opportunity for those students in need of a more flexible schedule, reaches a new generation of computer-savvy learners, and supports the Accessibility Guidelines of the Americans with Disabilities Act.

Located between Cosmetology and the Student Health Center, the New Media Center is home to the Online Instruction team. Walk-ins are welcome from 8 a.m. to 5 p.m., Monday through Friday, and the team may be contacted for phone support from 8 a.m. to 7 p.m., Monday through Friday, at 714-895-8389.

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

ACCESSIBILITY CENTER FOR EDUCATION (FORMERLY, 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 Accessibility Center for Education (ACE). Available services include but are not limited to:

- Registration Assistance
- Sign Language Interpreters
- Alternative Media
- Specialized Counseling
- Notetaking Services
- Test Facilitation
- English and Math Placement Testing
- Readers/Writers
- Specialized Tutoring
- Math Tutors
- Early Registration
- Special Education Courses
- Adaptive Physical Education Courses
- Resource Center
- High Tech Center
- 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 ACE Office is located in Forum II, Room 105.

EXTENDED OPPORTUNITY PROGRAMS AND SERVICES & COOPERATIVE AGENCIES RESOURCES FOR EDUCATION

The EOP/S & CARE Programs are categorically funded by the State of California and are designed to serve educational and financially disadvantaged students. These special programs provide services that assist qualified students in overcoming various obstacles while attempting to succeed in college. One of the main objectives of the programs is to insure participants equal access to success while pursuing their certificate, an Associate in Arts Degree (A.A.), and/or meet four-year university transfer requirements..

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

Book Service	High School Outreach	Transfer Assistance
Counseling	Peer Advisement	Tutoring and the CARE Program (if qualified)
Emergency Loans	Priority Registration	

The EOPS/CARE Office is located on the second floor of the Administration Building. The telephone number is (714) 895-8768. Participation in these programs 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. If applying for the CARE Program an additional application is required to establish eligibility.

FINANCIAL AID AND SCHOLARSHIPS

The Financial Aid Office (FAO) administers all Federal and State financial aid programs available to GWC students. This includes grants, fee waivers, loans, and on-campus work opportunities. The FAO's goal is to assist students and their parents in paying for educational costs (which includes reasonable living costs) by using the U.S. Department of Education methodology to evaluate the student's or student's family's ability to pay these costs and distributing limited financial aid resources in an equitable manner. The FAO also receives applications for the GWC Scholarship Program, in which donors may provide GWC students with special scholarships not tied to federal or state programs.

All students who are US citizens or legal residents should apply for financial aid even if they think that they will not qualify. Because many different types of aid exist with differing qualifications, only a financial aid specialist can really determine what types and how much aid a student qualifies for. Often those who think they will receive nothing, qualify for something.

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

It is up to the student to make the effort to learn where, when and how to apply for financial aid. It is important for the student to understand that they are responsible for meeting all deadlines and requirements. The 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.goldenwestcollege.edu/fao/) is an additional resource for prospective and current applicants to learn more about various financial aid and scholarship opportunities.

You May Be Eligible For Financial Aid If You:

- Go to www.fafsa.ed.gov and complete the Free Application for Federal Student Aid (FAFSA) and include the Golden West College federal code: 001206.
- Are determined to have financial need based upon your FAFSA data and the Financial Aid Office review.
- Are a United States citizen or a permanent resident or an eligible non-citizen.
- Are an undergraduate student enrolled in an eligible program at Golden West College.
- Do not owe a refund on any grant received at any post secondary institution and are not in default on any student loan.
- Maintain satisfactory academic progress as defined by the GWC Financial Aid Satisfactory Academic Progress Policy.

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

- A signed copy of your IRS tax 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.goldenwestcollege.edu/fao.

FINANCIAL AID PROGRAMS

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

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

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



Federal Academic Competitiveness Grant (ACG): This grant is for recent high school graduates who have completed a rigorous program of study at their high school. If such a program was completed and the student qualifies for a Pell Grant, they may also qualify for a first or second-year ACG.

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

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

Cal Grant B awards assist very low income, first-year students with living expenses, books, supplies, transportation, and other non-tuition costs. (Renewals may also cover tuition/fee costs.)

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

Chafee Grant: A grant that is only available to students who were foster youth. Students who are eligible for a Chafee Grant should also contact the EOPS office to learn more about qualifying for the Guardian Scholarship Program.

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

Federal Perkins Loan: A low-interest (5%) loan to help the most needy students pay for their educational expenses. Students must attend a Perkins Loan entrance 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 \$4,000 per year and \$8,000 at GWC for the completion of your program. Funds are limited. The GWC recommended maximum aggregate limit for all loan indebtedness while studying in an AA or transfer program is \$12,750.

FFELP (Stafford) Student Loan: A low interest loan made by participating banks/lenders. This is a loan and must be repaid. The loan is available in both subsidized and unsubsidized forms. Participation in FFELP (Stafford) entrance and exit interviews are required. The GWC recommended maximum aggregate limit for all loan indebtedness while studying in an AA or transfer program is \$12,750.

Board of Governors Fee Waiver (BOGFW): Available only to California residents attending a California Community College. The BOGFW will waive the \$20-per-unit enrollment fees for all qualified applicants. The BOGFW does not waive any other college fees, which you must pay.

Extended Opportunity Program Services (EOP/S) Grant: This grant is not administered by the financial aid office, but it is available to full-time students if they are admitted into 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.

Information You Should Know About Financial Aid:

Rights and Responsibilities of Students: All students are entitled to receive equitable treatment in the awarding of financial aid. It is the student's responsibility to report any changes in his/her financial or academic status. All financial aid recipients are expected to maintain Satisfactory Academic Progress or they will lose their financial aid eligibility. Please read the Satisfactory Academic Progress Policy on our webpage www.goldenwestcollege.edu/fao.

Expected Family Contribution (EFC)

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

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



Scholarships

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

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

Satisfactory Academic Progress (SAP) Policy for Financial Aid Recipients

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

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

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

The Financial Aid Office reviews academic progress at the end of each academic year. SAP includes measures of cumulative G.P.A. and unit completion progress, with a maximum number of attempted units allowed. Please read the SAP policy in its entirety at www.goldenwestcollege.edu/fao.

Refunds/Repayments/Over-Awards:

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

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

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

For More Information: This section only briefly touches upon what you should know about student financial aid. Please visit the GWC Financial Aid Office and website (www.goldenwestcollege.edu/fao) for more information and specifics about student financial aid.

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.
- Videos on specific careers, motivational topics and job search skills.
- 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 job banks/"help wanted" sites via the Internet.
- Information on available Internship and Volunteer opportunities.

CALWORKS/RE-ENTRY CENTER - (714) 895-8111

Re-Entry Services at Golden West College consist of specialized support services for:

- Low-income parent(s) who are receiving CalWORKs/TANF benefits.
- Individuals 25 years or older returning to school after a lengthy absence, single parents, displaced homemakers and veterans.

The Re-Entry/CalWORKs programs are designed to provide students with the assistance needed to ensure a smooth transition into the college environment. Through education and training, students are given an opportunity to obtain or upgrade marketable skills that can be used to secure meaningful employment. Through personal attention, specialized services, counseling and motivation, courses designed for re-entry students, student success workshops, job development and placement, 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. These services may include individualized counseling, career assessment, transportation assistance, child care, book bag and school supplies, free student success workshops, job development assistance, work-study opportunities, and assistance in resume preparation and job interviewing skills.

For a brochure and application visit the CalWORKs/Re-Entry website at <http://www.goldenwestcollege.edu/calworks/index.html>, contact the Re-Entry/CalWORKs Center at (714) 895-8111 or stop by the center in the Administration Building, 2nd floor. If you are deemed program eligible, a counseling appointment will be scheduled for you.

COOPERATIVE WORK EXPERIENCE PROGRAMS:

Students may earn elective units of credit towards completion of a certificate 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 contact the Dean of the area where the Work Experience will be used to meet the requirements of the certificate.

BOOKSTORE

The GWC Bookstore serves the campus community by supplying textbooks (required and optional, new, used and digital), general trade and reference books, school and office supplies, gifts, clothing, greeting cards and computer software at educational pricing. Students should plan to spend approximately \$800 per semester on textbooks and supplies. The Bookstore has a liberal refund and buyback policy on most items and contributes financially to various scholarships and programs.

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

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 DEVELOPMENT CENTER

Registered student parents may enroll their children in Infant/Toddler Care for children ages 6 weeks to 2 years or in Preschool care for children ages 2-5. Full-Time Infant Care is available from 7:00 am – 6:00 pm. Preschool enrollment options include 2-5 days per week of Full-Day care from 9:00 am – 4:00 pm or Extended-Day care from 7:00 am – 6:00 pm. For specific information and fee payment, parents may contact the Child Development Center at (714) 895-8127. Hours: 7:00 am to 6:00 pm, Monday through Friday.

OUTREACH

(714) 895-8144 - www.goldenwestcollege.edu

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

Services include:

- Group tours (by appointment)
- Individual tours (by appointment)
- Classroom presentations
- College Nights and Career Fairs
- Student Ambassador Program
- Liaison for elementary, middle, and high schools, business 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. Anyone may report any criminal or non-criminal activity, or emergency, by calling (714) 895-8924 or (714) 895-8999 for emergencies (or by dialing 911). The Public Safety Department is located at the west end of the campus at the entrance of the Goldenwest Street parking lot, and is open between the hours of 8:00 a.m. to 7:00 p.m. Monday through Thursday and 8:00 a.m. to 5:00 p.m. on Friday.

Additional information regarding the Golden West College Public Safety Department and their services can be obtained by visiting:

<http://goldenwestcollege.edu/publicsafety/>

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 for Benefits

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.

Reserve Education Assistance Program (REAP) Chapter 1607 is a Department of Defense/VA education benefit program designed to provide educational assistance to members of the Reserve components called or ordered to active duty in response to a war or national emergency (contingency operation) as declared by the President or Congress.

The Post-911 GI Bill is a new education benefit program for individuals who served on active duty on or after September 11, 2001. Post-911 GI Bill benefits are payable for training pursued on or after August 1, 2009. No payments can be made under this program for training pursued before that date.

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 veteran's 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.

Registration Priority for Veteran's

In accordance with SB272, Golden West College will offer priority registration to veterans discharged from active duty within two years of admission to the college. For additional information, please contact the Veterans Clerk in the Admissions Office.



ACTIVITIES, PROGRAMS & ORGANIZATIONS

STUDENT ACTIVITIES

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

Specific service areas include:

- **Campus Life** — Assists students and staff with planning co-curricular campus activities.
- **Housing Referral Service** — Rental and roommate listing maintained.
- **Student Services** — Provides information related to policies and procedures of Golden West College.
- **College Services Charge/Sticker** — The College Services Sticker is available in the Student Activities Office. This charge provides discounts throughout the year at various campus life events.
- **Locker Rental** — Low cost locker rental is available for students in the Student Activities Office.
- **Student Council and Senate** — Members of the Student Government share active and vital roles in the governance process at Golden West College. Student Council members are elected by the general student body or appointed when vacancies occur. Student Senators have the opportunity to join ASGWC at anytime throughout the year. The Student Senate has five committees: Publicity, Student Interest, Finance, Activities, and Broadcasting that assist in the organization and operation of campus programs and events.
- **Clubs and Organizations** — Serves the interests of the student body through various social, honorary, service, professional, academic, special interest clubs, organizations, and associations.
- **Publicity** — Posters and banners are prepared to order for a nominal fee or are free to campus clubs/organizations. Information about the posting policy for GWC can be obtained from the Student Activities Office. The LED Marquee located in the Student Center Patio, is available to post on-campus events and programs.
- **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.
- **Club West Vendor Program** — Various discounts are available to staff and students from merchants in the surrounding community.
- **Student Center** — Offers a variety of amenities to students, including the Cove Café (Food Services), a lounge area with large HD plasma television, Student Information Center, wireless internet access, and an internet café.
- **Student Center Stage** — Available for student forums, community presentations and small productions.

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, Cardiovascular/Strength Training Fitness Center, and the Yoga/Pilates Center.

Outdoor facilities feature a rubberized all-weather track, football field, baseball diamond, softball diamonds, tennis, basketball, sand volleyball, courts, golf utility field, and soccer field. The total complex is complemented by a new Olympic-sized, 50-meter pool and a rehabilitation pool.

Intercollegiate Athletics

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

In football the college is a member of the newly formed Southern California Football Alliance comprised of Southern California Community Colleges.

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

Women's sports include cross country, water polo, soccer, and volleyball in the fall; 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 of which 18 need to be academic, vocational or remedial, and maintain a cumulative 2.0 grade point average since the start of the semester/quarter of the first participation. Questions on athletic eligibility should be referred to the Athletic Director.

Recreational Programs

To meet the leisure-time needs of the growing communities served by the college, a number of physical activity facilities are available. A variety of cardiovascular conditioning and strength training classes are offered for enrollment. Also there are outdoor sand volleyball, basketball, and tennis courts and the running track which are open to the community year-round as long as their use does not interfere with regularly scheduled classes.

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 Honors Program is intended for students who want a rigorous academic experience at Golden West College. Through a series of core Honors courses in the Humanities—augmented by Honors opportunities in a variety of other departments, including Science and Mathematics—Honors students will be participating in University-level academic work while studying at Golden West College. All core Honors classes feature a seminar-style atmosphere, enabled by a 24-student class limit that enhances teacher-student interaction and discussion. Honors classes are taught by committed faculty members dedicated to providing their students with a stellar intellectual experience.

The primary goals of the Honors Program:

- To develop students' critical thinking abilities
- To develop students' social, historical, and political schema
- To enhance students' knowledge of canonical authors in a variety of disciplines
- To instruct students in the uses of internet and technology-based research skills
- To inspire students to become more active in their communities

Benefits of the Program

- Special transfer consideration at selected institutions
- Specialized honors counseling
- Honors study center
- Opportunities to interact with academic and community leaders
- Library privileges at selected local universities and colleges
- Field trip opportunities to local museums and plays

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 G100 or G100H. 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 G030. 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 G100H during one's first year in the Program is recommended (unless English G100 has already been completed).
3. Completion of Humanities G190H 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 G190H.
4. Membership for a minimum of two semesters in the GWC Honors Program.
5. A grade of "B" or above in English G100H (honors only) or a grade of "C" or above on the Honors Thesis (a brief essay).

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 G105H, Art G106H, Biology G100H, Communication Studies G110H, English G100H, English G110H, English G114H, English G160H, English G165H, History G180H, History G185H, Humanities G100H, Humanities G110H, Humanities G120H, Humanities G190H, Music G101H, Physical Sciences G100H, Political Science G120H, Political Science G121H, Political Science G180H, Psychology G100H, Sociology G100H, Spanish G180H, Spanish G185H

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

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

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

Students must apply for membership during the first 10 weeks of the fall or spring semester. Turn in AGS membership application forms, dues and grade verification to the GWC Student Activities Office. Contact faculty advisor Roxie Ross at ross@gwc.cccd.edu



INTERCULTURAL PROGRAM

The Intercultural Program fulfills the Golden West College mission to prepare citizens who are able to contribute to a diverse world. The Center enhances academic excellence by providing resources to students, staff and faculty that, 1) respect and appreciate diversity of thought and experience, 2) celebrate historical and cultural commonalities and differences, and 3) provide training in leadership and global communities.

The range of activities includes hosting intercultural events through film series, workshops and guest speakers. In addition to these activities, the Intercultural Program offers other support services to the campus and Orange County communities. The Intercultural Office is located on 2nd floor of the Student Center, next to the Student Activities Office. For more information, call (714) 895-8906.

PEACE STUDIES

Peace Studies is an interdisciplinary field that aims to uncover the roots of conflict, transform the underlying causes, develop preventive strategies and teach resolution skills. Whether your desire is to help families, your community, your employer, your country, or the world, take the first step by enrolling in Golden West College Peace Studies Program. This program supports careers in:

- Mediation and Law
- International Diplomacy
- Social Service and Justice
- Psychology and Sociology
- Economics and Business

Participants who complete the Peace Studies courses at Golden West College and then continue on to receive a 4-year degree in Peace Studies may be qualified to pursue opportunities in government and non-government sectors or multi-national institutions such as the United Nations. Peace Studies offers a unique dimension to the study of law, management, public policy, national and international business, education, and the environment. Participants receive counseling, mentoring, and continuous academic guidance.

All students are eligible to enroll in this program. Enrollment is first-come, first-serve.

Benefits:

1. Academic guidance and counseling.
2. Experience through internships.
3. Career development.
4. Fluid transfer to university.
5. Knowledge of peace building process as it applies to various settings (e.g. workplace, educational institution, community groups, etc.)
6. Applicability throughout cross-cultural disciplines.
7. Personal enhancement through active reflection on how peace can be achieved.
8. All levels of global awareness: personal, local, national, international, and environmental.

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 that supports personal, academic, and cultural development of students.

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

Eligibility:

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

1. Eligibility for English G010 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, including an intent to transfer to a four-year college/university.

Benefits:

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

Puente Classes:**Fall 1st Semester:**

English G010 – Reading and Writing Essentials, 3 units
College G100 – Becoming a Successful College Student, 3 units

Spring 2nd Semester:

English G100 – Freshman Composition, 3 units
Counseling G104 – Career and Life Planning: A Holistic Approach, 3 units

STUDY ABROAD PROGRAM

The Coast Community College District Study Abroad Program offers a variety of study abroad programs 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.

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 as well as additional changing exhibits.

Dance

The annual 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 performances is arranged each year by the Chamber Choir, Early Music Ensemble, Symphonic Band, and Jazz Ensembles.

Theater Productions

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

GWC FOUNDATION

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

A board of directors, who provides the leadership and direction for the organization's operation, manages the Foundation. The Foundation has grown steadily since 1985 with assets over \$2,000,000. This has been accomplished through donations of cash, bequests and grants from individuals and businesses. The Foundation has provided \$3,026,524 in scholarships to Golden West College students. In addition to cash assets, the Foundation annually received donated equipment and supplies that represent thousands of dollars in gifts-in-kind.

The primary focus of the Foundation Board of Directors is working towards building support for college-wide needs. To nurture groups who have special interests in supporting Golden West College, the Foundation provides staff support and direction to two auxiliaries. Each auxiliary is managed by its own board and officers, requiring membership dues for operational expenses. Membership is open to the public.

Information is available by calling the Foundation office, (714) 895-8316, by email at www.goldenwestcollege.edu/foundation or addressing a letter to the Golden West College Foundation, 15744 Goldenwest Street, P.O. Box 2748, Huntington Beach, CA 92647-2748.

Golden West College Patrons

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

Hens and Chickens

The Hens & Chickens Quilt Fellowship of GWC began in 1989 when a group of quilters did not want to disband after taking a quilting class. Their name was taken from the name of a quilt block. Members range in age from 7 to 75.

COMMUNITY SERVICES

One aspect of the community college mission is to promote involvement of the community. Golden West College 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 and 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 entitles 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 \$8.00 and are effective through 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. The Swap Meet is open Saturdays and Sundays throughout the year except during winter break and Easter Sunday. Featuring as many as 685 vendor spaces per day, the Swap Meet provides a great environment for family outings. Admission and parking are free to the public.

E-waste Recycling

Community Services holds an E-waste Recycling event three times a year. It allows the community to bring their electronic waste to the college for recycling at no cost. To date we have collected 148,104 lbs. of waste in our efforts to help preserve our environment.

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.

ARMY RESERVE OFFICER TRAINING CORPS

Golden West College students interested in obtaining their commission as Army Officers may enroll in the Army Reserve Officer Training Corps program at California State University Fullerton. Even while enrolled at GWC, eligible students may participate in the program and apply for scholarships that will cover both tuition at GWC and their transfer college of choice or a predetermined amount for room and board, in addition to a book allowance, and a monthly allowance during academic months. Students must agree to pursue their GE, transfer to a university, and accept their commission as 2nd Lieutenants upon graduation. Graduates from the program may serve full-time in the active Army, or part-time in the California Army National Guard or Army Reserve.

Nursing Students at GWC may also apply for the Nurse Scholarship that will lead to a commission as an Army Nurse Officer. In addition to the scholarship benefits described above, Nurse Cadets will receive funding for their NCLEX review course & NCLEX.

For more information and to find out eligibility requirements, call (714) 278-3007 or visit our website at hhd.fullerton.edu/militaryscience.





GRADUATION REQUIREMENTS

GOLDEN WEST COLLEGE'S AA DEGREE—CONTINUING TO IMPROVE

The Associate in Arts degree at Golden West College was updated in 2008-2009 and additional revisions have been made in this catalog to meet the changes in Title 5 of the California Education Code and the recommendations from the California Community College Chancellor's Office. The AA Degree student will notice there is one Associate Degree rather than 3 different options, but the student will still be able to take a wide variety of courses to attain the AA Degree. If the student has been in continuous attendance at GWC prior to Fall 2008, he/she may continue with the option that was started.

All AA candidates will be required to meet the Graduation Requirements which include completion of 60 units of acceptable course work with an overall GPA of 2.0. At least 12 units of the 60 must be completed at GWC. The General Education Requirements may be satisfied by three different methods which are outlined under the General Education Requirements section on the following pages. Additionally, the requirements for Computer Competency and Information Literacy must be met. The AA Degree candidates must also choose a Major or Area of Emphasis.

Some Majors and Areas of Emphasis are still going through the State approval process. They may need minor changes so please check for updates at MyGWC.com and with a GWC counselor for the most up to date information. It is imperative that all students seeking the AA degree see a GWC counselor as early as possible and continue to seek counseling advice on an ongoing basis.

The path is far shorter when the road is mapped out in advance.



ASSOCIATE IN ARTS DEGREE REQUIREMENTS

(See website: www.goldenwestcollege.edu for most up-to-date information on AA Degree)

Associate Degree Requirements

- Completion of General Education Requirements by one of the following methods:
 - Completion of a minimum of 21 units as listed under Areas A through E on the following pages.
 - Completion of a minimum of 39 units of CSU General Education requirements as listed on the following pages. Students who complete this pattern are also eligible to receive the Certificate of Achievement in CSU Breadth.
 - Completion of a minimum of 34 (UC) or 37 (CSU) units of Intersegmental General Education Transfer Curriculum (IGETC) requirements as listed on the following pages. Students who complete this pattern are also eligible to receive the Certificate of Achievement in IGETC.

Students should consult a GWC counselor in order to select the best pathway to meet their educational goals. For students who intend to transfer, the choice of either B or C will be specific to both the major or area of emphasis and the 4-year institution to which the student will transfer.
- Completion of a Major or Area of Emphasis--a minimum of 18 units. (See the Majors or Areas of Emphasis on the following pages. See a GWC Counselor for appropriate classes.)
- Completion of additional elective units to a total of 60 units.
- 2.0 overall Grade Point Average for all colleges attended.
- At least 12 units completed at GWC.
- Satisfaction of Computer Competency.
- Satisfaction of Information Literacy.

General Education Requirements

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 or area of emphasis requirement.

Honor course credit limitation: Duplicate credit will not be awarded for both the honors and regular versions of a course.

Area A Communication in the English Language and Critical Thinking

Completion of 3 units from each group.

Group 1 Student Learning Outcome: Demonstrate spoken communication skills that are appropriate to the audience, context, and goal of the communication situation.

Courses: Communication Studies G100, G108, G110 (or G110H), G112

Group 2 Student Learning Outcome: Demonstrate the ability to write clear, well-organized papers using documentation and research when appropriate.

Courses: English G100 (or G100H)

Group 3 Student Learning Outcome: Demonstrate the critical thinking skills of analysis, synthesis, and evaluation.

Courses: Business Communication G139, Communication Studies G220, English G110 (or G110H), or Philosophy G115

Area B Physical Universe and Its Life Forms

Completion of 3 units in Group 1 and satisfy Group 2.

Group 1 Student Learning Outcome: Demonstrate a strong factual framework of knowledge about the natural world and be able to use critical thinking skills to build on that framework; incorporate new observations and use a variety of experimental and analytical techniques, as well as data collection and display methods, to construct this understanding.

Courses: Anthropology G120, G121; Astronomy G100, G100L; Biology G100 (or G100H), G104 and G104L, G110, G120, G155, G170, G175, G180, G185, G190, G210; Chemistry G110, G130, G180, G185, G220, G225; Geography G180; Geology G100, G105, G106; Physical Science G100 (or G100H); Physics G110, G111, G120, G185; Psychology G250

Group 2 Student Learning Outcome: Demonstrate the ability to perform basic computations and to successfully apply both critical thinking skills and problem solving skills to practical problems using algebraic methodologies.

Courses: Mathematics competency – Must satisfy one of the following:

- A Mathematics competency test placement recommendation of Liberal Arts Mathematics (Math G100), or higher math course.
- Completion of Intermediate Algebra in high school with a grade of “C” or better.
- Completion of one college course in mathematics: G030, G100, G103, G104, G115, G120, G140, G150, G160, G170, G180, G185, G235, G280, G285

Area C Arts, Literature, Philosophy, and Languages other than English

Completion of 3 units

Area C Student Learning Outcome: Demonstrate an ability to understand, evaluate, interpret, and appreciate human creations in philosophy, visual, performing and/or linguistic arts.

Courses: Art G100, G104, G105 (or G105H), G106 (or G106H), G107, G109, G116, G118, G120, G121, G125, G130, G132, G140, G141, G142, G144, G150, G152, G160; **Broadcast & Video Production** G101; **Chinese** G180, G185, G280; **Communication Studies** G175; **Dance** G100, G110, G120, G125; **English** G110 (or G110H), G112, G114 (or G114H), G143, G150, G155, G156, G160 (or G160H), G165 (or G165H), G180, G280, G281, G290, G295; **Farsi** G180, G185; **French** G180, G185, G280, G285; **Humanities** G100 (or G100H), G101, G102, G103, G104, G108, G110 (or G110H), G120 (or G120H), G122, G126, G130, G132, G135, G137, G140, G145, G160; **Journalism** G160; **Music** G101 (or G101H), G103, G104, G105, G106, G108, G109, G110, G115, G120, G121, G122, G126, G132, G136, G141, G142, G145, G146, G147, G150, G165, G185, G209, G210; **Philosophy** G101, G102, G110, G111, G120, G150; **Photography** G125, G150, G151, G158, G190; **Political Science** G150; **Portuguese** G180; **Sign** G180, G185, G280, G285; **Spanish** G110, G112, G180 (or G180H), G185 (or G185H), G280, G285; **Theater Arts** G100, G101, G102, G104, G106, G108, G120, G142, G146, G151, G160, G161, G171, G172, G175, G176, G177, G178, G210; **Vietnamese** G180, G185, G280, G285

Area D Social, Political, and Economic Institutions

Completion of 3 units

Area D Student Learning Outcome: Demonstrate an ability to comprehend and evaluate cultural, social, political, and economic institutions from various perspectives.

Courses: Anthropology G100, G130, G136, G140, G150; **Communication Studies** G175, G190, G225; **Criminal Justice** G115, G123, G140, G141, G150; **Economics** G110, G120, G180, G285; **Education** G180; **Environmental Studies** G100; **Geography** G100, G104, G195; **History** G110, G120, G132, G135, G136, G150, G165, G170, G175, G180 (or G180H), G185 (or G185H), G190, G195; **Peace Studies** G100, G110, G225; **Political Science** G100, G101, G110, G120 (or G120H), G121 (or G121H), G130, G180 (or G180H), G185; **Psychology** G100 (or G100H), G150, G158, G160, G165; **Social Science** G133, G134, G135, G136; **Sociology** G100 (or G100H), G110, G133, G134, G150

Area E Lifelong Understanding and Self-Development

Completion of 3 units

Area E Student Learning Outcome: Demonstrate an ability to self-assess progress and development in a specific area and to further design and pursue a course of action based on the self-assessment.

Courses: Accounting G100; **Automotive Technology** G101; **Business** G121; **College** G100, G151; **Communication Studies** G175; **Counseling** G100, G103, G104, G199; **Criminal Justice** G130; **Dance** G100, G105, G106, G110, G112, G115, G120, G125, G130, G135, G136, G145, G150, G155, G160, G200, G215, G220, G225, G230, G235, G240, G245, G250, G260, G270; **Ecology** G100; **Health Education** G100, G107, G120, G125, G135; **Marketing** G121; **Physical Education** G103, G105, G106, G107, G108, G109, G110, G111, G112, G114, G130, G131, G132, G134, G136, G137, G138, G139, G140, G141, G149, G150, G154, G158, G159, G161, G164, G166, G167, G168, G169, G172, G173, G175, G176, G178, G180, G181, G186, G189, G192, G194, G195, G196, G201, G202, G203, G204, G207, G209, G240, G244, G246, G248, G250, G252, G256, G258, G260, G264, G270, G272, G273, G274, G275, G277, G278, G280, G282, G283, G285, G286, G287, G288, G290, G298; **Psychology** G110, G160, G165, G250

NOTES:

- Students must file a graduation petition with the Admissions and Records Office to obtain the degree.
- These AA Degree Requirements apply to students entering Fall, 2008 or later. Students who enrolled prior to Fall 2008 and who have maintained continuous attendance at Golden West College, have Catalog Rights and therefore have the option of completing their AA Degree under the former degree requirements.
- All Golden West Courses numbered between G001-G299 are counted toward the 60 units required, except for the following which includes basic skills, non-credit and remedial courses: **College** G050, G090; **Communication Studies** G091; **English** G009, G010, G037, G042; **ESL** G011, G012, G013, G021, G022, G023, G031, G032, G033, G041, G042, G043, G051, G052, G053, G061, G062, G063, G071, G073, G091; **English Reading & Writing Center** G001, G002, G003, G011, G012, G013, G014, G015, G020, G021, G022, G023, G024, G025, G030, G031, G032, G034, G035; **ESL Writing Center** G011, G012, G013, G015, G025, G026, G027, G044, G054, G055, G056, G057, G058, G059; **Health Education** G851, G852; **Learning Skills** G005, G921, G922, G927, G928; **Mathematics** G005, G008, G010; **Nursing** G091; **Theater** 821

COMPUTER COMPETENCY REQUIREMENT

Computer Competency Student Learning Outcome: Demonstrate the ability to understand basic computing concepts and principles, and to successfully utilize common software applications.

Courses: This requirement may be met by completing one of the following:

- A. Completion of one of the Computer Science or Computer Business Application courses with a grade of "C" or better, or "Pass" grade: **Computer Business Applications** G145, G181, G182, G183, **Computer Science** G101, G130
- B. Completion of a course that requires competency in basic computing concepts and principles. Courses such as the following are acceptable: **Accounting** G119, G130, G235; **Architectural Technology** G130, G160, G162; **Art** G170, G177, G178, G179, G222; **Biology** G200; **Broadcast & Video Production** G130, G131, G160, G162, G164; **Business** G170; **Computer Science** G170; **Digital Arts** G100, G103, G115, G170, G177, G178, G179, G200, G222, G230; **Drafting** G101, G105, G110, G170; **Education** G103; **Engineering Technology** G125; **Nursing** G100, G150, G200, G250; **Management** G170
- C. Completion of an equivalent course at another regionally accredited institution.
- D. Completion of this requirement may be accomplished using alternative methods. See a GWC Counselor for details.

INFORMATION LITERACY REQUIREMENT:

Information Literacy Student Learning Outcome: Demonstrate the ability to recognize when information is needed and have the ability to locate, evaluate, and effectively use the necessary information.

Courses: This requirement may be met by completing one of the following:

- A. Completion of one of the Library Science courses with a grade of "C" or better, or "Pass" grade: **Library** G110, G120, G125
- B. Completion of a course that requires competency in research methods and/or the writing of a research paper. Courses such as the following are acceptable: **Architectural Technology** G185; **Art** G100, G105H, 106H; **Criminal Justice** G150, 151; **College** G100; **Communication Studies** G110, G220; **English** G100(H), G110(H), G114(H); **Humanities** G100H, G110H; **Nursing** G150, G200, G250; **Peace Studies** G110; **Sociology** G100
- C. Completion of an equivalent course at another regionally accredited institution.
- D. Completion of this requirement may be accomplished using alternative methods. See a GWC Counselor for details.



GWC CERTIFICATE OF ACHIEVEMENT FOR CSU BREADTH

This Certificate of Achievement is designed specifically for students intending to transfer to the California State University System. Students who complete this certificate will complete the maximum lower-division general education units allowed by the 23 California State University (CSU) campuses. Courses on this list are approved for a specific academic year. A course cannot be certified by GWC unless it was on the CSU/GE list when it was taken by the student. It is important to check the ASSIST website (www.assist.org) regularly to see if there are any changes since General Education courses may be added to the approved GE list during the year. (ASSIST does not take the place of a counselor. . . . It is intended to help students and counselors work together to establish an appropriate path toward transferring from a public California community college to a public California university – ASSIST). You must request certification at the GWC Admissions & Records office when requesting your final transcript.

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

Students who follow this certificate 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 G100, G108, G110 (or G110H), G112

Group 2: English G100 (or G100H)

Group 3: Communication Studies G220
English G110 (or G110H)
Philosophy G115

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 G100, G100L*
Chemistry G110*, G130*, G180*, G220*, G225*
Geography G180
Geology G100*, G105, G106*
Physical Science G100* (or G100H*)
Physics G110, G111*, G120*, G185*

Group 2: Life Science

Anthropology G120, G121*
Biology G100* (or G100H*), G104, G104L*, G110*, G120*, G155*, G170*, G175*, G180*, G185*, G190*, G210*
Psychology G250

Group 3: Laboratory Courses

Any course identified by * in Groups 1 and 2 above

Group 4: Mathematics

Mathematics G100, G103, G104, G106, G115, G120, G140, G150, G160 or G160H), G170, G180 (or G180H), G185, G230, G235, G240, G280, G285

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 G100, G105 (or G105H), G106 (or G106H), G107, G116, G121*, G125*, G142*, G144*, G150*, G152*
Broadcast & Video Production G101
Dance G100*, G110*, G120*, G125*, G165
Humanities G100 (or G100H), G101, G102, G103, G104, G108, G110 (or G110H), G120 (or G120H), G126, G130, G132, G135, G140, G145, G165
Music G101 (or G101H), G103, G104, G105*, G108, G109*, G110*, G115, G120*, G126, G132*, G136, G141*, G142*, G145*, G185, G210*
Photography G125*, G150, G158
Theater Arts G100, G101, G102, G104, G106, G108, G120*, G130, G131, G142*, G151, G171*, G175, G176, G177, G178

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

Arabic G180,
Chinese G180, G185
Communication Studies G120, G175
Economics G120
English G110, G112, G114 (or G114H), G143, G150, G155, G160 (or G160H), G165 or G165H), G170, G171, G180, G280, G281, G290, G295
Farsi G180, G185
French G180, G185, G280, G285, G290
German G180, G185, G280, G285
History G110, G120, G132, G135, G150, G160, G165, G170**, G175**, G180 (or G180H), G185 (or G185H), G190, G195
Humanities G160, G170
Italian G180, G185, G280, G285
Japanese G180, G185
Journalism G160
Philosophy G101, G102, G110, G111, G120, G150
Political Science G150
Portuguese G180
Russian G180, G185, G280
Sign Language G180, G185, G280, G285
Spanish G110, G112, G180, G185, G280, G285, G290
Theater Arts G205
Vietnamese G180, G185, G280, G285, G290

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 G115, G123, G140
Social Science G133
Sociology G100 (or G100H), G110, G133, G150

Group 1: Anthropology

Anthropology G100, G130, G135, G140
Social Science G135, G180

Group 2: Economics

Economics G110, G120, G180, G285
History G110

Group 3: Ethnic Studies

Anthropology G135, G136
Communication Studies G175
Education G180
History G136, G150, G190, G195
Social Science G133, G134, G135, G136, G180
Sociology G133, G134
Spanish G290

Group 4: Gender Studies

History G165

Group 5: Geography

Geography G100, G104, G195

Group 6: History

Economics G120
History G110, G120, G132, G135, G150, G160, G165, G170**, G175**,
G180 (or G180H), G185 (or G185H), G190, G195

Group 7: Interdisciplinary Social/Behavioral Science

Anthropology G135
Communication Studies G190, G260
Environmental Studies G100
History G120, G160
Peace Studies G100, G110, G225
Psychology G185
Social Science G135, G180

Group 8: Political Science

Philosophy G150
Political Science G100, G101, G110, G120, G120H, G121, G121H,
G130, G150, G180** (or G180H**), G185

Group 9: Psychology

Psychology G100 (or G100H), G150, G158, G160, G165, G250

**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 G180 (or G180H) and History G170 or G175 at Golden West College, or by taking a test at the CSU.

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 G100
Counseling G104
Ecology G100
Health Education G100, G107, G201
Physical Education G103 and one course from the list of activity courses
Psychology G110, G160, G165

Activity

Dance G106, G115, G135, G230
Physical Education G105, G106, G107, G108, G109, G111, G112, G115, G129,
G130, G131, G132, G134, G136, G140, G150, G154, G158, G160, G161, G162,
G164, G165, G166, G168, G173, G175, G176, G177, G186, G189, G192, G194,
G195, G196, G240, G242, G244, G246, G248, G250, G252, G256, G258, G260,
G262, G264, G272, G274, G275, G276, G277, G278, G283, G285, G286, G287,
G290, G296, G298

The above degree requirements apply to students entering Fall, 2009 semester. Students who enrolled prior to Fall, 2009 and who have maintained continuous attendance at Golden West College, have the option of completing under the former degree requirements.

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: This list was current at the time of printing. See a GWC Counselor for the most up to date transfer information.



GWC CERTIFICATE OF ACHIEVEMENT FOR IGETC

This Certificate of Achievement is designed for students who intend to transfer to California State University (CSU) or the University of California (UC), or who are unsure if they will transfer to a CSU or UC campus. Students who complete this certificate with a grade of "C" or better in each course, will complete the Intersegmental General Education Transfer Curriculum (IGETC) with which all lower division general education units required by the CSU and UC (except Eleanor Roosevelt and Revelle Colleges at UCSD which require additional GE course work) are met. This certificate 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 option. Please check the ASSIST website (www.assist.org) regularly for any changes to the approved General Education pattern as course additions occur throughout the year. ASSIST should not take the place of a counselor. It is intended to help students and counselors work together to establish an appropriate path toward transferring from a public California community college to a public California university.

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 this certificate 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 GWC IGETC list when it was taken by the student. You must request certification at the GWC Admissions & Records office when requesting your final transcript.

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. Two courses, 6 semester units (or 8-10 quarter units).

Group A: English Composition

English G100* (or G100H*)

Group B: Critical Thinking-English Composition

English G110 (or G110H*)

Group C: Oral Communication (CSU ONLY)

Communication Studies G110* (or G110H*)

*Transfer Credit is limited by either UC or CSU or both; see Golden West College Counselor.

AREA 2:

Mathematical Concepts And Quantitative Reasoning:

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

Mathematics G100, G115*, G140, G150, G160* (or G160H*), G170*, G180* (or G180H*), G185, G230, G235, G240, G280, G285

*Transfer Credit is limited by either UC or CSU or both; 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 G100, G105* (or G105H*), G106* (or G106H*)
 Humanities G100* (or G100H*), G102, G103, G104, G108, G110* (or G110H*), G120* (or G120H*), G122, G126, G130, G132, G135, G140, G145, G170
 Music G101* (or G101H*), G103, G104, G108, G126, G136, G165, G185
 Photography G158
 Theater Arts G100, G101, G102, G108

Group B: Humanities

Anthropology G135
 Chinese G280
 Economics G120
 English G112, G114* (G114H*), G143, G150, G155, G160 (or G160H), G165 or G165H), G170, G171, G180, G280, G290, G295

Farsi G185 French G185, G280, G285, G290
 German G280, G285
 History G110, G120, G132, G135, G150, G160, G165, G170#, G175#, G180* (or G180H*), G185* (G185H*), G190, G195
 Italian G185, G280, G285
 Philosophy G101, G102, G110, G111, G120, G150
 Political Science G150
 Social Science G135
 Spanish G112, G185, G280, G285, G290
 Vietnamese G185, G280, G285, G290

*Transfer Credit is limited by either UC or CSU or both; 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 G100, G130, G136, G140, G150
 Communication Studies G175, G190
 Criminal Justice G123
 Economics G110, G120, G180, G285
 Environmental Studies G100
 Geography G100, G104, G195
 History G110, G132, G135, G136, G185H
 Peace Studies G100, G110
 Philosophy G150
 Political Science G100, G101, G110, G120* (or G120H*), G130, G150, G180#* (or G180H#*), G185
 Psychology G100* (or G100H*), G150, G158, G160, G165, G185, G250
 Social Science G133, G134, G136, G180
 Sociology G100* (or G100H*), G110, G133, G134, G150

*Transfer Credit is limited by either UC or CSU or both; 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 G100, G100L
 Chemistry G110*, G130*, G180, G185, G220*, G225*
 Geography G180
 Geology G100, G105*
 Physical Science G100*, G100H*
 Physics G110*, G111*, G120*, G125*, G185*, G280*, G285*, G290

Group B: Biological Science

Anthropology G120, G121
 Biology G100* (or G100H*), G104, G104L, G110, G120, G155*,
G170*, G175*, G180, G185, G190, G210
 Psychology G250

*Transfer Credit is limited by either UC or CSU or both; 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 course (OTHER THAN ENGLISH) at GWC numbered G180, or Spanish G110 or G112

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.

Note: This list was current at the time of printing. See a GWC Counselor for the most up to date transfer information.

MAJOR OR AREA OF EMPHASIS

(See GWC website or Counselor for requirements for each major.)

Major and Area of Emphasis Student Learning Outcome: Demonstrate skills, abilities, and knowledge in a particular area of aptitude or study.

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

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

Areas of Emphasis

Anthropology
 Liberal Arts: Emphasis in Arts and Humanities*
 Liberal Arts: Emphasis in Business and Technology
 Liberal Arts: Emphasis in Mathematics*
 Liberal Arts: Emphasis in Science*
 Liberal Arts: Emphasis in Social and Behavioral Sciences*
 Liberal Arts: Emphasis in Social Behavior and Self Development
 Social Sciences

Majors

Accounting
 Administrative Assistant*
 Architectural Technology
 Automotive Collision Repair**
 Automotive Collision Repair: Automotive Refinishing Technician**
 Automotive Technology: Chassis & Drivetrain Specialist
 Automotive Technology: Engine Performance & Emissions Specialist
 Business Administration
 Communication Studies
 Computer Business Applications
 Cosmetology
 Criminal Justice: Administration of Justice
 Criminal Justice: Corrections
 Criminal Justice: Forensics, Evidence and Investigation
 Criminal Justice: Police Academy
 Diesel Mechanic**
 Drafting Technology: Computer Aided Design Drafting
 English
 Esthetician*
 Fine and Applied Arts: Art
 Fine and Applied Arts: Dance
 Fine and Applied Arts: Theater Arts
 Floral Design & Shop Management
 French Language
 Global Logistics and Supply Chain Management (SCM)

International Trade Marketing & Management
 Interpreting for Deaf People*
 Legal Secretary/Assistant*
 Liberal Studies for Elementary Education
 Management
 Marketing Management
 Mathematics and Science: General Biology
 Mathematics and Science: Chemistry
 Mathematics and Science: Ecology
 Mathematics and Science: Mathematics
 Mathematics and Science: Physics
 Music
 Nursing – Registered Nursing
 Physical Education and Health
 Political Science
 Psychology
 Retail Management and Entrepreneurship
 Sign Language
 Software Development*
 Spanish Language
 Video Game Development*
 Vietnamese Language
 World Language

***Pending State Approval**

****Program Under Review. See a GWC Counselor.**

TRANSFER INFORMATION AND REQUIREMENTS



TRANSFER COURSES

Student Educational Plan

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

ASSIST

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

Transferable Courses

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

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: Major advisement sheets are updated periodically and are available from counselors and the Transfer Center. Also, check periodically for up-to-date major prep and transfer information at ASSIST (www.assist.org).

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 transfer 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
 Journalism
 Liberal Studies

Marine Biology
 Mathematics
 Microbiology
 Music
 Nursing
 Nutrition and Dietetics
 Oceanography
 Peace Studies
 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



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. The major requirements for the CSU and the UC can be found in ASSIST (www.assist.org)
- 2. General education requirements.** (Sometimes called "Breadth Requirements.") These are the courses required of everyone to obtain a degree regardless of major. They are designed to make the student a "broadly educated" person. Students can choose to complete the Certificate of Achievement for the CSU/GE or IGETC patterns to meet the general education requirements or follow the GE pattern of the receiving institution. **(Beginning in the academic year 2008 - 2009, students can earn a Certificate of Achievement for completing the CSU/GE or IGETC patterns. The certificates are replacing previous GE patterns known as Option II or III. Students who have been following the Option II and III patterns previous to the 2008 -2009 academic year have catalog rights regarding completing Options II and III, as long as they have maintained continuous enrollment .)**
- 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 and the Counseling Center. The most current transfer information is also available via the internet at www.assist.org (ASSIST). Students should check ASSIST periodically for any changes.

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/>). Students can also apply online by going to the following website: (<http://www.universityofcalifornia.edu/admissions/undergradapp/welcome.html>).

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. Admission information about campuses accepting applications is 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 CSU General Education Certificate of Achievement.

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 impaction for 2009-2010. <http://www.calstate.edu/SAS/impactioninfo.shtml>.

LOWER-DIVISION TRANSFER PATTERNS (LDTP)

The Lower-Division Transfer Pattern (LDTP) project, sponsored by the California State University (CSU) and supported by the California Community Colleges, presents potential transfer students with an alternative path to a bachelor's degree in the CSU system. The LDTP project provides a set of "road maps" for students to follow that will ensure appropriate academic preparation and that will decrease time to graduation once LDTP students enter the CSU. **This program is currently being developed.** To obtain the latest information go to: : http://www.calstate.edu/acadaff/ldtp/ldtp_nl.shtml. Also see your counselor or visit the transfer center.

CALIFORNIA STATE UNIVERSITY GENERAL EDUCATION REQUIREMENTS

CSU General 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 (CSU/GE Certificate of Achievement).

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 Certificate of Achievement) 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 1, 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 CSU/GE or IGETC. Certification is automatic when applying for the CSU/GE or IGETC Certificate of Achievement.. 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 (Official Transcript Request Form). In order to complete the certification process, official transcripts of all colleges attended must be on file in the Records Office.

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

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

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/No 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.

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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 IGETC exceptions at the following website). <http://www.universityofcalifornia.edu/educators/counselors/adminfo/transfer/advising/igetc.html>

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.





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

Note: There are exceptions to obtaining IGETC certification. To view specific UC campus' considerations go to the website for IGETC:

http://www.universityofcalifornia.edu/admissions/undergrad_adm/paths_to_adm/transfer/tr_info_ccc/tr_planning_IGETC.html

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. Coursework completed at colleges and universities outside the U.S.A. (non-regionally accredited) are not acceptable except for certification of competence in a language other than English.

How Do I Get My Courses Certified?

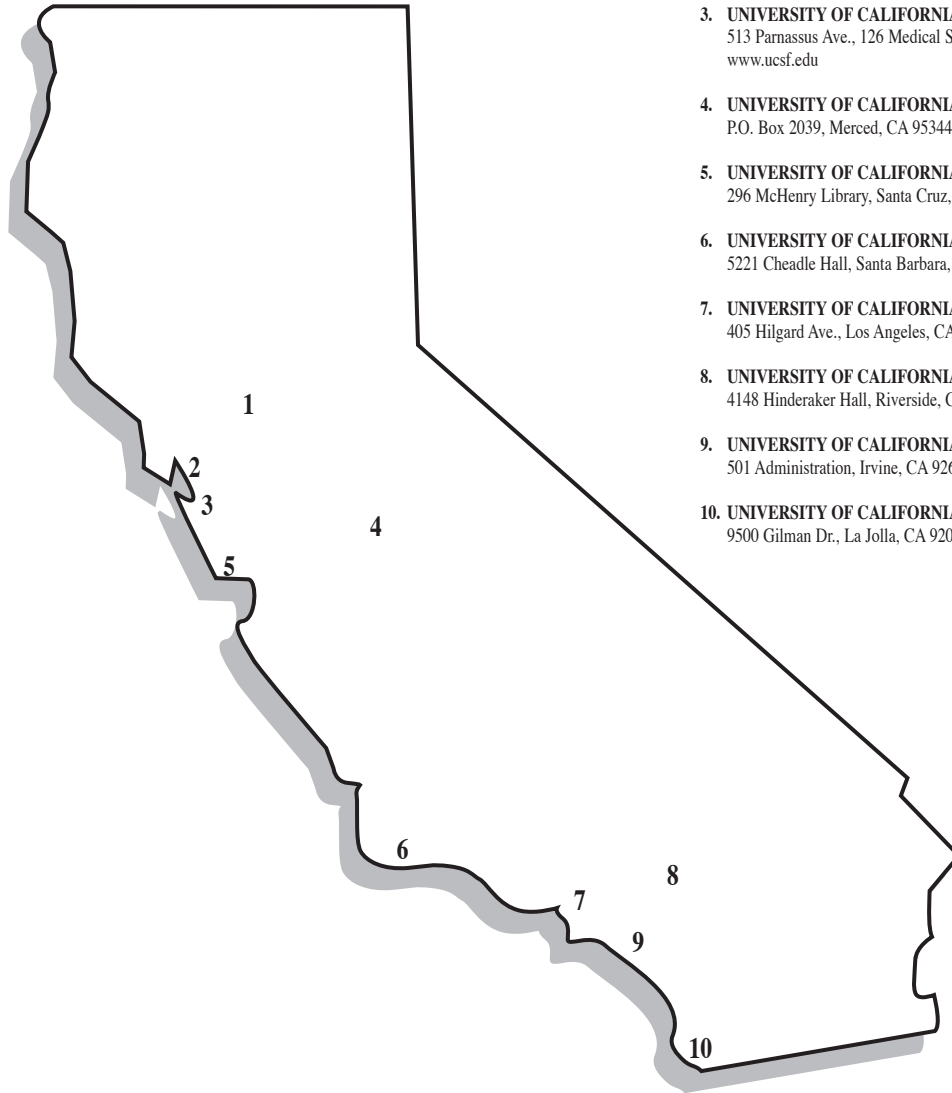
Certification is automatic for students who complete the requirements and submit the "Petition for Associate in Arts Degree" form for the IGETC or for the IGETC Certificate of Achievement. The form is available at the GWC Records Office. All other students must request certification from the GWC Records Office when the request for sending their final transcript is made (Official Transcript Request Form). **In order to complete the certification process, official transcripts of all colleges attended must be on file in the Records Office.** If high school foreign language courses are being used to satisfy the UC Language Other Than English requirement (Area 6), official copies of high school transcripts must also be on file. If examinations, e.g., Advanced Placement, are used to meet IGETC requirements, official results must 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/>)

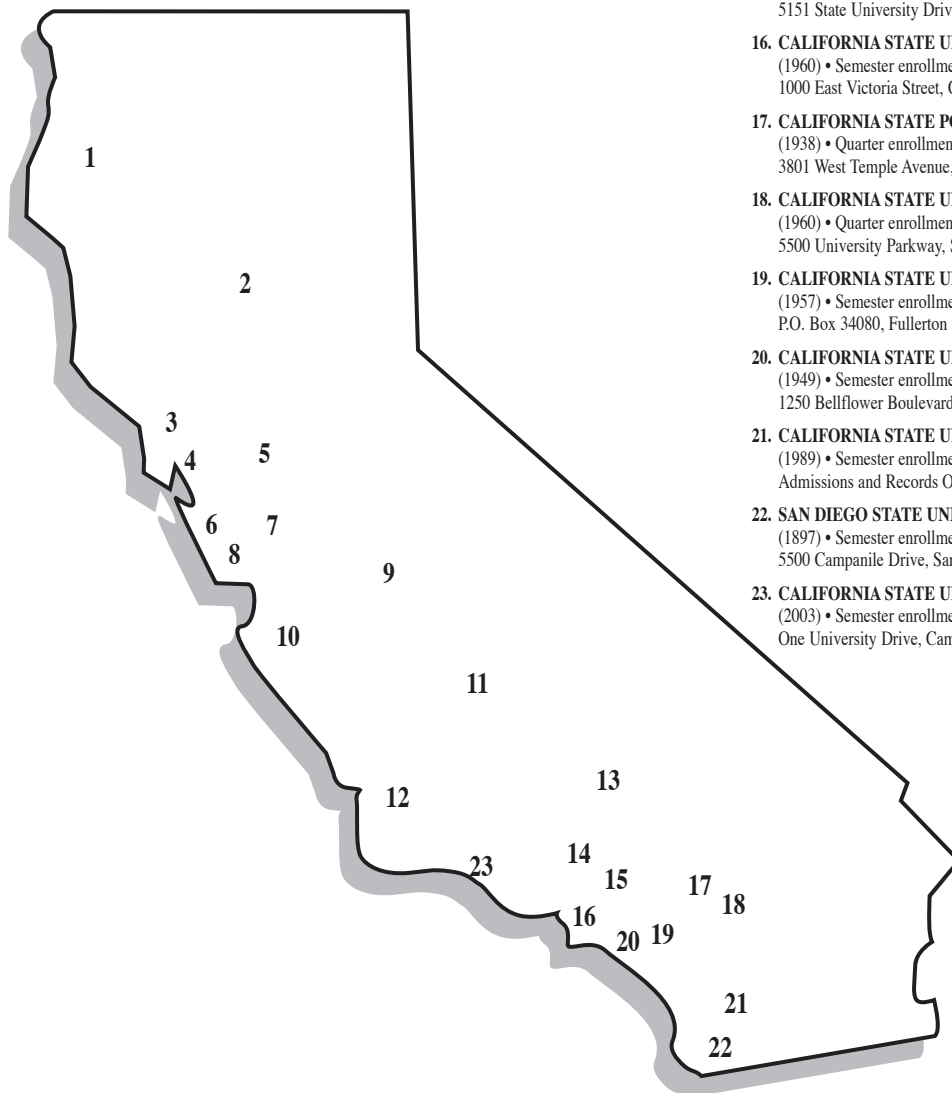
THE UNIVERSITY OF CALIFORNIA



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, EAST BAY** (1957) • Quarter enrollment 12,583
Hayward 94542-3035 • (510) 881-3811 • www.csueastbay.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





**CAREER AND
CERTIFICATE PROGRAMS**

CERTIFICATES OF ACHIEVEMENT

Each career program, unless otherwise indicated, offers a Certificate of Achievement. 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

Staff Accountant

Architectural Technology

Art

(See Digital Arts)

Audio and Entertainment Technology

(Under Revision – See Counselor)

Recording Arts

Automotive Collision Repair

(Under Revision – See Counselor)

Automotive Collision Repair

Automotive Refinishing Technician

Automotive Technology

Chassis and Drivetrain Specialist

Engine Performance and Emissions

Specialist

Broadcast and Video Production

(Under Revision – See Counselor)

Electronic Movie Making

General Production

Business

Business Administration

CADD-Computer Aided Design/Drafting

Computer Aided Drafting

Computer Business Applications

Administrative Assistant

Certified Secretary

Computer Business Applications

Legal Secretary/Assistant

Computer Science

Software Development (Pending State Approval)

Video Game Development

Cosmetology

Cosmetology

Esthetician

Criminal Justice

Law Enforcement

Diesel Technology

(Under Revision – See Counselor)

Diesel Mechanic

Digital Arts

Art-Visual Communication

Graphic Design and Production

Drafting Technology

(See CADD-Computer Aided Design/Drafting)

Engineering Technology

(Under Revision – See Counselor)

Floral Design and Shop Management

Interpreting for Deaf People

Management

General Management

Human Resources Management

Marketing Management

Small Business Management

Nursing

Basic Associate Degree

Career Ladder Option Associate Degree

Program

Retail Management

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

Audio and Entertainment Technology

(Under Revision – See Counselor)

Home Recording

Live Sound Reinforcement

Broadcast & Video Production

(Under Revision – See Counselor)

Non-Linear Editing

Screenwriting

Sportscasting

Business

Global Logistics and Supply Chain Management (SCM)

CADD-Computer Aided Design/Drafting

Technical Drafting

Computer Business Applications

Microsoft Office

Design

(Under Revision – See Counselor)

Digital Arts

Graphic Design Advanced Production

Graphic Design Foundation

Graphic Design Web Site Design

Drafting Technology

(See CADD-Computer Aided Design/Drafting)

Environmental Studies

(Under Revision – See Counselor)

Environmental Studies Solar Energy

Management

International Trade Marketing and Management

Managerial & Organizational Leadership



ACCOUNTING

CERTIFICATES OF ACHIEVEMENT

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 G100**	Accounting Elements	4
Accounting G101	Financial Accounting	4
Accounting G110	Payroll Accounting & Taxation	3
Accounting G113/ Business G113	Business Income Tax	3
Accounting G130	Computerized Accounting	3
Business G130	Introduction to Business Writing	3

OR

Business G139	Business Communication	3
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Semesters 3 and 4

Accounting G102	Managerial Accounting	4
Accounting G210	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.

