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15744 Goldenwest Street • P.O. Box 2748 • Huntington Beach • CA • 92647-2748 • (714) 892-7711  
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).

## ACADEMIC CALENDAR 2012-2013

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### FALL SEMESTER 2012

August 13 .....	Early Start (Special Programs) Classes Begin
August 26 .....	Residency Determination Date
August 27 .....	Regular Classes Begin (16 and 8-Week Classes)
September 3 .....	<b>Labor Day (Campus Closed)</b>
October 1 .....	Application Period for the Spring Semester Begins
October 22 .....	Second Eight-Week Classes Begin
November 1 .....	Filing Deadline for Fall Graduation
November 12 .....	<b>Veterans Day (Campus Closed)</b>
November 22-25 .....	<b>Thanksgiving Break (Campus Closed)</b>
December 16 .....	Last Day of Fall Semester
December 17 - January 1 .....	<b>Winter Break (Campus Closed)</b>

### NO INTERSESSION 2013

### SPRING SEMESTER 2013

January 14 .....	Early Start (Special Programs) Classes Begin
January 27 .....	Residency Determination Date
January 28 .....	All 16 and 8-Week Classes Begin
February 15 .....	<b>Lincoln's Day (Campus Closed)</b>
February 18 .....	<b>Washington's Day (Campus Closed)</b>
March 25 - 31 .....	<b>Spring Recess (Campus Closed)</b>
April 1 .....	Filing Deadline for Spring Graduation
April 1 .....	Second Eight-Week Classes Begin
May 23 .....	Commencement
May 26 .....	Last Day of Spring Semester

#### CLASS CANCELLATION

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

**PROPOSED ACADEMIC CALENDARS****3****Proposed Academic Calendar  
2013-2014****FALL SEMESTER 2013**

August 26, 2013.....	First Day of Instruction
September 2, 2013.....	Labor Day (Campus Closed)
October 21, 2013.....	Second Eight-Week Classes Begin
November 11, 2013.....	Veterans Day (Campus Closed)
November 28 - December 1, 2013.....	Thanksgiving Break (Campus Closed)
December 15, 2013.....	Last Day of Fall Semester
December 16, 2013 - January 1, 2014.....	Winter Break (Campus Closed)

**INTERSESSION 2014 (May not be held)****SPRING SEMESTER 2014**

January 27, 2014.....	First Day of Instruction
February 14, 2014.....	Lincoln's Day (Campus Closed)
February 17, 2014.....	Washington's Day (Campus Closed)
March 24 - 30, 2014.....	Spring Recess (Campus Closed)
March 31, 2014.....	Second Eight-Week Classes Begin
May 25, 2014.....	Last Day of Spring Semester

**Proposed Academic Calendar  
2014-2015****(This calendar is not yet approved by the Board of Trustees)****FALL SEMESTER 2014**

August 25, 2014.....	First Day of Instruction
September 1, 2014.....	Labor Day (Campus Closed)
October 20, 2014.....	Second Eight-Week Classes Begin
November 11, 2014.....	Veterans Day (Campus Closed)
November 27 - 30, 2014.....	Thanksgiving Break (Campus Closed)
December 14, 2014.....	Last Day of Fall Semester
December 15, 2014 - January 1, 2015.....	Winter Break (Campus Closed)

**INTERSESSION 2015 (May not be held)****SPRING SEMESTER 2015**

January 26, 2015.....	First Day of Instruction
February 13, 2015.....	Lincoln's Day (Campus Closed)
February 16, 2015.....	Washington's Day (Campus Closed)
March 23-29, 2015.....	Spring Recess (Campus Closed)
March 30, 2015.....	Second Eight-Week Classes Begin
May 21, 2015.....	Last Day of Spring Semester

## ACADEMIC CALENDAR





# GENERAL INFORMATION

Learning Resources Center



## WELCOME MESSAGE FROM THE PRESIDENT

Most college catalogs have a spot for the President to write a welcome to new students, usually at the front of the college catalog, like this one. The catalog is a great place to begin your college journey. It is, in many ways, your most important college book. You might ask why I would say that, after all there are many more colorful textbooks you'll have during your college years, most of which will be more interesting than this catalog, even though we work hard to make it attractive, informative, and helpful.

The reason you want to start with the catalog, is because it is our agreement with every student. It is a kind of legal contract. It tells you what the college intends to provide you, in terms of course work and services. It describes the courses you may take, the units you may earn, and what you need to do to earn a degree or complete a certificate. It also informs you about college requirements, procedures and expectations, and if you're unhappy what your rights are. It tells you where to find things and who to call.

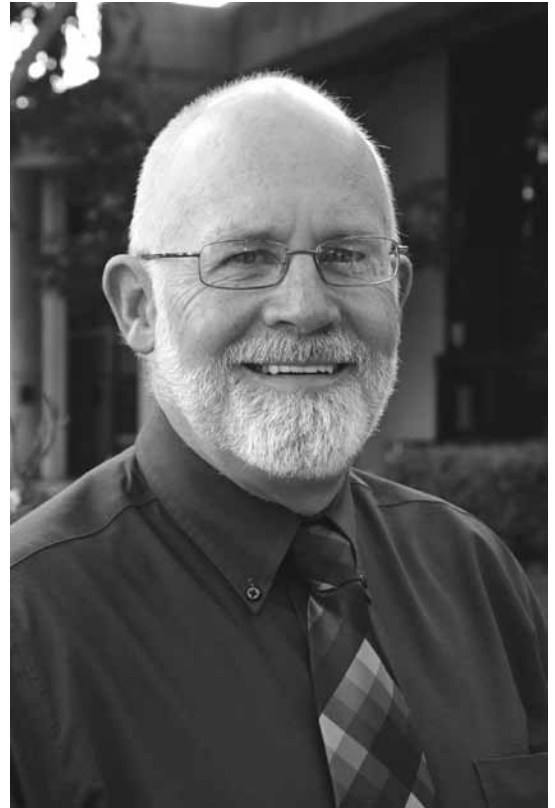
I wonder if you're anything like me? When I open a new package, I have a tendency to tear through the wrapping, pass up on reading directions, and plug the thing in just to see how it works. I've learned the hard way; this is not usually the best strategy. It's like taking a trip, in unfamiliar territory, without looking at a map, while it may be more adventurous, it usually takes longer, often involving back tracking and sometimes danger, just like plugging in that machine too soon. Nowadays, college is too expensive, too crowded, and too important to waste time muddling along. The maps or directions are essential to getting on with life, career, and transfer. The catalog tells you how to do college.

So while this catalog may not be the most interesting book you read in college, it will get you to the books, teachers, courses, and services that will make your college career adventuresome while getting you to your destination in a timely manner. It can even help you out, when you change your mind and chose a different destination. The nice thing about college is that there are people who can help you out if there is something you don't quite understand. You don't have to do it on your own; there will be counseling, orientations, teachers, and staff that can help you along the way.

The catalog will be an important part of completing a Student Educational Plan – which is your trip guide to graduation – to a certificate, transfer and/or a degree. While I was working on these paragraphs, I noticed a headline in the Orange County Business Journal, “EQUIPPED TO SUCCEED.” It was a story about two 22 year olds who quit their job to create a new company, and it made me think about how that headline applied to what I was writing, that many students are quitting one thing and starting something new – they have a dream and idea, a goal for a better life – I think the college catalog is an important part of your equipment and by using it well to make your plan you will be “EQUIPPED TO SUCCEED.” I wish you well on your journey here at GWC, and Welcome.



Wes Bryan  
President, Golden West College



## 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 VALUES

Our values are the ideals that guide us in our commitment to student learning and to the vitality of our community. The following ten ideals (in alpha order) represent the foundation for our mission. They guide us in our daily decisions, as well as inspiring and motivating us to accomplish our goals.

### ACCESS AND EQUITY

We value and strive to ensure open access to our college and equitable opportunities for all the residents of our community.

### CAMPUS ENVIRONMENT

We value and support "Spirit of Place" through which the people, buildings, and grounds all serve to convey to our students that they are welcome and that our college is a special place of learning.

### COLLABORATIVE CLIMATE

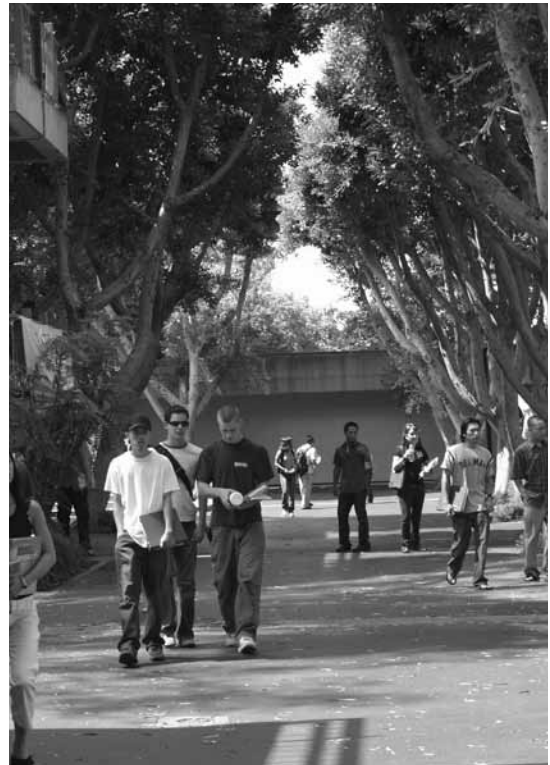
We support active participation based on trust, openness, consistency, and respect in the college's decision-making process. We encourage students, faculty, and staff to work together to solve problems by listening to one another, by speaking honestly, and by demonstrating ethical behavior and responsibility for the good of the college.

### EXCELLENCE AND INNOVATION

We work to provide a quality educational environment for students by embracing a culture of assessment and continual improvement. We are inspired by our founding president's dictum to "Let Change Be the Tradition," to encourage innovation, creative problem-solving, and to welcome changes that will enhance the College's ability to fulfill its mission.

### INCLUSIVENESS AND DIVERSITY

We value diversity and recognize the contributions of all individuals. We support the free and open exchange of thoughts and ideas in an environment that embraces mutual respect and civility.



### LEADERSHIP

We promote active leadership for students, faculty, and staff at all levels of the institution and through partnerships with the community at large. We embrace our responsibility to clearly communicate, inspire, and proactively respond to the changing needs of our students and community.

### LEARNING

We aspire to high academic standards and support the personal growth of all our students. We are committed to student learning that culminates in identified student outcomes.

### STEWARDSHIP AND SUSTAINABILITY

We are responsible for utilizing and developing our human, environmental, and fiscal resources efficiently and effectively and in a manner consistent with the principles of health and sustainability.

### TEACHING

We value the primary role that faculty play in providing students with a dynamic and challenging environment that maximizes learning. We also acknowledge the important roles that classified staff and managers perform in support of students and their learning.

### TECHNOLOGY

We value the role that technology plays in reducing barriers to learning, increasing access to educational opportunities, creating new ways of addressing students' learning needs, and enhancing the administrative aspects of serving students and faculty.

## COLLEGE GOALS 2010-2016

### 1. INSTITUTIONAL MISSION AND EFFECTIVENESS

GWC will demonstrate a strong commitment to student learning. The College will ensure program excellence through the assessment of student learning, student achievement and service outcomes.

### 2. STUDENT LEARNING PROGRAMS AND SERVICES

#### a. Instructional Programs

GWC will maintain, assess and refine a carefully crafted portfolio of strong and relevant programs that promote student transfers to four-year universities and/or attainment of career certificates in high-demand industries.

#### b. Student Support Services

GWC will provide services that enable students to enroll, persist, complete, and become self-directed while minimizing institutional barriers.

#### c. Library and Learning Support Services

GWC will maintain, assess, and strengthen both services and resources in the library, tutoring center, learning centers and computer laboratories.

### 3. RESOURCES

#### a. Human Resources

As we regain our staffing, GWC will maximize the benefits of diversity, strengthen staff development activities, and increase the effectiveness of evaluations.

#### b. Facilities & Campus Environment

GWC will create, maintain, and enhance a safe campus environment conducive to student learning by utilizing resources in ways that are sustainable.

## 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 Officer Standards and Training (P.O.S.T.)

National Automotive Technicians Education  
Foundation (NATEF) For Automotive Service  
Excellence (ASE) certification training.

## 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  
1625 N. Market Blvd.  
Suite N217  
Sacramento, CA 95834  
(916) 322-3350

National League for Nursing Accrediting  
Commission

3343 Peachtree Road NE, Suite 850  
Atlanta, Georgia 30326  
(404) 975-5000

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

National Automotive Technicians Education  
Foundation (NATEF)  
101 Blue Seal Drive, Suite 101  
Leesburg, Virginia 20175  
(703) 669-6650

### 3. RESOURCES (CONTINUED)

#### c. Technology

GWC will leverage technology resources to facilitate student learning, campus communication, and institutional effectiveness.

#### d. Fiscal Resources

GWC will effectively manage financial resources to sufficiently support, maintain and enhance student learning programs and services.

### 4. PARTICIPATORY GOVERNANCE AND LEADERSHIP

#### a. Planning Processes & Decision-Making

GWC will utilize participatory governance and effective, ethical leadership to continuously assess and improve the institution.

#### b. District Collaboration

GWC will proactively engage in participatory governance activities with sister colleges and district offices to better serve our students and community while maintaining college autonomy.

### 5. COMMUNITY ENGAGEMENT

#### a. Community Relations

GWC will actively seek additional opportunities to serve as the educational center for its local community.

#### b. Business, Industry and Governmental Partnerships

GWC will utilize systematic processes for building partnerships with local businesses, industries and governmental agencies to promote contract education, student internships, faculty externships, and fundraising.





# ADMISSIONS, REGISTRATION & MATRICULATION

Admissions and Records Building

# ADMISSIONS, REGISTRATION & MATRICULATION

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## ACADEMIC YEAR

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

Courses offered during these sessions are similar in scope and maintain equivalent standards. Students may enroll concurrently at Golden West College, Orange Coast College, and Coastline Community College, in both day and evening classes. 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 in February and for the spring semester the preceding September. Applications for admission are available on-line at <http://www.cccapply.org/applications/CCCApply/apply/GoldenWestCollege.html>. 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-10<sup>th</sup> 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. Copy of High School transcript must be submitted to the Admissions Office.
  - b. Graduation from a California high school or attainment of the equivalent prior to the start of the term. Copy of High School diploma or equivalent required
  - 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.**

**ADMISSIONS, REGISTRATION & MATRICULATION**

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

**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 a full-service International Student Program whose team works closely to support international students throughout their studies. 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 customized student programming.

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. Please check the ISP website for extended deadlines which apply to in-country transfer students. The above deadlines are subject to change based on course availability.

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 prior to the start of the term of application. (Applicants who have completed high school, but who are also 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 5.5 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.
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: [isp@gwc.cccd.edu](mailto:isp@gwc.cccd.edu) 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 one or more semesters must submit a new application. You may submit an application online at: [www.goldenwestcollege.edu](http://www.goldenwestcollege.edu) in February for the following fall semester and/or summer session, and September for the following spring semester and/or winter intersession. Due to limited class availability, students are strongly encouraged to apply early in the application filing period in order to secure the earliest possible registration appointment.

**Step 2. — ADMISSION STATUS**

Most New/Returning students will receive an account to log in to MyGWC, the college’s student/faculty web portal once the Admissions Office processes your application. If the email you receive indicates you need to complete orientation and/or placement testing, complete the following steps as soon as possible so you are not blocked from registering for your classes.

**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 online at <http://goldenwestcollege.edu/assessment/schedule.html> and in the Admissions and Assessment Offices.

# ADMISSIONS, REGISTRATION & MATRICULATION

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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.
- Passing score on the Early Assessment Program (EAP) taken while in High School

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 in lieu of assessment testing at Golden West College.

## Step 4. — ORIENTATION/ACADEMIC ADVISEMENT:

Upon completion of the assessment process, new students (see exemptions) are expected to complete an online orientation session. Newly graduated students participating in the SOAR program will be required to attend a 2.5 hour, in person, on campus orientation session before they will be cleared to register. The Orientation is 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. Additional information regarding the Online Orientation is available in the Counseling Office.

## Step 5. — APPOINTMENT TO REGISTER:

Registration appointments are assigned on a first-applied, first-issued basis. Students who are required to complete Step 4 will not be permitted to register until this step is 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 unable to register using MyGWC or choose not to do so can enroll in-person on a space available basis beginning the week prior to the start of the term or session. **NOTE:** Class availability will be very limited for students who choose to wait for the in-person registration period

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

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

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

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

**Programs Requiring Advanced Approval:** The programs at Golden West College that require advanced approval before entering are: Beginning Nursing - RN; Nursing - Career Ladder Option (LVN to RN), and the Criminal Justice Academy Programs.

### Waitlists:

**NOTE:** Wait lists may be available for most classes. If you add yourself to the waitlist and a seat becomes available you will be notified by email and will have 24 hours to add the class via MyGWC. **Waitlist e-mail notifications are sent to the Coast District assigned student G-mail account (username@student.cccd.edu). The link to your G-mail is found on your Home tab within your MyGWC.**

**Closed Classes:** Classes with a "C" next to them on the searchable online class schedule indicate that the class is closed (full).

If the class in which you wish to enroll is closed-don't give up!

1. Go for the sure thing! Try to find another CRN of the course that may still have seats available.

### OR

2. If there is a waitlist option, place yourself on the waitlist. If a seat becomes available you will be notified by email and will have 24 hours to add the waitlisted class. All pre-requisites and co-requisites must be met. You can monitor your waitlist position by logging in to your MyGWC and click on "Detail Schedule with Waitlist Position" from the student tab. It is suggested you check your Coast District assigned G-mail account at least three times a day to reduce the chance of missing the email notification for the waitlist.
3. If waitlists are not available, check back to see if a seat may have become available due to a student withdrawal or due to a student being dropped for nonpayment of fees

### OR

4. If the class you want does not reopen before the semester begins, or if you are unable to place yourself on the waitlist because it is full, does not exist, or you are not eligible to do so, you may still go to the first class meeting. If space is available, the instructor may give you an ADD PERMIT with an Add Authorization Code (AAC). The AAC will allow you to register online MyGWC for the course prior to the "EXPIRES" deadline using the online registration system. However, please be aware that most instructors give priority to students who are already on the waitlist.

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

## PRIORITY REGISTRATION POLICY

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



## ADMISSIONS, REGISTRATION & MATRICULATION

The primary mission of the District colleges is to provide transfer and vocational courses and programs. Therefore, priority is extended to matriculated students who have demonstrated progress toward their declared education objective, the completion of their transfer requirements, and/or the completion of a degree or vocational certificate.

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

Contact the Director of Admissions and Records for additional information.

### 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:

An 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 and for those wishing to qualify for AB540

##### 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 calling or stopping by 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. MyGWC login, registration Appointment
2. Placement Test Scores (if applicable)
3. Completed new student orientation
4. Pre-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. (If applying for Financial Aid, a specific educational goal must be declared at time of Admission.)
- 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 his or her 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 Success. 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. (If applying for Financial Aid, a specific educational goal must be declared at time of Admission.) 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.



**ADMISSIONS, REGISTRATION & MATRICULATION**

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**Prerequisite Courses**

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

1. Coast Community College District placement test results (valid for 2 years)
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 & Records Office prior to enrolling. Allow 24- 48 hours for processing

**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 Title 5 regulations 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 the Prerequisite/Corequisite Challenge Form via email in a timely manner. If the challenge is upheld the student will be cleared to register for the class. If it is not upheld, the student will need to meet the prerequisite before enrolling in the class.

**FEES AND EXPENSES**

**Enrollment Fee:** \$46 per unit (effective Summer 2012)

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

**Student Health Service Fee:** \$19 per semester for fall and spring; \$16 for summer session. This is a mandated fee unless the student presents a waiver. Those eligible for a waiver are:

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~~ **\$17** per semester for fall and spring. ~~\$8.00~~ **\$10.00** for summer session. This charge underwrites many student services and campus programs. The College Administration and Student Council encourage students to support the campus community by paying this non-mandatory fee.

A portion (\$1.25) of each ~~\$15~~ **\$17** funds student scholarships. Information about specific programs funded by this charge and requests for a waiver of the College Services Charge are available during posted business hours in the 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) 895-8261.

**Nonresident Tuition:** \$179.00 per unit + \$35.00 per unit Non-resident Capitol Outlay. Students who are not California residents as defined by the Education Code are required to pay the non-resident tuition fee and non-resident capitol outlay fee, in addition to the fees described above. Please note that it is the student's responsibility to prove that he/she is a California resident.

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

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

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

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

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

The fine rates are 25 cents/item/day for books from the general collection, 25 cents/hour for reserve materials, and \$6/day for media items. Bills for replacement cost and processing fees will be issued. Library fines and fees should be paid at the Public Services Desk.

All fees are subject to change during the academic year.

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, you will be required to submit an alternative form of payment.

**REGISTRATION FEE PAYMENT PROCEDURE**

**Registration fees are due IMMEDIATELY** and should be submitted within 48 hours of registration date. Golden West College **does not bill for unpaid registrations**. If payments are not received within 5 business days, students **WILL BE DROPPED** from classes to make seats available for other students seeking to register. See the "Drop for non-payment" schedule on our website at <http://www.goldenwestcollege.edu/admissions/nonpayment.html> or in the printed class schedule.

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

### FEE PAYMENT METHODS

Students may pay fees by credit card, check/money order, or cash.

#### Financial Aid Payments (BOG Fee Waiver)

- Students who are having difficulty finding resources to pay fees should visit the Financial Aid website at <http://www.goldenwestcollege.edu/fao/> for information on fee waivers, grants and student loans.
- BOG Fee Waivers pay enrollment fees **ONLY**. Students with a BOG Fee Waiver must pay the required health fee, College Service Charge and materials fees or you will be dropped from your classes.
- If you think the Financial Aid Office should have posted your fee waiver (BOGW) to your account but it is not showing on your MyGWC, contact the Financial Aid Office immediately. If it has not been posted, please pay the total balance due to avoid being dropped. If the total balance is paid, you will receive a refund for the per unit charge once the BOGW is posted to your registration account.

#### Scholarships

If you will be receiving a scholarship to help pay for your tuition, please contact the Registration Office immediately after you register to avoid being dropped. (714) 895-8965.

You may also need to contact the Financial Aid office with your outside scholarship information so you can arrange for payment to be made to Golden West College.

#### Third Party Payments

If your tuition is going to be paid by a Third Party, i.e. Boeing, CA Dept of Rehabilitation, Voc Rehab or Tuition Assistance, once you have registered in classes, please submit your paperwork to the Registration Office immediately to avoid being dropped.

#### Veterans

If you are receiving Post 911 (Chapter 33) benefits, please contact the Veterans Clerk immediately following your registration and prior to payment. The Veterans Clerk can "defer" the fees so there is no out of pocket expense for registration. Please call (714) 895-8140 or stop by the Veterans office located in Admissions during the following hours: Monday-Thursday, 9:00 a.m. to 6:00 p.m. and Fridays, 8:00 a.m. to 12:00 p.m. The Veterans desk is closed daily from 1:00 p.m. to 2:00 p.m.

### REFUND POLICY

The refund deadline for each of the classes a student is registered in is printed on the Student Class Program (Web Schedule Bill) which the student can access from the Student Tab of his or her My GWC account. Registration fees will be automatically refunded according to the following:

#### Enrollment fees, Non-Resident Fees, Material Fees

100% refund of fees paid at registration for each class dropped by the refund deadline. No refund will be made after the refund deadline. There are no exceptions.

#### Health Fee, College Service Charge

100% of the fees paid at registration will be refunded if the student totally withdraws from all classes by the refund deadline for each class. No refund will be made after the refund deadline. There are no exceptions.

#### Parking Permit

Return the parking permit (If purchased) in-person or by mail. The **Parking Permit** must be postmarked or returned to the Admissions & Records Office on or before the earliest refund deadline on your official **Student Class Program**, which is available via the student tab on your MyGWC portal.

#### To Be Eligible For a Refund

Students must officially withdraw from classes **by the refund deadline** (Refer to the **Student Class Program/Web Schedule Bill** on the Student tab of the MyGWC portal page). It is the **student's responsibility** to officially withdraw from classes and to verify all withdrawals. An instructor may drop students for non-attendance, however, Instructors are not responsible for making sure drops are made by the refund deadline. If the student has not been dropped from the class by the instructor, the student is responsible for withdrawing from the class by the refund deadline. Students who are officially enrolled in a class after the refund deadline will not be eligible for a refund. There are no exceptions.

#### Refund Schedule and Processing

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

#### Online Credit Card Payment Refunds

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

#### On Campus Payment Refunds

Fee payments posted on campus, by cash, check, money order or credit card, will be refunded by check and mailed to the mailing address Admissions & Records has on file. It is the responsibility of the student to maintain correct and up-to-date address information. Addresses can be updated on MyGWC, under the Student Tab, and then click on Banner Self Service.

#### Important

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

#### 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.

**ADMISSIONS, REGISTRATION & MATRICULATION**

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**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. The effective date for any GWC Catalog is the first day of the fall semester in the year it was published.

**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. Petitions to take more than the previously referenced units will only be considered during the first week of the session or semester.

**REMEDIAL COURSEWORK LIMITS**

No more than 30 semester units of course credit may be assigned to a student for remedial coursework except when the student is enrolled in one or more course in English as a Second Language or is identified as having a learning disability. This limit may be waived if the student can show significant and/or measurable progress toward the development of skills appropriate to enrollment in college-level courses. Student needing remedial instruction beyond the course credit re-strictions set forth in this section shall be referred to appropriated non-credit adult basic education programs conducted by an adult school.

**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, I/B, I/C, I/D, I/F, I/NP – 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.

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.

**ADMISSIONS, REGISTRATION & MATRICULATION**

- Students required to complete 60 units of course work with a grade point average of 2.4 prior to transfer to a University of California campus, such as Irvine, must complete at least 42 of these units on a graded ("A" through "F") basis.
- Some universities may specify that courses required for a major be completed on a standard grade basis ("A" through "F").
- A grade of "pass" is equivalent to a "C" for purposes of transfer.
- Some universities specify that courses taken to satisfy general education breadth requirements be completed on a standard grade basis ("A" through "F").
- Some institutions limit the number of units completed on a "pass" basis which are accepted toward the bachelor's degree.
- Students planning to apply to competitive admissions programs such as the health professions are usually advised to complete the specified preparation on a graded basis ("A" through "F").

**W (Withdrawal)**

Withdrawal is not an automatic process. The student is responsible for officially withdrawing, through 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 two (2) weeks of full semester (16-week) fall or spring courses, and 20% of all other length courses. Students should refer to their "Student Class Program, Web Schedule Bill" for specific course deadlines.

**Other Withdrawals**

A "W" will appear on a transcript for official withdrawals made between the first instructional day of the 3rd week and the last day of the 12th week for full semester (16-week) fall or spring courses and more than 20 % and less than 75% in all other length courses.

**MW (Military Withdrawal)**

"Military withdrawal" occurs when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Upon verification of such orders, a withdrawal symbol of "MW" is assigned. Military withdrawals shall not be counted in progress probation and dismissal calculations.

**I (Incomplete)**

An incomplete grade (I, I/B, I/C, I/D, I/F, and I/NP) 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. If the work assigned is not completed within that year, then the grade will revert to the grade attached to the "I" (ie I/B=B).

A final grade shall be assigned when the work stipulated has been completed and evaluated by the instructor or when the time limit for completion of the work has passed.

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

**IP (In Progress)**

The "IP" (In Progress) grade indicates that the class extends beyond the normal academic term. It indicates that work is "in progress" but assignment of a final grade awaits completion of the course. The "IP" symbol remains on the student's record and is not used in calculating units attempted or grade points. The appropriate evaluative grade, units and grade points are assigned and appear on the student's record for the term in which the course is completed.

NOTE: There are very few classes at Golden West College that qualify to use the IP grade.

**NG (Non-Graded)**

The NG symbol is assigned to non-graded courses.

**Grade Challenge Policy**

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.



# ADMISSIONS, REGISTRATION & MATRICULATION

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## 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 Credit:** Golden West College recognizes and grants academic credit (six

units of general elective credit) to veterans who completed a minimum of one year of active honorable service in the armed forces. Golden West College reserves the right to evaluate and grant credit based on the academic policies established at GWC. Veterans may apply for evaluation of this credit by presenting a copy of their DD-214 to the Veteran's Clerk in the Admissions & Records office. Awarded credit will be applied once the student has completed 12 units at Golden West College.

4. **College Level Examination Program (CLEP):**

**Subject Examination:** Golden West College will award credit for many of the College Level Examination subject exams passed at the 50th percentile level or higher.

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

Humanities 489  
Mathematics 497  
Natural Science 489  
Social Science 488

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

**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 Advanced Placement Exams, the International Baccalaureate and the CLEP subject exams. In order to receive credit students must have official test results from the testing service sent to Golden West College. Credits are posted to the transcript upon completion of all other graduation requirements.

**CLEP credit can be used to satisfy CSU General Education Breadth requirements. It cannot be used to meet IGETC requirements.** CSU grants CLEP credit, UC does not. It is up to the receiving institution to evaluate and grant CLEP credit. CLEP credit awarded at GWC may not transfer to other colleges. See a GWC counselor for more information.

## COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

CLEP EXAM	GWC Passing Score	GWC AA GE Area	GWC Units Towards AA GE	CSU Passing Score	MIN. CSU Units Earned	Units Towards CSU GE Breadth	American Institutions and/or GE Breadth Area
AMERICAN GOVT.	50	D	3	50	3	3	D8
AMERICAN LITERATURE	50	C	3	50	3	3	C2
ANALYZING & INTERPRETING LITERATURE	50	C	3	50	3	3	C2
BIOLOGY	50	B1	3	50	3	3	B2
CALCULUS	50	B2	3	50	3	3	B4
CHEMISTRY	50	B1	3	50	3	3	B1
COLLEGE ALGEBRA	50	B2	3	50	3	3	B4
COLLEGE ALGEBRA-TRIG	50	B2	3	50	3	3	B4
COLLEGE MATHEMATICS	50	N/A	0	50	0	0	N/A
ENGLISH COMP (NO ESSAY)	50	N/A	0	50	0	0	N/A
ENGLISH COMP (WITH ESSAY)	50	N/A	0	50	0	0	N/A
ENGLISH LITERATURE	50	C	3	50	3	3	C2
FINANCIAL ACCOUNTING	50	N/A	0	50	3	0	N/A
FRENCH LEVEL I*	50	N/A	0	50	6	0	N/A
FRENCH LEVEL II**	50	C	3	59	12	3	C2
FRESHMAN COLLEGE COMP	50	N/A	0	50	0	0	N/A
GERMAN LEVEL I*	50	N/A	0	50	6	0	N/A
GERMAN LEVEL II**	50	C	3	60	12	3	C2
HISTORY, US I	50	D	3	50	3	3	D6+US-1
CLEP EXAM	GWC Passing Score	GWC AA GE Area	GWC Units Towards AA GE	CSU Passing Score	MIN. CSU Units Earned	Units Towards CSU GE Breadth	American Institutions and/or GE Breadth Area



**ADMISSIONS, REGISTRATION & MATRICULATION**

HISTORY, US II	50	D	3	50	3	3	D6+US-1
HUMAN GROWTH AND DEV	50	D	3	50	3	3	E
HUMANITIES	50	C	3	50	3	3	C2
INFO SYS & COMP. APPS	50	N/A	0	50	3	0	N/A
INTRO EDU PSYCHOLOGY	50	N/A	0	50	3	0	N/A
INTRO BUS. LAW	50	N/A	0	50	3	0	N/A
INTRO PSYCHOLOGY	50	D	3	50	3	3	D9
INTRO SOCIOLOGY	50	D	3	50	3	3	D0
NATURAL SCIENCES	50	B1	3	50	3	3	B1 or B2
PRE-CALCULAS	50	B2	3	50	3	3	B4
PRIN OF ACCOUNTING	50	N/A	0	50	3	0	N/A
PRIN OF MACROECONOMICS	50	D	3	50	3	3	D2
PRIN OF MANAGEMENT	50	N/A	0	50	3	0	N/A
PRIN OF MARKETING	50	N/A	0	50	3	0	N/A
PRIN OF MICROECONOMICS	50	D	3	50	3	3	D2
SOCIAL SCIENCE & HISTORY	50	N/A	0	50	3	0	N/A
SPANISH LEVEL I*	50	N/A	0	50	6	0	N/A
SPANISH LEVEL II*	50	C	3	63	12	3	C2
TRIGONOMETRY	50	B2	3	50	3	3	B4
WESTERN CIVILIZATION I	50	D	3	50	3	3	C2 or D6
WESTERN CIVILIZATION II	50	D	3	50	3	3	D6

Note: \*If a student passes more than one CLEP test in the same language other than English (e.g., two exams in French), then only one examination may be applied to the baccalaureate. For each test in a language other than English, a passing score of 50 is considered "Level I" and earns six units of baccalaureate credit; the higher score listed for each test is considered "Level II" and earns additional units of credit and placement in Area C2 of GE Breadth, as noted.

- 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.
- Certified Administrative Professional (CAP) Examination:** Individuals who have passed the 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 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](http://www.iaap-hq.org).
- Professional Legal Secretary Exam:** Individuals who have passed the Professional Legal Secretary (PLS) exam administered through the National Association of Legal Secretaries (NALS) may be awarded up to 30 units of course work toward the Associate in Arts Degree at Golden West College. The 30 course credits (with units earned and a credit grade) awarded to Certified Professional Legal Secretary certificate holders will be recorded on the student's transcript upon completion of the remaining Associate in Arts degree requirements at Golden West College and/or upon completion of the 12-unit residency requirement. Students must meet with a counselor to complete the application of eligibility form. More information is available at [www.nals.org](http://www.nals.org).
- Licensure Credit for Vocational Nurses:** Twenty units may be awarded for holders of valid California Vocational Nursing Licenses. Credits are posted to transcripts upon completion of all other graduation requirements. Students must provide a copy of their current California license upon application to the program in order to be eligible for this credit.
- Special Topics:** Special Topics are specialized studies or projects that are especially designed by instructors and students to enrich the learning experience. The decision to offer a Special Topic is at the discretion of each instructor and the Division Dean. In order to be eligible for a Special Topic, a student must have 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.
- 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.

**ADMISSIONS, REGISTRATION & MATRICULATION**

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11. **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 with 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
Calculus BC/ AB Subscore	MATH G180 5 sem. units	B2	B4 3 sem. units	3 sem. units	2A 3 sem. units	##
<b>AP Calculus Exam Limitations</b>	*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 with Lab 4 sem. units	8 quart./5.3 sem. units
<b>AP Chemistry Exam Limitations</b>			*(6 sem. units if taken prior to F09)			
Chinese Language & Culture	CHIN G185 5 sem. units	C	C2 3 sem. units	6 sem. units	3B + 6A 3 sem. units	8 quart./5.3 sem. units
Computer Science A	CSCI G153 4 sem. units		N/A	3 sem. units**	N/A	2 quart./1.3 sem. units***
Computer Science AB	CSCI G154 4 sem. units		N/A	6 sem. units**	N/A	4 quart./2.7 sem. units***
<b>AP CS Exam Limitations*</b>				* 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	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	5.3 sem. units***
<b>AP English Exam Limitations*</b>						***Maximum 5.3 sem. units for both
Environmental Science	N/A	N/A	*B1 + B3 4 sem. units	4 sem. units	5A with Lab 3 sem. units	4 quart./2.7 sem. units
<b>AP Environmental Sci. Exam Limitations</b>			*(B2 + B3 if taken prior to F09)			
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
<b>AP French Language. Exam Limitations</b>			*(6 sem. units if taken prior to F09)			
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
<b>AP German Exam Limitations</b>			*(6 sem. units if taken prior to F09)			
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 + US 2 3 sem. units	4 quart./2.7 sem. units

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AP Examination	GWC AA (Subject Credit and Units)	GWC AA GE Area	CSU GE Area for Certification	Total CSU Semester Transfer Units	IGETC Area for Certification	Total UC Semester Transfer Units
<b>AP Govt. Exam Limitations</b>			**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
Macro Economics*	ECON G175* 3 sem. units	D	D2 3 sem. units	3 sem. units	4B 3 sem. units	4 quart./2.7 sem. units
Micro Economics*	ECON G170* 3 sem. units	D	D2 3 sem. units	3 sem. units	4B 3 sem. units	4 quart./2.7 sem. units
<b>AP Economics Exam Limitations</b>	* score 5 for ECON G170 or G175 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 with Lab 4 sem. units	8 quart./5.3 sem. units***
<b>AP Physics B Exam Limitations</b>			*(6 sem. units if taken prior to F09)			
Physics C: Electricity & Magnetism	PHYS G125 4 sem. units	B1	B1 + B3** 4 sem. units	4 sem. units	5A with 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 with Lab 3 sem. units	4 quart./2.7 sem. units***
<b>AP Physics Exam Limitations</b>			**Maximum 4 sem. units for GE and 6 for transfer			***Maximum 8 quart./5.3 sem. units for all three
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 units)	8 quart./5.3 sem. units
<b>AP Spanish Language Exam Limitations</b>			*(6 sem. units if taken prior to F09)			
Spanish Literature	N/A	N/A	*C2 3 sem. units	6 sem. units	3B + 6A 3 sem units	8 quart./5.3 sem. units
<b>AP Spanish Literature Exam Limitations</b>			*(6 sem. units if taken prior to F09)			
Statistics	MATH G160 4 sem. units	B2	B4 3 sem. units	3 sem. units	2A	4 quart./2.7 sem. units
Studio Art - 2D	N/A	N/A	N/A	3 sem. units	N/A	8 quart./5.3 sem. units***
Studio Art - 3D	N/A	N/A	N/A	3 sem. units	N/A	8 quart./5.3 sem. units***
Studio Art - Drawing	N/A	N/A	N/A	3 sem. units	N/A	8 quart./5.3 sem. units***
<b>AP Studio Art Exam Limitations</b>						***Maximum 8 quart./5.3 sem. units for all three
United States History	HIST G170 + G175 6 sem. units	D	C2 or D6+US-1 3 sem. units	6 sem. units	3B or 4F + US 1 3 sem. units	8 quart./5.3 sem. units
World History	HIST G161 + G162 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

#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. *AP Chart Information continued on next page*

*AP Chart Information Continued* ##Students who take the Calculus BC examination and earn a subscore of 3 or higher on the Calculus AB portion will receive credit for the Calculus AB examination, even if they do not receive a score of 3 or higher on the BC examination.

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

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

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

The AP Chart is based on the most current information available. Although every attempt has been made to assure the accuracy of the information provided, make sure to use the links below to see the original documents. See next page for AP Chart notes.

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

CSU Systemwide Credit for External Examinations: <http://www.calstate.edu/app/general-ed-transfer.shtml>

2011 IGETC Standards, Policies and Procedures Version 1.3: <http://icas-ca.org/standards-policies-and-procedures-manual UC>

AP Credit: <http://www.universityofcalifornia.edu/admissions/counselors/ap-credits/index.html>

**12. International Baccalaureate (IB):** Students can earn GWC credit for International Baccalaureate examinations with a minimum score of 5. Exam results can be used to satisfy CSU General

Education Breadth and IGETC requirements but may require a score of 4 in some of the areas.

**INTERNATIONAL BACCALAUREATE (IB)**

Students can earn IB credit with minimum score of 5 except where noted.\*

EXAM	GWC AA GE Area	CSU GE Area	CSU Min. Units Earned Toward Transfer	IGETC Area	UC Sem. Units Earned Toward Transfer
BIOLOGY HL	B 3 units	B2 3 units	6	5B (without lab) 3 units	5.3
CHEMISTRY HL	B 3 units	B1 3 units	6	5A (without lab) 3 units	5.3
ECONOMICS HL	D 3 units	D2 3 units	6	4B 3 units	5.3
GEOGRAPHY HL	D 3 units	D5 3 units	6	4E 3 units	5.3
HISTORY (any region) HL	D 3 units	C2 or D6 3 units	6	3B or 4F 3 units	5.3
LANGUAGE A1 (any language, except English) HL	C 3 units	N/A	0	3B & 6A (UC only) 3 units	5.3
LANGUAGE A2 (any language, except English) HL	C 3 units	N/A	0	3B & 6A (UC only) 3 units	5.3
LANGUAGE A1 (any language) HL	C 3 units	C2* 3 units	6*	3B 3 units	5.3
LANGUAGE A2 (any language) HL	C 3 units	C2* 3 units	6*	3B 3 units	5.3
LANGUAGE B (any language) HL	C 3 units	N/A	6*	6A 3 units	5.3
MATHEMATICS HL	B 3 units	B4* 3 units	6*	2A 3 units	5.3
PHYSICS HL	B 3 units	B1 3 units	6	5A (without lab) 3 units	5.3
PSYCHOLOGY HL	D 3 units	D9 3 units	3	4I 3 units	5.3
THEATRE HL	C 3 units	C1* 3 units	6*	3A 3 units	5.3

\* A minimum of score of 4 is needed for CSU credit

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

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

## ADMISSIONS, REGISTRATION & MATRICULATION

### 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 time .....it may be taken twice for credit;

two times .....it may be taken three times for credit;

three times .....it 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. Students who are approved to take a specific course for the third time do not receive registration priority for that course and must wait until the week prior to the start of the term to register. Upon completion of the repeated course, an automated process will “exclude” the previously received grade from GPA calculation and “include” the new grade or, the student may file a Repeated Course Grade Petition in the Admissions and Records Office. Students should review their records on a regular basis to insure their accuracy.

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.

\*\*\*\*\*There is current State and District policy pending regarding changes to the Course Repetition Policy. Any updates made to this policy after the publication date will be noted in the online catalog addendum.

### COURSE NUMBERING SYSTEM

As of 2008, all course numbers are preceded with a “G”. The “G” denotes that the course is offered at Golden West College.

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

### AUDITING OF COURSES

Golden West College does not 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.



# ADMISSIONS, REGISTRATION & MATRICULATION

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## 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:** Most requests for changes to a student's current class program or information can be done online by logging in to MyGWC or in the Admissions and Records Office. Included are "adds" to program, "withdrawal from class," "fee payments" and "address changes." Grade option requests and name changes must be done in person in the Admissions & Records Office. If changing a name, official documentation must be presented at the time of the request.

**Transcripts:** Transcripts of academic work taken at Golden West College are available upon official request. Students make their requests online through Credentials, Inc. on the GWC website, [www.goldenwestcollege.edu](http://www.goldenwestcollege.edu). Two transcripts and/or enrollment verifications will be provided free of charge. For each additional transcript, there will be a charge of \$5. Students may request "rush" (next day) services for an additional \$5 per transcript or verification. **Fees are subject to change.** In accordance with Education Code provision 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 an electronic cumulative file on each student who has records sent to the College. The file, containing copies of high school and college transcripts, and other relevant academic information, such as records of military service and other awarded credit, is available to the student. These files are the property of the college.

**Verifications:** 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.** Golden West College also utilizes the National Student Clearinghouse for reporting of enrollment status. Enrollment status is reported automatically several times during the semester or session.

**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. Photo I.D. cards are issued in the Admissions & Records office during the students first semester and validated each semester thereafter after verification of enrollment and payment. Students are only allowed one replacement during their studies at Golden West College.

## ASSOCIATE DEGREE PETITION

Golden West College awards the Associate Degree to students who have met all the requirements for graduation. GWC offers the Associate in Arts, the Associate in Arts Transfer and the Associate in Science Transfer Degrees. Check with your counselor to determine which degree you should complete and to obtain a grad check to attach to your graduation petition. **The Associate Degree is not automatically awarded.** A petition must be filed in the Admissions and Records Office at the beginning of the semester in which the student completes the final requirements.

Petitioning periods for the Associate Degree are:

Summer – July 1 through August 1

Fall – September 1 through November 1

Spring – February 1 through April 1

## CERTIFICATE AWARDS PETITION

Golden West College offers two types of certificate awards in career programs designed to prepare the graduate to enter a particular field of employment.

1. **Certificate of Achievement:** Requires 12 or more units in a state approved program. Certificates of Achievement are not automatically awarded. A petition must be filed in the Admissions and Records Office at the beginning of the semester in which the student will be completing his or her final requirements. Petitioning periods are listed below.

2. **Certificate of Specialization:** Approved programs of less than 18 units. Certificates of Specialization are not awarded automatically. A petition must be filed in the Admissions and Records Office at the beginning of the semester in which the student will be completing his or her final requirements. Petitioning periods are listed below. Certificates of Specialization are not printed on official academic transcripts.

Petitioning periods for the Certificate Awards are:

Summer – July 1 through August 1

Fall – September 1 through November 1

Spring – February 1 through April 1

A list of career programs and requirements can be found in the Degrees and Program Section of this catalog. Check with a counselor to determine the requirements for completion.



**Frank M. and Gertrude R. Doyle School of Nursing & Health Services**

**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). After meeting with an ACE counselor, services may include:

- Registration Assistance
- Sign Language Interpreters
- Alternative Media
- Academic and Career Counseling
- Testing Accommodations
- Note Taking Services
- Priority Registration
- Special Education Courses
- Adaptive Physical Education Courses
- Resource Center
- High Tech Center
- Liaison with Other Agencies

For additional information, please call (714) 895-8721 (Voice), email [aceservices@gwc.cccd.edu](mailto:aceservices@gwc.cccd.edu), or visit [www.goldenwestcollege.edu/ace](http://www.goldenwestcollege.edu/ace). The ACE Office is located in the former KOCE Building.

**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.

**BOOKSTORE**

The GWC Bookstore serves the campus community by supplying textbooks (required and optional new and used), general trade and reference books, school and office supplies, gifts, clothing, greeting cards and computer software at educational pricing. Students should plan to spend approximately \$800 per semester on textbooks and supplies. The Bookstore has liberal refund/exchange and buyback policies and offers online shopping with delivery or in-store pick-up options. Visit [www.gwcstore.com](http://www.gwcstore.com).

**CAREER CENTER**

The Career Center offers: (1) assistance with career exploration and is an occupation resource information center; (2) access to the Central Network system which is an official online job posting board and career resource center available to current GWC students and alumni.

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

**Career Services - (714) 895-8217**

Services include:

- Computerized career information system (job descriptions, salaries, job outlook, education/training requirements, etc.).
- Computerized career assessments to identify interests and personality related to career choice.
- A library of published materials covering majors and related occupations.
- Resources to assist in decision making of career or major, writing resumes, interviewing, job search, etc.
- Free online job posting board for students, alumni and employers: [www.collegecentral.com/gwc](http://www.collegecentral.com/gwc)
- Access to career information via the Internet.
- Free career workshops – Public welcome.
- Individual assistance from trained personnel.
- Open to the public.

**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 and Preschool are available from 7:00 am – 6:00 pm, five days per week, Monday-Friday. A part-time option, for 2-3 days per week from 7:00 am - 6:00 pm, is available for children who are 3 or older and fully potty trained. For specific information and fee payment, parents may contact the Child Development Center at (714) 899-5900. Hours: 7:00 am to 6:00 pm, Monday through Friday.