Accounting G115	Issues in Taxation I-EA & CPA Exam Preparation	3
Accounting G117	Issues in Taxation II-EA & CPA Exam Preparation	3
Accounting G119	Tax Software Preparation	1
Accounting G215	Internal Control Compliance: Sarbanes Oxley	3
Accounting G220	Forensic Accounting, Introduction	3
Accounting/Bus G111	Income Tax-Federal	3
Business G108	Legal Environ of Business	3

OR

Business G110	Business Law	3
Business/Mrkt G185	International Marketing	3
Co-Op G103/104	Work Experience	3-4
Comp Bus App G160	Excel Introduction	1.5
Management G110	Elements of Management	3
Management G152	Small Bus Ownership & Mgmt	3
Comm Studies G110	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 G101	Financial Accounting	4
Accounting G115	Issues in Taxation I-EA & CPA Exam Preparation	3
Accounting G117	Issues in Taxation II-EA & CPA Exam Preparation	3
Accounting G119	Tax Software Preparation	1
Accounting/Bus G111	Income Tax-Federal	3
OR		
Accounting/Bus G113	Business Income Tax	3
Business G108	Legal Environment of Business	3
OR		
Business G110	Business Law	3
	Total Units	17

RECOMMENDED ELECTIVES:

Accounting G215	Internal Control Compliance: Sarbanes Oxley	3
Accounting G220	Forensic Accounting, Introduction	3

**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 students 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 G101 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.)

ARCHITECTURAL *continued...*

CERTIFICATE OF ACHIEVEMENT

Architectural Technology

Required Courses Units

First Year

Fall Semester 1

Architect G120	Materials/Principles Of Construction	2
Architect G130	Architect Rendering: Perspective & Shade/Shadows	2
Architect G140	Architect Drafting: Wood Frame Residence	5
Total Units		9

Suggested Electives:

Architect G070	Architectural Technology Lab	1
Drafting G101	Basic Computer Aided Drafting	3

Spring Semester 2

Architect G125	Basic Architectural Design	2
Architect G135	Architect Rendering: Color Presentation	2
Architect G145	Architect Drafting: 2 Story Concrete Block Multi-Family	5
Architect G160	CAD For Architect: AUTOCAD	3
Architect G190	Architectural Model Building	1.5
Total Units		13.5

Suggested Electives:

Architect G075	Architectural Technology Lab	1
Co-Op G101 or G102	Work Experience or Internship Equivalent	1-2

Second Year

Semester 3

Architect G150	Architect Draft: Brick & Steel Commercial Building	3
Architect G170	Architect Design: Commercial Office	2
Architect G185	Introduction To The Profession	2
Total Units		7

Suggested Electives:

Architect G070	Architectural Technology Lab	1
Architect G162	3D CAD for Architecture	3
Drafting G110	AUTOCAD Intermediate II	3
Co-Op G101 or G102	Work Experience or Internship Equivalent	1-2

Semester 4

Architect G155	Architect Drafting: Concrete Tilt-Wall	3
Architect G175	Architect Design: Industrial	2
Architect G191	Adv. Architectural Model Building	1.5
Co-Op G102	Work Experience or Internship Equivalent	2*
Total Units		6.5-8.5

*If not yet fulfilled

Suggested Electives:

Architect G075	Architectural Technology Lab	1
Architect G162	3D CAD for Architecture, Advanced	3
Digital Arts G150	Using Photoshop, Beginning	3

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

Includes 2 units of Co-Op Work Experience 101 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 G070	Architectural Technology Lab (Fall)	1
Architect G075	Architectural Technology Lab (Spring)	1
Architect G100	Introduction Architect Graphics & Drafting	1.5
Architect G162	3D CAD for Architecture	3

CAD Drafting:

Drafting G101	Basic Computer Aided Drafting	3
Drafting G110	AutoCAD, Intermediate II	3

Art:

Art/Drafting G082	Basic Air Brush	2
Art G120	Rendering I	2
Art G187	Sketching	1

Related:

Comp Bus App G170	Power Point, Introduction	2
Digital Arts G150	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 G100	Introduction Architect Graphics & Drafting	1.5
Drafting G101	Basic Computer Aided Drafting	4

Spring Semester 2

Architect G160	CAD for Architecture	3
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Fall Semester 3

Architect G162	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.

AUDIO AND ENTERTAINMENT TECHNOLOGY

The Audio Entertainment Technology program is undergoing an exciting transformation. The Recording Arts, Video Production, and Digital Arts programs are converging to form a new Digital Media program. The 2009-2010 academic year will be the last year that the existing certificates for the Audio Entertainment Technology program will be offered in their current form. This effort will include the updating of courses and articulating more of them with four-year transfer institutions.

ALERT: This program is currently under review. Be sure to see a GWC Counselor before beginning any new studies for a certificate in this program.

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 G115**	Basic Music	3
Music G054	Audio Fundamentals	3
Music G058	Basic Live Sound Reinforcement	3
Music G059	Studio Maintenance and Repair	3
Semester 2		
Music G055	Applied Recording Techniques	3
Music G066	Commercial Musicianship	3
Semester 3		
Music G056	Audio Mixing Techniques	3
Music G170	Introduction To Electronic Synthesizer	2
Music G051	Record Producing	2
	(Can be taken semester 2, 3, or 4)	
Music G095	Managing Your Music Career	3
Semester 4		
Music G057	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 G101 - G104	Work Experience	1-12
Engineering Tech G130	Introduction Electronics	3
Engineering Tech G135	Electronics System Servicing	3
Humanities G120/ Music G101	History & Appreciation Of Music	3
Humanities G140/ Music G136	Jazz: A History & Appreciation	3
Humanities G145/ Music G185	History Of Rock Music	3
Music G053	Producing the Music Video	2
Music G064	Commercial Songwriting	1
Music G068	Comm Arranging & Orchestration I	4
Music G134	Recording Jazz Ensemble	2
Music G141	Beginning Piano I	1
Music G142	Beginning Piano II	1
Music G145	Basic Voice	2
Music G171	Synthesizer Projects	2

**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

Home Recording Certificate

Required Courses		Units
Fall Semester		
Music G048	Home Recording	3
Music G115	Basic Music	3
Music G066	Commercial Musicianship	3
Spring Semester		
Music G051	Record Producing	2
Music G054	Audio Fundamentals	3
Music G170	Introduction to Electronic Synthesizer	2
	Total Units	16



DEGREES & PROGRAMS

AUDIO AND ENTERTAINMENT TECHNOLOGY continued...**Live Sound Reinforcement Certificate**

Required Courses		Units
Fall Semester		
Music G115	Basic Music	3
Music G054	Audio Fundamentals	3
Music G058	Basic Live Sound Reinforcement	3
Spring Semester		
Music G070	Advanced Live Sound Reinforcement	3
Music G059	Studio Maintenance and Repair	3
Theater Arts G176	Stage Lighting	2
Total Units		17

AUTOMOTIVE COLLISION REPAIR

This program may be suspended in Fall 2009. If you were in the process of working towards one of the certificates, please see a GWC Counselor for help with updating your Student Educational Plan.

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 handtools, 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 G051	Beginning Body and Fender Repair	5
Semester 2		
Auto Col Repair G052	Advanced Body and Frame Repair	6
Semester 3		
Auto Col Repair G052	Advanced Body and Frame Repair	6
Semester 4		
Auto Col Repair G052	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 G070	Automotive Refinishing	3
Semester 2		
Auto Col Repair G070	Automotive Refinishing	3
Semester 3		
Auto Col Repair G070	Automotive Refinishing	3
Auto Col Repair G054	Body and Fender Repair	3
OR		
Auto Col Repair G051	Beginning Body Fender Repair	5
Semester 4		
Auto Col Repair G070	Automotive Refinishing	3
Co-Op G101 - G104	Work Experience or Equivalent	1-4
Total Units		16-21*

*A Certificate of Achievement will only be awarded for the Automotive Refinishing Technician Option when 18-21 units of coursework are completed."

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

Chassis and Drivetrain Specialist

Required courses for the first year:

First Semester		Units
Auto Tech G120	Electrical/Electronic Systems, Introductory	5
Auto Tech G140	Automotive Chassis: Brakes	5
Second Semester		
Auto Tech G150	Manual Drivetrains and Axles	4
Auto Tech G141	Automotive Chassis: Steering & Suspension	5

Third Semester

Auto Tech G151	Automatic Transmissions and Transaxles	4.5
Total Units		23.5

Suggested Electives:

Auto Tech G121	Electrical/Electronic Systems, Advanced	4
Auto Tech G160	Heating and Air Conditioning	4
Co-Op G101 - G104	Cooperative Work Experience	1-6

Engine Performance and Emission Specialist

Required for first year:

First Semester		Units
Auto Tech G110	Engine Rebuilding / Repair	5
Auto Tech G120	Electrical/Electronic Systems, Introductory	5
Second Semester		
Auto Tech G130	Engine Performance: Basic Theory/Diagnosis	4.5
Third Semester		
Auto Tech G131	Engine Performance, Advanced	4.5
Total Units		19

Suggested Elective:

Auto Tech G121	Electrical/Electronic Systems, Advanced	4
Auto Tech G160	Heating and Air Conditioning	4
Co-Op G101-G104	Cooperative Work Experience	1-6

BROADCAST & VIDEO PRODUCTION

The Broadcast Video Production program is undergoing an exciting transformation. The Recording Arts, Video Production, and Digital Arts programs are converging to form a new Digital Media program. The 2009-2010 academic year will be the last year that the existing certificates for the Broadcast Video Production program will be offered in their current form. This effort will include the updating of courses and articulating more of them with four-year transfer institutions.

ALERT: This program is currently under review. Be sure to see a GWC Counselor before beginning any new studies for a certificate in this program.

CERTIFICATES OF ACHIEVEMENT

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 G100	Business of Television	3
BVP G103	Introduction to After Effects	3
BVP G104	After Effects 2-Creating Motion Graphics	3
BVP G110	Writing for Television, Film, Radio and News Media	3
BVP G115	Screenplay Analysis	3
BVP G130	Introduction to Electronic Moviemaking	3
BVP G131	Electronic Moviemaking 2	3
BVP G160	Introduction to Non-linear Editing	3
BPV G162	Nonlinear Editing 2	3
BVP G170	Introduction to DVD Authoring and Menu Design	3
Co-Op G101	Cooperative Work Experience	2
Total Units		32

DEGREES & PROGRAMS

BROADCAST & VIDEO PRODUCTION continued...**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

BVP G100	Business of Television	3
BVP G101	History of Radio, Television & Broadcasting	3
BVP G103	Introduction to After Effects	3
BVP G110	Writing for Television, Film, Radio & News Media	3
BVP G115	Screenplay Analysis	3
BVP G120	Introduction to Television Production	3
BVP G121	Producing & Directing	3
BVP G122	Television Production Workshop	3
BVP G130	Introduction to Electronic Moviemaking	3
BVP G150	Introduction to Broadcast Announcing	3
BVP G160	Introduction to Non Linear Editing	3
BVP G170	Introduction to DVD Menu Design and DVD Authoring	3
Co-Op G101	Cooperative Work Experience	1
	Total Units	37

CERTIFICATES OF SPECIALIZATION**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 G103	Introduction to After Effects	3
BVP G104	After Effects 2 - Creating Motion Graphics	3
BVP G115	Screenplay Analysis	3
BVP G160	Introduction to Non Linear Editing	3
BVP G162	Advanced Non-Linear Editing	3
Co-Op G101	Cooperative Work Experience	2
	Total Units	17

Screenwriting

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

BVP G110	Writing for Television, Film, Radio and News Media	3
BVP G113	Introduction to Screenwriting for Television and Film	3



BVP G115	Screenplay Analysis	3
Library G110	Introduction to Library Resources	1
Co-Op G101	Cooperative Work Experience	3
	Total Units	13

Sportscasting

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

Required Courses	Units	
BVP G112	Broadcast News: Writing, Producing and Reporting	3
BVP G120	Introduction to Television Production	3
BVP G122	Television Production Workshop	3
BVP G150	Introduction to Broadcast Announcing	3
BVP G153	Introduction to Sportscasting	3
Co-Op G101	Cooperative Work Experience	2
	Total Units	17

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 G101	Financial Accounting	4
Accounting G102	Managerial Accounting	4
	OR	
Accounting G130	Computerized Accounting	3
Business G100	Introduction to Business	3
Business G108	Legal Environment of Business	3
	OR	
Business G110	Business Law	3
Business G130	Introduction to Business Writing	3
	OR	
Business G139	Business Communication	3
Management G110	Management Elements	3
Marketing G100	Marketing Principles	3
Computer Science G101	Computer Literacy	3
	OR	
Computer Science G130	Survey of Computer Science/ Information Technology	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.

Accounting G215	Internal Control Compliance: Sarbanes Oxley	3
Accounting G220	Forensic Accounting, Introduction	3
Business/Mgmt G180	International Trade	3
Co-Op G101/G104	Work Experience	1-4

BUSINESS continued...

Management G111	Human Resources	3
Management G115	Behavioral Management	3
Management G152	Small Business Management	3

CERTIFICATE OF SPECIALIZATION

Global Logistics and Supply Chain Management (SCM)

The Global Logistics and Supply Chain Management program provides the opportunity for formal study in the growing field of logistics and the transportation of goods and services. This program is designed to accommodate both the student transferring to major universities and colleges and individuals interested in career change and/or advancement.

This certificate of specialization is designed to be completed in 2 semesters plus summer session.

Required Courses		Units
Either Fall or Spring Semester		
Bus/Mgmt/CS G170	Intro to Business Software Solutions	3
Fall Semester		
Bus/Mgmt G172	Intro to Global Logistics and Supply Chain	3
Bus/Mkt G180	Survey of International Trade	3
Spring Semester		
Bus/Mgmt G174	U.S. Physical Distribution and Logistic	3
Bus/Mgmt G190	Import Export Procedures	3
Summer Session		
Bus/Mgmt G183	International Payment & Collections	1.5
Bus/Mgmt G195	Regional Economic Integration	1
Total Units		17.5

CADD-COMPUTER AIDED DESIGN AND 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 Design and 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 and 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.

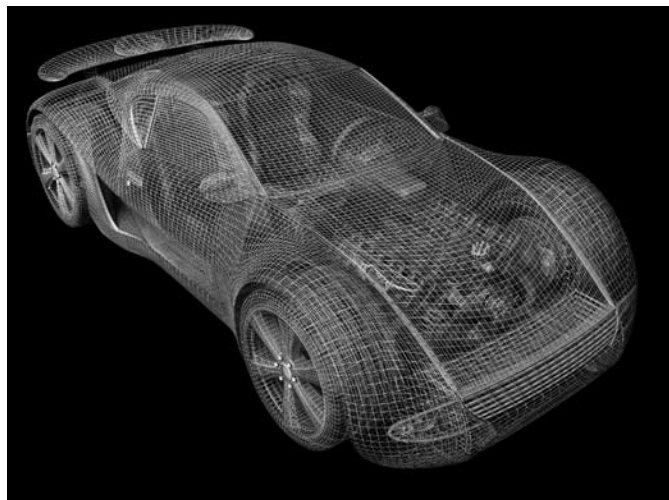
CERTIFICATES OF ACHIEVEMENT

Computer Aided Design and 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 G101	Basic Computer Aided Drafting	4
Semester 2		
Drafting Tech G105	Basic Engineering Drafting I	3



Math G010	Elementary Algebra	4
Drafting G090	CAD Drafting Laboratory	1
Semester 3		
Drafting Tech G110	Basic Engineering Drafting II	3
Drafting G090	CAD Drafting Laboratory	1
Semester 4		
Drafting Tech G170	Advanced 3D CAD	3
Drafting G090	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.

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 G101	Basic Computer Aided Drafting	4
Semester 2		
Drafting Tech G105	Basic Engineering Drafting I	3
Math G010	Elementary Algebra	4
Drafting G090	CAD Drafting Laboratory	.5
Total Units		11.5

COMPUTER BUSINESS APPLICATIONS

The Office Administration's Computer Business Applications program successfully prepares students with an introduction to intermediate level knowledge of computer literacy. Emphasis is placed on learning state-of-the-art computer business applications and fundamental business skills required in today's business offices. Computer business applications include MS Windows, Access, Excel, Outlook, PowerPoint, and Word; financial applications such as QuickBooks Pro; and computer keyboarding. Fundamental business skills include proofreading, administrative business procedures, and filing and records management.

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

CERTIFICATES OF ACHIEVEMENT

Administrative Assistant (Pending State Approval)

This certificate will provide the essential business and computer skills needed to gain entrance into top-level administrative assistant positions. The skills acquired with this certificate will prepare one for working closely with business management professionals; assisting physicians with reports, speeches, and conference proceedings; and/or assisting engineers or scientists with correspondence and technical material. Specialized duties include: intermediate to advanced expertise in Microsoft Office Suite such as generating reports, presentations, spreadsheets, charts, coordinating calendars, travel arrangements, expense reports, and all forms of correspondence; Internet proficient; knowledgeable in office procedures and administrative processes.

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 181	MS OFFICE, Introduction 4

OR the following 4 courses meet and/or exceed the requirement of CBA G181:

Comp Bus App G155, Word, Intro	
Comp Bus App G160, Excel, Intro	
Comp Bus App G165, Access, Intro	
Comp Bus App G170, PowerPoint, Intro	
Comp Bus App 149	Outlook, Introduction 2
	Total Units 7.5

Second Year

Semester 1	
Comp Bus App 119	Administrative Business Procedures 3
Comp Bus App 183	MS OFFICE, Intermediate 4

OR the following 4 courses meet and/or exceed the requirement of CBA183:

- Comp Bus App G156 Word, Intermediate
- Comp Bus App G161 Excel, Intermediate
- Comp Bus App G166 Access, Intermediate
- Comp Bus App G171, PowerPoint, Intermediate

Comp Bus App 190	Internet, Introduction 1.5
	Total Units 8.5
	Total Units Required 25

Computer Business Applications

This certificate of achievement is designed to provide the student with an introduction to computers and computer literacy as well as a working knowledge of the most frequently used computer business application programs common in today's business office. Some of those duties include: effectively use a computer to process data, manage folders and files, customize the Windows environment, work with hardware and printers; analyze spreadsheet data and create charts and graphs; compose various business documents, such as letters, reports, manuscripts, and memorandums; create and manage a database; integrate information among the various applications; customize and explore a personal information manager and e-mail program to integrate with other technologies; examine business accounting records and perform sound business decisions based on financial reports; and research and evaluate topics on the Internet. Successful completion of this certificate will help students focus on, prepare for, and accomplish the Microsoft Certified Application Professional Certification exam. 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 G145	Introduction to Computers 1.5
Comp Bus App G150	Windows, Introduction 1.5
Comp Bus App G151	Windows, Intermediate 1.5
Comp Bus App G181	OFFICE 4

OR the following 4 courses meet or exceed the requirement of CBA G181:

Comp Bus App G155	Word, Intro
Comp Bus App G160	Excel, Intro
Comp Bus App G165	Access, Intro
Comp Bus App G170	PowerPoint, Intro
Comp Bus App G149	Outlook, Introduction 2
	Total Units 10.5

First Year	
Semester 2	
Comp Bus App G183	OFFICE, Intermediate 4

OR the following 4 courses meet or exceed the requirement of CBA G183:

Comp Bus App G156	Word, Intermediate
Comp Bus App G161	Excel, Intermediate
Comp Bus App G166	Access, Intermediate
Comp Bus App G171	PowerPoint, Intermediate
Comp Bus App G157	Word, Advanced 2
Comp Bus App G190	Internet, Introduction 1.5
Comp Bus App G120	QuickBooks Pro 2
Comp Bus App G195	Acrobat, Introduction 1.5
	Total Units 11
	Total Units Required 21.5



COMPUTER BUSINESS APPLICATIONS continued...

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 G104	1
Business G110	3
OR	
Business G108	3
Accounting G100	4
OR	
Accounting G101	4
Total Units	8
First Year Semester 2	
Comp Bus App G115	3
Comp Bus App G117	3
Law C127**	3
Total Units	9
Second Year Semester 1	
Law C128**	3
Comp Bus App G150	1.5
Comp Bus App G182	2
Total Units	6.5
Second Year Semester 2	
Comp Bus App G155	2
Comp Bus App G156	2
Total Units	4
Total Units Required	27.5

**Offered at CCC

CERTIFIED BUSINESS PROFESSIONAL: CPS/CAP CERTIFICATE HOLDERS OPTION

Individuals who have passed the Certified Professional Secretary (CPS) and/or Certified Administrative Professional (CAP) exam administered by the Institute for Certification of the International Association of Administrative Professionals (IAAP) may be awarded 30 units of course work toward the Associate in Arts Degree at Golden West College.

The 30 course credits (with units earned and a credit grade) awarded to Certified Professional Secretary and/or Certified Administrative Professional certificate holders will be recorded on the student's transcript upon completion of the remaining Associate in Arts degree requirements at Golden West College and/or upon completion of the 12-unit residency requirement.

Eligibility Requirements:

- Supply evidence of CPS or CAP certification from IAAP to the Admission and Records Office at Golden West College.
- Meet with the GWC counselor for this area to complete a Course and Credit Selection Agreement following the appropriate Certified Business Professional curriculum.
- Complete an application of eligibility.

Note: If the student has taken or wishes to take any of the core 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 AND/OR CERTIFIED ADMINISTRATIVE PROFESSIONAL EXAMINATION WILL BE AWARDED 19 (Nineteen) UNITS OF CREDIT IN THE FOLLOWING COURSES. (THESE COURSES WILL ESTABLISH THE AREA OF CONCENTRATION FOR THE AA DEGREE.)

Business G130	Intro to Business Writing	3
Comp Bus App G117	Proofreading Skills	3
Comp Bus App G119	Admin Business Procedures	3
Management G111	Human Resource Management	3
Accounting G100	Accounting Elements	4
OR		
Accounting G101	Financial Accounting	4
Business G110	Business Law	3
OR		
Business G108	Legal Environment of Business	3

AN ADDITIONAL 11 (Eleven) UNITS (FOR A TOTAL OF 30 UNITS) WILL BE AWARDED FROM AMONG THE LIST OF COURSES OUTLINED ON THE COURSE AND CREDIT SELECTION AGREEMENT, WHICH CAN BE OBTAINED IN THE COUNSELOR'S OFFICE.

CERTIFIED BUSINESS PROFESSIONAL: PROFESSIONAL LEGAL SECRETARY CERTIFICATE HOLDERS OPTION

Individuals who have passed the Professional Legal Secretary (PLS) exam administered through the National Association of Legal Secretaries (NALS) may be awarded up to 30 units of course work toward the Associate in Arts Degree at Golden West College.

The 30 course credits (with units earned and a credit grade) awarded to Certified Professional Legal Secretary certificate holders will be recorded on the student's transcript upon completion of the remaining Associate in Arts degree requirements at Golden West College and/or upon completion of the 12-unit residency requirement.

Eligibility Requirements:

- Supply evidence of PLS certification from NALS to the Admissions and Records Office at Golden West College.
- Meet with the GWC counselor for this area to complete a Course and Credit Selection Agreement following the appropriate Certified Business Professional curriculum.
- Complete an application of eligibility.

COMPUTER BUSINESS APPLICATIONS continued...

Note: If the student has taken or wishes to take any of the core 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 PROFESSIONAL LEGAL SECRETARY EXAMINATION WILL BE AWARDED 18 (Eighteen) UNITS OF CREDIT IN THE FOLLOWING COURSES. (THESE COURSES WILL BE APPLIED TOWARD THE AREA OF CONCENTRATION FOR THE AA DEGREE.)

Business G139	Business Communication	3
Computer Science G101	Computer Literacy	3
Management G110	Elements of Management	3
Management G140	Organization and Professional Values/Ethics	2
Accounting G100	Accounting Elements	4
OR		
Accounting G101	Financial Accounting	4
Business G108	Legal Environment of Business	3
OR		
Business G110	Business Law	3

AN ADDITIONAL 12 (Twelve) UNITS (FOR A TOTAL OF 30 UNITS) WILL BE AWARDED FROM AMONG THE LIST OF COURSES OUTLINED ON THE COURSE AND CREDIT SELECTION AGREEMENT, WHICH CAN BE OBTAINED IN THE COUNSELOR'S OFFICE.

CERTIFICATES OF SPECIALIZATION**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	Units	
Semester 1		
Comp Bus App G102	Computer Keyboarding, Introduction, Part 2	1
Comp Bus App G150	Windows, Introduction	1.5
Comp Bus App G155	WORD, Introduction	2
Comp Bus App G160	EXCEL, Introduction	2
	Total Units	6.5
Semester 2		
Comp Bus App G165	ACCESS, Introduction	2
Comp Bus App G170	PowerPoint, Introduction	2
Comp Bus App G182	OFFICE, Introduction	2
	Total Units	6
	Total Units Required	12.5

**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 C, Visual Basic, C++, Java, and C#.
3. Advanced topics in Operating Systems, Web Programming, Data Structures, and Video Game Development.

CERTIFICATE OF ACHIEVEMENT**Software Development**

(Pending State Approval)

The Software Development certificate at Golden West College is designed to provide formal training for individuals who seek entry into the rapidly growing fields of computer software engineering, systems analysis, application development, and systems software. Students utilize the latest tools to learn programming languages, algorithms, operating system environments, and web-based multi-user application architectures. Classes are conducted in smart classrooms with the latest instructional tools. Sizable projects are undertaken in each class providing the students with an opportunity to add the projects to their portfolios, and knowledge to their skill sets.

Students can apply the skills they learn through this program, to general computing (corporate applications, databases, web applications); entertainment media development (3-D computer animation for video games and movies); engineering applications (computer-aided manufacturing, robotics, and product simulations); and emerging technologies (artificial intelligence, urban simulation, augmented reality, and biotechnology process simulation).

Required Courses	Units	
Year 1		
Fall Semester		
Computer Science G175	C++ Programming	4
Year 1		
Spring Semester		
Computer Science G102	Survey of Software Development Tools	4
AND		
Computer Science G189	Advanced C++	4
Year 2		
Fall Semester		
Computer Science G177	Visual Basic.net	4
OR		
Computer Science G178	Visual C#	4

COMPUTER SCIENCE continued...

Year 2

Spring Semester

Computer Science G196	Programming the Web	4
	Total Units	20

Video Game Development

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 **Units**

Fall Semester

Computer Science G175	C++ Programming	4
OR		
Computer Science G178	Visual C#.net, or equivalent.	4

Year 1

Spring Semester

Computer Science G147	Game Programming, Introduction	4
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Year 2

Fall Semester

Computer Science G148	Game Programming, Intermediate	4
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Year 2

Spring Semester

Computer Science G149	Game Programming, Advanced	4
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At least one course from the following selection:

Computer Science G121	Creating Game Artwork, Introduction	4
Computer Science G150	Mobile Game Programming	4
	Total Units	20

COSMETOLOGY

The Cosmetology Program consists of a minimum of 1600 hours of training and is designed to provide entry level skills to students who desire a career in the cosmetology profession. Students will develop expertise in the science and techniques of hair, skin makeup and lab experience in cosmetology. Upon completion the student is eligible to take the California State Board examination to become a licensed cosmetologist. Students in the cosmetology program must maintain a minimum grade of C (2.0 GPA) in all courses in order to advance to the next level in the program. Additionally, student attendance is mandatory.

State law requires that students be at least seventeen years of age and have a valid social security number when applying for the California State Board examination. Students in the cosmetology program will be required to maintain standards of dress and grooming and may be excluded for excessive absences. Students are eligible to pre-apply only if they meet the state requirements and have maintained a minimum grade of C (2.0 GPA) in all courses and have not been dropped from the program or received any disciplinary actions.

***NOTE:** In order to assure student success in the program and adequate preparation for passing the state licensing examination, students who have accumulated 450 prior

hours or less will be accepted and will be required to enroll in level 1 courses. The Cosmetology (1600 hours) and Esthetician (600 hours) programs are offered as full-time, day-only programs. Students attend classes Monday through Friday from 8:00 am to 4:30 pm.

PROGRAM REQUIREMENTS

English-speaking and comprehension skills are critical to success as well as safety in the Cosmetology Program. Students with inadequate English proficiency will be required to take Basic English Skills class(es) 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.

Approximate Material Costs

The Cosmetology Department Office will provide information about the required uniform, shoes and material fee which covers the cost of the cosmetology kit. Kits must be purchased with Cash, Money Order or cashier check only. No credit cards or personal checks accepted.



CERTIFICATE OF ACHIEVEMENT

Cosmetology

Students must achieve a 2.0 GPA or better for the entire program in order to receive their Certificate of Achievement.

Students With Previous Hours

Students with previous hours completed in another cosmetology program MUST provide proof of training of those hours completed to the Cosmetology Office upon acceptance to the program. Students will be required to enroll in Level 1 and must maintain a 2.0 GPA or higher in all Cosmetology courses before moving to the next level. Transfer hours are not to exceed 450 hours and will not be added to hours earned in GWC Cosmetology Program until student completes all required hours and operations in Level 3B. Transfer students are not eligible to pre-apply.

Required Courses		Units
Cosmetology G001	Related Theory, Freshman Level I	2
Cosmetology G002	Cosmetology, Freshman Level I	6
Cosmetology G003	Related Theory, Inter Level II	2
Cosmetology G004	Cosmetology, Inter Level II	6
Cosmetology G005	Related Theory, Adv Level I	2
Cosmetology G006	Cosmetology, Adv Level I	6
Cosmetology G007	Related Theory, Adv Level II	2
Cosmetology G008	Cosmetology, Adv Level II	6
Cosmetology G009	Related Theory, Adv Level III	2
Cosmetology G010	Cosmetology, Adv Level III	6



COSMETOLOGY continued...

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. The esthetician program consists of a minimum of 600 hours of training and requires a minimum grade of C (2.0 GPA) or higher. Upon completion of the program students are eligible to take the California State Board examination. Students will attend school five days a week for eight hours a day, Monday thru Friday 8:00a.m. – 4:30p.m.

***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. Students are required to maintain standards of dress and grooming. Students attendance is mandatory.

Approximate Costs

The Cosmetology Department Office will provide information about the required uniform, shoes and material fee which covers the cost of the esthetician kit and uniform.

Required Course	Units
Cosmetology G077 Esthetician	18

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

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 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 G064	Police Academy Program (P.O.S.T. Regular Basic Course)
Criminal Justice G065	Police Academy—Lifetime Health & Fitness
Physical Education G169	Exercise Science/Individual Program for Police Academy Recruits

OR

Criminal Justice G090	Specialized Investigator Program (P.O.S.T. Specialized Investigators' Basic Course)
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Physical Education G169 Exercise Science/Individual Program for Police Academy Recruits

OR

Completion of the eight Criminal Justice courses listed below:

Semester	Course	Units
Semester 1	Criminal Justice G140 Introduction to Criminal Justice	3
	Criminal Justice G141 Criminal Law I	3
Semester 2	Criminal Justice G128 Criminal Procedure & Evidence	3
	Criminal Justice G142 Criminal Law II	3
Semester 3	Criminal Justice G139 EMS - First Aid/CPR	3
	Criminal Justice G146 Police Report Writing	3
Semester 4	Criminal Justice G130 Character Development	3
	Criminal Justice G137 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 G071	Law of Arrest/Firearms
Criminal Justice G110	Criminal Investigation
Criminal Justice G115	Organized Crime and Terrorism
Criminal Justice G123	Juvenile Law
Criminal Justice G150	Introduction to Corrections
Criminal Justice G151	Aspects of Corrections
Criminal Justice G152	Probation and Corrections: Case Planning and Supervision
Criminal Justice G160	Introduction to Forensic Science
Criminal Justice G161	Fingerprint Identification
Criminal Justice G165	Forensic Photography
Criminal Justice G220	Forensic Accounting, Introduction



CRIMINAL JUSTICE continued...**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/or 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 Division Dean, on the grounds they have met this prerequisite. Following the appeal to the Dean, applicants may make a final written appeal to the Vice President of Instruction.

Maintenance of a satisfactory physical, behavioral, emotional, and mental condition is required throughout enrollment in the Basic Course Programs. If at any time the Program Director determines a student is not meeting this requirement, the Program Director may refer the student to a physician or clinical psychologist and follow the procedures outlined in the preceding paragraph. The physician or psychologist will determine if the student should be dismissed from the program. Students may appeal their dismissal to the Division Dean. Following the appeal to the Dean, students may make a final written appeal to the Vice President of the college. The College does not assume any responsibility for the student's physical, behavioral, emotional or mental condition. The student at all times is personally responsible for these conditions and is obligated to report in writing to the course instructor if the student's ability to participate in the course is impaired in any way.

Basic Course Programs**A. Regular Basic Course (RBC)
(Police Academy)**

Criminal Justice G064, G065 and PE G169 are the required courses identified as the Regular Basic Course (Police Academy Program). The Academy entrance requirements will be verified through successful completion of Criminal Justice G054 (Pre-Academy Orientation Class). The following prerequisites and requirements are applicable to the Regular Basic Course.

1. Students must possess a valid California Driver's License.
2. Students must not have any Federal or State Felony convictions.
3. Students must obtain from the Department of Justice written certification that there is nothing in their criminal history background which would disqualify them from owning, possessing, or having under their control, any firearm capable of being concealed on their person.
4. Students must certify their physical fitness for the course by obtaining and providing the college with the results of a medical examination including a resting EKG, verified and interpreted by a physician (Agency affiliates refer to item #10).
5. Students must successfully complete a P.O.S.T. prescribed reading and writing skills examination.
6. Students must pass a job-related physical agility test.
7. Students must participate in an oral interview to determine their suitability for the academy program and potential for employment as a police officer.
8. Students must pass a Traits Profile Assessment and be free from any physical, behavioral, emotional, or mental condition that would adversely affect their behavior so as to create an undue risk of harm to themselves, students, instructors or other persons.



9. Students must execute an agreement assuming the risk of harm from participating in the course and releasing the District from any liability from such harm.
10. Agency affiliates are expected to meet the minimal standards prescribed by P.O.S.T.

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

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

Criminal Justice G090 and Physical Education G169 are the required courses identified for the Specialized Investigators' Basic Course (State Investigator Academy Program). The following prerequisites and requirements are applicable to the Specialized Investigators' Basic Course:

1. Students must possess a valid California Driver's License.
2. Students must not have any Federal or State Felony convictions.
3. Students must obtain from the Department of Justice written certification that there is nothing in their criminal history background which would disqualify them from owning, possessing, or having under their control, any firearm capable of being concealed on their person.
4. Students must certify their physical fitness for the course by obtaining and providing the college with the results of a medical examination including a resting EKG, verified and interpreted by a physician (Agency affiliates refer to item # 9).
5. Students must successfully complete a P.O.S.T. prescribed reading and writing skills examination.
6. Students must participate in an oral interview to determine their suitability for the Specialized Investigators' Basic Course and potential for employment as a specialized investigator.
7. Students must pass a Traits Profile Assessment and be free from any physical, behavioral, emotional, or mental condition that would adversely affect their behavior so as to create an undue risk of harm to themselves, students, instructors or other persons.
8. Students must execute an agreement assuming the risk of harm from participating in the course and releasing the District from any liability from such harm.
9. Agency affiliates are expected to meet the minimal standards prescribed by P.O.S.T.

Contact the Criminal Justice Training Center office for Specialized Investigators' Course admission procedures.



DESIGN

ALERT: This program is currently under review. Be sure to see a GWC Counselor before beginning any new studies for a certificate in this program.

Designers create, plan and develop the objects and environments we use and experience in our everyday lives. Design is everywhere. Whatever we wear, sit on, drive, watch or listen to and work with - including our tools, electronics, vehicles, toys, furniture, home or commercial environments - a designer has had a hand in its creation and development. And there is an ongoing demand for new design.

The Golden West College Design Certificate of Specialization was created to help prepare students with the fundamental artistic, digital and technical skills required for careers in design. Popular design careers include; interior design, transportation design, toy design, industrial design, fashion design, furniture design, graphic design, model making and computer aided design (CAD) just to name a few.

The course of study includes the fundamental artistry, technical and digital knowledge and skills that are typically found in all of the professional design fields. Emphasis is placed on design theory, ideation, universal design principles, 2D and 3D visualization, artistry and model making, CAD, perspective and rendering, rapid visualization techniques, rapid prototyping, career options in design, materials and technical processes and portfolio development.

Completion of this certificate prepares successful students for employment as entry level designers, design interns, model makers, technicians, CAD designers or free lance designers. The curriculum is transferable for those pursuing a baccalaureate design degree. Students who complete this certificate will have many opportunities to create excellent examples of artwork for dramatic presentations, participation in the semi-annual GWC Design Student Show and for their professional portfolio.

CERTIFICATES OF SPECIALIZATION

Design

Recommended sequence for completing certificate in two semesters. Students may start courses in the fall or spring semesters.

Required Courses

First Semester		Units
Design G101/Art G191	Introduction to Design	2
Design G105/ Art G192*	Intro to Design Materials and Technical Processes	3
Design G131/Art G193	Perspective and Rendering Systems	3

Second Semester

Design G150*	Design Drafting	3
Design G132/Art G194*	Rendering and Perspective Systems	3
Design G232/Art G232*	Rapid Visualization Techniques	3
Total Units		17

*These five Golden West College Design courses for 15 units articulate and are specifically approved for transfer directly into the CSULB Industrial, Interior Design and Interior and Architectural Design Baccalaureate Programs.

DIESEL TECHNOLOGY

This program may be suspended in Fall 2009. If you were in the process of working towards one of the certificates, please see a GWC Counselor for help with updating your Student Educational Plan.

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, construction 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 projected related materials.

CERTIFICATE OF ACHIEVEMENT

Refer to AUTOMOTIVE TECHNOLOGY for additional options.

Diesel Mechanic Option

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 may begin in either the fall or the spring.

There are no pre-requisites for any Diesel Technology courses. If the student attends full time, all courses may be taken in one year's time for the Certificate of Achievement. Once the Certificate has been earned, students can enter into the Diesel industry as an advanced apprentice.

Required Courses		Units
Semester 1-Fall		
Diesel Tech G071	Diesel and Gasoline Engine Overhaul	10
Diesel Tech G074	Heavy Duty Drivetrain	4
Semester 2-Spring		
Diesel Tech G072	Diesel Fuel Systems and Tune-up	10
Diesel Tech G073	Heavy Duty Electrical/Electronic Systems	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 G160	Heating and Air Conditioning	4
Co-Op G101 - G104	Cooperate Work Experience	1-6
Diesel Tech G068	Marine Diesel Engine	3

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

DIGITAL ARTS

The Digital Arts program is undergoing an exciting transformation. The Recording Arts, Video Production, and Digital Arts programs are converging to form a new Digital Media program. While the existing Digital Arts certificates will continue to exist, a new Digital Media certificate will train students with the best of audio, video, graphics, and website design skills.

While courses will continue to be offered during this review, be sure to see a GWC Counselor before beginning any new certificate, since the requirements for certificates may change.

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		
Digital Arts/Art G101	The Business Of Art	2
Digital Arts G103	Digital 2D Design	3
Digital Arts G135	Introduction to Adobe Illustrator	3
Digital Arts G150	Beginning Photoshop	3
Digital Arts G115	Typography	3
Total Units		14
Second Year		
Digital Arts/Art G120	Rendering I	2
Digital Arts/Art G170	Graphic Design Principles	3
Digital Arts/Art G174	Introduction to Page Layout & Design- Adobe InDesign	3
Digital Arts/Art G177	Graphic Design Principles On The Computer	3
Digital Arts/Art G222	Digital Imaging	3
Total Units		14
28 REQUIRED UNITS PLUS 3 ELECTIVE UNITS		31

RECOMMENDED ELECTIVES FOR AT LEAST 3 UNITS:

Digital Arts G100	Introduction to Digital Arts	3
Art G100	Introduction to Art	2
Art G109	3 Dimensional Design	3
Art G116	Drawing I	3
Art G130	Painting I	1-3
Art G150	Introduction To Printmaking	3
Art G152	Silkscreen Printmaking	3
Digital Arts G152	Intermediate Photoshop	3
Digital Arts/Art G174	Introduction to Page Layout & Design- Adobe InDesign	3
Digital Arts/Art G175	Cartooning	2
Digital Arts/Art G178	Introduction to Web Page Design	3
Digital Arts/Art G179	Prepress Production	3
Digital Arts G180	Web Animation/Flash	3
Digital Arts G200	Advanced Web Design	3
Photography G150	Photography Fundamentals	3
Photography G160	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 Advanced Production Certificate

Required Courses

Semester 1

Digital Arts G170	Graphic Design Principles	3
Digital Arts/Art G176	Desktop Publishing	3
OR		
Digital Arts/Art G174	Introduction to Page Layout & Design- Adobe InDesign	3
Digital Arts G152	Intermediate Photoshop	3

Semester 2

Digital Arts/Art G120	Rendering I	2
Digital Arts/Art G179	Prepress Production	3
Digital Arts/Art G177	Graphic Design Principles on the Computer	3
Total Units		17

Graphic Design Foundation Certificate

Required Courses

Semester 1

		Units
Digital Arts/Art G101	The Business of Art	2
Digital Arts G103	Digital 2D Design	3
Digital Arts G135	Introduction to Adobe Illustrator	3

Semester 2

Digital Arts G150	Beginning Photoshop	3
Digital Arts G115	Typography	3
Digital Arts/Art G222	Digital Imaging	3
Total Units		17

Graphic Design Web Site Design Certificate

Required Courses

Semester 1

Digital Arts/Art G178	Introduction to Web Page Design	3
Digital Arts G180	Web Animation/Flash	3
Digital Arts G150	Photoshop OR Elective	3

Semester 2

Digital Arts G200	Advanced Web Design	3
Digital Arts/Art G222	Digital Imaging OR Elective	3
15 Required Units plus 2 units electives		17

RECOMMENDED ELECTIVES:

Art G100	Introduction to Art	3
Art G109	3 Dimensional Design	3
Art G116	Drawing I	3
Art G130	Painting I	3
Art G150	Introduction to Printmaking	3
Art G152	Silkscreen Printmaking	3
Digital Arts G100	Introduction to Digital Arts	3
Digital Arts/Art G120	Rendering	2
Digital Arts/Art G175	Cartooning	2
Digital Arts/Art G179	Prepress Production	3
Photography G150	Photography Fundamentals	3
Photography G160	Special Problems in Photography	3

DRAFTING

(See CADD - Computer Aided Design/Drafting)

ENGINEERING TECHNOLOGY

ALERT: This program is currently under review. Be sure to see a GWC Counselor before beginning any new studies for a certificate in this program.

CERTIFICATE OF ACHIEVEMENT

This two-year program of study, designed as a pathway for transfer, prepares students for advanced technical training. Many graduates transfer into a Bachelor of Science degree program in electronics engineering technology at four-year institutions such as California State University, Long Beach; California State University, Los Angeles; and California State Polytechnic University, Pomona. The program is technical, and is thus also suitable for those who wish to enter the productive job market in a short period as an effective member of an engineering team.

The program offers an alternative renewable energy pathway for those who wish to explore technical material related to the environment. Electives for the program can be chosen from the following courses:

- ET G170 Renewable Energy
- ET G160 Solar-Thermal
- ET G162 Solar-Photovoltaics

Work experience is encouraged and most students find employment while completing the last two courses in the curriculum. ET G160 may be substituted for Co-Op Work Experience.

The lower division courses develop fundamentals in:

- Alternative Energy including Photovoltaic Modules
- Electronic circuits
- Microprocessor architecture

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

- Electronic networks
- Computer Systems
- Control Systems
- Programmable Logic Controllers
- Photovoltaic and Alternative Energy Systems

The program prepares the student for an entry level position wherever computers and electronic and electrical equipment are used. Some positions where students find employment are:

- Engineering Technician
- Computer Technician
- Alternative Energy Technician
- Applied Energy Management Technician

Engineering Technology

Required Courses

First Year

Fall Semester 1

		Units
Engineering Tech G100	Electrical Fundamentals: AC-DC Circuits	4
Drafting G101	Basic Computer Aided Drafting	4

Spring Semester 2

Engineering Tech G110	Electrical Fundamentals: Active Devices & Circuits	4
Engineering Tech G120	Digital Principles & Circuits	4

Second Year

Fall Semester 3

Engineering Tech G125	Introduction To Microprocessors	3
Electives (Optional)		

Spring Semester 4

Co-Op G101 - G104	Work Experience	1-4
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Summer Session 5

Engineering Tech G150	Measuring Principles & Process Control	3
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Electives (Optional)

Total Units

23-26

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.

ET G140/ES G140	Env Ed and Interpretation	3
ET G160/ES G160	Solar I-Thermal	4
ET G162/ES G162	Solar II-Photovoltaics	4
ET G170/ES G170	Renewable Energy	3
Physics G120	General Physics: Mechanics	4
Physics G125	General Physics: Light	4

Vocational information regarding careers in this field is available in the Career Center.

ENVIRONMENTAL STUDIES

ALERT: This program is currently under review. Be sure to see a GWC Counselor before beginning any new studies for a certificate in this program.

The Environmental Studies (ES) program provides the basic skills and certifiable experience that individuals need for careers in entry level environmental positions such as those listed below. Students gain proficiency in the knowledge of environmental principles, 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. The following are environmental areas that individuals may find employment:

- Hazardous waste management
- Water and wastewater treatment
- Air pollution control
- Geographic and information systems management
- Recycling and resource remediation
- Laboratory analysis
- Environmental education and interpretation
- Renewable energy
- Occupational health and safety
- Conservation advocacy
- Regulation and permit compliance
- Pollution prevention
- Energy resources
- Social ecology/ecotourism
- Watershed management
- Efficiency and conservation

CERTIFICATE OF SPECIALIZATION

The Environmental Studies (ES) Specialization Certificate is designed 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.

ENVIRONMENTAL STUDIES *continued...*

Environmental Studies Solar Energy

Required Courses		Units
First Semester		
ES G160/ET G160	Solar I - Thermal	4
ES G170/ET G170	Renewable Energy Sources and Applications	3
Second Semester		
ES G162/ET G162*	Solar II - Photovoltaic	4
ES G190	Environmental Studies Practicum	1.5-3.5
Total Units		12.5-14.5

FLORAL DESIGN & SHOP MANAGEMENT

This program is designed to provide practical training to enable students to secure employment in the floral industry. The program is aligned with the California Certified Florist's certificate and completion of the Floral Design and Shop Management program will help prepare students for the state exam. The program also helps students to prepare for certification with other internationally recognized organizations which promote the art of floral design as a career.

The course offerings extend from entry-level floral design to a variety of advanced floral design courses which address specialized topics of the floral industry. Also included are courses which will prepare the student to be a salesperson, manager, business owner or entrepreneur. Students are required to provide some project related materials and necessary tools.

CERTIFICATE OF ACHIEVEMENT

It is advised that Floral Design G010 be taken first. Upon completion of G010, courses may be taken in any order.

Required Courses		Units
Floral Design G110	Basic Floral Design	2.5
Floral Design G111	Floral Business Practicum I	2.5
Floral Design G015	Wedding Designs	2
Floral Design G020	Advanced Designs in Global Floristry	2
Floral Design G025	Event Planning and Display	2
Floral Design G027	Creativity and Competition	2
Floral Design G032	Permanent and Seasonal	2
Floral Design G050	Floral Placement and Productions Practicum II	2
Management G152	Small Business Ownership and Management	3
OR		
Management G153	Writing an Effective Business Plan	1.5
Total Units		18.5-20

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 G100	Accounting Elements	4
Art G107	Two Dimensional Design	3
Art G109	Three Dimensional Design	3
Business G100	Introduction to Business	3
Comp Busi App G145	Introduction to Computers	1.5
Computer Science G101	Computer Literacy	3
Computer Science G130	Survey of Computer Science/Information Technology	4

SUGGESTED SEQUENCE OF COURSES: This is not an educational plan, as course offerings, student schedules, and circumstances vary.

Semester 1

Floral Design G010	Basic Floral Design	2.5
Floral Design G020	Advanced Designs in Global Floristry	2
Floral Design G015	Wedding Designs	2



Semester 2

Floral Design G011	Floral Business Practicum I	2.5
Floral Design G025	Event Planning and Display	2
Floral Design G032	Permanent and Seasonal	2

Semester 3

Floral Design G027	Creativity and Competition	2
Floral Design G050	Floral Placement and Productions Practicum II	2
Management G152	Small Business Ownership and Management	3

OR

Management G153	Writing an Effective Business Plan	1.5
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INTERPRETING

Orange County and neighboring areas are rich in part-time job opportunities for Sign Language Interpreting. This program is designed to provide students with sign interpreting skills sufficient for entry-level employment. Emphasis is on use of American Sign Language 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		Units
PREREQUISITE COURSES:		
Sign G180	Beg American Sign Language I	4
Sign G185	Beg American Sign Language II or Equivalent	4

Semester 1

Sign G280	Adv American Sign Language I	4
Special Education G105	Implications of Deafness	3
Interpreting G100	Introduction to Interpreting	3

Semester 2

Sign G285	Adv American Sign Language II	4
Interpreting G130	Beginning Voice to Sign	3

Semester 3

Interpreting G155	Basic Sign to Voice	3
Interpreting G135	Advanced Voice to Sign	3

Semester 4

Interpreting G160	Advanced Sign to Voice	3
Interpreting G190AC	Situational Interpreting/Practicum	3
Total Units		29

INTERPRETING continued...**Recommended Electives**

Interpreting G170	Educational Interpreting	3
Psychology G160	Human Growth and Development	3

OR

Comm Studies G100	Interpersonal Communication	3
Sign G290	Finger Spelling	.5

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.

Global Logistics & Supply Chain Management (see Business)

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.

Courses may be taken in any order provided prerequisites have been met.

Required Courses		Units
Accounting G100	Accounting Elements	4
OR		
Accounting G101	Financial Accounting	4
Business G139	Business Communication	3
OR		
Business G130	Introduction to Business Writing	3
Business G100	Introduction to Business	3
Computer Science G101	Computer Literacy	3
OR		
Computer Science G130	Survey of Comp Sci/ Info Tech	4
Management G110	Elements of Management	3
Management G115	Behavioral Management	3
PLUS SELECTION OF THREE UNITS FROM THE FOLLOWING:		
Business G108	Legal Environment of Business	3
Business G110	Business Law	3
Management G111	Human Resource Management	3
Management G118	Organizational Leadership	3
Management G130	Team Building and Group Dynamics	3
Management G140	Organizational and Professional Values	2
Management G152	Small Business Ownership & Mgmt	3
Marketing G100	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 G102	Managerial Accounting	4
Accounting G215	Internal Control/Compliance: Sarbanes Oxley	3
Business/Mkt G180	International Trade	3
Comm Studies G110	Public Speaking	3
Co-Op G103/G104	Cooperative Work Experience	3-4
Economics G180	Micro-Economics	3

OR

Economics G285	Macro-Economics	3
Mgmt/Bus G183	Int. Payments and Collections	1.5
Mgmt/Bus G184	Mexico and NAFTA	1
Mgmt/Bus G190	Import/Export Procedures	3
Mathematics G160	Introduction to Statistics	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 G100	Accounting Elements	4
OR		
Accounting G101	Financial Accounting	4
Business G139	Business Communication	3
OR		
Business G130	Introduction to Business Writing	3
Business G100	Introduction to Business	3
Computer Science G101	Computer Literacy	3
OR		
Computer Science G130	Survey of Comp Sci/ Info Tech	4
Management G110	Elements of Management	3
Management G111	Human Resource Management	3
Management G115	Behavioral Management	3
Business G108	Legal Environment of Business	3
OR		
Business G110	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 G102	Managerial Accounting	4
Accounting G215	Internal Control/Compliance: Sarbanes Oxley	3
Business G125	Business English	3
Comm Studies G110	Public Speaking	3
Co-Op G103/G104	Work Experience	3-4
Management G118	Organizational Leadership	3
Management G130	Team Building/Group Dynamic	3
Management G140	Org. & Professional Values/Ethics	2
Mathematics G160	Introduction to Statistics	3

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

MANAGEMENT continued...

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 G100	Accounting Elements	4
OR		
Accounting G101	Financial Accounting	4
Business G100	Introduction to Business	3
Business G139	Business Communication	3
Business G130	Introduction to Business Writing	3
Management G110	Elements of Management	3
Management G115	Behavioral Management	3
Computer Science G101	Computer Literacy	3

OR		
Computer Science G130	Survey of Computer Science/ Informational Technology	4
Marketing G100	Principles of Marketing	3

PLUS ONE OF THE FOLLOWING COURSES:

Bus/Mrkt G180	International Trade	3
Bus/Mrkt G185	International Marketing	3
Bus/Mgmt G190	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 G102	Managerial Accounting	4
Accounting G215	Internal Control/Compliance: Sarbanes Oxley	3
Accounting G220	Forensic Accounting Introduction	3
Bus/Mrkt G121	Personal Finance	3
Bus/Mrkt G186	International Mrkt/Internet	.5
Comm Studies G110	Public Speaking	3
Comp Bus App G175	Front Page, Introduction	1.5
Comp Bus App G190	Internet, Introduction	1.5
Comp Bus App G195	Acrobat, Introduction	1.5
Co-Op G103/G104	Work Experience	3-4
Management G152	Small Bus Ownership & Mgmt	3
Marketing G135	Principles of Retailing	3
Mathematics G160	Introduction to Statistics	4

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

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 G100	Accounting Elements	4
OR		
Accounting G101	Financial Accounting	4
Business G100	Introduction to Business	3
Business G108	Legal Environment of Business	3
OR		
Business G110	Business Law	3
Business G139	Business Communication	3



OR		
Business G130	Introduction to Business Writing	3
Computer Science G101	Computer Literacy	3

OR		
Computer Science G130	Survey of Computer Science/ Informational Technology	4
Management G110	Elements of Management	3
Management G115	Behavioral Management	3
Management G152	Small Bus Ownership & Mgmt	3

PLUS TWO OF THE FOLLOWING COURSES:

Accounting G130	Computerized Accounting	3
Marketing G100	Principles of Marketing	3
Marketing G135	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 G102	Managerial Accounting	4
Accounting G215	Internal Control/Compliance: Sarbanes Oxley	3
Accounting G220	Forensic Accounting Introduction	3
Bus/Mrkt G180	International Trade	3
Bus/Mrkt G185	International Marketing	3
Bus/Mgmt G190	Import/Export Procedures	3
Comm Studies G110	Public Speaking	3
Management G111	Human Resources Management	3
Management G118	Organization Leadership	3
Management G130	Team Building/Group Dynamic	3
Management G140	Org. & Professional Values/Ethics	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 G183	International Payment & Collection	1.5
Management G184	Mexico & NAFTA	1
Management G190	Import Export Procedures	3

MANAGEMENT continued...

Marketing G180	Survey of International Trade	3
Marketing G185	International Marketing	3
	Total Units	11.5
11.5 REQUIRED UNITS PLUS 6 ELECTIVE UNITS		17.5

SELECT SIX UNITS FROM THE FOLLOWING:

Accounting G100	Accounting Elements	4
Accounting G101	Financial Accounting	4
Business G100	Introduction to Business	3
Business G108	Legal Environment of Business	3
OR		
Business G110	Business Law	3
Business G130	Introduction to Business Writing	3
OR		
Business G139	Business Communication	3
Comm Studies G110	Public Speaking	3
Co-Op G103/G104	Cooperative Work Experience	4
Management G110	Elements of Management	3
Management G115	Behavioral Management	3
Management G118	Organizational Leadership	3
Management G130	Team Building & Group Dynamics	3
Management G140	Organizational & Prof Values & Ethics	2
Management G152	Small Business Ownership & Mgmt	3
Marketing G100	Principles of Marketing	3
Marketing G135	Principles of Retail Management	3
Marketing G186	International Trade & the Internet	0.5

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 G139	Business Communication	3
Management G110	Principles of Management	3
Management G115	Behavioral Mgmt & Organizational Theory	3
Management G118	Organizational Leadership	3
Management G130	Team Building & Group Dynamics	3
Management G140	Organizational & Professional Values/Ethics	2
	Total Units	17

Suggested Electives:

Accounting G215	Internal Control/Compliance: Sarbanes Oxley	3
Business G100	Intro to Business	3
Business G108	Legal Environment of Business	3
OR		
Business G110	Business Law	3
Bus/Mkt G180	International Trade	3
Bus/Mkt G185	International Marketing	3
Comm Studies G110	Public Speaking	3
Co-Op G103 /G104	Cooperative Work Experience	3-4
Management G152	Small Business Ownership & Mgmt	3

MUSIC

(See Audio And Entertainment Technology)

NURSING

The nursing program prepares students for the Registered Nurse licensing examination. Nursing practice is a dynamic, diverse and offers a wide variety of employment opportunities in health care.

Basic Associate Degree Program

Completion of this curriculum qualifies students to receive the Associate in Arts degree in Nursing and to apply for the National 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 G100	Freshman Composition	3
Biology G170	Anatomy	4
Biology G175	Human Physiology	4
Biology G210	General Microbiology	5

Nursing Program Semester I

Nursing G100	Nursing Process I	10
Biology G200	Pharmacology - Med & Drugs	3
Comm Studies G108	Introduction to Communication	3

OR

Comm Studies G110	Public Speaking	3
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OR

Comm Studies G112	Small Group Dynamics	3
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Nursing Program Semester II

Nursing G150	Nursing Process II	10
Psychology G160	Human Growth & Development	3

Nursing Program Semester III

Nursing G200	Nursing Process III	10
Sociology G100	Introduction To Sociology	3

Nursing Program Semester IV

Nursing G250	Nursing Process IV	9
Nursing G260	Nursing Issues	1.5
Humanities	(any Humanities course 100-299)	3
Physical Education	(any Physical Education course)	.5

Total Units**72****ADMISSION PROCEDURE - BASIC ASSOCIATE DEGREE PROGRAM**

Applications are accepted twice yearly. For admission into the spring class, applications will be accepted from August 15 – September 15. The application period for fall admission is January 15 – February 15. The application form is available on-line or at the Impacted Programs desk in the Admission and Records office only during these time periods.

Notice: Please check the college website for deadlines and additional requirements. Beginning with the Fall 2010 application period, the school of nursing will accept applications only in the spring (dates to be announced). Admissions will be offered for both the fall and spring semesters from this one application period.

The following minimum academic and other requirements must be met by prescribed deadlines by all applicants to become eligible candidates.

NURSING continued...



1. Completion of the on-line nursing orientation.
2. High school graduate or equivalency.
3. 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.

4. The following four prerequisites will need to be completed prior to submitting an application*
 - English G100
 - Biology G170
 - Biology G175
 - Biology G210

*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.

SELECTION PROCEDURES

1. Once prospective students have met the minimum academics and other requirements, they are eligible to file an application.
2. Students who have completed three of the four pre-requisites may submit a conditional application that will be evaluated and considered for admission only if there are not enough eligible applicants to fill the available spaces in the entering class.
3. Applications and all required documents must be submitted by the deadlines to be considered for admission.
4. Completed applications that have met the deadlines undergo an in-depth evaluation, considering such factors as recency of science pre-requisites, equivalences for courses taken at other academic institutions and computing the candidates' score using a mathematical formula that is a combination of overall GPA, core science GPA, English GPA and any documented repetition (failures or withdrawals) of core science classes

5. Candidates, who meet the program requirements for admission, progress to the pool of qualified applicants.
6. Prospective students who do not meet the requirements are notified in writing and invited to appeal this admission decision. The details of the appeal process are contained in the letter sent to each eligible applicant who does not meet the criteria. Though most appeals do not lead to a reversal of the original decision, a small number of appeal applicants may be re-classified as qualified applicants.
7. Notification letters are sent to all applicants. Those selected for admission must accept their invitation, in writing, within two weeks or an alternate candidate will be offered the space.

Program Requirements

Applicants who are selected must successfully meet or complete the following requirements and are responsible for any expenses incurred in meeting these requirements.

Specific information will be provided to selected applicants once they have accepted their place in the nursing program.

1. Physical Examination: 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) American Heart Association CPR card - Level C.
3. Malpractice Insurance
4. Uniforms/Accessories
5. Transportation: Adequate, reliable transportation is required.
6. Background Check
7. Achieve a passing score on the Test of Academic Skills (TEAS) (testing cost may be paid by grant funds) All qualified applicants who are selected into the program must pass the Test of Essential Academic Skills prior to enrollment in the program. This is a diagnostic test that covers Basic Math, Reading and Science skills. More information about this test may be found at the ATI testing website (www.atitesting.com). Students who fail to achieve a passing score will need to complete additional pre-nursing course work.

NURSING PROGRAM ENROLLMENT INFORMATION

1. To enroll in nursing coursework, all selected applicants must meet 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, may enroll in the Nursing Program.
3. All selected applicant must be able to 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.

NURSING continued...

- h. Have sufficient physical mobility to respond rapidly to situations involving the health and safety of patients.
4. To enroll in nursing coursework, the selected applicant needs 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. The applicant may be required, at their expense, to be examined by either a licensed physician and/or surgeon, or by a licensed clinical psychologist.
- If the health practitioner deems the applicant safe to participate in the nursing program, the information is shared with the Admission and Retention committee and the committee determines if the applicant is granted admission.

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 including meeting all program academic and other requirements.
2. Completion of 12 college units with GPA of at least 2.0.
3. Qualifying test scores on the college placement test in English and Math.
4. 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 and the student must complete at least 12 units at GWC.

Students with an earned Bachelor's degree

To obtain an associate degree in nursing, students who have baccalaureate or higher degrees are only required to complete the course work required for completion of the registered nursing program, including prerequisites and nursing course work. These students are not required to complete any other courses required by the college for an associate degree.



CERTIFICATE OF ACHIEVEMENT

Career Ladder Option Associate Degree Program

(For Licensed Vocational Nurses)

Course and unit credit is awarded for Nursing G100, G150. After taking the following pre-requisites and Nursing G190 Transition to Registered Nursing course, the student usually begins the nursing program at the second year level.

A minimum grade of C or P (pass) must be achieved in each course required for this program.

Prerequisite Courses and license		Units
Biology G175	Human Physiology	4
Biology G210	Microbiology	5
Psychology G160	Human Growth & Development	3
Biology G170	Human Anatomy	4
Biology G200	Pharmacology	
English G100	Freshman Composition	3
Comm Studies G108	Introduction to Communication	3
OR		
Comm Studies G110	Public Speaking	3
OR		
Comm Studies G112	Small Group Dynamics	3
Nursing Program Courses		
Nursing G190	Transition to Registered Nursing	4
Nursing G150*	Nursing Process II	10
Nursing G200	Nursing Process III	10
Nursing G250	Nursing Process IV	9
Nursing G260	Nursing Issues	1.5
Sociology G100	Introduction To Sociology	3
Humanities	(any Humanities course 100-299)	3
Physical Education	(any Physical Education course)	.5

* Placement in the nursing program is based on individual assessment program of academic readiness, clinical skills and nursing competency.

NURSING continued...

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.

Application Process

- A. Complete applications to the Career Ladder Program that are submitted by the deadline are evaluated.
- B. Applicants who met the criteria of this selection process will be classified as qualified applicants.
- C. Applicants who do not meet the criteria will be informed of this in writing.
- D. Qualified applicants often outnumber the available spaces in the class. The final selection of the qualified applicants accepted in to the program is accomplished by a random lottery selection process.
- E. Notification letters are sent to all applicants. Those selected for admission must accept their invitation, in writing, within two weeks or an alternate candidate will be offer the space.
- F. Upon acceptance, applicants will be given information to allow then to complete the program requirements. Effective for students admitted to Summer 2008 and thereafter, there is an additional requirement for enrollment. All qualified applicants who are selected into the program must pass the Test of Essential Academic Skills prior to enrollment in the program. This is a diagnostic test that covers Basic Math, Reading and Science skills. More information about this test may be found at the ATI testing website (www.atitesting.com). Students who fail to achieve a passing score will need to complete additional pre-nursing course work
- G. Accepted applicants will be required to meet the costs of the physical examination, uniforms and accessories in addition to the usual college fees. The starts up costs are approximately \$2500.

Program Requirements (LVN – ADN program)

Applicants who are selected must successfully meet or complete the following requirements and are responsible for any costs incurred. Specific information will be provided to the selected applicants once they have accepted their place in the nursing program.

- 1. Proof of a current LVN license in the State of California with no restrictions or limitations
- 2. Physical Examination: The results of this required physical examination must indicate appropriate physical and emotional health standards for the program.
- 3. Proof of a current (within the last two years) American Heart Association CPR card - Level C.
- 4. Malpractice Insurance
- 5. Uniforms/Accessories
- 6. Transportation: Adequate, reliable transportation is required.
- 7. Background Check
- 8. Achieve a passing score on the test of Academic Skills (testing cost may be paid by grant funds)

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.

Continuing Education

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.

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 G100	4
Business G150	3
Business G139	3
Business G130	3
Computer Science G130	4
Management G110	3
Management G111	3
Management G115	3
Marketing G100	3
Marketing G135	3
Total Units	32

Suggested Electives

Accounting G102	4
Accounting G215	3
Business G100	3
Business G108	3
OR	
Business G110	3
Business G125	3
Bus/Mkt G185	3
Comm Studies G110	3
Co-Op G103 - G104	3-4
Management G152	3
Management G118	3
Management G130	3
Management G140	2
Managerial Accounting	4
Internal Control Compliance: Sarbanes Oxley	3
Introduction to Business	3
Legal Environment of Business	3
Business Law	3
Business English	3
International Marketing	3
Public Speaking	3
Cooperative Work Experience	3-4
Small Business Ownership	3
Organization Leadership	3
Team Building/Group Dynamic	3
Organization/Professional Values	2

COURSES



ACCOUNTING**ACCOUNTING G100 - 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 G101 - 4 Units**Financial Accounting**

Advisories: Accounting G100

This course explores the importance of corporate financial accounting and how it is used by investors and creditors to make decisions. It covers the accounting information system, recording and reporting of business transactions, application of generally accepted accounting principles, classified financial statements, and statement analysis. The course includes issues relating to asset, liability, and equity valuation, revenue and expense recognition, cash flow, internal controls and ethics. Some homework problems will be solved using computer applications. Lecture. Letter grade only. Transferable to CSU; UC.

ACCOUNTING G102 - 4 Units**Managerial Accounting**

Prerequisites: Accounting G101

This course is the second semester continuation of Acct G101- Financial Accounting. This course provides an advanced study of accounting information, including financial accounting information, used by managers in planning, directing, and controlling operations and in making decisions. The course provides an introduction to cost concepts and terms, cost behavior, cost structure, and cost-volume-profit analysis. The course examines profit planning and budgeting, capital budgeting, responsibility accounting, capital budgeting, decision making, and other management related topics. Some problems will be solved using computer software applications. Lecture. Letter grade only. Transferable to CSU; UC.

ACCOUNTING G110 - 3 Units**Payroll Accounting and Taxation**

This course will present a review of the underlying theory and application of various state and federal payroll taxes. Payroll preparation, payroll forms, and recent payroll legislation are covered in detail. Lecture. Letter grade only. Transferable to CSU.

ACCOUNTING G111 - 3 Units**Income Tax - Federal**

(Same as: Business G111)

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 pass/no pass grade. Transferable to CSU.

ACCOUNTING G113 - 3 Units**Business Income Tax**

(Same as: Business G113)

Advisories: Accounting G111 or Business G111

Study of Federal Income Tax as it relates to small businesses, including recent and proposed tax changes. Lecture. Optional pass/no pass grade. Transferable to CSU. May not be offered each semester.

ACCOUNTING G115 - 3 Units**Issues in Taxation I--EA and CPA Exam Preparation**

(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 pass/no pass grade. Transferable to CSU.

ACCOUNTING G117 - 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 pass/no pass grade. Transferable to CSU.

ACCOUNTING G119 - 1 Unit**Tax Software Preparation**

A basic tax preparation course utilizing Turbo Tax (or similar) software. Topics will include understanding the flow of input to output in tax software; preparation of basic to complex 1040 tax returns; understanding how to access and use the ancillary software features; very basic programming logic; accessing software updates via Internet patches. While TurboTax software will be utilized the student will learn issues and topics generic to all commercial brands of tax software. Lecture. Optional pass/no pass grade. Transferable to CSU.

ACCOUNTING G130 - 3 Units**Computerized Accounting**

This course uses a computerized financial accounting system integrated with Excel to prepare and analyze financial documents. Emphasis will be placed on the accounting cycles of service and merchandising types of businesses. Subjects include journals, budgets, accounts payable and receivable, purchasing, and payroll. Lecture & lab. Letter grade only. Transferable to CSU.

ACCOUNTING G210 - 3 Units**Cost Accounting**

A study of accounting concepts and principles as they apply to the needs of business. The course includes the determination of costs for manufacturing firms, the study of job-order and process cost accounting, the analysis of costs and decision making. Lecture. Letter grade only. Transferable to CSU. May not be offered each semester.

ACCOUNTING G215 - 3 Units**Internal Control Compliance: Sarbanes Oxley**

Advisories: Accounting G101

This course provides an introductory study of the Sarbanes Oxley Act of 2002 and its implementation. Course will include the purposes of internal controls and their documentation and maintenance. Emphasis is on the important accounting cycles impacting the financial data such as revenue cycle, expenditure cycle, capital cycle, etc. Designed as preparation for upper division audit courses or to participate in public sector compliance effort. Lecture. Optional pass/no pass grade. Transferable to CSU.

ACCOUNTING G220 - 3 Units**Forensic Accounting, Introduction**

(Same as: Criminal Justice G220)

This course provides an introduction to the fundamentals and techniques of investigative and forensic accounting. The development of forensic accounting as a discipline and its interaction with business, law, auditing and information systems will be explored. Subjects include financial statement and tax fraud, divorce and bankruptcy, identity theft and various white-collar crimes. Forensic principles necessary to detect, prevent and prosecute financial crimes will be explored. Lecture. Optional pass/no pass grade. Transferable to CSU.

ACCOUNTING G235 - 3 Units**Quickbooks Pro for Accountants**

Advisories: Accounting G100 and/or Accounting G101

Quickbooks Pro for Accountants is designed to teach accountants and entrepreneurs to use a professional product to develop an integrated accounting system for financial and managerial decision making as well as programs for receivables, payables, job cost estimates, and tax considerations. This course will assist accountants and entrepreneurs in making tactical and strategic decisions. Lecture. Optional pass/no pass grade. Transferable to CSU.

ANTHROPOLOGY**ANTHROPOLOGY G100 - 3 Units****Introduction to Cultural Anthropology**

(Formerly known as: ANTHR100)

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 pass/no pass grade. Transferable to CSU; UC.

ANTHROPOLOGY G120 - 3 Units**Introduction to Physical Anthropology**

(Formerly known as: ANTHR120)

This is an introductory course in the concepts, methods of inquiry and theory of biological evolution and their application to the human species. Specific focus is on molecular, Mendelian and population genetics, mechanisms of evolution of homo sapiens and non-human primates, pale anthropology, bicultural adaptations, human variation and current bioethical issues. The philosophy of science and the scientific method serve as foundations to the course. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

ANTHROPOLOGY G121 - 1 Unit**Introduction to Physical Anthropology Lab**

(Formerly known as: Physical Anthropology Lab, ANTHR121)

Prerequisites: Anthropology G120

An introductory laboratory course in which scientific methodology is taught and used to explore/experiment with topics found in introductory physical anthropology and primate evolution courses. Laboratory exercises include the observation and interpretation of: natural selection and evolution; Mendelian, molecular and population genetics; non-human primate taxonomy and behavior; fossil evidence of hominid evolution; forensic anthropology; and human physical variation. Lab. Optional pass/no pass grade. Transferable to CSU; UC.

ANTHROPOLOGY G130 - 3 Units**Introduction to Archaeology**

(Formerly known as: ANTHR130)

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 pass/no pass grade. Transferable to CSU; UC.

ANTHROPOLOGY G136 - 3 Units**Ancient Civilizations of Mesoamerica and the Southwest**

(Formerly known as: History & Culture of Chicano American, ANTHR136)

(Same as: History G136)

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 pass/no pass grade. Transferable to CSU; UC. May not be offered each semester.

ANTHROPOLOGY G140 - 3 Units**Magic, Witchcraft, and Religion**

(Formerly known as: ANTHR 140)

This course is a cross-cultural study of systems of magic, witchcraft and religion from the past and the present. Emphasis will be placed on the practical influences of social life, human biological and psychological needs, and the environment. Special topics include myth, religious healing, witchcraft and sorcery, Shamanic practice, magic, ritualism, symbolism, and their influences on contemporary religious practices. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

ANTHROPOLOGY G150 - 3 Units**Indians of North America**

(Formerly known as: ANTHR150)

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 pass/no pass grade. Transferable to CSU; UC..

ARCHITECTURAL TECHNOLOGY**ARCHITECTURAL TECHNOLOGY G070 - 1 Unit****Architectural Technology Laboratory**

(Formerly known as: ARCH 070AB)

Corequisites: Students enrolled in Architecture G070 for the first time, must be concurrently enrolled in one of the following: Architecture G100 or G120 or G130 or G140. Students enrolled in Architecture G070, for the second time, must be concurrently enrolled in one of the following: Architecture G150 or G160 or G170 or G185.

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. This course may be taken 2 times Lab. Optional pass/no pass grade. Offered fall semester only.

ARCHITECTURAL TECHNOLOGY G075 - 1 Unit**Architectural Technology Laboratory**

(Formerly known as: ARCH 075AB)

Corequisites: Students enrolled in Architecture G075 for the first time, must be concurrently enrolled in one of the following: Architecture G100, G125, G135, G145, and/or G160. Students enrolled in Architecture G075 for the second time, must be concurrently enrolled in one of the following: Architecture G155, G175 or G190.

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 concurrent architectural classes. This course may be taken 2 times. Lab. Optional pass/no pass grade. Offered spring semester only.

ARCHITECTURAL TECHNOLOGY G100 - 1.5 Units**Introduction to Architectural Graphics and Drafting**

(Formerly known as: ARCH 100AB)

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. This course may be taken 2 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

ARCHITECTURAL TECHNOLOGY G120 - 2 Units**Materials and Principles of Construction**

Advisories: Recommended Corequisite -- Architecture G130 and G140 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 G125 - 2 Units**Basic Architecture Design**

Advisories: Architecture G130 and G140 or equivalent experience. Recommended Corequisite -- Architecture G135, G145, and G190 or equivalent experience.

Study of visual design phenomena as applied to elementary composition dealing with line, area, color, texture, etc. Introduction to study models as used in three 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 resume' and design portfolio of studio work. Exploration into computer applications used for design and presentation graphics. Lecture & lab. Letter grade only. Transferable to CSU; UC. Offered spring semester only.

ARCHITECTURAL TECHNOLOGY G130 - 2 Units**Architectural Rendering: Perspective and Shade/Shadows**

Advisories: Recommended Corequisite -- Architecture G120 and G140

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 rendering skills used in Architectural Technology G135. Exploration of presentation software applications for architectural presentations. Lecture & lab. Letter grade only. Transferable to CSU; UC. Offered fall semester only.

ARCHITECTURAL TECHNOLOGY G135 - 2 Units**Architectural Rendering: Color Presentations**

Advisories: Architecture G130 or equivalent experience. Recommended Corequisite -- Architecture G125 and G145 or equivalent experience.

This course is a continuation of Architectural Technology G130. 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 G130. Exploratory skills development for employment or transfer requiring rendering experiences. Introduction to 3D software for presentations, as available. Lecture & lab. Letter grade only. Transferable to CSU. Offered spring semester only.

ARCHITECTURAL TECHNOLOGY G140 - 5 Units**Architectural Drafting: Wood Frame Residence**

Advisories: Recommended Corequisite -- Architecture G120 and G130 or equivalent experience.

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, line work, dimensioning, and the use of architectural symbols and conventions. Study includes the Uniform Building Code, materials, products and equipment used in residential construction. Each student will complete a multi-sheet drawing set of architectural working drawings. Lecture & lab. Letter grade only. Transferable to CSU. Offered fall semester only.

ARCHITECTURAL TECHNOLOGY G145 - 5 Units**Architectural Drafting: Two-Story Concrete Block Multi-Family**

Advisories: Architecture G140 or equivalent experience. Recommended Corequisite -- Architecture G125 and G135 or equivalent experience.

This course is a continuation of Architectural Technology G140. 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. Students will design and develop their own condominium solution following industry standards and criteria. Lecture & lab. Letter grade only. Transferable to CSU. Offered spring semester only.

ARCHITECTURAL TECHNOLOGY G150 - 3 Units**Brick and Steel Construction**

Corequisites: Architecture G170

Advisories: Architecture G145 or equivalent experience

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, group occupancy, handicapped accessibility. Study includes principles and methods of brick and steel construction. Building components such as tenant improvements, elevators, stairs, exiting and fire separations are also presented. Lecture & lab. Letter grade only. Transferable to CSU. Offered fall semester only.

ARCHITECTURAL TECHNOLOGY G155 - 3 Units**Concrete Tilt-Wall Construction**

Corequisites: Architecture G175

Advisories: Architecture G150 and G170 or equivalent experience

An advanced course dealing with the principles of architectural drafting as applied to commercial concrete tilt-wall industrial structures. Emphasis is placed on code requirements as applied to site development, off street parking, and construction techniques. Study includes field trips, on site surveying, topo maps, study models, products and methods of concrete construction. Project solutions stress individual building configurations to meet client criteria. Lecture & lab. Letter grade only. Transferable to CSU. Offered spring semester only.

ARCHITECTURAL TECHNOLOGY G160 - 3 Units**Introduction to Computer-Assisted Drafting for Architecture (AUTO-CAD)**

Advisories: Architecture G100 or G140

An introductory course in computer assisted drafting for architecture. A study of the organization, components, and concepts of CAD and its applications in the architectural profession. Includes use of AutoCAD software for architectural drafting and design drawings. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

ARCHITECTURAL TECHNOLOGY G162 - 3 Units**3D CAD For Architecture**

(Formerly known as: ARCH 162AB)

Advisories: Architecture Technology G160 or equivalent experience.

Using 3D Architectural Computer Aided Drafting (CAD) industry standard software, this course is an introduction to the design, digital modeling and rendering of architectural project solutions. Course experiences in lecture and lab will include the development and plotting of selected 3D architectural conceptual modeling from CAD files or project design documents. This course may be taken 2 times. Lecture & lab. Letter grade only. Transferable to CSU.

ARCHITECTURAL TECHNOLOGY G170 - 2 Units**Architectural Design, Commercial Office Building**

Corequisites: Architecture G150

Advisories: Architecture G125 and G135 or equivalent experience

Architectural design experiences and assignments dealing with solution concepts pertaining to physical, environmental, economic, and aesthetic relationships of an individual student design of a two story commercial office building. Students will continue skill development introduced in Architectural Technology G125, G135, and G190. Students will apply architectural industry standards for presentation graphics, 3D study model construction, and 3D CAD simulations, as available. Lecture & lab. Letter grade only. Transferable to CSU. Offered fall semester only.

ARCHITECTURAL TECHNOLOGY G175 - 2 Units**Architectural Design, Industrial Building**

Corequisites: Architecture G155

Advisories: Architecture G150 and G170 or equivalent experience

Architectural design experiences and assignments dealing with solution concepts pertaining to the physical, environmental, economic, and aesthetic relationships of an individual student design of an industrial building. Design study will include the governmental procedures for project development and approvals. Students will continue to refine architectural graphic communication skills for presentation and conceptual analysis of architectural form, client criteria, and structural organization through the preparation of design drawings, 3D models, and 3D CAD simulations, as available. Lecture & lab. Letter grade only. Transferable to CSU. Offered spring semester only.

ARCHITECTURAL TECHNOLOGY G185 - 2 Units**Introduction to the Profession**

Advisories: Recommended Corequisite -- Architecture G150 and G170 or equivalent courses or experiences.

Familiarization with employment and practices in the professional fields of architecture, consulting engineering and city planning and other related design professions. 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. Observation and exposure to the design work world environment through arranged field visitations to professions offices and project sites. Students will prepare a research project of a profession or specific project for review. Lecture. Letter grade only. Transferable to CSU. Offered fall semester only.

ARCHITECTURAL TECHNOLOGY G190 - 1.5 Units**Architectural Model Building**

(Formerly known as: ARCH 190AB)

Advisories: Architecture G100 or G140 or equivalent experience

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. This course may be taken 2 times. Lecture & lab. Letter grade only. First year students should take 190A. Second year students should take 190B. Transferable to CSU.

ARCHITECTURAL TECHNOLOGY G191 - 1.5 Units**Advanced Architectural Model Building**

Advisories: Architectural Technology G190, 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 G155 and G175. Lecture & lab. Letter grade only. Transferable to CSU..

ART**ART G082 - 2 Units****Basic Airbrush**

(Same as: Drafting G082)

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 pass/no pass grade.

ART G084 - 2 Units**Advanced Airbrush**

(Same as: Drafting G084)

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 pass/no pass grade.

ART G100 - 3 Units**Introduction to Art**

(Same as: Humanities G102)

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 pass/no pass grade. Field trips required. Transferable to CSU; UC.

ART G101 - 2 Units**Business of Art**

(Same as: Digital Arts G101)

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 pass/no pass grade. Transferable to CSU.

ART G102 - 1.5 Units**Art Museum and Gallery Field Studies**

(Formerly known as: ART 102AD)

(Same as: Humanities G116)

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. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. An eight week course. Transferable to CSU.

ART G104 - 3 Units**History of Modern Art**

(Same as: Humanities G114)

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 pass/no pass grade. Transferable to CSU; UC.

ART G105 - 3 Units**Art History and Appreciation I--Prehistoric to Renaissance**

(Formerly known as: History and Appreciation of Art)

(Same as: Humanities G100)

This is a survey of prehistoric art to the Renaissance period, stressing the basic principles and history of art demonstrated in painting, sculpture, and architecture. Illustrated lectures, reading, and museum reports are included in the course. Lecture. Optional pass/no pass grade. UC Credit Limitations: Maximum credit of one course for Art 105 and Art 105H. Transferable to CSU; UC.

ART G105 HONORS - 3 Units**History and Appreciation of Art, Honors**

(Same as: Humanities G100 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 G105/ Humanities G100 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 G106 - 3 Units**Art History and Appreciation II--Renaissance to Present**

(Formerly known as: Art History and Appreciation)

(Same as: Humanities G110)

This is a survey of the history of art beginning with the Italian Renaissance and concluding with modern art. Painting, sculpture, and architecture are studied as an integral part of cultural patterns and developments. Illustrated lectures, reading, and field trips to current exhibitions. Study assignments involve at least one visit to a major art museum. Lecture. Optional pass/no pass grade. UC Credit Limitations: Maximum credit of one course for Art 106 and Art 106H. Transferable to CSU; UC.

ART G106 HONORS - 3 Units**History and Appreciation of Art, Honors**

(Same as: Humanities G110 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 G106/ Humanities G110 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 G107 - 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 pass/no pass grade. Transferable to CSU; UC.

ART G109 - 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 pass/no pass grade. Transferable to CSU; UC.

ART G116 - 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 pass/no pass grade. Transferable to CSU; UC.

ART G117 - 3 Units**Drawing II**

A continuing of drawing skills and techniques begun in Art G116. Emphasis on developing the 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 pass/no pass grade. Transferable to CSU; UC.

ART G118 - 3 Units**Life Drawing I**

(Formerly known as: ART 118AB)

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. This course may be taken 2 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

ART G119 - 3 Units**Life Drawing II**

(Formerly known as: ART 119AB)

Continuing observation and drawing of the human form to help create broader revelations and attitudes concerning drawing and the self. This course may be taken 2 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

ART G120 - 2 Units**Rendering I**

(Same as: Digital Arts G120)

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 pass/no pass grade. Transferable to CSU.

ART G121 - 3 Units**Ceramics I**

(Formerly known as: ART 121AB)

This is an introductory ceramics course in which students learn basic design, creative development, hand-building, throwing, glaze techniques, firing and ceramic terminology. The course covers aesthetics and creative development of clay objects examining historical and personal modes of expression. This course may be taken 2 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

ART G122 - 3 Units**Ceramics II**

(Formerly known as: ART 122AB)

Advisories: Art G121, Ceramics I

This is an intermediate level ceramics course following Art G121. The principles of ceramic materials, techniques, and design of hand-built and thrown work will be emphasized along with the introduction of mold making, glaze making and kiln loading. Specific aesthetic and technical criteria of ceramic design including historical applications will be emphasized. Mold making, glaze making and kiln loading will also be introduced. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

ART G125 - 2 Units**Introduction to Drawing and Painting**

(Formerly known as: ART 125AB)

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. This course may be taken 2 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

ART G130 - 1.5-3 Units**Painting I**

(Formerly known as: ART 130AD)

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. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

ART G131 - 3 Units**Painting II**

(Formerly known as: ART 131AB)

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. This course may be taken 2 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

ART G132 - 3 Units**Watercolor I**

(Formerly known as: ART 132AD)

Advisories: Art G116

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. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

ART G133 - 1 Unit**Watercolor Workshop**

(Formerly known as: ART 133AC)

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. This course may be taken 3 times. Lecture & lab. Optional pass/no pass grade. An eight week course. Transferable to CSU; UC.

ART G134 - 3 Units**Watercolor II**

(Formerly known as: ART 134AD)

Advisories: Art G132

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. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

ART G140 - 3 Units**Beginning Life Painting**

(Formerly known as: ART 140AD)

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. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

ART G141 - 3 Units**Life Sculpture**

(Formerly known as: ART 141AB)

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. This course may be taken 2 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

ART G142 - 3 Units**Sculpture**

(Formerly known as: ART 142AB)

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. This course may be taken 2 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

ART G143 - 3 Units**Advanced Sculpture Workshop**

(Formerly known as: ART 143AB)

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. This course may be taken 2 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

ART G144 - 2 Units**Introduction to Mixed Media**

(Formerly known as: ART 144AB)

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. This course may be taken 2 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

ART G150 - 3 Units**Introduction to Printmaking**

(Formerly known as: ART 150AD)

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. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

ART G152 - 3 Units**Silkscreen Printmaking**

(Formerly known as: ART 152AD)

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. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

ART G154 - 2 Units**Printmaking Workshop**

(Formerly known as: ART 154AC)

A course in a variety of experimental printmaking techniques: monoprintmaking, calligraphs, 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. This course may be taken 3 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

ART G160 - 3 Units**Jewelry Design**

(Formerly known as: ART 160AD)

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. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

ART G161 - 3 Units**Jewelry & Metal Design II**

Prerequisites: Art G160

This course will present an exploration of design, materials, and processes that apply to jewelry and metal at an intermediate level. Metal fabrication at an intermediate will be explored. Lecture, lab, demonstration, and research. This course may be taken four times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

ART G170 - 3 Units**Graphic Design Principles**

(Same as: Digital Arts G170)

Introduction to visual communication principles as practiced in the graphic design profession. These principles relate to the choice, placement, organization and theme management of graphic elements. These graphic elements are illustrations, photographs, symbols, blocks of type and decorative accessories. Class projects are fashioned after real world projects encountered in the first years of professional work. These projects are produced on computers in the Macintosh Lab using important computer applications encountered in most job sites. The class introduces process selection, problem solving, client relations, production techniques, and print or multi media connections. Required of all graphic design majors. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

ART G171 - 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 pass/no pass grade. Transferable to CSU.

ART G173 - 2 Units**3D Graphics Production**

(Formerly known as: ART 173AB)

(Same as: Broadcast & Video Production G164 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. This course may be taken 2 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

ART G174 - 3 Units**Introduction to Page Layout & Design-Adobe InDesign**

(Formerly known as: Art 174-AD & Art 174-1AD)

(Same as: Digital Arts G174)

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. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

ART G175 - 2 Units**Cartooning**

(Formerly known as: ART 175AD)

(Same as: Digital Arts G175)

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. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

ART G176 - 3 Units**Desktop Publishing Using QuarkXpress**

(Formerly known as: ART 176AD)

(Same as: Digital Arts G176)

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. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

ART G177 - 3 Units**Graphic Design Principles on the Computer**

(Formerly known as: ART 177AB)

(Same as: Digital Arts G177)

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. This course may be taken 2 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

ART G178 - 3 Units**Introduction to Web Page Design**

(Formerly known as: ART 178AB)

(Same as: Digital Arts G178)

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. This course may be taken 2 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

ART G179 - 3 Units**Prepress**

(Formerly known as: ART 179AD)

(Same as: Digital Arts G179)

Advisories: Digital Art/Art G174 or Digital Art/Art G176

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. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

ART G187 - 1 Unit**Sketching**

(Formerly known as: ART 187AB)

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. This course may be taken 2 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

ART G191 - 2 Units**Introduction to Design**

(Same as: Design G101)

This is an introductory course for both the general interest and design major student. It provides a survey of design in contemporary society including a variety of design career options. Design theory, practices and overview of art and design history will be covered. Emphasis will be on experiencing design through lecture, lab, field observations and projects. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

ART G192 - 3 Units**Introduction to Design Materials and Technical Processes**

(Formerly known as: ART 192AB)

(Same as: Design G105)

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. This course may be taken 2 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

ART G193 - 3 Units**Perspective and Rendering Systems I**

(Formerly known as: ART 193AB)

(Same as: Design G131)

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. This course may be taken 2 times. Lecture & lab. Letter grade only. Transferable to CSU.

ART G194 - 3 Units**Rendering and Perspective Systems**

(Formerly known as: ART 194AB)

(Same as: Design G132)

The emphasis of this course is on progressive rendering techniques. Fundamentals of drawing detailed perspective systems are also reviewed. This course may be taken 2 times. Lecture & lab. Letter grade only. Transferable to CSU; UC.

ART G221 - 3 Units**Ceramics III**

(Formerly known as: ART 221AB)

Advisories: Art G122

This course is a continuation of Art G122 involving further development of ceramic building techniques. Historical and contemporary works will be emphasized. The student will also learn to safely and efficiently calculate a glaze. The safe preparation and use of electric and gas kilns will be covered. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

ART G222 - 3 Units**Digital Imaging**

(Formerly known as: ART 222AB)

(Same as: Digital Arts G222)

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. This course may be taken 2 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

ART G232 - 3 Units**Rapid Visualization Techniques**

(Formerly known as: ART 232AB)

(Same as: Design G232)

Advisories: Design G131 and G132 (Art G193 and G194), or completion of either G131 or G132 with concurrent enrollment in the other.

This course provides an introduction to technical drawing and rapid visualization techniques for the presentation of design concepts employed by professional design studios. This course may be taken 2 times. Lecture & lab. Letter grade only. Transferable to CSU.

ART G820 - 0 Units**So Cal Art Museum and Gallery Studies**

This course is designed to expose older adults to eight weeks of lectures and field trips to study art museums, historical sites and monuments using Southern California as the urban laboratory. 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 art museums and their exhibitions. Lecture & lab. No credit. Not transferable, not degree applicable..

ASTRONOMY**ASTRONOMY G100 - 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 G100 LAB - 1 Unit**Elementary Astronomy Laboratory**

Corequisites: Enrollment in or completion of Astronomy G100

Advisories: Mathematics G030

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 pass/no pass grade. This course with Astronomy G100, satisfies the general education natural science requirement. Transferable to CSU; UC.

AUTOMOTIVE COLLISION REPAIR

ALERT: Do to possible program suspension, these courses will not be offered at this point.

AUTOMOTIVE COLLISION REPAIR G050 - 1.5 Units**Sheet Metal Repair**

(Formerly known as: AUTO C050AD)

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. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade.

AUTOMOTIVE COLLISION REPAIR G051 - 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 G052 - 6 Units**Advanced Body and Frame Repair**

(Formerly known as: AUTO C052AC)

Advisories: Automotive Collision G051

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. This course may be taken 3 times. Lecture & lab. Letter grade only.

AUTOMOTIVE COLLISION REPAIR G054 - 3 Units**Auto Body Collision Repair**

(Formerly known as: AUTO C054AD)

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. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade.

AUTOMOTIVE COLLISION REPAIR G055 - 3 Units**Customizing and Restoration**

(Formerly known as: AUTO C055AD)

This course includes fundamental operations and applications of metal repair used for customizing and restoring automotive vehicles. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade.

AUTOMOTIVE COLLISION REPAIR G070 - 3 Units**Automotive Refinishing**

(Formerly known as: AUTO C070AD)

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. This course may be taken 4 times. Lecture & lab. Letter grade only.

AUTOMOTIVE COLLISION REPAIR G072 - 1.5 Units**Automotive Spot Paint Repair**

(Formerly known as: AUTO C072AD)

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. This course may be taken 4 times. Lecture & lab. Letter grade only.

AUTOMOTIVE TECHNOLOGY

AUTOMOTIVE TECHNOLOGY G041 - .5 Units

BAR 2005 Update Training Course

(Formerly known as: Auto 049-1)

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 pass/no pass grade.

AUTOMOTIVE TECHNOLOGY G049 - .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. Pass/no pass only. This is a one week course.

AUTOMOTIVE TECHNOLOGY G101 - 3 Units

Introduction to Automotive Technology

This course is designed to teach the student about the operation and maintenance of modern automobiles. There is an emphasis on the theory of the basic operating systems, including engine, electrical, chassis, and driveline systems. This course may be taken 2 times. Lecture & lab. Letter grade only. Transferable to CSU.

AUTOMOTIVE TECHNOLOGY G110 - 5 Units

Engine Repair

(Formerly known as: AUTO 110AB)

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, M-1 Cylinder Head Specialist, M-2 Block Specialist, and M-3 Assembly Specialist Certification Examination. This course may be taken 2 times. Lecture & lab. Letter grade only. Transferable to CSU.

AUTOMOTIVE TECHNOLOGY G120 - 5 Units

Electrical/Electronic Systems, Introductory

(Formerly known as: AUTO 120AB)

This is a course of study designed to provide the student with theory and practice with electrical/electronic terms, electrical circuit concepts, electrical wiring diagram interpretation, and diagnosis of the starting, charging and accessory circuits used by automotive repair technicians. Lecture and laboratory presented in class will prepare students for the Automotive Service Excellence (ASE) A-6 Electrical/Electronics Systems Certification Examination. This course may be taken 2 times. Lecture & lab. Letter grade only. Transferable to CSU.

AUTOMOTIVE TECHNOLOGY G121 - 5 Units

Electrical/Electronic Systems, Advanced

(Formerly known as: AUTO 121AB)

Advisories: Auto G101

This is a course of study designed to provide the student with advanced theory and experiments in electrical circuit concepts, failure diagnosis and repair techniques used by the automotive repair technician. Classroom and lab experiments are 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 may be taken 2 times. Lecture & lab. Letter grade only. Transferable to CSU.

AUTOMOTIVE TECHNOLOGY G130 - 4.5 Units

Engine Performance: Basic Theory/Diagnosis

(Formerly known as: AUTO 130AB)

Advisories: Automotive Technology G110, G120, G121 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. This course may be taken 2 times. Lecture & lab. Letter grade only. Transferable to CSU.

AUTOMOTIVE TECHNOLOGY G131 - 4.5 Units

Engine Performance, Advanced

(Formerly known as: AUTO 131AB)

Advisories: Automotive Technology G130

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. This course may be taken 2 times. Lecture & lab. Letter grade only. Transferable to CSU.

AUTOMOTIVE TECHNOLOGY G140 - 5 Units

Automotive Chassis: Brakes

(Formerly known as: AUTO 140AB)

This course provides students with theoretical study and lab experience in the diagnosis and repair of automotive disc- and drum-brake systems, antilock-braking systems and related components. Presented information prepares students for the Automotive Service Excellence (ASE) Brakes Certification Exam. This course may be taken three times. Lecture & lab. Letter grade only. Transferable to CSU.

AUTOMOTIVE TECHNOLOGY G141 - 5 Units

Automotive Chassis: Steering & Suspension

(Formerly known as: AUTO 141AB)

This course provides students with theoretical study and lab experience in the diagnosis and repair of automotive suspension and steering systems. Presented information prepares students for the Automotive Service Excellence (ASE) Suspension Certification Exam. This course may be taken three times. Lecture & lab. Letter grade only. Transferable to CSU.

AUTOMOTIVE TECHNOLOGY G145 - 5 Units**Basic Clean Air Car Course**

(Formerly known as: BAR Clean Air Car Course (CACC) Auto 045AB)

This course is the first in a series of courses required by the Bureau of Automotive Repair (BAR) to obtain an Advanced Emissions Specialist license. The course will cover rules and regulations, history of the California Smog Check Program, a study of five-gas analysis, oxygen sensors, an overview of all emission control devices offered in California since 1975 and an introduction to onboard diagnostics second generation (OBD II). The theory in this course is reinforced with hands-on skill practice. Students must complete this course before submitting an application to the BAR for an Advanced Emissions Specialist license. This course may be taken three times. Lecture & lab. Letter grade only. An eight-week course. Transferable to CSU.

AUTOMOTIVE TECHNOLOGY G150 - 4 Units**Manual Drivetrains & Axles**

(Formerly known as: AUTO 150AB)

This is a complete course in basic theory and principles of automotive manual drivetrains and transaxles. Emphasis will be on drive shafts, manual transmissions, differentials and transfer units. Information presented prepares students for the Automotive Service of Excellence (ASE) A-3 Manual Drivetrains and Axles Certification Examination. This course may be taken 2 times. Lecture & lab. Letter grade only. Transferable to CSU.

AUTOMOTIVE TECHNOLOGY G151 - 4.5 Units**Automatic Transmissions and Transaxles**

(Formerly known as: AUTO 151AB)

This is a complete course in the basic theory, service and repair of automotive automatic transmissions and transaxles. Information presented prepares students for the Automotive Service of Excellence (ASE) A-2 Automatic Transmissions and Transaxles Certification Examination. This course may be taken 2 times. Lecture & lab. Letter grade only. Transferable to CSU.

AUTOMOTIVE TECHNOLOGY G160 - 4 Units**Heating and Air Conditioning**

(Formerly known as: AUTO 160AB)

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. This course may be taken 2 times. Lecture & lab. Letter grade only. Transferable to CSU.

AUTOMOTIVE TECHNOLOGY G170 - 3 Units**Hybrid Vehicles**

This course is a hands-on approach to the world of hybrid, fuel cell and electric powered vehicles. Discover how this new technology works as it replaces existing fossil fueled engines. Examine existing technologies, conversion processes, testing, assembly, operation, and maintenance of hybrid-electric, fuel cell and battery powered electric vehicles. Appropriate safety related instruction is included. This course may be taken three times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

AUTOMOTIVE TECHNOLOGY G171 - 3 Units**Hybrid Vehicles, Advanced**

This course furthers the student's skills in electric vehicle (EV) conversions and provides an introduction to advanced EV designs and propulsion systems. The students will work with hybrids, fuel cells & alternating current (A/C) drive systems in advanced design electric vehicles. The course includes: EV design and construction; the testing, assembly, operation and maintenance of EVs; the influence of aerodynamic design; advanced technology batteries and intelligent charging systems; hydrogen fuel cell technology and alternative EV drive systems. Appropriate safety related instruction will be included in each segment. This course may be taken three times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

BIOLOGY**BIOLOGY G100 - 4 Units****Introduction to Biology**

This is a survey course emphasizing basic concepts of cell biology, animal and plant physiology, genetics and evolution, and plant, animal and human ecology. This course is specifically designed for non-science majors and is recommended to meet the general education breadth requirements. A traditional format may be followed on lectures, demonstrations, and laboratories may be integrated into the learning system. Lecture & lab. Letter grade only. UC Credit limitations: No credit if taken after Biology G180; maximum credit of one course for Biology G100 and G100H. Transferable to CSU; UC.

BIOLOGY G100 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 G180; maximum credit of one course for Biology G100 and G100H. Transferable to CSU; UC.

BIOLOGY G104 - 3 Units**Marine Life**

This course examines the marine environment, interaction of species, populations and communities, including geology of ocean basins, physical and chemical characteristics of the ocean basins. A survey of marine plants and animals through invertebrates, fish, reptiles, birds and mammals. The renewable and nonrenewable resources from the ocean realm. The influence of humans on the health of the environment. Current issues-including the concepts of: (global warming, types of pollution and the consequences thereof, greenhouse effects, and fisheries management) Lecture. Letter grade only. Transferable to CSU; UC.

BIOLOGY G104L - 1 Unit**Marine Life Laboratory**

Corequisites: Enrollment in or completion of Biology G104

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 G104. Lab. Letter grade only. Transferable to CSU; UC.

BIOLOGY G110 - 3 Units**Ecology and Field Biology**

This course is a survey course that integrates lectures, laboratory experiences and field trips to emphasize the natural environment, ecological processes of Southern California, and the roles that humans assume as they change the environment and ecology of the areas from which resources are taken. This course is recommended to meet the laboratory requirement for an associate in arts degree. Lecture & lab. Letter grade only. Transferable to CSU; UC.

BIOLOGY G120 - 3 Units**Man and Disease**

An introduction to the study of human anatomy, physiology with a comprehensive study of diseases which affect man. Diseases will be studied from historical and contemporary point of view, with particular references to causes, means of transmission, normal and abnormal functioning of the body. Lecture & lab. Letter grade only. Transferable to CSU; UC.

BIOLOGY G155 - 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 G155, G170 and G175. Transferable to CSU; UC.

BIOLOGY G160 - 3 Units**Physiology and Disease Mechanisms**

Advisories: Biology G175

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 G170 - 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, physicians assistant, chiropractic, dental hygiene, pharmacy) and physical education majors. Will not satisfy transfer requirements for biological science majors. UC Credit limitations: Maximum credit of two courses for Biology G155, G170 and G175. Transferable to CSU; UC.

BIOLOGY G175 - 4 Units**Human Physiology**

Advisories: Biology G170

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 G155, G170 and G175. Transferable to CSU; UC.

BIOLOGY G180 - 5 Units**Principles of Biology**

Prerequisites: Mathematics G030

Advisories: Chemistry G130

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.

BIOLOGY G185 - 4 Units**Principles of Zoology**

Advisories: Biology G180

The scientific study of animals and animal-like protists. This course focuses on ecological, evolutionary, anatomical and physiological relationships of major animal phyla and subkingdom Protozoa. Upon completion of this a student will have a broad foundation of kingdom Animalia, including embryology, body plan, life strategies, reproductive modes and life cycles of each animal phylum. A course long focus on ecology and evolutionary adaptations underscores our survey of animals. This course gives a solid background in animal science for those students preparing to transfer to a four-year institution or professional school (dental, pharmacy, or optometrist schools, for example). Lecture & lab. Letter grade only. Transferable to CSU; UC.

BIOLOGY G190 - 4 Units**General Botany**

Advisories: Biology G180

This course is designed to satisfy the major requirements for an Associate or Baccalaureate degree in the Biological Sciences. Biology G190 compliments Biology G180 and G185 as the third of three in a sequence of survey courses. Topics include: fundamentals of chemistry and biochemistry; cytology, with an emphasis on plant cytology; fundamentals of biological energy; catalysis, cellular respiration and photosynthesis; Mendelian and molecular genetics; ethnobotany; evolution and speciation; plant ecology; systematics and taxonomy, with light surveys of (taxonomic) Kingdoms Archaeobacteria, Eubacteria, Fungi, and Protista - emphasis is on Kingdom Plantae: plant histology, anatomy, physiology, morphology and diversity; and principles of plant culture (cultivation). Lecture & lab. Letter grade only. Transferable to CSU; UC.

BIOLOGY G200 - 3 Units**Pharmacology - Medications and Drugs**

Advisories: Biology G175

This course covers the classification of medications and basic principles of pharmacology from legislation and pharmacokinetics through receptor theory, pharmacodynamics and pharmacotherapeutics. Medications will be grouped by body systems and treatment options will be related to the pathophysiological state of the patient. Drug groups are discussed rather than individual medications, with emphasis on autonomic, central nervous system, and cardiovascular agents. Drugs affecting all body systems will be discussed. Lecture. Letter grade only. Transferable to CSU.

BIOLOGY G205 - 1 or 2 Units**Biology Laboratory Learning Skills**

Prerequisites: Instructor Permission

This is a course in which students will help peers in lab sections of Biology classes. After successfully completing a lab course, students will assist lab instructors by monitoring lab safety, clarifying lab skills and techniques, and explaining experiments that are presented. Students will prepare and present one or more oral and/or written presentations of topics not covered in lecture. This course is recommended for students interested in teaching science. This course may be taken 4 times. Lab. Letter grade only. Transferable to CSU.

BIOLOGY G210 - 5 Units**General Microbiology**

Advisories: Biology G100

Major concepts of general microbiology are discussed, including 1) prokaryotic and eukaryotic cell types, 2) structural organization of cells, 3) cellular metabolism, regulation of metabolism, and genetics, 4) host-parasite relationships, 5) microorganisms in human health and disease, 6) immunology and serology, 7) recombinant DNA technology, 8) growth of microbial cells, 9) controlling growth by chemical and physical means. Bacteria, fungi, algae, protozoa, and viruses are studied. Laboratory skills include: microscopy, staining techniques cultivation techniques, and aseptic techniques. Lecture & lab. Letter grade only. Transferable to CSU; UC.

BROADCAST & VIDEO PRODUCTION

BROADCAST & VIDEO PRODUCTION G100 - 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 G101 - 3 Units

History of Radio, Television, and Broadcasting

(Formerly known as: Television Production and Operations 101)

(Same as: Humanities G101)

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 G103 - 3 Units

Introduction to After Effects

(Formerly known as: BVP 103AD)

Advisories: Broadcast & Video Production G160. 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. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

BROADCAST & VIDEO PRODUCTION G104 - 3 Units

After Effects 2 - Creating Motion Graphics

(Formerly known as: BVP 104AD)

Advisories: Broadcast & Video Production G103

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. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

BROADCAST & VIDEO PRODUCTION G110 - 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 pass/no pass grade. Transferable to CSU.