**COLLEGE EMERGENCY HOTLINE**

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



## 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 or majors.

## 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.
- Counseling courses to help clarify career and academic goals.
- Assistance with course selection and program planning.
- Information for transferring to other colleges and universities.
- Individualized 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 meet with a counselor call (714) 895-8799 or come by the Counseling Center located in the Administration Building.

Electronic counseling for answers to general questions is available at:  
<http://www.goldenwestcollege.edu/counseling>

### 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 complete the online orientation process prior to the beginning of the semester. The online new student orientation can be accessed from the student tab on MyGWC.com.

### 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
- General Education and major articulation
- Individual appointments with an Admission Counselor from different 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)

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

The EOP/S & CARE Programs are categorically funded by the State of California and are designed to serve educationally 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 of achievement, a Associate in Arts Degree (A.A.), and/or meet four-year university transfer requirements..

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
Learning Skills Classes	Priority Registration	Program (if qualified)
Foster Youth Services	Study Hall Access	Single Parent Services

The EOPS/CARE Office is located on the second floor of the Administration Building. The telephone number is (714) 895-8768. Voluntary 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

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

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

Financial aid is awarded on a first-come, first-served basis. Golden West College may not have enough of certain funds to award all eligible students, so students are highly encouraged to file their applications early (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



## STUDENT SERVICES

completing the process successfully. The Financial Aid website ([www.goldenwestcollege.edu/fao/](http://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](http://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](http://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. FAFSA Worksheets are available in the Financial Aid Office to help guide you through this process. A few programs may require you to submit a secondary application form in addition to the FAFSA.

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

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

**Cal Grants:** State grants for undergraduate students. Students must submit their FAFSA by March 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 Direct 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 \$15,000.

**Direct (Stafford) Student Loan:** This is a loan and must be repaid. The loan is available in both subsidized and unsubsidized forms. Entrance and exit counseling is required. The GWC recommended maximum aggregate limit for all loan indebtedness while studying in an AA or transfer program is \$15,000.

**Board of Governors Fee Waiver (BOGFW):** Available only to California residents attending a California Community College. The BOGFW will waive the per-unit enrollment fees for all qualified applicants. The BOGFW does not waive any other college fees, which you must pay. If not paid, you will be dropped from your classes.

**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](http://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.

## 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](http://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](http://www.goldenwestcollege.edu/fao)) for more information and specifics about student financial aid



## HISPANIC SERVING INSTITUTION

Golden West College is proud of its designation by the Federal Department of Education as a Hispanic-Serving Institution, defined as a non-profit institution that has at least 25% Hispanic full-time students. Because of our location in Huntington Beach, Orange County, and our commitment to attract a broad range of students seeking educational opportunities, the Hispanic students play an important role in our campus life. Students have the opportunity to participate in the Puente Program and Club, the Intercultural Center, and the Mi Casa Student Club as well as to participate in a variety of courses that explore the impact and contribution of the Hispanic cultures in American society.

## 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 in the Learning Resource Center, the Online Instruction Department welcomes walk-ins from 8 a.m. to 5 p.m., Monday through Friday. The Online Instruction team may also be contacted for phone support from 8 a.m. to 7 p.m., Monday through Friday, at 714-895-8389.

Please visit [www.onlinegwc.org](http://www.onlinegwc.org) for additional information about online courses at Golden West College.

## OUTREACH

(714) 895-8144 • [www.goldenwestcollege.edu/outreach](http://www.goldenwestcollege.edu/outreach) • [outreach@gwc.cccd.edu](mailto:outreach@gwc.cccd.edu)

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

Services include:

- Group 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 in the Health Science Building south of the Math Science Building, and is open between the hours of 8:00 a.m. to 6:00 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/>

## RE-ENTRY CENTER/CALWORKS

The Re-Entry/CalWORKs Center at Golden West College provides specialized support services for economically disadvantaged parent(s) who are receiving CalWORKs/TANF benefits.

Arrays of services are available for eligible CalWORKs students. These services include individualized counseling, career assessment, transportation assistance, coordination of child care assistance if necessary, school supplies, free student success workshops, job development assistance, and assistance in resume preparation and job interviewing skills. Through personal attention and motivation, the Re-Entry/CalWORKs staff is dedicated to providing assistance and support to ensure student success and job/career preparation to obtain meaningful employment.

Visit the Re-Entry/CalWORKs website at <http://www.goldenwestcollege.edu/calworks>. 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..

## 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.gwcscholarship.com](http://www.gwcscholarship.com) for more information.

## STUDENT LEARNING SERVICES

### Accessibility Center for Education (ACE)-Resource & High Tech Center:

(714) 895-8322 or <http://www.goldenwestcollege.edu/ace/>

The High Tech Center located in the Learning Resource Center is a specialized computer lab that 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 in which 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, MyReader 2, 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 English (reading and language) and Math. Students can take a 0.5-unit or 1-unit course depending on their needs. Registration fees are based on the number of units.

## 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 45,000 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 the Learning Resource Center. The primary focus of the center is to promote student success by providing all students access to the following programs:

- **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 922.
- **Tutorial and Learning Center:** (714) 895-8904  
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 Learning Resource Center. For hours and additional information please call 714-895-8904.
- **Writing and 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.

## Mathematics Computer Lab

The Math Computer Lab is located in the Math & Science Building, Room 227. Each semester some hours are reserved for scheduled classes. At other times the lab is open on an as needed basis to assist any student currently enrolled in any Mathematics course here at GWC. Please check the posted schedule at the beginning of each semester to see when open hours are available. Phone: (714) 892-7711 ext 51133 Hours: M-Th 8:00 am – 6:00 pm.

## STUDENT HEALTH CENTER

Golden West College offers health services for all currently enrolled students who are attending classes and have paid the health fee. Most services are included in the health fee which is currently \$19 per semester (subject to change). If there is a charge for medication, labs and services it will be limited to cover only the cost. We want to make health care affordable and convenient for students. Healthy students learn better and stay in school.

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

Services include:

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

Visit our webpage at <http://goldenwestcollege.edu/studenthealth/> or search Google for [gwc student health center](#).

## 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.

### Veterans Resource Center

In Fall 2010, GWC opened a Veterans Resource Center (VRC). The purpose of the VRC is to address the unique needs of our veteran student population and provide the tools that each individual veteran needs in order to meet his/her educational goals. It also provides students with a place to socialize with fellow veterans and is a meeting place for the GWC Student Veteran Organization.

### 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.

For the latest information, check the Department of Veterans Affairs website, [www.gibill.va.gov](http://www.gibill.va.gov).

### 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 ensure 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 must have program approval. Contact the Veterans Clerk for proper procedure.
6. Veterans must submit official sealed transcripts for all previous college work to Golden West College within four weeks after the semester begins.
7. To avoid overpayments, students who receive Board of Governors fee waivers must report this to the Veterans clerk in a timely manner.

**CAL-VET:** Students who qualify for CAL-VET benefits should contact the Financial Aid Office.

### Registration Priority for Veterans

In accordance with SB272, Golden West College will offer priority registration to veterans within four years of leaving state or federal active duty. Veterans must provide a copy of their DD214 #4 showing their honorable discharge. For additional information, please contact the Veterans Clerk in the Admissions Office.







## **ACTIVITIES, PROGRAMS & ORGANIZATIONS**

**GWC Time Capsule near Admissions and Records**



## ACTIVITIES, PROGRAMS & ORGANIZATIONS

### ASGWC

(See Student Activities)

### 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 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 course work. To remain eligible in subsequent semesters, they must satisfactorily complete 24 units between seasons of competition of which 18 need to be academic, vocational or remedial, and maintain a cumulative 2.0 grade point average since the start of the semester/quarter of the first participation. Questions on athletic eligibility should be referred to the Athletic Director.

#### Physical Education and Fitness Programs

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

A variety of cardiovascular conditioning and strength training classes are offered for enrollment. Also there are outdoor sand volleyball, 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.

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

### COMMUNITY EDUCATION AND ACTIVITIES

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

Programs offered through Community Education and Activities are lectures, workshops and educational programs on a 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 \$10.00 and are effective through June 30 each year. The card may be purchased in the Community Education and Activities Office.

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

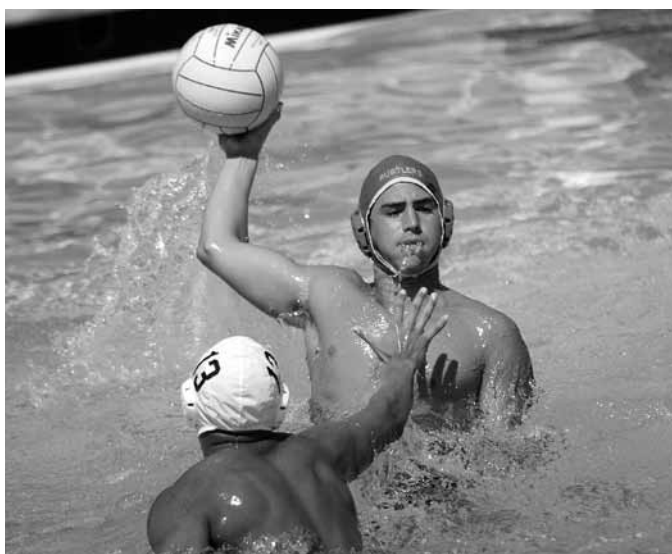
### CULTURAL PROGRAMS

#### Fine Arts Gallery

The Fine Arts Gallery at Golden West College exhibits regional, national, and international traditional and contemporary art. The gallery season consists of our annual juried student exhibit, as well as several annual exhibits throughout the year.

#### 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 and in the community



# ACTIVITIES, PROGRAMS & ORGANIZATIONS

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## 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 Band.

## Theater Productions

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

For more information about Golden West College's outstanding Fine and Performing Arts programs, call 714-895-8772 (Arts and Letters division) or go online to [www.gwctheater.com](http://www.gwctheater.com) (Performing Arts) and [www.goldenwestcollege.edu/finearts/gallery](http://www.goldenwestcollege.edu/finearts/gallery) (Fine Arts Gallery).

## 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 provides the leadership and direction for the organization's operation and manages the Foundation. The Foundation has grown steadily since 1985 with assets over \$6,000,000. This has been accomplished through donations of cash, bequests and grants from individuals and businesses. The Foundation has provided over \$4,000,000 in scholarships to Golden West College students. In addition to cash assets, the Foundation annually receives donated equipment and supplies that represent thousands of dollars in gifts-in-kind.

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

Information is available by calling the Foundation office, (714) 895-8316, at [www.goldenwestcollege.edu/foundation](http://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 Alumni Association

Founded in 2009, the GWC Alumni Association is committed to bringing together alumni from all walks of life. An Alumni is defined as anyone who has completed at least 30 units or a certificate program at Golden West College. Membership is FREE but registration is required. Join now at [www.gwcalumni.org](http://www.gwcalumni.org).

## 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 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.

## HONORS PROGRAMS AT GWC

### 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 at least one honors course each semester, earning at least a "C" grade.

## ACTIVITIES, PROGRAMS & ORGANIZATIONS

### 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.
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, English G180H, History G180H, History G185H, Humanities G100H, Humanities G110H, Humanities G120H, 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 8 weeks of the fall or spring semester. Turn in AGS membership application forms, dues and grade verification to the GWC Student Activities Office.

## PEACE STUDIES

The Peace Studies program at Golden West College offers students an opportunity to learn about the importance of peace and teaches tomorrow's leaders how to utilize peacemaking and conflict management skills in their daily lives.

This program provides an interdisciplinary perspective to the study of conflict, violence, war, and peace, which is essential in light of the highly complex, interconnected, and interdependent world in which we live. This interdisciplinary program is open to all students.

A major in Peace Studies is a preparation for those seeking to pursue careers in international affairs, whether through the Foreign Service, Peace Corps, the United

Nations, or international non-governmental organizations. Areas of involvement might include human rights, social and economic development, disarmament, conflict analysis, and general peacemaking. The student seeking a domestic career may find work as a mediator or conflict resolution specialist, a human relations specialist, or an educator.

All students are eligible to enroll in the program on a first-come, first-served basis.

### 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 G099 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, or online at [www.goldenwestcollege.edu/puente](http://www.goldenwestcollege.edu/puente).
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 G099 – Introduction to College Writing/Reading, 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 3 units

# ACTIVITIES, PROGRAMS & ORGANIZATIONS

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## RESERVE OFFICERS TRAINING CORPS

### 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](http://hhd.fullerton.edu/militaryscience).

## 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 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 six 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.
- **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.
- **Intercultural Program (ICP)** — The Intercultural Program supports the Golden West College mission to create an intellectually and culturally stimulating learning environment for students and the community. The ICP enhances academic excellence through its programming which includes a variety of intercultural events, workshops, field trips, speakers and other collaborative programs offered to the GWC community, to our District, and within the local community. The ICP office is located on the 2nd floor of the Student Center, next to the Student Activities Office. For more information, call 714-895-8906.

For additional information about programs and services, call (714) 895-8261 or stop by Student Activities (2nd floor of Student Center)

## 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.



## ACTIVITIES, PROGRAMS & ORGANIZATIONS







Fine Arts

# GRADUATION REQUIREMENTS

Fine Arts Courtyard

## GRADUATION REQUIREMENTS

### **GOLDEN WEST COLLEGE'S AA DEGREE—CONTINUING TO IMPROVE**

Golden West College is proud to offer students different ways to earn an Associate Degree. A student at GWC is able to take a wide variety of courses to attain the AA Degree. Below is a brief description of the Associate Degrees offered by GWC. Please visit the Golden West College website or speak with a GWC counselor for the most up-to-date information.

The Associate in Arts degree was updated by Golden West College in 2008-2009 to meet the changes in Title 5 of the California Education Code and the recommendations from the California Community College Chancellor's Office. If the student has been in continuous attendance at GWC prior to the Fall 2008, he/she may continue with the option that was started.

Golden West College grants the Associate in Arts or Associate in Science degree for those students who complete the necessary general education requirements set forth by GWC or who complete the coursework necessary for transfer to a 4-year institution. All Associate Degree candidates must also complete the requirements for a Major or Area of Emphasis offered by Golden West College. Additionally, the requirements for Computer Competency and Information Literacy must be met in order to earn an Associate Degree from GWC.

As of Fall 2011, Golden West College offers a number of Associate in Arts for Transfer (AA-T) degrees and Associate in Science for Transfer (AS-T) in accordance with the passage of SB-1440 - The Star Act. The Computer Competency and Information Literacy requirements are not required to earn these degrees. For students seeking an AA-T or AS-T, it is crucial that you meet with a GWC counselor as early as possible in order to stay on track with your progress. Let us help you succeed!

Please refer to the following sections "Majors, Areas of Emphasis" for specific information on program requirements.



**GRADUATION REQUIREMENTS**

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**ASSOCIATE IN ARTS DEGREE REQUIREMENTS**(See website: [www.goldenwestcollege.edu](http://www.goldenwestcollege.edu) for most up-to-date information on AA Degree)**Associate Degree Requirements**

1. Completion of General Education Requirements by one of the following methods:
  - A. Completion of a minimum of 21 units as listed under Areas A through E on the following pages.
  - B. Completion of a minimum of 39 units of CSU General Education Breadth requirements as listed on the following pages. Students who complete this pattern are also eligible to receive the Certificate of Achievement in CSU GE Breadth.
  - C. 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.
2. 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.)
3. Completion of additional elective units to a total of 60 units.
4. 2.0 overall Grade Point Average for all colleges attended.
5. At least 12 units completed at GWC.
6. Satisfaction of Computer Competency.
7. 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) with a grade of "C" or better.

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

**Courses:** Business 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 G185, G185L; Astronomy G100, G100L; Biology G100 (or G100H), G104, G104L, G110, G120, G180, G182, G183, G210, G220, G221, G225; Chemistry G110, G130, G180, G185, G220, G225; Geography G180; Geology G105, G106, G110; 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:

1. A Mathematics competency test placement recommendation of Liberal Arts Mathematics (Math G100), or higher math course.
2. Completion of Intermediate Algebra in high school with a grade of "C" or better.
3. Completion of one college course in mathematics: G030, G100, G103, G104, G115, G120, G140, G155, G160, G170, G180, G185, G235, G280, G282, G285 with a grade of "C" or better.

## GRADUATION REQUIREMENTS

### 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, G103, G104, G105 (or G105H), G106 (or G106H), G107, G109, G116, G118, G120, G121, G125, G130, G132, G140, G141, G142, G150, G152, G160; Chinese G180, G185, G280; Communication Studies G255; Dance G100, G110, G120, G125; English G110 (or G110H), G112, G114 (or G114H), G143, G150, G155, G156, G160 (or G160H), G161 (or G161H), G181 (or G181H), G270, G275, G280, G281; 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, G139, G143; Journalism G180; Music G101 (or G101H), G103, G104, G105, G106, G108, G109, G110, G115, G120, G121, G122, G126, G132, G139, G141, G142, G143, G145, G146, G147, G150, G165, G209, G210; Philosophy G100, G102, G110, G111, G120, G150; Photography **G115**, G120, **G151**, G158, G190; Political Science G150; Portuguese G180; Sign G180, G185, G280, G285; Spanish G160, G165, G180 (or G180H), G185 (or G185H), G280, G285; Theater Arts G100, **G101**, G102, G106, G108, **G111**, **G112**, 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 G190, G225, G255; Criminal Justice G115, G123, G140, G141, G150; Economics G110, G120, G170, G175; Environmental Studies G100; Geography G100, G185, G195; History G110, G120, G121, G132, G135, G136, G150, G161, G162, G170, G175, G180 (or G180H), G185 (or G185H); Peace Studies G100, G110, G225; Political Science G100, G101, G110, G120 (or G120H), G121 (or G121H), G130, G180 (or G180H), G185; Psychology G100, G116, G118, G165, G255; Social Science G133, G134, G135, G136; Sociology G100 (or G100H), G110, G133, G134, G185

### 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 G255; Counseling G100, G103, G104, G199; Criminal Justice G107, 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, G111, G112, G135; Kinesiology G100, G281; Physical Education G103, G105, G106, G107, G108, G109, G110, G111, G114, G130, G132, G134, G136, G137, G139, G149, G150, G158, G159, G164, G166, G167, G172, G173, G176, G178, G180, G181, G186, G189, G192, G194, G195, G196, G201, G202, G203, G204, G207, G209, G240, G244, G246, G250, G252, G256, G258, G260, G272, G273, G274, G275, G277, G278, G280, G283, G285, G286, G287, G288, G290, G298; Psychology G110, G118, 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 G037, G042, G098, G099; ESL G011, G012, G013, G021, G022, G023, G031, G032, G033, G041, G042, G043, G051, G052, G053, G061, G062, G063, G071, G073, G091; English Reading & Writing Center G001, G002, G003, G011, G012, G013, G014, G015, G020, G021, G022, G023, G024, G025, G030, G031, G032, G034, G035; ESL Writing Center G011, G025, G026, G044, G054, G056; Health Education G851, G852; Learning Skills G005, G921, G922, G927, G928; Mathematics G005, G008, G010; Nursing G091; Theater 821

**GRADUATION REQUIREMENTS**

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**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:** Courses: This requirement may be met by completing one of the following courses with a grade of "C" or better or "pass".

- A. Completion of one of the Computer Science or Computer Business Application courses: **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** G160, G162; **ART G115**, **Biology** G200; **Business** G170; **Computer Science** G170; **Digital Arts** G100, G103, **GH5**, G170, G177, G178, G179, G200, G222, G230; **Drafting** G101, G105, G110, G170; **Education** G103; **Nursing** G100, G150, G200, G250;
- 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. A course grade of "C" or better or "pass" is required.

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

- A. Completion of one of the Library Science courses: **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: **Art** G100, G105H, 106H; **Criminal Justice** G150, 151; **College** G100; **Communication Studies** G110, G110H, G220; **English** G100, G100H, G110, G110H, G114, G114H; **Humanities** G100H, G110H; **Nursing** G150, G200, G250; **Peace Studies** G110; **Sociology** G100, G100H
- 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.





# GRADUATION REQUIREMENTS

## GWC CERTIFICATE OF ACHIEVEMENT IN CSU GENERAL EDUCATION BREADTH

This Certificate of Achievement is designed for students who intend to transfer to a California State University campus. Students who complete this certificate will meet all lower division general education requirements for CSU. Students must complete a minimum of 9 additional upper division general education units after transfer. Courses on this list are approved for a specific academic year. A course can be used only if it is on the list when it is taken. **Every effort has been made to assure the accuracy of this list at the time of publication; however, additions or deletions sometimes occur during the year. Students are encouraged to see a GWC counselor and check the ASSIST website ([www.assist.org](http://www.assist.org)) regularly for the most current information about approved courses.** ASSIST is the official repository of course articulation for California's public colleges and universities.

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

Students must complete a minimum of 39 units of coursework from Areas A through E including the specific requirements listed for each Area. A grade of "C" or better is required for all courses in Area A, the mathematics course in Area B4 and at least 30 of the units completed in Areas A through E. Grades of "credit/pass" can be used if equivalent to a "C" grade. One course may not be used to satisfy more than one general education requirement.

Note: Honors course credit limitation - Duplicate credit will not be awarded for both the honors and regular versions of a course. Credit will only be awarded for the first course completed with a grade of "C" or better.

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

### AREA A:

#### English Language Communication and Critical Thinking:

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

##### A 1: Oral Communication

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

##### A 2: Written Communication

English G100 (or G100H)

##### A 3: Critical Thinking

Communication Studies G220

English G110 (or G110H)

Philosophy G115

### AREA B:

#### Scientific Inquiry and Quantitative Reasoning:

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

##### B 1: Physical Science

Astronomy G100, G100 + G100L\*

Chemistry G110\*, G130\*, G180\*, G185\*, G220\*, G225\*

Geography G180

Geology G105, G106\*, G110\*

Physical Science G100\*

Physics G110, G110 + G111\*, G120\*, **G125\***, G185\*, G280\*, G285\*, G290

##### B 2: Life Science

Anthropology G185, G185 + G185L\*

Biology G100\* (or G100H\*), G104, G104 + G104L\*, G110\*, G120\*, G180\*,

G182\*, G183\*, G210\*, G220\*, G221\*, G225\*

Psychology G250

##### B 3: Laboratory Activity

One course in B1 or B2 must include a lab. Lab courses are identified by an "\*".

##### B 4: Mathematics/Quantitative Reasoning

Mathematics G100, G103, G104, G115, G120, G140, G155, G160, G170, G180, G185, G230, G235, G240, G280, G282, G285

### AREA C:

#### Arts and Humanities:

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.

##### C 1: Arts (Art, Cinema, Dance, Music, Theater)

Art G100, G103, G104, G105 (or G105H), G106 (or G106H), G107, G116, G121\*, G125\*, G142\*, G150\*, G152\*

Broadcast and Video Production G101

Dance G165

Humanities G100 (or G100H), G101, G102, G103, G104, G108, G110 (or G110H), G114, **G120**, G122, G126,, G132, G135, G139, G143, G165

Music G101 (or G101H), G103, G104, G108, G110\*, G115, G126, G132\*, G139, G143, G145\*, G165, G210\*

Photography G120, G158

Theater Arts G100, G102, G104, G106, G108, G120\*, G130, G131, G151, G175, G176, G177, G178

##### C 2: Humanities (Literature, Philosophy, Foreign Language)

Arabic G180

Chinese G180, G185, G280

Communication Studies G120, G255

Economics G120

English G110, G112, G114 (or G114H), G143, G150, G155, G160 (or G160H),

G161 (or G161H), G170, G171, G181 (or G181H), G270, G275, G281

Farsi G180, G185

French G180, G185, G280, G285, G290

German G180, G185, G280, G285

History G110, G120, G121, G132, G135, G140, G150, G160, G161, G162,

G170#, G175#, G180 (or G180H), G185 (or G185H)

Humanities G170

Italian G180, G185, G280, G285

Japanese G180, G185

Philosophy G100, G102, G110, G111, G120, G150

Political Science G150

Portuguese G180

Russian G180, G185, G280

Sign Language G180, G185, G280, G285

Spanish G160, G165, G180, G185, G280, G285, G290

Theater Arts G205

Vietnamese G180, G185, G280, G285, G290

**GRADUATION REQUIREMENTS**

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**AREA D:****Social Sciences:**

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

**D 0: Sociology and Criminology**

Criminal Justice G115, G123, G140  
Social Science G133  
Sociology G100 (or G100H), G110, G133, G185

**D 1: Anthropology and Archeology**

Anthropology G100, G130, G135, G140, G150  
Social Science G135

**D 2: Economics**

Economics G110, G120, G170, G175  
History G110

**D 3: Ethnic Studies**

Anthropology G135, G136  
Communication Studies G255  
Education G180  
History G136, G150, G161, G162  
Social Science G133, G134, G135, G136  
Sociology G133, G134  
Spanish G290

**D 4: Gender Studies**

History G121

**D 5: Geography**

Geography G100, G185, G195

**D 6: History**

Economics G120  
History G110, G120, G121, G132, G135, G140, G150, G160, G161, G162, G170#, G175#, G180 (or G180H), G185 (or G185H)

**D 7: Interdisciplinary Social/Behavioral Science**

Anthropology G135  
Communication Studies G190, G225, G260  
Environmental Studies G100  
History G120, G160  
Peace Studies G100, G110, G225  
Psychology G280  
Social Science G135

**D 8: Political Science, Government and Legal Institutions**

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

**D 9: Psychology**

Psychology G100 (or G100H), G116, G118, G165, G250, G255

**AREA E:****Lifelong Learning and Self-Development:**

3 semester units (or 4 - 5 quarter units) – No more than 1 unit of activity courses may be used to meet this requirement.

**Non-Activity**

College G100  
Counseling G104  
Criminal Justice G107  
Ecology G100  
Health Education G100, G107, G201  
Kinesiology G100  
Physical Education G103 and one course from the list of activity courses  
Psychology G110, G116, G118, G165

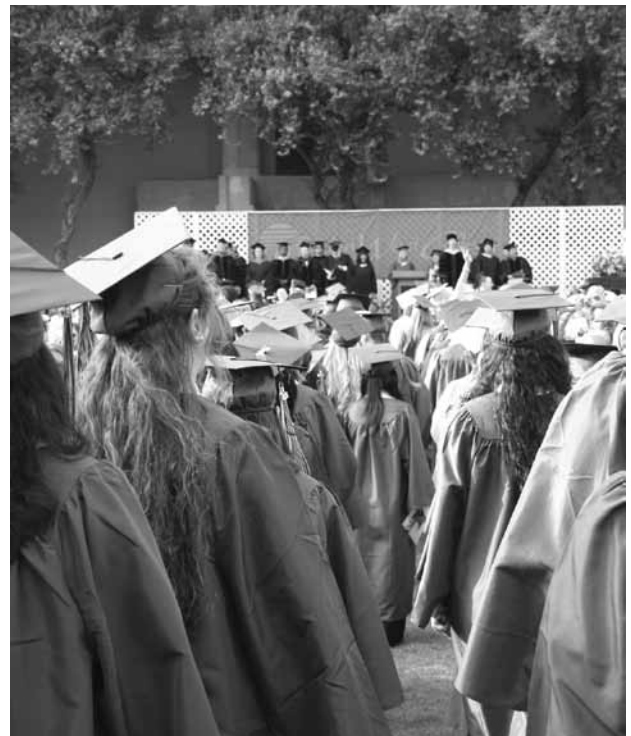
**Activity**

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

**# US History, Constitutions, and American Ideals (Not part of CSU GE Breadth. May be completed prior to transfer)**

Transfer students are advised to complete History G170 or G175 and Political Science G180 (or G180H). Proficiency in these areas is required prior to graduation from the California State University system. These courses can also be counted for CSU GE Breadth.

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



# GRADUATION REQUIREMENTS

## GWC CERTIFICATE OF ACHIEVEMENT IN IGETC

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

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

A grade of "C" or better is required in all courses. Grades of "credit/pass" can be used if equivalent to a "C" grade. One course may not be used to satisfy more than one general education requirement.

Note: Honors course credit limitation - Duplicate credit will not be awarded for both the honors and regular versions of a course. Credit will only be awarded for the first course completed with a grade of "C" or better

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

### 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). Two 3 quarter unit sequential English courses can be used to satisfy Area 1A.

#### 1 A: English Composition

English G100 (or G100H)

#### 1 B: Critical Thinking-English Composition

English G110 (or G110H)

#### 1 C: Oral Communication (CSU ONLY)

Communication Studies G110 (or G110H)

### AREA 2:

#### Mathematical Concepts And Quantitative Reasoning:

One course, 3 - 5 semester units (or 4-5 quarter units). Two 3 quarter unit sequential Mathematics courses can be used to satisfy this area.

Mathematics G100, G115\*, G140\*, G155, G160, G170\*, G180\*, G185, G230, G235, G240, G280, G282, G285

### 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).

#### 3 A: Arts

Art G100, G103, G104, G105 (or G105H), G106 (or G106H)  
Humanities G100 (or G100H), G102, G103, G104, G108, G110 (or G110H),  
G120 (or G120H), G122, G126, G132, G135, G139, G143, G170  
Music G101 (or G101H), G103, G104, G108, G126, G139, G143, G165  
Photography G158  
Theater Arts G100, G102, G108

#### 3 B: Humanities

Anthropology G135  
Chinese G280  
Economics G120  
English G112, G114 (or G114H), G143, G150, G155, G160 (or G160H), G161  
(or G161H), G170, G171, G181 (or G181H), G270, G275  
Farsi G185  
French G185, G280, G285, G290  
German G280, G285  
History G110, G120, G121, G132, G135, G140, G150, G160, G161, G162,  
G170#, G175#, G180 (or G180H), G185 (or G185H)  
Italian G185, G280, G285  
Philosophy G100, G102, G110, G111, G120, G150  
Political Science G150  
Social Science G135  
Spanish G165, G185, G280, G285, G290  
Vietnamese G185, G280, G285, G290

### 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).

#### 4 A: Anthropology

Anthropology G100, G130, G140, G150

#### 4 B: Economics

Economics G110, G120, G170, G175  
History G110

#### 4 C: Ethnic Studies

Social Science G133  
Sociology G133

#### 4 D: Gender Studies

History G121

#### 4 E: Geography

Geography G100, G185, G195

#### 4 F: History

History G132, G135, G140, G150, G185, G185H

#### 4 G: Interdisciplinary Studies

Anthropology G136  
Communication Studies G190, G255  
Environmental Studies G100  
History G136

**GRADUATION REQUIREMENTS**

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**Area 4 G Continued**

Peace Studies G100, G110  
 Social Science G134, G136  
 Sociology G134

**4 H: Political Science**

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

**4 I: Psychology**

Psychology G100 (or G100H), G116, G118, G165, G250, G255, G280

**4 J: Sociology**

Criminal Justice G123, G140  
 Sociology G100 (or G100H), G110, G185

**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.

**5 A: Physical Science**

Astronomy G100, G100 + G100L  
 Chemistry G110\*, G130\*, G180, G185, G220, G225  
 Geography G180  
 Geology G105\*, G110  
 Physical Science G100\*  
 Physics G110\*, G110\* + G111\*, G120\*, G125\*, G185\*, G280\*, G285\*, G290

**5 B: Biological Science**

Anthropology G185, G185 + G185L  
 Biology G100\* (or G100H\*), G104, G104 + G104L, G110, G120, G180,  
G182, G183, G210, G220\*, G221\*, G225\*  
 Psychology G250

**5 C: Laboratory**

At least one course from 5A or 5B must incorporate a laboratory component or take a corresponding lab course. Lab courses are underlined.

**AREA 6:****Languages Other Than English (UC ONLY):**

- A. Complete two years of high school coursework in a language other than English with grades of "C minus" or better (high school transcripts must be on file with Admissions & Records)

**OR**

- B. Complete a language other than English course numbered G180 or higher with a grade of "C" or better. Exceptions: Spanish G160 or G165 or Sign Language G180 or higher also meets this requirement. Spanish 290 does not meet this requirement. (One semester of college work in a language other than English is equivalent to two years of high school work)

**OR**

- C. Earn a satisfactory score on one of the following tests (results must be on file with Admissions & Records);
1. SAT II Subject Test in languages other than English. (Before 5/95 – score: All 500. After 5/95 – Chinese: 520, French: 540, German: 510, Hebrew: 470, Italian: 520, Japanese: 510, Korean: 500, Latin: 530, Spanish: 520).
  2. College Board Advanced Placement Examination in a language other than English (score: 3 or better)
  3. International Baccalaureate Higher Level Examination in language other than English (score: 5 or better)
  4. An achievement test administered by a college or university (score: proficiency equivalent to at least two years of high school language).

5. If an achievement test is not available, a faculty member at GWC or associated with a United States regionally accredited institution of higher education can verify a student's competency.

6. Language other than English. "O" Level Exam with a grade of "C" or better or "A" Level Exam with a score of 5 or higher.

**OR**

- D. Complete, with grades of "C" (2.0) or better, two years of formal schooling at the sixth grade level or higher in an institution where the language of instruction is not English (documentation must be on file with Admissions & Records).

**OR**

- E. Complete a Defense Language Institute course in a language other than English with a grade of "C" or better (documentation must be on file with Admissions and Records).

**# CSU US History, Constitution and American Ideals (not part of IGETC: may be completed prior to transfer).** Transfer students are advised to complete History G170 or G175 and Political Science G180 or G180H. Proficiency in these areas is required prior to graduation from the California State University system. These courses can also be counted for IGETC.

**\* UC Credit Limitation.** See GWC counselor.

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

## GRADUATION REQUIREMENTS

### MAJOR OR AREA OF EMPHASIS

(See Catalog Section “Majors, Area of Emphasis, Program Certificates”, 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](http://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 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: Police Academy

Drafting Technology: Computer Aided Design Drafting

Energy Efficiency & Renewable Energy

English

Esthetician

Fine and Applied Arts: Art

Fine and Applied Arts: Dance

Fine and Applied Arts: Theater Arts

Floral Design & Shop Management

French Language

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: Mathematics

Mathematics and Science: Physics

Music

Nursing – Registered Nursing

Physical Education and Health

Political Science

Psychology

Recycling and Resource Management

Retail Management and Entrepreneurship

Software Development

Spanish Language

Video Game Development

Vietnamese Language

World Language

### Associate in Arts Degree for Transfer

Art History

Communication Studies

English

History

Kinesiology (Approved as of 8/20/12)

Political Science

Psychology

Sociology

Studio Arts

Theatre Arts (Approved as of 7/26/12)

### Associate in Science Degree for Transfer

Business Administration (Approved as of 7/26/12)

Mathematics

\*Pending State Approval





# **TRANSFER INFORMATION AND REQUIREMENTS**

**Men's Water Polo**

# 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, 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](http://www.assist.org). The transfer requirements listed in this section and other transfer publications were updated at the time of publication and can change. Changes occurring after publication can be obtained through such sources as ASSIST or by meeting with a counselor. Students are also advised to visit the Transfer Center for the latest transfer information.

### ASSIST

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

### Transferable Courses

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

### Transfer Majors

In order to 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. To see the majors available at the different UCs or CSUs, use the "Explore Majors" feature in ASSIST (<http://www.assist.org>).

It is advisable to regularly check for the up-to-date major prep and transfer information in ASSIST (<http://www.assist.org>).

Below is a partial list of majors in which the lower division major requirements have been identified. If students do not find the major they are interested in, they should contact a Golden West College counselor to help locate this information.

Anthropology  
Art  
Biology  
Business Administration  
Chemistry  
Communications  
Computer Science  
Criminal Justice  
Dance  
Economics  
Engineering  
English  
Environmental Studies  
Film/Television  
Foreign Language  
Forestry  
Geography  
Geology  
Graphic Design  
History  
Journalism  
Liberal Studies

Mathematics  
Microbiology  
Music  
Nursing  
Nutrition and Dietetics  
Peace Studies  
Philosophy  
Physical Education  
Pre-Physical Therapy  
Physics  
Political Science  
Pre-Chiropractic  
Pre-Dentistry  
Pre-Law  
Pre-Medicine  
Pre-Optometry  
Pre-Pharmacy  
Pre-Veterinary Medicine  
Psychology  
Social Ecology  
Social Welfare  
Sociology  
Teaching  
Theater Arts



# TRANSFER INFORMATION AND REQUIREMENTS

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## ASSOCIATE DEGREES FOR TRANSFER



California Community Colleges are now offering associate degrees for transfer to the CSU. These may include Associate in Arts (AA-T) or Associate in Science (AS-T) degrees. These degrees are designed to

provide a clear pathway to a CSU major and baccalaureate degree. California Community College students who are awarded an AA-T or AS-T degree are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU campus or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or campuses.

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

To view the most current list of Golden West College Associate Degrees for Transfer and to find out which CSU campuses accept each degree, please go to : <http://www.goldenwestcollege.edu/transfercenter/aatransfer/>

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

A public Web site for students, parents, and high school teachers and counselors is currently being developed at: [ADegreeWithAGuarantee.com](http://ADegreeWithAGuarantee.com).

## ARTICULATION

Some majors require or recommend introductory or prerequisite courses, most of which are offered in community colleges. These major requirements are described in CSU and UC campus catalogs. Most campuses have articulation agreements with several community colleges specifying coursework taken at California Community Colleges that can satisfy lower division requirements for the major. Check the articulation agreement to be sure your courses will be accepted toward the degree at the campus you plan to attend. You can obtain articulation agreements for specific majors from your counselor, Transfer Center or on the Internet at [www.assist.org](http://www.assist.org). ASSIST provides access to the most current articulation agreements between UC, CSU and California Community Colleges. ASSIST includes information about credit for CSU GE Breadth requirements, IGETC requirements, major preparation and transferable course agreements. Articulation agreements are updated throughout the year, so check ASSIST periodically to ensure that you have the most current information about transfer credit.

## COURSE IDENTIFICATION NUMBERING SYSTEM (C-ID)

The Course Identification Numbering System (C-ID) is a statewide numbering system independent from the course numbers assigned by local California community colleges. Students should always go to [www.assist.org](http://www.assist.org) to confirm how each college's course will be accepted at a particular four-year college or university for transfer credit. A C-ID number next to a course signals that participating California colleges and universities have determined that courses offered by other California community colleges are comparable in content and scope to courses offered on their own campuses, regardless of their unique titles or local course number.

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

A public Web site for students, parents, and high school teachers and counselors is currently being developed at: [ADegreeWithAGuarantee.com](http://ADegreeWithAGuarantee.com).



## COURSE REQUIREMENTS FOR TRANSFER

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 CSU and UC can be found in ASSIST ([www.assist.org](http://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 Breadth or IGETC patterns to meet the general education requirements or follow the GE pattern of the receiving institution. **(Beginning in the academic year 2008 - 2009, students can earn a Certificate of Achievement for completing the CSU GE Breadth or IGETC patterns. The certificates are replacing previous GE patterns known as Option II or III. Students who have been following the Option II or III patterns previous to the 2008 -2009 academic year have catalog rights as long as they have maintained continuous enrollment.**  
(The CSU GE Breadth and IGETC patterns can partially meet the requirements for the AA degree. See the Graduation Requirements section of the catalog.)
- 3. Electives.** These are courses of the students' choice. After completing 1 and 2 above, the student may take "elective" courses to bring the total of all course work to 60 transferable units.

While students are advised to complete all of their transfer requirements during their freshman and sophomore years, they may be completed at the four-year colleges in 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](http://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.

## TRANSFER INFORMATION AND REQUIREMENTS

### Apply Online

Both CSU and UC are requesting that all students apply online. The best way to apply to CSU is online at the CSU Mentor Website: (<http://www.csumentor.edu/>). Students can apply to UC online by going to the following website: (<http://www.universityofcalifornia.edu/admissions/apply>).

### CALIFORNIA STATE UNIVERSITY ADMISSION REQUIREMENTS

Each campus accepts applications until capacities are reached. Some campuses close after the priority filing period. Priority filing periods are posted in the Transfer Center. Many campuses will close individual programs earlier. Impacted programs receive applications only during the initial application filing period. Admission information about campuses accepting applications is available at the Transfer Center or at CSU Mentor ([www.csumentor.org](http://www.csumentor.org)). 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.

#### 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.

**Upper Division Transfer Requirements** — CSU requires a minimum of 60 transferable 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. Prior to transfer, students will need to complete at least 30 semester units (45 quarter units) or courses equivalent to general education requirements with a grade of C or better. The 30 units must include all of the general education requirements in communication in the English language (English composition, oral communication, and critical thinking) and one course of at least 3 semester units in college-level mathematics. These 4 courses are commonly referred to as the “golden four”.

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

#### 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 campus offering it may select as an alternate campus one that offers the same program but which is not impacted. In such cases, if the applicant is not accommodated in the impacted program at the first choice campus, the application may be redirected to an alternate campus that remains open in the same major.

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

Information about screening criteria is available in the Counseling Office. See the following CSU web site for information regarding impactation.

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

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

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an “associate degree for transfer”, a newly established variation of the associate degrees traditionally offered at a California Community College. The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. In order to earn one of these degrees, students must complete a minimum of 60 required semester units of CSU-transferable coursework with a minimum GPA of 2.0. Students transferring to a CSU campus that does accept the AA-T or AS-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree (unless the major is designated “High-unit” major). This degree may not be the best option for students intending to transfer to a particular CSU campus or to a university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on a university admission and transfer requirements. For approved AA-T or AS-T majors please see a GWC counselor.

### CALIFORNIA STATE UNIVERSITY GENERAL EDUCATION REQUIREMENTS

As part of the requirements for a bachelor's degree, all students must meet general education requirements. A minimum of 48 semester units is required for general education: 37-39 lower division and at least 9 upper division units. All of the lower division courses for general education may be completed at a California Community College before transferring to a CSU campus.

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

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

Up to 39 lower-division general education units can be transferred from and certified by a California Community College. Students who are certified with 39 semester units of lower-division general education units will be required to complete a minimum of 9 semester units of upper division general education after transfer.

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

2. The Intersegmental General Education Transfer Curriculum (Certificate of Achievement) is the other pattern that California Community College students can use to fulfill lower division general education requirements at any CSU or University of California campus. The IGETC requires completion of a minimum of 37 semester units of lower division course work with a C grade or better in each course. (C- is not allowed. GWC does not use + or – grade option. This applies to courses from other colleges.) If you complete all IGETC requirements and your courses are certified, you will be required to complete at least 9 semester units of upper division general education after transfer to a CSU campus. IGETC for the CSU requires that the student complete all of Area 1, including oral communication.



# TRANSFER INFORMATION AND REQUIREMENTS

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

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

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.**

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

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

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

**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 the transfer campus.

## What Courses Can Be Certified?

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

## UNIVERSITY OF CALIFORNIA ADMISSION REQUIREMENTS

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

### Lower Division Transfer

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

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

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

### Upper Division Transfer

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:

- Complete 60 semester units or 90 quarter units of transferable college credit with a grade point average of at least 2.4 (no more than 14 semester/21 quarter units may be taken Pass/No Pass), and;
- 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.

You can visit the website for UC admissions:

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

## UNIVERSITY OF CALIFORNIA GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)

The Intersegmental General Education Transfer Curriculum (IGETC) is a series of courses prospective transfer students attending California Community Colleges may complete to satisfy the lower division breadth/general education requirements at both the University of California and the California State University.

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

The IGETC is helpful to students who want to keep their options open – those who know they want to transfer but have not yet decided upon a particular campus. Certain students will not be well served by following the IGETC. Students with high unit majors, such as engineering or the physical and natural sciences, should concentrate on completing the prerequisites for the major that are used to determine eligibility for admission.

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.

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

### What Is Certification?

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

### What Courses Can Be Certified?

Courses taken at any **regionally** accredited 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**

## TRANSFER INFORMATION AND REQUIREMENTS

Community College District who take courses at Golden West, Orange Coast and/or Coastline must make sure that the courses are in the areas in which they need to meet general education requirements. The General Education patterns from all three district colleges are different. Coursework from all other fully accredited colleges and universities will be placed in the area in which the subject is listed in the GWC pattern. 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?

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

## INDEPENDENT COLLEGES AND UNIVERSITIES ADMISSION REQUIREMENTS

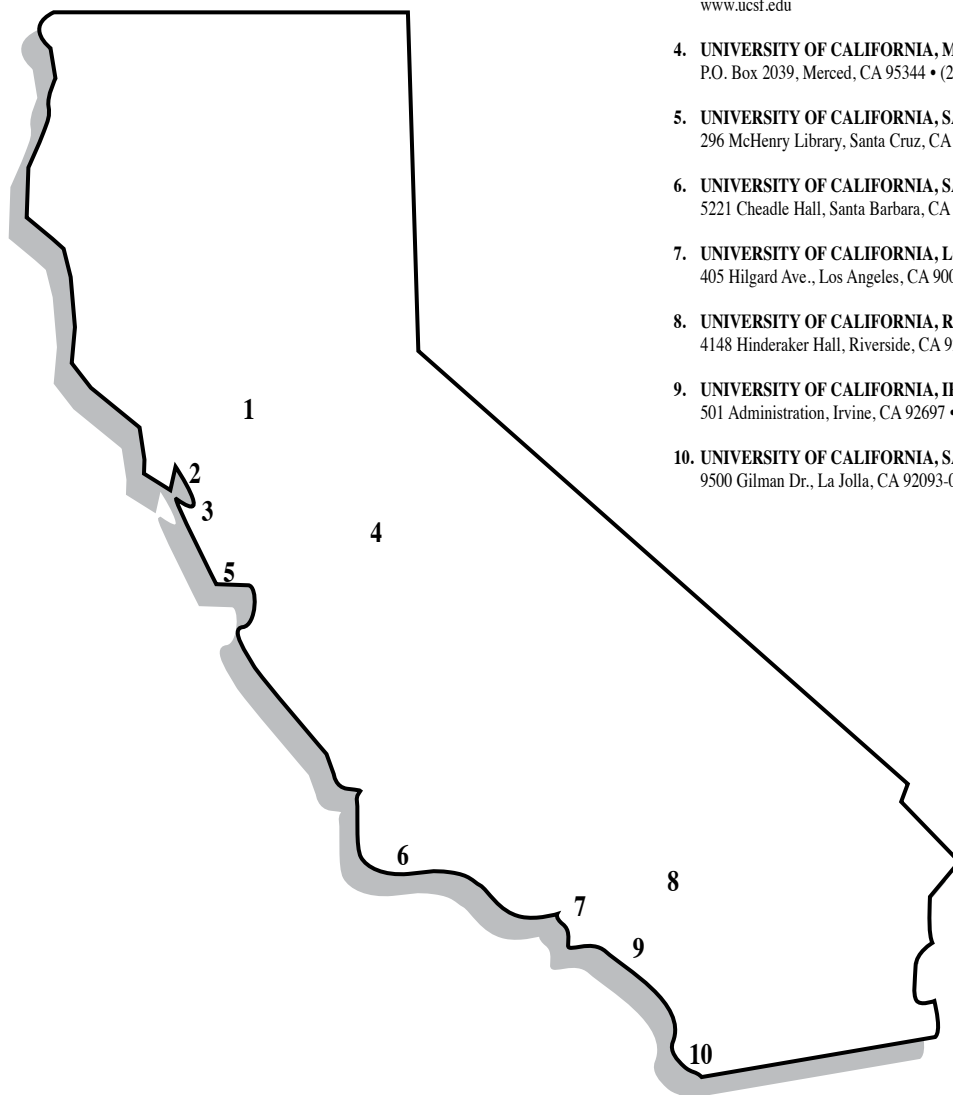
In addition to state supported colleges and universities in California, there are many independent institutions. Each of these institutions has its own unique requirements for admission. In order to determine eligibility, students should obtain a copy of the school catalog and consult with a GWC counselors. Many independent colleges and universities accept either CSUGE or IGETC in lieu of their own general education requirements. You can see a list of these colleges and universities at: [http://www.california-colleges.edu/admissions/california-independent-colleges/articulation\\_information.asp](http://www.california-colleges.edu/admissions/california-independent-colleges/articulation_information.asp)

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

## TRANSFER INFORMATION AND REQUIREMENTS

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### THE UNIVERSITY OF CALIFORNIA

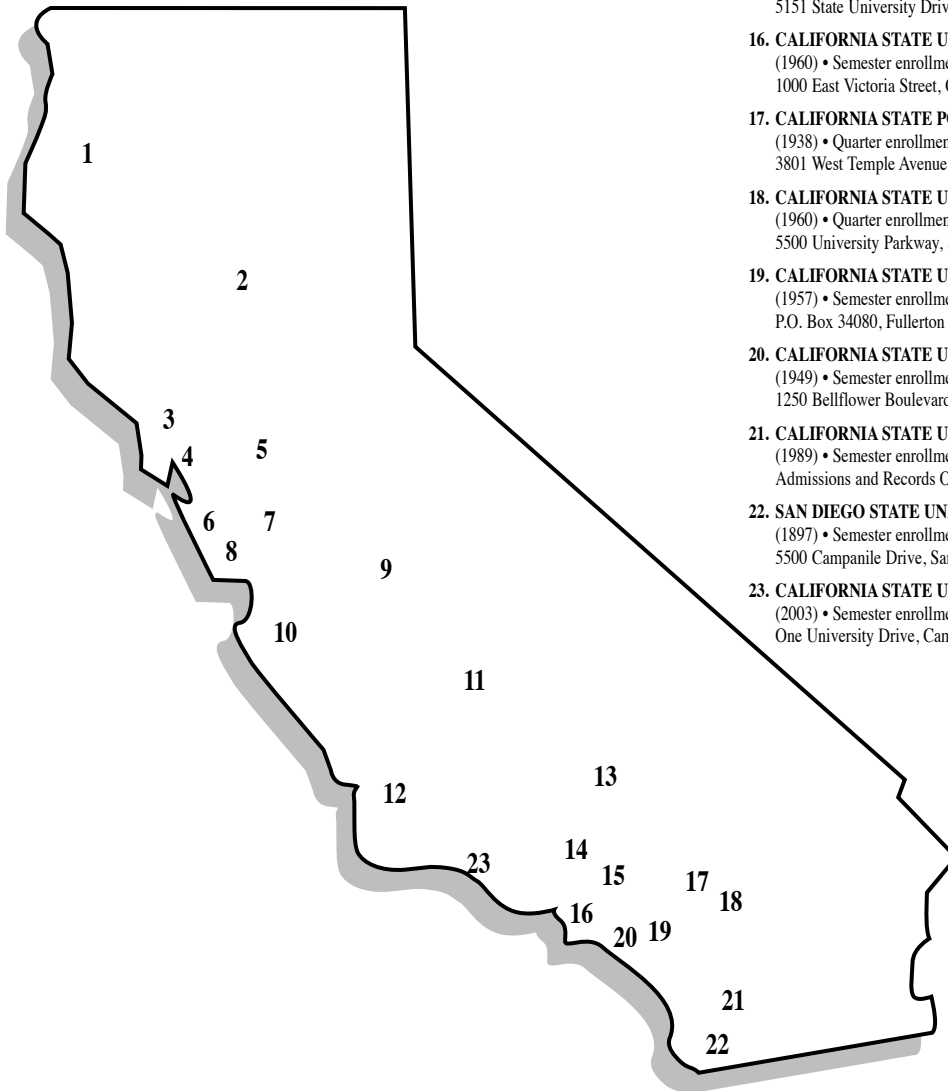


1. **UNIVERSITY OF CALIFORNIA, DAVIS** (1905) • 27,964  
One Shields Avenue, Davis, CA 95616-8507 • (530) 752-2971 • [www.ucdavis.edu](http://www.ucdavis.edu)
2. **UNIVERSITY OF CALIFORNIA, BERKELEY** (1873) • 32,408  
200 California Hall, Berkeley, CA 94720-1500 • (510) 642-7464 • [www.berkeley.edu](http://www.berkeley.edu)
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](http://www.ucsf.edu)
4. **UNIVERSITY OF CALIFORNIA, MERCED** (1988) • 25,000  
P.O. Box 2039, Merced, CA 95344 • (209) 724-4400 • [www.ucmerced.edu](http://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](http://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](http://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](http://www.ucla.edu)
8. **UNIVERSITY OF CALIFORNIA, RIVERSIDE** (1907) • 15,882  
4148 Hinderaker Hall, Riverside, CA 92521 • (909) 787-5201 • [www.ucr.edu](http://www.ucr.edu)
9. **UNIVERSITY OF CALIFORNIA, IRVINE** (1965) • 22,668  
501 Administration, Irvine, CA 92697 • (949) 824-5111 • [www.uci.edu](http://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](http://www.ucsd.edu)

# TRANSFER INFORMATION AND REQUIREMENTS

## 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](http://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](http://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](http://www.sonoma.edu)
4. **CALIFORNIA MARITIME ACADEMY** (1929) • Semester enrollment 490  
200 Maritime Academy Drive, Vallejo 94590 • (707) 648-4222 • [www.csum.edu](http://www.csum.edu)
5. **CALIFORNIA STATE UNIVERSITY, SACRAMENTO**  
(1947) • Semester enrollment 23,316  
6000 J Street, Sacramento 95819 • (916) 278-6111 • [www.csus.edu](http://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](http://www.usfca.edu)
7. **CALIFORNIA STATE UNIVERSITY, EAST BAY** (1957) • Quarter enrollment 12,583  
Hayward 94542-3035 • (510) 881-3811 • [www.csueastbay.edu](http://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](http://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](http://www.csustan.edu)
10. **CALIFORNIA STATE UNIVERSITY, MONTEREY BAY**  
(1995) • Tri-semester enrollment  
915 Hilby Ave., #28, Seaside 93955 • (408) 393-3338 • [csumb.edu](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://www.csuci.edu)





## TRANSFER INFORMATION AND REQUIREMENTS

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## TRANSFER INFORMATION AND REQUIREMENTS





# **MAJORS, AREAS OF EMPHASIS, AND CAREER CERTIFICATES**

Learning Resource Center

## MAJORS, AREAS OF EMPHASIS, AND CAREER CERTIFICATES

### ASSOCIATE IN ARTS AND ASSOCIATE IN SCIENCE DEGREES

#### 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

Summer

Fall

Spring

#### Filing Period

July 1 - August 1

September 1 - November 1

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.

### AWARDING OF MULTIPLE DEGREES

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

1. All General Education requirements as specified by the current catalog shall be met.
2. Students must complete at least 12 units unique to the major for the additional degree.
3. A minimum GPA of 2.0 for all units counted toward the degree.
4. A minimum of 12 units in residence at GWC.

### REQUIREMENTS FOR THE ASSOCIATE IN ARTS FOR TRANSFER (AA-T) OR ASSOCIATE IN SCIENCE FOR TRANSFER (AS-T)

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an "associate degree for transfer", a newly established variation of the associate degrees traditionally offered at a California community college. The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. *Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major.* In order to earn one of these degrees, students must complete a minimum of 60 required semester units of CSU-transferable coursework with a minimum GPA of 2.0. Students transferring to a CSU campus that does accept the AA-T or AS-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree (unless the major is a designated "high-unit" major). This degree may not be the best option for students intending to transfer to a particular CSU campus or to university or college that is not part of the CSU system. Students should consult with a GWC counselor when planning to complete the degree for more information on university admission and transfer requirements.

At the time of catalog publication, a student may earn an AA-T in Art History, Communication Studies, English, History, Kinesiology\*, Political Science, Psychology, Studio Arts, Sociology, Theatre Arts (**Approved as of 7/26/12**) and an AS-T in Business Administration (**Approved as of 7/26/12**), and Mathematics. Additional majors are being developed. Please see a GWC counselor and [www.goldenwestcollege.edu](http://www.goldenwestcollege.edu) for more information.

#### Requirements

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

1. Minimum of 60 CSU-transferable semester units.
2. Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework. While a minimum of 2.0 is required for admission, some majors may require a higher GPA. Please consult with a counselor for more information.
3. Completion of a minimum of 18 semester units in an "AA-T" or "AS-T" major (See Majors, Areas of Emphasis and Career Certification Section of the catalog). All courses in the major must be completed with a grade of C or better or a "P" if the course is taken on a "pass-no pass" basis (title 5 § 55063).
4. Certified completion of the California State University General Education-Breadth pattern, (CSU GE Breadth), 39 units (see the Graduation Requirements section of the catalog for more information); OR the Intersegmental General Education Transfer Curriculum pattern (IGETC), 37-41 units (see the Graduation Requirements section of the catalog for more information).
5. Courses used to satisfy major requirements can also be used to satisfy CSU GE Breadth or IGETC. See a GWC counselor for further information.

\*Pending State Approval



## MAJORS, AREAS OF EMPHASIS, AND CAREER CERTIFICATES

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### ASSOCIATE DEGREE

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

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

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

### CERTIFICATE OF ACHIEVEMENT - CAREER

This certificate goes through the State approval process and requires a minimum of 12 units of coursework in a particular academic or occupational area. The certificate programs normally include only those courses which have a direct bearing upon specialized occupational competency since the objective of earning the career certificate is immediate employment in a specialized area. Upon successful completion of the program and completing the application, the student will receive the certificate and be recognized at the graduation ceremony.

### CERTIFICATE OF ACHIEVEMENT - TRANSFER

The Intersegmental General Education Transfer Curriculum (IGETC) and the California State University General Education – Breadth Certificates of Achievement are State approved and along with a Major or Area of Emphasis meets the requirement for an AA Degree with the purpose of preparing the student for transfer to a 4 year institution. An application must be filed for graduation to be recognized at the graduation ceremony

### CERTIFICATE OF SPECIALIZATION

This certificate focuses on the student gaining competency in a skill so that he/she can quickly move into the workplace. There is emphasis on updating or newly emerging technologies and the coursework for the Certificate of Specialization must be under 18 units. This certificate is not approved by the State and there is no acknowledgement of completion given at graduation.



**MAJORS, AREAS OF EMPHASIS, AND CAREER CERTIFICATES**

<b>PROGRAMS</b>	<b>AA-T</b>	<b>AS-T</b>	<b>AA Degree Major</b>	<b>AA Area of Emphasis</b>	<b>Certificate of Achievement</b>	<b>Certificate of Specialization</b>
<b>ACCOUNTING</b>						
Accounting			X			
Staff Accountant					X	
Enrolled Agent Tax Specialist						X
<b>ANTHROPOLOGY</b>						
Anthropology				X		
<b>ART</b>						
Art			X			
Art History	X					
Studio Arts	X					
<b>AUTOMOTIVE TECHNOLOGY</b>						
Chassis & Drivetrain Specialist			X		X	
Engine Performance & Emissions Specialist			X		X	
<b>BUSINESS</b>						
Business Administration		X	X		X	
<b>CADD-COMPUTER AIDED DESIGN AND DRAFTING</b>						
CADD-Computer Aided Design and Drafting			X		X	
Technical Drafting Option						X
<b>COMMUNICATION STUDIES</b>						
Communication Studies	X		X			
<b>COMPUTER BUSINESS APPLICATIONS</b>						
Computer Business Applications			X		X	
Administrative Assistant			X		X	
Legal Secretary/Assistant			X		X	
Microsoft Office						X
Certified Basic Professional: CPS/CAP				X		
Certified Basic Professional: Professional Legal Secretary				X		
<b>COMPUTER SCIENCE</b>						
Software Development			X		X	
Video Game Development			X		X	
<b>COSMETOLOGY</b>						
Cosmetology			X		X	
Esthetician			X		X	
<b>CRIMINAL JUSTICE</b>						
Administration of Justice			X			
Corrections			X			
Law Enforcement					X	
Police Academy			X			
<b>DANCE</b>						
Dance			X			
<b>DESIGN</b>						
Design					X	
<b>DIGITAL ARTS</b>						
Graphic Design and Production					X	
Graphic Design Advanced Production						X
Graphic Design Foundation						X
Graphic Design Web Site Design						X
<b>DIGITAL MEDIA</b>						
Digital Media					X	
Audio Recording						X
Video Production						X
<b>DRAFTING (See CADD)</b>						
<b>ENGLISH</b>						
English	X		X			
<b>ENVIRONMENTAL STUDIES</b>						
Energy Auditor					X	
Energy Efficiency and Renewable Energy			X			
Solar Energy					X	X
<b>FLORAL DESIGN &amp; SHOP MANAGEMENT</b>						
Floral Design & Shop Management			X		X	

**MAJORS, AREAS OF EMPHASIS, AND CAREER CERTIFICATES**

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<b>PROGRAMS</b>	<b>AA-T</b>	<b>AS-T</b>	<b>AA Degree Major</b>	<b>AA Area of Emphasis</b>	<b>Certificate of Achievement</b>	<b>Certificate of Specialization</b>
<b>HISTORY</b>						
History	X					
<b>INTERPRETING FOR DEAF PEOPLE</b>						
Interpreting for Deaf People			X		X	
<b>KINESIOLOGY</b>						
Kinesiology	X					
<b>LIBERAL STUDIES</b>						
Elementary Education			X			
<b>LIBERAL ARTS</b>						
Arts and Humanities				X		
Business and Technology				X		
Mathematics				X		
Science				X		
Social and Behavioral Sciences				X		
Social Behavior and Self-development				X		
<b>MANAGEMENT</b>						
General Management					X	
Human Resources Management					X	
Management			X			
Marketing Management			X		X	
Retail Management					X	
Retail Management and Entrepreneurship			X			
Small Business Management					X	
<b>MATHEMATICS</b>						
Mathematics		X	X			
<b>MUSIC</b>						
Music			X*			
<b>NURSING</b>						
Career Ladder Nursing			X		X	
Registered Nursing			X			
<b>PHYSICAL EDUCATION AND HEALTH</b>						
Physical Education and Health			X			
<b>POLITICAL SCIENCE</b>						
Political Science	X		X			
<b>PSYCHOLOGY</b>						
Psychology	X		X			
<b>RECYCLING AND RESOURCE MANAGEMENT</b>						
Recycling and Resource Management			X		X	
Recycling and Zero Waste						X
<b>SCIENCE</b>						
General Biology			X			
Chemistry			X			
Physics			X			
<b>SOCIAL SCIENCES</b>						
Social Sciences				X		
<b>SOCIOLOGY</b>						
Sociology	X					
<b>THEATER</b>						
Theatre Arts	X		X			
<b>TRANSFER</b>						
CSU General Education Breadth			X			
IGETC			X			
<b>WORLD LANGUAGE</b>						
French			X			
Spanish			X			
Vietnamese			X			
World Language			X			

\* Pending State Approval

**MAJORS, AREAS OF EMPHASIS, AND CAREER CERTIFICATES****ACCOUNTING****Contact information:** BSSD@gwc.cccd.edu**MAJOR**

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

**Accounting****Course Listing (23-25 total units):****A minimum of 5 required courses from the following course list:**

Business G100	Intro to Business	3
Accounting G101	Financial Accounting	4
Accounting G102	Managerial Accounting	4
Accounting G130	Computerized Accounting	3
Or Accounting G235	QuickBooks	
Accounting G111	Federal Income Tax	3
		17

Elective Courses: choose one course from the following:

Accounting G113	Business Income Tax	3
Accounting G210	Cost Accounting	3
Accounting G211	Intermediate Accounting A	4
		3 - 4

Elective Courses: choose one course from the following:

Accounting G110	Payroll Accounting	3
Accounting G212	Intermediate Accounting B	4
Accounting G215	Internal Control Compliance	3
Accounting G220	Forensic Accounting	3
Business G130	Introduction to Business Writing	
Or Business G139 – Business Communication		3
		3 - 4

**CERTIFICATES OF ACHIEVEMENT****Staff Accountant Option**

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

**Required Courses**

Required Courses		Units
Business G100	Intro to Business	3
Accounting G101	Financial Accounting	4
Accounting G102	Managerial Accounting	4
Accounting G130	Computerized Accounting	3
Or Accounting G235	QuickBooks	
Accounting G111	Federal Income Tax	3
		<hr/> 17

Elective Courses: choose two courses from the following:

Accounting G110	Payroll Accounting	3
Accounting G113	Business Income Tax	3
Accounting G210	Cost Accounting	3
Accounting G211	Intermediate Accounting A	4

Accounting G212	Intermediate Accounting B	4
Accounting G215	Internal Control Compliance	3
Accounting /CJ G220	Forensic Accounting	3

**Total Units** 6 to 8  
**23 to 25**

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 G111	Income Tax-Federal	3

**OR**

Accounting G113	Business Income Tax	3
Business G108	Legal Environment of Business	3

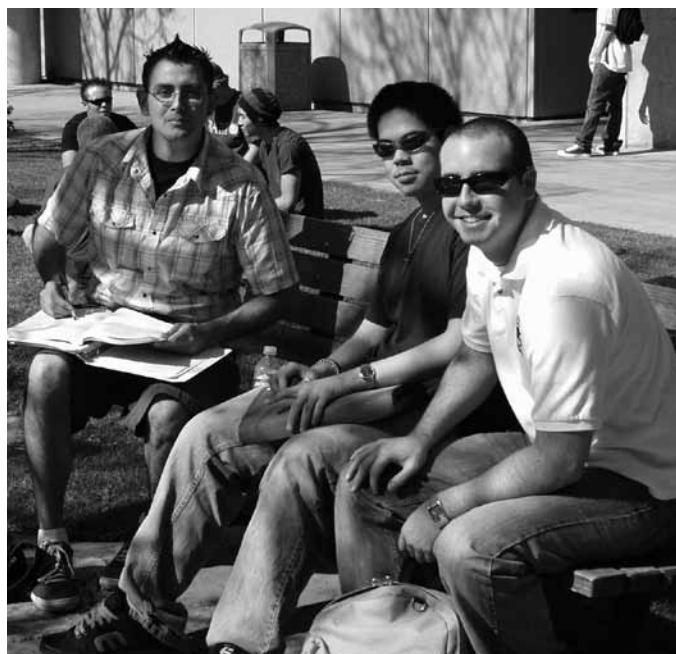
**OR**

Business G110	Business Law	3
	<b>Total Units</b>	17

**RECOMMENDED ELECTIVES:**

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

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





**MAJORS, AREAS OF EMPHASIS, AND CAREER CERTIFICATES**

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**ANTHROPOLOGY****Contact information:** BSSD@gwc.cccd.edu**AREA OF EMPHASIS****Anthropology****Course Listing (18 total units):****Required Courses (6 units)**

Anthropology G100	Introduction to Cultural Anthropology	3
Anthropology G185	Physical Anthropology	3

**Choose 6 additional units from the following:**

Anthropology G130	Introduction to Archaeology	3
Anthropology G136	Ancient Civiliza. of Mesoamerica & the Southwest	3
Anthropology G140	Magic, Witchcraft, and Religion	3
Anthropology G150	Indians of North America	3

**Choose 6 additional units from the following, using only one from each group:****Group 1:**

Geography G100	World Regional Geography	3
Geography G180	Introduction to Geography: Physical Geography	3
Geography G185	Cultural Geography	3

**Group 2:**

History G180/G180H	Western Civilization 1	3
History G185/G185H	Western Civilization 2	3
History G161	World History 1	3
History G162	World History 2	3

**Group 3:**

Psychology G118	Life Span Developmental Psychology	3
Psychology G165	Principles of Human Sexuality 1	3

**Group 4:**

Sociology G100/G100H	Introduction to Sociology	3
Sociology G110	Introduction to Marriage and the Family	3
Sociology G133	Racial and Ethnic Relations in America	3

**ART****Contact information:** arts&lettersdivision@gwc.cccd.edu**ASSOCIATE IN ARTS DEGREE IN ART HISTORY FOR TRANSFER**

The Associate in Arts in Art History for transfer degree is designed to acquaint students with the history of art and its function as a global language. This includes but is not limited to painting, drawing sculpture, ceramics, printmaking, jewelry, photography, textiles, architecture, graphic and performance arts. Courses are designed to foster an understanding of visual communication through study in context, culture, social, political, economic and religious climates in differing historical eras. Students develop skills in visual analysis, interpretation of images and texts, use of historical sources and engagement in scholarly debates. Students are constantly challenged to think creatively as well as disciplined ways as they learn about the history of art through the world's cultures. Students will be prepared for a baccalaureate degree in Art History.

**Required Core: (12 units)**

	Units
Art G103 – History of Asian Art	3
Art G105/G105H/Hum G100 – Art History and Apprec 1 – Prehistoric to Renaissance	3
Art G106/G106H/Hum G110 – Art History and Apprec 2 – Renaissance to Present	3
Art G116 – Drawing I	3

**List B: select one (3 units)**

Art G107 – Color and Design: 2D	3
Art G109 – Color and Design: 3D	3
Art G118 – Life Drawing 1	3
Art G121 – Ceramics I	3
Photo G120 – Intro to Photo-Black and White Dark Room	3
Art G142 – Sculpture 1	3
Art G150 – Printmaking 1	3
Art G130 – Painting 1	3
Art G115 – Typography	3
Art G131 – Painting 2	3
Art G141 – Life Sculpture	3
Art G122 – Ceramics II	3

**List C (select one): 3 units**

Art G152 – Silkscreen Printmaking	3
Hist G180/G180H – Western Civilization 1	3
Hist G185/G185H – Western Civilization 2	3

**Required Subtotal**

CSU General Education Breadth or IGETC Pattern	37-41
Transferable Electives (as needed to reach 60 transferable units)	1-14
<b>Degree Total</b>	<b>60</b>

**ASSOCIATE IN ARTS DEGREE IN STUDIO ARTS FOR TRANSFER**

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

**Required Core: (12 units)**

	Units
Art G106/G106H/Hum G110/G110H – Art History and Apprec 2 – Renaissance to Present	3
Art G107 – Color and Design: 2D	3
Art G109 – Color and Design: 3D	3
Art G116 – Drawing 1	3

**List A: select one (3 units)**

Art G105/G105H/Hum G100/G100H – Art History and Apprec 1 – Prehistoric to Renaissance	3
Art G103 – History of Asian Art	3

**List B: 9 units**

Art G115 – Typography	3
Art G117 – Drawing 2	3
Art G118 – Life Drawing 1	3
Art G121 – Ceramics I	3
Art G122 – Ceramics 2	3
Art G130 – Painting 1	3
Art G131 – Painting 2	3
Art G141 – Life Sculpture	3
Art G142 – Sculpture 1	3
DA G170 – Graphic Design Principles	3
Art G150 – Printmaking 1	3
Art G160 – Jewelry 1	3

*Continued on next page*

**MAJORS, AREAS OF EMPHASIS, AND CAREER CERTIFICATES**

Photo G120 – Introduction to Photography - Black and White Dark Room 3

**Required Subtotal** 24

CSU General Education Breadth or IGETC Pattern 37-41

Transferable Electives (as needed to reach 60 transferable units) 0-5

**Degree Total** 60

**MAJOR****Art**

**Course Listing (minimum total of 18 units):**

**Required Courses:**

Art G105/G105H	Art History and Appreciation 1— Prehistoric to Renaissance	3
Art G106/G106H	Art History and Appreciation 2— Renaissance to Present	3
Art G107	Color and Design: 2D	3
Art G116	Drawing 1	3

**Elective Courses (Choose any 2 from the following list):**

Art G109	Color and Design: 3D	3
Art G115	Typography	3
Art G117	Drawing 2	3
Art G118	Life Drawing 1	3
Art G119	Life Drawing 2	3
Art G121	Ceramics 1	3
Art G122	Ceramics 2	3
Art G130	Painting 1	3
Art G131	Painting 2	3
Art G132	Watercolor 1	3
Art G134	Watercolor 2	3
Art G140	Life Painting 1	3
Art G141	Life Sculpture	3
Art G142	Sculpture 1	3
Art G143	Sculpture 2	3
Art G150	Printmaking 1	3
Art G152	Silkscreen Printmaking	3
Art G160	Jewelry 1	3
Art G161	Jewelry 2	3
Art G221	Ceramics 3	3
Photo G120	Intro to Photography	3
Photo G190	Intro to Photography, Digital	3

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

For information on this certificate, see Digital Arts.

**AUDIO AND ENTERTAINMENT TECHNOLOGY**

This program has merged with the new Digital Media Program. Please see Digital Media for the details of this program.

**AUTOMOTIVE TECHNOLOGY****Contact information: CTE@gwc.cccd.edu**

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. It is certified by the National Automotive Technicians Education Foundation (NATEF) and its courses and instructions align with NATEF requirements and standards. Advanced course work is also available to employed technicians to meet state licensing requirements or to 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.

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

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

**MAJORS****Chassis and Drivetrain Specialist**

**Course Listing (23.5 total units):**

<b>First semester</b>		<b>Units</b>
Auto Tech G120	Electrical / Electronic Systems, Intro	5
Auto Tech G140	Automotive Chassis: Brakes	5
<b>Second semester</b>		
Auto Tech G150	Manual Drive Trains and Axles	4
Auto Tech G141	Automotive Chassis: Steering / Suspension	5
<b>Third semester</b>		
Auto Tech G151	Automatic Transmissions and Transaxles	4.5

**Engine Performance and Emission Specialist**

**Course Listing (19 total units):**

<b>First semester</b>		<b>Units</b>
Auto Tech G110	Engine Repair	5
Auto Tech G120	Electrical / Electronic Systems: Intro	5
<b>Second semester</b>		
Auto Tech G130	Engine Performance: Basic Theory/Diagnosis	4.5
<b>Third semester</b>		
Auto Tech G131	Engine Performance: Advanced	4.5

**CERTIFICATES OF ACHIEVEMENT****Chassis and Drivetrain Specialist**

<b>First Semester</b>		<b>Units</b>
Auto Tech G201 Chassis and Drivetrain Specialist 1		14
or		
Auto Tech G120 Electrical/Electronic Systems, Introductory		5
Auto Tech G140 Automotive Chassis: Brakes		5

**MAJORS, AREAS OF EMPHASIS, AND CAREER CERTIFICATES**

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Auto Tech G150 Manual Drive Trains &amp; Axles 4

**Second Semester**Auto Tech G202 Chassis and Drivetrain Specialist 2  
or

Auto Tech G141 Automotive Chassis: Steering &amp; Suspension 4.5

Auto Tech G151 Automatic Transmissions and Transaxles 4  
andCo-Op **G102** Work Experience 2**Total Units** 24.5 - 25**Suggested Electives:**

Auto Tech G121 Electrical/Electronic Systems, Advanced 4

Auto Tech G160 Heating and Air Conditioning 4

**Engine Performance and Emission Specialist****First Semester**

Auto Tech G203 Engine Performance Specialist 1 14.5

or

Auto Tech G110 Engine Repair 5

Auto Tech G120 Electrical/Electronic Systems, Introductory 5

Auto Tech G130 Engine Performance: Basic Theory/Diagnosis 4.5

**Second Semester**

Auto Tech G204 Engine Performance Specialist 2 9.5

or

Auto Tech G131 Engine Performance, Advanced 4.5

Auto Tech G145 Basic Clean Air Car Course 5.0

AND

Co-Op **G102** Work Experience 2**Total Units** 26**Suggested Elective:**

Auto Tech G121 Electrical/Electronic Systems, Advanced 4

Auto Tech G160 Heating and Air Conditioning 4

**BUSINESS****Contact information: BSSD@gwc.cccd.edu**

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, and Computer Business Applications for additional Certificate of Achievement and Certificate of Specialization information.

**ASSOCIATE IN SCIENCE DEGREE IN BUSINESS ADMINISTRATION FOR TRANSFER****\*Pending State Approval (Approved as of 7/26/12)**

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

**Required Core: (17 units)**

Accounting G101 Financial Accounting 4

Accounting G102 Managerial Accounting 4

Economics G170 Principles of Micro-Economics 3

Economics G175 Principles of Macro-Economic 3

Business G110 Business Law

Or

Business G108 Legal Environment of Business 3

**List A: select one (4 units)**

Math G140 Business Calculus 4

Math G160 Introduction to Statistics 4

**List B (7 units)**

Any course from List A not already used

Computer Science G130 Survey of Computer Science/Info Tech 4

Business G100 Introduction to Business

**OR**

Business G139 Business Communication 3

**Required Subtotal**

CSU General Education Breadth or IGETC Pattern 37-41

Transferable Electives (as needed to reach 60 transferable units) 0-5

**Degree Total** 60**MAJORS****Business Administration****Course Listing (20-21 total units):****Required Courses:**

Accounting G100 Accounting for Small Business 3

**OR**

Accounting G101 Financial Accounting 4

Business G100 Introduction to Business 3

Business G108 Business Law

**OR**

Business G110 Legal Environment 3

Business G130 Intro to Business Writing

**OR**

Business G139 Business Communication 3

Management G110 Elements of Management 3

Marketing G100 Principles of Marketing 3

Management G140 Professional Values/Ethics 2

## MAJORS, AREAS OF EMPHASIS, AND CAREER CERTIFICATES

### 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
<b>OR</b>	
Accounting G130	Computerized Accounting 3
Business G100	Introduction to Business 3
Business G108	Legal Environment of Business 3
<b>OR</b>	
Business G110	Business Law 3
Business G130	Introduction to Business Writing 3
<b>OR</b>	
Business G139	Business Communication 3
Management G110	Management Elements 3
Marketing G100	Marketing Principles 3
Computer Science G101	Computer Literacy 3
<b>OR</b>	
Computer Science G130	Survey of Computer Science/ Informational Technology 4
<b>Total Units</b>	<b>25-27</b>

**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
Marketing G180	International Trade	3
Co-Op G101/G104	Work Experience	1-4
Management G111	Human Resources	3
Management G115	Behavioral Management	3
Management G152	Small Business Management	3

### CADD-COMPUTER AIDED DESIGN AND DRAFTING

#### Contact Information: CTE@gwc.cccd.edu

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

Refer to ARCHITECTURE for additional options.

#### MAJOR

#### Drafting Technology: Computer Aided Design and Drafting (CADD)

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

#### Course Listing (20 total units):

Required Courses:	
Drafting G101	Basic Computer Aided Design Drafting 4
Drafting G105	Basic Engineering Drafting I, Computer Aided Drafting 3
Drafting G110	Basic Engineering Drafting II, Computer Aided Drafting 3

Drafting G170	Advanced 3D Mechanical Design 3
Drafting G090	CAD Drafting Laboratory (One unit course, taken 3 times) 3
Math G010	Elementary Algebra 4

### 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
<b>Semester 1</b>	
Drafting G101	Basic Computer Aided Drafting 4
<b>Semester 2</b>	
Drafting G105	Basic Engineering Drafting I 3
Math G010	Elementary Algebra 4
Drafting G090	CAD Drafting Laboratory 1
<b>Semester 3</b>	
Drafting G110	Basic Engineering Drafting II 3
Drafting G090	CAD Drafting Laboratory 1
<b>Semester 4</b>	
Drafting G170	Advanced 3D CAD 3
Drafting G090	CAD Drafting Laboratory 1
<b>Total Units</b>	<b>20</b>

### CERTIFICATE OF SPECIALIZATION

#### 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
<b>Semester 1</b>	
Drafting G101	Basic Computer Aided Drafting 4
<b>Semester 2</b>	
Drafting G105	Basic Engineering Drafting I 3
Math G010	Elementary Algebra 4
Drafting G090	CAD Drafting Laboratory .5
<b>Total Units</b>	<b>11.5</b>



**MAJORS, AREAS OF EMPHASIS, AND CAREER CERTIFICATES**

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**COMMUNICATION STUDIES****Contact Information:** arts&lettersdivision@gwc.cccd.edu**ASSOCIATE IN ARTS DEGREE IN COMMUNICATION STUDIES FOR TRANSFER**

The Communication Studies Transfer major focuses on how people construct, use, and interpret messages across multiple channels to inform, persuade, manage, relate, and generally influence each other within and across varying cultural venues. Emphasis is also placed on identifying and valuing disparate systems of social norms and values that influence the human communicative process. Students will learn and understand the various theoretical and pragmatic skills that enable them to navigate social interaction within multiple interpersonal, small group, public, and intercultural contexts. Students will thus become familiar with both field-specific nomenclature as well as effective oral, listening, and critical thinking skills needed to manage effectively communication encounters in diverse social environments. Students will be prepared for a baccalaureate degree in communication studies, Speech Communications, or a similar degree.

**Course Listing (24 total units):**

Comm Studies G100	Interpersonal Communication	3
Comm Studies G110/G110H	Public Speaking	3
Comm Studies G112	Small Group Dynamics	3
Comm Studies G255	Intercultural Communication	3
Comm Studies G220	Essentials of Argumentation	3

Choose one of the following: (3 units)

Comm Studies G225/Peach Studies G225	Negotiation and Mediation	3
Comm Studies G260	Organizational Communication	3

**Required Subtotal** 18

CSU General Education Breadth or IGETC Pattern 37-41

Transferable Electives (as needed to reach 60 transferable units) 1-17

**Degree Total** 60**MAJOR****Communication Studies****Course Listing (18 total units):****Required Courses for the major (18 units required):**

Comm Studies G100	Interpersonal Communication	3
Comm Studies G110	Public Speaking	3
Comm Studies G112	Small Group Dynamics	3
Comm Studies G220	Essentials of Argumentation	3
Comm Studies G255	Intercultural Communication	3
(formerly G175)		

**Choose one course from the following:**

Comm Studies G225/		
Peace Studies G225	Negotiation and Mediation	3
Comm Studies G260	Organizational Communication	3

**COMPUTER BUSINESS APPLICATIONS****Contact Information:** CTE@gwc.cccd.edu

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

The primary focus of the CBA program is to provide students the knowledge and skills to achieve certification at the college, national, and international levels. CBA offers students the option of majoring in Computer Business Applications, Administrative

Assistant, and/or Legal Secretary/Assistant. CBA utilizes MS Certified Application Specialist Approved Courseware so that students can achieve national certification at the Specialist and Professional levels upon completion of the required CBA courses. Additionally, CBA offers certification exams for the International Association of Administrative Professional's Certified Professional Secretary (CPS) and Certified Administrative Professional (CAP).

**MAJORS****Administrative Assistant****Course Listing (22.5-30.5 total units):**

CBA G119	Administrative Business Procedures	3
CBA G152	MS Windows	3
CBA G181	OFFICE	4

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

CBA G155	Word, Intro	2
CBA G160	Excel, Intro	2
CBA G165	Access, Intro	2
CBA G170	PowerPoint, Intro	2

CBA G117	Proofreading Skills	3
CBA G183	OFFICE, Intermediate	4

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

CBA G156	Word, Intermediate	2
CBA G161	Excel, Intermediate	2
CBA G166	Access, Intermediate	2
CBA G171	PowerPoint, Intermediate	2

CBA G149	Outlook, Introduction	2
CBA G157	Word, Advanced	2
CBA G190	Internet, Introduction	1.5

**Computer Business Applications****Course Listing (21.5-29.5 total units):**

CBA G145	Introduction to Computers	1.5
CBA G152	Windows	3.0
CBA G181	OFFICE	4.0

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

CBA G155	Word, Intro	2
CBA G160	Excel, Intro	2
CBA G165	Access, Intro	2
CBA G170	PowerPoint, Intro	2

CBA G149	Outlook, Introduction	2
CBA G183	OFFICE, Intermediate	4

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

CBA G156	Word, Intermediate	2
CBA G161	Excel, Intermediate	2
CBA G166	Access, Intermediate	2
CBA G171	PowerPoint, Intermediate	2

CBA G157	Word, Advanced	2
CBA G190	Internet, Introduction	1.5
CBA G120	QuickBooks Pro	2
CBA G195	Acrobat, Introduction	1.5

# MAJORS, AREAS OF EMPHASIS, AND CAREER CERTIFICATES

## Legal Secretary/Assistant

### Course Listing (23-24.5 total units):

Accounting G100	Accounting for Small Business	3
	<b>OR</b>	
Accounting G101	Financial Accounting	4
Business G108	Legal Environment of Business	
	<b>OR</b>	
Business G110	Business Law	3
Comp Bus App G115	Filing & Records Mgmt	3
Comp Bus App G117	Proofreading Skills	3
Comp Bus App G150	Windows, Introduction	1.5
Comp Bus App G181	MS Office	4
Law C127**	Legal Procedures 1	3
Law C128**	Legal Procedures 2	3

\*\*Offered at Coastline Community College

## CERTIFICATES OF ACHIEVEMENT

### Administrative Assistant

This certificate will provide the essential business and technology proficiency 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, corporate, medical, scientific, and engineering management professionals by creating and/or assisting with written correspondence, reports, speeches, conference proceedings, technical material, and dealing with daily administrative processes. Students will become knowledgeable with administrative office procedures, proficient with filing and records skills, acquire proper proofreading skills, and become skillful using the Internet. Specialized duties include intermediate to advanced expertise in the Microsoft Office Suite such as generating business correspondence, presentations, spreadsheets, charts, coordinating calendars, travel arrangements, expense reports, and managing databases. Successful completion of this certificate will help students focus on and prepare for the core level of the Microsoft Office Specialist Exams (MOS), and the expert level MOS for Word.

Required Courses	Units
<b>First Year</b>	
<b>Semester 1</b>	
CBA G119	Administrative Business Procedures 3
CBA G152	MS Windows 3
CBA G181	OFFICE 4

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

CBA G155	Word, Intro	2
CBA G160	Excel, Intro	2
CBA G165	Access, Intro	2
CBA G170	PowerPoint, Intro	2
<b>Total Units</b>		<b>10-14</b>

### First Year

#### Semester 2

CBA G117	Proofreading Skills	3
CBA G183	OFFICE, Intermediate	4

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

CBA G156	Word, Intermediate	2
CBA G161	Excel, Intermediate	2
CBA G166	Access, Intermediate	2
CBA G171	PowerPoint, Intermediate	2

CBA G149	Outlook, Introduction	2
<b>Total Units</b>		<b>9-13</b>

## Second Year

### Semester 1

CBA G157	Word, Advanced	2
CBA G190	Internet, Introduction	1.5
<b>Total Units</b>		<b>3.5</b>

**Total Units Required 22.5 - 30.5**

## Computer Business Applications

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

Required Courses	Units
<b>First Year</b>	
<b>Semester 1</b>	
CBA G145	Introduction to Computers 1.5
CBA G152	Windows 3.0
CBA G181	OFFICE 4.0

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

CBA G155	Word, Intro	2
CBA G160	Excel, Intro	2
CBA G165	Access, Intro	2
CBA G170	PowerPoint, Intro	2

CBA G149	Outlook, Introduction	2
<b>Total Units</b>		<b>10.5-14.5</b>

### First Year

#### Semester 2

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

CBA G156	Word, Intermediate	2
CBA G161	Excel, Intermediate	2
CBA G166	Access, Intermediate	2
CBA G171	PowerPoint, Intermediate	2

CBA G157	Word, Advanced	2
CBA G190	Internet, Introduction	1.5
CBA G120	QuickBooks Pro	2
CBA G195	Acrobat, Introduction	1.5
<b>Total Units</b>		<b>11-15</b>

**Total Units Required 21.5 - 29.5**

## 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.

**MAJORS, AREAS OF EMPHASIS, AND CAREER CERTIFICATES**

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or paralegal. Some of the courses in this certificate may not be available every semester, and two courses \*\*LAW C127 and \*\*LAW C128 are courses offered through Coastline Community College. It is strongly recommended that students possess correct touch-control keyboarding skills prior to enrolling in any of these courses. This course of study helps prepare students for the Professional Legal Secretary (PLS) exam administered through the National Association of Legal Secretaries (NALS). Students who successfully pass the Professional Legal Secretary (PLS) exam, may be awarded up to 30 units of course work toward the Associate in Arts Degree at Golden West College. (Refer to Certified Business Professional: Professional Legal Secretary Certificate Holders Option for more information.) Students are requested to check Advisories for all of the listed courses in this certificate.

<b>Required Courses</b>		<b>Units</b>
<b>First Year</b>		
<b>Semester 1</b>		
Comp Bus App G150	Windows, Introduction	1.5
Comp Bus App G117	Proofreading Skills	3
Comp Bus App G181	MS Office	4
<b>Total Units</b>		<b>8.5</b>
<b>First Year Semester 2</b>		
Comp Bus App G115	Filing & Records Management	3
Business G110	Business Law	3
<b>OR</b>		
Business G108	Legal Environment of Business	
Law C127**	Legal Procedures 1	3
<b>Total Units</b>		<b>9</b>
<b>Second Year Semester 1</b>		
Law C128**	Legal Procedures 2	3
Accounting G100	Accounting for Small Business	3
<b>OR</b>		
Accounting G101	Financial Accounting	4
<b>Total Units</b>		<b>6-7</b>
<b>Total Units Required</b>		<b>23.5-24.5</b>

\*\*Offered at Coastline Community College

**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 EMPHASIS 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 for Small Business	3
<b>OR</b>		
Accounting G101	Financial Accounting	4
Business G110	Business Law	3
<b>OR</b>		
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 COUNSELING 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.

**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 EMPHASIS 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 for Small Business	3
<b>OR</b>		
Accounting G101	Financial Accounting	4
Business G108	Legal Environment of Business	3
<b>OR</b>		
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 COUNSELING OFFICE.**

# MAJORS, AREAS OF EMPHASIS, AND CAREER CERTIFICATES

## CERTIFICATE 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 and operating an efficient business and/or organization. Successful completion of this certificate will help students focus on, and prepare for the Microsoft Office Specialist Exams (MOS). Successful completion of this certificate of specialization is a stepping stone for students wishing to continue with this course of study and achieve the Computer Business Applications Certificate of Achievement. Some of the courses in this certificate may not be available every semester. It is strongly recommended that students possess correct touch-control keyboarding skills prior to enrolling in any of these courses. Students are requested to check Advisories.

#### Required Courses

##### First Year

##### Semester 1

		Units
CBA G145	Introduction to Computers	1.5
CBA G152	Windows	3
CBA G181	OFFICE	4

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

CBA G155	Word, Intro	2
CBA G160	Excel, Intro	2
CBA G165	Access, Intro	2
CBA G170	PowerPoint, Intro	2
	<b>Total Units</b>	<b>8.5-12.5</b>

##### First Year

##### Semester 2

CBA G149	Microsoft Outlook	2
CBA G183	OFFICE, Intermediate	4

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

CBA G156	Word, Intermediate	2
CBA G161	Excel, Intermediate	2
CBA G166	Access, Intermediate	2
CBA G171	PowerPoint, Intermediate	2
	<b>Total Units</b>	<b>6-10</b>

**Total Units Required 14.5 - 22.5**

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

## COMPUTER SCIENCE

### Contact Information: CTE@gwc.cccd.edu

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.

## MAJORS

### Software Development

#### Course Listing (20 total units):

Computer Science G175	Programming with C++	4
Computer Science G102	Survey of Software Development Tools	4
Computer Science G189	Advanced C++	4
Computer Science G177	Visual Basic.NET	
<b>OR</b>		
Computer Science G178	Visual C#.NET	4
Computer Science G196	Programming the Web	4
	<b>Total Units</b>	<b>20</b>

### Video Game Development

#### Course Listing (20 total units):

Computer Science G175	Programming with C++	4
<b>OR</b>		
Computer Science G178	Visual C#.net	4
Computer Science G147	Introduction to Game Programming	4
Computer Science G148	Intermediate Game Programming	4
Computer Science G149	Advanced Game Programming	4

#### **AND one of the following:**

Computer Science G121	Game Artwork	4
<b>OR</b>		
Computer Science G150	Mobile Games	4

## CERTIFICATES OF ACHIEVEMENT

### Software Development

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

##### Year 1

##### Fall Semester

Computer Science G175	C++ Programming	4
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Units



**MAJORS, AREAS OF EMPHASIS, AND CAREER CERTIFICATES****73****Year 1****Spring Semester**

Computer Science G102	Survey of Software Development Tools	4
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**AND**

Computer Science G189	Advanced C++	4
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**Year 2****Fall Semester**

Computer Science G177	Visual Basic.NET	4
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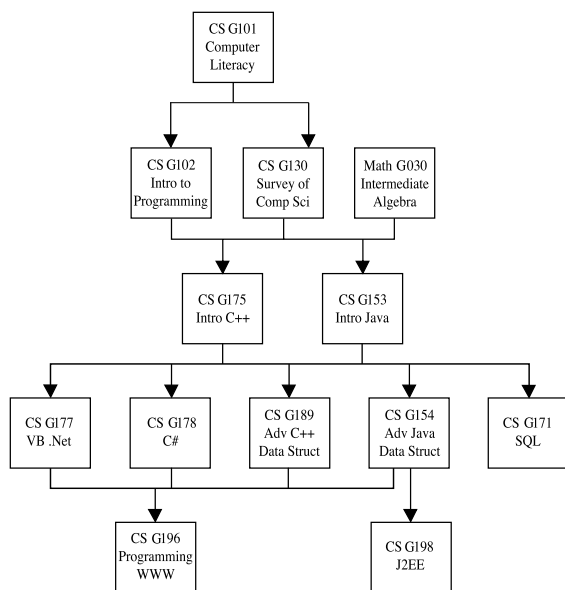
**OR**

Computer Science G178	Visual C#.NET	4
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**Year 2****Spring Semester**

Computer Science G196	Programming the Web	4
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<b>Total Units</b>		<b>20</b>
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**Software Development Certificate****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****Fall Semester**

Computer Science G175	C++ Programming	4
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**OR**

Computer Science G178	Visual C#.NET	4
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**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**

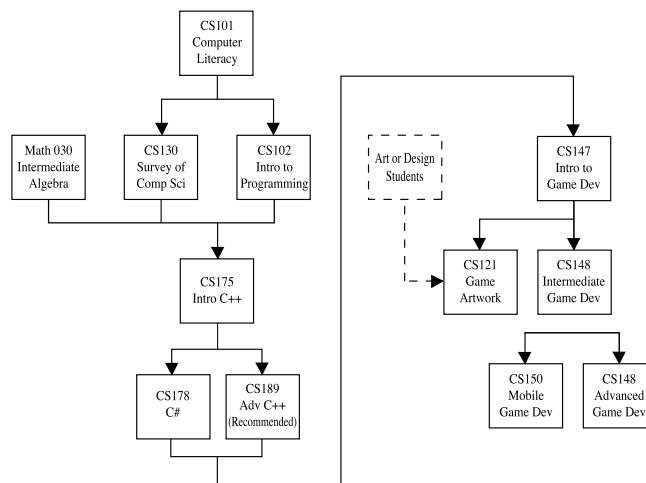
Computer Science G149	Game Programming, Advanced	4
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**At least one course from the following selection:**

Computer Science G121	Creating Game Artwork, Introduction	4
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Computer Science G150	Mobile Game Programming	4
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<b>Total Units</b>		<b>20</b>
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**Video Game Development Certificate**

**MAJORS, AREAS OF EMPHASIS, AND CAREER CERTIFICATES****COSMETOLOGY****Contact Information: Cosmetology@gwc.cccd.edu**

The Cosmetology Program consists of two options: general Cosmetology and Esthetician. The general Cosmetology program consists of a minimum of 1600 hours of training to provide entry level skills to students who desire a career in the cosmetology profession. Students will develop expertise in the science and techniques of hair, skin makeup and lab experience in cosmetology. The one-semester Esthetician program consists of a minimum of 600 hours of training to prepare the student for a career in skin care. The student will learn bone structure, chemistry of products, skin analysis, use of packs and masks, electric modalities, corrected makeup, and correct use of products.