BROADCAST & VIDEO PRODUCTION G111 - 3 Units

Writing for News Media

(Formerly known as: Television Production and Operations 111)

(Same as: Journalism G185)

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. Pass/no pass only. Transferable to CSU.

BROADCAST & VIDEO PRODUCTION G112 - 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. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

BROADCAST & VIDEO PRODUCTION G113 - 3 Units

Screenwriting for Film, Introduction

(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. This course may be taken 2 times. Lecture. Optional pass/no pass grade. Transferable to CSU.

BROADCAST & VIDEO PRODUCTION G114 - 3 Units

Screenwriting for Film, Intermediate

(Formerly known as: BVP 114AB)

Advisories: Broadcast and Video Production G113

This course covers intermediate screenwriting topics such as criticism of restorative three-act structure and a study of alternative structures, genre conventions and advanced principles of character and theme. The course allows students to complete and revise a feature screenplay. This course may be taken 2 times. Lecture. Optional pass/no pass grade. Transferable to CSU.

BROADCAST & VIDEO PRODUCTION G115 - 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 pass/no pass grade. Transferable to CSU.

BROADCAST & VIDEO PRODUCTION G120 - 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. This course may be taken 2 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

BROADCAST & VIDEO PRODUCTION G121 - 3 Units**Producing and Directing**

(Formerly known as: Television Production and Operations 202 AD)

Advisories: Broadcast and Video Production G120

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. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

BROADCAST & VIDEO PRODUCTION G122 - 3 Units**Television Production Workshop**

(Formerly known as: Television Production and Operations 122 AD)

Advisories: Broadcast & Video Production G120

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. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

BROADCAST & VIDEO PRODUCTION G130 - 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. This course may be taken 2 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

BROADCAST & VIDEO PRODUCTION G131 - 3 Units**Electronic Moviemaking 2**

(Formerly known as: Television Production and Operations 204AD)

Advisories: Broadcast & Video Production G130

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. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

BROADCAST & VIDEO PRODUCTION G140 - 3 Units**Screenwriting for Television, Introduction**

(Formerly known as: BVP 140AB)

This course is an introduction to writing for television. The course covers formats for dramas, sitcoms, multi-camera comedies and animation. Students will learn correct formatting using computer-based software as they develop an outline and write a script for an episode of a current series. This course may be taken 2 times. Lecture. Optional pass/no pass grade. Transferable to CSU.

BROADCAST & VIDEO PRODUCTION G150 - 3 Units**Introduction to Broadcast Announcing**

(Formerly known as: Television Production and Operations 150 & BVP 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 adlibbing. 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. This course may be taken 2 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

BROADCAST & VIDEO PRODUCTION G152 - 3 Units**Acting for the Camera**

(Formerly known as: Television Production and Operations 152)

(Same as: Theater Arts G110)

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 G153 - 3 Units**Introduction to Sportscasting**

(Formerly known as: Television Production and Operations 153 (1-4) & B)

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 adlibs, shooting and editing sports and preparing and producing sports-cast 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. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

BROADCAST & VIDEO PRODUCTION G160 - 3 Units**Introduction to Non-Linear Editing**

(Formerly known as: Television Production and Operations 160 & BVP 160)

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. This course may be taken 2 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

BROADCAST & VIDEO PRODUCTION G162 - 3 Units**Non Linear Editing 2**

(Formerly known as: Television Production and Operations 162 and 205 &)

Advisories: Broadcast & Video Production G160

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. This course may be taken 2 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

BROADCAST & VIDEO PRODUCTION G164 - 2 Units**3D Graphics Production**

(Formerly known as: Television Production and Operations 164AB & BVP 1)

(Same as: Art G173)

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. This course may be taken 2 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

BROADCAST & VIDEO PRODUCTION G170 - 3 Units**Introduction to DVD Menu Design and DVD Authoring**

(Formerly known as: BVP 170AB)

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. This course may be taken 2 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

BUSINESS**BUSINESS G100 - 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 G108 - 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 pass/no pass grade. UC Credit limitations: Maximum credit of one course for Business G108 and G110. Transferable to CSU; UC.

BUSINESS G110 - 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 pass/no pass grade. UC Credit limitations: Maximum credit of one course for Business G108 and G110. Transferable to CSU; UC.

BUSINESS G111 - 3 Units**Income Tax - Federal**

(Same as: Accounting G111)

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 pass/no pass grade. Transferable to CSU.

BUSINESS G112 - 3 Units**Real Estate Legal Aspects**

(Same as: Real Estate G120)

This course is an introduction to the laws dealing with the ownership and use of California Real Estate. Emphasis will be placed on problems commonly encountered in the purchase, sale, lease, and the rights and liabilities of the parties involved in real estate transactions. Lecture. Letter grade only. Transferable to CSU. May not be offered each semester.

BUSINESS G113 - 3 Units**Business Income Tax**

(Same as: Accounting G113)

Advisories: Accounting G111 or Business G111

Study of Federal Income Tax as it relates to small businesses, including recent and proposed tax changes. Lecture. Optional pass/no pass grade. Transferable to CSU. May not be offered each semester.

BUSINESS G121 - 3 Units**Personal Finance**

(Same as: Marketing G121)

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 G125 - 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 pass/no pass grade. Transferable to CSU.

BUSINESS G130 - 3 Units**Introduction to Business Writing**

(Formerly known as: Business 126/Management 126)

Advisories: Completion of English G010 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 pass/no pass grade. Transferable to CSU.

BUSINESS G139 - 3 Units**Business Communication**

(Formerly known as: Business 127/Management 127)

Prerequisites: English G100

This course focuses on the development and refinement of the written and oral communication skills that are necessary for success in today's dynamic business environment. Emphasis will be placed on solving simple-to-complex business problems through critical thinking, research, analysis, and evaluation and then communicating those results through effective planning, organizing, outlining, drafting, revising, and finalizing business documents. Students will also develop oral presentation skills as well as employment preparation and job-search techniques. Lecture. Letter grade only. Transferable to CSU.

BUSINESS G150 - 3 Units**Business Mathematics**

(Formerly known as: Business 050)

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 pass/no pass grade. Transferable to CSU.

BUSINESS G153 - 1.5 Units**Writing an Effective Business Plan**

(Same as: Management G153)

This course is designed to guide the student in the planning, preparation, and the completion of a successful business plan. The student will develop the tools and confidence in the writing of their own business plan which will serve as a guide in promoting growth, profitability, and social responsibility in achieving their business goals. Suitable for any current business owner or entrepreneur, business, management, or marketing student. This class is critical for contemporary business leaders and owners to understand how to develop a strong business plan that will be used to secure the business and provide a guideline for future growth and profitability. Lecture. Optional pass/no pass grade. Transferable to CSU.

BUSINESS G155 - 3 Units**Customer Service for the 21st Century**

(Same as: Management G155)

This course covers the skills, strategies, and techniques required in the 21st century for developing, improving, and delivering quality customer service to attract new customers, retain existing customers, and increase overall profitability within an organization. Lecture. Optional pass/no pass grade. Transferable to CSU.

BUSINESS G170 - 3 Units**Introduction to Business Software Solutions**

(Same as: Management G170, Computer Science G170)

This course will provide students with knowledge and understanding of current software systems that enable businesses to ship and deliver materials and services. It will survey practices in enterprise software solutions such as Enterprise Resource Planning, Supply Chain, and Customer Relationship Management. The course will provide an overview of the use of technology to improve productivity and efficiency which is an essential part of today's business landscape. Recommended for people desiring a future in Management, IT Management, Business or Accounting. Lecture. Optional pass/no pass grade. Transferable to CSU.

BUSINESS G172 - 3 Units**Introduction Global Logistics and Supply Chain Management**

(Same as: Management G172)

This course provides an introduction to the role and use of logistics and supply chain management for competitive advantage as it relates to global business. Topics include an overview of market entry, infrastructure, transportation methods, trade and payment terms, contracts, risk management, insurance and packing procedures, commercial documentation and customs clearance. Lecture. Optional pass/no pass grade. Transferable to CSU.

BUSINESS G174 - 3 Units**U.S. Physical Distribution and Logistics**

(Same as: Management G174)

This course provides an overview of the structure and management of the physical distribution system. Major topics include logistics and supply chain management and technologies, demand management and order processing, packaging, packing and materials handling. Related topics include transportation management, distribution center management, warehouse and plant location, inventory control, procurement, international logistics and analysis of logistics systems and controls. Lecture. Optional pass/no pass grade. Transferable to CSU.

BUSINESS G180 - 3 Units**Survey of International Trade**

(Same as: Marketing G180)

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 pass/no pass grade. Transferable to CSU.

BUSINESS G183 - 1 Unit**International Payments and Collections**

(Same as: Management G183)

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 600 Lecture. Optional pass/no pass grade. An eight-week course. Transferable to CSU.

BUSINESS G184 - 1 Unit**Mexico and NAFTA: A Business Perspective**

(Same as: Management G184)

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 pass/no pass grade. A six-week course. Transferable to CSU.

BUSINESS G185 - 3 Units**International Marketing**

(Same as: Marketing G185)

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 pass/no pass grade. Transferable to CSU.

BUSINESS G186 - 0.5 Units**International Marketing and the Internet**

(Same as: Marketing G186)

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 pass/no pass grade. Transferable to CSU.

BUSINESS G190 - 3 Units**Import Export Procedures**

(Same as: Management G190)

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 pass/no pass grade. Transferable to CSU.

BUSINESS G195 - 1 Unit**Regional Economic Integration**

(Same as: Management G195)

This course surveys the levels of economic integration between countries in the world including agreements between countries in a geographic region to reduce and ultimately remove tariff and non tariff barriers to the free flow of goods. Topics include services and factors of production between each other with specific focus on economic and

political reasons for integration. Patterns of international cooperation and opportunities and challenges for the United States businesses in developing successful sourcing, logistics and supply chain strategies will be explored. Lecture. Optional pass/no pass grade. Transferable to CSU.

BUSINESS G210 - 3 Units**Securities and Investments**

Principles of investments, risks/reward analysis, characteristics of stocks and bonds, overview of investment alternatives, role of mutual and money market funds. Lecture. Optional pass/no pass grade. Transferable to CSU.

CHEMISTRY**CHEMISTRY G110 - 5 Units****Introduction to Chemistry**

Prerequisites: Mathematics G010 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 G110 and G130; no credit if taken after Chemistry G180. Transferable to CSU; UC.

CHEMISTRY G130 - 4 Units**Introduction to Chemical Principles**

Prerequisites: Mathematics G010 or appropriate score on the Math Placement Assessment.

This course is an introduction to the principles and calculations of chemistry. Practice in basic laboratory techniques. It is designed specifically for students planning to take Chemistry G180 (General Chemistry). Lecture & lab. Letter grade only. UC Credit limitations: Maximum credit of one course for Chemistry G110 and G130; no credit if taken after Chemistry G180. Transferable to CSU; UC.

CHEMISTRY G180 - 5 Units**General Chemistry**

Prerequisites: Mathematics G030 or appropriate score on the Math Placement Assessment.

Advisories: Chemistry G130

This course covers stoichiometry, acids, bases, redox reactions, gas laws, solid and liquid states, changes of state, modern atomic concepts, periodicity and chemical bonding. It is intended for majors and minors in science and engineering. The laboratory portion of the course provides an application of lecture concepts in the laboratory and further practice in quantitative/qualitative laboratory methods. Letter grade is the only option in this course. Lecture & lab. Letter grade only. Transferable to CSU; UC.

CHEMISTRY G185 - 5 Units**General Chemistry**

Prerequisites: Chemistry G180

This course provides an introduction to kinetics, principles and types of chemical equilibria, acids and bases, thermochemistry, electrochemistry, coordination compounds, nuclear chemistry and nomenclature of organic compounds. Lecture & lab. Letter grade only. Transferable to CSU; UC.

CHEMISTRY G220 - 5 Units**Organic Chemistry**

Prerequisites: Chemistry G185

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 G225 - 5 Units**Organic Chemistry**

Prerequisites: Chemistry G220

A continuation of Chemistry G220 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 G180 - 5 Units****Elementary Chinese**

Fundamentals of Chinese grammar, reading, writing and speaking simple Chinese. Native speakers are eligible for Chinese G180 only by permission of instructor. This course is equivalent to two years of high school Chinese. Lecture & lab. Optional pass/ no pass grade. Transferable to CSU; UC.

CHINESE G185 - 5 Units**Elementary Chinese**

Prerequisites: Chinese G180

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 pass/no pass grade. Transferable to CSU; UC.

CHINESE G280 - 4 Units**Intermediate Chinese**

Prerequisites: Chinese G185

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 G185. The Mandarin dialect will be emphasized with minor attention given to the Cantonese and Shanghai dialects. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

COLLEGE SUCCESS**COLLEGE G050 - 1 Unit****Introduction to Online Learning**

Using computer tools, online course systems, and MyGWC, students will develop skills that will enable them to successfully complete distance learning programs. This course addresses the online technical competencies and computer skills needed for distance learning success. Lecture. Pass/no pass only. Not transferable, not degree applicable.

COLLEGE G090 - 3 Units**Study Skills for College**

Advisories: ESL 051

This course introduces students to basic college success skills: goal setting and time management, memory and concentration, lecture note-taking, learning styles, reading effectiveness, test taking strategies, and stress management. Students will learn how to integrate these skills into college course work. Lecture. Optional pass/no pass grade. Not transferable, not degree applicable.

COLLEGE G100 - 3 Units**Becoming A Successful Student**

Advisories: English G010

This is a course designed to teach techniques and skills that can be used to succeed in college. Students will learn specific skills to enhance academic success and will develop their own action plans through self-evaluation. Additionally, students will learn and apply college level techniques for the use of resources. Topics that will be covered include attitude and personal commitment, goal setting, problem solving, decision making, time-management, learning styles, student support services, academic support services, study methods, library research. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

COLLEGE G151 - 1 Unit**How to Succeed as an Online Learner**

This course provides an orientation to the characteristics and processes of distance learning. Students will explore the differences between traditional classroom and distance learning courses. They will learn how to anticipate, avoid, and/or solve typical problems encountered in distance learning environments. Students will learn practical strategies and skills to help them succeed in online and hybrid classes. Lecture. Pass/no pass only. Transferable to CSU.

COMMUNICATION STUDIES**COMMUNICATION STUDIES G020 - 3 Units****Intermediate Pronunciation Skills for Non-Native Speakers of English**

(Formerly known as: Speech Communication 020AB & COMM 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. This course may be taken 2 times. Lecture. Optional pass/no pass grade. Not transferable, not degree applicable.

COMMUNICATION STUDIES G055 - 3 Units**Speaking and Listening, Intermediate Conversation & Classroom Communication**

(Formerly known as: Speech Communication 025AB and 055AB & COMM 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. This course may be taken 2 times. Lecture. Optional pass/no pass grade. Not transferable, not degree applicable.

COMMUNICATION STUDIES G090 - 3 Units**Speaking and Listening, Advanced Skills for Second Language Speakers**

(Formerly known as: Speech Communication 090AB & COMM 090AB)

This course focuses on more advanced American communication 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 Communication Studies G020 or G050 and who want to improve their communication skills prior to enrolling in transfer level communication courses. This course may be taken 2 times. Lecture. Optional pass/no pass grade. Not transferable, not degree applicable.

COMMUNICATION STUDIES G091 - 5 Units**Communication for Health Care Professions**

(Same as: ESL G091, NURSG G091)

Advisories: ESL G053 or Placement of ESL G063

This is listening and speaking course designed for health care students and professionals in all health fields with intermediate English language proficiency. The course develops all language skills but emphasizes listening and speaking on themes such as career options and requirements in health care, patient-centered communication techniques, interaction patterns among health co-workers, and effectiveness in culturally diverse health care contexts in the U.S. Lecture & lab. Pass/no pass only. Not transferable, not degree applicable.

COMMUNICATION STUDIES G100 - 3 Units**Interpersonal Communication**

(Formerly known as: Speech Communication 100)

This course is a survey of the process, analysis and theory of one-to-one oral communication. Content areas include self-concept, perception, cultural influences, listening, verbal messages, nonverbal messages, conversation, relational development and conflict management. Students will learn theories that explain human communication behavior and in addition will be required to practice effective interpersonal communication skills in various contexts. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

COMMUNICATION STUDIES G108 - 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 pass/no pass grade. Transferable to CSU; UC.

COMMUNICATION STUDIES G110 - 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 pass/no pass grade. UC Credit Limitations: Speech G110 and G110H combined--maximum credit, one course Transferable to CSU; UC.

COMMUNICATION STUDIES G110 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 G112 - 3 Units**Small Group Dynamics**

(Formerly known as: Speech Communication 200 and 112)

This course is recommended for all Communication Studies majors. Emphasis is on the basic principles and skills of discussion in groups. Helpful to those who may have classes or situations requiring group projects or group decision-making. Study and practice in informative, problem-solving and study groups, as well as the effects of group dynamics and communication variables on discussion groups. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

COMMUNICATION STUDIES G175 - 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 pass/no pass grade. Transferable to CSU; UC.

COMMUNICATION STUDIES G190 - 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 pass/no pass grade. Transferable to CSU; UC.

COMMUNICATION STUDIES G220 - 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 pass/no pass grade. Transferable to CSU; UC. May not be offered each semester.

COMMUNICATION STUDIES G225 - 3 Units**Negotiation and Mediation**

(Same as: Peace Studies G225)

Advisories: Communication Studies G100

This course presents theories and skills to address and settle conflict situations by utilizing the negotiation and mediation processes. The student will learn how to assess conflict situations and determine the appropriateness of negotiation and mediation. Students will learn theories and skills through lecture, role playing, dialogue and in-class simulations. Students will also examine different contexts for negotiation and mediation including family, school, community and business situations. Videos and student presentations of negotiation and conflict resolution topics complement the lectures, simulations and role playing. Lecture. Optional pass/no pass grade.

COMMUNICATION STUDIES G260 - 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 pass/no pass grade. Transferable to CSU.

COMPUTER BUSINESS APPLICATIONS**COMPUTER BUSINESS APPLICATIONS G100 - 3 Units****Computer Keyboarding, Introduction--Parts 1, 2 and 3**

(Same as: Computer Business Applications G101, G102, and G103)

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 pass/no pass grade. Transferable to CSU.

COMPUTER BUSINESS APPLICATIONS G101 - 1 Unit**Computer Keyboarding, Introduction, Part 1**

(Same as: first third of Computer Business Applications G100)

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 pass/no pass grade. Transferable to CSU.

COMPUTER BUSINESS APPLICATIONS G102 - 1 Unit**Computer Keyboarding, Introduction, Part 2**

(Same as: middle third of Computer Business Applications G100)

Advisories: Computer Business Applications G101

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 pass/no pass grade. Transferable to CSU.

COMPUTER BUSINESS APPLICATIONS G103 - 1 Unit**Computer Keyboarding, Introduction, Part 3**

(Same as: last third of Computer Business Applications G100)

Advisories: Computer Business Applications G102

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 pass/no pass grade. Transferable to CSU.

COMPUTER BUSINESS APPLICATIONS G104 - 1 Unit**Computer Keyboarding Speed and Accuracy Development**

Advisories: Computer Business Applications G103

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. This course may be taken 4 times. Lab. Pass/no pass only. Transferable to CSU.

COMPUTER BUSINESS APPLICATIONS G105 - 3 Units**Computer Keyboarding, Intermediate, Parts 1, 2 and 3**

(Same as: Computer Business Applications G106, G107, and G108)

Advisories: Computer Business Applications G100 or G103

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 pass/no pass grade. Transferable to CSU.

COMPUTER BUSINESS APPLICATIONS G106 - 1 Unit**Computer Keyboarding, Correspondence, Part 1**

(Same as: first third of Computer Business Applications G105)

Advisories: Computer Business Applications G100 or G103

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 pass/no pass grade. Transferable to CSU.

COMPUTER BUSINESS APPLICATIONS G107 - 1 Unit**Computer Keyboarding, Tables and Business Forms, Part 2**

(Same as: middle third of Computer Business Applications G105)

Advisories: Computer Business Applications G100 or G103

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 pass/no pass grade. Transferable to CSU.

COMPUTER BUSINESS APPLICATIONS G108 - 1 Unit**Computer Keyboarding, Manuscript Reports, Part 3**

(Same as: last third of Computer Business Applications G105)

Advisories: Computer Business Applications G100 or G103

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 pass/no pass grade. Transferable to CSU.

COMPUTER BUSINESS APPLICATIONS G115 - 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 pass/no pass grade. Transferable to CSU.

COMPUTER BUSINESS APPLICATIONS G117 - 3 Units**Proofreading Skills**

Advisories: Computer Business Applications G101 or keyboarding speed of 35 words a minute.

This course is designed to develop or improve proofreading skills for business or personal use, and includes units in proper use of the dictionary, proofreading for typographical errors, and proofreading for effective communication. This course also includes exercises in proofreading for errors in spelling, word division, format, capitalization, expression of numbers, punctuation, grammatical construction, and word usage. Lecture. Optional pass/no pass grade. Transferable to CSU.

COMPUTER BUSINESS APPLICATIONS G119 - 3 Units**Administrative Business Procedures**

(Formerly known as: Office Procedures)

Advisories: Computer Business Applications G101 or keyboarding speed of 35 words a minute.

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 pass/no pass grade. Transferable to CSU. May not be offered each semester.

COMPUTER BUSINESS APPLICATIONS G120 - 2 Units**QuickBooks Pro**

QuickBooks Pro is a Business Accounting course designed to assist the student and entrepreneur interested in using the computer to keep accounting books in good order and in making sound business decisions based on financial reports. Business accounting records are set up to handle chart of accounts, merchandise, customers and receivables, vendors and payables, banking, and reports. Lecture & lab. Optional pass/no pass grade. An eight-week course. Transferable to CSU.

COMPUTER BUSINESS APPLICATIONS G121 - 2 Units**Certified Business Professional: Office Systems and Technology**

This course is designed for students and/or administrative assistants who are preparing to take the Certified Administrative Professional or Certified Professional Secretary exam. Others who may not be planning to take the CAP or 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 Part 1: Office Administration of the CAP and CPS exams including the broad topics of Computer Hardware, Systems, and Configuration; Document Layout, Design, and Reproduction; Software; and Managing Physical Resources. Lecture. Optional pass/no pass grade. Transferable to CSU.

COMPUTER BUSINESS APPLICATIONS G122 - 2 Units**Certified Business Professional: Office Administration**

This course is designed for students and/or administrative assistants who are preparing to take the Certified Administrative Professional or Certified Professional Secretary exam. Others who may not be planning to take the CAP or 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 Part 2: Office Administration of the CAP and CPS exams including the broad topics of Records Management and Communications. Lecture. Optional pass/no pass grade. Transferable to CSU.

COMPUTER BUSINESS APPLICATIONS G123 - 2 Units**Certified Business Professional: Management**

This course is designed for students and/or administrative assistants who are preparing to take the Certified Administrative Professional or Certified Professional Secretary exam. Others who may not be planning to take the CAP or 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 Part 3: Management of the CAP and CPS exams including the broad topics of Human Resources, Accounting Procedures and Analysis, Time Management, and Communication. Lecture. Optional pass/no pass grade. Transferable to CSU.

COMPUTER BUSINESS APPLICATIONS G124 - 2 Units**Certified Business Professional: Advanced Organizational Management**

This course is designed for students and/or administrative assistants who are preparing to take the Certified Administrative Professional exam. Others who may not be planning to take the CAP 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 Part 4: Advanced Organizational Management of the CAP exam including the broad topics of Organizational Planning, Advanced Administration, Team Skill, and Advanced Communication. Lecture. Optional pass/no pass grade. Transferable to CSU.

COMPUTER BUSINESS APPLICATIONS G145 - 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 pass/no pass grade. Eight-week course. Transferable to CSU.

COMPUTER BUSINESS APPLICATIONS G149 - 2 Units**Outlook**

Students will learn to use and customize Outlook, a personal information manager and e-mail program. Students will use Outlook to manage schedules, store information about contacts, keep track of tasks to be completed, and send and receive e-mail messages. Students will use Outlook to organize work in order to automatically prepare task lists, share calendars and schedules with others, and ensure data remains safe and under control. Students will also explore using Outlook to integrate with other technologies such as Project, OneNote, SharePoint Services, Mobile Service, and Really Simple Syndication (RSS) feeds and blogs. This course may be taken four times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

COMPUTER BUSINESS APPLICATIONS G150 - 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 pass/no pass grade. Eight-week course. Transferable to CSU.

COMPUTER BUSINESS APPLICATIONS G151 - 1.5 Units**Windows, Intermediate**

Advisories: Computer Business Applications G150 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 pass/no pass grade. Eight-week course. Transferable to CSU.

COMPUTER BUSINESS APPLICATIONS G155 - 2 Units**WORD, Introduction**

Advisories: Keyboarding experience would be helpful.

Students will learn to create letters, memos, tables, outlines, and long documents using writing tools and formatting features such as the Office Button, Ribbon, Quick Access Toolbar, Ruler, and Status Bar. Students will also learn how to set and change margins and tabs; work with wizards, templates, mail merge, styles, and other resources including Microsoft Media Gallery and the Internet to create more attractive documents. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

COMPUTER BUSINESS APPLICATIONS G156 - 2 Units**WORD, Intermediate**

Advisories: Computer Business Applications G155

Students will build on a knowledge of the basic features of WORD to create newsletters, tables, forms, and other business documents using the drawing toolbar, clip art, columns, typography, and object linking and embedding to enhance document production; create websites using basic HTML (Hypertext Markup Language) and the Web Page Wizard; record, run, view and edit simple macros. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

COMPUTER BUSINESS APPLICATIONS G157 - 2 Units**WORD, Advanced**

Advisories: Computer Business Applications G156

Students will build on their knowledge of the basic and intermediate features of WORD to produce agendas, letterheads, envelopes, business cards, contact disk labels, calendars, flyers and announcements, brochures, and other specialty documents. 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 may be taken 4 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

COMPUTER BUSINESS APPLICATIONS G160 - 2 Units**EXCEL, Introduction**

Students will learn how to create, edit, and design professional looking spreadsheets and charts using various formulas and functions such as SUM, AVERAGE, PMT, and FV; gain proficiency in importing data from a Web query and using various commands to facilitate and implement decision making with spreadsheets. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. Eight-week course. Transferable to CSU.

COMPUTER BUSINESS APPLICATIONS G161 - 2 Units**EXCEL, Intermediate**

Advisories: Computer Business Applications G160

Students will learn the intermediate features of consolidating data from multiple worksheets and workbooks; linking worksheets and workbooks, creating and sorting lists of data; using the Scenario Manager for decision making; using intermediate functions and database functions, creating pivot tables and pivot charts; recording and editing macros; integrating EXCEL with other Windows applications and the World Wide Web. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

COMPUTER BUSINESS APPLICATIONS G165 - 2 Units**ACCESS, Introduction**

Students will be introduced to database terminology and basic characteristics of an ACCESS database. Students will use ACCESS to design, create, and edit tables, forms, queries, and reports; import data from EXCEL workbooks into an ACCESS database; use Microsoft Graph to create charts in forms or reports; create a PivotTable and associated PivotChart; use the Switchboard Manager to create and/or modify a switchboard; use ACCESS utilities to compact and repair a database; convert a database to a previous version of ACCESS. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

COMPUTER BUSINESS APPLICATIONS G166 - 2 Units**ACCESS, Intermediate**

Advisories: Computer Business Applications G165

Students will learn intermediate features of ACCESS to define and implement various types of relationships in the design of a database. Students will create main and sub forms; create queries based on multiple tables; caret and modify switchboards; link tables; create and record macros to automate an application, and use VBA (Visual Basic for Applications) in creating an ACCESS application. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

COMPUTER BUSINESS APPLICATIONS G170 - 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, and interface PowerPoint with other applications and the Internet. This course is designed for students who wish an in-depth introduction to PowerPoint presentation software. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. Eight-week course. Transferable to CSU.

COMPUTER BUSINESS APPLICATIONS G171 - 2 Units**PowerPoint, Intermediate**

Advisories: Computer Business Applications G170.

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. Intermediate and advanced features such as comments, attachment sending, linking and/or importing WORD and EXCEL, multiple reviewers and merging presentations, adding hyperlinks and action buttons, and customizations will also be presented. Internet experience would be helpful. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

COMPUTER BUSINESS APPLICATIONS G175 - 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 pass/no pass grade. Transferable to CSU.

COMPUTER BUSINESS APPLICATIONS G177 - 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 pass/no pass grade. Transferable to CSU.

COMPUTER BUSINESS APPLICATIONS G181 - 4 Units**OFFICE**

Advisories: Computer Business Applications G150 and G155 or G160 or G165
This course covers computer business applications used in today's businesses using the core interface features to create and edit various business documents. Students will learn how to create documents using Word; create spreadsheets and analyze data using Excel; create and track information using Access; and create professional presentations using PowerPoint. Students will also learn how to integrate files and data among Word, Excel, Access, and PowerPoint. This course uses certified courseware and prepares students for the Microsoft Certified Application Specialist Exam (MCAS). This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

COMPUTER BUSINESS APPLICATIONS G182 - 2 Units**OFFICE, Introduction**

This course provides hands-on experience using the core interface features of creating, editing, saving, and printing WORD, EXCEL, ACCESS, and POWERPOINT files. Creating and editing documents in WORD; entering and editing formulas, and creating charts in EXCEL; adding and editing records and tables, and creating queries and forms in ACCESS; opening, editing, saving, printing, and presenting a POWERPOINT presentation. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

COMPUTER BUSINESS APPLICATIONS G183 - 4 Units**Office, Intermediate**

Advisories: CBA G181 or equivalent
Students will learn computer business applications used in today's businesses using advanced features of the Office Suite to create, edit, and format various business documents. Students will learn how to create, format, and modify documents using Word; create and modify spreadsheets and analyze data using Excel; create and report information using Access; and create, enhance, and deliver professional presentations using PowerPoint. This course may be taken four times. Advisory: CBA G181 or equivalent
Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

COMPUTER BUSINESS APPLICATIONS G190 - 1.5 Units**Internet, Introduction**

Advisories: Computer Business Applications G150
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 pass/no pass grade. Eight-week course. Transferable to CSU.

COMPUTER BUSINESS APPLICATIONS G192 - 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 pass/no pass grade. Transferable to CSU.

COMPUTER BUSINESS APPLICATIONS G193 - 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 pass/no pass grade. Transferable to CSU.

COMPUTER BUSINESS APPLICATIONS G194 - 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 G195 - 1.5 Units**Acrobat, Introduction**

This course is designed for students who wish an introductory, hands-on experience with Adobe Acrobat software, which has become the essential tool for universal electronic document exchange. Students will learn to convert existing documents to an interactive multi-platform Portable Document Format (PDF) file that can be distributed electronically; to create Adobe PDF from Web pages; to use Acrobat Professional in the document review cycle; to put documents online; and to use Acrobat to fill out forms. With Adobe Acrobat students will be able to publish any document in PDF, preserving the exact look and content of the original and making its content available to any user who has downloaded the free Acrobat Reader computer program readily available on the Internet. Lecture & lab. Optional pass/no pass grade. Eight-week course. Transferable to CSU. May not be offered each semester.

COMPUTER BUSINESS APPLICATIONS G196 - 2 Units**Overview of Web Design**

This course presents an overview of the fundamentals of Web design including some of the broad concepts and practices necessary for good Web design. Students will briefly review the historical, technical, and practical aspects of Web design, and will be introduced to basic Web design concepts. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

COMPUTER BUSINESS APPLICATIONS G197 - 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 pass/no pass grade. Eight-week course. Transferable to CSU. May not be offered each semester.

COMPUTER BUSINESS APPLICATIONS G198 - 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 pass/no pass grade. Transferable to CSU.

COMPUTER BUSINESS APPLICATIONS G900 - 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 G101 - 3 Units

Computer Literacy

This course is designed to provide students with a brief overview of computing concepts and terminology. It will acquaint the student with the social implications of pervasive computer technology in our society. A good course for the student who wants a first experience in computing. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

COMPUTER SCIENCE G102 - 4 Units

Computer Software Development, Introduction

This course will introduce students to the basic principles of computers and software development. Computer architecture concepts and principles of operation, operating systems basics, file management, and software development principles will be discussed, demonstrated and practiced. Common programming languages, including Java, C, C++, and Visual Basic will be discussed and small programs in each language will be written. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

COMPUTER SCIENCE G121 - 4 Units

Creating Game Artwork, Introduction

(Formerly known as: COMPSC121AD)

Advisories: Computer Science G130

This course is a study in the process of computer game artwork and animation. Students will be introduced to the basic building blocks of 3D game artwork and the process of its creation. Concepts of graphics objects, rendering, shading, alpha blending, texture mapping, and materials will be discussed. Students will learn hands on 3D computer modeling techniques as well as texture map creation using a digital imaging software and UV mapping tools. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

COMPUTER SCIENCE G127 - 4 Units

Introduction to Programming with PHP and MySQL

(Formerly known as: COMPSC127AD)

Advisories: Comp Sc G102 or Comp Sc G130

This course will cover the fundamentals of Web-based software development using the PHP scripting language together with HTML and MySQL Open Source Database. The process of software development will be discussed to include: designing, writing source code, executing, and testing and debugging. Data types, arithmetic and logical expressions, debugging, looping, branching, modularization, simple database access, simple database structures and simple HTML will be discussed in lectures and practiced through lab projects. Web-based Internet applications will be designed and created. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade.

COMPUTER SCIENCE G130 - 4 Units

Survey of Computer Science/Information Technology

This class surveys computer science and information technology with emphasis on computer business applications. The student will be exposed to computer concepts including components of a computer, operating systems, utility programs, terminology, communications, networking, internet usage, ethical issues and computer application software, such as word processing, spreadsheets, database, database query and presentation software. The student will complete projects in a desktop computer environment. Lecture & lab. Optional credit/no credit or grade. Transferable to CSU; UC. (CAN BUS 6) Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

COMPUTER SCIENCE G135 - 4 Units

UNIX/Linux Operating System

(Formerly known as: COMP SC 135AD)

Advisories: Computer Science G102 or Computer Science G103

This course provides an overview of UNIX / Linux Operating System. Students will learn concepts such as file system, variables and permissions, plus file and directory management commands, editors, filters, links and redirection. Lab sessions will be provided to practice and finish home works executing UNIX / Linux commands, both in the shell and the Graphical User Interface (GUI) environments. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

COMPUTER SCIENCE G145 - 4 Units

C Language Programming

(Formerly known as: 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 pass/no pass grade. Transferable to CSU; UC.

COMPUTER SCIENCE G147 - 4 Units

Game Programming, Introduction

(Formerly known as: COMPSC147AD and Introduction to Game Programming)

Advisories: Computer Science G177 or G178

This course is designed to study the principles of computer game development. Students will be introduced to the basic building blocks of computer games and learn about the various game engines. Concepts of graphics objects, rendering, shading, transformation, alpha blending, stenciling, texture, and materials will be discussed and practiced. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

COMPUTER SCIENCE G148 - 4 Units

Game Programming, Intermediate

(Formerly known as: COMPSC148AD and Intermediate Game Programming)

Advisories: Computer Science G147

This course will present intermediate techniques and principles in developing computer games. Students will study and develop custom game engines, experiment with custom shaders using HLSL (High-Level Shading Language), interact with gaming input devices, study object motion and collision, integrate sound, and build and import characters using animation software. Visual Studio .Net will be used to create managed DirectX programs on the Windows platform. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU. Offered spring semester only.

COMPUTER SCIENCE G149 - 4 Units

Game Programming, Advanced

Advisories: Computer Science G148

This course will present advanced techniques and principles in developing multiplayer computer games. Students will study and develop advanced game engines, optimized 3D rendering sub-systems, Level Editors, and artificial intelligence algorithms for multiplayer online games. Visual Studio .Net and DirectX will be used to create multiplayer games on the Windows platform. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

COMPUTER SCIENCE G150 - 4 Units**Mobile Game Programming**

(Formerly known as: COMP SC150AD)

Advisories: Computer Science G148

This course will cover the principles of video game development for mobile devices. Students will be introduced to the basic building blocks of mobile platforms and the tools and components available for developing video games for these platforms. Concepts of graphics libraries, simulation tools, debugging facilities, memory and performance limitations, and development methodologies will be discussed and practiced. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

COMPUTER SCIENCE G153 - 4 Units**Java Programming, Introduction**

(Formerly known as: COMPSC153AD and Introduction to Programming with J)

Advisories: Computer Science G102, Math G030

This course will cover the fundamentals of software development using the Java Language. The discussions of software development process will include: designing, writing source code, compiling, linking, executing, and debugging. Data types, arithmetic and logical expressions, debugging, looping, branching, modularization, dynamic memory allocation, classes and objects will be discussed in lectures and practiced through lab projects. Both console and GUI-based (Graphical User Interface) applications will be designed and created. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. UC Credit limitations: Computer Science G153 and G174 combined maximum credit, one course. Transferable to CSU; UC.

COMPUTER SCIENCE G154 - 4 Units**Java Data Structures, Advanced**

Advisories: Computer Science G153

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 pass/no pass grade. Transferable to CSU; UC. Offered spring semester only.

COMPUTER SCIENCE G170 - 3 Units**Introduction to Business Software Solutions**

(Same as: Business G170, Management G170)

This course will provide students with knowledge and understanding of current software systems that enable businesses to ship and deliver materials and services. It will survey practices in enterprise software solutions such as Enterprise Resource Planning, Supply Chain, and Customer Relationship Management. The course will provide an overview of the use of technology to improve productivity and efficiency which is an essential part of today's business landscape. Recommended for people desiring a future in Management, IT Management, Business or Accounting. Lecture. Optional pass/no pass grade. Transferable to CSU.

COMPUTER SCIENCE G171 - 4 Units**SQL Programming, Introduction**

(Formerly known as: Introduction to SQL)

Advisories: Computer Science G145 or G153

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 pass/no pass grade. Transferable to CSU.

COMPUTER SCIENCE G175 - 4 Units**C++ Programming**

(Formerly known as: COMPSC175AD and Programming with C++)

Advisories: Computer Science G102, Math G030

This course will cover the fundamentals of software development using the C++ Language. The discussions of software development process will include: designing, writing source code, compiling, linking, executing, and debugging. Data types, arithmetic and logical expressions, debugging, looping, branching, modularization, static and dynamic memory allocation, classes and objects will be discussed in lectures and practiced through lab projects. Both console and GUI-based (Graphical User Interface) applications will be designed and created. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

COMPUTER SCIENCE G176 - 4 Units**Java Database Programming**

(Formerly known as: Database Programming with Java)

Advisories: Computer Science G154

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 pass/no pass grade. Transferable to CSU.

COMPUTER SCIENCE G177 - 4 Units**Visual Basic.NET**

(Formerly known as: COMPSC177AD)

Advisories: Computer Science G153 or G175

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 and Web-based applications. This course prepares students for Microsoft.NET Framework Web-Based Development Certificate and Windows Client Development Certificate. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

COMPUTER SCIENCE G178 - 4 Units**Visual C#.NET**

(Formerly known as: COMPSC178AD)

Advisories: Computer Science G153 or G175

This course will cover software development in the Microsoft .NET framework. Visual C# .NET will be used as the development tool to discuss and practice Windows-based applications and Web-based applications. This course prepares students for Microsoft.NET Framework Web-Based Development Certificate and Windows Client Development Certificate. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

COMPUTER SCIENCE G185 - 3 Units**World Wide Web**

Advisories: Computer Science G130

Discussions will include: the history, present status, and future trends of global communications via the Internet; network topologies and communication protocols; and Internet servers (World Wide Web, gopher, etc.). Student will search the Internet's cyberspace, create HTML (HyperText Markup Language) pages, learn Visual Basic Scripting and Java Scripting, understand e-mail, Gopher, File Transfer Protocol, and various other internet related tools and utilities. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

COMPUTER SCIENCE G189 - 4 Units**Data Structures with C++**

Advisories: Computer Science G175

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 pass/no pass grade. Transferable to CSU; UC. Offered spring semester only.

COMPUTER SCIENCE G195 - 4 Units**Client-Server Application Development**

Advisories: Computer Science G177

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 pass/no pass grade. Transferable to CSU.

COMPUTER SCIENCE G196 - 4 Units**Web Programming with .NET**

(Formerly known as: COMPSC196AD)

Advisories: Computer Science G177 or G178

Students will study and build eCommerce and eBusiness applications using various tools, languages, & utilities to include: Visual Basic .Net, C#, Code Behind, Active Server Pages.Net, ActiveX Data Objects.Net, Structured Query Language (SQL) & Common Gateway Interface. Web services will be discussed and implemented using XML, SOAP, WSDL, & UDDI. This course prepares students for Microsoft .NET Framework Web-Based Development Certificate. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

COMPUTER SCIENCE G198 - 4 Units**Enterprise Java Development with J2EE**

Advisories: Computer Science G154

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 pass/no pass grade. Transferable to CSU.

COOPERATIVE WORK EXPERIENCE**COOPERATIVE WORK EXPERIENCE G100 - 1 Unit****Personal Career Seminar**

(Formerly known as: CO-OP 089 AD, CO-OP 100AD)

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. This course may be taken 4 times. Lecture. Optional pass/no pass grade. Transferable to CSU. May not be offered each semester.

COOPERATIVE WORK EXPERIENCE G101 - G104 - 1-4 Units**Cooperative Work Experience**

(Formerly known as: CO-OP 091 AD - 094 AD, CO-OP 101AD-104AD)

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. This course may be taken 4 times. Letter grade only. Transferable to CSU.

COSMETOLOGY**COSMETOLOGY G001 - 2 Units****Related Theory, Freshman Level I**

(Formerly known as: COSMET 001)

Corequisites: Cosmetology G002

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 G002 - 6 Units**Cosmetology, Freshman Level I**

(Formerly known as: COSMET 002)

Corequisites: Cosmetology G001

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. Lecture & lab. Letter grade only. A nine-week course.

COSMETOLOGY G003 - 2 Units**Related Theory, Intermediate Level II**

(Formerly known as: COSMET 003)

Prerequisites: Cosmetology G001 and G002

Corequisites: Cosmetology G004

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 G004 - 6 Units**Cosmetology, Intermediate Level II**

(Formerly known as: COSMET 004)

Prerequisites: Cosmetology G001 and G002

Corequisites: Cosmetology G003

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 G005 - 2 Units**Related Theory, Advanced Level III-A**

(Formerly known as: COSMET 005)

Prerequisites: Cosmetology G003 and G004

Corequisites: Cosmetology G006

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 G006 - 6 Units**Cosmetology, Advanced Level III-A**

(Formerly known as: COSMET 006)

Prerequisites: Cosmetology G003 and G004

Corequisites: Cosmetology G005

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 G007 - 2 Units**Related Theory, Advanced Level III-B**

(Formerly known as: COSMET 007)

Prerequisites: Cosmetology G005 and G006

Corequisites: Cosmetology G008

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 G008 - 6 Units**Cosmetology, Advanced Level III-B**

(Formerly known as: COSMET 008)

Prerequisites: Cosmetology G005 and G006

Corequisites: Cosmetology G007

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 G009 - 2 Units**Related Theory, Advanced Level III-C**

(Formerly known as: COSMET 009)

Prerequisites: Cosmetology G007 and G008

Corequisites: Cosmetology G010

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 G010 - 6 Units**Cosmetology, Advanced Level III-C**

(Formerly known as: COSMET 010)

Prerequisites: Cosmetology G007 and G008

Corequisites: Cosmetology G009

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 G077 - 18 Units**Esthetician**

(Formerly known as: COSMET 077)

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. No transfers accepted from other programs. Lecture & lab. Letter grade only.

COUNSELING**COUNSELING G100 - 1.5 Units****Career Planning**

(Formerly known as: CONSL 100)

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. Pass/no pass only. An eight-week course Transferable to CSU.

COUNSELING G103 - 1 Unit**Educational Planning for Student Success**

(Formerly known as: CONSL 103)

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. Pass/no pass only. A six-week course. Transferable to CSU.

COUNSELING G104 - 3 Units**Career and Life Planning: A Holistic Approach**

(Formerly known as: CONSL 104)

This is an extensive career and life planning course within the broad perspective of psychological, sociological, and physiological theories. Emphasis will be placed on self-esteem/self-concept, values, motivation, gender and cultural issues in the workplace and global economies through a holistic approach. Students engage in a variety of self-discovery initiatives exploring personal interests, values and abilities. With this information, students utilize various exploration techniques to define and clarify educational and career plans. In addition, various methods of researching academic and career opportunities are explored. Lecture. Optional pass/no pass grade. Transferable to CSU.

COUNSELING G199 - 0.5-2 Units**Counseling Topics**

(Formerly known as: CONSL 199AD)

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. This course may be taken 4 times. Lecture. Pass/no pass only. Transferable to CSU.

CRIMINAL JUSTICE**CRIMINAL JUSTICE G001 - 0.25-0.5 Units****Community Oriented Policing**

(Formerly known as: CJ 050-1AD)

Prerequisites: Criminal Justice G064

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. Pass/no pass only. One-week course.

CRIMINAL JUSTICE G002 - 0.25-0.5 Units**Tactical Training**

(Formerly known as: CJ 050-02AD)

Prerequisites: Criminal Justice G064

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. Pass/no pass only. One-week course.

CRIMINAL JUSTICE G003 - 0.25-0.5 Units**Legislative Mandates**

(Formerly known as: CJ 050-3AD)

Prerequisites: Criminal Justice G064

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. Pass/no pass only. One-week course.

CRIMINAL JUSTICE G004 - 0.25-0.5 Units**Firearms Training**

(Formerly known as: CJ 050-4AD)

Prerequisites: Criminal Justice G064

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. Pass/no pass only. One-week course.

CRIMINAL JUSTICE G005 - 0.25-0.5 Units**Arrest and Control Techniques**

(Formerly known as: CJ 050-5AD)

Prerequisites: Criminal Justice G064

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. Pass/no pass only. One-week course.

CRIMINAL JUSTICE G006 - 0.25-0.5 Units**Impact Weapons Training**

(Formerly known as: CJ 050-6AD)

Prerequisites: Criminal Justice G064

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. Pass/no pass only. One-week course.

CRIMINAL JUSTICE G007 - 0.25-0.5 Units**EMS Requirements**

(Formerly known as: CJ 050-7AD)

Prerequisites: Criminal Justice G064

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. Pass/no pass only. One-week course.

CRIMINAL JUSTICE G008 - 0.25-0.5 Units**Legal/Penal Code Updates**

(Formerly known as: CJ 050-8AD)

Prerequisites: Criminal Justice G064

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. Pass/no pass only. One-week course.

CRIMINAL JUSTICE G009 - 0.25-0.5 Units**Health and Safety Code Updates**

(Formerly known as: CJ 050-9AD)

Prerequisites: Criminal Justice G064

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. Pass/no pass only. One-week course.

CRIMINAL JUSTICE G010 - 0.25-0.5 Units**Investigative Procedure Update**

(Formerly known as: CJ 050-10AD)

Prerequisites: Criminal Justice G064

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. Pass/no pass only. A one-week course. Four or eight lecture hours.

CRIMINAL JUSTICE G013 - 0.25-0.5 Units**Chemical Agents Update**

(Formerly known as: CJ 050-13AD)

Prerequisites: Criminal Justice G064

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. Pass/no pass only. A one-week course. Four or eight lecture hours.

CRIMINAL JUSTICE G016 - 0.13-0.25 Units**Expandable Baton, Basic Training**

(Formerly known as: CJ 050-16)

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. Pass/no pass only. Eight to sixteen-hour course.

CRIMINAL JUSTICE G017 - 0.5-1.5 Units**Department of Consumer Affairs, Investigator Update Course**

(Formerly known as: CJ 050-17-1, 050-17-2, 050-17-3)

Prerequisites: Criminal Justice G090

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. Pass/no pass only. Eight hour course.

CRIMINAL JUSTICE G018 - 1.5 Units**Identity Theft Investigation**

(Formerly known as: CJ 050-18AD)

Prerequisites: Criminal Justice G064

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. Pass/no pass only.

CRIMINAL JUSTICE G019 - 1.5 Units**Dispatcher Update**

(Formerly known as: CJ 050-19AD)

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. Pass/no pass only.

CRIMINAL JUSTICE G020 - 1.5 Units**Radar Operator Recertification**

(Formerly known as: Criminal Justice 059 AD and CJ 050-20)

Prerequisites: Criminal Justice G064

This P.O.S.T. (Peace Officers Standards and Training) certified course is designed to provide an update on the legal and technical use of police traffic radar. It includes an overview of the characteristics and functions of radar components, effects of radar use, and calibration techniques. Lecture. Pass/no pass only.

CRIMINAL JUSTICE G021 - 0.5 Units**Laser Operator Certification**

(Formerly known as: CJ 050-20-1AD)

Prerequisites: Criminal Justice G064

Advisories: Criminal Justice G020

This P.O.S.T. certified course is designed to provide training on use of police traffic LASER (Light Amplification of Stimulated Emission of Radiation) - also referred to as LIDAR (Light Detection and Ranging) for speed and distance measuring. The course gives an overview of the characteristics and functions of LASER components as well as the effects of LASER use. It also includes techniques for the verification of the calibration of the LASER device. Lecture. Pass/no pass only.

CRIMINAL JUSTICE G022 - 1.5 Units**Parolee Contacts**

(Formerly known as: CJ 022AD)

Prerequisites: Criminal Justice G064 or Criminal Justice G090

This course provides an overview of prison culture, parolee psychology, the parole system, and issues related to contacting, and identifying parolees. Areas of focus include prison gangs, tattoo identification, and parolee interview techniques. This course is designed to improve a peace officer's ability to understand and communicate effectively with state prison parolees. This course may be taken 4 times. Lecture. Pass/no pass only.

CRIMINAL JUSTICE G025 - 0.5 Units**Firearms/Handgun Training Update**

(Formerly known as: CJ 050-4-1AD)

Prerequisites: Criminal Justice G064

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. Pass/no pass only.

CRIMINAL JUSTICE G031 - 1 Unit**Character Development for Law Enforcement**

(Formerly known as: Criminal Justice 030-1 and CJ 130-1)

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 pass/no pass grade. A sixteen-hour course. Transferable to CSU.

CRIMINAL JUSTICE G040 - 1 Unit**Crisis Intervention Training for Law Enforcement**

Prerequisites: CJ G064 Police Academy Regular Course (or equivalent)

This course is designed to train law enforcement officers to handle crisis situations involving people of all ages with serious mental illnesses and developmental disabilities. Topics include crisis and suicide intervention, officer and public safety, medications, overview of mental health services, cultural and linguistic diversity, legal issues, and disposition options. Guest speakers are part of the instructional format of this course and include panels of mental health consumers and their families. This course may be taken 4 times. Lecture. Pass/no pass only.

CRIMINAL JUSTICE G046 - 4 Units**Civilian Supervisory, Law Enforcement**

(Formerly known as: 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. Pass/no pass only.

CRIMINAL JUSTICE G048 - 3 Units**Marine Safety Course - Lifeguard I**

(Formerly known as: CJ 048AD)

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. This course may be taken 4 times. Lecture & lab. Pass/no pass only.

CRIMINAL JUSTICE G053 - 1 Unit**Specialized Investigators' Basic Course Orientation**

(Formerly known as: CJ 053AD)

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. This course may be taken 4 times. Lecture & lab. Pass/no pass only. A two-week course.

CRIMINAL JUSTICE G054 - 2 Units**Police Academy, Regular Basic Course, Orientation**

(Formerly known as: CJ 054AD)

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. This course may be taken 4 times. Lecture & lab. Pass/no pass only. A four-week course.

CRIMINAL JUSTICE G055 - 1.5 Units**Pre-Academy Physical Fitness**

(Formerly known as: CJ 054-1AD and 055AD)

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. This course may be taken 4 times. Lecture & lab. Pass/no pass only.

CRIMINAL JUSTICE G056 - 2 Units**Traffic Accident Investigation, Basic**

(Formerly known as: Basic Traffic Accident)

Prerequisites: Criminal Justice G064

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. Pass/no pass only. A one-week course.

CRIMINAL JUSTICE G060 - 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. Lecture. Pass/no pass only.

CRIMINAL JUSTICE G064 - 23 Units**Police Academy - Regular Basic Course**

(Formerly known as: Police Basic Course)

Prerequisites: Criminal Justice G054AD

Corequisites: Criminal Justice G065 and Physical Education G169

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 G065 - 2 Units**Police Academy - Lifetime Health & Fitness**

(Formerly known as: CJ 064-1)

Prerequisites: Criminal Justice G054

Corequisites: Criminal Justice G064 and Physical Education G169

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 G067 - 1.5 Units**Advanced In-Service Training Issues**

(Formerly known as: CJ 067AD)

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. Pass/no pass only.

CRIMINAL JUSTICE G069 - 0.5 Units**Fire Arms Training Simulator (FATS)**

(Formerly known as: F.A.T.S. Interactive Fire Arms Training)

Prerequisites: Criminal Justice G064 or G071 or G090 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. Pass/no pass only. An eight-hour course.

CRIMINAL JUSTICE G070 - 4 Units**Sergeant Supervisory, Law Enforcement**

(Formerly known as: Police Supervisory Academy)

P.O.S.T. certified 80-hour course. Fundamentals of police supervision and management, including training, supervision and evaluation. Lecture. Pass/no pass only.

CRIMINAL JUSTICE G071 - 2.5 Units**P. C. 832 - Laws of Arrest**

(Formerly known as: CJ 071-2AD, Laws of Arrest & Firearms (Arrest))

This course is designed to satisfy the curriculum standards of the California Commission on Peace Officer Standards and Training (POST) as required by California Penal Code section 832. Course topics include leadership, professionalism, ethics, criminal justice system, policing in the community introduction to criminal law, laws of arrest, search and seizure, presentation of evidence, investigative report writing, use of force, preliminary investigation, arrest methods and defensive tactics (requires physical ability to perform procedures), crimes against the justice system, and cultural diversity. This course may be taken 4 times. Lecture & lab. Pass/no pass only.