Upon completion, the student is eligible to take the California State Board examination to become a Licensed Cosmetologist or Licensed Esthetician. Students in this program must maintain a minimum grade of C (2.0 GPA) in all courses in order to advance to the next level in the program.

Both program options are offered as full-time, day-only programs. Students attend classes Monday through Friday from 8:00 AM to 4:30 PM. Student attendance is mandatory.

English-speaking and comprehension skills are critical to success as well as safety in this program. Students with inadequate English proficiency may be dropped from the program until adequate proficiency is achieved.

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

State law requires that students be at least seventeen years of age and have a valid social security number when applying for the California State Board examination.

**Material Costs**

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

**Students with Previous Hours in the Cosmetology Option**

Students with previous hours completed in another cosmetology program MUST provide proof of training of the completed hours to the Cosmetology Office upon acceptance to the program. Students will be required to enroll in Level 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 IV. Transfer students are not eligible to pre-apply.

**MAJORS****Cosmetology****Course Listing (46 total units):**

Cosmetology G021	Cosmetology, Level I	11
Cosmetology G022	Cosmetology, Level II	11
Cosmetology G023	Cosmetology, Level III	8
Cosmetology G024	Cosmetology, Level IV	8
Cosmetology G025	Cosmetology, Level V	8
<b>Total Units</b>		<b>46</b>

**Esthetician****Course Listing (18 total units):**

Cosmetology G071	Esthetics Level 1	9
Cosmetology G072	Esthetics Level 2	9
<b>Total Units</b>		<b>18</b>

**CERTIFICATES 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 III. Transfer students are not eligible to pre-apply.

**Required Courses**

		<b>Units</b>
Cosmetology G021	Cosmetology, Level I	11
Cosmetology G022	Cosmetology, Level II	11
Cosmetology G023	Cosmetology, Level III	8
Cosmetology G024	Cosmetology, Level IV	8
Cosmetology G025	Cosmetology, Level V	8
<b>Total Units</b>		<b>46</b>

**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.

**Material Costs**

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

**Required Course**

		<b>Units</b>
Cosmetology G071	Esthetics Level 1	9
Cosmetology G072	Esthetics Level 2	9
<b>Total Units</b>		<b>18</b>

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

**MAJORS, AREAS OF EMPHASIS, AND CAREER CERTIFICATES**

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**CRIMINAL JUSTICE****Contact Information:** CriminalJustice@gwc.cccd.edu**MAJORS****Police Academy****Police Academy – Regular Basic Course (25 total units):**

Course		Units
Criminal Justice G064	Police Academy - Regular Basic Course	23
Criminal Justice G065	Police Academy - Lifetime Health and Fitness	2
	<b>Total Units</b>	<b>25</b>

**OR****Police Academy – Specialized Investigators' Basic Course (18 total units):**

Course		Units
Criminal Justice G090	Specialized Investigators' Basic Course (SIBC)	15
Criminal Justice G098	Report Writing for the Specialized Investigators' Basic Course	3
	<b>Total Units</b>	<b>18</b>

**Order of Courses and When Offered**

The required courses set forth under either of the two academy programs must be taken concurrently. The required courses are commonly referred to as the "police academy." They consist of approximately 1,000 hours of instruction delivered over a 24-week period in the Regular Basic Course, and approximately 640 hours of instruction delivered over a 16-week period in the Specialized Investigators' Basic Course. Each of these police academy programs are offered two-to-three times per calendar year.

**Criminal Justice – Administration of Justice****Course Listing:**

This major may be completed by taking the required Criminal Justice core courses (21.0 units), plus one elective course (3.0 units), for a total of 24.0 units.

**Required Criminal Justice Courses for the Administration of Justice Major:**

The student is required to take the following seven Criminal Justice Courses (21.0 units).

Course Listing:		Units
Criminal Justice G110	Criminal Investigation	3
Criminal Justice G128	Criminal Procedure and Evidence	3
Criminal Justice G130	Character Development for Law Enforcement	3
Criminal Justice G140	Introduction to Criminal Justice	3
Criminal Justice G141	Criminal Law I	3
Criminal Justice G142	Criminal Law II	3
Criminal Justice G146	Police Report Writing	3

**Elective Courses for the Administration of Justice Major:**

In addition to the Required Courses for the Administration of Justice Major set forth above, the student must complete one of the following Elective courses (3.0 units):

Criminal Justice G115	Organized Crime and Terrorism	3
Criminal Justice G123	Juvenile Law	3
Criminal Justice G150	Introduction to Corrections	3
Criminal Justice G151	Practical Aspects of Corrections	3
Criminal Justice G152	Probation and Corrections: Case Planning and Supervision	3

**Criminal Justice--Corrections (27 total units):**

Course Listing:		Units
Criminal Justice G123	Juvenile Law	3
Criminal Justice G128	Criminal Procedure and Evidence	3
Criminal Justice G130	Character Development for Law Enforcement	3
Criminal Justice G141	Criminal Law I	3
Criminal Justice G142	Criminal Law II	3
Criminal Justice G146	Police Report Writing	3
Criminal Justice G150	Introduction to Corrections	3

Criminal Justice G151	Practical Aspects of Corrections	3
Criminal Justice G152	Probation and Corrections: Case Planning and Supervision	3

**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. Following are the three different options to obtain this certificate.

Required Courses		Units
Criminal Justice G064*	Police Academy Program (P.O.S.T. Regular Basic Course)	23
Criminal Justice G065*	Police Academy—Lifetime Health & Fitness 1	2
*Courses must be taken as corequisites		
	<b>Total Units</b>	<b>25</b>

**OR**

Criminal Justice G090*	Specialized Investigator Program (P.O.S.T. Specialized Investigators' Basic Course)	15
Criminal Justice G098*	Report Writing for Specialized Investigators' Basic Course	3
*Courses must be taken as corequisites		
	<b>Total Units</b>	<b>18</b>

**OR**

Completion of the eight Criminal Justice courses listed below. Courses should be taken in the order they are listed.

Semester 1		Units
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
	<b>Total Units</b>	<b>24</b>

**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/	
Health Education G107	Drugs, Health, and Society
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

## MAJORS, AREAS OF EMPHASIS, AND CAREER CERTIFICATES

Criminal Justice G161 — Fingerprint Identification  
 Criminal Justice G165 — Forensic Photography  
 Criminal Justice/  
 Accounting G220 Forensic Accounting, Introduction

### 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 Student Services of the college. The College does not assume any responsibility for the student's physical, behavioral, emotional or mental condition. The student at all times is personally responsible for these conditions and is obligated to report in writing to the course instructor if the student's ability to participate in the course is impaired in any way.

#### Basic Course Programs

##### A. Regular Basic Course (RBC) (Police Academy)

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

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

behavioral, emotional, or mental condition that would adversely affect their behavior so as to create an undue risk of harm to themselves, students, instructors or other persons.

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

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

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

Criminal Justice G090 is the required course for the Specialized Investigators' Basic Course (State Investigator Academy Program). The following prerequisites and requirements are applicable to the Specialized Investigators' Basic Course:

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

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



**MAJORS, AREAS OF EMPHASIS, AND CAREER CERTIFICATES****77****DANCE**

Contact information: arts&amp;lettersdivision@gwc.cccd.edu

**MAJOR****Dance**

Course Listing (20 total units):

Units

**Required Courses:****3 Units of Modern Dance from the following:**

Dance G100	Beginning Modern Dance	1 - 1.5
Dance G145	Intermediate Modern Dance	1 - 1.5
Dance G200	Advanced Modern Dance	1 - 1.5

**3 Units of Ballet from the following:**

Dance G120,	Beginning Ballet	1-1.5
Dance G155	Intermediate Ballet	1-1.5
Dance G220	Advanced Ballet	1-1.5

**3 Units of Jazz Dance from the following:**

Dance G125	Beginning Jazz Dance	1-1.5
Dance G160	Commercial Dance	1-1.5
Dance G225	Advanced Jazz Dance	1-1.5

**2 Units of Conditioning for Dance**

Dance G105	Stretch and Conditioning for Dance	1
Dance G106	Intermediate Conditioning for Dance	1

**2 units from the following classes:**

Dance G115	Beginning Tap Dance	1
Dance G150	Rhythm Tap	1
Dance G215	Advanced Tap Dance	1
Dance G135	Beginning Middle Eastern Dance	0.5-1
Dance G136	Intermediate/Adv Middle Eastern Dance	0.5-1
Dance G112	Ballroom Dance	0.5-1
Dance G130	Musical Theatre Dance	1

**5 units of Performance and Production Dance:**

Dance G235	Modern Dance Ensemble	2
Dance G260	Dance Production and Performance	2-3
Dance G250	Studio Dance Production	1 - 2
Dance G245	Performance Ensemble	1 - 2
Dance G240	Tap Dance Ensemble	1 - 2

**2 units of choreography from the following:**

Dance G230	Choreography	2
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**Recommended:****2-3 units of a Dance History Survey Class:**

Dance G165	History and Appreciation of Dance	3
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**Recommended classes from other academic areas:**

Beginning Acting, Music Appreciation, Human Anatomy, Technical Theater, Dance G101

**DESIGN**

Contact Information: CTE@gwc.cccd.edu

**CERTIFICATE OF ACHIEVEMENT****Design**

Recommended sequence for completing certificate in two semesters.

Students may start courses in the fall or spring semesters.

**Required Courses****First Semester**

Art G107	Color and Design: 2D	3
or Design G101	Introduction to Design	2

Design G131	Perspective and Rendering Systems	3
Design G150	Design Drafting	3

**Second Semester**

Design G105	Intro to Design Materials and Technical Processes	3
Design G132	Rendering and Perspective Systems	3
Design G232	Rapid Visualization Techniques	3

**Total Units** **17-18**

# MAJORS, AREAS OF EMPHASIS, AND CAREER CERTIFICATES

## DIGITAL ARTS

### Contact Information: CTE@gwc.cccd.edu

The Digital Arts program prepares students for employment in the field of graphic design illustration. It consists of applied exercises in advertising thinking, visual communication, graphic design, illustration, and preparation of art for reproduction.

Starting this academic year, some of the courses from Digital Arts have been merged with Recording Arts and Broadcast Video to create the new Digital Media program. This exciting new program will train students with the best of multimedia design concepts, tools, and projects to integrate video, audio, and graphics. Please see the Digital Media section in this catalog for details.

### CERTIFICATE OF ACHIEVEMENT

#### 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
<b>First Year</b>		
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	Photoshop, Beginning	3
Art G115	Typography	3
<b>Total Units</b>		<b>14</b>
<b>Second Year</b>		
Digital Arts/Art G120	Rendering I	2
Digital Arts G170	Graphic Design Principles	3
Digital Arts G174	Introduction to Page Layout & Design- Adobe InDesign	3
Digital Arts G177	Graphic Design Principles On The Computer	3
Digital Arts G222	Digital Imaging	3
<b>Total Units</b>		<b>14</b>

### 28 REQUIRED UNITS PLUS 3 ELECTIVE UNITS

#### RECOMMENDED ELECTIVES FOR AT LEAST 3 UNITS:

Digital Arts G100	Introduction to Digital Arts	3
Art G100	Introduction to Art	2
Art G109	Color and Design: 3D	3
Art G116	Drawing 1	3
Art G130	Painting 1	1-3
Art G150	Printmaking 1	3
Art G152	Silkscreen Printmaking	3
Digital Arts G152	Intermediate Photoshop	3
Digital Arts G174	Introduction to Page Layout & Design- Adobe InDesign	3
Digital Arts/Art G175	Cartooning	2
Digital Arts G178	Introduction to Web Page Design	3
Digital Arts G179	Prepress Production	3
Digital Arts G180	Web Animation/Flash	3
Digital Arts G200	Advanced Web Design	3
Photography G120	Intro to Photography-Black and White-Dark Room	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		Units
Digital Arts G170	Graphic Design Principles	3
Digital Arts G176	Desktop Publishing	3
<b>OR</b>		
Digital Arts G174	Introduction to Page Layout & Design- Adobe InDesign	3
Digital Arts G152	Intermediate Photoshop	3
<b>Semester 2</b>		
Digital Arts/Art G120	Rendering I	2
Digital Arts G179	Prepress Production	3
Digital Arts G177	Graphic Design Principles on the Computer	3
<b>Total Units</b>		<b>17</b>

#### 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
<b>Semester 2</b>		
Digital Arts G150	Photoshop, Beginning	3
Art G115	Typography	3
Digital Arts/Art G222	Digital Imaging	3
<b>Total Units</b>		<b>17</b>

#### Graphic Design Web Site Design Certificate

##### Required Courses

Semester 1		Units
Digital Arts G178	Introduction to Web Page Design	3
Digital Arts G180	Web Animation/Flash	3
Digital Arts G150	Photoshop OR Elective	3
<b>Semester 2</b>		
Digital Arts G200	Advanced Web Design	3
Digital Arts/Art G222	Digital Imaging OR Elective	3
<b>15 Required Units plus 2 units electives</b>		<b>17</b>

#### RECOMMENDED ELECTIVES:

Art G100	Introduction to Art	3
Art G109	Color and Design: 3D	3
Art G116	Drawing 1	3
Art G130	Painting 1	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 G179	Prepress Production	3
Photography G120	Intro to Photography-Black and White-Dark Room	3
Photography G160	Special Problems in Photography	3

**MAJORS, AREAS OF EMPHASIS, AND CAREER CERTIFICATES**

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**DIGITAL MEDIA****Contact Information:** CTE@gwc.cccd.edu**CERTIFICATE OF ACHIEVEMENT**

The Digital Media certificate provides formal training for individuals who seek entry into the rapidly growing field of digital media, encompassing digital video production, audio recording, and digital arts. Students utilize the latest tools to learn about digital editing on computers using industry standard software and operating systems environments. Classes are conducted in smart classrooms with the latest instructional tools. Sizable projects are undertaken in each class providing the students with an opportunity to add the projects to their portfolios and knowledge to their skill sets. Students can apply the skills they learn through this program in digital media to careers in multimedia production, digital video production, digital audio engineering, web design and development, corporate communications and graphic arts.

Required Courses	Units
<b>Year 1</b>	
<b>Fall Semester</b>	
Digital Media G100	Digital Media, Introduction 3
Digital Media G110	Digital Audio, Introduction 3
<b>Year 1</b>	
<b>Spring Semester</b>	
Digital Media G140	Media Production, Introduction 3
Digital Arts G150	Photoshop, Beginning 3
<b>Year 2</b>	
<b>Fall Semester</b>	
Digital Media G111	Audio Post Production 3
Digital Media G160	Video Editing and Motion Graphics 3
<b>Year 2</b>	
<b>Spring Semester</b>	
Digital Arts G178	Web Design, Introduction 3
Digital Media G200	Applied Digital Media 3
<b>Total Units</b>	<b>24</b>

**CERTIFICATES OF SPECIALIZATION****Audio Recording**

This certificate of specialization in Audio Recording is offered to prepare students for a career in Audio Engineering, and also prepare students for upper division courses in Digital Media.

Required Courses	Units
<b>Semester 1</b>	
DM 170 Sequencing and Production	3
DM 112 Sound Recording I	3
<b>Semester 2</b>	
DM 115 Sound Recording II	3
DM 118 Digital Audio Production	3
<b>Total Units</b>	<b>10</b>

**Video Production**

The Digital Media Certificate of Specialization/Video Production has been designed for the student who seeks a career as a working professional in the digital media industry; including corporate, education, internet, cable and broadcast video production.

Students have the opportunity to work for and serve internships at a variety of commercial TV stations, motion picture studios, video post-production houses, and cable networks. There are also employment and internship opportunities for students in noncommercial media venues such as educational media at schools and colleges and in-house media production at major corporations.

**Required Courses**

Fall Semester	Units
DM G141 – Documentary Video Production	3
<b>Spring Semester</b>	
DM G260 – Non-Linear Editing II	3
DM G163 – Intro to Motion Graphics	3
<b>Total Units</b>	<b>9</b>

**DRAFTING****Contact Information:** CTE@gwc.cccd.edu

(See CADD - Computer Aided Design/Drafting)

**ENERGY EFFICIENCY AND RENEWABLE ENERGY****Contact Information:** CTE@gwc.cccd.edu

The Energy Efficiency and Renewable Energy (EERE) program at Golden West College is designed to provide formal training for individuals who seek entry into the Energy Efficiency Assessment Service field. Students will learn to conduct energy audits, and to establish energy efficiency benchmarks for physical infrastructures to help utilize resources more efficiently and reduce cooling and energy consumption in buildings and processes. Students will also learn to provide analyses and recommendations to help efficiently upgrade and expand the power, cooling, and space to support new equipment or design a new facility.

**MAJOR****Energy Efficiency and Renewable Energy Degree****Course Listing (21.5 total units):**

<b>Year 1</b>	
<b>Fall Semester</b>	
Envs G100	Introduction to Environmental Studies 3
ET G100	Electrical Fundamentals: AC-DC Circuits 4
Drafting G105	Basic Engineering Drafting I - CAD 3
<b>Year 1</b>	
<b>Spring Semester</b>	
Envs G133	Energy Audit I 4
Envs G170	Renewable Energy Sources and Applications 3
Mgmt G155	Customer Service for the 21st Century 3
Envs G190	Practicum 1.5

**Recommended Possible Electives**

Envs G160	Solar Energy I 4
Envs G162	Solar Energy II 4
Biology G120	Man and Disease 3
Chemistry G110	Introduction Chemistry 5
Comm Studies G108	Intro to Communication 3
Ecology G100	People and their Environment 3
World Languages G180 or G185	Elementary Language 5

**MAJORS, AREAS OF EMPHASIS, AND CAREER CERTIFICATES****CERTIFICATES OF ACHIEVEMENT****Energy Auditor**

The Energy Auditor Certificate of Achievement at Golden West College is designed to provide formal training for individuals who seek entry into the Energy Efficiency Assessment Service field. Students will learn to conduct energy audits, and to establish energy efficiency benchmarks for physical infrastructures to help utilize resources more efficiently and reduce cooling and energy consumption in buildings and processes. Students will also learn to provide analyses and recommendations to help efficiently upgrade and expand the power, cooling, and space to support new equipment or design a new facility.

**Year 1****Fall Semester**

		Units
Envs G100	Introduction to Environmental Studies	3
Envs G133	Energy Audit I	4
Mgmt G155	Customer Service for the 21st Century	3

**Year 1****Spring Semester**

Envs G170	Renewable Energy Sources and Applications	3
ET G100	Electrical Fundamentals: AC-DC Circuits	4
Drafting G105	Basic Engineering Drafting I, Computer Aided Drafting	3

**Year 2****Fall Semester**

Envs G190	Practicum	1.5
	<b>Total Units</b>	<b>21.5</b>

**Solar Energy**

The Solar Energy certificate at Golden West College is designed to provide formal training for individuals who seek entry into the rapidly growing fields of photovoltaic and thermal solar energy fields. Students will learn to design, install, and maintain photovoltaic and solar heating equipment and understand the relevant building codes. Students will also learn to perform site analysis for the installation of such equipment. 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.

**Required Courses****Year 1****Fall Semester**

		Units
Envs G170	Renewable Energy Sources and Applications	3
Envs G160	Solar I – Thermal	4
Envs G162	Solar II – Photovoltaic	4
ET G100	Electrical Fundamentals: AC-DC Circuits	4

**Year 1****Spring Semester**

** Construction A161	Solar Water and Pool Heating Installation	4
** Construction A157	Solar Photovoltaic Installation	4
*** BCT C306	Electrical Code	3
*** BCT C308	Plumbing Code	3

**Year 2****Fall Semester**

Envs G190	Practicum	1.5
	<b>Total Units</b>	<b>30.5</b>

\*\* These courses are offered through the Construction Program at Orange Coast College.

\*\*\* These courses are offered through the Building Codes Technology Program at Coastline Community College.

**CERTIFICATE OF SPECIALIZATION****Solar Energy Technology****Required Courses**

		Units
ES G160	Solar I - Thermal	4
ES G162	Solar II - Photovoltaic	4
ES G190	Practicum (Energy Efficiency?Renewable Energy)	2
	<b>Total Units</b>	<b>10</b>

**ENGINEERING TECHNOLOGY**

This program has become part of the Energy Efficiency and Renewable Energy Program

**ENGLISH**

Contact Information: [Arts&LettersDivision@gwc.cccd.edu](mailto:Arts&LettersDivision@gwc.cccd.edu)

**ASSOCIATE IN ARTS DEGREE IN ENGLISH FOR TRANSFER**

Students enrolled in the Associate in Arts in English for Transfer degree (AA-T in English) graduate with demonstrated skills in writing, literary analysis and critical thinking. They will build vital research skills and learn to synthesize outside information into their own writings.

**Course Listing (19-20 units)**

Core (required):	Units
English G110 or G110H - Thinking, Reading and Writing through Literature	4

**List A: Select two courses (minimum 6 units)**

English G150	American Literature through the Civil War	3
English G155	American Literature 1865-present	3
English G270	British Literature to 1800	3
English G275	British Literature Since 1800	3
English G160 or G160H - Masterpieces of World Literature through the Renaissance		3
English G161 or 161H - Masterpieces of World Literature Since the Renaissance		3

**List B: Select two courses from List B, or any course from List A not already used. (6 units)**

English G112	Appreciation of Literature	3
English G114 or G114H	Great Myths and Legends	3
English G280	Creative Writing	3

**List C: Select one course from List C, or any course from list A or B not used above (3-4 units)**

English G181 or 181H	Shakespeare	3
English G281	Creative Writing: Prose	3
English G143	Introduction to Children's Literature	3
Spanish G285	Intermediate Spanish 2	4
Journalism G180	Introduction to Mass Communications	3
Thea G100 or Hum G132	Introduction to Theater	3

<b>Required Subtotal</b>	19-20
CSU General Education Breadth or IGETC Pattern	37-41
Transferable Electives (as needed to reach 60 transferable units)	0-17
<b>Degree Total</b>	<b>60</b>



**MAJORS, AREAS OF EMPHASIS, AND CAREER CERTIFICATES**

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**MAJOR****English****Course Listing (19 total units):****3 Units from the following:**

English G100	Freshman Composition	3
English G100H	Freshman Composition Honors	3

**4 Units from the following:**

English G110	Critical Thinking, Reading and Writing Through Literature	4
English G110H	Critical Thinking, Reading and Writing Through Literature Honors	4

**6 Units from the following:**

English G150	American Literature: Through Civil War (1865)	3
English G155	American Literature: 1865 to the Present	3
English G270	British Literature to 1800	3
English G275	British Literature since 1800	3

**6 Units from the following:**

English G112	Appreciation of Literature	3
English G114		
or English G114H	Great Myths and Legends (Honors)	3
English G143	Children's Literature	3
English G156	Asian/American Literature	3
English G160	Masterpieces of World Literature (through the Renaissance) (Honors)	3
or G160H		
English G161	Masterpieces of World Literature (Since the Renaissance) (Honors)	3
or G161H		
English G181		
or English G181H	Shakespeare (Honors)	3
English G280	Creative Writing	3
English G281	Creative Writing: Prose	3

**ENVIRONMENTAL STUDIES**

This program has become part of the Energy Efficiency/Renewable Energy Program

**FLORAL DESIGN & SHOP MANAGEMENT****Contact Information: CTE@gwc.cccd.edu**

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, such as The American Institute of Floral Designers (AIFD) 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.

**MAJOR****Floral Design and Shop Management****Course Listing (20 total units):**

Required Courses		Units
Floral Design G110	Basic Floral Design	2.5
Floral Design G111	Floral Business Practicum	2.5
Floral Design G115	Wedding Designs	2
Floral Design G120	Advanced Designs in Global Floristry	2
Floral Design G125	Advanced Floral Design - Events and Display	2
Floral Design G127	Creativity and Competition	2
Floral Design G132	Permanent Botanicals	2
Floral Design G150	Floral Productions Practicum	2

**Choose one course, 3 units, from the group below:**

Management G152	Small Business Ownership and Management	3
Business G100	Introduction to Business	3
Marketing G100	Principles of Marketing	3

**CERTIFICATE OF ACHIEVEMENT****Floral Design and Shop Management**

It is advised that Floral Design G110 be taken first. Upon completion of G110, courses may be taken in any order.

Required Courses		Units
Floral Design G110	Basic Floral Design	2.5
Floral Design G111	Floral Business Practicum	2.5
Floral Design G115	Wedding Designs	2
Floral Design G120	Advanced Designs in Global Floristry	2
Floral Design G125	Advanced Floral Design - Events and Display	2
Floral Design G127	Creativity and Competition	2
Floral Design G132	Permanent Botanicals	2
Floral Design G150	Floral Productions Practicum	2

**Choose one course, 3 units, from the group below:**

Management G152	Small Business Ownership and Management	3
Business G100	Introduction to Business	3
Marketing G100	Principles of Marketing	3
<b>Total Units</b>		<b>20</b>

**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 for Small Business	3
Art G107	Color and Design: 2D	3
Art G109	Color and Design: 3D	3

## MAJORS, AREAS OF EMPHASIS, AND CAREER CERTIFICATES

Computer Business Application G145	Introduction to Computers	1.5
Computer Science G101	Computer Literacy	3
Computer Science G130	Survey of CS/Information Technology	4
Digital Arts G150	Photoshop, Beginning	3
Digital Arts G178	Introduction to Web Page Design	3
Digital Media G100	Digital Media, Introduction	3

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

### Year 1 – Fall

Floral G110	Basic Floral Design
Floral G111	Floral Business Practicum

### Year 1 – Spring

Floral G115	Wedding Designs
Floral G120	Advanced Designs in Global Floristry

### Year 2 – Fall

Floral G125	Advanced Floral Designs - Events & Display
Floral G132	Permanent Botanicals

### Year 2 – Spring

Floral G127	Creativity and Competition
Floral G150	Floral Productions Practicum

Management G152 – Small Business Ownership and Management OR Business G100 – Introduction to Business OR Marketing G100 Principles of Marketing - May be taken any semester.

## HISTORY

**Contact Information:** [BSSD@gwc.cccd.edu](mailto:BSSD@gwc.cccd.edu)

### ASSOCIATE IN ARTS DEGREE IN HISTORY FOR TRANSFER

The Associate in Arts in History for Transfer degree focuses on a critical analysis of the past in order to understand how it has influenced our identities and shaped today's societies. Students choosing this major will study a range of historical subjects including United States History, World History, and Western Civilization. In addition, students will learn how to identify historical significance, to analyze historical evidence, and to construct historical arguments based on primary and secondary sources. Completion of this major will provide students with a well-rounded understanding of History and equip them with the skills of a historian. Students will be prepared for a baccalaureate degree in History.

#### Required Core: (6 units)

Core (required):		Units
HIST G170	History of the United States to 1876	3
HIST G175	History of the United States since 1876	3

#### List A: 6 units

HIST G161	World History 1 or	3
HIST G180	Western Civilization 1	3
	(or HIST G180H Western Civilization, Honors)	
HIST G162	World History 2 or	3
	HIST G185 Western Civilization 2	3
	(or HIST G185H Western Civilization, Honors)	

#### List B: (one course from each group): 6 units

##### Group 1:

HIST G161	World History 1 or	3
HIST G162	World History 2	3
(If not used in List A)		

HIST G120	Asian Civilizations	3
HIST G136/ANTH G136	Ancient Civilizations of Mesoamerica & Southwest	3
HIST G150	History of Latin America	3
HIST G121	History of American Women	3
SOC G133/SOCS G133	Racial and Ethnic Relations in America	3
CHIN G180	Elementary Chinese 1	5
FREN G180	Elementary French 1	5
SPAN G180	Elementary Spanish 1	5
VIET G180	Elementary Vietnamese 1	5

##### Group 2:

HIST G110/ECON G120	Economic History of the United States	3
HIST G132	History of Britain and Ireland I	3
HIST G135	History of Britain and Ireland II	3
HIST G140	California History	3

<b>Required Subtotal</b>	18-20
CSU General Education Breadth or IGETC Pattern	37-41
Transferable Electives (as needed to reach 60 transferable units)	1-17
<b>Degree Total</b>	<b>60</b>

## INTERPRETING

**Contact Information:** [arts&lettersdivision@gwc.cccd.edu](mailto:arts&lettersdivision@gwc.cccd.edu)

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.

## MAJOR

### Interpreting For Deaf People

#### Course Listing (29 total units):

Sign G280	American Sign Language 3	4
Sign G285	American Sign Language 4	4
Special Ed. G105	Implications of Deafness	3
Interpreting G100	Intro to Interpreting	3
Interpreting G130	Beginning Voice to Sign	3
Interpreting G135	Advanced Voice to Sign	3
Interpreting G155	Beginning Sign to Voice	3
Interpreting G160	Advanced Sign to Voice	3
Interpreting G190	Specialized Interpreting Situations	3

## 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
<b>PREREQUISITE COURSES:</b>		
Sign G180	American Sign Language 1	4
Sign G185 or Equivalent	American Sign Language 2	4

**MAJORS, AREAS OF EMPHASIS, AND CAREER CERTIFICATES**

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**Semester 1**

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

**Semester 2**

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

**Semester 3**

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

**Semester 4**

Interpreting G160	Advanced Sign to Voice	3
Interpreting G190	Situational Interpreting/Practicum	3
<b>Total Units</b>		<b>29</b>

**Recommended Electives**

Comm Studies G100	Interpersonal Communication	3
Interpreting G170	Educational Interpreting	3
Psychology G118	Life Span Developmental Psychology	3
Sign G290	Finger Spelling	0.5

**KINESIOLOGY****Contact Information:** [physicaleducation@gwc.cccd.edu](mailto:physicaleducation@gwc.cccd.edu)**ASSOCIATE IN ARTS DEGREE IN KINESIOLOGY FOR TRANSFER****\*Pending State Approval (Approved 8/22/12)**

The Associate in Arts in Kinesiology for Transfer degree is an integrated discipline that focuses on scientific, functional and mechanical processes of the human body. Students will learn and understand how to display increasing confidence and preparation in a wide range of areas including, but not limited to; sports medicine, exercise physiology, philosophy, sociology and psychology of sport, personal training, biomechanics, motor development and coaching. This degree will prepare students to pursue further study and achievement of a baccalaureate degree in the discipline of Kinesiology.

<b>Required Core: (14 units)</b>	<b>Units</b>
KIN G100 Intro to Kinesiology	3
BIO G220 Human Anatomy with Lab	4
BIO G225 Human Physiology with Lab	4

*Movement Based Courses: (maximum 3) Select a maximum of one (1) course from any four (4) of the following areas for a maximum of three units.*

**Aquatics**

<del>PE G109 Swimming for Fitness (removed)</del>	<del>1</del>
PE G111 Swimming	1

**Fitness**

PE G130 Yoga	1
PE G132 Pilates for Fitness	1
<del>PE G166 Circuit Weight Training (removed)</del>	<del>0.5-1</del>
<del>PE G167 Super Circuit Weight Training (removed)</del>	<del>1</del>
<del>PE G172 Strength Training (removed)</del>	<del>0.2</del>
PE G173 Introduction to Weight Training	1
<del>PE G176 Total Fitness for Women (removed)</del>	<del>1</del>
<del>PE G178 Cardiovascular Laboratory (removed)</del>	<del>0.5-1</del>
PE G181 Muscular Strength Training	1

**Individual Sports**

<del>PE G110 Swimming for Fitness (removed)</del>	<del>0.5-1</del>
PE G114 Surfing	1
PE G150 Badminton	1
PE G158 Tennis	1

**Team Sports**

PE G186 Activities- Basketball	0.5-1
PE G192 Soccer	1
PE G195 Volleyball	1

**List A (select two courses):**

MATH G160 Introductory to Statistics	4
BIO G100 Introduction to Biology	4
CHEM G180 General Chemistry A	5
PHYS G120 Algebra Based Physics: Mechanics	4
Kin G101 First Aid/Cardio-Pulmonary Resuscitation	3

**Required Subtotal**

CSU General Education Breadth or IGETC Pattern	21-23
Transferable Electives (as needed to reach 60 transferable units)	37-41
<b>Degree Total</b>	<b>60</b>

**LIBERAL ARTS****AREAS OF EMPHASIS****Liberal Studies for Elementary Education****Contact Information:** [Arts&LettersDivision@gwc.cccd.edu](mailto:Arts&LettersDivision@gwc.cccd.edu)**Course Listing (18 total units):**

<b>ENGLISH AND COMMUNICATION SKILLS</b>	
English G100/100H	3
Communication Studies G100 or G108 or G110/110/H or G112 or G220, or English G110/110H or Philosophy G115	3

**MATH AND NATURAL SCIENCES****Choose one course**

Math G103 or Math G104 or Biology G100/G100H, or Geology G110 or Geology G106 or Physical Science G100/G100H	3
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**SOCIAL SCIENCES****Choose one course**

Geography G100 or History G170 or History G161 or Political Science G180/G180H or Psychology G116 or Psychology G118	3
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**ARTS & HUMANITIES****Choose one course**

Art G100 or English G112 or English G150 or English G155 or English G160/160H or English G161/161H or English G270 or English G275 or Music G115 or Theater G100/ Humanities G132, or Theater G101/Humanities G130 or Theater G106	3
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**And 3 units from the following:**

\*Students planning to transfer to a four-year college or university should complete courses specific to the transfer institution of choice. Therefore, it is important to verify transfer major preparation through consultation with a GWC Teaching Counselor.

Education G102	1
Education G103	2
Education G200	3
History G140	3
History G175	3
Math G100	3
Music G103	3
Philosophy G100 (formerly G101), or G102 or G120	3

# MAJORS, AREAS OF EMPHASIS, AND CAREER CERTIFICATES

## AREA OF EMPHASIS

### Associate of Arts: Liberal Arts: Emphasis in Mathematics

**Contact Information:** MathScienceOffice@gwc.cccd.edu

**Course Listing:** Choose any combination from the following list to total at least 18 units. Selections must include one math course at the level of Math 180 or above. Students should check with a counselor to see which courses will transfer to their target university.

#### Course Listing (18 total units):

Math G100	Liberal Arts Mathematics	3
Math G103	Statistics for Elementary Teachers	3
Math G104	Mathematics for Elementary Teachers	3
Math G115	College Algebra	4
Math G120	Trigonometry	3
Math G140	Survey of Calculus	4
Math G155	Finite Mathematics with Applications	4
Math G160	Introduction to Statistics	4
Math G170	Pre-Calculus	5
Math G180	Calculus 1	5
Math G185	Calculus 2	5
Math G235	Applied Linear Algebra	4
Math G280	Calculus 3	5
Math G282	Ordinary Differential Equations	4
Math G285	Introduction to Linear Algebra and Differential Equations	5
Science	One science class from the list identified for the Science Area of Emphasis	

## AREA OF EMPHASIS

### Associate of Arts: Liberal Arts: Emphasis in Arts and Humanities

**Contact Information:** Arts&LettersDivision@gwc.cccd.edu

#### Course Listing (18 total units):

Choose 18 units of coursework, including two or more disciplines from the following list:

Anthropology G140	Magic, Witchcraft, and Religion	3
Art G100	Introduction to Art	3
Art G105 (or G105H)	Art History and Appreciation 1: Prehistoric to Renaissance	3
Art G106 (or G106H)	Art History and Appreciation 2: Renaissance to Present	3
Art G107	Color & Design 2D	3
Art G109	Color & Design 3D	3
Art G116	Drawing 1	3
Art G117	Drawing 2	3
Art G118	Life Drawing 1	3
Art G119	Life Drawing 2	3
Art G121	Ceramics 1	3
Art G122	Ceramics 2	3
Art G125	Introduction to Drawing and Painting	2
Art G130	Painting 1	1.5-3
Art G131	Painting 2	3
Art G132	Watercolor 1	
Art G133	Watercolor Workshop	1
Art G134	Watercolor 2	3
Art G142	Sculpture 1	3
Art G144	Introduction to Mixed Media	2
Art G150	Printmaking 1	3
Art G152	Silkscreen	3
Art G160	Jewelry 1	3
World Language	G180, G180H, G185, G185H, G280; G285,	

(including Sign)	G290; or Span G160, G165	3-5
Comm Studies G255 (formerly G175)		
Dance G100	Intercultural Communication	3
Dance G110	Beginning Modern Dance	1-1.5
Dance G120	Introduction to Dance: Ballet, Modern and Jazz	1.5
Dance G125	Beginning Ballet	1-1.5
English G110 (or G110H)	Beginning Jazz Dance	1-1.5
English G112	Critical Thinking, Reading, and Writing through Literature	3
English G114 (or G114H)	Appreciation of Literature	3
English G143	Great Myths and Legends	3
English G150	Children's Literature	3
English G155	American Literature through Civil War (1865)	3
English G156	American Literature 1865 to Present	3
English G160 (or G160H)	Asian/American Literature	3
English G161 (or G161H)	Masterpieces of World Literature through Renaissance	3
English G181 (or G181H)	Masterpieces of World Literature since Renaissance	3
English G280	Shakespeare	3
English G281	Creative Writing	3
English G270	Creative Writing: Prose	3
English G275	British Literature to 1800	3
History G120	British Literature since 1800	3
History G132	Asian Civilizations	3
History G135	History of Britain and Ireland I	3
History G150	History of Britain and Ireland II	3
History G121	History of Latin America	3
History G170	History of American Women	3
History G175	History of the United States to 1876	3
History G180 (or G180H)	History of the United States since 1876	3
History G185 (or G185H)	Western Civilization 1	3
History G161	Western Civilization 2	3
History G162	World History 1	3
Humanities G100 (or G100H)	World History 2	3
Humanities G101	Art History and Appreciation 1--Prehistoric to Ren	3
Humanities G102	History of Radio, Television and Broadcasting	3
Humanities G103	Introduction to Art	3
Humanities G104	World Music	3
Humanities G108	History and Appreciation of Opera and Related Forms	3
Humanities G110 (or G110H)	History and Appreciation of the Musical Theater	3
Humanities G120 (or G120H)	History and Appreciation of Art 2--Ren to Present	3
Humanities G122	History and Appreciation of Music	3
Humanities G126	History and Literature of Music	3
Humanities G130	Music In Motion Pictures	3
Humanities G132	Introduction to History and Literature of the Theater	3
Humanities G135	Introduction to the Theater	3
Humanities G143	History and Appreciation of the Cinema	3
Humanities G139	History of Jazz	3
Humanities G170	History of Rock Music	3
Journalism G160	Views of Humanity	3
Music G101 (or G101H)	Introduction to Mass Communications	3
Music G103	History and Appreciation of Music	3
Music G104	World Music	3
Music G105	History & Appreciation of Opera	3
Music G108	Beginning Guitar I	1
Music G109	History & Appreciation of the Musical Theater	3
Music G110	Symphonic Band	1
Music G115	Golden West Symphonic Band	2
Music G120	Basic Music	3
Music G126	Masters Chorale	1
Music G132	Music In Motion Pictures	3
	Chamber Choir	2

**MAJORS, AREAS OF EMPHASIS, AND CAREER CERTIFICATES**

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Music G143	History of Jazz	3	Business G110	Business Law	3
Music G141	Piano 1	1	Real Estate G120	Real Estate Legal Aspects	3
Music G142	Beginning Piano 2	1	Business G121	Personal Finance	3
Music G145	Basic Voice	2	Business G125	Business English	3
Music G158	Studio Singing	2	Business G130	Introduction to Business Writing	3
Music G165	History and Literature of Music	3	<b>OR</b>		
Music G139	History of Rock Music	3	Business G139	Business Communication	3
Music G209	Advanced Symphonic Band	2	Business G150	Business Mathematics	3
Music G210	Musical Theater Workshop	2	Management G155	Customer Service	3
Philosophy G100	Introduction to Philosophy	3	Comp Bus App G120	QuickBooks Pro	2
Philosophy G102	History of Ancient Philosophy	3	Comp Bus App G145	Introduction to Computers	1.5
Philosophy G110	Philosophy of the East	3	Comp Bus App G149	Outlook	2
Philosophy G111	Philosophy of Religion – Western	3	Comp Bus App G150	Windows, Introduction	1.5
Philosophy G115	Logic and Critical Thinking	3	Comp Bus App G155	WORD, Introduction	2
Philosophy G120	Ethics	3	Comp Bus App G160	EXCEL, Introduction	2
Philosophy G150	Political Philosophy	3	Comp Bus App G165	ACCESS, Introduction	2
Photo G115	Know Your Camera	1	Comp Bus App G170	PowerPoint, Introduction	2
Photo G120	Black and White Darkroom	3	Comp Bus App G181	Office	3
Photo G151	Color Photography: Positive Materials	3	Comp Bus App G190	Internet, Introduction	1.5
Photo G154	The Creative Photographer	3	Comp Bus App G195	Acrobat, Introduction	1.5
Photo G157	Documentary Photography	3	Computer Science G101	Computer Literacy	3
Photo G158	History of Photography: An Exploration from the Lab	3	Computer Science G102	Computer Software Development, Introduction	4
Photo G165	Portraiture	3	Computer Science G130	Survey of Computer Science/ Information Technology	4
Political Science G150	Political Philosophy	3	Computer Science G147	Game Programming, Introduction	4
Theater Arts G100	Introduction to the Theater	3	Computer Science G153	Java Programming, Introduction	4
Theater Arts G101	Introduction to History and Literature of the Theater	3	Computer Science G170	Introduction to Business Software Solutions	3
Theater Arts G102	History and Appreciation of the Cinema	3	Computer Science G171	SQL Programming, Introduction	4
Theater Arts G106	Acting – Fundamentals	3	Computer Science G175	C++ Programming	4
Theater Arts G108	History and Appreciation of the Musical Theater	3	Computer Science G177	Visual Basic.net	4
Theater Arts G110	Acting for the Camera	3	Criminal Justice G140	Introduction to Criminal Justice	3
Theater Arts G120	Appreciation of the Theater	3	Criminal Justice G141	Criminal Law I	3
Theater Arts G142	Theater Workshop	1-2	Criminal Justice G142	Criminal Law II	3
Theater Arts G151	Acting Workshop	2	Criminal Justice/ Accounting G220	Forensic Accounting	3
Theater Arts G171	Play Production	1-2	Digital Arts G100	Introduction to Digital Arts	3
Theater Arts G172	Classical Play Production	1-2	Digital Arts G101	The Business of Art	2
Theater Arts G175	Stage Scenery	3	Digital Arts G103	Digital 2D Design	3
Theater Arts G176	Stage Lighting	2	Art G115	Typography	3
Theater Arts G177	Make-up	3	Digital Arts G120	Rendering I	2
Theater Arts G178	Costume Crafts	3	Digital Arts G135	Introduction to Adobe Illustrator	3
Theater Arts G188	Stage Movement	3	Digital Arts G150	Photoshop, Beginning	3
Theater Arts G210	Musical Theater Workshop	2	Digital Arts G170	Graphic Design Principles	3
			Digital Arts G178	Introduction to Web Page Design	3
			Digital Arts G190	Photography Fundamentals & Digital Imaging	3
			Drafting G101	Basic Computer Aided Design Drafting	3
			Drafting G105	Basic Engineering Drafting I, Computer Aided Drafting	3
			Drafting G110	Basic Engineering Drafting II, Computer Aided Drafting	3
			Design G101	Introduction to Design	2
			Design G105	Introduction to Design Materials & Technical Processes	3
			Design G131	Perspective & Rendering Systems	3
			Design G150	Design Drafting	3
			Design G250	Portfolio Development, Review and Critique	3
			Economics G110	American Economic Problems	3
			Economics G170	Principles Micro Economics	3
			Economics G175	Principles Macro Economics	3
			Education G103	Technology Proficiencies for Teachers I	2
			ES G100	Introduction to Environmental Studies	3

**AREA OF EMPHASIS****Associate of Arts: Liberal Arts: Emphasis in Business and Technology****Contact Information: BSSD@gwc.cccd.edu****Course Listing (18 total units):**

Choose 18 units of coursework, including two or more disciplines, from the following list: Students choosing this area of emphasis are required to take at least one course in business and one in technology.

Accounting G100	Accounting for Small Business	3
Accounting G101	Financial Accounting	4
Accounting G102	Managerial Accounting	4
Architect G160	Intro to Computer-Assisted Drafting for Architecture	3
Auto Tech G101	Introduction to Automotive Technology	3
Auto Tech G110	Engine Repair	5
Business G100	Introduction to Business	3
<b>OR</b>		
Business G108	Legal Environment of Business	3



**MAJORS, AREAS OF EMPHASIS, AND CAREER CERTIFICATES**

ES G160	Solar Energy I – Thermal Technologies and Applications	4
ES G162	Solar Energy II – Photovoltaic Technologies and Applications	4
ES G170	Renewable Energy Sources and Applications	3
Floral Design G110	Basic Floral Design	2.5
Floral Design G111	Floral Business Practicum	2.5
Journalism G180	Mass Communications	3
Journalism G185	Writing for News Media	3
Library G120	Libraries and the Internet	1
Library G125	Internet Research, Advanced	1
Management G110	Elements of Management	3
Management G111	Human Resources Management	3
Marketing G100	Marketing Principles	3
Business G121	Personal Finance	3
Math G140	Survey of Calculus	4
Math G155	Finite Mathematics with Applications	4
Math G160	Introduction to Statistics	4
Real Estate G110	Real Estate Principles	3
Real Estate G120	Real Estate Legal Aspects	3
Real Estate G130	Real Estate Practice	3

**AREA OF EMPHASIS****Associate of Arts: Liberal Arts: Emphasis in Science****Contact Information: MathScienceOffice@gwc.cccd.edu****Course Listing (18 total units):**

Choose any combination from the following list to total at least 18 units. Must include three courses that include a laboratory. Students should check with a counselor to see which courses will transfer to their target university.

Anthropology G185	Physical Anthropology	3
Anthropology G185L	Physical Anthropology Lab	1
Astronomy G100	Introduction to Astronomy	3
Astronomy G100L	Elementary Astronomy Lab	1
Biology G100/G100H	Introduction to Biology	4
Biology G104	Marine Life	3
Biology G104L	Marine Life Laboratory	1
Biology G110	Ecology and Field Biology	3
Biology G120	Man and Disease	3
Biology G221	Introduction to Anatomy and Physiology	4
Biology G160	Physiology and Disease Mechanisms	3
Biology G220	Human Anatomy	4
Biology G225	Human Physiology	4
Biology G180	Cell and Molecular Biology	5
Biology G182	Zoology	4
Biology G183	Botany	4
Biology G200	Introduction to Pharmacology	3
Biology G210	General Microbiology	5
Chemistry G110	Introduction to Chemistry	5
Chemistry G130	Preparation for General Chemistry	4
Chemistry G180	General Chemistry A	5
Chemistry G185	General Chemistry B	5
Chemistry G220	Organic Chemistry A	5
Chemistry G225	Organic Chemistry B	5
Geography G180	Introduction to Geography: Physical Geography	3
Geology G110	Physical Geology	4
Geology G105	General Geology	3
Geology G106	Earth Science for Teachers	4
Physical Science G100/G100H	Introduction to Physical Science	4
Physics G110	Conceptual Physics	3

Physics G111	Conceptual Physics Lab	1
Physics G120	Algebra Based Physics Mechanics	4
Physics G125	Algebra Based Physics Mechanics: Electricity/Magnetism	4
Physics G185	Calculus Based Physics: Mechanics	4
Physics G280	Calculus Based Physics: Electricity/Magnetism	4
Physics G285	Calculus Based Physics: Modern	4
Psychology G250	Psychobiology	3
Mathematics – one class at level of Math G115 or above		

**AREA OF EMPHASIS****Associate of Arts: Liberal Arts: Emphasis in Social and Behavioral Sciences****Contact Information: BSSD@gwc.cccd.edu****Course Listing (18 total units):**

**Choose 18 units of coursework, including two or more disciplines, from the following list:**

Anthropology G100	Introduction to Cultural Anthropology	3
Anthropology G130	Introduction to Archaeology	3
Anthropology G136	Ancient Civilizations of Mesoamerica and the Southwest	3
Anthropology G140	Magic, Witchcraft, and Religion	3
Anthropology G150	Indians of North America	3
Criminal Justice G115	Organized Crime and Terrorism	3
Criminal Justice G123	Juvenile Law	3
Criminal Justice G137	Community Relations and Special Issues in Law Enforcement	3
Criminal Justice G140	Introduction to Criminal Justice	3
Criminal Justice G141	Criminal Law I	3
Criminal Justice G150	Introduction to Corrections	3
Criminal Justice G152	Probation and Parole: Case Planning and Supervision	3
Economics G110	American Economic Problems	3
Economics G120	American Economic History	3
Economics G170	Principles of Micro Economics	3
Economics G175	Principles of Macro Economics	3
Geography G100	World Regional Geography	3
Geography G185	Cultural Geography	3
Geography G195	Environmental Geography	3
History G120	Asian Civilizations (3)	
History G132	History of Britain and Ireland I	3
History G135	History of Britain and Ireland II	3
History G136	Ancient Civilizations of Mesoamerica and the Southwest	3
History G140	California History (Pending transfer/articulation agreement)	3
History G150	History of Latin America	3
History G121	History of American Women	3
History G170	History of the United States to 1876	3
History G175	History of the United States since 1876	3
History G180 (or G180H)	Western Civilization 1	3
History G185 (or G185H)	Western Civilization 2	3
History G161	World History 1	3
History G162	World History 2	3
Peace Studies G100	Peace Studies, Introduction	3
Philosophy G115	Logic and Critical Thinking	3
Political Science G100	Introduction to Political Science	3
Political Science G101	Survey of Current Issues	3
Political Science G110	International Relations	3
Political Science G120 (or G120H)	Principles of United Nations	3
Political Science G121	Model United Nations	3

**MAJORS, AREAS OF EMPHASIS, AND CAREER CERTIFICATES**

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Political Science G130	Law in American Society	3
Political Science G180 (or G180H)	U.S. Government	3
Political Science G185	Introduction to Government (Comparative)	3
Psychology G100	Introduction to Psychology	3
Psychology G110	Personal and Social Adjustment	3
Psychology G116	Child Growth and Development	3
Psychology G255	Abnormal Psychology	3
Psychology G118	Life Span Developmental Psychology	3
Psychology G165	Principles of Human Sexuality 1	3
Psychology G280	Research Methods in Psychology	4
Psychology G250	Psychobiology	3
Social Science G133	Racial and Ethnic Relations in America	3
Social Science G134	Chicano Studies	3
Social Science G135	Vietnamese Culture	3
Social Science G136	History and Culture of the Chicano American	3
Sociology G100/G100H	Introduction to Sociology	3
Sociology G110	Marriage and Family	3
Sociology G133	Racial and Ethnic Relations in America	3
Sociology G134	Introduction to Chicano Studies	3
Sociology G185 (formerly G150)	Analysis of Social Problems	3
<b>No more than 3 units may be chosen from the following list:</b>		
Comm Studies G190	Prejudice, Discrimination and Inclusion: Communication Issues in Group Relations	3
Comm Studies G225	Negotiation and Mediation	3
Comm Studies G255 (formerly G175)	Intercultural Communication	3
Education G180	Family, Community and School in a Diverse Society	3
ES G100	Introduction to Environmental Studies	3
French G290	French Culture and Civilization	3
Peace Studies G110	Nonviolence and Conflict Resolution	3
Peace Studies G225	(same as Communication Studies G225) Negotiation and Mediation	3
Philosophy G150	Political Philosophy	3
Political Science G150	Political Philosophy	3
Spanish G290	Mexican Culture and Civilization	3
Special Education G105	Implications of Deafness	3
Vietnamese G290	Vietnamese Culture/Civilization	3

**AREA OF EMPHASIS****Associate of Arts: Liberal Arts: Emphasis in Social Behavior and Self-Development****Contact Information: BSSD@gwc.cccd.edu****Course Listing (18 total units):****Units**

Choose at least one course from each category below (A, B, and C), then complete additional courses from categories A, B, and/or C, to total 18 units (with no more than six units of activity courses).

**A) Theory and Knowledge**

Accounting G100	Accounting for Small Business	3
Anthropology G100	Introduction to Cultural Anthropology	3
Business G121	Personal Finance	3
Comm Studies G100	Interpersonal Communication	3
Comm Studies G108	Introduction to Communication	3
Comm Studies G255 (formerly G175)	Intercultural Communication	3
Comm Studies G260	Organizational Communication	3
Criminal Justice G110	Introduction to Criminal Investigation	3
Criminal Justice G115	Organized Crime and Terrorism	3
Criminal Justice G123	Juvenile Law	3
Criminal Justice G137	Community Relations and Special Issues in Law Enforcement	3
Criminal Justice G150	Introduction to Corrections	3
Criminal Justice G152	Probation and Corrections: Case Planning and Supervision	3
Ecology G100	Human Ecology	3
Psychology G100	Introduction to Psychology	3
Psychology G116	Child Growth and Development	3
Psychology G255	Abnormal Psychology	3
Psychology G118	Life Span Developmental Psychology	3
Psychology G280	Research Methods in Psychology	4
Psychology G250	Psychobiology	3
Sociology G100	Introduction to Sociology	3
Sociology G110	Marriage and Family	3
Sociology G133	Racial and Ethnic Relations in America	3
Sociology G185 (formerly G150)	Analysis of Social Problems	3

**B) Growth and Purpose**

College G100	Successful Student	3
Counseling G100	Career Planning	1.5
Counseling G103	Educational Planning for Student Success	1
Counseling G104	Career/Life Planning	3
Counseling G199	Counseling Topics	0.5-2
Criminal Justice G130	Character Development	3
Education G102	Teaching Diverse Contemporary Classrooms	1
Education G103	Technology Proficiency for Teachers I	2
Education G200	The Teaching Profession	3
Library G120	Libraries and the Internet	1
Library G125	Internet Research, Advanced	1
Psychology G110	Personal and Social Adjustment	3
Psychology G165	Principles of Human Sexuality 1	3

**C) Health and Wellness****Non-Activity**

Health Education G100	Personal Health	3
Health Education G107/CJ G107	Drugs, Health and Society	3
Health Education G111	Basic Cardio-Pulmonary Resuscitation	1
Health Education G112	First Aid/Cardio-Pulmonary Resuscitation	2
Health Education G135	Nutrition and Health	3
Professional PE G160	Athletic Training	2

# MAJORS, AREAS OF EMPHASIS, AND CAREER CERTIFICATES

## Activity

Dance G100	Beginning Modern Dance	1-1.5
Dance G105	Dance Conditioning and Stretches	1
Dance G110	Introduction to Dance: Ballet, Modern and Jazz	1.5
Dance G112	Ballroom Dance	0.5-1
Dance G115	Beginning Tap Dance	1
Dance G120	Beginning Ballet	1-1.5
Dance G125	Beginning Jazz Dance	1-1.5
Dance G130	Dance for Musical Theater	1
Dance G135	Mid-Eastern Dance	0.5-1
Dance G150	Rhythm Tap Styles	1
Dance G230	Choreography	1-2
Dance G235	Modern Dance Ensemble	2
Dance G240	Tap Dance Ensemble	1-2
Dance G245	Performance Ensemble	1-2
Physical Education G110	Swimming for Fitness	0.5-1
Physical Education G111	Swimming	1
Physical Education G130	Yoga	1
Physical Education G132	Pilates for Fitness	1
Physical Education G134	Bowling	1
Physical Education G136	Rock Climbing	1
Physical Education G137	Golf	0.5
Physical Education G150	Badminton	1
Physical Education G158	Tennis	1
Physical Education G159	Table Tennis	0.5-1
Physical Education G164	Aerobics	0.5-1.5
Physical Education G173	Introduction to Weight Training	1
Physical Education G176	Total Fitness for Women	1
Physical Education G178	Cardiovascular Laboratory	0.5-1
Physical Education G180	Strength and Muscle Power Training	2
Physical Education G181	Muscular Strength Training	1
Physical Education G186	Activities – Basketball	0.5-1
Physical Education G192	Soccer	1
Physical Education G194	Physical Training for Volleyball	2
Physical Education G195	Volleyball	0.5-1
Physical Education G196	Sand Volleyball	0.5-1
Physical Education G240	Baseball Team	2
Physical Education G244	Cross Country Team – Men	2
Physical Education G246	Football Team	2
Physical Education G250	Soccer Team – Men	2
Physical Education G252	Swimming Team – Men	2
Physical Education G256	Track Team-Men/Women	2
Physical Education G258	Volleyball Team-Men	2
Physical Education G260	Water Polo Team	2
Physical Education G272	Cross Country Team-Women	2
Physical Education G273	Soccer Team-Women	2
Physical Education G274	Softball Team-Women	2
Physical Education G275	Swimming Team-Women	2
Physical Education G277	Track Team-Women	2
Physical Education G278	Volleyball Team-Women	2
Physical Education G290	Sports Conditioning-Baseball	2

## MANAGEMENT

### Contact Information: BSSD@gwc.cccd.edu

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)

## MAJORS

### Management

#### Course Listing (23 total units):

		Units
Business G130	Introduction to Business Writing	3
<b>OR</b>		
Business G139	Business Communication	3
Business G100	Introduction to Business	3
Management G110	Elements of Management	3
Management G115	Behavioral Management	3
Business G108	Legal Environment of Business	

#### **OR**

Business G110	Business Law	3
Management G111	Human Resources Management	3
Management G130	Team Building and Group Dynamics	3
Management G140	Org. and Professional Values/Ethics	2

### Marketing Management

#### Course Listing (23.5 total units):

		Units
Business G100	Introduction to Business	3
Business G139	Business Communication	3
Mgmt G115	Behavioral Management	3
Mktg G100	Principles of Marketing	3
Mktg G185	International Marketing	3
Mgmt G174	U.S. Physical Distribution & Logistics	3
Mgmt G140	Organizational Values/Ethics	2
Bus/CS G170	Intro Business Software Solutions	3
Mktg G186	International Mktg/Internet	0.5

### Retail Management and Entrepreneurship

#### Course Listing (25 total units):

#### Required Courses:

		Units
Business G139	Business Communications	3
<b>OR</b>		
Business G130	Intro to Business Writing	3
Computer Science G130	Survey of Computer Science	4
Management G110	Principles of Management	3
Management G115	Behavioral Management	3
Marketing G100	Marketing Principles	3
Management G155	Customer Service	3
Management G152	Small Business Ownership and Management	3
Management G174	U.S. Phys. Distribution & Logistics	3

**MAJORS, AREAS OF EMPHASIS, AND CAREER CERTIFICATES**

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**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 for Small Business	3
<b>OR</b>		
Accounting G101	Financial Accounting	4
Business G139	Business Communication	3
<b>OR</b>		
Business G130	Introduction to Business Writing	3
Business G100	Introduction to Business	3
Computer Science G101	Computer Literacy	3
<b>OR</b>		
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
<b>Total Units</b>		<b>21-23</b>

**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
Mkt G180	International Trade	3
Comm Studies G110	Public Speaking	3
Co-Op G103/G104	Cooperative Work Experience	3-4
Economics G170	Principles of Micro-Economics	3
<b>OR</b>		
Economics G175	Principles of Macro-Economics	3
Mgmt G183	Int. Payments and Collections	1.5
Mgmt G184	Mexico and NAFTA	1
Mgmt 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 for Small Business	3
<b>OR</b>		
Accounting G101	Financial Accounting	4
Business G139	Business Communication	3
<b>OR</b>		
Business G130	Introduction to Business Writing	3
Business G100	Introduction to Business	3
Computer Science G101	Computer Literacy	3
<b>OR</b>		
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
<b>OR</b>		
Business G110	Business Law	3
<b>Total Units</b>		<b>24-26</b>

**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.

**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 for Small Business	3
<b>OR</b>		
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
<b>OR</b>		
Computer Science G130	Survey of Computer Science/ Informational Technology	4
Marketing G100	Principles of Marketing	3
<b>PLUS ONE OF THE FOLLOWING COURSES:</b>		
Mrkt G180	International Trade	3
Mrkt G185	International Marketing	3
Mgmt G190	Import/Export Procedures	3
<b>Total Units</b>		<b>27-29</b>

## MAJORS, AREAS OF EMPHASIS, AND CAREER CERTIFICATES

**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 G121	Personal Finance	3
Mrkt G186	International Mrkt/Internet	5
Comm Studies G110	Public Speaking	3
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.

### Retail Management

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	Accounting for Small Business	3
Business G150	Business Math	3
Business G139	Business Communication	3
Business G130	Introduction to Business Writing	3
Computer Science G130	Survey of Computer Science	4
Management G110	Elements of Management	3
Management G111	Human Resource Mgmt	3
Management G115	Behavior Management	3
Marketing G100	Marketing Principles	3
Marketing G135	Retail Management	3
Total Units		31

### Suggested Electives

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

### 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 for Small Business	3
<b>OR</b>		
Accounting G101	Financial Accounting	4
Business G100	Introduction to Business	3
Business G108	Legal Environment of Business	3
<b>OR</b>		
Business G110	Business Law	3
Business G139	Business Communication	3
<b>OR</b>		
Business G130	Introduction to Business Writing	3
Computer Science G101	Computer Literacy	3
<b>OR</b>		
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
	<b>Total Units</b>	<b>30-32</b>

**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
Mrkt G180	International Trade	3
Mrkt G185	International Marketing	3
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.



**MAJORS, AREAS OF EMPHASIS, AND CAREER CERTIFICATES**

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**MATHEMATICS****Contact Information:** MathScienceOffice@gwc.cccd.edu**ASSOCIATE IN SCIENCE DEGREE IN MATHEMATICS FOR TRANSFER**

By successfully completing the courses for a Mathematics major and AS-T in Mathematics at Golden West College, the student will gain a practical and theoretical understanding for future studies in mathematics. Students satisfying requirements for the Associate in Science in Mathematics for Transfer are guaranteed transfer into a bachelor's program in mathematics at a California State University campus. Students intending to transfer to a particular CSU campus or to a university or college that is not part of the California State University system should consult with a counselor when planning to complete the degree to verify that a particular college acknowledges and accepts the AS-T in Mathematics conferred by Golden West College.

Required Courses:		Units
Math G180	Calculus 1	5
Math G185	Calculus 2	5
Math G280	Calculus 3	5

**Select one course from the following:**

Math G282	Ordinary Differential Equations	4
Math G235	Linear Algebra	4
Math G285	Introduction to Linear Algebra And Differential Equations	5

**Select one additional course from the following:**

Math G282 or Math G235 if not selected above		4
Phys G185	Calculus Based Physics: Mechanics	4
CS G175	C++ Programming	4
Math G160	Introduction to Statistics	4
<b>Total Units</b>		<b>23-24</b>

<b>Required Major courses (listed above)</b>	<b>23-24</b>
<b>IGETC or CSU-GE Breadth</b>	<b>37-39</b>
<b>Transferable Electives (as needed to reach 60)</b>	<b>0-9</b>
Degree Total	60

**MAJOR****Mathematics****Course Listing (19-20 total units)**

Required Courses:		Units
Math G180	Calculus 1	5
Math G185	Calculus 2	5
Math G280	Calculus 3	5

**One of the following:**

Math G235	Applied Linear Algebra	4
Math G282	Ordinary Differential Equations	4
Math G285	Intro to Linear Algebra and Differential Equations	5

**MUSIC****Contact Information:** arts&lettersdivision@gwc.cccd.edu**MAJOR \* (Pending State Approval)****Music****Course Listing (27 total units):****Required Courses for the major:**

Music G115	Basic Music	3
Music G116	Theory I (Diatonic)	5
Music G216	Theory II (Chromatic)	5
Music G141	Piano I (8 weeks)	1
Music G142	Piano II (8 weeks)	1
Music G241	Intermediate Piano I	2
Music G242	Intermediate Piano II	2
Music G290	Applied Music (Private Study) — Taken 4 times, 1-2 units each semesters	4

The following courses are the large performance ensemble requirements for the Music major:

Music G109	Symphonic Band OR	1
Music G121	College Choir OR	1
Music G122	Chamber Choir OR	1
Music G124	College Choir	1
A Large Performance Ensemble must be taken 4 times (1 unit each semester) for a total of 4 units		

The following courses may be taken as electives but do not count toward fulfilling the core or Performance Large Ensemble requirements of the Music major:

Music G110	GWC Symphonic Band	2
Music G125	Chamber Ensemble	1
Music G132	Jazz Ensemble Skills	2
Music G134	Recording Jazz Ensemble	2
Music G145	Beginning Voice	2
Music G146	Intermediate Voice	2
Music G147	Advanced Voice	2
Music G150	Broadway and Opera Singing	2
Music G158	Studio Singing	2
Music G209	Symphonic Band, Advanced Skills	2
Music G210	Musical Theater Workshop	2

## MAJORS, AREAS OF EMPHASIS, AND CAREER CERTIFICATES

### NURSING

#### Contact Information: [NursingOffice@gwc.cccd.edu](mailto:NursingOffice@gwc.cccd.edu)

Nursing practice is dynamic, diverse and offers a wide variety of employment opportunities in health care. Graduates of the GWC School of Nursing are employed in all area hospitals and health care agencies. In addition, the curriculum prepares the student for a smooth transition into an RN - Bachelor of Science in Nursing (BSN) program.

The School of Nursing is approved by the California Board of Registered Nursing (BRN) and accredited by the National League for Nursing Accrediting Commission (NLNAC).

### ADMISSION PROCEDURE - BASIC ASSOCIATE DEGREE PROGRAM

Applications are accepted once a year. Admissions will be offered for both the fall and spring semesters from this one application period. Please visit our website for current filing period dates and to determine your filing status. The application is available on-line at least three months prior to the filling period.

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

1. Completion of the on-line nursing orientation. Confirmation number must be entered on the application and confirmation page printed and attached to the application.
2. High school graduate or equivalency. A copy of the HS diploma or official transcript must be submitted with the application if you do not have a college degree.
3. Unofficial transcripts from the last high school and each college attended (or currently enrolled in) must be attached to the application. Once the student has been accepted into the nursing program, official transcripts 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 need to be completed prior to submitting an application

- English G100
- Biology G220
- Biology G225
- Biology G210

NOTE: Course equivalencies for courses taken at other accredited colleges will be determined by a Counselor.

There is a 5 year recency requirement for the science classes. If they were taken more than five years ago, candidates must see the Nursing counselor to determine if there is work or other experiences to grant recency for the course content. If there is no documentation of this, the course must be repeated prior to filing an application.

### APPLICATION PROCESSING

1. Once prospective students have met the minimum academics and other requirements, they are eligible to file an application.
2. Applications and all required documents must be submitted by the deadlines to be considered for admission.
3. Completed applications that have met the deadlines undergo an in-depth evaluation.

4. Candidates, who meet the program requirements for admission, progress to the pool of qualified applicants.
5. Prospective students who do not meet the requirements (unqualified) 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 admission 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.
6. Notification letters are sent to all applicants. Those selected for admission must accept their invitation, according to specific details and dates outlined in their acceptance letter, or an alternate candidate will be offered the space.

### PROGRAM REQUIREMENTS

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

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

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 American Heart Association CPR card - Level C.
3. Registered Nurse student malpractice insurance.
4. Uniforms and professional supplies and equipment.
5. Transportation: Adequate, reliable transportation is required.
6. Background Check and urine drug testing.
7. Achieve a passing score on the designated pre-enrollment assessment. All qualified applicants who are selected into the program must pass the assessment at the state set score prior to enrollment in the program. This is a diagnostic test that covers basic Math, Reading and Science skills.

### NURSING PROGRAM ENROLLMENT INFORMATION

1. To enroll in nursing coursework, all selected applicants must meet the academic, contractual and safety requirements to participate in nursing coursework.
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 applicants must be able to perform specified manipulative and/or sensory functions, as follows:
  - a. Be able to hear well enough (average of 30 decibel in each ear) to respond to calls for help from individuals remote from the location of the student.
  - b. Be able to safely maneuver the equipment used to administer medications orally and intramuscularly and be able to see and hear well enough to monitor indications on the instruments regarding the medications being administered.
  - c. Be able to start effective cardiopulmonary resuscitation.
  - d. Be able to maneuver a totally helpless adult to the side of a bed and to turn and position the patient.
  - e. Be able to physically maneuver and support a helpless adult.
  - f. Be able to see well enough to observe critical symptomatology; have sufficient manipulative ability to record such symptomatology in writing.
  - g. Be able to maneuver well enough to physically protect himself or herself from possible injury caused by emotionally disturbed or combative patients.
  - h. Have sufficient physical mobility to respond rapidly to situations involving the health and safety of patients.
4. To enroll in nursing coursework, the selected applicant needs to be free from any physical, behavioral, emotional or mental condition that would adversely affect

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his/her behavior so as to create an undue risk or harm to himself or herself, other students, instructors, or other persons. If an applicant disputes a determination that he/she is not free from such a physical, behavioral, emotional or mental condition, the Program Director shall confer with the Nursing Admission/Retention Committee. The applicant may be required, at his/her expense, to be examined by either a licensed physician and/or surgeon, or by a licensed clinical psychologist. If the health practitioner deems the applicant safe to participate in the nursing program, the information is shared with the Admission and Retention committee and the committee determines if the applicant is granted admission.

- To attend coursework in the clinical setting, the student must speak conversational English so as to be understood easily by clinical agency staff and patients. Effective communication in spoken English is required to insure the safety of the patients in the clinical setting.
- To meet hospital contractual requirements, applicants will provide a copy of their Social Security card upon enrollment.

The above conditions also apply to students who are currently enrolled in the Nursing Program. Maintenance of good health (physical, behavioral and emotional) is essential for continuation, and the criteria and conditions explained above are operative throughout the student's time in the program.

**BASIC ASSOCIATE DEGREE PROGRAM**

Completion of this curriculum qualifies students to receive the Associate Degree in Nursing (ADN) and prepares students for a smooth transition to a Bachelor's Degree in Nursing (BSN) program. Graduates are eligible to take the National Licensing Examination for Registered Nurses (NCLEX).

A minimum grade of "C" must be achieved in each course required for this program.

Unless taken prior to the semester in which they are listed below, courses must be taken in the ordered indicated

**Recommended advisory: Completion of Math G030 and/or placement at the college level math prior to entry.**

Nursing Program Semester I		Units
Nursing G100	Nursing Process I	10
Biology G200	Pharmacology	3
Comm Studies G110	Public Speaking	3

Nursing Program Semester II		Units
Nursing G150	Nursing Process II	10
Psychology G118	Life Span Developmental Psych	3

Nursing Program Semester III		Units
Nursing G200	Nursing Process III	10
Sociology G100	Introduction to Sociology	3
Math G160	Intro to Statistics	4

Nursing Program Semester IV		Units
Nursing G250	Nursing Process IV	9
Nursing G260	Nursing Issues	1.5
English G110	Critical Thinking	4
<b>Total Units</b>		<b>76.5</b>

**Transfer Credit and Credit by Examination for Applicants with Previous Nursing Education:**

Applicants with previous nursing education in an approved school of nursing (RN) may apply for transfer credit and/or credit by examination.

**Challenge Policy**

In accordance with Board of Registered Nursing regulations, students who have experience or education in a specific area of nursing may challenge any Golden West College nursing course. In order to do so, the student must meet the following Nursing Program entrance requirements:

- Acceptance as a regular student at Golden West College including meeting all program academic and other requirements.
- Completion of 12 college units with GPA of at least 2.0.
- Qualifying test scores on the college placement test in English and Math.
- Evidence of physical and emotional fitness by medical examination.
- Meet the specifics of the School of Nursing Challenge policy as delineated in the School of Nursing Student Handbook.

**Transfer Credit**

Credit for nursing courses taken at an accredited school of nursing (RN) will be granted upon the following conditions:

- Candidates must qualify for admission as listed above.
- Candidates must be recommended by the program director of the previous school of nursing.
- Course work must have been completed within the last two years.
- Credit will be given for nursing courses comparable to those offered at Golden West College.
- Credit for general education courses will be granted according to the college policy.
- 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.

**ADMISSION PROCEDURE --  
NURSING CAREER LADDER (LVN-RN)**

This one year option is designed specifically for California Licensed Vocational nurses. The following minimum requirements must be met by all applicants in order to become eligible candidates.

**Admission Requirements and Application Process**

- Complete applications to the Career Ladder Program that are submitted by the deadline are evaluated.
- Applicants who meet the criteria of this selection process will be classified as qualified applicants.
- Applicants who do not meet the criteria will be informed of this in writing.
- 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.
- Notification letters are sent to all applicants. Those selected for admission must accept their invitation, in writing, by the specified date or an alternate candidate will be offer the space.

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F. Upon acceptance, applicants will be given information to allow them to complete the program requirements.

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 American Heart Association CPR card - Level C.
4. Registered Student Nurse/LVN Malpractice Insurance.
5. Uniforms and professional supplies and equipment.
6. Transportation: Adequate, reliable transportation is required.
7. Background Check and urine drug testing.
8. Achieve a passing score on the designated pre-enrollment assessment.

### NURSING CAREER LADDER (ADN) (LVN-RN)

Course and unit credit is awarded for Nursing G100 and G150 20

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

Recommended advisory: Completion of Math G030 and /or placement at the college level math prior to entry.

Prerequisite Courses:		Units
English G100	English	3
Biology G220	Human Anatomy	4
Biology G225	Human Physiology	4
Biology G210	Microbiology	5
Biology G200	Pharmacology	3
Comm Studies G110	Public Speaking	3
Psychology G 118	Life Span Developmental Psych	3

Nursing Courses:		Units
Nursing G190	Transition to Registered Nursing	4

After completion of the prerequisites and Nursing G190 Transition to Registered Nursing course, the student usually begins the nursing program in the second year.

Nursing Program Semester III		Units
Nursing G200	Nursing Process III	10
Sociology G 100	Introduction to Sociology	3
Math G160	Intro to Statistics	4

Nursing Program Semester IV		Units
Nursing G250	Nursing Process IV	9
Nursing G260	Nursing Issues	1.5
English G110	Critical Thinking	4
<b>Total Units</b>		<b>80.5</b>

Placement in the nursing program is based on an individual assessment of academic readiness, clinical competence and work experience.

### CERTIFICATE OF ACHIEVEMENT - Thirty Unit Option

#### Licensed Vocational Nurses and Psychiatric Technicians

Applicants who hold a current California Vocational Nurse or Psychiatric Technician license, or the equivalent, may qualify for the California Registered Nurse licensure examination without completing the entire Associate Degree Nursing Program outlined above. LVNs may elect to take a non-degree program consisting of not more than 30 units in nursing and related science courses. Licensed PTs may challenge theory and clinical portions of the Nursing Program when they believe they already have the required knowledge and skills. For more information, contact the Nursing 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.

## PHYSICAL EDUCATION

Contact Information: [physicaleducation@gwc.cccd.edu](mailto:physicaleducation@gwc.cccd.edu)

### MAJOR

#### Physical Education and Health

##### Course Listing (18 total units):

Physical Education G103	Exercise for Healthy Living	2
Health Education G100	Personal Health	3
<b>Kin G101</b>	First Aid/Cardio-Pulmonary Resuscitation	2
Pro PE G180	The Physical Education Profession	3
Pro PE G160	Athletic Training	2
Physical Education G173	Introduction to Weight Training	1

#### One Aquatics course from the following 1 unit

Physical Education G109	Swimming for Fitness
Physical Education G111	Swimming
Physical Education G114	Surfing

#### One Mind and Body course from the following 1 unit

Physical Education G130	Yoga
Physical Education G132	Pilates for Fitness

#### One Individual Sport course from the following 1 unit

Physical Education G134	Bowling
Physical Education G136	Rock Climbing
Physical Education G158	Tennis
Physical Education G159	Table Tennis
Physical Education G150	Badminton

#### One Team Sport course from the following 1 unit

Physical Education G186	Basketball
Physical Education G192	Soccer
Physical Education G195	Volleyball
Physical Education G196	Sand Volleyball

#### One Individual Fitness Course from the following 1 unit

Physical Education G164	Aerobics
Physical Education G166	Circuit Weight Training
Physical Education G178	Cardiovascular Laboratory
Physical Education G181	Muscular Strength Training



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**POLITICAL SCIENCE****Contact Information:** BSSD@gwc.cccd.edu**ASSOCIATE IN ARTS DEGREE IN POLITICAL SCIENCE FOR TRANSFER**

Political science, the systematic and rigorous study of government, public policy and of the political behavior of individuals, groups, and institutions, is becoming increasingly crucial in a complex and controversial world. Most social, economic and moral issues have political implications; and governmental policy affects most aspects of daily life. The goal of the Associate of Arts Degree in Political Science transfer is to provide students with an understanding of the American political system and other political systems within the context of global forces, international conflicts, ideological systems and diversity. Courses in this major are designed to introduce students to the field of political science and the primary subfields of political science and to equip students with specialized research and analytical skills necessary to examine political issues. This analytical framework will familiarize students with more generalized problem-solving skills sufficient to allow them to make valuable contributions to any vocation or enterprise they pursue. Students will be prepared for a baccalaureate degree in Political Science. The successful student will be able to demonstrate knowledge of important findings, theories, and changing issues relevant to political science; demonstrate critical thinking about political issues and evaluate theories' and arguments' major assertions, background assumptions, the evidence used to support assertions, and their explanatory value; utilize appropriate investigative methods and appropriate technologies to access relevant research; manage information and prepare and present their work effectively.

<b>Required Core: (3 units)</b>		<b>Units</b>
Political Science G180	American Government	3

**List A – Select three courses from: (9-10 units)**

Political Science G150	Political Philosophy	3
Political Science G185	Comparative Politics	3
Political Science G110	International Relations	3
Political Science G100	Introduction to Political Science	3
Mathematics G160	Introduction to Statistics	4

**List B – Select two courses from: (6 units)**

Any List A course not used above		
Political Science G101	Survey of Current Issues	3
Political Science G120	Principles of the United Nations	3
Political Science G130	Law in American Society	3

<b>Required Subtotal</b>	18-19
CSU General Education Breadth or IGETC Pattern	37-41
Transferable Electives (as needed to reach 60 transferable units)	0-18
<b>Degree Total</b>	<b>60</b>

**MAJOR****Political Science****Course Listing (18 total units):**

<b>Required Courses:</b>		<b>Units</b>
Political Science G110	International Relations	3
Political Science G180		
or G180H	American Government(Honors)	3
Political Science G185	Comparative Politics	3

**Choose three additional courses from the following:**

Political Science G101	Survey of Current Issues	3
Political Science G120	Principles of United Nations, or	3
Political Science G120H	Prin. of United Nations—Honors	3
Political Science G130	Law in American Society	3
Political Science G100	Introduction to Political Science	3
Political Science G150	Political Philosophy	3

**PSYCHOLOGY****Contact Information:** BSSD@gwc.cccd.edu**ASSOCIATE IN ARTS DEGREE IN PSYCHOLOGY FOR TRANSFER**

The Psychology Transfer major covers the contemporary perspectives on understanding human behavior: biological, psychodynamic, learning-based, humanistic, cognitive, and sociocultural, as well as the effects of nature versus nurture on behavior and abilities. Students learn how to analyze the various methods used to study behavior, including the naturalistic observation method, the correlational method, the experimental method, kinship studies, the epidemiological method, and the case-study method. Students choosing this major will gain an understanding of the definition of normal vs. abnormal behavior, as well as describe the different types of mental health professionals and the basic features of psychotherapy and drug therapies. The successful student will be able to: Characterize the nature of psychology as a science; understand and apply psychological principles to personal, social, and organizational issues; use reasoning to recognize, develop, defend, and criticize arguments related to conclusions about psychological issues; identify appropriate applications of psychology in solving problems, such as the origin and treatment of abnormal behavior, pursuit and effect of healthy lifestyles, psychology-based interventions in clinical, educational community, and other settings. Students will be prepared for a baccalaureate degree in Psychology.

**Required Core (11 total units):**

Math G160	Introduction to Statistics	4
Psychology G100	Introduction to Psychology	3
Psychology G280	Research Methods in Psychology	4

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

Biology G100	Introduction to Biology	4
Psychology G250	Psychobiology	3

**List B – Select one course from: (3 units)****Any list A course not used above**

Psychology G118	Life Span Developmental Psychology	3
Sociology G100	Introduction to Sociology	3
Sociology G185	Analysis of Social Problems	3

**List C – Select one course from: (3 units)****Any list A or B course not used above**

Psychology G110	Personal and Social Adjustment	3
Psychology G116	Child Growth and Development	3
Psychology G165	Principles of Human Sexuality 1	3
Psychology G255	Abnormal Psychology	3

<b>Required Subtotal</b>	20-21
<b>CSU General Education Breadth or IGETC Pattern</b>	37-41
<b>Transferable Electives (as needed to reach 60 transferable units)</b>	0-24
<b>Degree Total</b>	<b>60</b>

**MAJOR****Psychology****Course Listing (20 total units):**

<b>Required Courses:</b>		<b>Units</b>
Psychology G100	Introduction to Psychology	3
Psychology G280	Research Methods in Psychology	3
Math G160	Introduction to Statistics	4

**Choose 9 Units from the following:**

Anthropology G100	Introduction to Cultural Anthropology	3
Anthropology G185	Physical Anthropology	3
Psychology G116	Child Growth and Development	3
Psychology G118	Life Span Developmental Psychology	3
Psychology G250	Psychobiology	3
Sociology G100	Introduction to Sociology	3



# MAJORS, AREAS OF EMPHASIS, AND CAREER CERTIFICATES

## RECYCLING AND RESOURCE MANAGEMENT

### Contact Information: CTE@gwc.cccd.edu

The Recycling and Resource Management (RRM) Program is designed to provide formal training for individuals interested in working in the Recycling and Resource Management/green jobs sector. As more cities and businesses develop sustainability and zero waste policies, there will be an increased need for personnel who can properly manage resources and implement recycling and waste minimization programs. The RRM curriculum emphasizes an interdisciplinary approach that explores recycling and resource management from a variety of perspectives and settings. Core curriculum will provide students with an in-depth study of waste diversion and resource management emphasizing cultural, community and business applications. The RRM courses cover governmental and organizational policies, practices and procedures in waste and resource management and include best management practices and the development of community and educational zero waste programs.

### MAJOR

#### Recycling and Resource Management

The Associate in Arts degree in Recycling and Resource Management involves satisfactory completion of a minimum of 60 semester units, including at least 18 units in the major as outlined below and fulfillment of all GWC general education requirements (21 units) and additional electives to reach the 60 units. Students must complete the major requirements in effect at the time enrollment begins, or the major requirements in effect at graduation, as long as continuous enrollment is maintained. At least 50 percent of the major units must be completed at Golden West College. Each course for the major must be completed with a grade of C (2.0) or higher.

#### Required Courses:

Envs G141 - Introduction to Recycling and Resource Management	3
Envs G142 - Culture and Zero-Waste	3
Envs G143 - Resource Management and Zero-Waste for Communities	3
Envs G144 - Resource Management and Zero-Waste in Business	3
Envs G100 - Introduction to Environmental Studies	3
Envs G190 - Environmental Studies Practicum	3

#### RECOMMENDED ELECTIVES (Subject to Change):

Envs G170 - Renewable Energy Sources and Applications	3
Comm Studies G108 - Introduction to Communication	3
Management G155 - Customer Service for the 21st Century	3
World Languages	
(Any 180/185 level course offered in the World Languages Department)	5
<b>Total Units for this Major</b>	<b>18</b>
<b>GWC AA General Education pattern</b>	<b>21</b>
<b>Additional Electives (degree applicable) to reach 60 transferable units</b>	
<b>Degree Total</b>	<b>60</b>

## CERTIFICATES OF ACHIEVEMENT

### Recycling and Resource Management

The Certificate of Achievement in Recycling and Resource Management will expand upon the knowledge obtained in the Certificate of Specialization training. These courses offer a greater in-depth analysis of trends and techniques in the recycling and resource management industry. Courses will require that the student demonstrate, analyze and design strategies, prepare and execute recycling and waste reduction plans, actions and programs. The training will actively engage students in real-world situations through a hands-on experiential training component that connects the students with industry partners in a learning/working environment. The Recycling and Resource Management Certificate can be obtained by taking 18 required units with a grade of "C" or better in each of the six required Recycling and Resource Management core courses. In addition, students may choose to expand into an Associate in Arts degree.

#### Required Courses:

Envs G141	Intro to Resource Management and Zero Waste	3
Envs G142	Culture and Zero Waste	3
Envs G143	Resource Management and Zero Waste for Communities	3
Envs G144	Resource Management and Zero waste in Business	3
Envs G100	Introduction to Environmental Studies	3
Envs G190	Environmental Studies Practicum	3
<b>Total Units</b>		<b>18</b>

## CERTIFICATE OF SPECIALIZATION

### Recycling and Zero Waste

The Certificate of Specialization in Recycling is designed to introduce the student to the basic principles, concepts, terms and laws relative to the recycling and resource management industry. This training will demonstrate how to properly manage organizational resources and initiate Zero-Waste strategies and programs. Related subjects of emphasis include waste reduction and reuse methodologies; collection technologies; the separation, purchasing and marketing of commodities; economic analysis; legislation and regulations; public policy; outreach and education; and health and safety.

#### Required Courses:

Envs G141	Intro to Resource Management and Zero Waste	3
Envs G142	Culture and Zero Waste	3
Envs G143	Resource Management and Zero Waste for Communities	3
Envs G144	Resource Management and Zero waste in Business	3
<b>Total Units</b>		<b>12</b>

## SCIENCE

### Contact Information: MathScienceOffice@gwc.cccd.edu

### MAJORS

#### Chemistry

#### Course Listing (25 total units):

Required Courses:		Units
Chemistry G180 and G185	General Chemistry Sequence	10
Chemistry G220 and G225	Organic Chemistry Sequence	10
Math G180	Calculus	5

#### General Biology

#### Course Listing (19-23 total units):

Required Courses:		Units
Biology G180	Cell and Molecular Biology	5
Chemistry G180	Chemistry A	5
Chemistry G185	Chemistry B	5
<b>AND</b>		
Biology G182	Zoology or	
Biology G183	Botany	4

#### And one of the following:

Math G170 (4), Pre-Calculus OR Placement (through examination) into Math G180, Calculus I

It is highly recommended that students also take Biology G210, General Microbiology, and Chemistry G220 and G225, Organic Chemistry, A & B.

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**Physics****Course Listing (22 total units):**

Required Courses:		Units
Physics G185	Calculus Based Physics: Mechanics	4
Physics G280	Calculus Based Physics: Electricity and Magnetism	4
Physics G285	Calculus Based Physics: Modern	4
Math G180	Calculus 1	5
Math G185	Calculus 2	5

**SOCIAL SCIENCES****Contact Information: BSSD@gwc.cccd.edu****AREA OF EMPHASIS****Social Sciences****Course Listing (24 total units):****(6 units) - Choose one course from each group:****Group A:**

History G170	History of the US to 1876	3
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**OR**

History G175	History of the US since 1876	3
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**Group B:**

Political Science G180/G180H	American Government	3
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**(18 units) - Choose 18 additional units, with at least one course from each group:****Group A:**

Anthropology G100	Intro to Cultural Anthropology	3
Anthropology G185	Physical Anthropology	3
Anthropology G130	Intro to Archaeology	3

**Group B:**

Economics G110	American Economic Problems	3
Economics G170	Principles of Micro Economics	3

**Group C:**

Geography G100	World Regional Geography	3
Geography G180	Intro to Physical Geography	3
Geography G185 (formerly G104)	Cultural Geography	3

**Group D:**

History G180/G180H	Western Civilization 1	3
History G185/G185H	Western Civilization 2	3
History G161	World History 1	3
History G162	World History 2	3

**Group E:**

Political Science G110	International Relations	3
Political Science G185	Comparative Politics	3

**Group F:**

Sociology G100/G100H	Intro to Sociology	3
Sociology G133	Racial and Ethnic Relations in America	3
Sociology G185 (formerly G150)	Analysis of Social Problems	3

**SOCIOLOGY****Contact Information: BSSD@gwc.cccd.edu****Associate in Arts Degree in Sociology for transfer**

The Associate in Arts in Sociology for Transfer degree focuses on human interaction at the macro/structural level and the micro/interactive level. Students will learn processes of creation and maintenance of social order, as well as social dynamics, with primary emphasis on cultural diversity. Application of sound theoretical principles and obtaining adequate empirical support are stressed. Completion of this major will provide a solid foundation for people interested in a wide variety of careers, including: social welfare, gerontology, urban planning, business, education, and public health. Students will be prepared for a baccalaureate degree in Sociology.

**Required Core:**

Soc G100/G100H	Introduction to Sociology	3
Soc G185	Analysis of Social Problems	3
Math G160	Introduction to Statistics	4
Soc G110	Introduction to Marriage and the Family	3
Soc G133	Racial and Ethnic Relations in America	3

**Select 1 course from the following:**

Psyc G100	Introduction to Psychology	3
Anth G100	Introduction to Cultural Anthropology	3
Geog G185	Cultural Geography	3

**Required Subtotal**

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**CSU General Education Breadth or IGETC Pattern**

37-41

**Transferable Electives (as needed to reach 60 transferable units)**

0-17

Degree Total 60

**THEATER ARTS****Contact information: arts&lettersdivision@gwc.cccd.edu****ASSOCIATE IN ARTS DEGREE IN THEATRE ARTS FOR TRANSFER****\*Pending State Approval (Approved as of 7/26/12)**

The Theater Arts Department provides student opportunities to study the art and craft of theater. Students who enroll in the Associate in Arts in TheaterArts for transfer degree prepare for transfer education and/or careers related to theatrical history and literature, performance, design/technology, and management. Theater Arts Majors are introduced to theatrical history and literature, scenic, costume, lighting, sound, and make-up design and technology, acting, directing, and management through coursework and production opportunities. Critical thinking and problem solving skills are acquired through production assignments. Students are encouraged to develop academic and artistic skills enabling them to be successful in further study or employment. Students will be prepared for a baccalaureate degree in Theater Arts.

**Required Core: (9 units)**

		Units
Theater G100	Intro to Theater	3
Or		
Theater G111	History/Literature to the 1800's	3
Theater G106	Acting 1	3

**Rehearsal and Performance or Technical Theater Practicum (max 3 units)**

Theater G142	Theater Workshop	1-2
Theater G171	Play Production	1-2
Theater G172	Classical Play Production	1-2
Theater G210	Musical Theater Workshop	2

**List A: 9 units**

Theater G107	Acting 2	3
Theater G176	Stage Lighting	3
Theater G178	Costume Crafts	3

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Theater G177	Make-up	3
Theater G175	Stage Scenery	3

**(if not used in Core - max 3 units)**

Theater G142	Theater Workshop	1-2
Theater G171	Play Production	1-2
Theater G172	Classical Play Production	1-2
Theater G210	Musical Theater Workshop	2

<b>Required Subtotal</b>		18-19
CSU General Education Breadth or IGETC Pattern		37-41
Transferable Electives (as needed to reach 60 transferable units)		0-11
<b>Degree Total</b>		<b>60</b>

**MAJOR**
**Theater Arts**
**Required Courses: (18-19 total units):**

Theater G100	Introduction to Theater	3
Or		
Theater G111	Theater History and Literature - Classical to 1800	3
Theater G106	Acting 1 <b>Fundamentals</b>	3

**Choose a minimum of 3 units from the following:**

Theater G142	Theater Workshop	1-2
Theater G171	Play Production	1-2
Theater G172	Classical Play Production	1-2
Theater G210	Musical Theater Workshop	1-2

**Choose 9 units from the following:**

Theater G175	Stage Scenery	3
Theater G176	Stage Lighting	3
Theater G177	Stage Make-up	3
Theater G178	Stage Costume	3

The following courses are not required, but recommended by the Theater Department to enhance the Theater Arts Major.