CRIMINAL JUSTICE G072 - 1 Unit**P. C. 832 - Firearms**

(Formerly known as: CJ 071-1AD, Laws of Arrest & Firearms (Firearms))

This course is designed to satisfy the firearms curriculum standards of the California Commission on Peace Officer Standards and Training (POST) as required by California Penal Code section 832. To enroll in this course, students must have a Department of Justice clearance letter on file with the Golden West College Criminal Justice Training Center. A POST PC 832 certificate will be awarded only to those students who successfully complete the "Firearms Section" (CJ G072) and the "Laws of Arrest Section" (CJ G071) of the PC 832 course. Students are responsible for payment of firearms range and ammunition fees of approximately \$125.00. This course may be taken 4 times. Lecture & lab. Pass/no pass only.

CRIMINAL JUSTICE G074 - 1.5 Units

Campus Law Enforcement Officer

(Formerly known as: CJ 074AD)

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. This course may be taken 4 times. Lecture. Pass/no pass only.

CRIMINAL JUSTICE G076 - 2 Units

Physical Fitness Training, RBC Instructor

(Formerly known as: CJ 076AD, 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. Pass/no pass only. One week course.

CRIMINAL JUSTICE G077 - 1 Unit

Long Rifle, Marksmanship

Prerequisites: Criminal Justice G092

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. Pass/no pass only. One week course.

CRIMINAL JUSTICE G078 - 6.5 Units

Public Safety Dispatcher Basic (Intensive Format)

(Formerly known as: Criminal Justice 078-1AD and CJ 078-1AB)

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. Pass/no pass only.

CRIMINAL JUSTICE G079 - 6.5 Units

Public Safety Dispatcher Basic (Extended Format)

(Formerly known as: Criminal Justice 078-2AD and CJ 078-2AB)

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 G080 - 2 Units

Communications Training Officer

Prerequisites: Criminal Justice G078 and minimum of one year experience as a public safety dispatcher

This course provides the fundamentals of one to one dispatcher training, demonstration skills for teaching 911/public safety radio techniques and methods of evaluating probationary public safety dispatchers. Will provide the student with skills necessary to effectively manage the demands of the assignment as a trainer. Lecture. Pass/no pass only.

CRIMINAL JUSTICE G081 - 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. Pass/no pass only. An eight-hour course

CRIMINAL JUSTICE G082 - 1 Unit

Long Rifle, Advanced

Prerequisites: Criminal Justice G077

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. Pass/no pass only. Three-day course.

CRIMINAL JUSTICE G083 - 1 Unit

Long Rifle, Supervisory

(Formerly known as: CJ 077-2, Long Rifle Supervisor's Course)

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. Lecture & lab. Pass/no pass only.

CRIMINAL JUSTICE G088 - 1.5 Units

Tactical Rappelling, Climbing and Obstacle Clearing Instructor Course

(Formerly known as: CJ 089-1)

Prerequisites: Criminal Justice G092

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. Pass/no pass only. A one-week course.

CRIMINAL JUSTICE G089 - 2 Units

SWAT, Advanced Training

(Formerly known as: CJ 089-2)

Prerequisites: Criminal Justice G064

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. Lecture & lab. Pass/no pass only. A forty-hour course.

CRIMINAL JUSTICE G090 - 15 Units**Specialized Investigator's Basic Course (SIBC)**

Prerequisites: Criminal Justice G053AD 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 G091 - 1 Unit**Reserve Coordinator**

This course is designed to address contemporary training needs of law enforcement reserve coordinators by providing new techniques for managing reserve peace officer organizations. Emphasis on new training standards for designated and non-designated level 1 reserve officers, new trends and legislation concerning reserve officers. Lecture. Pass/no pass only.

CRIMINAL JUSTICE G092 - 4 Units**SWAT, Special Weapons and Tactics, Basic**

(Formerly known as: Special Weapons and Tactics Academy)

Prerequisites: Criminal Justice G064 and permission of Criminal Justice Training Center

Concepts, planning, tactical operations, approach/entry/search techniques; use of chemical agents, weapons, rappelling and task-related physical activities. Lecture. Pass/no pass only. A two-week course.

CRIMINAL JUSTICE G094 - 2 Units**SWAT, Tactical Leadership Command**

(Formerly known as: CJ 092-1, Tactical Commander)

Prerequisites: Criminal Justice G092

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. Pass/no pass only.

CRIMINAL JUSTICE G095 - 3 Units**Leadership Development Program for Law Enforcement**

(Formerly known as: CJ 070-1)

Prerequisites: Criminal Justice G064 and G070

This course is designed to teach the necessary components for examining and learning the essentials of leadership and to recognize and distinguish issues which influence police integrity, public trust, and loyalty. It analyzes the evaluation policy of the law enforcement agency. It appraises the current system, and examines how assertive leadership influences the behavior and performance of subordinates. It also teaches preparation and formulation of employee performance appraisals. It compares and assesses the supervisor's role in the disciplinary process. In addition, it examines connection between leadership and effective communication. The difference between civil and criminal accountability will be explored and debated along with the concept and application of Community Oriented Policing and Problem Solving. Lecture & lab. Pass/no pass only.

CRIMINAL JUSTICE G096 - 4 Units**Investigations and Trial Preparation, District Attorney**

Prerequisites: Criminal Justice G064

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. Pass/no pass only. A two-week course.

CRIMINAL JUSTICE G097 - 1.5 Units**Advanced Officer Training (AOT), Current Issues**

Prerequisites: Criminal Justice G064

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. Pass/no pass only. A one-week course.

CRIMINAL JUSTICE G099 - 2 Units**P.O.S.T. Instructor Certification**

(Formerly known as: Basic Course Instructor Program, CJ 099AD)

Prerequisites: Criminal Justice G064 or approval by director of Criminal Justice Training Center

This course specifically addresses delivery of the POST (California Commission on Peace Officer Standards and Training) Basic Course curriculum and is designed to expand and enhance the competency and effectiveness of the criminal justice instructor. Course components are structured to deal with the subject matter expertise, various instructional techniques, adult learning concepts, student driven learning and validation exercises. This course may be taken 4 times. Lecture & lab. Pass/no pass only.

CRIMINAL JUSTICE G110 - 3 Units**Criminal Investigation**

This course addresses the fundamentals of criminal investigation including searches, interview and interrogation techniques, crime scene investigation, sources of information, and case preparation and management. Lecture. Letter grade only. Transferable to CSU.

CRIMINAL JUSTICE G115 - 3 Units**Organized Crime and Terrorism**

This course analyzes the cultural and historical bases of organized crime and terrorism. Described are the social and theoretical background of the phenomena, the roles of culture and religion, and examples of organized criminal and terrorist activities. Options in dealing with organized crime and terrorism are reviewed. Lecture. Letter grade only. Transferable to CSU.

CRIMINAL JUSTICE G123 - 3 Units**Juvenile Law**

(Formerly known as: Criminal Justice 023)

This course provides a study of the juvenile justice system including the roles of the three components of the criminal justice system: law enforcement, courts, and corrections. It examines patterns of criminal delinquent behavior and the historical and modern theories that explain this behavior and how to control it. This course also examines dependent children as a result of abuse and neglect. Lecture. Letter grade only. Transferable to CSU; UC.

CRIMINAL JUSTICE G128 - 3 Units**Criminal Procedure & Evidence**

This course provides an overview of procedural criminal and evidentiary law. This course examines state and federal constitutional, statutory, and case law governing criminal prosecutions and post-conviction proceedings. Lecture. Letter grade only. Transferable to CSU.

CRIMINAL JUSTICE G130 - 3 Units**Character Development for Law Enforcement**

(Formerly known as: Criminal Justice 030-3 and CJ 130-3)

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 pass/no pass grade. Transferable to CSU.

CRIMINAL JUSTICE G136 - 3 Units**Crime Scene Investigation**

(Formerly known as: Criminal Justice 036)

This course is a comprehensive analysis of the multiple components of the crime scene investigation process. Topics include awareness of physical evidence, processing of the crime scene, reconstruction of the crime scene, handling of special evidence, processing of fingerprint evidence, and safety. Lecture. Letter grade only. Transferable to CSU.

CRIMINAL JUSTICE G137 - 3 Units**Community Relations and Special Issues in Criminal Justice**

This course addresses multiple social issues challenging law enforcement today. It explores the vital aspects of Community Oriented Policing and Problem Solving, Proactive/Reactive Policing, cultural diversity, prejudice/discrimination/hate/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 G139 - 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 Racer and Emergency Response/First Aid. Lecture. Letter grade only. Transferable to CSU.

CRIMINAL JUSTICE G140 - 3 Units**Introduction to Criminal Justice**

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.

CRIMINAL JUSTICE G141 - 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 G141 and G142 combined maximum credit, one course. Transferable to CSU; UC.

CRIMINAL JUSTICE G142 - 3 Units**Criminal Law II**

This course analyses general criminal statutes, crimes against persons, crimes against property, crimes against the justice system, and crimes against the public peace and morals. Lecture. Letter grade only. UC Credit limitations: Criminal Justice G141 and G142 combined maximum credit, one course. Transferable to CSU; UC.

CRIMINAL JUSTICE G146 - 3 Units**Police Report Writing**

Advisories: Criminal Justice G142

Techniques communicating facts, information and ideas in an effective, simple, clear and logical manner, as they are applied to various types of reports and memoranda used in the criminal justice system. Emphasis is on criminal justice technology, interviewing techniques, the proper use of English, organization of information, and practical application of these areas in note taking, proper completion of felony and misdemeanor crime reports, memos and routine forms, and the presentation of testimony in court. Lecture. Letter grade only. Transferable to CSU.

CRIMINAL JUSTICE G150 - 3 Units**Introduction to Corrections**

This course is designed to introduce students to corrections-based systems. It covers all aspects of corrections and how they relate to the entire criminal justice system. Students will study probation, parole, jail and prison programs currently in use in the United States. Incarceration trends will be analyzed, and how political environments effect the prosecution and sentencing process. Students will explore different institutional programs, including the use and effectiveness of community based corrections programs. Students will gain an understanding of the issues related to managing inmates in institutions and the constitutional issues that surround the corrections system. Lecture. Letter grade only. Transferable to CSU.

CRIMINAL JUSTICE G151 - 3 Units**Practical Aspects of Corrections**

Advisories: Criminal Justice G150

This course is a follow-up course to Criminal Justice G150 (Introduction to Corrections) and explores practical aspects of the modern correctional environment. It includes concepts of correctional ideology including professionalism, victimology, restorative justice, sentencing, diversion, juveniles in the adult system, and issues related to inmates with special needs. This course also studies the characteristics and needs of male, female, and juvenile inmates, and explores constitutional issues related to these inmate classifications. Lecture. Letter grade only. Transferable to CSU.

CRIMINAL JUSTICE G152 - 3 Units**Probation and Corrections: Case Planning and Supervision**

This course provides a comprehensive introduction to effective case planning, supervision, and intervention techniques for probation and corrections officers working with adult and juvenile criminal offenders. This course offers the student a practical introduction to a career as a probation, parole, or corrections officer. Lecture. Letter grade only. Transferable to CSU.

CRIMINAL JUSTICE G160 - 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, basic crime scene processing and methods of evidence collection, identification, and preservation. Specific areas of focus include fingerprint identification, computers, drugs, alcohol, firearms, death investigations, DNA, sexual assault, and courtroom testimony. Lecture. Letter grade only. Transferable to CSU.

CRIMINAL JUSTICE G161 - 3 Units**Introduction to Fingerprint Identification**

This course is designed to provide the student with a detailed understanding of the forensic fingerprint identification process. The student will learn fingerprint development, comparison, and identification techniques. Lecture. Letter grade only. Transferable to CSU.

CRIMINAL JUSTICE G165 - 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.

CRIMINAL JUSTICE G220 - 3 Units**Forensic Accounting, Introduction**

(Same as: Accounting G220)

This course provides an introduction to the fundamentals and techniques of investigative and forensics accounting. The development of forensic accounting as a discipline and its interaction with business, law, auditing and information systems will be explored. Subjects include financial statement and tax fraud, divorce and bankruptcy, identity theft and various white-collar crimes. Forensic principles necessary to detect, prevent and prosecute financial crimes will be explored. Lecture. Optional pass/no pass grade. Transferable to CSU.

DANCE**DANCE G100 - 1-1.5 Units****Beginning Modern Dance**

(Formerly known as: DANCE100AD)

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. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

DANCE G105 - 1 Unit**Dance Conditioning and Stretches**

(Formerly known as: DANCE105AD)

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. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

DANCE G106 - 1 Unit**Dance Conditioning, Intermediate**

(Formerly known as: DANCE106AD)

Advisories: Dance G105

This course provides instruction and practice in intermediate level dance conditioning techniques, which includes Pilates training, Hatha yoga, gyrokinesis yoga, ballet floor barre and fitness training techniques. There will be discussion of nutrition and anatomical theories leading to correct body alignment. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

DANCE G110 - 1.5 Units**Introduction to Dance: Ballet, Modern and Jazz**

(Formerly known as: DANCE110AB)

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 G100, G120 or G125. This course may be taken 2 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

DANCE G112 - 0.5-1 Units**Ballroom Dance**

(Formerly known as: DANCE112AD)

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. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

DANCE G115 - 1 Unit**Beginning Tap Dance**

(Formerly known as: DANCE115AD)

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. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

DANCE G120 - 1-1.5 Units**Beginning Ballet**

(Formerly known as: DANCE120AD)

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. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

DANCE G125 - 1-1.5 Units**Beginning Jazz Dance**

(Formerly known as: DANCE125AD)

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. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

DANCE G130 - 1 Unit**Dance for Musical Theater**

(Formerly known as: DANCE130AD)

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. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

DANCE G135 - 0.5-1 Units**Mid-Eastern Dance**

(Formerly known as: DANCE135AD)

This is a technique course emphasizing the social and stage dances from the region designated as the Near and Middle East. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

DANCE G136 - 0.5-1 Units**Intermediate/Advanced Mid-Eastern Dance**

(Formerly known as: DANCE136AD)

Advisories: Dance G135

This is a technique course emphasizing the social and stage dances from the region designated as the Near and Middle East which incorporates choreography, improvisation, movement, vocabulary, styling, veil work, and finger cymbal playing. Instruction at the intermediate and advanced levels is offered. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

DANCE G145 - 1-1.5 Units**Intermediate Modern Dance**

(Formerly known as: DANCE145AD)

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. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

DANCE G150 - 1 Unit**Rhythm Tap Styles**

(Formerly known as: DANCE150AD)

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. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

DANCE G155 - 1-1.5 Units**Ballet, Intermediate**

(Formerly known as: DANCE155AD)

Instruction and practice in intermediate ballet techniques. Classroom participation in barre work, complex center practice and intermediate adage and allegro ballet combinations. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

DANCE G160 - 1-1.5 Units**Commercial Dance Styles**

(Formerly known as: DANCE160AD)

Instruction and practice in intermediate jazz exercise techniques, jazz dance combinations, and complete jazz dances choreographed to jazz, rock and musical theater music. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

DANCE G200 - 1-1.5 Units**Advanced Modern Dance**

(Formerly known as: DANCE200AD)

A course designed to develop advanced dance skills in modern dance techniques, improvisation and composition, and to give performance and repertoire experience. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

DANCE G215 - 1 Unit**Advanced Tap Dance**

(Formerly known as: DANCE215AD)

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. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

DANCE G220 - 1-1.5 Units**Advanced Ballet**

(Formerly known as: DANCE220AD)

Advanced level ballet techniques. Classroom participation in barre work, complex center practice and advanced adagio and allegro combinations. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC. May not be offered each semester.

DANCE G225 - 1-1.5 Units**Advanced Jazz Dance**

(Formerly known as: DANCE225AD)

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. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

DANCE G230 - 1-2 Units**Choreography**

(Formerly known as: DANCE230AD)

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. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

DANCE G235 - 2 Units**Modern Dance Ensemble**

(Formerly known as: DANCE230AD)

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. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC. May not be offered each semester.

DANCE G240 - 1-2 Units**Tap Dance Ensemble**

(Formerly known as: DANCE240AD)

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. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

DANCE G245 - 1-2 Units**Performance Ensemble**

(Formerly known as: DANCE245AD)

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. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC. May not be offered each semester.

DANCE G250 - 1-2 Units**Studio Production and Performance**

(Formerly known as: DANCE250AD)

Prerequisites: Retention based upon successful audition

Corequisites: Enrollment in intermediate technique class such as Dance G145, G150, G155 or G160

This course is designed to instruct students interested in producing original choreography and performing in the dance studio at GWC and elsewhere in the community. They may also perform in an instructor's choreography. All aspects of the production are studied: Choreography lighting, costuming, publicity, music, scenery design, and staging. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

DANCE G260 - 2-3 Units**Dance Production and Performance**

(Formerly known as: DANCE260AD)

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. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC. May not be offered each semester.

DANCE G270 - 0.5 Units**Dance Workshop**

(Formerly known as: DANCE270AD)

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. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC..

DESIGN**DESIGN G101 - 2 Units****Introduction to Design**

(Same as: Art G191)

This is an introductory course for both the general interest and design major student. It provides a survey of design in contemporary society including a variety of design career options. Design theory, practices and overview of art and design history will be covered. Emphasis will be on experiencing design through lecture, lab, field observations and projects. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

DESIGN G105 - 3 Units**Introduction to Design Materials and Technical Processes**

(Formerly known as: Design 105AB)

(Same as: Art G192)

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. This course may be taken 2 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

DESIGN G131 - 3 Units**Perspective and Rendering Systems**

(Formerly known as: Design 131AB)

(Same as: Art G193)

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. This course may be taken 2 times. Lecture & lab. Letter grade only. Transferable to CSU.

DESIGN G132 - 3 Units**Rendering and Perspective Systems**

(Formerly known as: Design 132AB)

(Same as: Art G194)

The emphasis of this course is on progressive rendering techniques. Fundamentals of drawing detailed perspective systems are also reviewed. This course may be taken 2 times. Lecture & lab. Letter grade only. Transferable to CSU.

DESIGN G150 - 3 Units**Design Drafting**

(Formerly known as: Design 150AB)

This course provides an introduction to manual and computer aided drafting. Includes descriptive geometry; mechanism sketching; orthographic and isometric drafting; blue-print reading, printing and plotting. This course may be taken 2 times. Lecture & lab. Letter grade only. Transferable to CSU.

DESIGN G154 - 3 Units**Modeling and Prototyping Techniques**

(Formerly known as: Design 154AD)

Advisories: Design G105/Art G192

This is an intermediate course in the materials, processes and techniques for creating 3D mock-ups, models and prototypes used by designers. Students will use plastics, wood, metal and other materials for their presentation displays. Appropriate safety instruction for studio equipment is included. Lectures and demonstrations include advanced techniques in model making and finishing. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

DESIGN G170 - 3 Units**Introduction to 2D and 3D Digital Design**

(Formerly known as: Design 170AD)

Advisories: Design G150

This course is an introduction to PC based 2D and 3D software used by designers. Lectures, demonstrations and coursework allow students to develop professional-quality, original artwork and digital images. This hands-on course focuses on introducing students to the basic tools and techniques used for creating and editing digital photographs and images. Students will be able to generate virtual 2D and 3D projects and subsequently utilize rapid prototyping techniques for making solid models. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

DESIGN G232 - 3 Units**Rapid Visualization Techniques**

(Formerly known as: Design232AB)

(Same as: Art G232)

Advisories: Design G131 and G132, or completion of either G131 or G132 with concurrent enrollment in the other.

This course provides an introduction to technical drawing and rapid visualization techniques for the presentation of design concepts employed by professional design studios. This course may be taken 2 times. Lecture & lab. Letter grade only. Transferable to CSU.

DESIGN G250 - 3 Units**Portfolio Development, Review and Critique**

(Formerly known as: Design250AD)

This course is for students who want to compile their design work into a portfolio that will catch the attention of a portfolio review committee, prospective employer or client. The emphasis of this course is on competitive portfolio development. This course will allow student to update their skills and portfolio to the most current design career standards. Lectures and demonstrations cover aspects of design portfolio planning and production. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

DIESEL TECHNOLOGY

ALERT: Do to possible program suspension, these courses will not be offered at this point.

DIESEL TECHNOLOGY G068 - 3 Units**Marine Diesel Engine Operation and Maintenance**

(Formerly known as: Diesel068)

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 G071 - 10 Units**Diesel and Gasoline Engine Overhaul**

(Formerly known as: Diesel Technology 071 (1-4) & Diesel071AD)

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 or truck gasoline and diesel 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 and the T-1 Diesel Engines Certification Exam. This course may be substituted for Auto Technology G110 Engine Repair. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. May not be offered each semester.

DIESEL TECHNOLOGY G072 - 10 Units**Diesel Fuel Systems and Tune-Up**

(Formerly known as: Diesel072AD)

This course covers the principles of electronics, hydro-mechanics, electronic fuel injection, fuel pumps and injector systems used in diesel engines. It is designed to provide the necessary skills and knowledge required for servicing and tune-up procedures used on two and four stroke cycle diesel engines. Laboratory experiences include: service, tune-up, overhaul and repair procedures to current fuel injection components as well as testing, diagnostic procedures and troubleshooting techniques. All laboratory experiences will use equipment typically found in industry for mechanical and electronic measurements and service. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. May not be offered each semester.

DIESEL TECHNOLOGY G073 - 4 Units**Heavy Duty Electrical/Electronic Systems**

(Formerly known as: DIESEL073AB)

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. This course may be taken 2 times. Lecture & lab. Letter grade only. May not be offered each semester.

DIESEL TECHNOLOGY G074 - 4 Units**Heavy Duty Drivetrain**

(Formerly known as: Diesel Technology 074 (1-4) & Diesel074AB)

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. This course may be taken 2 times. Lecture & lab. Letter grade only. May not be offered each semester.

DIGITAL ARTS**DIGITAL ARTS G100 - 3 Units****Introduction to Digital Arts**

(Formerly known as: D A 100)

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 pass/no pass grade. Transferable to CSU.

DIGITAL ARTS G101 - 2 Units**Business of Art**

(Formerly known as: D A 101)

(Same as: Art G101)

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 pass/no pass grade. Transferable to CSU.

DIGITAL ARTS G103 - 3 Units**Digital 2D Design**

(Formerly known as: D A 103)

This course is an introduction to the basic visual vocabulary used by visual artists and designers. Using Macintosh computers and software programs such as Illustrator, PhotoShop and Painter, students will explore the use of the computer as a design tool. Students will explore the concepts of line, mass, texture, color, light, harmony, composition, perspective, pattern, and illusion to develop an awareness of elements used to indicate form. Hue, value and saturation will be explored as an introduction to color theory. Students will learn ways to observe details in the environment around them and are encouraged to create meaningful art utilizing the visual elements of design. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

DIGITAL ARTS G115 - 3 Units**Typography**

(Formerly known as: Art 115 & D A 115)

Advisories: Digital Arts G135

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 pass/no pass grade. Transferable to CSU.

DIGITAL ARTS G120 - 2 Units**Rendering I**

(Formerly known as: D A 120)

(Same as: Art G120)

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 pass/no pass grade. Transferable to CSU.

DIGITAL ARTS G135 - 3 Units**Introduction to Adobe Illustrator**

(Formerly known as: D A 135AB)

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. This course may be taken 2 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

DIGITAL ARTS G150 - 3 Units**Using Photoshop, Beginning**

(Formerly known as: Business Data Processing 150 AB & D A 150AB)

Introduction to the use of Adobe Photoshop for digital compositing, 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. This course may be taken 2 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

DIGITAL ARTS G152 - 3 Units**Using Photoshop, Intermediate**

(Formerly known as: Business Data Processing 152 AB & D A 152AB)

Advanced usage of Adobe Photoshop for digital compositing, filter usage, typography and outputting as used in Business and the Web. Consideration is also given to photoshop terms, modes, color balance, shadows/reflections, light sources, the photoshop digital working environment, the tools and the advanced functions of the software. This course may be taken 2 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

DIGITAL ARTS G170 - 3 Units**Graphic Design Principles**

(Formerly known as: D A 170)

(Same as: Art G170)

Introduction to visual communication principles as practiced in the graphic design profession. These principles relate to the choice, placement, organization and theme management of graphic elements. These graphic elements are illustrations, photographs, symbols, blocks of type and decorative accessories. Class projects are fashioned after real world projects encountered in the first years of professional work. These projects are produced on computers in the Macintosh Lab using important computer applications encountered in most job sites. The class introduces process selection, problem solving, client relations, production techniques, and print or multi media connections. Required of all graphic design majors. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

DIGITAL ARTS G174 - 3 Units**Introduction to Page Layout & Design - Adobe InDesign**

(Formerly known as: Business Data Processing 174-1AD & D A 174AD)

(Same as: Art G174)

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. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

DIGITAL ARTS G175 - 2 Units**Cartooning**

(Formerly known as: D A 175AD)

(Same as: Art G175)

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. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

DIGITAL ARTS G176 - 3 Units**Desktop Publishing Using QuarkXpress**

(Formerly known as: Business Data Processing 176AD & D A 176AD)

(Same as: Art G176)

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. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

DIGITAL ARTS G177 - 3 Units**Graphic Design Principles on the Computer**

(Formerly known as: Business Data Processing 177AB & D A 177AB)

(Same as: Art G177)

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. This course may be taken 2 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

DIGITAL ARTS G178 - 3 Units**Introduction to Web Page Design**

(Formerly known as: Business Data Processing 178A B & D A 178AB)

(Same as: Art G178)

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. This course may be taken 2 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

DIGITAL ARTS G179 - 3 Units**Prepress**

(Formerly known as: D A 179AD)

(Same as: Art G179)

Advisories: Digital Art/Art G174 or Digital Art/Art G176

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. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

DIGITAL ARTS G180 - 3 Units**Introduction to Web Animation Using Flash**

(Formerly known as: D A 180AB)

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. This course may be taken 2 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

DIGITAL ARTS G190 - 3 Units**Photography Fundamentals and Digital Imaging**

(Formerly known as: D A 190)

(Same as: Photography G190)

This is a basic course to familiarize students with the fundamentals of photography and digital imaging. Students will 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. Students must provide an adjustable film and digital camera. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

DIGITAL ARTS G191 - 3 Units**Digital Photography, Intermediate**

(Formerly known as: D A 191)

(Same as: Photography G191)

Advisories: Photography G150, Photography G190 or Digital Arts G190

This is an intermediate photography course providing in-depth instruction in scanning, printing and using digital imaging software to create a master digital image. Students gain practical experience with digital techniques that support their creative exploration of commercial or fine art photography. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

DIGITAL ARTS G200 - 3 Units**Advanced Web Design**

(Formerly known as: D A 200AB)

Advisories: Art/Digital Arts G178

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. This course may be taken 2 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

DIGITAL ARTS G222 - 3 Units**Digital Imaging**

(Formerly known as: D A 222AB)

(Same as: Art G222)

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. This course may be taken 2 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

DIGITAL ARTS G230 - 3 Units**3D Computer Modeling**

(Formerly known as: D A 230)

Advisories: Digital Arts G103

Using a 3D Modeling program, this course is an introduction to the design and planning of objects and lettering to be built into the wire frame components of computer animation. The student will create the parts that will combine to form such complex forms as wire frame objects, feature characters or title lettering. The objects will then be covered with surface material and rendered as a single frame 3D object for desktop publishing or put into an animated sequence to become a segment in a computer animation project. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

DRAFTING**DRAFTING G082 - 2 Units****Basic Airbrush**

(Formerly known as: DRAFT 082)

(Same as: Art G082)

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 pass/no pass grade.

DRAFTING G084 - 2 Units**Airbrush, Advanced**

(Formerly known as: Draft 084)

(Same as: Art G084)

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 pass/no pass grade.

DRAFTING G090 - 0.5-1 Units**CAD Drafting Laboratory**

(Formerly known as: Draft 090AD)

Corequisites: Architecture G160 or G162, Drafting G101, G105, G110, G170

For students desiring or needing extra CAD lab hours. The student will perform exercises which will be assigned in one of the prerequisite classes. This course may be taken 4 times. Lab. Optional pass/no pass grade.

DRAFTING G101 - 4 Units**Basic Computer Aided Design Drafting**

(Formerly known as: Draft 101AB)

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. This course may be taken 2 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

DRAFTING G105 - 3 Units**Basic Engineering Drafting I, Computer Aided Drafting**

(Formerly known as: Drafting 105 & Draft 105AB)

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. This course may be taken 2 times. Lecture & lab. Letter grade only. Transferable to CSU.

DRAFTING G110 - 3 Units**Basic Engineering Drafting II, Computer Aided Drafting**

(Formerly known as: Draft 100)

Advisories: Drafting G105

The course will cover precision dimensioning, threads & fasteners, working drawings and assemblies, isometric drawing, single and secondary auxiliary projection, basic descriptive geometry and writing resumes. All drafting problems will be drawn using computer aided drafting, (CAD) with AutoCAD software. Lecture & lab. Letter grade only. Transferable to CSU.

DRAFTING G170 - 3 Units**Advanced 3D Mechanical Design**

(Formerly known as: Draft 170AB)

Advisories: Drafting G110

This is an advanced solid modeling design course for mechanical drafters, designers, and engineers. Students will use the most current Computer Aided Drafting (CAD) software and computer lab projects to develop solid models, assemblies and drawings and to solve mechanical design problems. This course may be taken 2 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

ECOLOGY**ECOLOGY G100 - 3 Units****People and Their Environment**

(Formerly known as: Ecology 100)

An investigation of the current problems of man's relationship with the environment and possible solutions to these problems. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

ECONOMICS**ECONOMICS G110 - 3 Units****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 pass/no pass grade. Transferable to CSU; UC.

ECONOMICS G120 - 3 Units**Economic History of the United States**

(Same as: History G110)

A survey of 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 pass/no pass grade. Transferable to CSU; UC.

ECONOMICS G180 - 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 pass/no pass grade. Transferable to CSU; UC.

ECONOMICS G285 - 3 Units**Macro-Economics**

Advisories: Economics G180

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 pass/no pass grade. Transferable to CSU; UC.

EDUCATION**EDUCATION G102 - 1 Unit****Teaching Diverse Contemporary Classrooms**

Introduction to teaching and learning skills for potential teachers. This course will address the qualities of an effective teacher, components and purposes of an effective professional portfolio and critical issues in diverse contemporary classrooms. Course includes 10 hours of arranged fieldwork. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

EDUCATION G103 - 2 Units**Technology Proficiencies for Teachers I**

Advisories: Computer Business Applications G101

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 pass/no pass grade. Transferable to CSU.

EDUCATION G180 - 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 pass/no pass grade. Transferable to CSU.

EDUCATION G200 - 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. Course includes 40 hours of assigned fieldwork. Lecture & lab. Optional pass/no pass grade. Course includes 40 hours of assigned fieldwork. Transferable to CSU; UC.

ENGINEERING TECHNOLOGY**ENGINEERING TECHNOLOGY G100 - 4 Units****Electrical Fundamentals: AC-DC Circuits**

(Formerly known as: ENGR T 100)

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 G110 - 4 Units**Electronic Fundamentals: Active Devices & Circuits**

(Formerly known as: Engr T 110)

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 G120 - 4 Units**Digital Principles and Circuits**

(Formerly known as: Engr T 120)

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 G125 - 3 Units**Introduction to Microprocessors**

(Formerly known as: Engr T 125)

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 G130 - 3 Units**Introductory Electronics**

(Formerly known as: Engr T 130)

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 pass/no pass grade. Transferable to CSU.

ENGINEERING TECHNOLOGY G135 - 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 pass/no pass grade. Transferable to CSU.

ENGINEERING TECHNOLOGY G150 - 3 Units**Measuring Principles and Process Control**

(Formerly known as: Engr T 150)

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.

ENGINEERING TECHNOLOGY G160 - 4 Units**Solar Energy I--Thermal Technologies and Applications**

(Same as: Environmental Studies G160)

This course introduces the theoretical concepts and practical applications of solar thermal energy. Solar radiation, measurement, and data processing will be discussed. Components, systems and system performance including design, predicted energy savings, and economics will be examined. The focus will be on low-temperature applications for solar hot water and space heating. Career paths and opportunities within associated industries will be presented. Lecture. Optional pass/no pass grade. Transferable to CSU.

ENGINEERING TECHNOLOGY G162 - 4 Units**Solar Energy II--Photovoltaic Technologies and Applications**

(Formerly known as: Engr T 162)

(Same as: Environmental Studies G162)

This course provides a comprehensive introduction to solar photovoltaic (PV) energy systems, including cell design and manufacturing technologies. A range of PV applications will be presented including grid connections, rural electrification, transportation designs, stand-alone systems, consumer products, and the supply of electrical power to satellites in space. Career paths and opportunities within associated industries will be presented. Lecture. Optional pass/no pass grade. Transferable to CSU.

ENGINEERING TECHNOLOGY G170 - 3 Units**Renewable Energy Sources and Applications**

(Formerly known as: Engr T 170)

(Same as: Environmental Studies G170)

This course provides a comprehensive overview of the principal types of renewable energy including solar, thermal, photovoltaic, bio, hydro, tidal, wave, wind, geothermal, hydrogen, and fuel cell. The underlying physical and technological principles of renewable energy resources, their environmental impact, current applications and future prospects will be examined. Career paths and opportunities within associated industries will be presented. Lecture. Optional pass/no pass grade. Transferable to CSU.

ENGLISH**ENGLISH G009 - 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. Pass/no pass only. Not transferable, not degree applicable.

ENGLISH G010 - 3 Units**Reading and Writing Essentials**

Prerequisites: English G009 or English as a Second Language G071 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 G037 - 0.5 Units**Answering Essay Questions**

(Formerly known as: ENGL 037AB)

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. This course may be taken 2 times. Lab. Pass/no pass only. Open entry/open exit. Not transferable, not degree applicable.

ENGLISH G042 - 3 Units**Developmental Reading**

Advisories: English G040

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. Pass/no pass only. Not transferable, not degree applicable.

ENGLISH G071 - 3 Units**Rebels in Literature**

The course will focus on the mavericks, rebels, and "outsiders" in literature who, for reasons of conscience or moral conviction, have acted in defiance of custom, authority, or accepted community standards. For non-majors and non-transfer students. The course is designed to challenge and enrich the student by providing reading and discussion of selections from such writers as Ibsen, Shaw, Camus, Thurber, Hawthorne, and Melville. Lecture. Optional pass/no pass grade.

ENGLISH G081 - 3 Units**Creative Writing: Prose**

(Formerly known as: ENGL 081AB)

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. This course may be taken 2 times. Lecture. Optional pass/no pass grade. Meet with English G281, for students planning to transfer to a University.

ENGLISH G100 - 3 Units**Freshman Composition**

Prerequisites: English G010 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 G100 and English G100H combined--maximum credit, one course. Transferable to CSU; UC.

ENGLISH G100 HONORS - 3 Units**Freshman Composition, Honors**

Prerequisites: English G010 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 G100 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 G100 bibliography and intensifies the focus on research, personal style and critical thinking. Lecture. Letter grade only. UC Credit limitations: English G100 and English G100H combined--maximum credit, one course. Transferable to CSU; UC.

ENGLISH G110 - 3 Units**Critical Thinking, Reading and Writing through Literature**

Prerequisites: English G100

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 G110 and English G110H combined--maximum credit, one course. Transferable to CSU; UC.

ENGLISH G110 HONORS - 3 Units**Critical Thinking, Reading, and Writing through Literature, Honors**

Prerequisites: English G100

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 G110 and English G110H combined--maximum credit, one course. Transferable to CSU; UC.

ENGLISH G111 - 3 Units**Academic Reading for College Success**

This is a course designed for students of all disciplines to develop critical thinking skills and critical reading skills needed for academic success. The course concentrates on the ability to read, comprehend, and respond to college level texts across the curriculum. Lecture. Letter grade only. Transferable to CSU. May not be offered each semester.

ENGLISH G112 - 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 pass/no pass grade. Transferable to CSU; UC.

ENGLISH G114 - 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 pass/no pass grade. UC Credit limitations: English G114 and English G114H combined--maximum credit, one course. Transferable to CSU; UC.

ENGLISH G114 HONORS - 3 Units**Great Myths and Legends, Honors**

Prerequisites: English G100

As in the regular English G114 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 G114 and English G114H combined-maximum credit, one course. Transferable to CSU; UC.

ENGLISH G143 - 3 Units**Introduction to Children's Literature**

This course studies pre-teen and adolescent literature, focusing on poems and longer works of fiction as well as themes of initiation, maturation, morality, fantasy, and education. Lecture. Letter grade only. Transferable to CSU; UC.

ENGLISH G150 - 3 Units**American Literature: Pre-colonial through Civil War**

Prerequisites: English G100

This course is a study of early American literature through the Civil War. Lecture. Letter grade only. Transferable to CSU; UC.

ENGLISH G155 - 3 Units**American Literature: Post-Civil War to the Present**

Prerequisites: English G100

This course is a study of American Literature from the Civil War to the present. Lecture. Letter grade only. Transferable to CSU; UC.

ENGLISH G156 - 3 Units**Asian/American Literature**

Prerequisites: English G100

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 G160 - 3 Units**Masterpieces of World Literature**

Prerequisites: English G100

A study of world masterpieces through the European Renaissance. The important contributions and achievements from the literature of both Western and Eastern countries and eras are studied for their artistic merit and for their influences on modern thought. Lecture. Letter grade only. Transferable to CSU; UC.

ENGLISH G160 HONORS - 3 Units**Masterpieces of World Literature Honors**

Prerequisites: English G100

As in the regular course, students evaluate classic works of world literature in terms of formal properties, historical context and treatment of issues relevant to the present. This class also sharpens the focus on critical thinking and interdisciplinary research, accenting connections with fields such as art, history, philosophy and psychology. In addition, students delve more deeply into theoretical approaches to literature, considering the assumptions and implications of diverse methodologies. Finally, the class attends to nuances of style, using a comparative approach to problems involved in translation, and applying techniques learned from major thinkers in such fields as linguistics and philology. Lecture. Letter grade only. Transferable to CSU; UC.

ENGLISH G165 - 3 Units**Masterpieces of World Literature**

Prerequisites: English G100

This course is a study of world literary masterpieces since the Renaissance. Important contributions and achievements from the literature of various countries and periods will be studied for their artistic merit and influence on the modern world. Lecture. Letter grade only. Transferable to CSU; UC.

ENGLISH G165 HONORS - 3 Units**Masterpieces of World Literature, Honors**

Prerequisites: English G100

As in the English G165 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; UC.

ENGLISH G180 - 3 Units**Shakespeare**

Prerequisites: English G100

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 G280 - 3 Units**Creative Writing**

Prerequisites: English G100

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 pass/no pass grade. Transferable to CSU; UC.

ENGLISH G281 - 3 Units**Creative Writing: Prose**

(Formerly known as: ENGL 281AB)

Prerequisites: English G100

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. This course may be taken 2 times. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

ENGLISH G290 - 3 Units**Major British Authors**

Prerequisites: English G100

A study of selected writers in English literature to 1800. Lecture. Letter grade only. Transferable to CSU; UC.

ENGLISH G295 - 3 Units**Major British Authors**

Prerequisites: English G100

A study of selected writers in English literature from 1800 to present. Lecture. Letter grade only. Transferable to CSU; UC.

ENGLISH AS A SECOND LANGUAGE

ENGLISH AS A SECOND LANGUAGE G011 - 5 Units

ESL Core Course, Level 1

Advisories: Concurrent enrollment in ESL G013

This is the first in a series of seven levels. It is a beginning ESL core course for students who are learning basic skills in English reading, writing, listening, speaking, and grammar. In this course, students will be introduced to simple present, simple past, simple future and present progressive verb tenses and basic English word order patterns. At the completion of the course, they will be able to read very basic English prose and engage in rudimentary conversations. No previous study of English is required. Lecture & lab. Pass/no pass only. Not transferable, not degree applicable. May not be offered each semester.

ENGLISH AS A SECOND LANGUAGE G012 - 3 Units

ESL Reading/Writing, Level 1

This is a beginning discrete skills course designed to give intensive practice in reading, writing, and grammar as it relates to reading comprehension. Students will develop the ability to write with a simple concrete vocabulary and read simple descriptive narrative, and informative materials with understanding. Lecture. Pass/no pass only. Not transferable, not degree applicable.

ENGLISH AS A SECOND LANGUAGE G013 - 3 Units

ESL Listening/Speaking, Level 1

Advisories: Concurrent enrollment in ESL G011

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. Pass/no pass only. Not transferable, not degree applicable. May not be offered each semester.

ENGLISH AS A SECOND LANGUAGE G021 - 5 Units

ESL Core Course, Level 2

Prerequisites: ESL G011 and G013 or placement by ESL assessment process.

Advisories: ESL G022 and ESL G023

This is the second in a series of seven levels. It is a high beginning ESL core course for students who are learning basic skills in English reading, writing, listening, speaking, and grammar. In the course, students will focus on simple and progressive verb tenses and basic sentence patterns. At the completion of the course, they will be able to read and write basic English sentences, and engage in simple oral communication. Lecture & lab. Pass/no pass only. Not transferable, not degree applicable. May not be offered each semester.

ENGLISH AS A SECOND LANGUAGE G022 - 3 Units

ESL Reading/Writing, Level 2

Prerequisites: ESL G012 or placement by ESL assessment process.

Advisories: ESL G011 and/or concurrent enrollment in ESL G021 and ESL G023

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. Pass/no pass only. Not transferable, not degree applicable. May not be offered each semester.

ENGLISH AS A SECOND LANGUAGE G023 - 3 Units

ESL Listening/Speaking, Level 2

Prerequisites: ESL G013 or placement by ESL assessment process.

Advisories: ESL G011 and/or concurrent enrollment in ESL G021 and/or ESL G022

A high beginning discrete-skills course designed to give intensive practice in listening, speaking, and pronunciation in spoken grammar. Students will develop confidence in conversation with a limited vocabulary on everyday matters. Lecture. Pass/no pass only. Not transferable, not degree applicable. May not be offered each semester.

ENGLISH AS A SECOND LANGUAGE G031 - 5 Units

ESL Core Course, Level 3

Prerequisites: ESL G021 and G023 or placement by ESL assessment process.

Advisories: ESL G032 and/or ESL G033

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. Pass/no pass only. Not transferable, not degree applicable. May not be offered each semester.

ENGLISH AS A SECOND LANGUAGE G032 - 3 Units

ESL Reading/Writing, Level 3

Prerequisites: ESL G022 or placement by ESL assessment process.

Advisories: ESL G021 and/or ESL G022 and/or concurrent enrollment in ESL G031 and/or ESL G033.

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. Pass/no pass only. Not transferable, not degree applicable. May not be offered each semester.

ENGLISH AS A SECOND LANGUAGE G033 - 3 Units

ESL Listening/Speaking, Level 3

Prerequisites: ESL G023 or placement by ESL assessment process.

Advisories: ESL G021 and/or concurrent enrollment in ESL G031 and/or ESL G032

A low intermediate discrete-skills course designed to give intensive practice in listening, speaking, and pronunciation. Students will engage in social dialogues, role playing and conversations in response to TV, video and class lectures. Stress on pronunciation of vowel sounds and end consonant clusters. Lecture. Pass/no pass only. Not transferable, not degree applicable. May not be offered each semester.

ENGLISH AS A SECOND LANGUAGE G041 - 5 Units

ESL Core Course, Level 4

Prerequisites: ESL G031 and ESL G033 or placement by ESL assessment process.

Advisories: Concurrent enrollment in ESL G042 and/or ESL G043

Fourth in a series of seven levels. Intermediate ESL core course in English reading, writing, speaking, listening, and grammar. In the course students will focus on present perfect tense and on compound and complex sentences, expository writing forms, appropriate levels of diction, and topic sentence ideas. At the completion of the course, they will be able to write simple process, reason, and results pieces with control of sentence word order; they will also be able to distinguish central ideas and supporting details in structured readings. Lecture & lab. Pass/no pass only. Not transferable, not degree applicable.

ENGLISH AS A SECOND LANGUAGE G042 - 3 Units**ESL Reading/Writing, Level 4**

Prerequisites: ESL 032 or placement by ESL assessment process.

Advisories: ESL G031 and/or ESL G032 and/or concurrent enrollment in ESL G041 and/or ESL G043

An intermediate discrete skills course designed to give intense practice in reading, writing, and grammar. Students will read expository pieces requiring the ability to find main ideas and details, make inference, recognize transitional devices, and distinguish levels of generality. They will develop the ability to write simple expository paragraphs, with an emphasis on using transitional devices to coordinate ideas. This course may be taken 2 times. Lecture. Pass/no pass only. Not transferable, not degree applicable.

ENGLISH AS A SECOND LANGUAGE G043 - 3 Units**ESL Listening/Speaking, Level 4**

Prerequisites: ESL G033 or placement by ESL assessment process.

Advisories: ESL G031 and/or concurrent enrollment in ESL G041 and/or ESL G042

An intermediate discrete-skills course designed to give intensive practice in listening, speaking, and pronunciation. Students will engage in group discussions and give informal reports in response to TV, video, films and academic lectures on concrete topics. Stress on recognizing differences between formal and informal diction, on differentiating voice patterns and cues in meaning, on using idiomatic prepositions correctly, and on developing English rhythm and intonation patterns. Lecture. Pass/no pass only. Not transferable, not degree applicable.

ENGLISH AS A SECOND LANGUAGE G051 - 5 Units**ESL Core Course, Level 5**

Prerequisites: ESL G041 and ESL G043 or placement by ESL assessment process.

Advisories: Concurrent enrollment in ESL G052 and/or ESL G053

This course is the fifth in a series of seven levels. It is a high intermediate ESL core course in English reading, writing, speaking, listening, and grammar. In the course students will focus on the more difficult adjective and adverbial clauses; past and future perfect tenses; expository writing patterns, such as cause and effect and comparison and contrast; inference and tone in reading; and listening without visual clues. At the completion of the course, they will have emerging control of expository forms, of tone, and of providing contextual clues. Lecture & lab. Pass/no pass only. Not transferable, not degree applicable.

ENGLISH AS A SECOND LANGUAGE G052 - 3 Units**ESL Reading/Writing, Level 5**

Prerequisites: ESL G042 or placement by ESL assessment process.

Advisories: ESL G041 and/or concurrent enrollment in ESL G051 and/or ESL G053

This course is fifth in a series of six reading courses. It is a high intermediate discrete skills course designed to give intense practice in reading, writing, and grammar. Students will read multi-paragraph pieces of wide general interest and pieces about abstract topics; they will distinguish between main and subordinate ideas and recognize major differences in tone. They will develop the ability to write transitional phrases between simple expository paragraphs and use a variety of compound and complex sentence patterns in subordination and coordination. Lecture. Pass/no pass only. Not transferable, not degree applicable.

ENGLISH AS A SECOND LANGUAGE G053 - 3 Units**ESL Listening/Speaking, Level 5**

Prerequisites: ESL G043 or placement by ESL assessment process.

Advisories: ESL G041 and/or concurrent enrollment in ESL G051 and/or ESL G052

This course is the fifth in a series of seven courses. It is a high intermediate discrete-skills course designed to give intensive practice in listening, speaking, and pronunciation. Students will begin elementary guided note taking in response to a variety of simple lectures. Emphasis in speaking is placed on presenting short reports and using a variety of stress and intonation patterns to convey meaning. Lecture. Pass/no pass only. Not transferable, not degree applicable.

ENGLISH AS A SECOND LANGUAGE G061 - 4 Units**ESL Core Course, Level 6**

Prerequisites: ESL G051, G052 and G053 or placement by ESL assessment process.

Advisories: Concurrent enrollment in ESL G062 and/or ESL G063

This is the sixth in a series of seven levels. It is a low advanced ESL core course in English reading, writing, speaking, listening, and grammar. In the course students will focus on adverbial and noun clauses, adverbial transformations and participial forms, basic essay form, and a range of developmental readings. At the conclusion of the course students will be able to write and converse about these materials in predominantly correct standard English. Lecture. Pass/no pass only. Not transferable, not degree applicable.

ENGLISH AS A SECOND LANGUAGE G062 - 3 Units**ESL Reading/Writing, Level 6**

Prerequisites: ESL G052 or placement by ESL assessment process.

Advisories: ESL G051 and/or concurrent enrollment in ESL G061

This course is the sixth in a series of six reading courses. This is a low-advanced discrete skills course designed to give intense practice in reading, writing, and grammar. Students will develop the ability to read and analyze a range of selected essays, articles, and fictional pieces and to write fully developed paragraphs of cause/effect, classification, and problem/solution based on the readings. Lecture. Pass/no pass only. Not transferable, not degree applicable.

ENGLISH AS A SECOND LANGUAGE G063 - 3 Units**ESL Listening/Speaking, Level 6**

(Formerly known as: ESL Listening/Speaking & Study Skills 1)

Prerequisites: ESL G053 or placement by ESL assessment process.

Advisories: ESL G051 and/or concurrent enrollment in ESL G061

This course is the sixth in a series of seven courses. It is a low advanced discrete-skills course designed to give intensive practice in listening, speaking, and study skills. Students will continue to develop skills in guided note-taking from lectures and discussion. They will engage in conversations based on a variety of topics with an emphasis on appropriate vocabulary, syntax, and register. Lecture. Pass/no pass only. Not transferable, not degree applicable.

ENGLISH AS A SECOND LANGUAGE G071 - 4 Units**ESL Core Course, Level 7**

Prerequisites: ESL G061 and G063 or placement by ESL assessment process.

Advisories: Concurrent enrollment in ESL G073.

This is the last in a series of seven levels. It is an advanced ESL core course in English reading, writing, speaking, listening, and grammar. In the course, students will focus on analytic reading skills, paragraph writing, and refining their use of English syntax and style. At the conclusion of the course, they will have the skills to fulfill the entry requirements for English 010. Lecture. Pass/no pass only. Not transferable, not degree applicable.

ENGLISH AS A SECOND LANGUAGE G073 - 2 Units**ESL Listening/Speaking, Level 7**

(Formerly known as: ESL Listening/Speaking & Study Skills 11)

Prerequisites: ESL G063 or placement by ESL assessment process.

Advisories: ESL G061 and/or concurrent enrollment in G071

This course is the seventh in a series of seven courses. This is an advanced discrete-skills course in listening, speaking and study skills with 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. At the completion of the course, they will have improved note-taking and vocabulary skills over a wide range of academic topics. Lecture. Pass/no pass only. Not transferable, not degree applicable.

ENGLISH AS A SECOND LANGUAGE G091 - 5 Units**Communication for Health Care Professions**

(Same as: Nursing G091, Communication Studies G091)

Advisories: ESL G053 or Placement of ESL G063

This is listening and speaking course designed for health care students and professionals in all health fields with intermediate English language proficiency. The course develops all language skills but emphasizes listening and speaking on themes such as career options and requirements in health care, patient-centered communication techniques, interaction patterns among health co-workers, and effectiveness in culturally diverse health care contexts in the U.S. Lecture & lab. Pass/no pass only. Not transferable, not degree applicable.

ENGLISH AS A SECOND LANGUAGE WRITING CENTER**ESL WRITING CENTER G011 - 0.25 Units****Present and Present Progressive Tense Skills Development**

This course focuses on the correct usage of Present and Present Progressive Tense Verbs. Students will learn when to use these tenses, how to ask questions and give answers, how and when to use contractions, how to form wh-questions, how to form the negative, and how to use the verb "be." Lab. Pass/no pass only. Open entry/open exit. Not transferable, not degree applicable.

ESL WRITING CENTER G012 - 0.25 Units**Simple Future Tense**

This course provides study of simple future tense in English, focusing on WILL + verb and BE GOING TO + verb. Lab. Pass/no pass only. Open entry/open exit. Not transferable, not degree applicable.

ESL WRITING CENTER G013 - 0.25 Units**Past and Past Progressive Tense Skills Development**

This course focuses on the correct usage of verbs in the Past and Past Progressive tenses to describe events and situations. The review lessons and exercises include time-frame shifts signaled by time marker expressions that indicate the correct tense. Students will also review the rules to formulate yes/no and wh-questions, negative sentences, and their corresponding answers. Lab. Pass/no pass only. Open entry/open exit. Not transferable, not degree applicable.

ESL WRITING CENTER G015 - 0.25 Units**Past habit - "Used To"**

This course focuses on the correct usage of "Used To" to talk about past habits or past situations that no longer exist in the present. Students will learn to contrast the past and the present using "used to" and time expressions. The lessons include learning to ask and answer yes/no and wh-questions, form negative sentences, and differentiate between "used to" and used to + base form of the verb versus "be used to" (be accustomed to). Lab. Pass/no pass only. Open entry/open exit. Not transferable, not degree applicable.

ESL WRITING CENTER G025 - 0.25 Units**Sentence Combining, Introduction**

This course is a study of introductory sentence combining in written English, focusing on coordinating conjunctions and simple adverb clauses of time, contrast, and cause and effect. Lab. Pass/no pass only. Open entry/open exit. Not transferable, not degree applicable.

ESL WRITING CENTER G026 - 0.25 Units**Prepositions, Introduction to**

This course provides an introductory study of prepositions used in written English, focusing on prepositions of place and time. Lab. Pass/no pass only. Open entry/open exit. Not transferable, not degree applicable.

ESL WRITING CENTER G027 - 0.25 Units**Spelling, Introduction to**

This course focuses on basic spelling rules which help students to use sounds to spell correctly. Lab. Pass/no pass only. Open entry/open exit. Not transferable, not degree applicable.

ESL WRITING CENTER G044 - 0.25 Units**The Formation and Use of Modal Auxiliaries**

This course focuses on the correct usage of Modals. Students will learn what modals are, how to form them, and where they are used. Lab. Pass/no pass only. Open entry/open exit. Not transferable, not degree applicable.

ESL WRITING CENTER G054 - 0.25 Units**Passive Voice Skills Development**

This course focuses on the correct usage of the Passive Voice. Students will learn how to form the passive, when to use it, how to use the passive in different tenses and with modals, and the use of the "by-phrase." Lab. Pass/no pass only. Open entry/open exit. Not transferable, not degree applicable.

ESL WRITING CENTER G055 - 0.25 Units**Formation and Use of Participial Adjectives**

This course is designed to give students a review of the adjective formation in English, with special focus on Participial Adjectives and to provide guided practice in using them in writing. Lab. Pass/no pass only. Open entry/open exit. Not transferable, not degree applicable.