**Performance Emphasis:**

Theater G107	Acting 2	3
Theater G112	Theater History and Literature - 1800 to Modern	3
Theater G206	Acting 3	3
Theater G207	Acting 4	3
Theater G188	<b>Stage Movement</b>	3
Theater G146	Broadway and Opera Singing	3

**Production Management Emphasis:**

Theater G160	Introduction to Stage Direction	3
Theater G161	Stage Management	3

**Musical Theater Emphasis:**

Theater G108	History and Appreciation of the Musical Theater	3
Theater G210	Musical Theater Workshop	2

**Technical Theater Emphasis:**

Theater G179	Theater Sound Technology	3
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**Film Emphasis:**

Theater G110	Acting for the Camera	3
Theater G102	History and Appreciation of the Cinema	3

**WORLD LANGUAGES**

Contact information: [arts&lettersdivision@gwc.cccd.edu](mailto:arts&lettersdivision@gwc.cccd.edu)

**MAJORS**
**French Language**
**Course Listing (18 total units):**
**Required Courses for the major:**

French G180	Elementary French 1	5
French G185	Elementary French 2	5
French G280	Intermediate French 1	4
French G285	Intermediate French 2	4

**Spanish Language**
**Major Course Listing (18-20 total units):**
**These 4 courses**

Spanish G180/G180H	Elementary Spanish 1	5
Spanish G185/G185H	Elementary Spanish 2	5
Spanish G280	Intermediate Spanish 1	4
Spanish G285	Intermediate Spanish 2	4

**OR**
**These 5 courses**

Spanish G160	Spanish for Spanish Speakers 1	4
Spanish G185/G185H	Elementary Spanish 2	5
Spanish G280	Intermediate Spanish 1	4
Spanish G285	Intermediate Spanish 2	4
Spanish G290	(Mexican Culture & Civilization)	3

**Vietnamese Language**
**Course Listing (18 total units):**
**Required Courses for the major:**

Vietnamese G180	Elementary Vietnamese 1	5
Vietnamese G185	Elementary Vietnamese 2	5
Vietnamese G280,	Intermediate Vietnamese 1	4
Vietnamese G285	Intermediate Vietnamese 2	4

**World Language**
**Course Listing (19-21 total units):**
**Required courses for the major:**

Spanish/French/Vietnamese/Sign G180 (Elementary)	4-5
Spanish/French/Vietnamese/Sign G185 (Elementary)	4-5
Spanish/French/Vietnamese/Sign G280 (Intermediate)	4
Spanish/French/Vietnamese/Sign G285 (Intermediate)	4
Special Education G105 (Implications of Deafness)	3

# COURSES



The Chuck Wagon



**ACCOUNTING****ACCOUNTING G100 - 3 Units****Accounting for Small Business**

(Formerly known as: Accounting Elements)

This is 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. Some problems will be solved using computer applications. 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 a study of accounting and financial information used to manage operations. The course content covers cost accounting concepts, cost behavior, cost structure, cost-volume-profit analysis, budgeting, responsibility accounting, and other management-related topics. Some problems will be solved using computer software applications. 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**

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**

(Formerly known 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**

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, integrated financial accounting system to prepare and analyze financial statements. Subjects include journals, budgets, sales and purchasing transactions, accounts payable and receivable, and payroll cycles as they pertain to service and merchandising operations. Excel is used to assist with preparation and analysis of financial statements. 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 G211 - 4 Units****Intermediate Accounting A**

Prerequisites: Accounting G101

This course in financial accounting expands on topics introduced in earlier financial accounting courses such as cash, receivables, inventory, long-term assets, etc. Additional topics in the accounting conceptual framework, current financial reporting issues, investments, and revenue recognition principles are also covered. Students will be expected to demonstrate problems using an online homework system. May be used as credit to sit for the Uniform CPA examination. Lecture. Optional pass/no pass grade. Transferable to CSU.



**ACCOUNTING G212 - 4 Units****Intermediate Accounting B**

Prerequisites: Accounting G211

Second course in intermediate series in financial accounting that covers current and long-term liabilities, income taxes, pensions and post-retirement benefits, leases, stockholders' equity, earnings per share, and statement of cash flows. In addition, changes and/or in accounting methods, accounting estimates, or reporting entity are analyzed. Disclosure issues in financial statements are also addressed. Students will be expected to complete problems using an online homework system.

May be used as credit to sit for the Uniform CPA examination. Lecture. Optional pass/no pass grade. Transferable to CSU.

**ACCOUNTING G215 - 3 Units****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

This course is designed for accountants and entrepreneurs to use QuickBooks for financial and managerial reporting, payroll accounting, and for management of receivables and payables. Recording adjustments, banking functions, and financial statements will also be covered. Lecture. Optional pass/no pass grade. Transferable to CSU.

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

An introduction to a broad comparative study of human society and human culture within contemporary and historical settings. This course considers the similarities and differences among human societies on a world-wide basis. Studies of large societies, as well as small, less complex cultures are included. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

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

An introduction to the field of archaeology emphasizing a broad survey of world prehistory; the nature of culture change; contemporary issues. Techniques of data collection, analysis and interpretation are also considered. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

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

(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**

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**

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.

**ANTHROPOLOGY G185 - 3 Units****Physical Anthropology**

(Formerly known as: ANTH G120 Introduction to Physical Anthropology)

This is an introductory course in the concepts, methods of inquiry and theory of biological evolution and their application to the human species. Specific focus is on molecular, Mendelian and population genetics, mechanisms of evolution of homo sapiens and non-human primates, 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 G185L - 1 Unit****Physical Anthropology Lab**

(Formerly known as: Introduction to Physical Anthropology Lab, ANTH G)

Prerequisites: Enrollment in or completion of Anthropology G185 or 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.

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

Advisories: Architecture G100 or G140

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

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

Advisories: Architecture Technology G160 or equivalent experience.

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

**ART****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. Field trips required. Lecture. Optional pass/no pass grade. 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**

(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. Transferable to CSU.

**ART G103 - 3 Units****History of Asian Art**

This course serves as a comprehensive introduction to the art traditions of India, Southeast Asia, China, Korea, and Japan. The historical development of the arts is examined within their broader cultural context. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

**ART G104 - 3 Units****Contemporary Art History**

(Formerly known as: 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 1- 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. UC Credit Limitations: Maximum credit of one course for Art G105 and Art G105H. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

**ART G105 HONORS - 3 Units****Art History and Appreciation 1 - Prehistoric to Renaissance, Honors**

(Formerly known as: Art History and Appreciation 1, 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. UC Credit Limitations: Maximum credit of one course for Art G105 and Art G105H. Lecture. Letter grade only. Transferable to CSU; UC.

**ART G106 - 3 Units****Art History and Appreciation 2 - Renaissance to Present**

(Formerly known as: Art History and Appreciation 2)

(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. UC Credit Limitations: Maximum credit of one course for Art G106 and Art G106H. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

**ART G106 HONORS - 3 Units****Art History and Appreciation 2 - Renaissance to Present, Honors**

(Formerly known as: Art History and Appreciation 2, 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. UC Credit Limitations: Maximum credit of one course for Art G106 and Art G106H. Lecture. Letter grade only. Transferable to CSU; UC.

**ART G107 - 3 Units****Color and Design: 2D**

(Formerly known as: Two Dimensional Design)

A basic course in the application and appreciation of the art principles and art elements as they relate to two dimensional design. Selected problems using line, color, shape, value, and texture. Required for art majors. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

**ART G109 - 3 Units****Color and Design: 3D**

(Formerly known as: 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 G115 - 3 Units****Typography**

(Formerly known as: Digital Arts G115)

Advisories: Digital Arts G135

This course is an introduction to the history of the evolution and application of typography and its many applications for the perception of meaning, intention and personality of the written word. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

**ART G116 - 3 Units****Drawing 1**

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 2**

A continuing of drawing skills and techniques begun in Art G116. Emphasis on developing the student's own style and interest. Projects will be related to the individual student's needs as much as possible. More time is allotted for drawing on location and experimentation with various media. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

**ART G118 - 3 Units****Life Drawing 1**

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 2**

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 1**

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 2**

Advisories: Art G121, Ceramics 1

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**

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 1**

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 2**

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 1**

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 G134 - 3 Units****Watercolor 2**

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****Life Painting 1**

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**

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 1**

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****Sculpture 2**

Exploration of a variety of sculptural materials experiences with plaster and cement, clay. Class stresses Twentieth Century abstract art concepts. Students will supply all materials and will be responsible for attending field trips. This course may be taken 2 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

**ART G150 - 3 Units****Printmaking 1**

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**

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 G160 - 3 Units****Jewelry 1**

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 2**

(Formerly known as: Jewelry &amp; 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 G175 - 2 Units****Cartooning**

(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 G221 - 3 Units****Ceramics 3**

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; UC.

**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****Introduction to Astronomy Lab**

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

**AUTOMOTIVE TECHNOLOGY****AUTOMOTIVE TECHNOLOGY G041 - 0.5 Units****BAR 2005 Update Training Course**

This course is designed to update currently licensed Smog Check Technicians, and is a prerequisite to renewing a Smog Check Technician license effective January 1, 2005. The course will cover current automotive diagnostic procedures, and Bureau of Automotive Repair (BAR) procedures that affect the inspection, diagnosis, and repair of vehicles subject to the Smog Check Inspection and Maintenance program. Lecture & lab. Optional pass/no pass grade.

**AUTOMOTIVE TECHNOLOGY G049 - 0.5 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. This is a one week course. Lecture. Pass/no pass only.

**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. Optional pass/no pass grade. Transferable to CSU.

**AUTOMOTIVE TECHNOLOGY G110 - 5 Units****Engine Repair**

This is an introductory course that provides students with theory, knowledge and skills necessary to perform minor and major service on automotive gasoline powered engines. Instruction is given and lab experience provided in engine diagnosis, removal, disassembly, analysis and inspection, precision measurements, re-assembly and installation. Information presented is based on the Automotive Service Excellence (ASE) A-1 Engine Repair Tasks and Standards intended to prepare students for the ASE Certification Examination. This course may be taken 2 times. Lecture and Lab. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

**AUTOMOTIVE TECHNOLOGY G120 - 5 Units****Electrical/Electronic Systems, Introductory**

Advisories: Auto G101

This is an introductory course that provides students with theory, knowledge, and skills necessary to understand electrical flow and electronic concepts. Instruction is given and lab experience provided which will enable students to successfully perform diagnostics and repair on vehicle electrical and electronic circuits. Information presented is based on the Automotive Service Excellence (ASE) A-6 Electrical/Electronics Tasks and Standards intended to prepare students for the ASE Certification Examination. This course may be taken 2 times. Lecture and Lab. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

**AUTOMOTIVE TECHNOLOGY G121 - 5 Units****Electrical/Electronic Systems, Advanced**

Advisories: Auto G120

This is an advanced course that provides students with theory, knowledge, and skills necessary to understand electrical flow and advanced automotive electronic diagnostic and repair concepts. Coursework presented is based on the Automotive Service Excellence (ASE) A-6 Electrical/Electronics Tasks and Standards intended to prepare students for the ASE Certification Examination. This course may be taken 2 times. Lecture and Lab. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

**AUTOMOTIVE TECHNOLOGY G130 - 4.5 Units****Engine Performance: Basic Theory/Diagnosis**

Advisories: Automotive Technology G101 and G120

This is an introductory course that covers theory, knowledge, and skills necessary to understand engine performance concepts. Instruction is given and lab experience provided which will enable students to successfully perform diagnostics and repair on engine management and related systems. Information presented is based on the Automotive Service Excellence (ASE) Engine Performance Tasks and Standards intended to prepare students for the ASE A-8 Engine Performance certification examination. This course may be taken 2 times. Lecture & Lab. Lecture & lab. Letter grade only. Transferable to CSU.

**AUTOMOTIVE TECHNOLOGY G131 - 4.5 Units****Engine Performance, Advanced**

Advisories: Automotive Technology G130

This is an advanced course that covers theory, knowledge, and skills necessary to understand advanced engine performance concepts. Instruction is given and lab experience provided which will enable students to successfully perform diagnostics and repair on complex engine management and related systems. Information presented is based on the Automotive Service Excellence (ASE) Engine Performance Tasks and Standards intended to prepare students for the ASE A-8 Engine Performance certification examination. This course may be taken 2 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

**AUTOMOTIVE TECHNOLOGY G140 - 5 Units****Automotive Chassis: Brakes**

This is an introductory course that covers theory, knowledge, and skills necessary to understand automotive disc and drum brake systems, antilock-braking systems and related components. Instruction is given and lab experience provided which will enable students to successfully perform diagnostics and repair on automotive brake systems. Information presented is based on the Automotive Service Excellence (ASE) Engine Performance Tasks and Standards intended to prepare students for the ASE A-5 Brakes examination. This course may be taken 2 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.



**AUTOMOTIVE TECHNOLOGY G141 - 4.5 Units****Automotive Chassis: Steering & Suspension**

This is an introductory course that covers theory, knowledge, and skills necessary to understand automotive steering and suspension systems and related components. Instruction is given and lab experience provided which will enable students to successfully perform related diagnostics and repair. The coursework is based on the Automotive Service Excellence (ASE) Tasks and Standards intended to prepare students for the ASE A-4 Suspension & Steering Certification examination. This course may be taken 2 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

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

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. Transferable to CSU.

**AUTOMOTIVE TECHNOLOGY G150 - 4 Units****Manual Drive Trains & Axles**

This is a course that provides the students with theory, knowledge, and skills necessary to understand automotive manual drive trains and transaxles concepts. Instruction is given and lab experience provided in diagnosis, removal, disassembly, analysis and inspection, precision measurements, re-assembly and installation. Information presented is based on the Automotive Service Excellence (ASE) A-3 Manual Drive Train and Axles Tasks and Standards intended to prepare students for the ASE Certification Examination. This course may be taken 2 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

**AUTOMOTIVE TECHNOLOGY G151 - 4 Units****Automatic Transmissions and Transaxles**

This is an introductory course that provides the students with theory, knowledge, and skills necessary to understand automotive automatic transmission and transaxle concepts. Instruction is given and lab experience provided in diagnosis, removal, disassembly, inspection, precision measurements, re-assembly and installation. The coursework is based on the Automotive Service Excellence (ASE) Tasks and Standards intended to prepare students for the ASE A-2 Automatic Transmission and Transaxle Certification examination. This course may be taken 2 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

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

This is an introductory course that covers theory, knowledge, and skills necessary to understand automotive Heating, Ventilation, and Air Conditioning (HVAC) systems. Instruction is given and lab experience provided which will enable students to successfully perform diagnostics and repair on both manual and automatic HVAC systems. EPA-accepted techniques for recovering and recycling R134 and R12 refrigerants will also be covered. Coursework is based on the Automotive Service Excellence (ASE) Tasks and Standards intended to prepare students for the ASE A-7 Heating and Air Conditioning certification examination. 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.

**AUTOMOTIVE TECHNOLOGY G181 - 4 Units****Honda PACT 1**

Advisories: Auto G101, Auto G120 and Auto G140

This introductory course aligns with Honda's Professional Automotive Career Training (PACT) curriculum. The course covers Honda-specific fundamental theory and maintenance procedures, including research on American Honda Motors' interactive network for learning modules and service information. Honda recognizes the completion of this course as part of their core training program. Lecture & lab. Letter grade only. Transferable to CSU.

**AUTOMOTIVE TECHNOLOGY G182 - 4 Units****Honda PACT 2**

Prerequisites: Auto G181

This is the second in a series of courses offered through Honda's Professional Automotive Career Training (PACT) program. Coursework will include intensive technical reading. Students will research American Honda Motors' Interactive Network for information on braking, steering, suspension, cooling and electrical systems. Hands-on practice will reinforce the theory learned in this course. Lecture & lab. Letter grade only. Transferable to CSU.

**AUTOMOTIVE TECHNOLOGY G201 - 14 Units****Chassis and Drivetrain Specialist-1**

Auto G201 is the first of two training courses leading to the Option 1 - Auto Technology Chassis and Drivetrain Specialist Certificate. It covers three automotive technical areas: Electrical, brakes, and manual transmissions. Auto G201 has no prerequisites. However, students must be pre-approved and enrolled in the Certificate program to take this course. By completing the requirements for the Certificate of Achievement, Chassis and Drivetrain Specialist, students will be able to satisfy the A.A. Degree requirements for a major in Automotive Technology. Upon successful completion of the program, the student will receive the Certificate of Achievement and be recognized at the graduation ceremony. Students will be responsible for providing their own textbooks, personal safety equipment, protective clothing, a basic hand tool set, and project related materials. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

**AUTOMOTIVE TECHNOLOGY G202 - 9 Units****Chassis and Drivetrain Specialist 2**

Prerequisites: Auto G201

Auto G202 is the second of two training courses leading to the Option 1 - Auto Technology Chassis and Drivetrain Specialist Certificate. It covers two automotive technical areas: Steering and Suspension, and Automatic Transmissions. Auto G202 has a prerequisite of Auto G201. Students must be pre-approved and enrolled in the Certificate program to take this course. By completing the requirements for the Certificate of Achievement, Engine Performance Specialist, students will be able to satisfy the A.A. Degree requirements for a major in Automotive Technology. Upon successful completion of the Program, the student will receive the Certificate of Achievement and be recognized at the graduation ceremony. Students will be responsible for providing their own textbooks, personal safety equipment, protective clothing, a basic hand tool set, and project related materials. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

**AUTOMOTIVE TECHNOLOGY G203 - 14.5 Units****Engine Performance Specialist 1**

Auto G203 is the first of two training courses leading to the Option 2 - Auto Technology Engine Performance Specialist Certificate. It covers three automotive technical areas: Engine repair, electrical basics, and engine performance. Auto G203 has no prerequisites. However, students must be pre-approved and enrolled in the Certificate program to take this course. By completing the requirements for the Certificate of Achievement, Engine Performance Specialist, students will be able to satisfy the A.A. Degree requirements for a major in Automotive Technology. Upon successful completion of the program, the student will receive the Certificate of Achievement and be recognized at the graduation ceremony. Students will be responsible for providing their own textbooks, personal safety equipment, protective clothing, a basic hand tool set, and project related materials. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

**AUTOMOTIVE TECHNOLOGY G204 - 9.5 Units****Engine Performance Specialist 2**

Prerequisites: Auto G203

Auto G204 is the second of two training courses leading to the Option 2 - Auto Tech Express Engine Performance Specialist Certificate. It covers two automotive technical areas: Engine Performance Advanced, and Basic Clean Air Car Course. Students must be pre-approved and enrolled in the Certificate program to take this course. Auto G204 has a prerequisite of Auto G203. By completing the requirements for the Certificate of Achievement, Engine Performance Specialist, students will be able to satisfy the requirement for a major in Automotive Technology. Upon successful completion of the program, the student will receive the Certificate of Achievement and be recognized at the graduation ceremony. Students will be responsible for providing their own textbooks, personal safety equipment, protective clothing, a basic hand tool set, and project related materials. Lecture & lab. Letter grade only. Transferable to CSU.

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

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

**BIOLOGY 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. UC Credit limitations: No credit if taken after Biology G180; maximum credit of one course for Biology G100 and G100H. Lecture & lab. Letter grade only. Transferable to CSU; UC.

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

Advisories: Biology G225

This course will discuss and utilize the principles of physiology to analyze the symptoms and signs of disease. Emphasis is given to cardiovascular, respiratory, and renal diseases although all body systems are discussed. Intended for students in or aspiring to various health professions including nursing. Lecture. Letter grade only. Transferable to CSU.

**BIOLOGY G180 - 5 Units****Cell and Molecular Biology**

(Formerly known as: 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 G182 - 4 Units****Zoology**

(Formerly known as: Biology G185 - Principles of Zoology)

Prerequisites: Math G030 or Mathematics Placement Assessment

Advisories: Biology G180

This course provides students with a broad foundation of Kingdom Animalia, and animal-like protists. It focuses on ecological, evolutionary, anatomical and physiological relationships. Topics include embryology, body plan, life strategies, reproductive modes and life cycles of each animal phylum. 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) The laboratory portion of this course will emphasize hands-on learning using dissection, models, slides, charts, living specimens and non-living specimens. Students will gain experience in using the microscope to study protists and animal tissues. Lecture & lab. Letter grade only. Transferable to CSU; UC.

**BIOLOGY G183 - 4 Units****Botany**

(Formerly known as: Biology G190 - General Botany)

Prerequisites: Math G030 or Mathematics Placement

Advisories: Biology G180

This course is designed to satisfy the major requirements for an Associate or Baccalaureate degree in the Biological Sciences. Biology G183 complements Biology G180 and G182 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 G225

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

**BIOLOGY G220 - 4 Units****Human Anatomy**

(Formerly known as: Biology G170)

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 G221, G220 and G225. Lecture & lab. Letter grade only. Transferable to CSU; UC.

**BIOLOGY G221 - 4 Units****Introduction to Anatomy and Physiology**

(Formerly known as: Biology G155)

The elements of human structure and function are described and related. Topics explored are: the body system, cell structure and function, the maintenance of physiological balance and equilibrium (e.g., fluid and electrolytes, blood pressure, acid base levels), and the physiology of nutrition and exercise. Designed for non-science majors (including some para-medical majors) and is recommended to meet the general education breadth requirement. UC Credit limitations: Maximum credit of two courses for Biology G220, G221 and G225. Lecture & lab. Letter grade only. Transferable to CSU; UC.

**BIOLOGY G225 - 4 Units****Human Physiology**

(Formerly known as: Biology G175)

Advisories: Biology G220

This course covers physiological function of the basic systems of the human body. Emphasis will be on integration of body systems and the inter-relationships for maintaining body homeostasis. Designed for paramedical biology majors (nursing, x-ray technicians, dental hygiene, physical therapy, etc.) and physical education majors. Will not satisfy transfer requirements for biology majors. UC Credit limitations: Maximum credit of two courses for Biology G220, G221 and G225. Lecture & lab. Letter grade only. Transferable to CSU; UC.

**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, business planning, organizing, staffing, directing, and control. Includes exposure to small, medium, and 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. UC Credit limitations: Maximum credit of one course for Business G108 and G110. Lecture. Optional pass/no pass grade. 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. UC Credit limitations: Maximum credit of one course for Business G108 and G110. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

**BUSINESS G121 - 3 Units****Personal Finance**

An introductory course in financial affairs involving management of expenditures. The course includes the budgeting process, using consumer loans and credit, savings on taxes, decisions on transportation and home buying, insurance planning, investments, financial planning, career planning, retirement and estate transfer decisions. Lecture. Letter grade only. Transferable to CSU.

**BUSINESS 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**

Advisories: Completion of English G099 is strongly recommended. This course provides a basic understanding of business communication and develops confidence and skill in writing effective business letters, memos, electronic communications, and 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**

Prerequisites: English G100

This course focuses on the development and refinement of the written and oral communication skills that are necessary for success in today's dynamic business environment. Emphasis will be placed on solving simple-to-complex business problems through critical thinking, research, analysis, and evaluation. Students will communicate these results through effective planning, organizing, outlining, drafting, revising, and finalizing business documents. Oral presentation skills, employment preparation and job-search techniques are also covered. Lecture. Letter grade only. Transferable to CSU.

**BUSINESS G153 - 1.5 Units****Writing an Effective Business Plan**

This course is designed to guide the student in the planning, preparation, and the completion of a successful business plan. The student will develop the tools and confidence in the writing of their own business plan which will serve as a guide in promoting growth, profitability, and social responsibility in achieving their business goals. Suitable for any current business owner or entrepreneur, business, management, or marketing student. This class is critical for contemporary business leaders and owners to understand how to develop a strong business plan that will be used to secure the business and provide a guideline for future growth and profitability. Lecture. Optional pass/no pass grade. Transferable to CSU.

**BUSINESS G170 - 3 Units****Introduction to Business Software Solutions**

(Same as: 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 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. UC Credit limitations: Maximum credit of one course for Chemistry G110 and G130; no credit if taken after Chemistry G180. Lecture & lab. Letter grade only. Transferable to CSU; UC.



**CHEMISTRY G130 - 4 Units****Preparation for General Chemistry**

(Formerly known as: Introduction to Chemical Principles)

Prerequisites: 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). UC Credit limitations: Maximum credit of one course for Chemistry G110 and G130; no credit if taken after Chemistry G180. Lecture & lab. Letter grade only. Transferable to CSU; UC.

**CHEMISTRY G180 - 5 Units****General Chemistry A**

(Formerly known as: 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 B**

(Formerly known as: General Chemistry)

Prerequisites: Chemistry G180

This course provides an introduction to kinetics, principles and types of chemical equilibria, acids and bases, thermochemistry, electrochemistry, coordination compounds, nuclear chemistry and nomenclature of organic compounds. Lecture & lab. Letter grade only. Transferable to CSU; UC.

**CHEMISTRY G220 - 5 Units****Organic Chemistry A**

(Formerly known as: Organic Chemistry I)

Prerequisites: Chemistry G185

This course offers a study of the compounds of carbon and their reactions with emphasis upon structure/reactivity relationships and mechanisms. The laboratory emphasizes standard organic techniques, investigations, and spectroscopic methods for identification. Lecture & lab. Letter grade only. Transferable to CSU; UC.

**CHEMISTRY G225 - 5 Units****Organic Chemistry B**

(Formerly known as: Organic Chemistry II)

Prerequisites: Chemistry G220

A continuation of the study of the compounds of carbon and their reactions with emphasis upon structure/reactivity relationships and mechanisms, including chemistry of carbonyl compounds, aromatic compounds and molecules of biological importance. The laboratory includes reactions and workup design, separation and identification of an unknown mixture, multistep synthesis and additional spectroscopy. Lecture & lab. Letter grade only. Transferable to CSU; UC.

**CHINESE****CHINESE G180 - 5 Units****Elementary Chinese 1**

(Formerly known as: 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 2**

(Formerly known as: 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 1**

(Formerly known as: 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****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 G051

This course introduces students to basic college success skills: goal setting and time management, memory and concentration, lecture note-taking, learning styles, reading effectiveness, test taking strategies, and stress management. Students will learn how to integrate these skills into college course work. Lecture. Optional pass/no pass grade. Not transferable, not degree applicable.

**COLLEGE G100 - 3 Units****Becoming A Successful Student**

Advisories: English G099

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**

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**

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, ESL Advanced**

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 G100 - 3 Units****Interpersonal Communication**

This course is a survey of the process, analysis and theory of one-to-one oral communication. Content areas include self-concept, perception, cultural influences, listening, verbal messages, nonverbal messages, conversation, relational development and conflict management. Students will learn theories that explain human communication behavior and in addition will be required to practice effective interpersonal communication skills in various contexts. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

**COMMUNICATION STUDIES G108 - 3 Units****Introduction to Communication**

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**

This course focuses on understanding and applying the fundamental principles 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. UC Credit Limitations: Speech G110 and G110H combined-maximum credit, one course. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

**COMMUNICATION STUDIES G110 HONORS - 3 Units****Public Speaking 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. UC credit limitations. See counselor. Lecture. Letter grade only. Transferable to CSU; UC.

**COMMUNICATION STUDIES G112 - 3 Units****Small Group Dynamics**

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 G190 - 3 Units****Prejudice, Discrimination and Inclusion: Communication Issues in Group Relations**

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**

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. Transferable to CSU.

**COMMUNICATION STUDIES G255 - 3 Units****Intercultural Communication**

(Formerly known as: Communication Studies G175)

Advisories: Comm G100 or Comm G108

This course analyzes the study of communication from an intergroup, culture-general perspective. General theories of communication (e.g., uncertainty/anxiety reduction, relationship development, nonverbal expectancy violations, ingroup-outgroup stereotyping) are integrated with theories of cultural difference (e.g. individualism-collectivism, cultural variability, low-high context communication, cultural value orientations, dimensions of culture, Confucian cultural patterns) to explain, predict and improve communication behavior. Communication is examined in both cross-cultural and intercultural settings, with the goal of increasing intercultural effectiveness and minimizing prejudice and discrimination. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

**COMMUNICATION STUDIES G260 - 3 Units****Organizational Communication**

This course focuses on understanding and applying the fundamental principles of communication in organizations. These elements include organizational communication models, the role of ethics and diversity, basic communication skills, interviewing skills, communicating in groups and teams, conflict management, leadership, and presentation skills. Students will learn to analyze, adapt, and improve their communication strategies in organizational settings by applying and practicing the knowledge and skills acquired in this course. Recommended for Communication Studies, Business and Education majors. Lecture. Optional pass/no pass grade. Transferable to CSU.

**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 G115 - 3 Units****Filing & Records Management**

This course is a comprehensive introduction to records management for both manual and computerized records systems. Emphasis will be placed on the efficient control of proper filing rules, along with the proper methods of storing, retrieving, and disposing of alphabet, subject, numeric, and geographic records; emphasis also placed on the principles governing filing and maintenance of paper, automated, and electronic imaging records. 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**

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. An eight-week course. Lecture & lab. Optional pass/no pass grade. 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 hands-on introduction to using computers with an introduction to computer concepts and computer literacy. Students will learn fundamental skills of computer hardware, software, application skills, the Internet, and networking; learn how input, output, and storage devices are connected to the computer; and develop an understanding of computers and the importance of technology in the world we live in.

Students will learn how to purchase or upgrade a computer. This course is designed for students who have no prior experience with computer concepts. This course may be taken four times when new products, new software versions or features are taught. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

**COMPUTER BUSINESS APPLICATIONS G149 - 2 Units****Outlook**

Advisories: Proper keyboarding and basic computer skills are suggested.

This course will prepare students to use OUTLOOK to compose and send e-mail messages; work with incoming messages; use Outlook folders to organize the Inbox; and manage appointments, events, and meetings. Topics include managing the Outlook environment; creating and formatting Item Content; managing e-mail messages, Contacts, Calendar Objects; and working with Tasks, Notes, and Journal Entries. This course covers the skills needed to prepare for the OUTLOOK 2010 Core Microsoft Office Specialist Exam (MOS). This course may be taken four times when new products, new software versions or features are taught. 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. Eight-week course. Lecture & lab. Optional pass/no pass grade. 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. Eight-week course. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

**COMPUTER BUSINESS APPLICATIONS G152 - 3 Units****MS Windows**

Advisories: CBA G145, Introduction to the PC, or equivalent experience

This course provides a hands-on comprehensive introduction to the MS Windows 7 environment. Students will learn fundamental skills of the Windows operating system such as file and folder organization and management; personalizing the Windows environment; managing Windows Media Center, Homegroups, Libraries, Windows Live Essentials, and Windows Touch; working with the Internet and E-mail; protecting the computer; searching for information and collaborating with others; connecting to network and mobile computing; maintaining hardware and software; and improving system performance. This course may be taken four times when new products, new software versions or features are taught. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

**COMPUTER BUSINESS APPLICATIONS G155 - 2 Units****WORD, Introduction**

Advisories: Keyboarding experience would be helpful.

This course will prepare students to use WORD to create professional-looking documents for a variety of purposes and situations. Topics include sharing and maintaining documents; formatting content; applying page layout and reusable content; including illustrations and graphics in a document; proofreading documents; applying references and hyperlinks; performing mail merge operations. This course, together with CBA G156, reviews the skills needed to prepare for the WORD 2010 Core Microsoft Office Specialist Exam (MOS). This course may be taken four times when new products, new software versions or features are taught. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

**COMPUTER BUSINESS APPLICATIONS G156 - 2 Units****WORD, Intermediate**

Advisories: Computer Business Applications G155

This course will prepare students to use intermediate and advanced features of WORD to create tables; insert graphics and create SmartArt and charts; apply and modify styles; create footnotes, endnotes, outlines, indexes, and tables of content; create comments and hyperlinks. Topics include using styles and creating multilevel lists and charts; creating web pages and using advanced proofing options; building documents from reusable content and revising documents using markup tools. This course, together with CBA G155, reviews the skills needed to prepare for the WORD 2010 Core Microsoft Office Specialist Exam (MOS). This course may be taken four times when new products, new software versions or features are taught. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

**COMPUTER BUSINESS APPLICATIONS G157 - 2 Units****WORD, Advanced**

Advisories: Computer Business Applications G156

This course will prepare students to build on their knowledge of the basic and intermediate features of WORD to produce agendas, letterheads, envelopes, business cards, contact disk labels, calendars, flyers and announcements, brochures, and other specialty documents. Students will also work with templates, wizards, page layout, graphic features, Mail Merge, WordArt, and layout design to create desktop publishing documents. This course may be taken four times when new products, new software versions or features are taught. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

**COMPUTER BUSINESS APPLICATIONS G160 - 2 Units****EXCEL, Introduction**

This course will prepare students to use EXCEL to create and edit professional-looking spreadsheets for a variety of purposes and situations. Topics include managing the worksheet and workbook environment; creating cell data; formatting cells and worksheets; applying formulas and functions; presenting data visually by creating charts; sharing worksheet data with other users; and analyzing and organizing data. This course, together with CBA G161, reviews the skills needed to prepare for the EXCEL 2010 Core Microsoft Office Specialist Exam (MOS). This course may be taken four times when new products, new software versions or features are taught. Proper keyboarding skills and basic computer skills suggested. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

**COMPUTER BUSINESS APPLICATIONS G161 - 2 Units****EXCEL, Intermediate**

Advisories: Computer Business Applications G160

This course will prepare students to use intermediate to advanced features of EXCEL to audit and validate workbook data; consolidate data and link workbooks and worksheets; work with external data sources; create data tables, pivot tables, and pivot charts; use templates; and work with macros. Topics include using financial and lookup functions, define names, and validate data; managing large workbooks and using advanced sorting

and filtering; and creating charts, diagrams, and templates. This course, together with CBA G160, reviews the skills needed to prepare for the EXCEL 2010 Core Microsoft Office Specialist Exam (MOS). This course may be taken four times when new products, new software versions or features are taught. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

**COMPUTER BUSINESS APPLICATIONS G165 - 2 Units****ACCESS, Introduction**

This course will prepare students to use MS Office ACCESS to design and create a database by creating tables, determining the Primary keys, any additional fields, and determining and implementing relationships between tables; and design and create queries, forms, and reports. Topics include managing the Access environment; building tables; building forms; creating and managing queries; and designing reports. This course, together with CBA G166, reviews the skills needed to prepare for the ACCESS 2010 Core Microsoft Office Specialist Exam (MOS). This course may be taken four times when new products, new software versions or features are taught. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

**COMPUTER BUSINESS APPLICATIONS G166 - 2 Units****ACCESS, Intermediate**

Advisories: Computer Business Applications G165 or equivalent experience

This course will prepare students to use intermediate to advanced skills of MS Office ACCESS. Topics include enhancing tables, queries, forms, and reports; building links, relationships, and indexes; designing and building advanced queries, forms, and reports; managing import and export specifications; using mail merge and advanced navigation techniques; using special controls and tools for check boxes, combo boxes, tab controls, and add hyperlinks; creating and editing macros and modules. This course, together with CBA G165, reviews the skills needed to prepare for the ACCESS 2010 Core Microsoft Office Specialist Exam (MOS). This course may be taken four times when new products, new software versions or features are taught. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

**COMPUTER BUSINESS APPLICATIONS G170 - 2 Units****PowerPoint, Introduction**

This course prepares students to use POWERPOINT to create and edit professional-looking presentations as well as enhance presentations with clip art, pictures, shapes, and Word Art. Topics include creating a slide presentation; working with graphical and multimedia elements; creating charts and tables; applying transitions and animations; collaborating on presentations; preparing presentations for delivery; and delivering presentations. This course, together with CBA G171, reviews the skills needed to prepare for the POWERPOINT 2010 Core Microsoft Office Specialist Exam (MOS). This course may be taken four times when new products, new software versions or features are taught. Proper keyboarding and basic computer skills are suggested. Eight-week course. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

**COMPUTER BUSINESS APPLICATIONS G171 - 2 Units****PowerPoint, Intermediate**

Advisories: Computer Business Applications G170 or equivalent knowledge

This course prepares students to use POWERPOINT at the intermediate to advanced level. Topics include creating templates and reviewing, publishing, and protecting presentations; applying advanced graphic techniques and inserting audio and video; and delivering presentations. Students learn customizing colors and effects; layering and grouping techniques; animating and using multimedia effects; customizing themes and slide masters; preparing presentations for delivery and electronic distribution. This course, together with CBA G170, reviews the skills needed to prepare for the POWERPOINT 2010 Core Microsoft Office Specialist Exam (MOS). This course may be taken four times when new products, new software versions or features are taught. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.



**COMPUTER BUSINESS APPLICATIONS G181 - 4 Units****MS Office**

Advisories: Proper keyboarding and basic computer skills are suggested.

This course covers computer business applications used in today's businesses to create, edit, and format various documents, spreadsheets, databases, and presentations. Learn how to create professional-looking documents using WORD; develop and create spreadsheets with formulas and charts using EXCEL; create slide show presentations with multimedia effects using POWERPOINT; design, create, and organize data with tables, queries, forms, and reports using ACCESS; integrate files and data among WORD, EXCEL, ACCESS, and POWERPOINT. This course, together with CBA G183, reviews the skills needed to prepare for the Core Microsoft Office Specialist (MOS) Exams for Word, Excel, Access, and PowerPoint. This course may be taken four times when new products, new software versions or features are taught. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

**COMPUTER BUSINESS APPLICATIONS G182 - 2 Units****MS Office, Introduction**

Advisories: Proper keyboarding skills and basic computer skills are suggested.

This course will help students transition to the commonly used features and functionality of the latest Microsoft Office suite of application software, as well as update their skills in file management techniques by searching for and locating files and folders. This course is designed for students who have worked with earlier versions of Microsoft Office applications, such as Word, Excel, Access, and PowerPoint, and who wish to upgrade their skills with the latest version. Topics include using the new user interface, contextual tabs, ribbons, and commonly used features and functions to create and edit Word documents, work with Excel spreadsheets, work with Access databases, and create and edit dynamic presentations in PowerPoint. This course may be taken four times when new products, new software versions or features are taught. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

**COMPUTER BUSINESS APPLICATIONS G183 - 4 Units****MS Office, Intermediate**

Advisories: CBA G181 or equivalent

This course covers computer business applications used in today's businesses using intermediate to advanced features and functionality of Microsoft Office to create, edit, and format various business documents, spreadsheets, databases, and presentations. Students will learn how to use styles, lists, charts, web pages, advanced proofing options, and markup tools using WORD; use advanced functions, sorting, and filtering options, and create charts, diagrams, and templates using EXCEL; enhance tables, queries, forms, and reports using ACCESS; and apply advanced graphic, audio, and video techniques using POWERPOINT. This course, together with CBA G181, reviews the skills needed to prepare for the Core Microsoft Office Specialist Exams (MOS) for Word, Excel, Access, and PowerPoint. This course may be taken four times when new products, new software versions or features are taught. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

**COMPUTER BUSINESS APPLICATIONS G190 - 1.5 Units****Internet, Introduction**

This course provides hands-on experience using the most popular Internet browsers and email tools. Emphasis will be placed on topics related to searching the Web and downloading data, including search engines, digital rights management, online storage providers, Web-based collaboration services, working with email, and protecting a computer from viruses. Proper keyboarding skills and basic understanding of computer concepts is recommended prior to enrolling in this course. This course may be taken four times when new products, new software versions or features are taught. Lecture & lab. Optional pass/no pass grade. 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. This course may be taken 4 times when new features or versions are taught. Eight-week course. Lecture & lab. Optional pass/no pass grade. Transferable to CSU. May not be offered each semester.

**COMPUTER BUSINESS APPLICATIONS G196 - 2 Units****Overview of Web Design**

This course presents an overview of the fundamentals of Web design including some of the broad concepts and practices necessary for good Web design. Students will briefly review the historical, technical, and practical aspects of Web design, and will be introduced to basic Web design concepts. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

**COMPUTER SCIENCE****COMPUTER SCIENCE G101 - 3 Units****Computer Literacy**

This course is designed to provide students with a brief overview of computing concepts and terminology. It will acquaint the student with the social implications of pervasive computer technology in our society. A good course for the student who wants a first experience in computing. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

**COMPUTER SCIENCE G102 - 4 Units****Computer Software Development, Introduction**

This course will introduce students to the basic principles of computers and software development. Computer architecture concepts and principles of operation, operating systems basics, file management, and software development principles will be discussed, demonstrated and practiced. Common programming languages, including Java, C, C++, and Visual Basic will be discussed and small programs in each language will be written. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

**COMPUTER SCIENCE G121 - 4 Units****Creating Game Artwork, Introduction**

Advisories: Computer Science G130

This course is a study in the process of computer game artwork and animation. Students will be introduced to the basic building blocks of 3D game artwork and the process of its creation. Concepts of graphics objects, rendering, shading, alpha blending, texture mapping, and materials will be discussed. Students will learn hands on 3D computer modeling techniques as well as texture map creation using a digital imaging software and UV mapping tools. 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**

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. Transferable to CSU.

**COMPUTER SCIENCE G130 - 4 Units****Survey of Computer Science/Information Technology**

This class surveys computer science and information technology with emphasis on computer business applications. The student will be exposed to computer concepts including components of a computer, operating systems, utility programs, terminology, communications, networking, internet usage, ethical issues and computer application software, such as word processing, spreadsheets, database, database query and presentation software. The student will complete projects in a desktop computer environment. Lecture & lab. Optional credit/no credit or grade. Transferable to CSU; UC. (CAN BUS 6) Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

**COMPUTER SCIENCE G135 - 4 Units****UNIX/Linux Operating System**

Advisories: Computer Science G102 or Computer Science G103

This course provides an overview of UNIX / Linux Operating System. Students will learn concepts such as file system, variables and permissions, plus file and directory management commands, editors, filters, links and redirection. Lab sessions will be provided to practice and finish home works executing UNIX / Linux commands, both in the shell and the Graphical User Interface (GUI) environments. 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**

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**

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**

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**

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**

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. UC Credit limitations: Computer Science G153 and G174 combined maximum credit, one course. Lecture & lab. Optional pass/no pass grade. 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 G167 - 4 Units****iPhone Programming with Objective C**

Advisories: Successful completion of at least one course in C programming or one of these Object Oriented (OO) languages, C++, C# (CSharp), or Java, and should understand OO design and development concepts.

This course will cover the fundamentals of iPhone application development using the Objective-C Language and the iPhone SDK (Software Development Kit). The application development process will include: designing for MVC (Model-View-Controller),

writing source code, compiling, linking, executing, debugging, and testing. The theory and use of Cocoa and Cocoa Touch, Xcode, Interface Builder, Core Audio /Animation /Data /Location, UIKit (User Interface), GameKit and App design will be discussed in lectures and practiced through lab projects. iPhone applications will be designed and created. This course may be taken 2 times when new products, software or features are taught. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

### **COMPUTER SCIENCE G168 - 4 Units**

#### **iPhone Programming with Web**

Advisories: CS G185 or equivalent or have at least 6 months of active experience in developing Web pages using HTML/CSS/JavaScript.

This course will cover fundamentals of iPhone mobile web application development utilizing current technologies including, but not limited to, HTML5 (HyperText Markup Lang.), CSS3 (Cascading Style Sheets), JavaScript, AJAX (Asynchronous JavaScript And XML (eXtensible Markup Language)), the Web DOM (Document Object Model), Dashcode and Dashcode templates, and Dashboard Widgets. iPhone applications will be designed and created. This course may be taken 2 times when new products, software or features are taught. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

### **COMPUTER SCIENCE G170 - 3 Units**

#### **Introduction to Business Software Solutions**

(Same as: Business 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**

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**

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**

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**

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**

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 G179 - 4 Units**

#### **C++ Programming, Advanced**

Advisories: Experience with Object Oriented Programming in C++, including templates.

This course covers advanced features of software development using the C++ language. Topics covered will include input/output streams, file input and output, exception handling, Standard Template Library (STL) including string class, sequential and associative containers. Understanding function objects, STL algorithms, adaptive containers, bitset class and smart pointers will also be discussed in lectures and practiced through lab projects. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

### **COMPUTER SCIENCE G185 - 3 Units**

#### **World Wide Web**

Advisories: Computer Science G130

Discussions will include: the history, present status, and future trends of global communications via the Internet; network topologies and communication protocols; and Internet servers (World Wide Web, gopher, etc.). Student will search the Internet's cyberspace, create HTML (HyperText Markup Language) pages, learn Java Scripting, and Cascading Style Sheets (CSS), understand e-mail, File Transfer Protocol, and various other internet related tools and utilities. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

### **COMPUTER SCIENCE G189 - 4 Units**

#### **Data Structures with C++**

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 G193 - 3 Units****MCTS Certification Preparation Windows Forms Applications**

Advisories: Computer Science G175, G178, and G179

This lecture and laboratory course will prepare the advanced student for the Microsoft MCTS (Microsoft Certified Technology Specialist) exam for Windows Forms Applications. Students will create desktop applications with the .NET Framework using C# and Visual Studio. Students will review the C# programming language, including data types, operators, control structures, classes and methods. Students will use the .NET Framework and Windows Forms to build graphical user interfaces for desktop applications, build modal and modeless dialogs and work with .NET controls, use ADO.NET (ActiveX Data Objects) to work with data sources and display data. Other topics include: error handling and debugging; control application configuration; developing and consuming web services; file Input/Output; using XML (Extensible Markup Language) data with DataSets; and deploying windows forms applications. Lab exercises will include creating and deploying windows desktop applications. This course may be taken two times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

**COMPUTER SCIENCE G194 - 3 Units****MCTS Certification Preparation .NET Framework Applications**

Advisories: Computer Science G175, G178, G179

This lecture / laboratory course prepares the advanced student for Microsoft MCTS (Microsoft Certified Technology Specialist) exam for .NET Framework Applications. Students will utilize features of the .NET Framework using C# programming language to build sophisticated applications and will examine these object-oriented programming topics: inheritance, partial classes and generics, .NET interfaces, managing data with .NET object and generic collections, LINQ (Language Integrated Query), synchronous and asynchronous delegate methods calls and managing callbacks, Thread /ThreadPool classes, reflection, ADO.NET (ActiveX Data Objects), transaction management, connection pooling, and management of disconnected DataSets. Also covered are .NET n-tiered application development, private/shared assemblies, remoting/web services, managed code and unmanaged code using Pinvoke (Platform Invocation) services and COM (Component Object Module) Interop, and .NET security capabilities/policy management. This course may be taken two times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

**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**

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**

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**

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 G021 - 11 Units****Cosmetology, Level I**

A beginning course in cosmetology which acquaints the beginning student with basic scientific theory in anatomy, chemistry, physiology, bacteriology, sterilization, cytology, mycology, California State Board rules and regulations and the principles of wet hair-styling, hair cutting, hair coloring, permanent waving, scalp treatment and professional ethics. Level I is the first in a series of five. Each week of instruction consists of 40 hours or 8 hours per day. Lecture & lab. Letter grade only.

**COSMETOLOGY G022 - 11 Units****Cosmetology, Level II**

Prerequisites: Cosmetology G021

An intermediate course in cosmetology which acquaints the student with basic scientific theory in trichology, occupational health and safety, communicable diseases in the work place, dermatology, communication skills and the principles of facials, manicuring, men and women's hair cutting, styling, hair coloring, chemical straightening and permanent waving. Students will begin to practice operations on live models in order to perfect their skill. Level II is the second in a series of five. Each week of instruction consists of 40 hours or 8 hours per day. Lecture & lab. Letter grade only.

**COSMETOLOGY G023 - 8 Units****Cosmetology, Level III**

Prerequisites: Cosmetology G022

An advanced course in cosmetology that acquaints the student with basic scientific theory in electricity as it applies to cosmetology, heat and light energy, neurology, osteology, occupational safety precautions of HIV/AIDS and hepatitis B, disorders of the skin, scalp and hair, salon management, ergonomics. This course acquaints the student with the principles of advanced facials and manicuring and introduces long hair design. The student engages in manipulative training and practices these skills on patrons from the community in a beauty salon atmosphere. Level III is the third in a series of five. Each week of instruction consists of 40 hours or 8 hours per day. Lecture & lab. Letter grade only.