ESL WRITING CENTER G056 - 0.25 Units**Present Perfect**

This class focuses on the usage of the present perfect forms and their applications in writing. Lab. Pass/no pass only. Open entry/open exit. Not transferable, not degree applicable.

ESL WRITING CENTER G057 - 0.25 Units**Present Perfect Progressive**

This class focuses on the usage of the present perfect progressive forms and their applications in writing. Lab. Pass/no pass only. Open entry/open exit. Not transferable, not degree applicable.

ESL WRITING CENTER G058 - 0.25 Units**Past Perfect**

This class focuses on the usage of the past perfect forms and their application in writing. Lab. Pass/no pass only. Open entry/open exit. Not transferable, not degree applicable.

ESL WRITING CENTER G059 - 0.25 Units**Past Perfect Progressive**

This class focuses on the usage of the past perfect progressive forms and their applications. Lab. Pass/no pass only. Not transferable, not degree applicable.

ENGLISH READING & WRITING CENTER

ENGLISH READING & WRITING CENTER G001 - 1.25 Units

Grammar 1: Parts of Speech

(Formerly known as: English 001AB, Basic Grammar Sentence Structure)

This is a Writing and Reading Center course designed for students who want to improve their basic grammar skills. Topics covered include parts of speech, sentence structure, subject/verb agreement, prepositions, pronoun/ antecedent agreement, adjective and adverb comparatives, and articles. This is a computer based course recommended for students enrolled in ESL G021, G031, and G041. This course may be taken 2 times. Lab. Pass/no pass only. Open entry/open exit. Not transferable, not degree applicable.

ENGLISH READING & WRITING CENTER G002 - 0.5 Units

Grammar 2: Essential Grammar

(Formerly known as: English 002AB, Sentence Mechanics & Engw 002AB)

This is a Writing and Reading Center course designed to help students master basic sentence mechanics, such as: using capital letters, end marks, commas, quotation marks, colons, semi-colons, hyphens and dashes correctly. It also helps students understand spelling rules, plurals, and possessives. This is a computer based course recommended for students enrolled in ESL G041, G051, G061, G071 and English G009 and G010. This course may be taken 2 times. Lab. Pass/no pass only. Open entry/open exit. Not transferable, not degree applicable.

ENGLISH READING & WRITING CENTER G003 - 1.25 Units

Grammar 3: Building Sentences

(Formerly known as: English 003AB, Structure, Style, & Tone in Writing)

This is a Writing and Reading Center course designed to help students master basic writing structure, word usage, diction, style, and tone. This is a computer based course recommended for students enrolled in ESL G061, G071, and English G009, G010, and G100. This course may be taken 2 times. Lab. Pass/no pass only. Open entry/open exit. Not transferable, not degree applicable.

ENGLISH READING & WRITING CENTER G011 - 1 Unit

Building Vocabulary Skills I

(Formerly known as: English 011)

This Writing and Reading Center course is designed for beginning ESL students in courses such as ESL G011 and G021, who possess a vocabulary of approximately 600 words and need practice with basic English. Students will practice a variety of strategies for learning and retaining vocabulary used in everyday written communication. Lab. Pass/no pass only. Open entry/open exit. Not transferable, not degree applicable.

ENGLISH READING & WRITING CENTER G012 - 1 Unit

Building Vocabulary Skills II

(Formerly known as: English 013, Building Vocabulary Skills II)

This Writing and Reading Center course is designed for intermediate level ESL students in courses such as ESL G031 and G041, who possess a vocabulary of approximately 1700 words and need practice with words used in a basic English. Students will practice a variety of strategies for learning and retaining vocabulary used in everyday written communication. Lab. Pass/no pass only. Open entry/open exit. Not transferable, not degree applicable.

ENGLISH READING & WRITING CENTER G013 - 1 Unit

Building Vocabulary Skills III

(Formerly known as: English 021)

This Writing and Reading Center course is designed for intermediate ESL students in courses such as ESL G051 and G061, who possess a vocabulary of about 2300 words and need practice with a basic level of academic vocabulary. Students will practice a variety of strategies for learning and retaining vocabulary used in everyday written communication. Lab. Pass/no pass only. Open entry/open exit. Not transferable, not degree applicable.

ENGLISH READING & WRITING CENTER G014 - 1 Unit

Building Vocabulary Skills IV

(Formerly known as: English 023)

This Writing and Reading Center course is designed for advanced ESL students in courses such as ESL G071, who possess a vocabulary of at least 3000 words and want to prepare for basic English courses. Students will practice a variety of strategies for learning and retaining college level vocabulary. Lab. Pass/no pass only. Open entry/open exit. Not transferable, not degree applicable.

ENGLISH READING & WRITING CENTER G015 - 1 Unit

Academic Vocabulary Skills I

(Formerly known as: English 031)

This Writing and Reading Center course is designed for students of basic level English courses such as English G009 and English G010 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. Pass/no pass only. Open entry/open exit. Not transferable, not degree applicable.

ENGLISH READING & WRITING CENTER G016 - 1 Unit

Academic Vocabulary Skills II

(Formerly known as: English 033)

This Writing and Reading Center course is designed for students in college level English courses such as English G100 and English G110 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. Pass/no pass only. Open entry/open exit. Not transferable, not degree applicable.

ENGLISH READING & WRITING CENTER G020 - 0.18-0.5 Units

Writing Center Conference I

(Formerly known as: English 097AD, Writing Conference I & Engw 020AD)

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. This course may be taken 4 times. Lab. Pass/no pass only. Open entry/open exit. Not transferable, not degree applicable.

ENGLISH READING & WRITING CENTER G021 - 0.5 Units

Writing Center Conference II

(Formerly known as: English 098AD, Writing Conference II & Engw 021AD)

This course continues the individually tailored writing instruction begun in English G097 and can be taken in connection with any college course requiring writing assignments. This course may be taken 4 times. Lab. Pass/no pass only. Open entry/open exit. Not transferable, not degree applicable.

ENGLISH READING & WRITING CENTER G022 - 1.25 Units**Writing in the Work Place**

(Formerly known as: English 022AB & Engw 022AB)

This is a Writing and Reading Center course designed to teach students how to write simply and effectively in business settings. It focuses on how to write memos, directions, letters, meeting documents, reports, and how to fill-out forms. This is a computer based course which uses PLATO learning software. This course may be taken 2 times. Lab. Pass/no pass only. Open entry/open exit. Not transferable, not degree applicable.

ENGLISH READING & WRITING CENTER G023 - 0.5 Units**Writing a Unified Paragraph**

(Formerly known as: English 034AB & Engw 023AB)

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. This course may be taken 2 times. Lab. Pass/no pass only. Open entry/open exit. Not transferable, not degree applicable.

ENGLISH READING & WRITING CENTER G024 - 1 Unit**Writing a Unified Essay**

(Formerly known as: English 036AB & Engw 024AB)

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. This course may be taken 2 times. Lab. Pass/no pass only. Open entry/open exit. Not transferable, not degree applicable.

ENGLISH READING & WRITING CENTER G025 - 0.18 Units**Writing the University Application Letter**

(Formerly known as: English 045, Writing a UC Application Letter)

This short course guides students through the process of writing the Personal Statement required with the University of California application. Lab. Pass/no pass only. Open entry/open exit. Not transferable, not degree applicable.

ENGLISH READING & WRITING CENTER G030 - 0.5 Units**Guided Reading Development**

(Formerly known as: English 024AB & Engw 030AB)

A course for the development of reading, writing and vocabulary skills for students of all levels: beginning ESL to native speakers. Lab. Pass/no pass only. Open entry/open exit. Not transferable, not degree applicable.

ENGLISH READING & WRITING CENTER G031 - 1 Unit**English Reading for ESL**

(Formerly known as: English 049AD & Engw 031AD)

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. This course may be taken 4 times. Lab. Pass/no pass only. Open entry/open exit. Not transferable, not degree applicable.

ENGLISH READING & WRITING CENTER G032 - 0.5 Units**Reading for College Success**

(Formerly known as: English 040AD, 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. This course may be taken 4 times. Lab. Pass/no pass only. Open entry/open exit. Not transferable, not degree applicable.

ENGLISH READING & WRITING CENTER G034 - 2 Units**Intermediate Reading Strategies**

(Formerly known as: English 050AB & Engw G034AB)

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. This course may be taken 2 times. Lab. Pass/no pass only. Open entry/open exit. Not transferable, not degree applicable.

ENGLISH READING & WRITING CENTER G035 - 2 Units**Advanced Reading Strategies**

(Formerly known as: English 060AB & Engw 035AB)

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. This course may be taken 2 times. Lab. Pass/no pass only. Open entry/open exit. Not transferable, not degree applicable.

ENVIRONMENTAL STUDIES**ENVIRONMENTAL STUDIES G100 - 3 Units****Introduction to Environmental Studies**

(Formerly known as: Environmental Technology 100 & E S 100)

An interdisciplinary course designed to give the student a general overview of the environmental studies field. A basic understanding of issues related to the environmental compartments of air, soil and water; historical events, economic, political, and cultural concepts, regulations, and technology will be presented. An overview of career opportunities and paths within the environmental industry will be presented. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

ENVIRONMENTAL STUDIES G110 - 3 Units**Waste Stream Generation/Reduction/Treatment**

(Formerly known as: Environmental Technology 110 & E S 110)

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 pass/no pass grade. Transferable to CSU.

ENVIRONMENTAL STUDIES G130 - 3 Units**Environmental Health and Hygiene**

(Formerly known as: Environmental Technology 130 & E S 130)

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 pass/no pass grade. Transferable to CSU.

ENVIRONMENTAL STUDIES G140 - 3 Units**Environmental Education and Interpretation**

(Formerly known as: E S 140)

This course is designed to introduce the guiding principles for interpreting nature and culture. Existing educational materials, options for environmental program education delivery, and the development of interpretative centers will be examined. Students participate in environmental education and interpretation programs through collaboration with local and international agencies and organizations, and with industry. Career paths and opportunities will be presented. Lecture. Optional pass/no pass grade. Transferable to CSU.

ENVIRONMENTAL STUDIES G150 - 3 Units**Hazardous Waste Management Applications**

(Formerly known as: Environmental Technology 150 & E S 150)

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 pass/no pass grade. Transferable to CSU.

ENVIRONMENTAL STUDIES G160 - 4 Units**Solar Energy I--Thermal Technologies and Applications**

(Same as: Engineering Technology G160)

This course introduces the theoretical concepts and practical applications of solar thermal energy. Solar radiation, measurement, and data processing will be discussed. Components, systems and system performance including design, predicted energy savings, and economics will be examined. The focus will be on low-temperature applications for solar hot water and space heating. Career paths and opportunities within associated industries will be presented. Lecture. Optional pass/no pass grade. Transferable to CSU.

ENVIRONMENTAL STUDIES G162 - 4 Units**Solar Energy II--Photovoltaic Technologies and Applications**

(Formerly known as: E S 162 & Engineering Technology 162)

(Same as: Engineering Technology G162)

This course provides a comprehensive introduction to solar photovoltaic (PV) energy systems, including cell design and manufacturing technologies. A range of PV applications will be presented including grid connections, rural electrification, transportation designs, stand-alone systems, consumer products, and the supply of electrical power to satellites in space. Career paths and opportunities within associated industries will be presented. Lecture. Optional pass/no pass grade. Transferable to CSU.

ENVIRONMENTAL STUDIES G170 - 3 Units**Renewable Energy Sources and Applications**

(Formerly known as: E S 170)

(Same as: Engineering Technology G170)

This course provides a comprehensive overview of the principal types of renewable energy including solar, thermal, photovoltaic, bio, hydro, tidal, wave, wind, geothermal, hydrogen, and fuel cell. The underlying physical and technological principles of renewable energy resources, their environmental impact, current applications and future prospects will be examined. Career paths and opportunities within associated industries will be presented. Lecture. Optional pass/no pass grade. Transferable to CSU.

ENVIRONMENTAL STUDIES G180 - 0.5-3 Units**Ecotourism Destinations**

(Formerly known as: Environmental Technology 200 & E S 180AD)

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. This course may be taken 4 times. Lecture & lab. Optional pass/no pass 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 G190 - 1.5-3.5 Units**Environmental Studies Practicum**

(Formerly known as: E S 190AD)

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. This course may be taken 4 times. Lecture & lab. Optional pass/no pass 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 G200 - 4 Units**Hazardous Materials Management Applications**

(Formerly known as: E S 200)

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 and 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 pass/no pass grade. Transferable to CSU.

ENVIRONMENTAL STUDIES G230 - 4 Units**Safety and Emergency Response**

(Formerly known as: Environmental Technology 230 & ES 230)

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 pass/no pass grade. This course satisfies the requirements for generalized employee training under Occupational Safety & Health Administration -OSHA (1910.120). Transferable to CSU.

FARSI**FARSI G060 - 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 pass/no pass grade.

FARSI G061 - 3 Units**Practical Farsi**

Advisories: Farsi G060 or equivalent knowledge of spoken Farsi.

This course is a continuation of Farsi G060 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 pass/no pass grade.

FARSI G180 - 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. This course is equivalent to two years of high school Farsi. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

FARSI G185 - 5 Units**Elementary Farsi II**

Prerequisites: Farsi G180

This course is a continuation of Farsi G180 with emphasis on reading and writing ability. The students will further develop language competencies in listening and speaking, as well as fundamental aspects of culture. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

FLORAL DESIGN**FLORAL DESIGN G015 - 2 Units****Floral Design-Wedding Designs, Advanced**

(Formerly known as: FLORAL 015AB, Advanced Floral Design-Wedding Design)

Advisories: Floral G010

This course explores the advanced techniques of design and the execution of traditional floral compositions for wedding décor. The course is designed to provide the student with theory and lab experience in the styling of floral pieces specific to weddings and identify the latest floral trends. Body flowers, carrying pieces, ceremony and reception designs will be executed. Consultation, service, delivery procedures, ordering and pricing will be covered. Completed lab projects are taken home by the student. Lecture and lab. This course may be taken 2 times. Lecture & lab. Letter grade only.

FLORAL DESIGN G020 - 2 Units**Designs in Global Floristry, Advanced**

(Formerly known as: Advanced Floral Design-Tributes and International)

Advisories: Floral G010

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. This course provides practical application and construction of design styles with an emphasis on European floral designs, International floral customs, wedding décor, sympathy tributes, window and store display and home designs. Completed lab projects are taken home upon completion. Advisory: Floral G010 Lecture & lab. Letter grade only.

FLORAL DESIGN G025 - 2 Units**Advanced Floral Design-Event Planning and Display**

(Formerly known as: FLORAL 025AB)

Advisories: Floral G010

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. This course may be taken 2 times. Lecture & lab. Letter grade only.

FLORAL DESIGN G027 - 2 Units**Creativity and Competition**

(Formerly known as: FLORAL 027AB)

Advisories: Floral G010

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. This course may be taken 2 times. Lecture & lab. Letter grade only.

FLORAL DESIGN G032 - 2 Units**Permanent and Seasonal**

Advisories: Floral G010

This course provides the student with theory and lab experience in the use of permanent botanicals; artificial and preserved plant materials. Instruction emphasizes mechanics and techniques of construction for home décor and commercial applications, as well as the preservation process. Lecture and lab. Letter grade only. Lecture & lab. Letter grade only.

FLORAL DESIGN G050 - 2 Units**Floral Placement and Productions Practicum II**

Advisories: Floral G010

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.

FLORAL DESIGN G110 - 2.5 Units**Basic Floral Design**

(Formerly known as: FLORAL 010AB and Floral Design G010)

This course is an introduction to the fundamentals of theory, techniques and skills currently practiced in the floral industry. The course includes applied art principles, cut flower and foliage care and botanical identification, handling practices, proper use of florist's tools and materials, pricing of floral products and historical period designs. This course prepares students for entry-level positions in the floral industry. Detailed instruction and demonstrations are given on various arrangement styles and flowers to wear. Students utilize lab time to execute class projects. This course may be taken 2 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

FLORAL DESIGN G111 - 2.5 Units**Floral Business Practicum I**

(Formerly known as: Floral Design G011)

Advisories: Floral G110

This is an intermediate course which reinforces basic floral knowledge emphasizing art elements and principles of design. It also introduces additional design styles and industry techniques. Additionally, students will explore the duties of a shop operator including pricing for profit, salesmanship, merchandising and management. Proper care, handling techniques of fresh flowers/foiliages, flower classification and flower/foilage botanical identification are reviewed. Theory of design, techniques and color concepts are reinforced as students create floral arrangements and corsages. Emphasis is on sharpening basic skills and creating cost/profit awareness. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

FRENCH**FRENCH G060 - 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 pass/no pass grade.

FRENCH G061 - 3 Units**Practical French, Intermediate**

Advisories: French G060

A continuation of French G060. 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 pass/no pass grade.

FRENCH G180 - 5 Units**Elementary French**

This is an introductory course in the French language. Students learn to understand, speak, read, and write basic French. This is a proficiency-oriented course to acquire French for real life situations. Classes are conducted in French. Native speakers are eligible by permission of the instructor only. This course is equivalent to two years of high school French. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

FRENCH G185 - 5 Units**French, Elementary**

Prerequisites: French G180 or 2 years of high school French

A continuation and completion of French G180. Further development emphasizing reading ability. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

FRENCH G280 - 4 Units**French, Intermediate**

Prerequisites: French G185 or 3 years of high school French

A thorough review of essentials of French grammar with wide readings in French on civilization and literature. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

FRENCH G285 - 4 Units**French, Intermediate**

Prerequisites: French G280 or 4 years of high school French

Further cultural readings, including history and literature, will provide the focus for more advanced discussions and writings. Study of French idioms. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

FRENCH G290 - 3 Units**French Culture and Civilization**

Prerequisites: French G285

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 pass/no pass grade. Transferable to CSU; UC.

GEOGRAPHY**GEOGRAPHY G100 - 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 pass/no pass grade. Transferable to CSU; UC.

GEOGRAPHY G104 - 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 pass/no pass grade. Transferable to CSU; UC.

GEOGRAPHY G180 - 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 pass/no pass grade. Transferable to CSU; UC.

GEOGRAPHY G195 - 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 pass/no pass grade. Transferable to CSU; UC.

GEOLOGY**GEOLOGY G100 - 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.

GEOLOGY G105 - 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 G100. Transferable to CSU; UC.

GEOLOGY G106 - 4 Units**Earth Science for Teachers**

This lecture/laboratory study of introductory Earth Science includes physical and historical geology, physical oceanography, and meteorology. 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. Offered spring semester only.

HEALTH EDUCATION**HEALTH EDUCATION G100 - 3 Units****Health Education**

(Formerly known as: Hlth Ed100)

This course is designed to provide students with the knowledge to lead a healthy life. Areas covered include wellness, emotional health, stress management, aging, physical well-being, nutrition and weight control, drugs, reproduction and parenting, prevention of diseases and consumer health. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

HEALTH EDUCATION G107 - 3 Units**It's Your Choice-Drugs, Health and Society**

(Formerly known as: HLTH ED107)

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 pass/no pass grade. Transferable to CSU; UC.

HEALTH EDUCATION G120 - 1 Unit**Basic Cardio-Pulmonary Resuscitation**

(Formerly known as: Hlth Ed120)

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 pass/no pass grade. Transferable to CSU.

HEALTH EDUCATION G125 - 2 Units**First Aid/Cardio-Pulmonary Resuscitation**

(Formerly known as: Hlth Ed 125)

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 pass/no pass grade. Transferable to CSU; UC.

HEALTH EDUCATION G135 - 3 Units**Nutrition**

This course provides an integrated overview of the physiological requirements and functions of everyday nutrition. Topics will cover many different aspects and views of nutrition and how it affects our lives. Lecture. Letter grade only. Transferable to CSU.

HEALTH EDUCATION G851 - 0 Units**Strength and Fitness for the Disabled**

(Formerly known as: Health Education 905 & Hlth Ed 851)

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 G852 - 0 Units**Swimming for the Disabled**

(Formerly known as: Health Education 908 & Hlth Ed 852)

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 G110 - 3 Units****Economic History of the United States**

(Same as: Economics G120)

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 pass/no pass grade. Transferable to CSU; UC.

HISTORY G120 - 3 Units**Asian Civilizations**

This course compares and contrasts geographic and demographic patterns and the dynamics of primitive, modern, and transitional Asian societies. Major political, economic, sociocultural developments, and religious traditions of India, China, Japan, Korea, and Southeast Asia will be presented in an historical perspective. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

HISTORY G132 - 3 Units**History of Britain and Ireland I**

This course is a survey of British and Irish history from the Neolithic Age to the 17th century. It explores how various cultures (Celtic, Pictish, Roman, Anglo-Saxon, Scandinavian, and Norman-French) struggled for supremacy and survival over several thousand years culminating in the ascendancy of England. Major topics include Celtic culture, Roman imperialism, Viking impact, Norman conquest and the reigns of the Tudors and Stuarts. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

HISTORY G135 - 3 Units**History of Britain and Ireland II**

This course is a survey of British and Irish history from the 17th century to the present day. Content spans the major political, economic, social, cultural and intellectual forces that have shaped the UK and Ireland. Historical emphasis is placed on constitutional development, the preconditions and process of Industrial Revolution, Scottish Highland Clearances, Irish potato famine, Irish partition, the origins and consequences of British imperialism, World Wars, and contemporary British and Irish cultural life. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

HISTORY G136 - 3 Units**Ancient Civilizations of Mesoamerican and the Southwest**

(Formerly known as: History and Culture of the Chicano American)

(Same as: Anthropology G136)

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 pass/no pass grade. Transferable to CSU; UC. May not be offered each semester.

HISTORY G140 - 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 pass/no pass grade. Recommended for transfer students. A background in American history is helpful. Transferable to CSU; UC.

HISTORY G150 - 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 pass/no pass grade. Transferable to CSU; UC.

HISTORY G165 - 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 pass/no pass grade. Transferable to CSU; UC.

HISTORY G170 - 3 Units**History of the United States to 1876**

A survey of American historical development from the founding of English colonies through Reconstruction. The course emphasizes the evolution of political, economic and social institutions and ideas. Lecture. Optional pass/no pass grade. Recommended for transfer students. Essential for history and political science majors. Transferable to CSU; UC.

HISTORY G175 - 3 Units**History of the United States since 1876**

A survey of American history since the Civil War. The course emphasizes the development of the modern American society and economy, and American participation in world affairs. Lecture. Optional pass/no pass grade. Recommended for transfer students. Essential for history and political science majors. Transferable to CSU; UC.

HISTORY G180 - 3 Units**History of Western Civilization I**

A study of Near Eastern and European cultures from their inception to the sixteenth century which considers their social, cultural and intellectual contributions to contemporary Western civilization. Special attention is given to the rise of Classical Greece, Christianity and the Renaissance. Lecture. Optional pass/no pass grade. Recommended for all transfer students majoring in the liberal arts, the humanities or the social sciences. UC Credit Limitations: History G180 and G180H combined--maximum credit, one course Transferable to CSU; UC.

HISTORY G180 HONORS - 3 Units**History of Western Civilization 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 G180 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 G180 and G180H combined--maximum credit, one course Transferable to CSU; UC.

HISTORY G185 - 3 Units**History of Western Civilization II**

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 pass/no pass grade. Recommended for all transfer students majoring in the liberal arts, the humanities or the social sciences. UC Credit Limitations: History G185 and G185H combined--maximum credit, one course Transferable to CSU; UC.

HISTORY G185 HONORS - 3 Units**History of Western Civilization 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 G185 and G185H combined--maximum credit, one course. Transferable to CSU; UC.

HISTORY G190 - 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 pass/no pass grade. Recommended for transfer students. Transferable to CSU; UC.

HISTORY G195 - 3 Units**World History Since 1500**

This course is an exploratory survey of diverse cultural, political and socio-economic societies in the main geographical arenas of the world since 1500, including events and ideas. The course also focuses on the contemporary challenges of global interaction and interdependence. Lecture. Optional pass/no pass grade. Recommended for transfer students. Transferable to CSU; UC.

HUMANITIES**HUMANITIES G100 - 3 Units****Art History and Appreciation I--Prehistoric to Ren**

(Formerly known as: History and Appreciation of Art)

(Same as: Art G105)

This is a survey of prehistoric art to the Renaissance period, stressing the basic principles and history of art demonstrated in painting, sculpture, and architecture. Illustrated lectures, reading, and museum reports are included in the course. Lecture. Optional pass/no pass grade. Art majors planning to transfer should enroll in Art G105. UC Credit Limitations: Humanities G100 and G100H combined--maximum credit, one course. Transferable to CSU; UC.

HUMANITIES G100 HONORS - 3 Units**Honors Art History & Appreciation**

(Same as: Art G105 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 G105/Humanities G100 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 G100 and G100H combined--maximum credit, one course. Transferable to CSU; UC.

HUMANITIES G101 - 3 Units**History of Radio, Television and Broadcasting**

(Same as: Broadcast & Video Production G101)

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 pass/no pass grade. Highly recommended for theater, commercial music and journalism majors. Transferable to CSU.

HUMANITIES G102 - 3 Units**Introduction to Art**

(Same as: Art G100)

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 pass/no pass grade. Required field trips. Transferable to CSU; UC.

HUMANITIES G103 - 3 Units**Worlds of Music**

(Same as: Music G103)

This course is a survey of music of selected cultures outside the tradition of Western art music. Divided into three general categories, the course examines folk music, tribal music, and art structures. Audio recordings and filmed examples introduce the student to instrumental and vocal techniques, musical structures, and performance contexts. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

HUMANITIES G104 - 3 Units**History and Appreciation of Opera and Related Forms**

(Same as: Music G104)

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 pass/no pass grade. Transferable to CSU; UC.

HUMANITIES G108 - 3 Units**History and Appreciation of the Musical Theater**

(Same as: Theater Arts G108, Music G108)

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 pass/no pass grade. Transferable to CSU; UC. May not be offered each semester.

HUMANITIES G110 - 3 Units**History and Appreciation of Art II--Ren to Present**

(Formerly known as: History and Appreciation of Art)

(Same as: Art G106)

This is a survey of the history of art beginning with the Italian Renaissance and concluding with modern art. Painting, sculpture, and architecture are studied as an integral part of cultural patterns and developments. Illustrated lectures, reading, and field trips to current exhibitions. Study assignments involve at least one visit to a major art museum. Lecture. Optional pass/no pass grade. Art majors planning to transfer should enroll in Art G106. UC Credit Limitations: Humanities G110 and G110H combined--maximum credit, one course. Transferable to CSU; UC.

HUMANITIES G110 HONORS - 3 Units**History and Appreciation of Art, Honors**

(Same as: Art G106 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 G106/ Humanities G110 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 G110 and G110H combined--maximum credit, one course. Transferable to CSU; UC.

HUMANITIES G114 - 3 Units**History of Modern Art**

(Same as: Art G104)

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 pass/no pass grade. Transferable to CSU; UC.

HUMANITIES G116 - 1.5 Units**Art Museum and Gallery Field Studies**

(Formerly known as: Humanities 116AD)

(Same as: Art G102)

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. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

HUMANITIES G120 - 3 Units**History and Appreciation of Music**

(Same as: Music G101)

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 pass/no pass grade. UC Credit Limitations: Humanities G120 and G120H combined--maximum credit, one course. Transferable to CSU; UC.

HUMANITIES G120 HONORS - 3 Units**History and Appreciation of Music, Honors**

(Same as: Music G101 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 G101/HumG120 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 pass/no pass grade. UC Credit Limitations: Humanities G120 and G120H combined--maximum credit, one course. Transferable to CSU; UC.

HUMANITIES G122 - 3 Units**History and Literature of Music**

(Same as: Music G165)

A survey of western art music from approximately 1700 to the present. Formal analysis and examination of the musical styles of music from the Baroque, Classic, Romantic and Modern eras, with listening examples of typical masterworks from each. A course for music majors and minors who come to the course with previous formal music study, or considerable informal listening and concert attendance. Lecture. Optional pass/no pass grade. Transferable to CSU; UC. May not be offered each semester.

HUMANITIES G126 - 3 Units**Music In Motion Pictures**

(Same as: Music G126)

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 pass/no pass grade. Transferable to CSU; UC.

HUMANITIES G130 - 3 Units**Introduction to History and Literature of the Theater**

(Same as: Theater Arts G101)

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 pass/no pass grade. Transferable to CSU; UC.

HUMANITIES G132 - 3 Units**Introduction to the Theater**

(Same as: Theater Arts G100)

A course designed to introduce students to all aspects of theater. This course examines theater history, acting, directing and the technical elements of scenery, lighting, sound, costume and make-up. Lecture, demonstration, and classroom participation will be utilized. Students are required to see college produced plays. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

HUMANITIES G135 - 3 Units**History and Appreciation of the Cinema**

(Same as: Theater Arts G102)

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 pass/no pass grade. Transferable to CSU; UC.

HUMANITIES G140 - 3 Units**Jazz: A History and Appreciation**

(Same as: Music G136)

This course is a survey of jazz, a uniquely American art form. The class traces the history and development of jazz, from its musical predecessors and beginnings to contemporary styles. Audio recordings introduce the student to the techniques, styles, and performers of jazz. Three hours lecture a week. Optional credit/no credit or grade. Transfer credit: CSU; UC. Lecture. Optional pass/no pass grade. Three hours lecture, one and one-half hours listening in Multi-Media Center a week. Transferable to CSU; UC.

HUMANITIES G145 - 3 Units**History of Rock Music**

(Same as: Music G185)

This course is an in depth study of rock music; emphasis includes rock roots, blues/R & B, Elvis & early rock. Also Beatles and 60's rock, metal, "New Wave," punk, alternative, rap, 90's "grunge," industrial, techno and other musical styles and social topics. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

HUMANITIES G160 - 3 Units**Introduction to Mass Communications**

(Same as: Journalism G160)

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 pass/no pass grade. Transferable to CSU; UC.

HUMANITIES G190 HONORS - 3 Units**Honors Seminar**

Advisories: English G010

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. Letter grade only. Transferable to CSU.

INTERPRETING**INTERPRETING G100 - 3 Units****Introduction to Sign Language Interpreting**

Advisories: Basic knowledge of American Sign Language

This course is designed to provide students with the historical and theoretical knowledge of the interpreting profession. Topics include: The history of interpreting, roles and responsibilities of an interpreter, the Code of Ethics, relevant organizations, interpreter skills and competencies, overview of various settings, terminology, the interaction of American Deaf and Hearing Cultures, business practices and systems of evaluation and certification. Lecture. Optional pass/no pass grade. Transferable to CSU.

INTERPRETING G130 - 3 Units**Beginning Voice to Sign**

(Formerly known as: Interpreting 030, Basic Voice to Sign)

Advisories: Sign G280

This course reviews the principles, concepts and theories of interpreting and introduces the processes, skills and techniques of interpreting from English to American Sign Language. Both consecutive and simultaneous interpreting are explored. The student will begin the development of skills required to accurately interpret a spoken message into sign language. Lecture. Letter grade only. Transferable to CSU.

INTERPRETING G135 - 3 Units**Advanced Voice to Sign**

(Formerly known as: Interpreting 035)

Advisories: Interpreting G130

This course enhances the processes, skills and techniques of interpreting from English to American Sign Language. The student will continue to develop skills required to accurately interpret a spoken message into sign language. The concepts of transliterating and interpreting will be reviewed and expanded. Practice will provide the student with the skills necessary to match the interpreting process to the needs of the deaf consumer. Lecture. Letter grade only. Transferable to CSU.

INTERPRETING G155 - 3 Units**Basic Sign to Voice**

(Formerly known as: Interpreting 055)

Advisories: Sign G280

This course introduces the processes, skills and techniques of interpreting from American Sign Language to English. Both consecutive and simultaneous methods of interpreting will be explored. The student will begin the development of skills required to accurately interpret a signed message into English. Lecture. Letter grade only. Transferable to CSU.

INTERPRETING G160 - 3 Units**Advanced Sign to Voice**

(Formerly known as: Interpreting 060)

Advisories: Interpreting G155

This is a course in advanced processes, skills and techniques of interpreting from American Sign Language into oral English. Both consecutive and simultaneous methods of interpreting will be enhanced. Lecture. Letter grade only. Transferable to CSU.

INTERPRETING G170 - 3 Units**Interpreting In Educational Settings**

(Formerly known as: Interpreting 070)

Advisories: Sign G285, Interpreting G135, Interpreting G155

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 qualified, certified and to satisfy the California state mandates for educational interpreters. Lecture. Optional pass/no pass grade. Transferable to CSU.

INTERPRETING G190 - 3 Units**Specialized Interpreting Situations**

(Formerly known as: Interpreting 090AC, INTRP190AC)

Advisories: Interpreting G130 or G155

This course examines the role and responsibilities of an interpreter in varied interpreting settings. The practical aspects of interpreting will be examined and implemented in an effort to prepare students to work in a wide variety of situations and settings. Students will be given opportunities to explore medical, educational, legal and religious, and theatrical settings. This course may be taken 3 times. Lecture. Letter grade only. Transferable to CSU. Offered spring semester only.

JOURNALISM**JOURNALISM G160 - 3 Units****Introduction to Mass Communications**

(Same as: Humanities G160)

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 pass/no pass grade. Transferable to CSU; UC.

JOURNALISM G185 - 3 Units**Writing for News Media**

(Same as: Broadcast & Video Production G111)

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 pass/no pass grade. Transferable to CSU.

JOURNALISM G284 - 2 Units**Newspaper Production**

(Formerly known as: JOURN284AD)

(Same as: Jour G285)

Class members will help produce The Western Sun. All class members required to attend regular staff meetings. May not be taken concurrently with Journalism G285. This course may be taken 4 times. 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 G284 and G285. Lecture & lab. Optional pass/no pass 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 G284 and G285. Transferable to CSU.

JOURNALISM G285 - 3 Units**Newspaper Production**

(Formerly known as: JOURN285AD)

(Same as: Journ G284)

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 on day prior to publication. This course may be taken 4 times. 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 G284 & G285. Lecture & lab. Optional pass/no pass 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 G284 & G285. Transferable to CSU.

JOURNALISM G286 - 1 Unit**Western Sun Editorial Board**

(Formerly known as: JOURN286AD)

Prerequisites: Assignment as The Western Sun editor or business manager

Corequisites: Journalism G285

Editorial board members will be responsible for directing production of The Western Sun. This course may be taken 4 times Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

JOURNALISM G288 - 3 Units**Newspaper, Managing and Editing**

(Formerly known as: JOURN288AD)

All class members required to attend regular staff meetings. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. Class open to those students accepting editorial positions or special assignments on The Western Sun. Transferable to CSU.

LEARNING**LEARNING G005 - 2 Units****How to Survive in College**

(Formerly known as: Learn005)

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. Pass/no pass 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 G921 - 0 Units**Supervised Tutorial Services Attendance**

(Formerly known as: Learning Skills 920-1 & Learn 921)

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. May be repeated as necessary. Hours by arrangement. Open entry/open exit. Not transferable, not degree applicable.

LEARNING SKILLS G922 - 0 Units**Student Computer Lab Attendance**

(Formerly known as: Learning Skills 920-2 & Learn922)

This course provides current Golden West College students an open computer laboratory offering high-speed Internet access, personal e-mail accounts, color printing, scanning, Microsoft Office, and other heavily used and appropriate software to increase the probability of success in their coursework. Students must currently be earning units at Golden West College to enroll in this class. Lab. No credit. May be repeated as necessary. Hours by arrangement. Open entry/open exit. Not transferable, not degree applicable.

LEARNING SKILLS G927 - 0 Units**High Tech Center/ACE Lab**

(Formerly known as: Learning Skills 920-7)

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 Accessibility Center for Education (ACE) Office. Lab. No credit. May be repeated as necessary. Hours by arrangement. Open entry/open exit. Not transferable, not degree applicable.

LEARNING SKILLS G928 - 0 Units**Special Accommodations**

(Formerly known as: Learning Skills 920-8)

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 Accessibility Center for Education (ACE) Office. No credit. Open entry/open exit. Not transferable, not degree applicable.

LIBRARY**LIBRARY G110 - 1 Unit****Introduction to Library Resources**

This is a librarian guided instruction course using a workbook, library print and electronic resources. The course is designed to introduce students to a variety of print and electronic information resources necessary for college level research. Students will demonstrate their skills development with weekly assignments using and evaluating library resources and materials. Lecture. Pass/no pass only. Transferable to CSU.

LIBRARY G120 - 1 Unit**Libraries and the Internet**

This course introduces students to college level, online research, including how to locate, use, and evaluate information from the Internet. This course provides librarian guided study with student skills demonstration using library college research resources such as the GWC Library online databases and Internet resources such as online directories, virtual libraries, and search engines. Lecture. Optional pass/no pass grade. An eight-week course. Transferable to CSU; UC.

LIBRARY G125 - 1 Unit**Internet Research, Advanced**

This course focuses on college level complex online research and information literacy. The emphasis is on search strategies, evaluation of sources, searching, and copyright issues culminating in a final project or exam. Lecture. Optional pass/no pass grade. Transferable to CSU.

MANAGEMENT**MANAGEMENT G110 - 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. Optional pass/no pass grade. Transferable to CSU.

MANAGEMENT G111 - 3 Units**Human Resources Management**

Employment, wages and salary, and labor relations are explored from the viewpoint of employees and first-line supervision. Practical handling of a variety of typical personnel problems encountered in business and industry are simulated through the use of role playing. An objective of this course is to provide an unbiased consideration of labor and management problems in industry and to show the need for cooperation. Lecture. Letter grade only. Transferable to CSU.

MANAGEMENT G115 - 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. Optional pass/no pass grade. Transferable to CSU.

MANAGEMENT G118 - 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 pass/no pass grade. Transferable to CSU.

MANAGEMENT G130 - 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 pass/no pass grade. Transferable to CSU.

MANAGEMENT G140 - 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 pass/no pass grade. A twelve-week course. Transferable to CSU.

MANAGEMENT G152 - 3 Units**Small Business Ownership and Management**

This course covers the concepts and techniques related to the challenges faced by owner/managers of small firms. Content areas include location, finance, merchandise inventory, credit control, public relations, and human resources. Lecture. Letter grade only. Transferable to CSU.

MANAGEMENT G153 - 1.5 Units**Writing an Effective Business Plan**

(Same as: Business G153)

This course is designed to guide the student in the planning, preparation, and the completion of a successful business plan. The student will develop the tools and confidence in the writing of their own business plan which will serve as a guide in promoting growth, profitability, and social responsibility in achieving their business goals. Suitable for any current business owner or entrepreneur, business, management, or marketing student. This class is critical for contemporary business leaders and owners to understand how to develop a strong business plan that will be used to secure the business and provide a guideline for future growth and profitability. Lecture. Optional pass/no pass grade. Transferable to CSU.

MANAGEMENT G155 - 3 Units
Customer Service for the 21st Century

(Same as: Business G155)
 This course covers the skills, strategies, and techniques required in the 21st century for developing, improving, and delivering quality customer service to attract new customers, retain existing customers, and increase overall profitability within an organization. Lecture. Optional pass/no pass grade. Transferable to CSU.

MANAGEMENT G170 - 3 Units
Introduction to Business Software Solutions

(Same as: Business G170, Computer Science G170)
 This course will provide students with knowledge and understanding of current software systems that enable businesses to ship and deliver materials and services. It will survey practices in enterprise software solutions such as Enterprise Resource Planning, Supply Chain, and Customer Relationship Management. The course will provide an overview of the use of technology to improve productivity and efficiency which is an essential part of today's business landscape. Recommended for people desiring a future in Management, IT Management, Business or Accounting. Lecture. Optional pass/no pass grade.

MANAGEMENT G172 - 3 Units
Introduction Global Logistics and Supply Chain Management

(Same as: Business G172)
 This course provides an introduction to the role and use of logistics and supply chain management for competitive advantage as it relates to global business. Topics include an overview of market entry, infrastructure, transportation methods, trade and payment terms, contracts, risk management, insurance and packing procedures, commercial documentation and customs clearance. Lecture. Optional pass/no pass grade. Transferable to CSU.

MANAGEMENT G174 - 3 Units
U.S. Physical Distribution and Logistics

(Same as: Business G174)
 This course provides an overview of the structure and management of the physical distribution system. Major topics include logistics and supply chain management and technologies, demand management and order processing, packaging, packing and materials handling. Related topics include transportation management, distribution center management, warehouse and plant location, inventory control, procurement, international logistics and analysis of logistics systems and controls. Lecture. Optional pass/no pass grade. Transferable to CSU.

MANAGEMENT G183 - 1.5 Units
International Payments and Collections

(Same as: Business G183)
 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 600. Lecture. Optional pass/no pass grade. An eight-week course. Transferable to CSU.

MANAGEMENT G184 - 1 Unit
Mexico and NAFTA: A Business Perspective

(Same as: Business G184)
 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 pass/no pass grade. A six-week course Transferable to CSU.

MANAGEMENT G190 - 3 Units
Import Export Procedures

(Same as: Business G190)
 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 pass/no pass grade. Transferable to CSU.

MANAGEMENT G195 - 1 Unit
Regional Economic Integration

(Same as: Business G195)
 This course surveys the levels of economic integration between countries in the world including agreements between countries in a geographic region to reduce and ultimately remove tariff and non tariff barriers to the free flow of goods. Topics include services and factors of production between each other with specific focus on economic and political reasons for integration. Patterns of international cooperation and opportunities and challenges for the United States businesses in developing successful sourcing, logistics and supply chain strategies will be explored. Lecture. Optional pass/no pass grade. Transferable to CSU.

MARKETING

MARKETING G100 - 3 Units
Principles of Marketing

(Formerly known as: Market 100)
 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 G121 - 3 Units
Personal Finance

(Formerly known as: Market 121)
 (Same as: Business G121)
 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 G135 - 3 Units
Retail Management

(Formerly known as: Principles of Retailing & Market 135)
 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 G140 - 3 Units
E-Commerce--Selling On The Internet

(Formerly known as: Market 140)
 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 pass/no pass grade. Transferable to CSU.

MARKETING G180 - 3 Units**Survey of International Trade**

(Formerly known as: Market 180)

(Same as: Business G180)

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 G185 - 3 Units**International Marketing**

(Formerly known as: Market 185)

(Same as: Business G185)

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 pass/no pass grade. Transferable to CSU.

MARKETING G186 - 0.5 Units**International Marketing and the Internet**

(Formerly known as: Market 186)

(Same as: Business G186)

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 pass/no pass grade. Transferable to CSU.

MATHEMATICS**MATHEMATICS G005 - 3 Units****Basic Mathematics**

This course introduces the fundamental operations of arithmetic on whole numbers, fractions and decimals. Applications in percentage, ratio, proportion, and measurement will be introduced throughout the course. (Not applicable to the A.A. degree) Lecture & lab. Optional pass/no pass grade. Not transferable, not degree applicable.

MATHEMATICS G008 - 3 Units**Pre-algebra**

(Formerly known as: Prealgebra)

Prerequisites: Mathematics G005 or Mathematics Placement Assessment

This course will introduce basic operations with signed numbers, exponents, fraction and mixed numbers, first degree equations, radicals, proportions, rational expressions, factorizations, percents, formulas, applied problems, the rectangular coordinate system, geometry and measurements. Lecture & lab. Optional pass/no pass grade. Not transferable, not degree applicable.

MATHEMATICS G009 - 1 Unit**Medication Calculations for Nurses**

(Formerly known as: MATH 009AB)

Prerequisites: Mathematics G008 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 '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. This course may be taken 2 times. Lecture. Optional pass/no pass grade. A six-week course. Not transferable, not degree applicable.

MATHEMATICS G010 - 4 Units**Elementary Algebra**

Prerequisites: Mathematics G008 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 G020 - 3 Units**Plane Geometry**

Prerequisites: Mathematics G010 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 G030 - 4 Units**Intermediate Algebra**

Prerequisites: Mathematics G010 or Mathematics Placement Assessment

This course is equivalent to a second-year high school algebra course. Topics include absolute value, rational exponents, radicals, linear equations and inequalities, quadratic equations and inequalities, functional notation, linear and quadratic functions, conic sections, logarithms, exponential and logarithmic functions, linear systems in two and three variables, sequences, and series. Lecture & lab. Letter grade only.

MATHEMATICS G100 - 3 Units**Liberal Arts Mathematics**

(Formerly known as: Mathematics for Liberal Arts Students)

Prerequisites: Mathematics G030 or Mathematics Placement Assessment

Using and expanding upon the skills gained from intermediate algebra, this course offers the liberal arts student an applications-oriented, problem-solving exploration into a variety of mathematical fields including geometry, trigonometry, statistics, and business mathematics. This course is designed not only to meet college general education requirements but to help generate a positive attitude toward and an interest in mathematics. Lecture & lab. Letter grade only. Transferable to CSU; UC.

MATHEMATICS G103 - 3 Units**Statistics for Elementary Teachers**

(Formerly known as: Elem. Teachers Math. 3-Probability & Statistics)

Prerequisites: Mathematics G030 or Mathematics Placement Assessment

This course is designed for prospective teachers. This course is an activity-based exploration of statistics aligned with the California State Mathematics Standards. Topics include data representation and analysis, randomization and sampling, measures of central tendency and variability, hypothesizing and statistical inference. Lecture & lab. Letter grade only. UC Credit Limitations: Math G103, G104 and G106 combined--maximum credit, one course; no credit for G103 if taken after G160/G160H. Transferable to CSU; UC. Offered spring semester only.

MATHEMATICS G104 - 3 Units**Mathematics for Elementary Teachers 1**

Prerequisites: Mathematics G030 or Mathematics Placement Assessment

Topics include problem solving skills, structure and arithmetic of the real number system, other numeration systems, set theory, and manipulatives. This course is designed for students planning to be elementary teachers. Lecture & lab. Letter grade only. Student should complete Mathematics G020 (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 G103, G104 and G106 combined---maximum credit, one course. Transferable to CSU; UC.

MATHEMATICS G115 - 4 Units**College Algebra**

Prerequisites: Mathematics G030 or Mathematics Placement Assessment

This course is designed for students needing to improve algebra skills necessary for success in Math G140 and G150 and G160. 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 G115 and G170 combined---maximum credit, one course. Transferable to CSU; UC.

MATHEMATICS G120 - 3 Units**Trigonometry**

Prerequisites: Mathematics G030 or Mathematics Placement Assessment

Advisories: Mathematics G020

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.

MATHEMATICS G140 - 4 Units**Survey of Calculus**

(Formerly known as: Math 130)

Prerequisites: Mathematics G115 or Mathematics G170 or Mathematics Placement Assessment

This course is designed for students of business, management, and social science who need only one semester of calculus that covers a variety of topics that usually span parts of three semesters of calculus. Topics include functions, limits and continuity, differentiation, integration, graphing, the calculus of two variables and applications of the derivative and integral. This course does not prepare a student to enter Mathematics G180 or G185. Lecture. Letter grade only. UC Credit Limitations: Math G140, G180 and G180H combined---maximum credit, one course. Transferable to CSU; UC.

MATHEMATICS G150 - 4 Units**Finite Mathematics with Applications**

(Formerly known as: Finite Mathematics)

Prerequisites: Mathematics G030 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.

MATHEMATICS G160 - 4 Units**Introduction to Statistics**

Prerequisites: Mathematics G030 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 G160 and G160H combined---maximum credit, one course. Transferable to CSU; UC.

MATHEMATICS G170 - 5 Units**Precalculus**

Prerequisites: Mathematics G120 or Mathematics Placement Assessment

This course will cover topics required for studying calculus 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 G180 (Calculus I). Lecture. Letter grade only. UC Credit Limitations: Math G115 and G170 combined---maximum credit, one course. Math G170 (maximum credit, 4 units). Transferable to CSU; UC.

MATHEMATICS G180 - 5 Units**Calculus 1**

Prerequisites: Mathematics G170 or Mathematics Placement Assessment

This is the first course in a three-course sequence designed for mathematics, science 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. *The student should plan to complete the first three semesters of calculus at Golden West College to maintain continuity. Lecture. Letter grade only. UC credit limitations. See counselor. Transferable to CSU; UC.

MATHEMATICS G185 - 5 Units**Calculus 2**

Prerequisites: Mathematics G180 or Mathematics G180H

This is the second course in a three-course sequence designed for mathematics, science and engineering majors. The topics covered in this course include methods of integration, applications of the definite integral, transcendental functions, polar and parametric functions, indeterminate forms, improper integrals, convergence and divergence of sequences and series including power series, and conic sections. (The student should plan to complete the first three semesters of calculus at Golden West College to maintain continuity.) Lecture. Letter grade only. Transferable to CSU; UC.

MATHEMATICS G235 - 4 Units**Applied Linear Algebra**

(Formerly known as: Math 290)

Prerequisites: Mathematics G185

Introduction to linear algebra, classical linear algebra problems, and applications to computer science and related technologies including matrices, determinants, linear spaces, linear transformations, and eigenvalues. Lecture. Letter grade only. Transferable to CSU; UC. Offered spring semester only.

MATHEMATICS G280 - 5 Units**Calculus 3**

Prerequisites: Mathematics G185

This is the third course in a three-course sequence, designed for mathematics, science and engineering majors. Topics include vectors in three-dimensional space, curves and surfaces, functions of several variables, partial differentiation, the gradient, the curl, the divergence, multiple integration, Green's Theorem, Gauss' (Divergence) Theorem and Stokes' Theorem. 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.

MATHEMATICS G285 - 5 Units**Introduction to Linear Algebra and Differential Equations**

(Formerly known as: Ordinary Differential Equations)

Prerequisites: Mathematics G185

This course is designed to introduce students to the fields of Linear Algebra and Differential Equations. Topics include matrices, determinants, vector spaces, linear systems of equations, inner product spaces, first and second order differential equations, systems of differential equations, and Laplace transforms. Lecture. Letter grade only. Transferable to CSU; UC.

MUSIC**MUSIC G025 - 1-3 Units****Rehearsal & Performance-Band Showmanship**

(Formerly known as: MUSIC025AD)

Prerequisites: Retention is based upon successful audition.

This is an enrichment course designed to enhance musical performance and showmanship. This course may be taken 4 times. Lab. Pass/no pass only.

MUSIC G026 - 1-3 Units**Survey of Contemporary Band Literature**

(Formerly known as: MUSIC026AD)

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. This course may be taken 4 times. Lab. Optional pass/no pass grade.

MUSIC G048 - 3 Units**Home Recording**

(Formerly known as: MUSIC048)

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 pass/no pass grade.

MUSIC G049 - 2 Units**Digital Recording**

(Formerly known as: Introduction to Recording Engineering & MUSIC049)

This course focuses on understanding the operations and principles of digital audio recording, including tracking, recording, mixing microphones, and speakers, with an emphasis on the digital recording and mixing environment. Lecture. Optional pass/no pass grade.

MUSIC G051 - 2 Units**Record Producing**

(Formerly known as: MUSIC051AB)

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. This course may be taken 2 times. Lecture & lab. Optional pass/no pass grade.

MUSIC G053 - 2 Units**Producing the Music Video**

Advisories: Music G051 or concurrent enrollment in Music G051.

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 pass/no pass grade.

MUSIC G054 - 3 Units**Audio Fundamentals**

(Formerly known as: MUSIC054AB)

Advisories: Music G115

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). This course may be taken 2 times. Lecture & lab. Optional pass/no pass grade.

MUSIC G055 - 3 Units**Applied Recording Techniques**

(Formerly known as: Modular Digital Multi-Track/Signal Processing, MUS)

Advisories: Music G054

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. This course may be taken 2 times. Lecture & lab. Optional pass/no pass grade.

MUSIC G056 - 3 Units**Audio Mixing Techniques**

(Formerly known as: MUSIC056AB)

Advisories: Music G054 and G055

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. This course may be taken 2 times. Lecture & lab. Optional pass/no pass grade.

MUSIC G057 - 3 Units**Audio Post Production**

(Formerly known as: MUSIC057AB)

Advisories: Music G054, G055 and G056

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. This course may be taken 2 times. Lecture & lab. Optional pass/no pass grade.

MUSIC G058 - 3 Units**Basic Live Sound Reinforcement**

(Formerly known as: Live Sound Reinforcement & MUSIC058)

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 pass/no pass grade.

MUSIC G059 - 3 Units**Studio Maintenance and Repair**

(Formerly known as: MUSIC059AB)

Advisories: Music G054

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. This course may be taken 2 times. Lecture & lab. Letter grade only.

MUSIC G060 - 3 Units**Singing Solo Pop Songs**

(Formerly known as: MUSIC060AD)

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. This course may be taken 4 times. Lecture. Optional pass/no pass grade.

MUSIC G064 - 3 Units**Commercial Song Writing I**

(Formerly known as: MUSIC064AB)

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. This course may be taken 2 times. Lecture. Optional pass/no pass grade.

MUSIC G065 - 2 Units**Commercial Songwriting II**

(Formerly known as: MUSIC065)

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 pass/no pass grade. May not be offered each semester.

MUSIC G066 - 3 Units**Commercial Musicianship**

(Formerly known as: MUSIC066)

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 pass/no pass grade.

MUSIC G068 - 4 Units**Commercial Arranging & Orchestration I**

(Formerly known as: MUSIC068)

Advisories: Music G066

This course of study is designed to allow the student to use his or her basic knowledge of music in a progressive series of study units to build competency in: knowledge of ranges and transposition for instruments; writing for voices; planning an arrangement; standard copying techniques; basic chord voicings; writing for small combos; writing for large jazz bands; writing for strings; and projects to be agreed upon by student and instructor. Electronic synthesizers will be used to assist students in arrangement planning. Lecture. Optional pass/no pass grade.

MUSIC G070 - 3 Units**Advanced Live Sound Reinforcement**

Advisories: Music G058

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 pass/no pass grade.

MUSIC G072 - 2 Units**Improvisation Workshop**

(Formerly known as: MUSIC072AD)

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. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade.

MUSIC G095 - 3 Units**Managing Your Career in Music**

(Formerly known as: MUSIC095)

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 G101 - 3 Units**History & Appreciation of Music**

(Same as: Humanities G120)

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 pass/no pass grade. UC Credit Limitations: Music G101 and G101H combined---maximum credit, one course. Transferable to CSU; UC.

MUSIC G101 HONORS - 3 Units**History & Appreciation of Music, Honors**

(Same as: Humanities G120 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 G101/HumG120 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 pass/no pass grade. UC Credit Limitations: Music G101 and G101H combined---maximum credit, one course. Transferable to CSU; UC.

MUSIC G103 - 3 Units**Worlds of Music**

(Same as: Humanities G103)

This course is a survey of music of selected cultures outside the tradition of Western art music. Divided into three general categories, the course examines folk music, tribal music, and art structures. Audio recordings and filmed examples introduce the student to instrumental and vocal techniques, musical structures, and performance contexts. Lecture. Optional pass/no pass grade. Transferable to CSU; UC. May not be offered each semester.

MUSIC G104 - 3 Units**History & Appreciation of Opera**

(Same as: Humanities G104)

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 pass/no pass grade. Transferable to CSU; UC. May not be offered each semester.

MUSIC G105 - 1 Unit**Beginning Guitar I**

(Formerly known as: MUSIC105AB)

This course is designed for non-Music majors who have an interest in learning to play the guitar correctly. Students must furnish their own guitars. This course may be taken 2 times. Lecture. Optional pass/no pass grade. An eight-week course offered twice each semester. Transferable to CSU; UC.

MUSIC G106 - 1 Unit**Beginning Guitar II**

(Formerly known as: MUSIC106AB)

Advisories: Music G105

This course is a continuation of Music 105AB. Concentration on chords and correct finger-picking. Traditional and folk tunes will be studied and performed. Students must furnish their own guitars. This course may be taken 2 times. Lecture. Optional pass/no pass grade. An eight-week course offered twice each semester. Transferable to CSU; UC.

MUSIC G108 - 3 Units**History & Appreciation of the Musical Theater**

(Same as: Humanities G108, Theater Arts G108)

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 pass/no pass grade. Transferable to CSU; UC. May not be offered each semester.

MUSIC G109 - 1 Unit**Symphonic Band**

(Formerly known as: MUSIC109AD)

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. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

MUSIC G110 - 2 Units**Golden West Symphonic Band**

(Formerly known as: MUSIC110AD)

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. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

MUSIC G112 - 2 Units**Sight Singing**

This course is designed to introduce and develop strong fundamental competencies in the singing of simple and complex rhythms, melodies. This course may be taken 2 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

MUSIC G115 - 3 Units**Basic Music**

Advisories: Concurrent enrollment in Music G141 - G142 recommended.

This is the first course in music theory, and 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 pass/no pass grade. Transferable to CSU; UC.

MUSIC G116 - 5 Units**Theory I (Diatonic)**

Advisories: Music G115

This course presents the basic techniques and materials, principles and practice of diatonic harmony, integrated with musicianship; compositional techniques, 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; and melodic, harmonic, and rhythmic dictation. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

MUSIC G120 - 1 Unit**Masters Chorale**

Prerequisites: Retention based upon successful audition.

A large chorus which performs suitable music from all historical periods. Participation in concerts on campus, field trips, occasional brief section rehearsals and overnight tour in spring semester also required. Schedule of work outside class announced at the beginning of each semester. Each student will provide his own standard performance dress. This course may be taken 4 times. Lab. Optional pass/no pass grade. Transferable to CSU; UC.

MUSIC G121 - 1 Unit**College Choir**

Prerequisites: Retention based upon successful audition.

A large choral group singing music in all styles. Open to beginning through advanced singers with an emphasis in the development of vocal technique and music reading. This course may be taken 4 times. Lab. Optional pass/no pass grade. Transferable to CSU; UC.

MUSIC G122 - 1 Unit**Chamber Choir**

Prerequisites: Retention based upon successful audition.

A select vocal ensemble which performs suitable music from all historical periods. Extensive participation in concerts on campus, field trips. Occasional brief section rehearsals. Schedule of performances announced at the beginning of each semester. Each student must provide his own standard performance dress (except tuxedo). Financial aid available for qualified students who cannot provide their own required items of clothing. This course may be taken 4 times. Lab. Optional pass/no pass grade. Transferable to CSU; UC.

MUSIC G124 - 1 Unit**Madrigals**

(Formerly known as: MUSIC124AD)

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. This course may be taken 4 times. Lab. Optional pass/no pass grade. Transferable to CSU; UC.

MUSIC G125 - 1 Unit**Chamber Ensemble**

(Formerly known as: MUSIC125AD)

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. This course may be taken 4 times. Lab. Optional pass/no pass grade. Transferable to CSU; UC.

MUSIC G126 - 3 Units**Music in Motion Pictures**

(Same as: Humanities G126)

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 pass/no pass grade. Transferable to CSU; UC.

MUSIC G132 - 2 Units**Jazz Ensemble Skills**

(Formerly known as: Music132AD)

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. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

MUSIC G134 - 2 Units**Recording Jazz Ensemble**

(Formerly known as: Music134AD)

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. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

MUSIC G136 - 3 Units**Jazz: A History and Appreciation**

(Formerly known as: Music136)

(Same as: Humanities G140)

This course is a survey of jazz, a uniquely American art form. The class traces the history and development of jazz, from its musical predecessors and beginnings to contemporary styles. Audio recordings introduce the student to the techniques, styles, and performers of jazz. Three hours lecture a week. Optional credit/no credit or grade. Transfer credit: CSU; UC. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

MUSIC G141 - 1 Unit**Beginning Piano I**

(Formerly known as: Music141AB)

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. This course may be taken 2 times. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

MUSIC G142 - 1 Unit**Beginning Piano II**

(Formerly known as: Music142AB)

Advisories: Music G141 or equivalent

Continuation of Music G141. Reading music, piano keyboard harmony and scales in major keys. Regular daily practice is essential for success in this course. This course may be taken 2 times. Lecture. Optional pass/no pass grade. An eight-week course. Transferable to CSU; UC.

MUSIC G145 - 2 Units**Basic Voice**

(Formerly known as: Music145AB)

Advisories: Concurrent enrollment in Music G115, G121, or G141 - G142 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. This course may be taken 2 times. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

MUSIC G146 - 2 Units**Intermediate Voice**

(Formerly known as: Music146AB)

Advisories: Music G145 . Concurrent enrollment in Music G115, G121, or G141 or G142 recommended for those who do not read music.

This course is a continuation of Music G145 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. This course may be taken 2 times. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

MUSIC G147 - 2 Units**Advanced Voice**

(Formerly known as: Music147AB)

Advisories: Music G146. Concurrent enrollment in Music G115, G121, or G141 - G142 is recommended for students who do not read music.

This course is the third and fourth semester continuation of Music G146 for singers with two semesters of private lessons or voice class. It prepares for solo and group singing by improving breathing, vocal tone, range, agility, volume, diction, health, expression and self-confidence. Students sing songs from musical theatre, opera, film, folk, popular and classical repertory, in English, Italian, German, French, and students' first languages, memorized from printed music. One hour daily practice and attendance at one approved voice recital required. A pianist accompanies classes. This course may be taken 2 times. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

MUSIC G150 - 2 Units**Broadway and Opera Singing**

(Formerly known as: MUSIC150AB)

(Same as: Theater G146)

Advisories: Music G060 or G121 or G145. Concurrent enrollment in Music G115, G121 , or G141 - G142 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. This course may be taken 2 times. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

MUSIC G158 - 2 Units**Studio Singing**

(Formerly known as: Music158AD)

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. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

MUSIC G165 - 3 Units**History & Literature of Music**

(Same as: Humanities G122)

A survey of Western Art Music from approximately 1700 to the present. Formal analysis and examination of the musical styles of music from the Baroque, Classic, Romantic and Modern eras, with listening examples of typical masterworks from each. A course for music majors and minors who come to the course with previous formal music study, or considerable informal listening and concert attendance. Lecture. Optional pass/no pass grade. Transferable to CSU; UC. May not be offered each semester.

MUSIC G170 - 2 Units**Introduction to Electronic Synthesizer**

(Formerly known as: Music170AB)

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. This course may be taken 2 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

MUSIC G171 - 2 Units**Synthesizer Projects**

(Formerly known as: Music171AB)

A continuation of Music G170 . Extensive use of the synthesizer laboratory to create recorded projects. Class size will be limited to allow individual experience within the laboratory. This course may be taken 2 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

MUSIC G185 - 3 Units**History of Rock Music**

(Formerly known as: Music 185)

(Same as: Humanities G145)

This course is an in depth study of rock music; emphasis includes rock roots, blues/R & B, Elvis & early rock. Also Beatles and 60's rock, metal, "New Wave," punk, alternative, rap, 90's "grunge," industrial, techno and other musical styles and social topics. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

MUSIC G209 - 2 Units**Symphonic Band, Advanced Skills**

(Formerly known as: Music 209 AD)

Advisories: Music G109

This course is for students who perform at an advanced level on a standard band instrument. Students in this course are expected to develop sophisticated skills beyond standard participation in the Symphonic Band. Performance of solos, the development of score reading abilities, student composition and/or arranging and conducting/leadership roles within the performance ensemble will be explored. Brass, Percussion, and Woodwind sectional rehearsal techniques will be developed. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

MUSIC G210 - 2 Units**Musical Theater Workshop**

(Formerly known as: Music 210 AB)

(Same as: Theatre Arts G210)

This course requires participation in musical theater presentations such as musical comedy, musical drama, musical revues, operetta or opera at Golden West College. It will include study in acting, singing, dancing, musicianship, scenery, lighting, sound, costume and make-up. This course may be taken four times. Lab. Optional pass/no pass grade. Transferable to CSU; UC.

MUSIC G216 - 5 Units**Theory II (Chromatic)**

(Formerly known as: Music 216)

Advisories: Music G116

A continuation of Music G116. 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 pass/no pass grade. Transferable to CSU; UC.

MUSIC G241 - 2 Units**Intermediate Piano I**

(Formerly known as: Music 241AB)

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. This course may be taken 2 times. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

MUSIC G242 - 2 Units**Intermediate Piano II**

(Formerly known as: Music 242AB)

Advisories: Music G241 or equivalent

Continuation of Music G241. Third semester of class piano keyboard instruction. This course may be taken 2 times. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

MUSIC G290 - 1-2 Units**Applied Music**

(Formerly known as: Music 290AD)

Advisories: Placement by audition.

This course is designed to be for the student seeking individual instruction on piano, voice, guitar, or any standard band or orchestra instrument. A performance at Faculty Juries and Concert Hour is required for each semester. Vocal and instrumental students concurrently enroll in choir or band; pianist and guitarists should consult with faculty for an appropriate concurrent course. There are nine group meetings and fifteen private lessons per semester, with level of proficiency determined by faculty adjudication. This course may be taken 4 times. Lecture & lab. Letter grade only. Transferable to CSU; UC.

NURSING**NURSING G009 - 2 Units****Introduction to Nursing**

(Formerly known as: NURSG 009)

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. Pass/no pass only.

NURSING G070 - 1 Unit**Beginning Arrhythmia and Electrocardiograms (EKG) Interpretation**

(Formerly known as: NURSG 070)

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 G091 - 5 Units**Communication for Health Care Professions**

(Formerly known as: NURSG 091)

(Same as: English as a Second Language G091, Communication Studies G091)

Advisories: ESL G053 or Placement of ESL G063

This is listening and speaking course designed for health care students and professionals in all health fields with intermediate English language proficiency. The course develops all language skills but emphasizes listening and speaking on themes such as career options and requirements in health care, patient-centered communication techniques, interaction patterns among health co-workers, and effectiveness in culturally diverse health care contexts in the U.S. Lecture & lab. Pass/no pass only. Not transferable, not degree applicable.

NURSING G100 - 10 Units**Nursing Process I**

(Formerly known as: NURSG 100)

Prerequisites: Acceptance into the Nursing Program. Pre-entrance physical examination. Completion of Biology G170,G175, G210, Mathematics G010 or equivalent, and English G100

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 G150 - 10 Units**Nursing Process II**

(Formerly known as: NURSG 150)

Prerequisites: Nursing G100 or the equivalent; Biology G200 and Communication Studies G108 or G110 or G112

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 G190 - 4 Units**Transition to Registered Nursing**

(Formerly known as: NURSG 190)

Prerequisites: California Vocational Nurse License, completion of Biology G170, G175,G200 and G210 and Psychology G160, English G100, Communication Studies G108, G110 or G112. 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 G200 - 10 Units**Nursing Process III**

(Formerly known as: NURSG 200)

Prerequisites: Psychology G160 and Nursing G150 or Nursing G190

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 G205 - 2 Units**Nursing Practicum**

(Formerly known as: NURSG 205AB)

Prerequisites: Nursing G150 or G200

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. This course may be taken 2 times. Lecture & lab. Pass/no pass only. A four week course. Transferable to CSU.

NURSING G210 - 4 Units**Nursing Practicum**

(Formerly known as: NURSG210AB)

Prerequisites: Nursing G150 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. This course may be taken 2 times. Lecture & lab. Pass/no pass only. A five-week course. Transferable to CSU.

NURSING G220 - 3 Units**Advanced Physical Assessment for Nursing**

(Formerly known as: NURSG 220)

Prerequisites: Completion of Nursing G100, 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 pass/no pass grade. Transferable to CSU.

NURSING G250 - 9 Units**Nursing Process IV**

(Formerly known as: NURSG 250)

Prerequisites: Nursing G200 and Sociology G100

This course focuses on the student's role transition for entry into practice, and includes concepts of critical care, advanced pediatric nursing, advanced medical/surgical nursing, and registered nurse (RN) 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. There are opportunities to practice the leadership/management of client care in primary-care and/or team-leading modalities provided in various healthcare settings. Students are expected to develop the ability to make independent nursing judgments and decisions. In addition, this course includes a preceptorship that eases students' transitions RN practice. Lecture & lab. Letter grade only. Transferable to CSU.

NURSING G260 - 1.5 Units**Nursing Issues**

(Formerly known as: NURSG 260)

Prerequisites: Nurs G200

This course 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.

PEACE STUDIES**PEACE STUDIES G100 - 3 Units****Peace Studies, Introduction**

This course offers an in-depth examination of the internal and external components of peace and conflict, and how each affects individuals, as well as groups, nations, and the environment. A review of changes achieved historically through various philosophies and lifestyles. Through the study of the forces that influence human relations, students analyze how the world can be changed. Exercise, simulated conflict situations, role play, and examples from community partners are used to provide students opportunities to broaden their perspectives and develop self awareness. This class is designed as a service learning course. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

PEACE STUDIES G110 - 3 Units**Nonviolence and Conflict Resolution**

This course explores both the theory and the use of nonviolence as a means for waging and resolving conflict. The course explores Nonviolence Theory as it applies to issues of social change, alternative defense, and personal transformation. Writings from political, sociological, feminist, religious, and philosophical perspectives will be examined. Case studies will be used to demonstrate the use of nonviolent tactics and strategies, and to increase students' understanding of how and when nonviolence has been used to resolve conflict. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

PEACE STUDIES G225 - 3 Units**Negotiation and Mediation**

(Same as: Communication Studies G225)

Advisories: Communication Studies G100

This course presents theories and skills to address and settle conflict situations by utilizing the negotiation and mediation processes. The student will learn how to assess conflict situations and determine the appropriateness of negotiation and mediation. Students will learn theories and skills through lecture, role playing, dialogue and in-class simulations. Students will also examine different contexts for negotiation and mediation including family, school, community and business situations. Videos and student presentations of negotiation and conflict resolution topics complement the lectures, simulations and role playing. Lecture. Optional pass/no pass grade.

PHILOSOPHY**PHILOSOPHY G101 - 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 pass/no pass grade. Transferable to CSU; UC.

PHILOSOPHY G102 - 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.

PHILOSOPHY G110 - 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 G111 - 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 pass/no pass grade. Transferable to CSU; UC.

PHILOSOPHY G115 - 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 pass/no pass 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.

PHILOSOPHY G120 - 3 Units**Ethics**

An examination of the concepts of right and wrong, good and bad, in the light of the writings of classical ethical philosophers. A critical examination of alternative approaches to ethics, with an emphasis upon the question of philosophical foundations. Applications of alternative traditions in ethics to contemporary moral issues. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

PHILOSOPHY G150 - 3 Units**Political Philosophy**

(Same as: Political Science G150)

This course introduces students to traditional philosophical issues concerning politics. Students will actively engage in an analysis of normative issues using historical insight as well as contemporary approaches. Among these issues are the nature of legitimate authority, political obligation, natural rights, equality and justice. The course emphasizes selections from the major works of such political philosophers as Plato, Aristotle, Hobbes, Locke, Rousseau, Marx and Mill. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

PHOTOGRAPHY**PHOTOGRAPHY G125 - 1 Unit****Know Your Camera**

(Formerly known as: Photo 125)

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 pass/no pass grade. An eight-week course. Transferable to CSU.

PHOTOGRAPHY G150 - 3 Units**Fundamentals of Photography**

(Formerly known as: Photo 150)

A basic course to familiarize students with the fundamentals of photography. The students will study cameras and related accessory systems. Picture taking techniques, darkroom techniques, and the elements of design. Students must provide an adjustable camera. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

PHOTOGRAPHY G151 - 3 Units**Color Photography: Positive Materials**

(Formerly known as: Photo 151AB)

Advisories: Photography G150

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 film and digital. This course may be taken 2 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

PHOTOGRAPHY G154 - 3 Units**The Creative Photographer**

(Formerly known as: Photo 154AB)

Advisories: Photography G150

An intermediate course to refine one's skills in black and white photography both through chemical and/or digital printing. The emphasis will be on producing exhibition quality prints ready for commercial portfolios and/or gallery showings. This course may be taken 2 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

PHOTOGRAPHY G155 - 3 Units**Creative Darkroom**

(Formerly known as: Photo 155AB)

Advisories: Photography G150

An advanced course with emphasis on alternative photographic processes including avant-garde as well as historical techniques. Students must provide an adjustable film or digital camera. This course may be taken 2 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

PHOTOGRAPHY G157 - 3 Units**Documentary Photography**

(Formerly known as: Photo 157AB)

Advisories: Photography G150

This advanced course is for students wanting to learn photographic techniques that will enable them to transform everyday life into images of visual and emotional power. Insight will be gained by viewing a history of street photographers, the work of professional photojournalists, related films, and class discussions. No story writing involved. Students must provide an adjustable film or digital camera. This course may be taken 2 times. Lecture & lab. Letter grade only. Transferable to CSU.

PHOTOGRAPHY G158 - 3 Units**History of Photography: An Exploration From the Lab**

(Formerly known as: Photo 158)

Advisories: Photography G150

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/commercial tool. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

PHOTOGRAPHY G159 - 3 Units**Color Photography, Advanced**

(Formerly known as: Photo 159AB)

Advisories: Photography G151

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 from film or digital images using professional ink jet printers. This course may be taken 2 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

PHOTOGRAPHY G160 - 3 Units**Special Problems in Photography**

(Formerly known as: Photo 160AB)

Advisories: Photography G150

This course is designed to allow the advanced student the opportunity to concentrate on a semester long project in a specialized photographic area. Student must provide an adjustable film or digital camera. This course may be taken 2 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

PHOTOGRAPHY G165 - 3 Units**Portraiture**

(Formerly known as: Photo 165AB)

Advisories: Photography G150

This class encompasses commercial and artistic approaches to portraiture. 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. Students must provide an adjustable film or digital camera. This course may be taken 2 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

PHOTOGRAPHY G190 - 3 Units**Photography Fundamentals and Digital Imaging**

(Formerly known as: PHOTO 150-1 & PHOTO190)

(Same as: Digital Arts G190)

This is a basic course to familiarize students with the fundamentals of photography and digital imaging. Students will 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. Students must provide an adjustable film and digital camera. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

PHOTOGRAPHY G191 - 3 Units**Digital Photography, Intermediate**

(Formerly known as: Photo 152 & Photo 191 Digital Da)

(Same as: Digital Arts G191)

Advisories: Photography G150, Photography G190 or Digital Arts G190

This is an intermediate photography course providing in-depth instruction in scanning, printing and using digital imaging software to create a master digital image. Students gain practical experience with digital techniques that support their creative exploration of commercial or fine art photography. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

PHYSICAL EDUCATION**PHYSICAL EDUCATION G103 - 2 Units****Exercise for Healthy Living**

Advisories: Co-enrolled in any Physical Education activity class (see list in the catalog - CSU General Education, Area E)

The intent of this course is to expose students to a broad range of information related to understanding personal fitness and health. This course will offer students a well rounded examination of lifestyle components elemental to lifelong healthy living. Students will explore a variety of personal choice options for developing and maintaining lifetime wellness from physiological, psychological and sociological perspectives. This course encourages students to participate in a wide variety of physical activities. It provides a comprehensive understanding of elements for successful participation in a variety of physical activities. Lecture. Letter grade only. Transferable to CSU; UC.

PHYSICAL EDUCATION G105 - 0.5 Units**Adapted Strength and Fitness**

(Formerly known as: Strength & Fitness for the Disabled & PE 105AD)

Prerequisites: Permission of instructor required.

This is a physical fitness class consisting of cardiovascular conditioning, muscle strength, endurance and proper use of wheelchair accessible nautilus machines in the fitness lab. The purpose of strength training is to improve an individual's strength, stability, and coordination. Each student will be evaluated and an individual exercise plan will be developed. At the end of the class, each student will be experienced in individual and group physical activity. Students will be able to apply knowledge to improve quality of life by increasing, strength, stability, coordination and increasing knowledge of life-long fitness and activity. This course may be taken 4 times. Lab. Optional pass/no pass grade. UC credit limitations. See counselor. Transferable to CSU; UC.

PHYSICAL EDUCATION G106 - 0.5 Units**Adapted Stretching**

(Formerly known as: PE 106AD)

Advisories: Permission of the Instructor is required.

This course is designed for students with physical disabilities requiring an individualized exercise program. This course is designed to help permanently or temporarily disabled students develop and improve flexibility. Students will improve flexibility through conscious deep breathing, pressure points and relaxation techniques. Stretching will be done seated, on stretching tables and using sit-to-stand lifts for wheelchair students. This course may be taken 4 times. Lab. Optional pass/no pass grade. Transferable to CSU.

PHYSICAL EDUCATION G107 - 0.5 Units**Adapted Cardio Fitness**

(Formerly known as: P E 107AD)

Prerequisites: Permission of instructor required.

This course is designed for students with physical disabilities requiring an individualized exercise program. This course individualizes cardiovascular exercise for each student, by use of upper and/or lower limb cardiovascular equipment, wheelchair accessible equipment and other activities. Students will learn the benefits of specific exercises and equipment and in addition will learn to plan an individual exercise program. This course may be taken 4 times. Lab. Optional pass/no pass grade. Transferable to CSU.

PHYSICAL EDUCATION G108 - 0.5 Units**Adapted Aquatics**

(Formerly known as: Swimming for the Disabled & P E 108AD)

Advisories: Permission of the Instructor

This course is designed for students with temporary or permanent disabilities who can benefit from individualized low and no-impact aquatic cardiovascular exercises. Students will learn safe and independent activities that can be done for cardiovascular fitness in the pool. Swimming skills as well as appropriate exercises will be practiced and developed according to the goals and individual exercise programs of each student. This course may be taken 4 times. Lab. Optional pass/no pass grade. UC credit limitations. See counselor. Transferable to CSU; UC.

PHYSICAL EDUCATION G109 - 1 Unit**Swimming for Fitness**

(Formerly known as: P E 109AD)

This course is designed for students with temporary or permanent disabilities who can benefit from individualized low and no-impact aquatic cardiovascular exercises. Students will learn safe and independent activities that can be done for cardiovascular fitness in the pool. Swimming skills as well as appropriate exercises will be practiced and developed according to the goals and individual exercise programs of each student. This course may be taken 4 times. Lab. Optional pass/no pass grade. UC credit limitations. See counselor. Transferable to CSU; UC.

PHYSICAL EDUCATION G110 - 0.50-1 Units**Swimming for Fitness**

(Formerly known as: P E 110AD)

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. This course may be taken 4 times. Lab. Optional pass/no pass grade. A three-week course. UC credit limitations. See counselor. Transferable to CSU; UC.

PHYSICAL EDUCATION G111 - 1 Unit**Swimming**

(Formerly known as: P E 111AD)

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. This course may be taken 4 times. Lab. Optional pass/no pass grade. UC credit limitations. See counselor. Transferable to CSU; UC.

PHYSICAL EDUCATION G112 - 2 Units**Surfing**

(Formerly known as: P E 112AD)

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. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. UC credit limitations. See counselor. Transferable to CSU; UC.

PHYSICAL EDUCATION G114 - 1 Unit**Surfing**

(Formerly known as: P E 114AD)

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. This course may be taken 4 times. Lecture & lab. Pass/no pass only. UC credit limitations. See counselor. Transferable to CSU; UC.

PHYSICAL EDUCATION G130 - 1 Unit**Yoga**

(Formerly known as: P E 130AD)

This course is designed for students who are interested in learning and practicing yoga techniques such as breathing techniques, postures, meditation and relaxation. Students will learn about the techniques of yoga and how to make the exercise as enjoyable as possible. They will learn not only what the poses are, but how to stretch, relax and breathe throughout the practice. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

PHYSICAL EDUCATION G131 - 1 Unit**Karate**

(Formerly known as: P E 131AD)

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. This course may be taken 4 times. Lab. Optional pass/no pass grade. UC credit limitations. See counselor. Transferable to CSU; UC.

PHYSICAL EDUCATION G132 - 1 Unit**Pilates for Fitness**

(Formerly known as: P E 132AD)

This course is designed for students who are interested in increasing their flexibility, strength, endurance, and coordination. The course will include mat work, using the principles of Pilates to focus on exercise to improve body alignment, strength, flexibility control and coordination. Students will also learn how each of the specific exercises will benefit their physical and mental health. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

PHYSICAL EDUCATION G134 - 1 Unit**Bowling**

(Formerly known as: P E 134AD)

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. This course may be taken 4 times. Lab. Optional pass/no pass grade. UC credit limitations. See counselor. Transferable to CSU; UC.

PHYSICAL EDUCATION G136 - 1 Unit**Rock Climbing**

(Formerly known as: P E 136AD)

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. This course may be taken 4 times. Lecture & lab. Letter grade only. UC credit limitations. See counselor. Transferable to CSU; UC.

PHYSICAL EDUCATION G137 - 0.5 Units**Golf**

(Formerly known as: P E 137AD)

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. This course may be taken 4 times. Lab. Pass/no pass only. An eight-week course. UC credit limitations. See counselor. Transferable to CSU; UC.

PHYSICAL EDUCATION G138 - 0.5 Units**Golf Course Play**

(Formerly known as: P E 138AD)

Development of advanced golf skills through instruction and practice on a local golf course. Course designed for the intermediate/advanced golfer. This course may be taken 4 times. Lecture & lab. Pass/no pass only. UC credit limitations. See counselor. Transferable to CSU; UC.

PHYSICAL EDUCATION G139 - 0.5 Units**Intermediate/Advanced Golf**

(Formerly known as: P E 139AD)

Advisories: Physical Education G137

Instruction, development and practice of intermediate through advanced golf skills at an off-campus driving range practice facility. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. UC credit limitations. See counselor. Transferable to CSU; UC.

PHYSICAL EDUCATION G140 - 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. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. UC credit limitations. See counselor. Transferable to CSU.

PHYSICAL EDUCATION G141 - 1 Unit**Intermediate Rock Climbing**

(Formerly known as: P E 141AD)

Advisories: Physical Education G136

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. This course may be taken 4 times. Lecture & lab. Letter grade only. UC credit limitations. See counselor. Transferable to CSU.

PHYSICAL EDUCATION G149 - 0.5 Units**Badminton**

(Formerly known as: P E 149AD)

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. This course may be taken 4 times. Lab. Optional pass/no pass grade. UC credit limitations. See counselor. Transferable to CSU.

PHYSICAL EDUCATION G150 - 1 Unit**Badminton**

(Formerly known as: P E 150AD)

This course is designed for men and women who are interested in instruction and practice in the fundamental skills to successful performance in badminton. This course may be taken 4 times. Lab. Optional pass/no pass grade. UC credit limitations. See counselor. Transferable to CSU; UC.

PHYSICAL EDUCATION G154 - 1 Unit**Racquetball**

(Formerly known as: P E 154AD)

This course offers instruction and practice in fundamental and advanced skills of strategy and positioning in singles and doubles. This course may be taken 4 times. Lab. Optional pass/no pass grade. UC credit limitations. See counselor. Transferable to CSU; UC.

PHYSICAL EDUCATION G158 - 1 Unit**Tennis**

(Formerly known as: P E 158AD)

Instruction and practice in the fundamental skills & a basic understanding of scoring, elementary positioning, & strategy of tennis singles & doubles. The more advanced student will receive instruction in the volley, lob and smash, consistency and placement of ground strokes and serves. This course may be taken 4 times. Lab. Optional pass/no pass grade. UC credit limitations. See counselor. Transferable to CSU; UC.

PHYSICAL EDUCATION G159 - 0.5-1 Units**Table Tennis**

(Formerly known as: P E 159AD)

Introduction to Table Tennis. The course includes practice of stroke skills, the application of rules and etiquette in singles and doubles play. This course may be taken 4 times. Lecture & lab. Pass/no pass only. UC credit limitations. See counselor. Transferable to CSU.

PHYSICAL EDUCATION G161 - 1 Unit**Walking for Fitness**

(Formerly known as: P E 161AD)

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. This course may be taken 4 times. Lab. Optional pass/no pass grade. UC credit limitations. See counselor. Transferable to CSU; UC.

PHYSICAL EDUCATION G164 - 0.5 - 1.5 Units**Aerobics**

(Formerly known as: P E 164AD)

Students in this course will strengthen the cardiovascular systems and improve endurance, flexibility and strength. The class combines instruction with strenuous exercise to music. This course may be taken 4 times. Lab. Optional pass/no pass grade. UC credit limitations. See counselor. Transferable to CSU; UC.

PHYSICAL EDUCATION G166 - 0.5-2 Units**Circuit Weight Training**

(Formerly known as: P E 166AD)

The Circuit Weight Training course is designed for students interested in an exercise routine that utilizes the circuit training facility. This course is 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. This course may be taken 4 times. Lab. Pass/no pass only. UC credit limitations. See counselor. Transferable to CSU; UC.

PHYSICAL EDUCATION G167 - 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. This course may be taken 4 times. Lab. Optional pass/no pass grade. UC credit limitations. See counselor. Transferable to CSU; UC.

PHYSICAL EDUCATION G169 - 1 Unit**Exercise Science/Individual Program for the Police Academy Recruits**

(Formerly known as: Exercise Science/Ind Program)

This course is designed to provide instruction and practice in the physical education fundamentals associated with the police basic training in compliance with the minimum standards established by the California Commission on Peace Officer Standards and Training (POST) Areas of concentration will include strength and muscle power, flexibility, and pulmonary function. This course may be taken 4 times. Lab. Optional pass/no pass grade. UC credit limitations. See counselor. Transferable to CSU; UC.

PHYSICAL EDUCATION G172 - 0.2 Units**Strength Training (Nautilus/Strength Lab)**

(Formerly known as: P E 172AD)

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. This course may be taken 4 times. Lab. Pass/no pass only. A three-week course. UC credit limitations. See counselor. Transferable to CSU; UC.

PHYSICAL EDUCATION G173 - 1 Unit**Introduction to Weight Training**

(Formerly known as: P E 173AD)

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. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. UC credit limitations. See counselor. Transferable to CSU; UC.

PHYSICAL EDUCATION G175 - 1 Unit**Fitness for Seniors**

This course is designed for healthy seniors/mature adults wanting to start or maintain a fitness program. Emphasis is on cardiovascular endurance, muscle strength training, flexibility, balance and nutrition. This course may be taken 4 times. Lecture & lab. Pass/no pass only. Transferable to CSU.

PHYSICAL EDUCATION G176 - 1 Unit**Total Fitness for Women**

(Formerly known as: P E 176AD)

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. This course may be taken 4 times. Lab. Optional pass/no pass grade. UC credit limitations. See counselor. Transferable to CSU; UC.

PHYSICAL EDUCATION G178 - 0.5 - 1 Units**Cardiovascular Laboratory**

(Formerly known as: P E 178AD)

The cardiovascular lab course is designed for those people who desire a cardiovascular workout using a combination of stationary bikes, treadmills, elliptical, and rowing machines. This is suited for men and women of all age groups who are interested in achieving a maximal level of cardiovascular fitness. This course may be taken 4 times. Lab. Pass/no pass only. UC credit limitations. See counselor. Transferable to CSU; UC.

PHYSICAL EDUCATION G180 - 2 Units**Strength and Muscle Power Training**

This course is designed to provide students instruction and training to develop strength and muscle power. Students will design a systematic training regime using weight machines and 'free weights' (bar bells and dumb bells). This class is suited for healthy students of all ages and experience levels, but is not a rehabilitation program. This class is recommended for men and women interested in strength and muscle power training, athletic conditioning, power lifting and body building. This course may be taken 4 times. Lab. Pass/no pass only. UC credit limitations. See counselor. Transferable to CSU; UC.

PHYSICAL EDUCATION G181 - 1 Unit**Muscular Strength Training**

(Formerly known as: P E 181AD)

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. This course may be taken 4 times. Lab. Pass/no pass only. UC credit limitations. See counselor. Transferable to CSU; UC.

PHYSICAL EDUCATION G186 - 0.5 - 1 Units**Activities - Basketball**

(Formerly known as: P E 186AD)

Instruction and practice in the fundamental skills basic to successful performance in this activity. This course may be taken 4 times. Lab. Optional pass/no pass grade. UC credit limitations. See counselor. Transferable to CSU; UC.

PHYSICAL EDUCATION G189 - 1 Unit**Futsal/Indoor Soccer**

This course is designed to introduce the student to the instruction and practice of futsal/indoor soccer skills. Students will improve skills through the application of rules, study, and theory; improve flexibility and endurance through training, drills, and games; explore the relationship between fitness and health-related topics to improve and maintain a healthy lifestyle. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade.

PHYSICAL EDUCATION G192 - 1 Unit**Soccer**

(Formerly known as: P E 192AD)

Instruction and practice in the fundamental skills basic to successful performance in this activity. This course may be taken 4 times. Lab. Optional pass/no pass grade. UC credit limitations. See counselor. Transferable to CSU; UC. May not be offered each semester.

PHYSICAL EDUCATION G194 - 2 Units**Physical Training for Volleyball**

(Formerly known as: P E 194AD)

Physical training for athletes interested in competitive volleyball. Instruction and practice in skills and fundamentals, as well as cardiovascular conditioning. This course may be taken 4 times. Lab. Letter grade only. UC credit limitations. See counselor. Transferable to CSU; UC.

PHYSICAL EDUCATION G195 - 0.50-1 Units**Volleyball**

Participation and instruction in all facets of the game of volleyball, from fundamental skills through advanced strategies and techniques. This course may be taken 4 times. Lab. Optional pass/no pass grade. UC credit limitations. See counselor. Transferable to CSU; UC.

PHYSICAL EDUCATION G196 - 0.25 - 1 Units**Sand Volleyball**

Participation and instruction of all facets of sand volleyball, from fundamentals skills through strategies and techniques. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. UC credit limitations. See counselor. Transferable to CSU; UC.

PHYSICAL EDUCATION G201 - 0.5 - 1.5 Units**Sports Conditioning - Basketball**

(Formerly known as: P E 201AD)

A course in sports conditioning for basketball. This course may be taken 4 times. Lecture & lab. Pass/no pass only. UC credit limitations. See counselor. Transferable to CSU.

PHYSICAL EDUCATION G202 - 0.5 - 1.5 Units**Sports Conditioning - Baseball**

(Formerly known as: P E 202AD)

A course in sports conditioning for baseball. Lecture & lab. Pass/no pass only. UC credit limitations. See counselor. Transferable to CSU.

PHYSICAL EDUCATION G203 - 0.5 - 1.5 Units**Sports Conditioning - Volleyball**

(Formerly known as: P E 203AD)

A course in sports conditioning for Volleyball. This course may be taken 4 times. Lecture & lab. Pass/no pass only. UC credit limitations. See counselor. Transferable to CSU.

PHYSICAL EDUCATION G204 - 0.5 - 1.5 Units**Sports Conditioning - Swimming**

(Formerly known as: P E 204AD)

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. This course may be taken 4 times. Lecture & lab. Pass/no pass only. UC credit limitations. See counselor. Transferable to CSU.

PHYSICAL EDUCATION G207 - 0.5 - 1.5 Units**Sports Conditioning - Cross Country**

(Formerly known as: P E 207AD)

A course in sports conditioning for cross country. This course may be taken 4 times. Lecture & lab. Pass/no pass only. UC credit limitations. See counselor. Transferable to CSU.

PHYSICAL EDUCATION G209 - 0.5 - 1.5 Units**Sports Conditioning - Softball**

(Formerly known as: P E 209AD)

A course in sports conditioning for softball. This course may be taken 4 times. Lab. Pass/no pass only. UC credit limitations. See counselor. Transferable to CSU.

PHYSICAL EDUCATION G240 - 2 Units**Baseball Team**

(Formerly known as: O E 249AC)

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. This course may be taken 3 times. Lecture & lab. Optional pass/no pass grade. Students may apply intercollegiate activities to General Education requirements for graduation. UC credit limitations. See counselor. Transferable to CSU; UC.

PHYSICAL EDUCATION G244 - 2 Units**Cross Country Team - Men**

(Formerly known as: P E 244AC)

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. This course may be taken 3 times. Lecture & lab. Optional pass/no pass grade. Students may apply intercollegiate activities to General Education requirements for graduation. UC credit limitations. See counselor. Transferable to CSU; UC.

PHYSICAL EDUCATION G246 - 2 Units**Football Team**

(Formerly known as: P E 246AC)

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. This course may be taken 3 times. Lecture & lab. Optional pass/no pass grade. Students may apply intercollegiate activities to General Education requirements for graduation. UC credit limitations. See counselor. Transferable to CSU; UC.

PHYSICAL EDUCATION G248 - 2 Units**Golf Team**

(Formerly known as: P E 248AC)

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. This course may be taken 3 times. Lecture & lab. Optional pass/no pass grade. Students may apply intercollegiate activities to General Education requirements for graduation. UC credit limitations. See counselor. Transferable to CSU; UC.

PHYSICAL EDUCATION G250 - 2 Units**Soccer Team - Men**

(Formerly known as: P E 250AC)

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. This course may be taken 3 times. Lecture & lab. Optional pass/no pass grade. Students may apply intercollegiate activities to General Education requirements for graduation. UC credit limitations. See counselor. Transferable to CSU; UC.

PHYSICAL EDUCATION G252 - 2 Units**Swimming Team - Men**

(Formerly known as: P E 252AC)

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. This course may be taken 3 times. Lecture & lab. Optional pass/no pass grade. Students may apply intercollegiate activities to General Education requirements for graduation. UC credit limitations. See counselor. Transferable to CSU; UC.

PHYSICAL EDUCATION G256 - 2 Units**Track Team - Men/Women**

(Formerly known as: P E 256AC)

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. This course may be taken 3 times. Lecture & lab. Optional pass/no pass grade. Students may apply intercollegiate activities to General Education requirements for graduation. UC credit limitations. See counselor. Transferable to CSU; UC.

PHYSICAL EDUCATION G258 - 2 Units**Volleyball Team - Men**

(Formerly known as: P E 258AC)

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. This course may be taken 3 times. Lecture & lab. Optional pass/no pass grade. Students may apply intercollegiate activities to General Education requirements for graduation. UC credit limitations. See counselor. Transferable to CSU; UC.

PHYSICAL EDUCATION G260 - 2 Units**Water Polo Team**

(Formerly known as: P E 260AC)

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. This course may be taken 3 times. Lecture & lab. Optional pass/no pass grade. Students may apply intercollegiate activities to General Education requirements for graduation. UC credit limitations. See counselor. Transferable to CSU; UC.

PHYSICAL EDUCATION G264 - 1.5 Units**Competitive Surfing**

(Formerly known as: Surf Team & P E 264AD)

Prerequisites: Prior to entering surfing class, students must pass Intermediate ARC (American Red Cross) Swimming Test or produce equivalent certification of their swimming ability at the first class meeting. For complete information regarding eligibility rules, contact the Athletic Director.

This course is designed to give students the necessary knowledge and skills to safely enjoy surfing competition. Through a structured lecture laboratory situation, the students will be introduced to the latest techniques and methods for optimum achievement. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

PHYSICAL EDUCATION G270 - 1-2 Units**Basketball Team - Women**

(Formerly known as: P E 270AD)

Corequisites: Students must be enrolled in twelve units during the semester in which they participate. For complete information concerning eligibility rules, contact the athletic director.

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.) This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. Students may apply intercollegiate activities to General Education requirements for graduation. UC credit limitations. See counselor. Transferable to CSU; UC.

PHYSICAL EDUCATION G272 - 2 Units**Cross Country Team - Women**

(Formerly known as: P E 272AC)

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. This course may be taken 3 times. Lecture & lab. Optional pass/no pass grade. Students may apply intercollegiate activities to General Education requirements for graduation. UC credit limitations. See counselor. Transferable to CSU; UC.

PHYSICAL EDUCATION G273 - 2 Units**Soccer Team - Women**

(Formerly known as: P E 273AC)

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. This course may be taken 3 times. Lecture & lab. Optional pass/no pass grade. Students may apply intercollegiate activities to General Education requirements for graduation. UC credit limitations. See counselor. Transferable to CSU; UC.

PHYSICAL EDUCATION G274 - 2 Units**Softball Team - Women**

(Formerly known as: P E 274AC)

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. This course may be taken 3 times. Lecture & lab. Optional pass/no pass grade. Students may apply intercollegiate activities to General Education requirements for graduation. UC credit limitations. See counselor. Transferable to CSU; UC.

PHYSICAL EDUCATION G275 - 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. This course may be taken 3 times. Lecture & lab. Optional pass/no pass grade. Students may apply intercollegiate activities to General Education requirements for graduation. UC credit limitations. See counselor. Transferable to CSU; UC.

PHYSICAL EDUCATION G277 - 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. This course may be taken 3 times. Lecture & lab. Optional pass/no pass grade. Students may apply intercollegiate activities to General Education requirements for graduation. UC credit limitations. See counselor. Transferable to CSU; UC.

PHYSICAL EDUCATION G278 - 2 Units**Volleyball Team - Women**

(Formerly known as: P E 278AC)

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. This course may be taken 3 times. Lecture & lab. Optional pass/no pass grade. Students may apply intercollegiate activities to General Education requirements for graduation. UC credit limitations. See counselor. Transferable to CSU; UC.

PHYSICAL EDUCATION G280 - 3 Units**Football Techniques, Advanced**

(Formerly known as: P E 280AB)

This course will help students refine football skills. Offensive and defensive fundamentals and techniques will be emphasized. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. UC credit limitations. See counselor. Transferable to CSU; UC.

PHYSICAL EDUCATION G282 - 0.5 - 1 Units**Basketball Physical Training, Advanced**

(Formerly known as: P E 282AD)

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. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. A one-week course. UC credit limitations. See counselor. Transferable to CSU; UC.

PHYSICAL EDUCATION G283 - 0.5 - 2 Units**Physical Training, Advanced**

(Formerly known as: P E 283AD)

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. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. A two-week course. Transferable to CSU; UC.

PHYSICAL EDUCATION G285 - 2 Units**Sports Conditioning - Softball, Advanced**

(Formerly known as: P E 285AD)

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. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

PHYSICAL EDUCATION G286 - 2 Units**Track, Advanced**

(Formerly known as: P E 286AD)

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. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

PHYSICAL EDUCATION G287 - 1 - 2 Units**Soccer Techniques, Advanced**

(Formerly known as: P E 287AD)

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. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

PHYSICAL EDUCATION G288 - 2 Units**Advanced Physical Conditioning for Women's Volleyball**

(Formerly known as: PE 288AD)

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. This course may be taken 4 times. Lecture & lab. Letter grade only. Transferable to CSU.

PHYSICAL EDUCATION G290 - 2 Units**Sports Conditioning - Baseball**

(Formerly known as: P E 290AD)

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. This course may be taken 4 times. Lecture & lab. Letter grade only. Transferable to CSU; UC.

PHYSICAL EDUCATION G298 - 0.5-1 Units**Sports Conditioning - Water Polo**

(Formerly known as: P E 298AD)

A course designed for intercollegiate/advanced level water polo players. This course may be taken 4 times. Lab. Optional pass/no pass grade. Transferable to CSU; UC.

PHYSICAL SCIENCE**PHYSICAL SCIENCE G100 - 4 Units****Introductory Physical Science**

(Formerly known as: PHY SC 100)

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.

PHYSICAL SCIENCE G100 HONORS - 4 Units**Introduction to Physical Science, Honors**

(Formerly known as: PHY SC 100H)

Advisories: Satisfactory completion of Mathematics G030

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. Enhancements to the standard Physical Science G100 course are both quantitative and qualitative. Additional reading, writing, research, and the use of computer resources to solve problems are designed to develop critical thinking based on precepts of the scientific method. This course explores topics in more depth than the standard course and develops methods that students will use in teaching careers. The course also intensifies the focus on mathematical analysis and reasoned argumentation to demonstrate a deeper understanding of physical phenomena than is ordinarily required. Students will be expected to manifest a capacity for, and a commitment to, academic excellence. Lecture & lab. Letter grade only. Transferable to CSU; UC.

PHYSICS**PHYSICS G110 - 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, energy, waves, music, electromagnetism, relativity and nuclear energy. Lecture. Optional pass/no pass grade. UC Credit Limitations: No credit if taken after G120 or G185 Transferable to CSU; UC.

PHYSICS G111 - 1 Unit**Conceptual Physics Lab**

Corequisites: Enrollment in or completion of Physics G110

This course is designed to supplement Physics G110. The student will do laboratory exercises which illustrate some of the phenomena discussed in Physics G110. Lab. Optional pass/no pass grade. UC credit limitations: No credit given if taken after G120 or G185 Transferable to CSU; UC.

PHYSICS G120 - 4 Units**General Physics: Mechanics, Heat and Sound**

Prerequisites: Math G120 or concurrent enrollment

This is an algebra/trigonometry based physics course in mechanics, heat and sound. Topics studied include force, motion, energy, heat transfer, effects of heat and the nature and properties of waves. Three hours lecture and demonstration, three hours laboratory a week. Lecture & lab. Letter grade only. UC Credit Limitations: Physics G120, G125 and G185, G280, G285 combined--maximum credit, one series; deduct credit for duplication of topics. Transferable to CSU; UC.

PHYSICS G125 - 4 Units**General Physics: Light, Magnetism, Electricity, Atomic Physics**

Prerequisites: Physics G120

This is an algebra/trigonometry based general physics course in the areas of electricity, magnetism, light and modern physics. Topics studied include electric charges and fields, DC circuits, magnetic fields, electromagnetic induction, reflection, refraction, interference of light, quantum theory, matter waves, radioactivity and nuclear reactions. Three hours lecture and demonstration, three hours laboratory a week. This course may not be offered each semester. ; UC credit limitations. Lecture & lab. Letter grade only. UC Credit Limitations: Physics G120, G125 and G185, G280, G285 combined--maximum credit, one series; deduct credit for duplication of topics. Transferable to CSU; UC. May not be offered each semester.

PHYSICS G185 - 4 Units**General Physics: Mechanics and Sound**

Prerequisites: Math G180

Advisories: Mathematics G185

This is an introductory course in physics using calculus. Topics studied include vectors, motion, forces, energy, momentum, oscillators and properties of waves. Physics G185, G280 and G285 are required for students majoring in physics, chemistry or engineering. Lecture & lab. Letter grade only. UC Credit Limitations: Physics G120, G125 and G185, G280, G285 combined--maximum credit, one series; deduct credit for duplication of topics. Transferable to CSU; UC.

PHYSICS G280 - 4 Units**General Physics: Electricity and Magnetism**

Prerequisites: Physics G185 and Math G185

This is a calculus based physics course which covers the topics of electric charge, electric fields, potential dielectrics, DC circuits, magnetic fields, magnetic forces, electromagnetic induction, electromagnetic oscillators, and waves. Lecture & lab. Letter grade only. UC Credit Limitations: Physics G120, G125 and G185, G280, G285 combined--maximum credit, one series; deduct credit for duplication of topics. Transferable to CSU; UC. May not be offered each semester.

PHYSICS G285 - 4 Units**General Physics: Heat, Light, Modern Physics**

(Formerly known as: General Physics: Heat, Light, Atomic Physics)

Prerequisites: Physics G185 and Mathematics G185

This is a calculus based physics course including the topics of measurement of heat and temperature, effects of heat, kinetic theory of gases, thermodynamics, propagation of light, reflection, refraction, interference, diffraction, relativity, quantum theory and matter waves. Lecture & lab. Letter grade only. UC Credit Limitations: Physics G120, G125 and G185, G280, G285 combined--maximum credit, one series; deduct credit for duplication of topics. Transferable to CSU; UC. May not be offered each semester.

POLITICAL SCIENCE**POLITICAL SCIENCE G100 - 3 Units****Introduction to Political Science**

(Formerly known as: Pol Sc 100)

This course is an introduction to the field of political science and is designed to familiarize students with the basic ideologies, systems, and models of political analysis. The course examines the challenges posed by analytic approaches, and the relationship of politics to economics, culture and international affairs. Topics of discussion range from the individual's political beliefs and actions through the politics of groups, states, and the dynamics of international systems. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

POLITICAL SCIENCE G101 - 3 Units**Survey of Current Issues**

(Formerly known as: Survey of Current American Issues & Pol Sc 101)

This course is a survey of contemporary political issues confronting the United States and the global community. The focus will be on issues and problems of political significance such as terrorism, globalization and nuclear proliferation. The course provides students with the necessary tools to analyze opposing viewpoints and develop argumentation skills. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

POLITICAL SCIENCE G110 - 3 Units**International Relations**

(Formerly known as: International Affairs & Pol Sc 110)

This course provides an introduction to world politics as it relates to national conflict and international cooperation. Important to this course is an analysis of the structure and growth of both international governmental and non-governmental organizations and an understanding of the global economy as it relates to transnational cooperation. Particular focus will be on the development of new models of national and international cooperation to deal with terrorism and other problems facing the world in the new millennium. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

POLITICAL SCIENCE G120 - 3 Units**Principles of United Nations**

(Formerly known as: Pol Sc 120)

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. This course focuses on the history, structure and functions of the United Nations and examines the UN principal organs such as the General Assembly, Security Council, Economic and Social Council, and the International Court of Justice. This course also introduces students to the theory and practice of international diplomacy. Students will evaluate the success and failure of the theories of collective security, peacekeeping attempts and technological cooperation. Students will participate in Model UN simulations. Lab Description: The lab component of this course will focus on research and writing skills based on global topics. Assignments will consist of researching and writing position papers, and writing effective resolutions. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

POLITICAL SCIENCE G120 HONORS - 3 Units**United Nations - Principles, Honors**

Advisories: English Placement Assessment or satisfactory completion of English G010 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 of this course engages students in evaluating the functions, structure and problems of the United Nations, international diplomacy and related international organizations, focusing on the role of the United Nations in world politics. This course focuses on the history, structure and functions of the United Nations and examines the UN principal organs such as the General Assembly, Security Council, Economic and Social Council and the International Court of Justice. This course also introduces students to the theory and practice of international diplomacy. Students 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, UN peacekeeping attempts and technological cooperation. Students will participate in Model UN simulations and a one-day collegiate conference. Preparation for this conference—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. Lab Description: The lab component of this course will focus on research and writing skills based on global topics from a particular country's perspective. Assignments will consist of researching and writing position papers, and writing effective resolutions. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

POLITICAL SCIENCE G121 - 3 Units**Model United Nations**

(Formerly known as: Pol Sc 121)

Advisories: Political Science G120 or experience in international diplomacy and consult with the instructor.

This course increases the students' working knowledge of the United Nations and international diplomacy. Students will evaluate the functions, structure and problems of the United Nations and related international organizations such as the International Monetary Fund and World Bank. Students will also evaluate the success and failure of various programs aimed at solving global problems such as terrorism, economic disparity, human rights' abuses, infectious diseases and nuclear non-proliferation agreements. This course will focus on the theory and practice of international diplomacy, negotiation, bargaining and conflict resolution within the procedural rules of the United Nations. Students will learn how to research and write position papers, resolutions and reports and will participate in simulations by representing an assigned country or international government organization. This course will be of interest to majors in political science, journalism and international law. Lab Description: The lab component of this course will focus on research and writing skills. Assignments will consist of researching and evaluating specific global topics from the perspective of an assigned country or international government organization. Lecture & lab. Optional pass/no pass grade. Transferable to CSU. Offered spring semester only.

POLITICAL SCIENCE G121 HONORS - 3 Units**Model United Nations Honors**

(Formerly known as: Pol Sc 121H)

Advisories: It is recommended that students have taken POL SC G120 or G120H OR have experience in international diplomacy and consult with the instructor.

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 of this course increases the students' working knowledge of the United Nations and international diplomacy. Students will evaluate the functions, structure and problems of the United Nations and related international organizations such as the International Monetary Fund and World Bank. Students will also evaluate the success and failure of various programs aimed at solving global problems such as terrorism, economic disparity, human rights' abuses, infectious diseases and nuclear non-proliferation agreements. This course will focus on the theory and practice of international diplomacy, negotiation, bargaining and conflict resolution within the procedural rules of the United Nations. A major objective of this course will be to teach students methods of participating and negotiating in a local conference. Students will learn how to research and write position papers and resolutions, participate in simulations and attend a one-day collegiate conference. Students will represent various countries and/or international government organizations. This course will be of interest to majors in political science, journalism and international law. Lab Description: The lab component of this course will focus on research and writing skills based on global topics. Assignments will consist of researching and writing position papers, and writing effective resolutions. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

POLITICAL SCIENCE G122 - 1 Unit**Model United Nations Conference**

(Formerly known as: Pol Sc 122AD)

Prerequisites: Instructor approval

This course models the process of the United Nations. Students will submit position papers and will participate in an intercollegiate Model United Nations multi-day conference. This course may be taken 4 times. Lab. Optional pass/no pass grade.