**COSMETOLOGY G024 - 8 Units****Cosmetology, Level IV**

Prerequisites: Cosmetology G023

An advanced course in cosmetology that acquaints the student with scientific theory in cosmetic chemistry, hazardous substances, wigs and hair pieces, professional development, business skills, employment opportunities, personal record keeping, salesmanship and the principles of advanced hair sculpting, coloring and styling techniques. The student engages in manipulative training and practices these skills on patrons from the community in a beauty salon atmosphere. Level IV is the fourth in a series of five. Each week of instruction consists of 40 hours or 8 hours per day. Lecture & lab. Letter grade only.

**COSMETOLOGY G025 - 8 Units****Cosmetology, Level V**

Prerequisites: Cosmetology G024

An advanced course in Cosmetology which acquaints the student with the State Board of Cosmetology examination and preparation for job interview skills. The student engages in advanced manipulative training and practices these skills on patrons from the community in a beauty salon atmosphere. Level V is the fifth in a series of five. Each week of instruction consists of 40 hours or 8 hours per day. Lecture & lab. Letter grade only.

**COSMETOLOGY G071 - 9 Units****Esthetics - Level 1**

This is the first session of two nine week courses comprising of 360 hours to be applied to a State Board Certification in Esthetics. This course is designed to introduce the beginning student to standards of professional conduct and to scientific theory of all subjects dealing with skin care, (i.e. anatomy, histology of the skin). It also provides a laboratory experience with an emphasis on skin care techniques, such as massage, hair removal, skin analysis, use of electrical modalities, as well as basic makeup. Lecture & lab. Letter grade only.

**COSMETOLOGY G072 - 9 Units****Esthetics - Level 2**

Prerequisites: COSM G071

This is the second session of two nine week courses comprising of 360 hours to be applied to a State Board Certification in Esthetics. It is designed to provide a more in-depth knowledge of Esthetics including the scientific theory pertinent to skin (i.e. chemistry, nutrition). The students will learn skin care theory and receive more advanced laboratory training including the application of chemical peels, massage techniques, hair removal and proper use of electrical facial modalities. Students will learn the skills required to render most professional services. Lecture & lab. Letter grade only.

**COUNSELING****COUNSELING G100 - 1.5 Units****Career Planning**

Advisories: English G098

This course is designed to assist students in developing intelligent career decisions. Standardized assessments, discussions and assignments will enable the student to clarify values, interests, abilities and personality characteristics that fit with possible career options. Lecture. Pass/no pass only. Transferable to CSU.

**COUNSELING G103 - 1 Unit****Educational Planning for Student Success**

Advisories: English G099

This course is designed to introduce students to a successful college and transfer experience. The course introduces college survival skills including college expectations, college resources, and academic policies. Definitions and requirements for vocational certificates, Associate of Arts degrees, baccalaureate and higher degrees are covered. An overview of higher education in California and transfer policies and processes will be covered. Students develop a Student Educational Plan (SEP) based on individual educational goals and discuss strategies for selecting a major. Lecture. Pass/no pass only. Transferable to CSU.

**COUNSELING G104 - 3 Units****Career and Life Planning**

(Formerly known as: Career and Life Planning: A Holistic Approach)

Advisories: English G099

This is an extensive career and life planning course within the broad perspective of psychological, sociological, and physiological theories. Emphasis will be placed on self-esteem/self-concept, values, needs and goals, motivation, skill development, and gender and cultural issues in the workplace and the global economy. The historical view of careers, current career trends, and employment outlook will be studied. Various methods of researching academic and career opportunities will be explored to assist students with completing a career action plan. Lecture. Optional pass/no pass grade. Transferable to CSU.

**COUNSELING G199 - 0.5-2 Units****Counseling Topics**

Presentation, discussion and study of personal development issues. Topics may include employability skills, motivation, values clarification, decision making, self-esteem and current issues. Units will vary depending on topic and number of meetings scheduled. Intended for students wishing to deal with issues relating to their own personal development and/or helping others with these issues. This course may be taken 4 times. Lecture. Pass/no pass only. Transferable to CSU.

**CRIMINAL JUSTICE****CRIMINAL JUSTICE G005 - 0.25-0.5 Units****Arrest and Control Techniques**

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. A one week course. Lecture. Pass/no pass only.



**CRIMINAL JUSTICE G020 - 1.5 Units****Radar Operator Recertification**

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**

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 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**

P.O.S.T. certified course providing newly appointed or experienced civilian supervisors with formal training in the concepts, techniques and practical application of basic supervisory skills as they pertain to police operations. An eighty hour, two week course. Lecture. Pass/no pass only.

**CRIMINAL JUSTICE G054 - 2 Units****Police Academy, Regular Basic Course, Orientation**

This course is designed to familiarize the student with the police academy training program and provide a better understanding of the requirements and commitments that must be considered. This comprehensive program will assess the suitability and employability of potential academy recruits. Students will be required to complete job-related tests in preparation for the police academy and a career as a police officer. This course may be taken 4 times. A four-week course. Lecture & lab. Pass/no pass only.

**CRIMINAL JUSTICE G055 - 1.5 Units****Pre-Academy Physical Fitness**

The Pre-Academy Physical Fitness Course is designed to prepare students for the physical aspects of the police academy course approved by the California Commission on Peace Officer's Standards and Training (POST). Students will perform various physical exercises including the POST-mandated physical agility test (99-yard agility run, body drag, six-foot solid wall, six-foot chain link fence & 500-yard run), cardiovascular endurance exercises, and various calisthenics. Proper body mechanics, techniques, and conditioning principles will be applied with an emphasis on proper nutrition and injury prevention. This course may be taken 4 times. Lecture & lab. Pass/no pass only.

**CRIMINAL JUSTICE G064 - 23 Units****Police Academy - Regular Basic Course**

Prerequisites: Criminal Justice G054

Corequisites: Criminal Justice G065

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. Forty hours per week for 24 weeks. Lecture & lab. Letter grade only.

**CRIMINAL JUSTICE G065 - 2 Units****Police Academy - Lifetime Health & Fitness**

Prerequisites: Criminal Justice G054

Corequisites: Criminal Justice G064

The Lifetime Fitness course stresses the important components of a lifestyle that supports the development and maintenance of good physical and mental health and reduces the risk of illness or injury. The primary focus emphasizes sound physical and mental health and the direct impact on the fitness and endurance of the law enforcement professional. Lecture & lab. Letter grade only.

**CRIMINAL JUSTICE G067 - 1.5 Units****Advanced In-Service Training Issues**

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 G070 - 4 Units****Sergeant Supervisory, Law Enforcement**

P.O.S.T. certified 80-hour course. Fundamentals of police supervision and management, including training, supervision and evaluation. Lecture. Pass/no pass only.

**CRIMINAL JUSTICE G078 - 6.5 Units****Public Safety Dispatcher Basic (Intensive Format)**

Advisories: The student should be currently employed as a dispatcher for a public safety agency. The student should have a basic understanding of the following subjects as they apply to the position of dispatcher: California statutory codes, law enforcement radio codes; the phonetic alphabet; military time; police jargon and abbreviations; telephone and radio procedures.

The purpose of this course is to provide the student with an understanding of the basic roles, responsibilities, and duties of a dispatcher within a public safety agency. This course provides standardized dispatcher training and introduces students to the skills and knowledge necessary to work in a communications center in a productive and professional manner. This intensive format course is approved by the California Commission on Peace Officer Standards and Training (P.O.S.T.) and is designed for the student who is currently employed as a dispatcher for a public safety agency. A three-week course. Lecture & lab. Pass/no pass only.

**CRIMINAL JUSTICE G079 - 6.5 Units****Public Safety Dispatcher Basic (Extended Format)**

The purpose of this course is to provide the student with an understanding of the basic roles, responsibilities, and duties of a dispatcher within a public safety agency. This course provides standardized dispatcher training and introduces students to the skills and knowledge necessary to work in a communications center in a productive and professional manner. This extended format course is approved by the California Commission on Peace Officer Standards and Training (P.O.S.T.) and is designed for the entry level student who is not currently employed as a dispatcher with a public safety agency. Lecture & lab. Letter grade only.

**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 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

Corequisites: Criminal Justice G098

Basic knowledge and skills to satisfy the minimum standards established by the California Commission on Peace Officers Standards and Training (POST) for persons serving as Specialized Investigators in the State of California. This course includes both physical and academic standards for successful completion. Forty-hours a week for sixteen weeks. Lecture & lab. Letter grade only.

**CRIMINAL JUSTICE G091 - 1 Unit****Reserve Coordinator**

This course is designed to address contemporary training needs of law enforcement reserve coordinators by providing new techniques for managing reserve peace officer organizations. Emphasis on new training standards for designated and non-designated level 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**

Prerequisites: Criminal Justice G064 and permission of Criminal Justice Training Center

Concepts, planning, tactical operations, approach/entry/search techniques; use of chemical agents, weapons, rappelling and task-related physical activities. A two-week course. Lecture. Pass/no pass only.

**CRIMINAL JUSTICE G095 - 3 Units****Leadership Development Program for Law Enforcement**

Prerequisites: Criminal Justice G064 and G070

This course is designed to teach the necessary components for examining and learning the essentials of leadership and to recognize and distinguish issues which influence police integrity, public trust, and loyalty. It analyzes the evaluation policy of the law enforcement agency. It appraises the current system, and examines how assertive leadership influences the behavior and performance of subordinates. It also teaches preparation and formulation of employee performance appraisals. It compares and assesses the supervisor's role in the disciplinary process. In addition, it examines connection between leadership and effective communication. The difference between civil and criminal accountability will be explored and debated along with the concept and application of Community Oriented Policing and Problem Solving. Lecture & lab. Pass/no pass only.

**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. A two week course. Lecture. Pass/no pass only.

**CRIMINAL JUSTICE G098 - 3 Units****Report Writing for Specialized Investigators' Basic Course**

Corequisites: CJ G090

This course satisfies the investigative report writing minimum standards established by the California Commission on Peace Officers Standards and Training (POST) for persons serving as Specialized Investigators in California. Lecture. Letter grade only.

**CRIMINAL JUSTICE G099 - 2 Units****P.O.S.T. Instructor Certification**

Prerequisites: Criminal Justice G064 or approval by director of Criminal Justice Training Center

This course specifically addresses delivery of the POST (California Commission on Peace Officer Standards and Training) Basic Course curriculum and is designed to expand and enhance the competency and effectiveness of the criminal justice instructor. Course components are structured to deal with the subject matter expertise, various instructional techniques, adult learning concepts, student driven learning and validation exercises. This course may be taken 4 times. Lecture & lab. Pass/no pass only.

**CRIMINAL JUSTICE G107 - 3 Units****Drugs, Health, and Society**

(Same as: Health Education G107)

This course will explore the different categories of drugs, such as over-the-counter, prescription, and illegal "recreational drugs". Drugs and their relationships to a person's health and wellbeing will be discussed. The motivation to use drugs, abuse and addiction, family concerns, identification of drugs, enforcement, and addiction intervention methods will also be reviewed. Lecture. Optional pass/no pass grade. Transferable to CSU.

**CRIMINAL JUSTICE G110 - 3 Units****Criminal Investigation**

This course addresses the fundamentals of criminal investigation including searches, interview and interrogation techniques, crime scene investigation, sources of information, and case preparation and management. 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**

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**

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. A thirty-two hour course. Lecture. Optional pass/no pass grade. 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 Responder and Emergency Response/First Aid. Lecture. Letter grade only. Transferable to CSU.

**CRIMINAL JUSTICE G140 - 3 Units****Introduction to Criminal Justice**

This course analyzes the characteristics of the criminal justice system. The course introduces students to the history of criminal law, the legal process, and theories of punishment. The course focuses on the interrelationship of the criminal justice system components, crime reporting methodology, theories of crime causation, and current challenges to the system. 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. UC Credit limitations: Criminal Justice G141 and G142 combined maximum credit, one course. Lecture. Letter grade only. 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. UC Credit limitations: Criminal Justice G141 and G142 combined maximum credit, one course. Lecture. Letter grade only. 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 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****Modern Dance 1**

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 G101 - 3 Units****Viewing Dance**

"Viewing Dance" is an introduction to contemporary dance theatre through viewing dance films and performances. The historical development of dance from ritual to contemporary forms will be primarily discussed in relation to Western-based genres of dance, such as, ballet, modern, tap, and jazz. Students will view associated dance works and discuss relevant components. Students will be required to attend a live performance and submit a critique. Discussions and assignments will address social and psychological concerns, sexuality, race, gender, and aesthetics, as they come into play within the art form of dance. Lecture. Optional pass/no pass grade. Transferable to CSU.

**DANCE G105 - 1 Unit****Dance Conditioning and Stretches**

This course provides instruction and practice in fundamental stretching techniques, strength conditioning and correction of body alignment. Students will learn stretch combinations on the floor, with partners and at the ballet barre. There will be discussions of anatomical theories and exercises leading to correct body alignment. 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**

Advisories: Dance G105

This course provides instruction and practice in intermediate level dance conditioning techniques, which includes Pilates training, Hatha yoga, gyrokinetics 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**

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**

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**

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****Ballet 1**

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****Jazz Dance 1**

This course provides instruction and practice in the techniques and styles of jazz dance. It is a course designed to develop jazz dance techniques using resource and movement materials. Experience in the creation, development and performance of jazz dance using jazz and rock music as the accompaniment. 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**

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**

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**

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**

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**

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**

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**

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**

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**

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**

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**

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**

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**

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**

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**

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**

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 instructors 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**

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**

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**

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

**DESIGN G105 - 3 Units****Introduction to Design Materials and Technical Processes**

This is an introductory hands-on course that enables students to apply their design ideas to plastics, wood and metal. Appropriate safety instruction for both hand and basic power tools is included. Lectures include information on safety, machine operation, basic materials, processes, fasteners, adhesives and finishes. 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**

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**

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**

This course provides an introduction to manual and computer aided drafting. Includes descriptive geometry; mechanism sketching; orthographic and isometric drafting; blueprint reading, printing and plotting. This course may be taken 2 times. Lecture & lab. Letter grade only. Transferable to CSU; UC.

**DESIGN G154 - 3 Units****Modeling and Prototyping Techniques**

Advisories: Design G105/Art G192

This is an intermediate course in the materials, processes and techniques for creating 3D mock-ups, models and prototypes used by designers. Students will use plastics, wood, metal and other materials for their presentation displays. Appropriate safety instruction for studio equipment is included. Lectures and demonstrations include advanced techniques in model making and finishing. 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**

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**

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**

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.

**DIGITAL ARTS****DIGITAL ARTS G100 - 3 Units****Introduction to Digital Arts**

This hands-on introductory course covers the fundamentals of scanner usage, digitals cameras, and printers as digital design tools. This course also introduces the student to an array of today's popular software used in the Digital Arts environment. This course may be taken 2 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

**DIGITAL ARTS G101 - 2 Units****Business of Art**

(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**

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 G120 - 2 Units****Rendering I**

(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**

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****Photoshop, Beginning**

Use Adobe Photoshop for digital compositing, typography, image repair, video and web image construction for business, graphic design, the web and digital media fields. Consideration is given to Photoshop industry terms, legal "rules" for image usage, digital workflow, the tools and the basic functions of the software. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

**DIGITAL ARTS G152 - 3 Units****Using Photoshop, Intermediate**

Advanced usage of Adobe Photoshop for digital composting, filter usage, typography and outputting as used in Business and the Web. Consideration is also given to photoshop terms, modes, color balance, shadows/reflections, light sources, the photoshop digital working environment, the tools and the advanced functions of the software. 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**

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

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

An introduction to electronic page layout and design using today's popular software such as Adobe InDesign. This course includes beginning principles of document design combined with detailed software instruction that will enable the student to master basic principles of topography and publishing. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

**DIGITAL ARTS G175 - 2 Units****Cartooning**

(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**

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**

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**

This course provides a basic introduction to designing and preparing images and media for the Web. The student will learn how to make interesting and dynamic-looking Web sites and Web graphics with the popular applications Dreamweaver, Photoshop, and Illustrator. The student will learn to identify the audience, determine appropriate content, and assemble a Web site. The class will cover classic principles of design, how the principles apply to Web design, and the issues and constraints of designing complex, multi-layered sites. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

**DIGITAL ARTS G179 - 3 Units****Prepress**

Advisories: Digital Art G174 or Digital 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**

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 G191 - 3 Units****Digital Photography, Intermediate**

(Same as: Photography G191)

Advisories: Photography G120, Photography G190 or Digital Arts G190

This is an intermediate photography course providing in-depth instruction in scanning, printing and using digital imaging software to create a master digital image. Students gain practical experience with digital techniques that support their creative exploration of commercial or fine art photography. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

**DIGITAL ARTS G200 - 3 Units****Advanced Web Design**

Advisories: 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**

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**

Advisories: Digital Arts G103

Using a 3D Modeling program, this course is an introduction to the design and planning of objects and lettering to be built into the wire frame components of computer animation. The student will create the parts that will combine to form such complex forms as wire frame objects, feature characters or title lettering. The objects will then be covered with surface material and rendered as a single frame 3D object for desktop publishing or put into an animated sequence to become a segment in a computer animation project. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

**DIGITAL MEDIA****DIGITAL MEDIA G100 - 3 Units****Digital Media, Introduction**

The history, concepts and theory behind digital media as well as basic video production process, digital video techniques, camera and recording basics, script and production formats, video and audio fundamentals, digital recording and editing basics, basic microphone technique, digital mixing, and digital signal processing will be surveyed. This course may be taken 2 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

**DIGITAL MEDIA G110 - 3 Units****Digital Audio, Introduction**

This course covers audio theory, tracking, mixing, and basic mastering techniques using digital audio workstation systems in more detail. Lab experiences include editing, processing, mixing, and mastering projects of various musical genres. This course may be taken 3 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

**DIGITAL MEDIA G111 - 3 Units****Audio Post Production**

This course covers the theory behind the assembly of various audio elements (dialogue, music, and effects) into a play list for synchronization to picture and the implementation of the theories into product. Non-linear digital video editing systems will be utilized to create finished programs for digital video disc, compact disk, television, and computer games. This course may be taken 3 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

**DIGITAL MEDIA G112 - 3 Units****Sound Recording I**

(Formerly known as: Digital Media G050)

This course covers the fundamental concepts in audio recording technology. Topics include studio business practices, microphones, mixing, signal processors, the sound field, monitors, recording and editing techniques. Lab experiences include recording and mixing projects for output to CD, DVD, iTunes podcast, or YouTube. This course may be taken 2 times when new products, software or features are taught. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

**DIGITAL MEDIA G115 - 3 Units****Sound Recording II**

Advisories: Digital Media G112

This course is a continuation of DM G112. Topics include advanced principles of signal processing, advanced microphone theory, mastering for optical disc and web delivery, console automation, 5.1 surround mixing techniques, and DVD audio. This course may be taken 2 times when new products, software or features are taught. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

**DIGITAL MEDIA G118 - 3 Units****Digital Audio Production**

(Formerly known as: Music G051)

This course is a study of theory and practice of audio production in radio, television, film and digital recording applications. Students will gain experience in current industry information including studio procedures, talent and song writing evaluation, licensing, publishing, promotion, merchandising, and audio recording in radio, television, film and digital recording applications. This course may be taken 2 times when new products, software or features are taught. Lecture & lab. Optional pass/no pass grade.

**DIGITAL MEDIA G140 - 3 Units****Media Production, Introduction**

This course provides students with theory and comprehensive, hands-on instruction in techniques and procedures used in media production. This course is designed for the media producer who is interested in the entire process of media creativity. Topics include markets in the digital arena, the production process, producing and production management, scriptwriting, directing, audio/sound, lighting and design, camera operation techniques, and analog and digital recording. This course may be taken 3 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

**DIGITAL MEDIA G141 - 3 Units****Documentary Video Production**

This course will introduce the student to the history and evolution of documentary filmmaking. The student will learn how to plan, write, produce, shoot, edit and distribute short form documentary videos. The student will learn how to create compelling and meaningful images to convey a strong story. The class is an exploration of the video medium and production using digital video format to explore documentary moviemaking. The course may be taken 2 times in order to enhance and refine documentary video production skills and proficiencies. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.



**DIGITAL MEDIA G160 - 3 Units****Video Editing and Motion Graphics**

This course explores theory and techniques in digital video editing, motion graphics, audio editing and DVD authoring using the Final Cut Pro Suite. Lecture time is divided among discussion of theory, concepts and demonstration. Lab time includes inputting source footage, assembling and editing sequences, editing video and audio, creating titles, working with special effects, creating DVD menus, encoding, DVD authoring, and outputting in various formats. Student projects will require editing original footage and provided material, as well as, orientation towards the creation of digital media for corporate and documentary markets. This course may be taken 3 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

**DIGITAL MEDIA G163 - 3 Units****Introduction to Motion Graphics**

This course provides the student with study principals, concepts and practices used in the production of motion graphics. The course also examines the history and development of broadcast motion graphics. The course includes classroom demonstrations and extensive hands-on labs that cover the topics of: audio, color keying, motion tracking, stabilization and animation techniques using Adobe After Effects. The course may be taken 2 times in order to enhance motion graphic skills and proficiencies. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

**DIGITAL MEDIA G170 - 3 Units****Sound Sequencing Production**

This course covers sequencing of sound on an audio recording workstation using Logic Studio. Students will sequence several styles of sound using different instrumentation and utilizing many software instruments and beat creation. This course may be taken 2 times when new products, software or features are taught. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

**DIGITAL MEDIA G200 - 3 Units****Applied Digital Media**

This course is a capstone course for students preparing for a career in digital media. Students apply theory and use concepts to create projects emphasizing professional appearance, visual and audio quality, and problem-solving techniques in individual and group assignments. This course requires skills in audio, video, and digital arts that will be combined to create professional level products. This course may be taken 3 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

**DIGITAL MEDIA G260 - 3 Units****Non-Linear Editing II**

Prerequisites: DM G160

This course is a continuation of DM G160, Video Editing and Motion Graphics and explores advanced theory, principles and techniques used in nonlinear editing. The class progresses through creating a sequence, inputting source footage, assembling and trimming sequences, editing audio, creating titles, working with special effects, and outputting a finished program. Additional topics include creating multi-layered effects, keyframing, creating templates, 3D effects, and work with nested layers. Class time is divided between discussion of theory, demonstration and hands-on practice. Students will edit segments from feature films, commercials and promos. The course is designed for experienced video editors and developers of interactive media. The course may be taken 2 times in order to enhance advanced editing skills and proficiencies. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

**DRAFTING****DRAFTING G082 - 2 Units****Basic Airbrush**

(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**

(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**

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**

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**

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**

Advisories: Drafting G105

The course will cover precision dimensioning, threads & fasteners, working drawings and assemblies, isometric drawing, single and secondary auxiliary projection, basic descriptive geometry and writing resumes. All drafting problems will be drawn using computer aided drafting, (CAD) with AutoCAD software. Lecture & lab. Letter grade only. Transferable to CSU.

**DRAFTING G170 - 3 Units****Advanced 3D Mechanical Design**

Advisories: Drafting G110

This is an advanced solid modeling design course for mechanical drafters, designers, and engineers. Students will use the most current Computer Aided Drafting (CAD) software and computer lab projects to develop solid models, assemblies and drawings and to solve mechanical design problems. This course may be taken 2 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

**ECOLOGY****ECOLOGY G100 - 3 Units****Human Ecology**

An investigation of the current problems of man's relationship with the environment and possible solutions to these problems. Lecture. Optional pass/no pass grade.

Transferable to CSU; UC.

**ECONOMICS****ECONOMICS G110 - 3 Units****Contemporary Economic Issues and Problems**

(Formerly known as: American Economic Problems)

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 America's involvement in international economic interdependency. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

**ECONOMICS G170 - 3 Units****Principles of Micro Economics**

(Formerly known as: Economics G180, Micro Economics)

Prerequisites: Mathematics G030 or Mathematics Placement Assessment

This course is an introduction to the tools and methods of economic analysis which deal with supply and demand, cost, microeconomic models and production. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

**ECONOMICS G175 - 3 Units****Principles of Macro Economics**

(Formerly known as: Economics G285 Macro-Economics)

Prerequisites: Mathematics G030 or Mathematics Placement Assessment

Advisories: Economics G170

This course is a continuation of the tools of economic analysis and the application of these tools to the issues of macro-economics. It 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

Based on the Technology Standards for a CA K-12 Preliminary Teaching Credential, this class focuses on the technology proficiencies required prior to credential candidates being issued a preliminary Multiple or Single Subject Credential. Curriculum and course represent a working partnership among the CA Technology Assistance Project (CTAP), Region IX, and the CCCD's TEACH3 Program. Students successfully completing a portfolio in all the State mandated proficiencies will receive certification as a Preliminary (Level I) Technology Proficient Educator. All skills are transferable between the Macintosh and Windows environment. Lecture & lab. 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. Transferable to CSU; UC.

**ENGINEERING TECHNOLOGY****ENGINEERING TECHNOLOGY G100 - 4 Units****Electrical Fundamentals: AC-DC Circuits**

A first course in a series of courses designed to fit the needs of an electronic engineering technician. Behavior of resistive, inductive, and capacitive devices, passive electrical networks, and a study of circuit theorems is covered. A supporting lab experience with use of basic test equipment is included. Lecture & lab. Letter grade only. Transferable to CSU.

**ENGINEERING TECHNOLOGY G150 - 3 Units****Measuring Principles and Process Control**

A study of industrial instrumentation: devices, processes and control systems. Theory and lab experience include circuits and devices used to sense and control electrical and mechanical force: Pressure, flow, liquid level, temperature, stress, strain, speed, and distance. Lab experience interfacing Programmable Logic Controllers (PLC's) and Data Acquisition (DAQ's) systems with sensors and control elements. Lecture. Letter grade only. Transferable to CSU.

**ENGLISH AS A SECOND LANGUAGE****ENGLISH AS A SECOND LANGUAGE G011 - 5 Units****ESL Core Course, Level I**

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 and 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**

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**

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****ENGLISH G098 - 3 Units****Developmental Writing and Reading**

(Formerly known as: English G009)

This course is designed for students with native fluency in English who need extensive reading and writing preparation for college level work. Reading components of this course promote student confidence by focusing on comprehension, vocabulary, and retention to promote student success and confidence. Writing components focus on sentence, paragraph, and short-essay writing. Students will concentrate on writing main ideas that are adequately supported by clear explanations, details, and examples. Some students may need additional assistance from the Writing Center. Lecture. Pass/no pass only. Not transferable, not degree applicable.

**ENGLISH G099 - 3 Units****Preparation for College Writing and Reading**

(Formerly known as: Reading and Writing Essentials, English G010)

Prerequisites: English G009 or English G098 or English as a Second Language G071 or Placement Test

This course is designed for students who need additional reading and writing preparation for entry into English G100. It includes paragraph and essay writing, critical reading, and some grammar review. Some students may need additional support from the Writing Center. Lecture. Pass/no pass only. Not transferable, not degree applicable.



**ENGLISH G100 - 3 Units****Freshman Composition**

Prerequisites: English G010 or English G099 or Placement Test

Composition and revision of essays, critical thinking, critical reading and documentation. Recommended for all liberal arts majors and those planning to transfer to a four-year college or university. Instructor may recommend up to one additional hour per week in the Writing Center. UC Credit limitations: English G100 and English G100H combined--maximum credit, one course. Lecture. Letter grade only. Transferable to CSU; UC.

**ENGLISH G100 HONORS - 3 Units****Freshman Composition, Honors**

Prerequisites: English G099 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. UC Credit limitations: English G100 and English G100H combined--maximum credit, one course. Lecture. Letter grade only. Transferable to CSU; UC.

**ENGLISH G110 - 4 Units****Critical Thinking, Reading and Writing through Literature**

Prerequisites: English G100

This course teaches students to apply critical thinking and research skills in reading, analyzing and writing about literary genres in order to formulate arguments. Students learn to use inductive and deductive reasoning and recognize logical fallacies, rhetorical strategies, and implicit meaning. Recommended for English majors and prospective teachers. UC Credit Limitation: English G110 and English G110H combined--maximum credit, one course. Lecture. Letter grade only. Transferable to CSU; UC.

**ENGLISH G110 HONORS - 4 Units****Critical Thinking, Reading, and Writing through Literature, Honors**

Prerequisites: English G100

This course teaches students to apply critical thinking and research skills to reading, analyzing and writing about literary genres in order to formulate arguments. Students learn to use inductive and deductive reasoning and recognize logical fallacies, rhetorical strategies, and implicit meaning. Reading and writing components for the Honors version will be significantly intensified, as will the instructor's expectations in regards to scholarly work in which the students will be engaged. Recommended for English majors and prospective teachers. UC Credit Limitation: English G110 and English G110H combined--maximum credit, one course. Lecture. Letter grade only. Transferable to CSU; UC.

**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**

Prerequisites: English G100

This course surveys the famous myths and legends of various world cultures. Readings include original myths and legends as well as critical approaches. The course deals with universal topics such as creation, destruction, and the relationship between gods and the natural world. UC Credit limitations: English G114 and English G114H combined--maximum credit, one course. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

**ENGLISH 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. UC Credit limitations: English G114 and English G114H combined--maximum credit, one course. Lecture. Letter grade only. Transferable to CSU; UC.

**ENGLISH G143 - 3 Units****Children's Literature**

(Formerly known as: 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 Through the Civil War (1865)**

(Formerly known as: American Literature: Pre-colonial through Civil War)

Prerequisites: English G100

This course is a study of early American literature through the Civil War. Lecture. Letter grade only. Transferable to CSU; UC.

**ENGLISH G155 - 3 Units****American Literature 1865 to Present**

(Formerly known as: 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 G160 - 3 Units****Masterpieces of World Literature through the Renaissance**

(Formerly known as: Masterpieces of World Literature)

Prerequisites: English G100

A study of world masterpieces through the European Renaissance. The important contributions and achievements from the literature of both Western and Eastern countries and eras are studied for their artistic merit and for their influences on modern thought. Lecture. Letter grade only. Transferable to CSU; UC.

**ENGLISH G160 HONORS - 3 Units****Masterpieces of World Literature through the Renaissance, Honors**

(Formerly known as: 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 additions, 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 G161 - 3 Units****Masterpieces of World Literature Since the Renaissance**

(Formerly known as: English G165, Masterpieces of World Literature)

Prerequisites: English G100

This course is a study of world literary masterpieces since the Renaissance. Important contributions and achievements from the literature of various countries and periods will be studied for their artistic merit and influence on the modern world. Lecture. Letter grade only. Transferable to CSU; UC.

**ENGLISH G161 HONORS - 3 Units****Masterpieces of World Literature Since the Renaissance, Honors**

(Formerly known as: English G165 Honors - Masterpieces of World Litera)

Prerequisites: English G100

As in the English G161 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 G181 - 3 Units****Shakespeare**

(Formerly known as: English G180)

Prerequisites: English G100

In this course students will study the plays and poems of William Shakespeare. The course will focus on the politics, culture, and aesthetics of Shakespeare's work, as well as providing students with a knowledge of Shakespeare's influence on contemporary dramatists and poets. Lecture. Letter grade only. Transferable to CSU; UC.

**ENGLISH G181 HONORS - 3 Units****Shakespeare, Honors**

(Formerly known as: English G180 Honors)

Prerequisites: English G100

In this course honors students will participate in an intensive study of the works of Shakespeare and his dramatic and poetic contemporaries. Students will be expected to read more plays and poems written by Shakespeare than in the standard class, and expected to write longer, more critically researched essays than in the standard Shakespeare course. Out-of-class enrichment activities attending live productions of Shakespeare's plays, viewing (and writing about) movie adaptations of Shakespeare's work--will also be expected.

In addition, students will be held to a higher level of academic excellence: the instructor

will expect essays, in-class presentations, and classroom contributions to discussions will reflect a level of academic and intellectual rigor and nuance that is consistent with the standards of the Golden West College Honors Program. Lecture. Letter grade only. Transferable to CSU; UC.

**ENGLISH G270 - 3 Units****British Literature to 1800**

(Formerly known as: English G290, Major British Authors)

Prerequisites: English G100

A study of selected writers in English literature to 1800. Lecture. Letter grade only. Transferable to CSU; UC.

**ENGLISH G275 - 3 Units****British Literature Since 1800**

(Formerly known as: English G295, Major British Authors)

Prerequisites: English G100

A study of selected writers in English literature from 1800 to present. Lecture. Letter grade only. Transferable to CSU; UC.

**ENGLISH G280 - 3 Units****Creative Writing**

Prerequisites: English G100

This creative writing course is for students who wish to explore writing in the four literary genres. Students will engage in formal analysis of the genres in order to create their own texts. There is informal discussion and criticism of student writing by the class and instructor. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

**ENGLISH G281 - 3 Units****Creative Writing: Prose**

Prerequisites: English G100

A course for those who enjoy writing and want to concentrate on some form of prose: the short story, magazine article, screen play, stage play, autobiography, personal essay, 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 READING & WRITING CENTER****ENGLISH READING & WRITING CENTER G001 - 1.25 Units****Grammar 1: Parts of Speech**

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. Open entry/open exit. 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**

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. Open entry/open exit. 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**

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. Open entry/open exit. 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**

This Writing and Reading Center course is designed for beginning ESL students in courses such as ESL G011 and G021, who possess a vocabulary of approximately 600 words and need practice with basic English. Students will practice a variety of strategies for learning and retaining vocabulary used in everyday written communication. Open entry/open exit. Lab. Pass/no pass only. Open entry/open exit. Not transferable, not degree applicable.

**ENGLISH READING & WRITING CENTER G012 - 1 Unit****Building Vocabulary Skills II**

This Writing and Reading Center course is designed for intermediate level ESL students in courses such as ESL G031 and G041, who possess a vocabulary of approximately 1700 words and need practice with words used in a basic English. Students will practice a variety of strategies for learning and retaining vocabulary used in everyday written communication. Open entry/open exit. Lab. Pass/no pass only. Open entry/open exit. Not transferable, not degree applicable.

**ENGLISH READING & WRITING CENTER G013 - 1 Unit****Building Vocabulary Skills III**

This Writing and Reading Center course is designed for intermediate ESL students in courses such as ESL G051 and G061, who possess a vocabulary of about 2300 words and need practice with a basic level of academic vocabulary. Students will practice a variety of strategies for learning and retaining vocabulary used in everyday written communication. Open entry/open exit. Lab. Pass/no pass only. Open entry/open exit. Not transferable, not degree applicable.

**ENGLISH READING & WRITING CENTER G014 - 1 Unit****Building Vocabulary Skills IV**

This Writing and Reading Center course is designed for advanced ESL students in courses such as ESL G071, who possess a vocabulary of at least 3000 words and want to prepare for basic English courses. Students will practice a variety of strategies for learning and retaining college level vocabulary. Open entry/open exit. Lab. Pass/no pass only. Open entry/open exit. Not transferable, not degree applicable.

**ENGLISH READING & WRITING CENTER G015 - 1 Unit****Academic Vocabulary Skills I**

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. Open entry/open exit. 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**

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. Open entry/open exit. 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**

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. Open entry/open exit. 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**

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. Open entry/open exit. 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**

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. Open entry/open exit. 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**

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. Open entry/open exit. 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**

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. Open entry/open exit. 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**

This short course guides students through the process of writing the Personal Statement required with the University of California application. Open entry/open exit. Lab. Pass/no pass only. Open entry/open exit. Not transferable, not degree applicable.

**ENGLISH READING & WRITING CENTER G030 - 0.5 Units****Guided Reading Development**

A course for the development of reading, writing and vocabulary skills for students of all levels: beginning ESL to native speakers. Open entry/open exit. Lab. Pass/no pass only. Open entry/open exit. Not transferable, not degree applicable.

**ENGLISH READING & WRITING CENTER G031 - 1 Unit****English Reading for ESL**

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. Open entry/open exit. 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**

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. Open entry/open exit. Lab. Pass/no pass only. Open entry/open exit. Not transferable, not degree applicable.

**ENGLISH READING & WRITING CENTER G034 - 2 Units****Intermediate Reading Strategies**

This course is for students who want to build stronger foundational reading skills. This Writing Center lab course is designed around the PLATO reading software program, a computer based curriculum. This course covers a variety of reading skills, encourages active reading, and develops critical thinking skills. This course may be taken 2 times. Open entry/open exit. Lab. Pass/no pass only. Open entry/open exit. Not transferable, not degree applicable.

**ENGLISH READING & WRITING CENTER G035 - 2 Units****Advanced Reading Strategies**

This course is for students who want to build advanced college reading skills across several content areas, such as literature, social sciences, history, and science. This computer-based lab course is designed around PLATO reading software and will help students develop reading comprehension and critical thinking skills. Students will learn specific strategies necessary to read college-level material in a variety of disciplines. This course may be taken 2 times. Open entry/open exit. 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**

An interdisciplinary course designed to give the student a general overview of the environmental studies field. A basic understanding of issues related to the environmental compartments of air, soil and water; historical events, economic, political, and cultural concepts, regulations, and technology will be presented. An overview of career opportunities and paths within the environmental industry will be presented. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

**ENVIRONMENTAL STUDIES G133 - 4 Units****Energy Audit I**

This course introduces the student to the concepts of energy efficiency, energy conservation and energy auditing and assessment. Students will learn to inspect, test, and measure energy usage in buildings. In addition, students will learn to recommend energy efficient steps to reduce building energy usage through practical and cost-effective installation of insulation and retrofitting of energy efficient doors, windows, and appliances. Lecture. Optional pass/no pass grade. Transferable to CSU.

**ENVIRONMENTAL STUDIES G140 - 3 Units****Environmental Education and Interpretation**

This course is designed to introduce the guiding principles for interpreting nature and culture. Existing educational materials, options for environmental program education delivery, and the development of interpretative centers will be examined. Students participate in environmental education and interpretation programs through collaboration with local and international agencies and organizations, and with industry. Career paths and opportunities will be presented. Lecture. Optional pass/no pass grade. Transferable to CSU.

**ENVIRONMENTAL STUDIES G141 - 3 Units****Introduction to Recycling and Resource Management**

This course introduces general terminology and principles regarding recycling, resource management and zero waste. The history of waste and resource management in California, including residential, commercial and institutional reuse, recycling, and composting programs, is addressed. An overview of national, state, and local legislation and regulations related to resource management and recycling is presented and explained. The course covers the original 3Rs (reduce, reuse, recycle), plus recovery, remanufacture and repurchase. Lecture. Optional pass/no pass grade. Transferable to CSU.

**ENVIRONMENTAL STUDIES G142 - 3 Units****Culture and Zero Waste**

This course will provide an overview of our "throw-away" culture and the motivations behind the economics of consumerism. Key issues of the course include carbon footprint, plastics in our environment, consumer laws and mindsets. It will identify key government agencies and policies and how to collaborate and obtain funding for outreach. Environmental educational skills, programs, and methods will be reviewed. Case studies of successful youth campaigns will be explored and the basics of establishing strong youth educational programs will be examined. Lecture. Optional pass/no pass grade. Transferable to CSU.

**ENVIRONMENTAL STUDIES G143 - 3 Units****Resource Management and Zero Waste for Communities**

This course will identify how resource management and zero waste policies and programs are developed within a community, what type of planning and facilities are needed, and how to finance the systems. Students will also review sample zero waste community plans and will discuss different approaches communities have taken in developing zero waste plans. Students will also learn business recycling tools for local government, best practices for RFPs (Request for Proposals) and contracts, understanding enforcement options, design of resource recovery parks, performance reporting and financial records, Extended Producer Responsibility and Local Producer Responsibility policies and programs, bans, rules and incentives, and developing local markets and uses. Lecture. Optional pass/no pass grade. Transferable to CSU.

**ENVIRONMENTAL STUDIES G144 - 3 Units****Resource Management and Zero Waste in Business**

This course will provide hands-on applications and tools for students to design, implement and oversee waste reduction and resource management programs as they relate to business and industry. This course will study the zero waste business principles, detailing how businesses can implement those principles to achieve zero waste. Examination of case studies demonstrates how different companies have addressed and resolved issues in pursuing zero waste. This course will also provide students with an understanding of how to plan and implement commercial food and organic programs. Lecture. Optional pass/no pass grade. Transferable to CSU.



**ENVIRONMENTAL STUDIES G160 - 4 Units****Solar Energy I-Thermal Technologies and Applications**

(Same as: Engineering Technology G160)

This course introduces the theoretical concepts and practical applications of solar thermal energy. Solar radiation, measurement, and data processing will be discussed. Components, systems and system performance including design, predicted energy savings, and economics will be examined. The focus will be on low-temperature applications for solar hot water and space heating. Career paths and opportunities within associated industries will be presented. Lecture. Optional pass/no pass grade. Transferable to CSU.

**ENVIRONMENTAL STUDIES G162 - 4 Units****Solar Energy II-Photovoltaic Technologies and Applications**

(Same as: Engineering Technology G162)

This course provides a comprehensive introduction to solar photovoltaic (PV) energy systems, including cell design and manufacturing technologies. A range of PV applications will be presented including grid connections, rural electrification, transportation designs, stand-alone systems, consumer products, and the supply of electrical power to satellites in space. Career paths and opportunities within associated industries will be presented. Lecture. Optional pass/no pass grade. Transferable to CSU.

**ENVIRONMENTAL STUDIES G170 - 3 Units****Renewable Energy Sources and Applications**

(Same as: Engineering Technology G170)

This course provides a comprehensive overview of the principal types of renewable energy including solar, thermal, photovoltaic, bio, hydro, tidal, wave, wind, geothermal, hydrogen, and fuel cell. The underlying physical and technological principles of renewable energy resources, their environmental impact, current applications and future prospects will be examined. Career paths and opportunities within associated industries will be presented. Lecture. Optional pass/no pass grade. Transferable to CSU.

**ENVIRONMENTAL STUDIES G180 - 0.5-3 Units****Ecotourism Destinations**

The course will introduce students to the concepts, principles, planning and management of ecotourism destination activities, which promote cultural and environmental awareness while providing beneficial economic opportunities to the local community. Destination activity guidelines will be presented including the practical skills, and techniques necessary for assisting communities in the development of an ecotourist itinerary, educational program and marketing plan. This course may be taken 4 times. 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 destinations. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

**ENVIRONMENTAL STUDIES G190 - 1.5-3.5 Units****Environmental Studies Practicum**

Designed to provide environmental studies learners with a practicum cooperatively planned by a private, public or non-profit agency and the environmental studies faculty. Focus is on providing students with an opportunity to apply environmental studies theory in a realistic work setting. The course includes classroom/online discussion of issues directly related to the practicum. This course may be taken 4 times. 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. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

**ESL WRITING CENTER****ESL WRITING CENTER G011 - 1 Unit****Basic Present, Past, and Future Tense Skills Development**

(Formerly known as: ESLW G012, G013)

This course focuses on the correct usage of present, past, and future tense verbs. Students will learn when to use these tenses, how to ask questions and give answers, how and when to use contractions, how to form wh-questions, how to form the negative, and how to use the verb "be." Open entry/open exit. Lab. Pass/no pass only. Open entry/open exit. Not transferable, not degree applicable.

**ESL WRITING CENTER G025 - 0.5 Units****Sentence Combining and Past Habit-"Used to"**

(Formerly known as: ESLW G015)

This course is a study of introductory sentence combining in written English, focusing on coordinating conjunctions and simple adverb clauses of time, contrast, and cause and effect. This course also focuses on the correct usage of "Used To" to talk about past habits or past situations that no longer exist in the present. Students will learn to contrast the past and the present using "used to" and time expressions. The lessons include learning to ask and answer yes/no and wh-questions, form negative sentences, and differentiate between "used to" and "be used to" (be accustomed to). Open entry/open exit. Lab. Pass/no pass only. Open entry/open exit. Not transferable, not degree applicable.

**ESL WRITING CENTER G026 - 0.5 Units****Introduction to Spelling and Prepositions**

(Formerly known as: ESLW G027)

This course focuses on basic spelling rules which help students to use sounds to spell correctly. This course also provides an introductory study of prepositions used in written English, focusing on prepositions of place and time. Open entry/open exit. Lab. Pass/no pass only. Open entry/open exit. Not transferable, not degree applicable.

**ESL WRITING CENTER G044 - 0.5 Units****The Formation and Use of Modal Auxiliaries**

This course focuses on the correct usage of Modals. Students will learn what Modals are, how to form them, and how they are used. Open entry/open exit. Lab. Pass/no pass only. Open entry/open exit. Not transferable, not degree applicable.

**ESL WRITING CENTER G054 - 0.5 Units****The Formation and Use of Passive Voice, and Participial Adjectives**

(Formerly known as: ESLW G055)

This course focuses on the correct usage of passive voice and participial adjectives. Students will learn what they are, how to form them, and where they are used. Open entry/open exit. Lab. Pass/no pass only. Open entry/open exit. Not transferable, not degree applicable.

**ESL WRITING CENTER G056 - 1 Unit****Present and Past Perfect and Perfect Progressive Tenses**

(Formerly known as: ESLW G057, G058, G059)

This class focuses on the usage of the present perfect, present perfect progressive, past perfect, and the past perfect progressive tense forms and their applications in writing. Open entry/open exit. Lab. Pass/no pass only. Open entry/open exit. Not transferable, not degree applicable.

**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 1**

(Formerly known as: 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 2**

(Formerly known as: 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 G110 - 2.5 Units****Basic Floral Design**

(Formerly known as: 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**

(Formerly known as: Floral Design G011, Floral Business Practicum I)

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/foliages, flower classification and flower/foliage 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.