POLITICAL SCIENCE G130 - 3 Units**Law in American Society**

(Formerly known as: Pol Sc 130)

This course provides a general survey of American Law and its English origins. It is intended as an introduction to the legal system and to acquaint the student to elements of law that affect legal relationships. The focus is on the United States Constitution and selected Supreme Court decisions on issues of civil rights and liberties. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

POLITICAL SCIENCE G150 - 3 Units**Political Philosophy**

(Formerly known as: Pol Sc 150)

(Same as: Philosophy G150)

This course introduces students to traditional philosophical issues concerning politics. Students will actively engage in an analysis of normative issues using historical insight as well as contemporary approaches. Among these issues are the nature of legitimate authority, political obligation, natural rights, equality and justice. The course emphasizes selections from the major works of such political philosophers as Plato, Aristotle, Hobbes, Locke, Rousseau, Marx and Mill. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

POLITICAL SCIENCE G180 - 3 Units**U.S. Government**

(Formerly known as: Introduction to Government (United States))

This course examines the American political system at the national, state and local levels. Topics include an examination of the history, structure and function of the American political system and the principles, processes and issues that affect it. Additionally, this course will discuss current issues, examine the decision making process and how these decisions affect society. Lecture. Optional pass/no pass grade. This course satisfies the CSU requirement on the Constitution of the United States and local government. UC Credit Limitations: Political Science G180 and G180H combined--maximum credit, one course. Transferable to CSU; UC.

POLITICAL SCIENCE G180 HONORS - 3 Units**Introduction to Government (United States) Honors**

(Formerly known as: Pol Sc 180H)

The honors section of Political Science G180 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 G180 and G180H combined--maximum credit, one course. Transferable to CSU; UC.

POLITICAL SCIENCE G185 - 3 Units**Introduction to Government (Comparative)**

(Formerly known as: Pol Sc 185)

This course introduces the field of comparative politics by providing a study of political systems, government structures and popular ideologies in selected developed and developing countries. Major themes will include development, nation/state building and democratization. Recommended for students interested in governments and politics throughout the world. Lecture. Optional pass/no pass grade. Transferable to CSU; UC. May not be offered each semester.

PORTUGUESE**PORTUGUESE G060 - 3 Units****Practical Portuguese, Beginning**

This course is designed to introduce the student to the fundamental skills of spoken Portuguese. 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. Not open to native Portuguese speaking students. Lecture. Optional pass/no pass grade.

PORTUGUESE G180 - 5 Units**Elementary Portuguese**

This is a course in the fundamentals of the Portuguese language. Students will be introduced to listening, speaking, reading, writing, simple Portuguese as well as fundamental aspects of culture. Topics will include: weather, family, telling time, counting, courtesy phrases and other common vocabulary. The basic elements of grammar will be addressed. Native Speakers are eligible for Portuguese G180 only by permission of the instructor. This course is equivalent to two years of high school Portuguese. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

PROFESSIONAL PHYSICAL EDUCATION**PROFESSIONAL PHYSICAL EDUCATION G140 - 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 G140, G142, G146, G150, G160, G180, G191, G200) combined--maximum credit, 8 units. Transferable to CSU; UC.

PROFESSIONAL PHYSICAL EDUCATION G142 - 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 G140, G142, G146, G150, G160, G180, G191, G200) combined--maximum credit, 8 units. Transferable to CSU; UC.

PROFESSIONAL PHYSICAL EDUCATION G150 - 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 pass/no pass grade. UC credit limitations: Any or all of these courses (PPE G140, G142, G146, G150, G160, G180, G191, G200) combined--maximum credit, 8 units. Transferable to CSU; UC.

PROFESSIONAL PHYSICAL EDUCATION G160 - 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 pass/no pass grade. UC credit limitations: Any or all of these courses (PPE G140, G142, G146, G150, G160, G180, G191, G200) combined--maximum credit, 8 units. Transferable to CSU; UC.

PROFESSIONAL PHYSICAL EDUCATION G180 - 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 pass/no pass grade. UC credit limitations: Any or all of these courses (PPE G140, G142, G146, G150, G160, G180, G191, G200) combined--maximum credit, 8 units. Transferable to CSU; UC.

PROFESSIONAL PHYSICAL EDUCATION G200 - 2 Units**Water Safety Instruction**

Advisories: Intermediate level of swimming

Advanced water skills and the opportunity to qualify for the Red Cross emergency water safety & water safety instructor certificates. Lecture & lab. Optional pass/no pass grade. UC credit limitations: Any or all of these courses (PPE 140, G142, G146, G150, G160, G180, G191, G200) combined--maximum credit, 8 units. Transferable to CSU; UC.

PSYCHOLOGY**PSYCHOLOGY G100 - 3 Units****Introduction to Psychology**

(Formerly known as: Psych 100)

An introduction to the scientific study of behavior including research methodology, memory, motivation, emotion, personality, intelligence and psychobiology. Lecture. Optional pass/no pass grade. UC Credit Limitations: Psych G100 and G100H combined--maximum credit, one course. Transferable to CSU; UC.

PSYCHOLOGY G100 HONORS - 3 Units**Introduction to Psychology Honors**

(Formerly known as: Psych 100 H)

This covers the same topics of the standard Psychology G100 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 G100 and G100H combined--maximum credit, one course. Transferable to CSU; UC.

PSYCHOLOGY G110 - 3 Units**Personal and Social Adjustment**

(Formerly known as: Psych 110)

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 pass/no pass grade. Transferable to CSU.

PSYCHOLOGY G150 - 3 Units**Child Psychology**

(Formerly known as: Psych 150)

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 pass/no pass grade. Transferable to CSU; UC.

PSYCHOLOGY G158 - 3 Units**Abnormal Psychology**

(Formerly known as: Psych 158)

Advisories: Psychology G100

An overview of abnormal behavior as a portion of the continuum of human behavior. The course will cover the field's historical approaches, the range of psychological disorders, as well as their biological, psychological, social consequences, and treatment. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

PSYCHOLOGY G160 - 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 pass/no pass grade. Transferable to CSU; UC.

PSYCHOLOGY G165 - 3 Units**Human Sexuality - Psychobiological Basis**

(Formerly known as: Psych 165)

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 pass/no pass grade. Transferable to CSU; UC.

PSYCHOLOGY G185 - 4 Units**Introduction to Experimental Psychology**

(Formerly known as: Psych 185)

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 pass/no pass grade. Transferable to CSU; UC. May not be offered each semester.

PSYCHOLOGY G250 - 3 Units**Psychobiology**

(Formerly known as: Psychology 190 & Psych 250)

Advisories: Psychology G100

Recommended for transfer students to develop an appreciation of the psychological, biochemical and genetic factors that affect behavior. This course can give a foundation for further studies in developmental, learning, personality and motivational psychology. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

REAL ESTATE**REAL ESTATE G110 - 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. Optional pass/no pass grade. Transferable to CSU.

REAL ESTATE G120 - 3 Units**Real Estate Legal Aspects**

(Same as: Business G112)

This course is an introduction to the laws dealing with the ownership and use of California Real Estate. Emphasis will be placed on problems commonly encountered in the purchase, sale, lease, and the rights and liabilities of the parties involved in real estate transactions. Lecture. Letter grade only. Transferable to CSU. May not be offered each semester.

REAL ESTATE G130 - 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. Lecture. Letter grade only. Transferable to CSU. May not be offered each semester.

SIGN

SIGN G068 - 3 Units**ASL for Health and Medical Personnel**

A beginning course in American Sign Language (ASL) for medical and health personnel, stressing the acquisition of technical vocabulary and the basic structural concepts for communication in a bilingual environment. This course may be taken 4 times. Lecture. Letter grade only.

SIGN G180 - 4 Units**Beginning American Sign Language I**

(Formerly known as: Sign 180AB)

A basic course in American sign language (ASL). Emphasis will be on grammar, syntax, vocabulary and expressive and receptive skills. This course is equivalent to two years of high school Sign Language. This course may be taken 2 times. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

SIGN G185 - 4 Units**Beginning American Sign Language II**

Advisories: Sign G180

This is a continuation of American Sign language (ASL). Emphasis is on grammar, syntax, vocabulary and expressive and receptive ability. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

SIGN G280 - 4 Units**Advanced American Sign Language I**

Advisories: Sign G185

This course provides further training in manual alphabet and sign language for purposes of communication with people who are deaf. It is designed to help the student increase speed with regard to accuracy, rhythm and comprehension. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

SIGN G285 - 4 Units**Advanced American Sign Language II**

Advisories: Sign G280

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 pass/no pass grade. Transferable to CSU; UC. Offered spring semester only.

SIGN G290 - 0.5 Units**Fingerspelling**

(Formerly known as: Sign 290AD)

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. This course may be taken 4 times. Lecture & lab. Pass/no pass only. Transferable to CSU. Offered fall semester only.

SOCIAL SCIENCE

SOCIAL SCIENCE G133 - 3 Units**Racial and Ethnic Relations in America**

(Formerly known as: Soc Sc 133)

(Same as: Sociology G133)

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 G134 - 3 Units**Chicano Studies**

(Formerly known as: Soc Sc 134)

(Same as: Sociology G134)

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 pass/no pass grade. Transferable to CSU; UC.

SOCIAL SCIENCE G135 - 3 Units**Vietnamese Culture**

(Formerly known as: Soc Sc 135)

(Same as: Anthropology G135)

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 pass/no pass grade. Transferable to CSU; UC. May not be offered each semester.

SOCIAL SCIENCE G136 - 3 Units**History and Culture of the Chicano American**

(Formerly known as: Soc Sc 136)

A study of the Mexican-American people and the influence of U.S. institutions on Chicano life. The course will survey the history, varying philosophies, artistic and literary achievements, sociological and psychological perspectives of Chicanos. Lecture. Optional pass/no pass grade. Transferable to CSU; UC. May not be offered each semester.

SOCIOLOGY

SOCIOLOGY G100 - 3 Units**Introduction to Sociology**

(Formerly known as: Sociol 100)

Recommended for every student interested in human behavior, social interrelationships and group organization, foundations of society, culture, social differentiation and social institutions. Lecture. Optional pass/no pass grade. UC Credit Limitations: Sociology G100 and G100H combined--maximum credit, one course. Transferable to CSU; UC.

SOCIOLOGY G100 HONORS - 3 Units**Introduction to Sociology Honors**

(Formerly known as: Sociol 100H)

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 G100 and G100H combined--maximum credit, one course. Transferable to CSU; UC.

SOCIOLOGY G110 - 3 Units**Introduction to Marriage and the Family**

(Formerly known as: Sociol 110)

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 G100 would be beneficial prior to taking this course. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

SOCIOLOGY G133 - 3 Units**Racial and Ethnic Relations in America**

(Formerly known as: Sociol 133)

(Same as: Social Science G133)

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 G134 - 3 Units**Introduction to Chicano Studies**

(Formerly known as: Sociol 134)

(Same as: Social Science G134)

An overview of the Chicano historical experience and of social development in the U.S. The course will survey the Chicano culture, customs, politics, labor conflict, immigration patterns, achievements and contributions to the American Southwest. Lecture. Optional pass/no pass grade. Transferable to CSU; UC. May not be offered each semester.

SOCIOLOGY G150 - 3 Units**Social Trends and Problems**

(Formerly known as: Sociol 150)

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.

SPANISH**SPANISH G060 - 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 pass/no pass grade.

SPANISH G061 - 3 Units**Practical Spanish, Intermediate**

Advisories: Spanish G060

A continuation of Spanish G060. 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 pass/no pass grade.

SPANISH G068 - 3 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 pass/no pass grade. May not be offered each semester.

SPANISH G110 - 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 G180. Four hours lecture a week. This course is equivalent to two years of high school Spanish. Lecture. Optional pass/no pass grade. UC Credit Limitations: Spanish G110, G180 and G180H combined--maximum credit, one course. Transferable to CSU; UC.

SPANISH G112 - 5 Units**Spanish for Spanish Speakers, II**

Prerequisites: Spanish G110

This course is a continuation of Spanish G110 and extends study for the native Spanish speaker. Work in the class will emphasize analysis of prose and further development of writing skills. This course includes study of Spanish orthography (spelling), and vocabulary enrichment, as well as the culture and literature of Latin America and Spain. Lecture & lab. Optional pass/no pass grade.

SPANISH G180 - 5 Units**Elementary Spanish**

Fundamentals of Spanish grammar. Reading, writing, hearing and speaking simple Spanish. Native speakers are eligible for Spanish G180 only by the permission of the instructor. Five hours lecture a week plus a minimum of one hour laboratory attendance to be arranged by the student with the instructor. This course is equivalent to two years of high school Spanish. Lecture & lab. Optional pass/no pass grade. UC Credit Limitations: Spanish G110, G180 and G180H combined--maximum credit, one course. Transferable to CSU; UC.

SPANISH G180 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 G110, G180 and G180H combined--maximum credit, one course. Transferable to CSU; UC.

SPANISH G182 - 2 Units**Elementary Spanish for Teachers**

(Formerly known as: Span 182AB)

Advisories: Spanish G180

Continuation of Spanish G180. The emphasis of this course is for teachers to practice Spanish in realistic contexts. As in Spanish G180, the focus of this course will be on comprehension, basic oral communication, speaking, reading intermediate material, and writing Spanish correctly. This course may be taken 2 times. Lecture. Letter grade only. Transferable to CSU.

SPANISH G185 - 5 Units**Elementary Spanish**

Prerequisites: Spanish G180 or 2 years of high school Spanish
Continuation of Spanish G180. The emphasis on this course is on comprehension, basic oral communication, speaking, reading intermediate material, and writing Spanish correctly. Lecture & lab. Optional pass/no pass grade. UC Credit Limitations: Spanish G185 and G185H combined--maximum credit, one course Transferable to CSU; UC.

SPANISH G185 HONORS - 5 Units**Elementary Spanish Honors**

(Formerly known as: Span 185H)

Prerequisites: Spanish G180 or 2 years of high school Spanish
Honors students will study concepts in Spanish language and culture to a greater depth than is typical in this course. Continuation of Spanish G180 Honors. Lecture & lab. Letter grade only. UC Credit Limitations: Spanish G185 and G185H combined--maximum credit, one course Transferable to CSU; UC.

SPANISH G199 - 1 - 5 Units**Current Topics and Issues in Spain, Latin America & U.S.A. Through Spanish**

(Formerly known as: Span 199AD)

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. This course may be taken 4 times. Lecture. Optional pass/no pass grade. One to five lecture hours per week. Course length varies. Transferable to CSU.

SPANISH G280 - 4 Units**Intermediate Spanish**

Prerequisites: Spanish G185 or 3 years of high school Spanish
This course includes further study of Spanish grammar and idioms, intensive and extensive reading in contemporary colloquial Spanish, oral exercises and written composition. The admission of native speakers to Spanish G280 will be at the discretion of the instructor. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

SPANISH G285 - 4 Units**Intermediate Spanish**

Prerequisites: Spanish G280 or 4 years of high school Spanish
A continuation of Spanish G280, with reading of more difficult literary texts. Increasing stress on spontaneous conversation and free composition. The admission of native speakers to Spanish G285 will be at the discretion of the instructor. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

SPANISH G290 - 3 Units**Mexican Culture and Civilization**

Prerequisites: Spanish G285

Conducted in Spanish, this course will survey the art, culture, history and civilization of Mexico dating from the pre-Columbian period to contemporary Mexico. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

SPECIAL EDUCATION**SPECIAL EDUCATION G002 - 0.5-1 Units****Computer Tutor Lab for Reading**

(Formerly known as: Reading Lab for the Deaf & Sp Ed 002AD)

This course is designed to provide independent study opportunities for Accessibility Center for Education (ACE) 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 ACE Office. This course may be taken 4 times. Lab. Pass/no pass only. Not transferable, not degree applicable.

SPECIAL EDUCATION G004 - 0.5-1 Units**Computer Tutor Lab for Language Arts**

(Formerly known as: Language Arts Lab for the Deaf & Sp Ed 004AD)

This course is designed to provide independent study opportunities for Accessibility Center for Education (ACE) 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 ACE Office. This course may be taken 4 times. Lab. Pass/no pass only. Not transferable, not degree applicable.

SPECIAL EDUCATION G006 - 0.5-1 Units**Computer Tutor Lab for Math**

(Formerly known as: Computer Tutor Lab for Deaf - Math & Sp Ed 006AD)

This course is designed to provide independent study opportunities for Accessibility Center for Education (ACE) students in the Resource/High Tech Center (ACE 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 ACE Office. Lab. Pass/no pass only. Not transferable, not degree applicable.

SPECIAL EDUCATION G008 - 0.5-1 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 Accessibility Center for Education (ACE) 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 ACE Office. This course may be taken 4 times. Lab. Pass/no pass only. Not transferable, not degree applicable.

SPECIAL EDUCATION G105 - 3 Units**Implications of Deafness**

(Formerly known as: Sp Ed 105)

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 pass/no pass grade. Transferable to CSU. Offered fall semester only.

THEATER ARTS**THEATER ARTS G077 - 1.5 Units****Basic Make-up**

This course teaches basic techniques of theatrical make-up application. Students will be required to see Golden West College productions. Lecture & lab. Optional pass/no pass grade. An eight week course. May not be offered each semester.

THEATER ARTS G078 - 1.5 Units**Basic Costume Construction**

This course teaches 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. Students will work on construction of costumes and wardrobe crew for Golden West College productions. Students are required to see Golden West College productions. Lecture & lab. Optional pass/no pass grade. An eight week course. May not be offered each semester.

THEATER ARTS G100 - 3 Units**Introduction to the Theater**

(Same as: Humanities G132)

A course designed to introduce students to all aspects of theater. This course examines theater history, acting, directing and the technical elements of scenery, lighting, sound, costume and make-up. Lecture, demonstration, and classroom participation will be utilized. Students are required to see college produced plays. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

THEATER ARTS G101 - 3 Units**Introduction to History and Literature of the Theater**

(Same as: Humanities G130)

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 pass/no pass grade. Transferable to CSU; UC.

THEATER ARTS G102 - 3 Units**History and Appreciation of the Cinema**

(Same as: Humanities G135)

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 pass/no pass grade. Transferable to CSU; UC.

THEATER ARTS G103 - 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. Students are required to see Golden West College productions. Lecture. Optional pass/no pass grade. An eight week course. Transferable to CSU.

THEATER ARTS G106 - 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. This course is required for theater arts majors. Students are required to see Golden West college productions. Lecture & lab. Letter grade only. Transferable to CSU; UC.

THEATER ARTS G107 - 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. Students are required to see Golden West College productions. Lecture & lab. Letter grade only. Transferable to CSU; UC.

THEATER ARTS G108 - 3 Units**History and Appreciation of the Musical Theater**

(Same as: Humanities G108, Music G108)

This is a course that explores all of the elements which make the Musical Theater one of the premier art forms of the 21st Century. Emphasis will be placed on the history of the musical and on examining the roles of the composer, librettist, lyricist, choreographer, director, performer, designer, and others relative to creating a musical theater production. DVD/video/broadcast television, film and performances will be utilized to enhance the student's knowledge of the subject. Lecture. Optional pass/no pass grade. Transferable to CSU; UC. May not be offered each semester.

THEATER ARTS G110 - 3 Units**Acting for the Camera**

(Same as: Broadcast & Video Production G152)

This course will teach acting for the camera techniques with emphasis on understanding acting theory. Lectures, demonstrations, and guest speakers will present the camera business industry for actors. Television and film acting techniques will be introduced. Lecture & lab. Letter grade only. Transferable to CSU; UC.

THEATER ARTS G120 - 3 Units**Appreciation of the Theater**

(Formerly known as: Thea 120AD)

This course will introduce students to the full spectrum of live theatrical plays in performance with emphasis on theater history and the role of the director, designer and actor. This course will enable students to understand, appreciate and evaluate live theatrical plays in performance. This course may be taken 4 times. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

THEATER ARTS G142 - 1 - 2 Units**Theater Workshop**

(Formerly known as: Thea 142AD)

In this course students participate 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. Students will be involved in several theater crafts: acting, scenery, costuming, lighting, make-up and publicity. This course may be taken 4 times. Lab. Optional pass/no pass grade. Open entry/open exit. Transferable to CSU; UC.

THEATER ARTS G146 - 2 Units**Broadway and Opera Singing**

(Formerly known as: Thea 146AB)

(Same as: Music G150)

Advisories: Music G060 or G121 or G145. Concurrent enrollment in Music G115, G121, or G141 - G142 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 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 pass/no pass grade. Transferable to CSU; UC.

THEATER ARTS G150 - 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 Golden West College productions. Lecture & lab. Optional pass/no pass grade. An eight-week course. Transferable to CSU; UC.

THEATER ARTS G151 - 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 college productions. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

THEATER ARTS G160 - 3 Units**Introduction to Stage Direction**

(Formerly known as: Thea 160AD)

This course introduces the student to the directing process for the stage. Included are units of study in the use of the stage, play selection and analysis, casting the play, blocking the action, picturization, character development, rhythm, and the organization of the rehearsal process. This course may be taken 4 times. Lecture & lab. Letter grade only. Transferable to CSU; UC.

THEATER ARTS G161 - 3 Units**Stage Management**

This course teaches students processes and techniques to manage the preparation, rehearsal, and performance of theatrical productions. Basic skills to be introduced include blocking notation, production book assembly, and communication protocols applied in the theatrical production process. Stage management as a profession will be studied. Students are required to see college productions. Lecture. Optional pass/no pass grade. Transferable to CSU.

THEATER ARTS G170 - 1 Unit**Stage Crew Activity**

(Formerly known as: Thea 170AD)

This course provides student 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. This course may be taken 4 times. Lab. Optional pass/no pass grade. Open entry/open exit. Transferable to CSU; UC.

THEATER ARTS G171 - 1 - 2 Units**Play Production**

(Formerly known as: Thea 171AD)

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. This course may be taken 4 times. Lab. Optional pass/no pass grade. Open entry/open exit. Transferable to CSU; UC.

THEATER ARTS G172 - 1-2 Units**Classical Play Production**

(Formerly known as: Thea 172AD)

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. This course may be taken 4 times. Lab. Optional pass/no pass grade. Open entry/open exit. Transferable to CSU; UC.

THEATER ARTS G175 - 3 Units**Stage Scenery**

A study of the theater crafts including scenery, construction, properties, stage management and organization. A survey study of the theater design arts: scenery design, set construction and scene painting. The course will include the study of the historical development and major trends of stagecrafts. The student will be expected to prepare a practical scene design project. Required for students planning to transfer to California State University, Long Beach and Fullerton. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC. May not be offered each semester.

THEATER ARTS G176 - 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 pass/no pass grade. Transferable to CSU; UC.

THEATER ARTS G177 - 3 Units**Make-up**

This course is a practical introduction to the techniques of applying theatrical make-up. Recommended for students of drama interested in gaining a better understanding of the proper uses of theatrical make-up. Required for students planning to transfer to California State University, Long Beach, Fullerton or Dominguez Hills. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

THEATER ARTS G178 - 3 Units**Costume Crafts**

This course is an introduction to costuming for the theater, television and film. Topics included: fabrics, sewing, wardrobe observations, color coordination, script analysis and basic drawing. Students will participate in the design and construction of costumes for Golden West College productions and will work on the production wardrobe crew. This course is required for students planning to transfer to California State University, Long Beach and Fullerton. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

THEATER ARTS G188 - 3 Units**Stage Movement**

(Formerly known as: Body Movement for the Actor)

This course explores movement as an actor's tool to aid in the acting process and to enhance the actor's physical ability to communicate on stage. Emphasis is on the integration of verbal and non-verbal forms of communication focusing on basic movement skills, physical awareness, strength, flexibility, relaxation, control, movement improvisation and stage combat. This course may be taken four times. Lecture & lab. Letter grade only. Transferable to CSU; UC. May not be offered each semester.

THEATER ARTS G206 - 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 G207 - 3 Units**Acting IV - Classical Styles**

This course teaches advanced acting techniques with an emphasis on historical literature. Periods of acting styles will include Classical Greek and Roman, Elizabethan, Restoration, and Commedia dell'Arte. Emphasis will be given to diction, stage movement, vocal projection, and the application to historic dramatic literature. Students are required to see Golden West College productions. Lecture & lab. Letter grade only. Transferable to CSU; UC. May not be offered each semester.

THEATER ARTS G210 - 2 Units**Musical Theater Workshop**

(Formerly known as: Thea 210AB)

(Same as: Music G210)

This course requires participation in musical theater presentations such as musical comedy, musical drama, musical revues, operetta or opera at Golden West College. It will include study in acting, singing, dancing, musicianship, scenery, lighting, sound, costume and make-up. This course may be taken four times. Lab. Optional pass/no pass grade. Open entry/open exit. Transferable to CSU; UC.

THEATER ARTS G821 - 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 G020 - 0.5 Units****Basics of Tutoring**

(Formerly known as: Tutoring Practicum & Tutor 020)

Prerequisites: Permission of the instructor.

This course will provide the tutor with supervised practice in conducting individualized and small-group tutoring sessions with Golden West College students. Lab. Pass/no pass only.

TUTORING SKILLS G107 - 1 Unit**Introduction to Tutoring**

Prerequisites: Permission of the Instructor upon being hired as a tutor in the Tutorial and Learning Center.

This course teaches the essential skills necessary to effectively tutor students and fulfills state guidelines for community college tutor training. Guidelines are provided to teach tutors to: determine learning needs; to set short term goals; and to select and sequence activities to best accomplish those goals. This course includes lectures and supervised practice in conducting individual and/or small group tutoring sessions. Tutors also share their experiences in group discussions. Lecture & lab. Pass/no pass only. Transferable to CSU.

TUTORING SKILLS G111 - 0.5 Units**The Tutoring Process**

(Formerly known as: Tutor 111)

Prerequisites: Permission of the Instructor

Advisories: Tutoring Skills G107

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. Pass/no pass only. Individualized class equivalent to nine hours. Transferable to CSU.

VIETNAMESE**VIETNAMESE G060 - 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 pass/no pass grade.

VIETNAMESE G180 - 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. This course is equivalent to two years of high school Vietnamese. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

VIETNAMESE G185 - 5 Units**Elementary Vietnamese**

Prerequisites: Vietnamese G180

This course is designed to further develop the fundamental skills of spoken and written Vietnamese. Students will learn correct pronunciation, basic structural patterns, and necessary vocabulary in order to write and understand basic sentences and carry on simple conversations. Lab assignments will enhance the students' pronunciation and understanding. A minimum of one-hour laboratory attendance will be arranged by the student with the instructor. Fundamental aspects of Vietnamese culture will be addressed. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

VIETNAMESE G280 - 4 Units**Intermediate Vietnamese**

Prerequisites: Vietnamese G185

A Vietnamese language course designed for students with essential basic skills in Vietnamese. These basic skills will be reviewed. The course will provide for further development of vocabulary, introduce idiomatic expressions and practice writing paragraphs in standard Vietnamese. Cultural reading will include Vietnamese history, literature and current affairs. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

VIETNAMESE G285 - 4 Units**Intermediate Vietnamese**

Prerequisites: Vietnamese G280

A course in Vietnamese language with initial intermediate skills of the language. Writing of short compositions and further study of idiomatic terms. Further reading of Vietnamese literature, history and general aspects of culture. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

VIETNAMESE G290 - 3 Units**Vietnamese Culture/Civilization**

Prerequisites: Vietnamese G285

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 pass/no pass grade. Transferable to CSU; UC.

GWC SUSPENDED COURSE LIST

Course	
ANTHROPOLOGY 135	Vietnamese Culture
ARABIC 060	Arabic for Beginners
ARABIC 061	Practical Arabic, Intermediate
ARABIC 180 AB	Elementary Arabic
ART 112	Interior Design
ART 114 AB	Calligraphy I
ART 124 AB	Raku Pottery
ART 126 AB	Drawing/Painting Workshop
ART 145 AB	Gallery & Exhibition Design
ART 166	Introduction to Papermaking
ART 174	Perspective Drawing
ART 186 AB	Introduction to Jewelry
ART 214 AB	Calligraphy II
ART 220	Computer Illustration
ASTRONOMY 100X	Introduction to Astronomy with Lab
AUTOMOTIVE TECHNOLOGY G129	Electrical/Electronic Systems: Lab
AUTOMOTIVE TECHNOLOGY G149	Automotive Chassis: Lab
AUTOMOTIVE TECHNOLOGY G159	Automotive Drivetrains: Lab
BIOLOGY 130	Food Microbes & People
BROADCAST & VIDEO PRODUCTION 158 AB	Intro. to Videotape Editing
BROADCAST & VIDEO PRODUCTION 167 AD	Introduction to AVID Editing
BUSINESS 103	Public Relations
COMMUNICATION STUDIES 120	Oral Interpretation
COMMUNICATION STUDIES 171	Assertive Communication Skills
COMMUNICATION STUDIES 250 AB	Leadership and Communication
CBA 045 AC	Shorthand Projects
CBA 090	Shorthand Review
CBA 109	Alphabetic Shorthand
CBA 110	Gregg Shorthand Principles, Parts 1, 2, 3 and 4
CBA 111	Gregg Shorthand Principles, Part 1
CBA 112	Gregg Shorthand Principles, Part 2
CBA 113	Gregg Shorthand Principles, Part 3
CBA 114	Gregg Shorthand Principles, Part 4
CBA 116	Shorthand Dictation
CBA 118	Shorthand Transcription
CBA 125	Introduction to Computers Quick Course
CBA 126	Windows Quick Course, Introduction
CBA 127	WORD Quick Course, Introduction
CBA 128	WORD Quick Course, Intermediate
CBA 129	Word Quick Course, Advanced
CBA 130	EXCEL Quick Course, Introduction
CBA 131	EXCEL Quick Course, Intermediate
CBA 132	EXCEL Quick Course, Advanced
CBA 133	ACCESS Quick Course, Introduction
CBA 134	ACCESS Quick Course, Intermediate
CBA 135	PowerPoint Quick Course
CBA 136	OFFICE Quick Course
CBA 138	Internet Quick Course, Introduction
CBA 139	E-Mail Quick Course
CBA 141	Outlook Quick Course, Introduction
CBA 144	Visual Basic for Applications Quick Course, Introduction
CBA 159	Machine Calculation with Spreadsheet Applications
COMPUTER SCIENCE 151	Programming with Visual Basic, Introduction
COMPUTER SCIENCE 152	Programming with Visual Basic, Advanced
COMPUTER SCIENCE 153AD L	Java Programming Lab
COMPUTER SCIENCE 158	Visual Studio.NET
COMPUTER SCIENCE 192	Windows Programming with MFC
COMPUTER SCIENCE G197	Operating Systems with Windows
COUNSELING 102	Career Planning/Motivation
COUNSELING 125	Practicum Peer Helping
DANCE 140 AD	Survey of Dance
DANCE 165	Dance History & Appreciation
EDUCATION 150	Reading for Early Childhood
ENGLISH 030 AB	Writing Coherent Sentences
ENGLISH 032 AB	Writing Effective Sentences
ENGLISH 038 AB	Reading Comprehension, Summary, and Response
ENGLISH 039 AB	The Writing Process: Reading Comprehension and Response
ENGLISH 059	Police Writing Preparation
ENGLISH 065	Writing for Industrial Trades
ENGLISH 070	Great Ideas in Literature
ENGLISH 170	Great Ideas in Literature
ENGLISH 171	Rebels In Literature
ENGLISH 186 AD	Page to Performance
ENGLISH 194	Technical Writing I
ENGLISH 195	Technical Writing 2
ESL 028 AB	
ESL 038 AB	Verb forms, Part 2: Future and Past
ESL 048 AB	Verb forms, Part 3: The Perfect Tenses
ESL 058 AB	Verb forms, Part 4: Mixing Tenses
ESL 068 AB	Verb forms, Part 5: The Conditional
FRENCH 200 AB	Conversational French, Advanced
GEOGRAPHY 181	Physical Geography
GERMAN 060	Practical German, Beginning
GERMAN 180	Elementary German
GERMAN 185	Elementary German
GERMAN 280	German, Intermediate
GERMAN 285	German, Intermediate
HEALTH EDUCATION 104	Introduction to Wellness
HEALTH EDUCATION 201	Health Education for Teachers
HEALTH SCIENCE 010	Intergenerational Care
HISTORY 160	African Civilization
HUMANITIES 165	Dance History & Appreciation
HUMANITIES G170	Views of Humanity
ITALIAN 180	Elementary Italian
ITALIAN 185	Elementary Italian
ITALIAN 280	Italian, Intermediate
ITALIAN 285	Italian, Intermediate
JAPANESE 060	Conversational Japanese
JAPANESE 180	Elementary Japanese
JAPANESE 185	Elementary Japanese II
JOURNALISM 125	Public Relations Writing
JOURNALISM 157 AB	Documentary Photography
JOURNALISM 200	Television Journalism
JOURNALISM 291	Newspaper Practicum
JOURNALISM 292	Newspaper Practicum
MANAGEMENT 116	Management Supervision
MARKETING 103	Public Relations
MARKETING 130	Advertising
MATHEMATICS 160 HONORS	Introduction to Statistics, Honors
MATHEMATICS 180 HONORS	Calculus I, Honors
MATHEMATICS 230	Introduction to Discrete Mathematics I
MATHEMATICS 240	Discrete Mathematics II
MATHEMATICS G106	Mathematics for Elementary Teachers 2
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

COURSES

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
NURSING 299 AB	Pediatric Nursing Care
PHYSICAL EDUCATION 115 AD	Swimnastics
PHYSICAL EDUCATION 129 AD	Wrestling
PHYSICAL EDUCATION 160 AB	Step Aerobic
PHYSICAL EDUCATION 162 AD	Exercise Science/Circuit Weight Training
PHYSICAL EDUCATION 165 AD	Exercise Science/Comprehensive Fitness
PHYSICAL EDUCATION 168 AD	Exercise Science/Strength Training Lab
PHYSICAL EDUCATION 170 AD	Exercise Science/Individual Program
PHYSICAL EDUCATION 171 AD	Exercise Science/Comprehensive Fitness
PHYSICAL EDUCATION 174 AD	Circuit Weight Training (Total Fitness Lab)
PHYSICAL EDUCATION 177 AD	Exercise Science/Cardiovascular
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 242 AD	Basketball Team
PHYSICAL EDUCATION 262 AC	Wrestling Team
PHYSICAL EDUCATION 276 AC	Tennis Team - Women
PHYSICAL EDUCATION 296 AD	Adv. Sports Conditioning - Women's Tennis
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
RUSSIAN 180	Beginning Russian
RUSSIAN 185 AB	Elementary Russian
RUSSIAN 280	Intermediate Russian
SOCIAL SCIENCE 125	History of China
SOCIAL SCIENCE 180	American & Asian Perspectives: Southeast Asian Cultures
SPANISH 062	Practical Spanish, Advanced
SPANISH 066	Law Enforcement Spanish
SPECIAL EDUCATION 010	College Survival for Deaf Students
SPECIAL EDUCATION 020	Job Readiness for Deaf
THEATER ARTS 104	Improvisation
THEATER ARTS 131	Acting in Voice Theater
THEATER ARTS 147 AD	Shakespeare Projects
THEATER ARTS 189	Stage Combat
THEATER ARTS G130	Communication and Diction
THEATER ARTS G205	Oral Interpretation
VIETNAMESE 068 AB	Vietnamese for Medical Personnel

PROGRAM/CERTIFICATE SUSPENSIONS

Certificate of Achievement

Accounting
Accounting Data Entry Specialist Option
Computer Business Applications:
Entry Level Option
General Office Option
Office Management Option
Word Processing Option
Certified Business Professional:
Medical Assistant/Administrative Certificate Holder Option
Environmental Studies Health and Safety
Music:
Commercial Performance Option
Arranger-Composer Option
Entertainment Technician Option
Retail Music Option
Songwriting Option
Real Estate
Technical Communications:
Written Communication:
Generalist Option
Journalism Option
Public Relations Option

Certificate of Specialization

Broadcast & Video Production
Broadcast Journalism
Motion Graphics-After Effects
Computer Business Applications:
Desktop Publishing
Office Communications
Software Applications
Software Multimedia Concepts

**RIGHTS, RESPONSIBILITIES,
POLICIES & REGULATIONS**



STUDENT CODE OF CONDUCT

The following acts are defined by the District to be unacceptable. The list is not all inclusive. The Chancellor and/or College President may add violations to this code as they deem appropriate subject to the provisions of section 3.50. A student found to have violated any of the following regulations is subject to the maximum sanction of expulsion. 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 Disciplinary Code. The District may impose discipline for the commission or attempted commission of the following types of violations by students, or for aiding or abetting, inciting, conspiring assisting, hiring or encouraging another person to engage in a violation of this Policy:

- Academic Misconduct (3.1)
- Cheating/Plagiarism (3.2)
- Dishonesty (3.3)
- Forgery (3.4)
- Misrepresentation (3.5)
- Misuse of Identification (3.6)
- False Report of Emergency (3.7)
- Assault/Battery (3.8)
- Physical Abuse (3.9)
- Serious Injury or Death (3.10)
- Threat of Sexual Assault or Sexual Assault (3.11)
- Infliction of Mental Harm (3.12)
- Stalking (3.13)
- Harassment (3.14)
- Sexual Harassment (3.15)
- Discrimination (3.16)
- Hateful Behavior (3.17)
- Hazing (3.18)
- Possession of Weapons (3.19)
- Narcotics (3.20)
- Alcohol (3.21)
- Public Intoxication (3.22)
- Smoking (3.23)
- Theft or Conversion of Property (3.24)
- Possession of Stolen Property (3.25)
- Destruction of Property (3.26)
- Failure to Repay Debts or Return District Property (3.27)
- Theft or Abuse of District's Computers or Electronic Resources (3.28)
- Violation of Computer Usage Policy (3.29)
- Trespass and Unauthorized Possession (3.30)
- Disruption of Educational Process (3.31)
- Disruptive Behavior (3.32)
- Disturbing the Peace (3.33)
- Failure to Comply or Identify (3.34)
- Failure to Appear (3.35)
- Disorderly or Lewd Conduct (3.36)
- Unauthorized Use of Course Materials (3.37)
- Library Materials (3.38)
- Continued Misconduct or Repeat Violation (3.39)
- Failure to Obtain Permits (3.40)

- Fighting (3.41)
- Gambling (3.42)
- Unreasonable Demands (3.43)
- Unauthorized Tape Recording (3.44)
- Unauthorized Use of District Keys (3.45)
- Unauthorized Use of Electronic Devices (3.46)
- Unauthorized Use of Property or Services (3.47)
- Violation of Driving Regulations (3.48)
- Violation of Health & Safety Regulations (3.49)
- Violation of Posted District Rules (3.50)
- Violation of Law (3.51)

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

- has a grade point average of less than 2.0 in the most recent semester completed, or
- 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 "NP" or "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 "NP" or "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:

- 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:
 - 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.
 - At least 12 months has elapsed since completion of the most recent course work to be disregarded.
- 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.
- 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.
- 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:

- Vice President of Student Services or Vice President of Instruction
- Student Activities Director
- Student Advocate
- College Grievance Officer
- Director of Accessibility Center for Education

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 Accessibility Center for Education.

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 ten (10) classified employees recommended each year by the Classified Connection to the Coast Federation of Classified Employees (C.F.C.E.)
4. The student will be chosen from a list of no fewer than twenty (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 Accessibility Center for Education 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.

SEXUAL ASSAULT PREVENTION

The Coast Community College District recognizes that sexual assault is a serious issue, and will not tolerate acts of sexual assault on district property or at district-sponsored activities. The District will investigate all allegations of sexual assault that occur on District property or at sponsored activities and take appropriate criminal, disciplinary or legal action, with prior consent of the victim.

The Coast Community College District is committed to its students' safety as a vital ingredient to student learning and success. The District encourages victims of sexual violence to report the crime.

The colleges within the District – Orange Coast College, Golden West College and Coastline Community College – offer the following information and resources to students regarding sexual assault (see link below).

<http://www.cccd.edu/students/sexualAssault/default.aspx>

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.

School officials may disclose any and all educational records, including disciplinary records, to another institution at which the student seeks or intends to enroll without the prior consent of the student.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Golden West College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Directory Information

Student's directory information is released only upon approval of the 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 Vice President of Student Services and information in item 7 may be reviewed by arrangement with the office of Work Experience. Inquiries regarding information contained in items 8, 9, and 10 are to be directed to the 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 that level, the student may use the student grievance procedure.

ACADEMIC REPORTS TO HIGH SCHOOL

Golden West College may send 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 Enrollment 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 G100 - Health Education
 Psychology G100 - Introduction to Psychology
 Psychology G160 - Human Growth & Development
 Health Ed G107 - Drugs, Health and Society
 Psychology G250 - Psychobiology
 College G100 - Student Success
 P.E. G103 - Exercise for Healthy Living

Drug and Alcohol Counseling Resources

GWC's Student Health Services offers professional evaluation and referrals for drug and alcohol treatment for students by appointment. Call (714) 895-8379.

The County of Orange Health Care Agency, Drug and Alcohol Services, offers therapy and counseling. The office for this area is 14140 Beach Blvd., Suite 200, Westminster, CA 92683, (714) 896-7574 TDD (714) 896-7512.

Alcoholics Anonymous: (714) 556-4555 or www.oc-aa.org. Call for meeting times and site information.

Narcotics Anonymous: (714) 590-2388 or (949) 661-6183

The Student Health Center also provides information and referrals to other community resources and support groups. Interested students may come to the health center to consult with a college health nurse.

State Laws and College Policy

State laws and the College Code of Conduct specifically prohibit the use and possession, distribution or sale of drugs or alcohol on college property or any college-sponsored activity or event. These rules describe the penalties and disciplinary actions when violations occur. Information on laws and the Code of Conduct are available at Student Health 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 great bodily injury.

PARKING

Golden West College maintains a Public Safety Department with personnel available 24 hours a day. A person may report any criminal action or emergency at any time – day or night – by calling (714) 895-8924 or for emergencies (714) 895-8999 or 911. Campus “red phones” located throughout the interior of the campus (see map on Public Safety website - <http://goldenwestcollege.edu/publicsafety/eep.html>) may also be used to contact the Public Safety Department. The Public Safety Department is located at the west end of the campus at the entrance of the Goldenwest Street parking lot. Office hours are 8:00 a.m. to 7:00 p.m. Monday through Thursday and 8:00 a.m. to 5:00 p.m. on Friday.

PARKING REGULATIONS

Article IV

Section	Regulation
401	No parking is allowed in any area that does not clearly have marked stalls.
402	Vehicles parking within a stall shall not overlap the lines that designate the stall.
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.
404	Bicycles must be parked in designated bicycle parking areas.
405	No vehicle shall be backed into diagonal parking stalls.
406	No person shall park or leave standing a motor vehicle blocking traffic lanes on any campus roadway or parking lot.
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”.
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.
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.
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.
411	No person shall park any vehicle in any manner or fashion so as to create a traffic hazard.
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.
413	Failure to activate coin operated meter or obtain and appropriately display time-stamped hourly parking permit.
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.

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.

FREE SPEECH POLICY

The policy in its entirety may be viewed at www.goldenwestcollege.edu/policies.

The following exterior property at Golden West College may be used by students as a free speech area to the extent permitted in the District Policy:

- In the front of the College Bookstore, at least 15 feet from the entrance thereto.
- In front of the Library Building, at least 15 feet from the entrance thereto.
- Such further areas as may be designated by the President.
- The President shall designate one or more Free Speech Areas no further than fifteen feet from either the entrance or exit of any swap meet held on campus grounds. This area must be no smaller than 200 square feet and must only be set-aside during the operation of any swap meet. Any District property used for the operation of a swap meet is considered a nonpublic forum.

GWC SMOKE-FREE CAMPUS POLICY

Golden West College is a Smoke Free Campus. Smoking is permitted in campus parking lots but prohibited in all college buildings, vehicles, indoor and outdoor facilities, interior bus stops, designated campus entrances, and all open areas. All smoking materials including cigarettes, cigars, pipes, and other apparatus used to smoke organic and non-organic materials must be extinguished and/or properly disposed of in the ash receptacles located in the parking lots before entering our smoke free campus.

COMPUTER AND ELECTRONIC RESOURCES SYSTEMS ACCEPTABLE USE POLICY

The Coast Community College District ("District") owns, leases, and/or operates a variety of computer and communication systems, including but not limited to, voicemail, electronic mail (e-mail), telephone, and access to the internet, which are provided for the use of District faculty, administrators, staff, and students in support of the programs of the colleges and District. Hereinafter, this system and all of its component parts shall be referred to as the "District Network." This network establishes a communications platform that often substitutes for in-person meetings regarding District business.

This Policy applies to all members of the District community using the District Network including faculty, administrators, staff, students, independent contractors, and authorized guests. The Policy covers the use of all District computer equipment and communication systems in computer labs, classrooms, offices, libraries, and the use of the District equipment, servers, systems, and networks from any location. If any provision of this policy is found to be legally invalid it shall not affect the other provisions of the policy as long as they can be effective without the invalid provision.

Ownership Rights

This Policy is based upon and shall be interpreted according to the following fundamental principle: the entire District Network, and all hardware and software components with it, is the sole property of the District which sets the terms and conditions of its use consistent with the law. Except as provided in Board Policy or collective bargaining agreements pertaining to intellectual property rights, employees and students have no rights of ownership to these systems or to the information they contain by virtue of their use of all or any portion of the District Network.

Privacy Interests

The District recognizes the privacy interests of faculty and staff and their rights to freedom of speech, shared governance, and academic freedom, as well as their rights to engage in protected union and concerted activity. However, both the nature of electronic communication and the public character of District business make electronic communication less private than many users anticipate, and may be subject to public disclosure. In addition, the District Network can be subject to authorized and unauthorized access by both internal and external users. For these reasons, there are virtually no online activities or services that guarantee an absolute right of privacy, and therefore the District Network is not to be relied upon as confidential or private. Nonetheless, the District seeks to afford email communications privacy protections comparable to those it traditionally affords paper mail and fax communications, consistent with State and Federal statutes. The District will also provide voice mail protection to the extent required by the Federal Wiretap Act.

District Rights

System administrators may access user files or suspend serviced they manage without notice only: (1) to protect the integrity of computer systems; (2) under time-dependent, critical operational circumstances; (3) as required by and consistent with the law; or (4) where evidence exists that violations of law or District Policy or Procedures have occurred. For example, system administrators, following organizational guidelines, may access or examine individual files or accounts based on evidence that they have been corrupted or damaged or subject to unauthorized use or misuse. In such cases of access without notice, data or information acquired may be used to initiate or extend an investigation related to the initial cause or as required by law or Board policy and/or to protect system integrity.

User Rights

While the District monitors electronic usage as part of its normal network operating procedures, the District does not routinely inspect or monitor users' computer hardware or files, email, and/or telephone message system, nor disclose information created or stored in such media without the user's consent. The District shall attempt to notify users before accessing computer hardware and files or prior to suspending service. In the event that the District acts without user consent, under its District Rights specified above, the District shall do so with the least perusal of contents and the least action necessary to resolve the immediate situation. When the District accesses files without user consent, it shall notify the user as soon as possible of its access and provide the reason for its action.

User Responsibilities

The Board recognizes that computers and networks can provide access to resources on and off campus, as well as the ability to communicate with other users worldwide. Such open access is a privilege and requires that individual users act responsibly. Users must respect the rights of other users, respect the integrity of the systems and related physical resources and observe all relevant law, regulations and contractual obligations.

For District employees, the intended uses of the District Network are those which are reasonable and necessary for the pursuit of job duties; for students, the intended uses are those which are reasonable and necessary for the pursuit of instructional activities.

Although personal use is not an intended use, the District recognizes that the Network will be used for incidental personal activities provided that such use is within reason and provided that such usage is ordinarily on an employee's own time, is occasional, and does not interfere with or burden the District's operation, and not otherwise contrary to District policies or procedures.

"Unauthorized uses" include prohibited uses and any other use for a prohibited purpose, including illegal activities, messages which may constitute discrimination or harassment under state or federal law or anything that interferes with the intended use. These types of prohibited uses and purposes are further defined in the attached Administrative Procedures.

All users of the District Network must read, understand, and comply with this Policy as well as the accompanying Administrative Procedures, and any additional guidelines established by the District. Such guidelines will be reviewed by the District and may become subject to Board approval as a District policy or procedure. By using any part of the District Network, users agree that they will comply with this Policy.

Enforcement of the Policy

The Board directs the Chancellor or designee to enforce all existing federal and state laws and District and college policies, including not only those laws and regulations that are specific to computers and networks but also those that apply generally to personal conduct. Violations of this Policy will be dealt with in the same manner as violations of other District policies or standards of behavior and may result in disciplinary action, subject to applicable due process requirements. Such violations may be subject to appropriate personnel action and/or criminal investigation.

Users who believe this policy has been misinterpreted or misapplied may file a complaint in accordance with the Complaint Procedures found in the accompanying Administrative Procedures.

Students who do not observe the requirements of this Policy may be in violation of the Student Code of Conduct and subject to student discipline.

This Policy and Administrative Procedures shall be distributed to all new and existing employees. Nothing in this policy should be construed to interfere with First Amendment rights or with the academic freedom of faculty.

GENERAL PERSONNEL PROCEDURES

The District is responsible for making these procedures and the policy that they implement readily accessible to all users prior to their use of the District Network. Abuse of computing, networking or information resources contained in or part of the District Network may result in the loss of access to the District Network. Additionally, abuse can be prosecuted under applicable statutes. Users may be held accountable for their conduct under any applicable District or college policies, procedures, State and Federal laws, or collective bargaining agreements. Complaints alleging abuse of the District Network will be directed to those responsible for taking appropriate disciplinary action. Illegal reproduction of material protected by U.S. Copyright Law is subject to civil damages and criminal penalties including fines and imprisonment.

District employees and students accused of violating this Board Policy have the right to representation. Absent a negotiated agreement to the contrary, State statutes will apply.

Examples of behaviors constituting abuse which violate this Board Policy include, but are not limited to, the following activities:

System abuse

- Using a computer account that one is not authorized to use.
- Obtaining a password for a computer account that one is not authorized to have.
- Using the District Network to gain unauthorized access to any computer systems.
- Knowingly performing an act which will interfere with the normal operation of computers, terminals, peripherals or networks.

- Knowingly running or installing on any computer system or network, a program intended to take control of the computer(s), or giving to another user, a program intended to damage or to place excessive load on a computer system or network. This includes but is not limited to programs known as computer viruses, Trojan horses, zombie software and worms.
- Knowingly or carelessly allowing someone else to use your account who engages in any misuse in violation of the accompanying Board Policy.
- Forging e-mail messages and/or forwarding email specifically marked as confidential.
- Attempting to circumvent data protection schemes or uncover or exploit security loopholes.
- Masking the identity of an account or machine.
- Deliberately wasting computing resources by file sharing schemes, participating in e-mail chains, spamming, and/or excessive bandwidth usage.
- Intentionally accessing, downloading, displaying, uploading or transmitting obscenity or pornography as legally defined.
- Attempting without District authorization to monitor or tamper with another user's electronic communications, or changing, or deleting another user's files or software without the explicit agreement of the owner, or any activity which is illegal under California Computer Crime Laws.
- Personal use which is excessive or interferes with the user's or others' performance of job duties, or otherwise burdens the intended use of the Network.
 - Using the District Network for online gambling.
 - Using the District Network for political purposes shall be subject to state and federal law and Board of Trustees approval where the law is permissive.

Harassment

- Using the telephone, e-mail or voice mail to harass or threaten others.
- Knowingly downloading, displaying or transmitting by use of the District Network, communications, pictures, drawings or depictions that contain ethnic slurs, racial epithets, or anything that may be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religious or political belief.
- Knowingly downloading, displaying or transmitting by use of the District Network sexually explicit images, messages, pictures, or cartoons which have the clear purpose of harassment or have been identified as harassment as the result of a formal investigation into the matter.
- Knowingly downloading, displaying or transmitting by use of the District Network sexually harassing images or text in a public computer facility, or location that can potentially be in view of other individuals.
- Using the District Network to publish false or defamatory information about another person.

Commercial use

- Using the District Network for any commercial activity, other than incidental or traditional commercial use, without written authorization from the District. "Commercial activity" means for financial remuneration or designed to lead to financial remuneration. Examples of "incidental or traditional commercial use" include but are not limited to:
 - Electronic communication between an instructor who is an author of a textbook and her/his publisher.
 - Electronic communication by a staff member who uses the District Network to communicate regarding a presentation at an educational conference or workshop, for which that staff member might receive an honorarium.
 - Electronic use by a student of the District Network to seek a part or full time job or career related to the student's field of study, or to assist her/him in applying for such work.

- Electronic communication by a staff member to inform a colleague about his/her child's candy bar fundraising sale for the child's school.
- Using electronic resources to research and/or purchase supplies, equipment, or other items required for campus, District, or student use.

Copyright

- Violating terms of applicable software licensing agreements or copyright laws.
- Publishing copyrighted material without the consent of the owner on District Web sites in violation of copyright laws.
- Downloading of unlicensed or copyrighted movies or music for other than legally authorized uses or uses authorized by the District.
- Illegally downloading the "codes" to copyrighted material even if the software in question is not downloaded.

Exceptions

The interaction of a user's personal computing equipment, connected to the District Network, is subject to the procedures in this document. Contents of a user's personal computing equipment are subject to search by the District only by legal warrant.

There may be times when a District employee may be exempted from certain provisions of these procedures in order to perform their duties or assignments that are an established part of their job.

Should an employee be directed by a supervisor to perform an activity they believe may be in violation of this policy, or if they are given a directive which inhibits the employee in performing his/her duties or assignments, the employee may request that the directive and/or permission for exception be put in writing and signed by the supervisor.

Activities by technical staff as authorized by appropriate District or college officials that take action for security, enforcement, technical support, troubleshooting or performance testing purposes will not be considered abuse of the Network.

Although personal use is not an intended use, the District recognizes that the Network will be used for incidental personal activities and will take no disciplinary action provided that such use is within reason and provided that such usage is ordinarily on an employee's own time, is occasional and does not interfere with or burden the District's resources. Likewise, the District will not purposefully surveil or punish use of the network for union business-related communication between employees and their unions.

Complaints by Bargaining Unit Employees or Students Regarding Enforcement of the Electronic Use Policy

A bargaining unit employee who asserts that the District or District personnel have violated this policy may file a grievance per that user's current collective bargaining agreement. A student who asserts that the District or District personnel have violated this policy may file a grievance per his/her college's student grievance procedure.

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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* Deceased
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