**FLORAL DESIGN G115 - 2 Units****Wedding Designs**

(Formerly known as: Floral Design G015, Floral Design-Wedding Designs,)

Advisories: Floral G110

This course provides the student with theory and lab experience in the complex styling of floral pieces specific to weddings. The course explores the advanced techniques of design, identifies the latest in floral bridal trends and execution of traditional floral compositions for wedding décor. Body flowers, carrying pieces, ceremony and reception designs will be executed. Consultation, service, delivery procedures, ordering and pricing will be covered. Completed lab projects are taken home by the student. Lecture and lab. Completion of the Floral Design and Shop Management Certificate prepares students for state certification and national accreditation. This course may be taken two times. Advisory: Floral G110 - Basic Floral Design Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

**FLORAL DESIGN G120 - 2 Units****Advanced Designs in Global Floristry**

(Formerly known as: Floral Design G020, Designs in Global Floristry, Advanced)

Advisories: Floral G110

Globalization has changed the floral focus to include intercontinental design techniques and imported products. This class increases awareness and appreciation of cultural influence and country specific designs. This course provides practical application and construction of design styles with an emphasis on International floral customs, European floral designs, sympathy tributes and dual purpose designs, such as wedding and event décor. Lecture and lab. Completed lab projects are taken home by the students. Completion of the Floral Design and Shop Management Certificate prepares students for state certification and national accreditation. Advisory: Floral G110 - Basic Floral Design Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

**FLORAL DESIGN G125 - 2 Units****Advanced Floral Design - Events and Display**

(Formerly known as: Floral Design G025, Advanced Floral Design-Event Planning and Display)

Advisories: Floral G110

This course focuses on the advanced design skills and techniques used to create thematic floral arrangements for special events and window display. Planning, organization, design, and delivery as well as party props, room décor, table treatments and display elements are emphasized in this course. Theory and lab experience accentuate art principles and creative thematic approaches to floral design. Students will design and create a themed floral arrangement during labs. Completed lab projects are taken home by the student. Completion of the Floral Design and Shop Management Certificate prepares students for state certification and national accreditation. This course may be taken two times. Advisory: Floral G110 - Basic Floral Design Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

**FLORAL DESIGN G127 - 2 Units****Creativity and Competition**

(Formerly known as: Floral Design G027)

Advisories: Floral G110

This course focuses on advanced design skills and techniques emphasizing the use of the student's own imagination and creative talent to create individualized, non-standard, contemporary flower arrangements. Theory and lab experience will broaden the student's design expertise and personally expand and develop creative potential. Creativity development, stimulation of the imagination, critical thinking and practice of technical skills prepare students to participate in competitions, separating the designer from the copier. Completion of the Floral Design and Shop Management Certificate prepares students for state certification and national accreditation. This course may be taken two times. Advisory: Floral G110 Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

**FLORAL DESIGN G132 - 2 Units****Permanent Botanicals**

(Formerly known as: Floral Design G032, Permanent and Seasonal)

Advisories: Floral G110

This course provides the student with history, theory and lab experience in the use of permanent botanicals as a medium of floral design. Instruction includes the use of artificial floral product and preserved natural plant materials. The course emphasizes the principles and elements of design, color theory, and the mechanics and techniques of construction for home decor and commercial interior applications. Theory and lab experience accentuates the preservation process of flowers and foliage for use in floral design. Completion of the Floral Design and Shop Management Certificate prepares students for state certification and national accreditation. Advisory: Floral G110 Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

**FLORAL DESIGN G150 - 2 Units****Floral Productions Practicum**

(Formerly known as: Floral Design G050, Floral Placement and Production)

Advisories: Floral G110

This course provides practical experience to gain proficiency in advanced commercial floral design skills. Practical applications and construction of industry standard floral décor stress color theory and elements of floral design. Personal marketability, resume building and portfolio creation are emphasized. Flower identification by genus, species and common name, aligns with state certification requirements. Lab practicum develops advanced floral design techniques. Completion of the Floral Design and Shop Management Certificate prepares students for state certification and national accreditation. Advisory: Floral G110 Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

**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 1**

(Formerly known as: 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****Elementary French 2**

(Formerly known as: 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****Intermediate French 1**

(Formerly known as: 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****Intermediate French 2**

(Formerly known as: 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 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 G185 - 3 Units****Cultural Geography**

(Formerly known as: Geography G104, Introduction to Geography: Cultura)

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 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 G105 - 3 Units****General Geology**

This is a course designed specifically for non-science majors desiring a three unit non-laboratory survey course in geology. Including an introduction to the Scientific Method and how it applies to natural processes on Earth. Content includes coverage of both the physical and historical aspects of geology with emphasis on recent discoveries of plate tectonics. Students will study topics from physical geology such as minerals, rock classification, surface processes, structure and interior processes responsible for land-form development. This course will also cover historical topics such as the geologic time scale, fossil record, Earth's history and evolution of life from marine organisms to land plants and animals. UC credit limitations: No credit if taken after Geology G110. Lecture. Letter grade only. Transferable to CSU; UC.

**GEOLOGY G106 - 4 Units****Earth Science for Teachers**

This lecture/laboratory study of introductory Earth Science includes physical and historical geology, physical oceanography, and meteorology. 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.

**GEOLOGY G110 - 4 Units****Physical Geology**

(Formerly known as: Geology G100)

An introductory survey of physical geology and the scientific method. This course includes the internal and surface processes responsible for shaping the Earth and formation of natural resources and geologic landscapes. Past and present geologic processes such as mountain building, climate change, and the evolution of life in the fossil record will be covered. Resource extraction, identification of minerals and rocks with the natural processes are covered in lecture and laboratory work. Recognition of geologic hazards both natural and human caused. Utilizing Geographical Information Systems (GIS), maps, digital satellite images are included in laboratory work. Lecture & lab. Letter grade only. Transferable to CSU; UC.

**HEALTH EDUCATION****HEALTH EDUCATION G100 - 3 Units****Personal Health**

(Formerly known as: Health Education)

This course is designed to provide students with the knowledge to lead a healthy life. Areas covered include wellness, emotional health, stress management, aging, physical well-being, nutrition and weight control, drugs, reproduction and parenting, prevention of diseases and consumer health. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

**HEALTH EDUCATION G107 - 3 Units****Drugs, Health, and Society**

(Same as: Criminal Justice G107)

This course will explore the different categories of drugs, such as over-the-counter, prescription, and illegal "recreational drugs". Drugs and their relationships to a person's health and wellbeing will be discussed. The motivation to use drugs, abuse and addiction, family concerns, identification of drugs, enforcement, and addiction intervention methods will also be reviewed. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

**HEALTH EDUCATION G111 - 1 Unit****Basic Cardio-Pulmonary Resuscitation**

(Formerly known as: Health Education G120)

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 G135 - 3 Units****Nutrition and Health**

(Formerly known as: Nutrition)

This course provides an integrated overview of the physiological, psychological and sociological concepts of nutrition and health. Topics will cover many different aspects and views of nutrition and how it affects health throughout the life cycle. Lecture. Letter grade only. Transferable to CSU; UC.

**HISTORY****HISTORY G110 - 3 Units****Economic History of the United States**

(Same as: Economics G120)

A survey of 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 America's 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 G121 - 3 Units****History of American Women**

(Formerly known as: History G165)

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 G132 - 3 Units****History of Britain and Ireland I**

This course is a survey of British and Irish history from the Neolithic Age to the 17th century. It explores how various cultures (Celtic, Pictish, Roman, Anglo-Saxon, Scandinavian, and Norman-French) struggled for supremacy and survival over several thousand years culminating in the ascendancy of England. Major topics include Celtic culture, Roman imperialism, Viking impact, Norman conquest and the reigns of the Tudors and Stuarts. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

**HISTORY G135 - 3 Units****History of Britain and Ireland II**

This course is a survey of British and Irish history from the 17th century to the present day. Content spans the major political, economic, social, cultural and intellectual forces that have shaped the UK and Eire. Historical emphasis is placed on constitutional development, the preconditions and process of Industrial Revolution, Scottish Highland Clearances, Irish potato famine, Irish partition, the origins and consequences of British imperialism, World Wars, and contemporary British and Irish cultural life. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

**HISTORY G136 - 3 Units****Ancient Civilizations of Mesoamerican and the Southwest**

(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. Recommended for transfer students. A background in American history is helpful. Lecture. Optional pass/no pass grade. 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 G161 - 3 Units****World History 1**

(Formerly known as: History G190, 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. Recommended for transfer students. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

**HISTORY G162 - 3 Units****World History 2**

(Formerly known as: History G195 World History Since 1500)

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. Recommended for transfer students. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

**HISTORY G170 - 3 Units****History of the United States to 1876**

A survey of American historical development from the founding of English colonies through Reconstruction. The course emphasizes the evolution of political, economic and social institutions and ideas. Recommended for transfer students. Essential for history and political science majors. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

**HISTORY G175 - 3 Units****History of the United States since 1876**

A survey of American history since the Civil War. The course emphasizes the development of the modern American society and economy, and American participation in world affairs. Recommended for transfer students. Essential for history and political science majors. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

**HISTORY G180 - 3 Units****Western Civilization 1**

(Formerly known as: History of Western Civilization 1)

This course explores the concept of Western Civilization from its origins in ancient Mesopotamia via civilizations in ancient Egypt, Greece, Rome, and medieval Europe to the Renaissance (c.1500). The emphasis is on a wide spectrum of human creativity, ideas, beliefs, institutions and endeavor. Throughout the time period the dynamics of change and continuity will be questioned and analyzed. Recommended for all transfer students majoring in the liberal arts, the humanities or the social sciences. UC Credit Limitations: History G180 and G180H combined--maximum credit, one course. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

**HISTORY G180 HONORS - 3 Units****Western Civilization 1, Honors**

(Formerly known as: History of Western Civilization 1, 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. UC Credit Limitations: History G180 and G180H combined--maximum credit, one course. Lecture. Letter grade only. Transferable to CSU; UC.

**HISTORY G185 - 3 Units****Western Civilization 2**

(Formerly known as: History of Western Civilization 2)

This course explores the concept of Western Civilization from the Renaissance (c.1500) to the modern era. Topics include Reformation, Scientific Revolution, Enlightenment, Constitutionalism, French Revolution, Industrial Revolution, Romanticism, Nationalism, Totalitarianism, and Consumerism. The dynamics of change and continuity throughout the period will be questioned and analyzed. Recommended for all transfer students majoring in the liberal arts, the humanities or the social sciences. UC Credit Limitations: History G185 and G185H combined--maximum credit, one course. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

**HISTORY G185 HONORS - 3 Units****Western Civilization 2, Honors**

(Formerly known as: History of Western Civilization 2, 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. UC Credit Limitations: History G185 and G185H combined--maximum credit, one course. Lecture. Letter grade only. Transferable to CSU; UC.

**HUMANITIES****HUMANITIES G100 - 3 Units****Art History and Appreciation 1--Prehistoric to Renaissance**

(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. Art majors planning to transfer should enroll in Art G105. UC Credit Limitations: Humanities G100 and G100H combined--maximum credit, one course. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

**HUMANITIES G100 HONORS - 3 Units****Art History and Appreciation 1- Prehistoric to Renaissance, Honors**

(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. UC Credit Limitations: Humanities G100 and G100H combined--maximum credit, one course. Lecture. Letter grade only. Transferable to CSU; UC.

**HUMANITIES G101 - 3 Units****History of Radio, Television and Broadcasting**

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. Highly recommended for theater, commercial music and journalism majors. Lecture. Optional pass/no pass grade. 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. Required field trips. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

**HUMANITIES G103 - 3 Units****World 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****Art History and Appreciation 2 --Renaissance 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. Art majors planning to transfer should enroll in Art G106. UC Credit Limitations: Humanities G110 and G110H combined--maximum credit, one course. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

**HUMANITIES G110 HONORS - 3 Units****Art History and Appreciation 2 - Renaissance to Present, 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. UC Credit Limitations: Humanities G110 and G110H combined--maximum credit, one course. Lecture. Letter grade only. Transferable to CSU; UC.

**HUMANITIES G114 - 3 Units****Contemporary Art History**

(Formerly known as: 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**

(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. UC Credit Limitations; Humanities G120 and G120H combined--maximum credit, one course. Lecture. Optional pass/no pass grade. 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. UC Credit Limitations: Humanities G120 and G120H combined--maximum credit, one course. Lecture. Optional pass/no pass grade. 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 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. 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 G139 - 3 Units****History of Rock Music**

(Formerly known as: Humanities G145)

(Same as: Music G139)

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 G143 - 3 Units****History of Jazz**

(Formerly known as: Humanities G140 Jazz: A History and Appreciation)

(Same as: Music G143)

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, one and one-half hours listening in Multi-Media Center a week. Optional credit/no credit or grade. Transfer credit: CSU; UC. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

**INTERPRETING****INTERPRETING G100 - 3 Units****Introduction to Sign Language Interpreting**

Advisories: Basic knowledge of American Sign Language

This course is designed to provide students with the historical and theoretical knowledge of the interpreting profession. Topics include: The history of interpreting, roles and responsibilities of an interpreter, the Code of Ethics, relevant organizations, interpreter skills and competencies, overview of various settings, terminology, the interaction of American Deaf and Hearing Cultures, business practices and systems of evaluation and certification. Lecture. Optional pass/no pass grade. Transferable to CSU.

**INTERPRETING G130 - 3 Units****Beginning Voice to Sign**

Advisories: Sign G280

This course reviews the principles, concepts and theories of interpreting and introduces the processes, skills and techniques of interpreting from English to American Sign Language. Both consecutive and simultaneous interpreting are explored. The student will begin the development of skills required to accurately interpret a spoken message into sign language. Lecture. Letter grade only. Transferable to CSU.

**INTERPRETING G135 - 3 Units****Advanced Voice to Sign**

Advisories: Interpreting G130

This course enhances the processes, skills and techniques of interpreting from English to American Sign Language. The student will continue to develop skills required to accurately interpret a spoken message into sign language. The concepts of transliterating and interpreting will be reviewed and expanded. Practice will provide the student with the skills necessary to match the interpreting process to the needs of the deaf consumer. Lecture. Letter grade only. Transferable to CSU.

**INTERPRETING G155 - 3 Units****Beginning Sign to Voice**

(Formerly known as: Basic Sign to Voice)

Advisories: Sign G280

This course introduces the processes, skills and techniques of interpreting from American Sign Language to English. Both consecutive and simultaneous methods of interpreting will be explored. The student will begin the development of skills required to accurately interpret a signed message into English. Lecture. Letter grade only. Transferable to CSU.

**INTERPRETING G160 - 3 Units****Advanced Sign to Voice**

Advisories: Interpreting G155

This is a course in advanced processes, skills and techniques of interpreting from American Sign Language into oral English. Both consecutive and simultaneous methods of interpreting will be enhanced. Lecture. Letter grade only. Transferable to CSU.

**INTERPRETING G170 - 3 Units****Interpreting In Educational Settings**

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**

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 G180 - 3 Units****Introduction to Mass Communications**

(Formerly known as: Journalism G160/Humanities G160)

A survey of the major forms of mass media and their influence on the artistic, cultural and social expression of contemporary society. An evaluation and appreciation of advertising, propaganda, public relations, magazines, newspapers, books, radio, television, film, recorded music and the Internet, including the impact of social media. Students will learn to analyze and identify trends, cause and effect and ethical issues in the mass media to help them become critical consumers of the media. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

**JOURNALISM G185 - 3 Units****Writing for News Media**

(Formerly known as: BVP 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**

(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 Jour G284 and G285 may be taken for a maximum of four semester singularly or in combination. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.



**JOURNALISM G285 - 3 Units****Newspaper Production**

(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. Transferable to CSU.

**JOURNALISM G286 - 1 Unit****Western Sun Editorial Board**

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**

All class members required to attend regular staff meetings. This course may be taken 4 times. Class open to those students accepting editorial positions or special assignments on The Western Sun. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

**KINESIOLOGY****KINESIOLOGY G100 - 3 Units****Introduction to Kinesiology**

(Formerly known as: PPE G180; The PE Profession)

This course is an introduction to the interdisciplinary approach to the study of human movement. An overview of the sub-disciplines (e.g. physiology, biomechanics, exercise & sport psychology) in kinesiology will be provided along with career opportunities in the areas of teaching, coaching, allied health, and fitness professions. Courses in lifelong learning and self-development provide the opportunity to equip learners for lifelong understanding and development of themselves as integrated physiological, social, and psychological beings. Lecture. Letter grade only. Transferable to CSU; UC.

**KINESIOLOGY G101 - 3 Units****First Aid/Cardio-Pulmonary Resuscitation**

(Formerly known as: Health Education G125; Health Education G112)

A course in CPR (cardio-pulmonary resuscitation), AED (Automated External Defibrillator) and basic first aid. This course will cover emergency care of the ill and or injured, including: recognizing and treating life threatening emergencies such as breathing, choking, cardiac emergencies, severe bleeding, and shock. The treatment of soft tissue injuries like burns, musculoskeletal, head, neck, and back injuries. The treatment of medical emergencies such as sudden illness, poisonings, hypothermia and hyperthermia. American Red Cross first aid certificates and American Red Cross or American Heart Association CPR certificates are awarded to students upon successful course completion. This course may be taken four times. Lecture. Letter grade only. Transferable to CSU; UC.

**KINESIOLOGY G281 - 3 Units****Prevention and Care of Athletic Injuries**

(Formerly known as: PPE G160--Athletic Training)

Introduction and application of basic principles to the prevention, assessment, treatment and rehabilitation of athletic injuries. This course applies basic principles of anatomy, physiology, pathology and biomechanics to athletic injuries. Lecture. Letter grade only. Transferable to CSU; UC.

**LEARNING****LEARNING G005 - 2 Units****How to Survive in College**

Designed to orient new students to Golden West College, its services, and the unique features of its learning systems. Also provides students an overview of learning skills needed to succeed in college and ways to acquire them. The units earned for this course may not be applied toward the 60 units required for graduation. A twelve-week course. Lecture. Pass/no pass only. Not transferable, not degree applicable.

**LEARNING SKILLS G921 - 0 Units****Supervised Tutorial Services Attendance**

This course provides tutorial assistance to students requesting educational support to increase student success. May be repeated as necessary. Hours by arrangement. Permission to register will be given at the Tutorial and Learning Center. Lab. No credit. Open entry/open exit. Not transferable, not degree applicable.

**LEARNING SKILLS G922 - 0 Units****Student Computer Lab Attendance**

This course provides current Golden West College students an open computer laboratory offering high-speed Internet access, personal e-mail accounts, color printing, scanning, Microsoft Office, and other heavily used and appropriate software to increase the probability of success in their coursework. Students must currently be earning units at Golden West College to enroll in this class. May be repeated as necessary. Hours by arrangement. Open entry/open exit. Lab. No credit. Open entry/open exit. Not transferable, not degree applicable.

**LEARNING SKILLS G927 - 0 Units****High Tech Center/ACE Lab**

This course is designed to provide students with opportunities to use necessary adaptive technology. The adaptive technology allows students to enhance their success in various college settings. Registration is available only through the Accessibility Center for Education (ACE) Office. Open entry/open exit. May be repeated as necessary. Hours by arrangement. Lab. No credit. Open entry/open exit. Not transferable, not degree applicable.

**LEARNING SKILLS G928 - 0 Units****Special Accommodations**

This course is designed to provide students with opportunities to use necessary adaptive technology for testing and assessment. The center provides an inclusive environment to help students realize their academic potential. In accordance with the Americans with Disabilities Act and Title 5 of the California Code of Regulations, this facility provides accommodations such as, but not limited to: additional timing, specialized equipment, and readers. The center provides equal access to students to enhance academic success. Registration is available only through the Accessibility Center for Education (ACE) Office. Open entry/open exit. No credit. Open entry/open exit. Not transferable, not degree applicable.

**LIBRARY****LIBRARY G110 - 1 Unit****Information Competency and Library Research**

(Formerly known as: Introduction to Library Resources)

This librarian-guided instruction course uses a workbook 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. An eight-week course. Lecture. Optional pass/no pass grade. 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; UC.

**MANAGEMENT****MANAGEMENT G110 - 3 Units****Elements of Management**

This course covers the framework of management principles and explores the functional roles of planning, organizing, leading, and controlling within business organizations. Lecture. Optional pass/no pass grade. Transferable to CSU.

**MANAGEMENT G111 - 3 Units****Human Resources Management**

Employment, wages and salary, and labor relations are explored from the viewpoint of employees and first-line supervision. Practical handling of a variety of typical personnel problems encountered in business and industry are simulated through the use of role playing. An objective of this course is to provide an unbiased consideration of labor and management problems in industry and to show the need for cooperation. Lecture. Letter grade only. Transferable to CSU.

**MANAGEMENT G115 - 3 Units****Essentials of Organizational Behavior**

(Formerly known as: Behavioral Management)

Emphasis will be placed on the application of behavioral science approach to management and employer/employee relationships. Various psychological principles which affect employee motivation and productivity will be explored in depth. Also included will be experiential exercises and role-playing. Lecture. Optional pass/no pass grade. Transferable to CSU.

**MANAGEMENT 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. A twelve-week course. Lecture. Optional pass/no pass grade. 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 G155 - 3 Units****Customer Service**

(Formerly known as: Customer Service for the 21st Century)

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.

**MARKETING****MARKETING G100 - 3 Units****Principles of Marketing**

A survey of the functions of business activity relative to the distribution of goods and services. Studies include retail and wholesale distribution channels, market functions, policies, promotion, pricing, research, product development, and consumer behavior. Lecture. Letter grade only. Transferable to CSU.

**MARKETING G135 - 3 Units****Retail Management**

Studies 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****Internet Marketing - e-Commerce**

(Formerly known as: E-Commerce--Selling On The Internet)

This course examines internet marketing and electronic commerce, how it is conducted and managed, its major opportunities, limitations, issues, and risks. It also explores inter-disciplinary topics in internet marketing and electronic commerce that have increasing importance in both business-to-consumer and business-to-business processes. Pertinent issues include web protection, social media marketing, internet commerce, online security, and virus protection. Lecture. Optional pass/no pass grade. Transferable to CSU.

**MARKETING G185 - 3 Units****International Marketing**

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.

**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**

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**

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. A six-week course. Lecture. Optional pass/no pass grade. 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. Not transferable, not degree applicable.

**MATHEMATICS G030 - 4 Units****Intermediate Algebra**

Prerequisites: Mathematics G010 or Mathematics Placement Assessment

This course is equivalent to a second-year high school algebra course. Topics include absolute value, rational exponents, radicals, linear equations and inequalities, quadratic equations and inequalities, functional notation, linear and quadratic functions, conic sections, logarithms, exponential and logarithmic functions, linear systems in two and three variables, sequences, and series. Lecture & lab. Letter grade only.

**MATHEMATICS G100 - 3 Units****Liberal Arts Mathematics**

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. UC Credit Limitations: Math G103, G104 and G106 combined--maximum credit, one course; no credit for G103 if taken after G160/G160H. Lecture & lab. Letter grade only. Transferable to CSU; UC. Offered spring semester only.

**MATHEMATICS G104 - 3 Units****Mathematics for Elementary Teachers**

(Formerly known as: Mathematics for Elementary Teachers 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. 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. Lecture & lab. Letter grade only. 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 Math G180. Topics include linear and quadratic functions and their graphs, polynomial and rational functions and their graphs, exponential and logarithmic functions and their graphs, conic sections, sequence and series, solving systems of equations, matrices and determinants, counting and probability. UC Credit Limitations: Math G115 and G170 combined---maximum credit, one course. Lecture. Letter grade only. Transferable to CSU; UC.

**MATHEMATICS G120 - 3 Units****Trigonometry**

Prerequisites: 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****Business Calculus**

(Formerly known as: Math130)

Prerequisites: Mathematics G115 or Mathematics G170 or Mathematics Placement Assessment

This course is designed for students of business, management, and social science who need only one semester of calculus that covers a variety of topics that usually span parts of three semesters of calculus. Topics include functions, limits and continuity, differentiation, integration, graphing, the calculus of two variables and applications of the derivative and integral. This course does not prepare a student to enter Mathematics G180 or G185. UC Credit Limitations: Math G140, G180 and G180H combined--maximum credit, one course. Lecture. Letter grade only. Transferable to CSU; UC.

**MATHEMATICS G155 - 4 Units****Finite Mathematics with Applications**

(Formerly known as: Finite Mathematics Mathematics G150)

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 and applications to data sets in the social and behavioral sciences, business, and other disciplines. The use of a graphing calculator and/or statistical analysis computer programs is integrated into the course. UC Credit Limitations: Math G160 and G160H combined--maximum credit, one course. UC credit limitations. See counselor. Lecture. Letter grade only. Transferable to CSU; UC.

**MATHEMATICS G170 - 5 Units****Precalculus**

Prerequisites: Mathematics G120 or Mathematics Placement Assessment

This course will cover topics required for studying calculus. Particular emphasis will be placed on the analysis of polynomial, rational, exponential, logarithmic, trigonometric and inverse functions. Other topics include vectors, analytic geometry, linear systems, matrices, elementary theory of equations, polar coordinates, sequences, series, and complex numbers. This course is essential for those students planning to study Mathematics G180 (Calculus 1). UC Credit Limitations: Math G115 and G170 combined--maximum credit, one course. Math G170 (maximum credit, 4 units.) Lecture. Letter grade only. Transferable to CSU; UC.

**MATHEMATICS G180 - 5 Units****Calculus 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. UC credit limitations. See counselor.

\*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 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. 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 G282 - 4 Units****Ordinary Differential Equations**

Prerequisites: Math G185

This course provides students with an introduction to the theory, techniques and applications of ordinary differential equations. The topics covered include first-order differential equations, higher-order differential equations, power series solutions, Laplace transforms, systems of differential equations and numerical methods. Lecture. Letter grade only. Transferable to CSU; UC.

**MATHEMATICS G285 - 5 Units****Introduction to Linear Algebra and Differential Equations**

(Formerly known as: Ordinary Differential Equations)

Prerequisites: Mathematics G185

This course is designed to introduce students to the fields of Linear Algebra and Differential Equations. Topics include matrices, determinants, vector spaces, linear systems of equations, inner product spaces, first and second order differential equations, systems of differential equations, and Laplace transforms. Lecture. Letter grade only. Transferable to CSU; UC.



**MUSIC****MUSIC G025 - 1-3 Units****Rehearsal & Performance-Band Showmanship**

Prerequisites: Retention is based upon successful audition.

This is an enrichment course designed to enhance musical performance and showmanship. This course may be taken 4 times. Lab. Pass/no pass only.

**MUSIC G026 - 1-3 Units****Survey of Contemporary Band Literature**

Prerequisites: Retention is based upon successful audition.

This course will instruct students in music sight reading techniques, the music notation counting system, and develop the student's music reading skills. Students will be able to apply these techniques to contemporary band music. This course may be taken 4 times. Lab. Optional pass/no pass grade.

**MUSIC G058 - 3 Units****Basic Live Sound Reinforcement**

Designed for Live Sound majors, Recording Arts majors, and Technical Theatre majors. The course includes an introduction to basic sound reinforcement design and operations used in the sound reinforcement industry. Emphasis will be placed on practical knowledge and techniques in operating sound equipment on all levels. Lecture. Optional pass/no pass grade.

**MUSIC G059 - 3 Units****Studio Maintenance and Repair**

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**

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**

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 may 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**

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**

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**

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**

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**

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. UC Credit Limitations: Music G101 and G101H combined--maximum credit, one course. Lecture. Optional pass/no pass grade. 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. UC Credit Limitations: Music G101 and G101H combined--maximum credit, one course. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

**MUSIC G103 - 3 Units****World 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**

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. An eight-week course offered twice each semester. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

**MUSIC G106 - 1 Unit****Beginning Guitar II**

Advisories: Music G105

This course is a continuation of Music 105AB. Concentration on chords and correct finger-picking. Traditional and folk tunes will be studied and performed. Students must furnish their own guitars. This course may be taken 2 times. An eight-week course offered twice each semester. Lecture. Optional pass/no pass grade. 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**

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**

Prerequisites: Retention based upon successful audition.

The primary performing band representing the college in the community. Emphasis on study and performance of music from standard band repertory. Performances on campus and away include concerts, outdoor activities and athletic events. A band tour may be planned for spring semester. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

**MUSIC G112 - 2 Units****Sight Singing**

This course is designed to introduce and develop strong fundamental competencies in the singing of simple and complex rhythms, melodies. This course may be taken 2 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

**MUSIC G115 - 3 Units****Basic Music**

Advisories: Concurrent enrollment in Music G141 - G142 recommended.

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**

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**

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**

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**

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 G139 - 3 Units****History of Rock Music**

(Formerly known as: Music G185)

(Same as: Humanities G139)

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 G141 - 1 Unit****Piano 1**

(Formerly known as: Beginning Piano 1)

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**

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. An eight-week course. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

**MUSIC G143 - 3 Units****History of Jazz**

(Formerly known as: Music G136 Jazz: A History and Appreciation)

(Same as: Humanities G143)

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 G145 - 2 Units****Basic Voice**

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**

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**

(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**

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 G209 - 2 Units****Symphonic Band, Advanced Skills**

Advisories: Music G109

This course is for students who perform at an advanced level on a standard band instrument. Students in this course are expected to develop sophisticated skills beyond standard participation in the Symphonic Band. Performance of solos, the development of score reading abilities, student composition and/or arranging and conducting/leadership roles within the performance ensemble will be explored. Brass, Percussion, and Woodwind sectional rehearsal techniques will be developed. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

**MUSIC G210 - 2 Units****Musical Theater Workshop**

(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)**

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**

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**

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**

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**

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**

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 G100 - 10 Units****Nursing Process I**

Prerequisites: Acceptance into the Nursing Program. Pre-entrance physical examination. Completion of Biology G200, G220, G225, G210, English G100, Comm G108, or G110, or G112

This is a course exploring the concepts of person, environment, and health as related to nursing practice. Clinical hours and simulated experiences in the campus lab are provided to allow students the opportunity to apply theory to practice. The focus is on the nursing process, beginning level nursing skills, and the development of clinical reasoning based on scientific evidence. Lecture & lab. Letter grade only. Transferable to CSU.

**NURSING G150 - 10 Units****Nursing Process II**

Prerequisites: Nursing G100 or the equivalent; Biology G200 and Communication Studies G108 or G110 or G112

This course focuses on ethical nursing management of adult clients with acute illness, maternal/newborn clients, and women's health clients while using the nursing process as a framework. The emphasis will be on providing nursing assessment and management to adult clients with acute medical-surgical health issues and to maternal-newborn-women's health clients. The course builds on previously acquired knowledge in nursing leadership and community health nursing roles. Clinical hours are provided to allow students the opportunity to apply theory to practice. Emphasis is placed on clinical reasoning, application of the nursing process, and the use of evidence-based practice to provide comprehensive client care. Lecture & lab. Letter grade only. Transferable to CSU.

**NURSING G190 - 4 Units****Transition to Registered Nursing**

Prerequisites: California Vocational Nurse License, completion of Biology G220, G225, G200 and G210 and Psychology G118, 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**

Prerequisites: Psychology G118 and Nursing G150 or Nursing G190

This course focuses on theory and application of nursing practice in two major clinical areas: mental health issues and chronic illness in older adults. Nursing theory presented will correlate with specific chronic medical and psychiatric conditions associated with these two major areas. Clinical hours are required to apply theory to practice. In a supervised setting, 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. Clinical application for chronic illness nursing care may be with clients in senior centers, adult day services, inpatient dementia care units, mental health and medical-surgical hospitals. Lecture & lab. Letter grade only. Transferable to CSU.

**NURSING G250 - 9 Units****Nursing Process IV**

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. Students are expected to develop the ability to make independent nursing judgments and decisions. In addition, this course includes a preceptorship that eases the transition from student to RN practice. Lecture & lab. Letter grade only. Transferable to CSU.

**NURSING G260 - 1.5 Units****Professional Nursing Issues and Trends**

(Formerly known as: Nursing Issues)

Prerequisites: Nurs G200

This course is designed to assist the 4th semester nursing student in gaining the knowledge, critical thinking skills and experiences to make informed choices regarding some of the most pressing issues facing new graduates and the nursing profession. Content includes professional and legal responsibilities, graduation and licensing requirements as well as job search practices. This course is taught partly online and through lecture. 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. Transferable to CSU.

**PHILOSOPHY****PHILOSOPHY G100 - 3 Units****Introduction to Philosophy**

(Formerly known as: Philosophy G101)

A probing into questions people ask about the universe and their place in it. An examination is undertaken of the range of possible answers developed by leading philosophers in such areas as the meaning of knowledge, scientific method, religion, ethics, aesthetics, history, politics and metaphysics. 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****Logic and Critical Thinking**

(Formerly known as: Introduction to Logic)

An introductory general education course focusing on the use of arguments both in their occurrence in ordinary discourse and the academic disciplines within the humanities, social sciences and natural sciences. 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. Recommended for all humanities, social science, business and natural science majors and those planning to transfer to a four-year college or university. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

**PHILOSOPHY G120 - 3 Units****Ethics**

An examination of the concepts of right and wrong, good and bad, in the light of the writings of classical ethical philosophers. A critical examination of alternative approaches to ethics, with an emphasis upon the question of philosophical foundations. Applications of alternative traditions in ethics to contemporary moral issues. 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 G120 - 3 Units****Introduction to Photography - Black and White Dark Room**

(Formerly known as: Photography G150, Fundamentals of Photography)

A basic course to familiarize students with the fundamentals of photography. The students will study cameras and related accessory systems. Picture taking techniques, darkroom techniques, and the elements of design. Students must provide an adjustable camera. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

**PHOTOGRAPHY G154 - 3 Units****The Creative Photographer**

Advisories: Photography G120

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 G158 - 3 Units****History of Photography: An Exploration From the Lab**

Advisories: Photography G120

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 G160 - 3 Units****Special Problems in Photography**

Advisories: Photography G120

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 G190 - 3 Units****Introduction to Photography- Digital**

(Formerly known as: Photography 150-1, Digital Arts G190)

This is a basic course to familiarize students with the historical and technical fundamentals of photography and digital imaging. Students will gain practical experience relating to cameras, exposure, light, content, color, composition and presentation. This course introduces development of personal artistic expression and visual perception, the basics of digital imaging including printing and image editing with Adobe Photoshop. Students must provide an adjustable digital camera. This course may be taken two times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

**PHOTOGRAPHY G191 - 3 Units****Digital Photography, Intermediate**

(Same as: Digital Arts G191)

Advisories: Photography G120, Photography G190 or Digital Arts G190

This is an intermediate photography course providing in-depth instruction in scanning, printing and using digital imaging software to create a master digital image. Students gain practical experience with digital techniques that support their creative exploration of commercial or fine art photography. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

**PHYSICAL EDUCATION****PHYSICAL EDUCATION 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 - 1 Unit****Adapted Strength and Fitness**

Prerequisites: Permission of instructor required.

This is a physical fitness class consisting of cardiovascular conditioning, muscle strength, endurance, and proper use of weight machines, wheelchair accessible nautilus machines, and free weights in the fitness lab. The purpose of strength training is to improve an individual's strength, stability, and coordination. Each student will be evaluated and an individual exercise plan will be developed. At the end of the class, each student will be experienced in individual and group physical activity. Students will be able to apply knowledge to improve quality of life by increasing, strength, stability, coordination and increasing knowledge of life-long fitness and activity. This course may be taken 4 times. UC credit limitations. See counselor. Lab. Optional pass/no pass grade. Transferable to CSU; UC.

**PHYSICAL EDUCATION G106 - 0.5 Units****Adapted Stretching**

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; UC.

**PHYSICAL EDUCATION G107 - 0.5 Units****Adapted Cardio Fitness**

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 - 1 Unit****Adapted Aquatics**

Advisories: Permission of the Instructor

This course is designed for students with temporary or permanent disabilities who can benefit from individualized low and no-impact aquatic cardiovascular exercises. Students will learn safe and independent activities that can be done for cardiovascular fitness in the pool. Swimming skills as well as appropriate exercises will be developed and practiced according to the goals and individual exercise programs of each student. This course may be taken 4 times. UC credit limitations. See counselor. Lab. Optional pass/no pass grade. Transferable to CSU; UC.

**PHYSICAL EDUCATION G109 - 1 Unit****Swimming for Fitness**

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. UC credit limitations. See counselor. Lab. Optional pass/no pass grade. Transferable to CSU; UC.

**PHYSICAL EDUCATION G110 - 0.5-1 Units****Swimming for Fitness**

This course is designed for swimmers with intermediate skills. The swimmer will be introduced to the latest techniques and methods for cardiovascular conditioning through swimming. This course may be taken 4 times. UC credit limitations. See counselor. A three-week course Lab. Optional pass/no pass grade. Transferable to CSU; UC.

**PHYSICAL EDUCATION G111 - 1 Unit****Swimming**

This course is designed to make people water safe. Students will receive instruction and practice in the fundamental skills of swimming. The course is recommended for swimmers with little or no previous experience, swimmers who can complete two laps of the pool with coordinated breathing, and swimmers with advanced skills. This course may be taken 4 times. UC credit limitations. See counselor. Lab. Optional pass/no pass grade. Transferable to CSU; UC.

**PHYSICAL EDUCATION G114 - 1 Unit****Surfing**

Prerequisites: Prior to entering surfing class, students must pass Intermediate ARC Swimming test or produce other official verification of their swimming ability at the first class meeting.

This course is designed to give students the necessary knowledge and skills to safely enjoy surfing. Through a structured lecture laboratory situation, the students will be introduced to the latest techniques and methods for optimum achievement. The course is suited to all performance levels and is organized to allow for individual instruction. This course may be taken 4 times. UC credit limitations. See counselor. Lecture & lab. Pass/no pass only. Transferable to CSU; UC.

**PHYSICAL EDUCATION G130 - 1 Unit****Yoga**

This course is designed for students who are interested in learning and practicing yoga techniques such as breathing techniques, postures, meditation and relaxation. Students will learn about the techniques of yoga and how to make the exercise as enjoyable as possible. They will learn not only what the poses are, but how to stretch, relax and breathe throughout the practice. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

**PHYSICAL EDUCATION G132 - 1 Unit****Pilates for Fitness**

This course is designed for students who are interested in increasing their flexibility, strength, endurance, and coordination. The course will include mat work, using the principles of Pilates to focus on exercise to improve body alignment, strength, flexibility control and coordination. Students will also learn how each of the specific exercises will benefit their physical and mental health. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

**PHYSICAL EDUCATION G134 - 1 Unit****Bowling**

An introductory course in bowling for men and women, including practice and instruction in the basic techniques of bowling, scoring and rules. The class is conducted as an instructional league. A required fee includes three lines per session, bowling ball, bowling shoes, score sheets, handicap computations and awards. This course may be taken 4 times. UC Credit limitations. See counselor. Lab. Optional pass/no pass grade. Transferable to CSU; UC.

**PHYSICAL EDUCATION G136 - 1 Unit****Rock Climbing**

This course is designed so that students will develop mountaineering and rock climbing skills and fitness. Instructional emphasis is on preparation, knowledge of equipment, physical techniques and the mental approach to climbing. This course may be taken 4 times. UC credit limitations. See counselor. Lecture & lab. Letter grade only. Transferable to CSU; UC.

**PHYSICAL EDUCATION G137 - 0.5 Units****Golf**

Instruction and practice in the basic skills fundamental to successful performance in golf. Included, with participation, will be instruction in the rules and etiquette of the sport. This course may be taken 4 times. UC credit limitations. See counselor. An eight-week course. Lab. Pass/no pass only. Transferable to CSU; UC.

**PHYSICAL EDUCATION G139 - 0.5 Units****Intermediate/Advanced Golf**

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. UC credit limitations. See counselor. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

**PHYSICAL EDUCATION G149 - 0.5 Units****Badminton**

This course is designed for men and women who are interested in instruction and practice in the fundamental skills basic to successful performance in badminton. This course may be taken 4 times. UC credit limitations. See counselor. Lab. Optional pass/no pass grade. Transferable to CSU; UC.

**PHYSICAL EDUCATION G150 - 1 Unit****Badminton**

This course is designed for men and women who are interested in instruction and practice in the fundamental skills to successful performance in badminton. This course may be taken 4 times. UC credit limitations. See counselor. Lab. Optional pass/no pass grade. 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. UC credit limitations. See counselor. Lab. Optional pass/no pass grade. Transferable to CSU; UC.

**PHYSICAL EDUCATION G159 - 0.5-1 Units****Table Tennis**

Introduction to Table Tennis. The course includes practice of stroke skills, the application of rules and etiquette in singles and doubles play. This course may be taken 4 times. UC credit limitations. See counselor. Lecture & lab. Pass/no pass only. Transferable to CSU; UC.



**PHYSICAL EDUCATION G164 - 0.5 - 1.5 Units****Aerobics**

Students in this course will strengthen the cardiovascular systems and improve endurance, flexibility and strength. The class combines instruction with strenuous exercise to music. This course may be taken 4 times. UC credit limitations. See counselor. Lab. Optional pass/no pass grade. Transferable to CSU; UC.

**PHYSICAL EDUCATION G166 - 0.5-2 Units****Circuit Weight Training**

The Circuit Weight Training course is designed for students interested in an exercise routine that utilizes the circuit training facility and provides cardiovascular weight exercise. Circuit training has proven especially beneficial for women and men not interested in competitive weight training but desiring good muscle tone and cardiovascular fitness. This type of training gives maximum return in a controlled workout. This course may be taken 4 times. UC credit limitations. See counselor. Lab. Optional pass/no pass grade. 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. UC credit limitations. See counselor. Lab. Optional pass/no pass grade. Transferable to CSU; UC.

**PHYSICAL EDUCATION G172 - 0.2 Units****Strength Training (Nautilus/Strength Lab)**

The course is designed as an open lab experience. Workout times are adjusted to the individual's schedule. This class is designed to provide instruction and supervision of individualized resistance exercise programs using 'free' weights and/or a combination of free weights and nautilus equipment. The lab will serve equally the highly trained or beginning lifter and is suited to all age groups. Recommended for men and women interested in muscle toning, rehabilitation, weight redistribution, body building, power lifting or athletic conditioning. This course may be taken 4 times. UC credit limitations. See counselor. A three-week course. Lab. Pass/no pass only. Transferable to CSU; UC.

**PHYSICAL EDUCATION G173 - 1 Unit****Introduction to Weight Training**

A course designed for men and women to help beginners learn how muscles work, proper lifting techniques, safety factors, diet, and how to develop a program to meet specific needs. This course may be taken 4 times. UC credit limitations. See counselor. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

**PHYSICAL EDUCATION G176 - 1 Unit****Total Fitness for Women**

A well-balanced program of physical activities designed to enhance endurance, flexibility, strength, cardiovascular efficiency and weight redistribution based on a selected exercise program, par course, circuit training, aerobic work, diet information and coordination. This course may be taken 4 times. UC credit limitations. See counselor. Lab. Optional pass/no pass grade. Transferable to CSU; UC.

**PHYSICAL EDUCATION G178 - 0.5 - 1 Units****Cardiovascular Laboratory**

The cardiovascular lab course is designed for those people who desire a cardiovascular workout using a combination of stationary bikes, treadmills, elliptical, and rowing machines. This is suited for men and women of all age groups who are interested in achieving a maximal level of cardiovascular fitness. This course may be taken 4 times. UC credit limitations. See counselor. Lab. Pass/no pass only. Transferable to CSU; UC.

**PHYSICAL EDUCATION G180 - 2 Units****Strength and Muscle Power Training**

This course is designed to provide students instruction and training to develop strength and muscle power. Students will design a systematic training regime using weight machines and 'free weights' (bar bells and dumb bells). This class is suited for healthy students of all ages and experience levels, but is not a rehabilitation program. This class is recommended for men and women interested in strength and muscle power training, athletic conditioning, power lifting and body building. This course may be taken 4 times. UC credit limitations: Any or all of these courses (PE G140, G142, G146, G150, G160, G180, G191, G200) combined--maximum credit, 8 units. UC credit limitations. See counselor. Lab. Pass/no pass only. Transferable to CSU; UC.

**PHYSICAL EDUCATION G181 - 1 Unit****Muscular Strength Training**

This course is designed to provide students instruction and training to develop strength and muscle tone. Students will design a systematic training regime using weight machines and 'free weights' (bar bells and dumb bells). This class is suited for healthy students of all ages and experience levels. This course may be taken 4 times. UC credit limitations. See counselor. Lab. Optional pass/no pass grade. Transferable to CSU; UC.

**PHYSICAL EDUCATION G186 - 0.5 - 1 Units****Activities - Basketball**

Instruction and practice in the fundamental skills basic to successful performance in this activity. This course may be taken 4 times. UC credit limitations. See counselor. Lab. Optional pass/no pass grade. 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. Transferable to CSU; UC.

**PHYSICAL EDUCATION G192 - 1 Unit****Soccer**

Instruction and practice in the fundamental skills basic to successful performance in this activity. This course may be taken 4 times. UC credit limitations. See counselor. Lab. Optional pass/no pass grade. Transferable to CSU; UC. May not be offered each semester.

**PHYSICAL EDUCATION G194 - 2 Units****Physical Training for Volleyball**

Physical training for athletes interested in competitive volleyball. Instruction and practice in skills and fundamentals, as well as cardiovascular conditioning. This course may be taken 4 times. UC credit limitations. See counselor. Lab. Letter grade only. Transferable to CSU; UC.

**PHYSICAL EDUCATION G195 - 0.5-1 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. UC credit limitations. See counselor. Lab. Optional pass/no pass grade. 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. UC credit limitations. See counselor. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

**PHYSICAL EDUCATION G201 - 0.5 - 1.5 Units****Sports Conditioning - Basketball**

A course in sports conditioning for basketball. This course may be taken 4 times. UC credit limitations. See Counselor. Lecture & lab. Pass/no pass only. Transferable to CSU; UC.

**PHYSICAL EDUCATION G202 - 0.5 - 1.5 Units****Sports Conditioning - Baseball**

A course in sports conditioning for baseball. UC credit limitations. See counselor. Lecture & lab. Pass/no pass only. Transferable to CSU; UC.

**PHYSICAL EDUCATION G203 - 0.5 - 1.5 Units****Sports Conditioning - Volleyball**

A course in sports conditioning for Volleyball. This course may be taken 4 times. UC credit limitations. See counselor. Lecture & lab. Pass/no pass only. Transferable to CSU; UC.

**PHYSICAL EDUCATION G204 - 0.5 - 1.5 Units****Sports Conditioning - Swimming**

A course in sports conditioning for swimming. Designed to instruct swim and water polo team members in the advanced skills and knowledge of the sport. Course is recommended for those who wish to compete on the college level. This course may be taken 4 times. UC credit limitations. See counselor. Lecture & lab. Pass/no pass only. Transferable to CSU; UC.

**PHYSICAL EDUCATION G207 - 0.5 - 1.5 Units****Sports Conditioning - Cross Country**

A course in sports conditioning for cross country. This course may be taken 4 times. UC credit limitations. See counselor. Lecture & lab. Pass/no pass only. Transferable to CSU; UC.

**PHYSICAL EDUCATION G209 - 0.5 - 1.5 Units****Sports Conditioning - Softball**

A course in sports conditioning for softball. This course may be taken 4 times. UC credit limitations. See counselor. Lab. Pass/no pass only. Transferable to CSU; UC.

**PHYSICAL EDUCATION G240 - 2 Units****Baseball Team**

Corequisites: Students must be enrolled in twelve units during the semester in which they participate. For complete information concerning eligibility rules, contact the athletic director.

Enrollment subject to the approval of the coach. Those enrolled in this course for credit who fail to qualify for the squad must withdraw from the course and will be encouraged to sign up for another physical education class. Students may apply intercollegiate activities to General Education requirements for graduation. This course may be taken 3 times. UC credit limitations. See counselor. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

**PHYSICAL EDUCATION G244 - 2 Units****Cross Country Team - Men**

Corequisites: Students must be enrolled in twelve units during the semester in which they participate. For complete information concerning eligibility rules, contact the athletic director.

This class is designed for those students desiring to participate in intercollegiate athletics. Advanced training techniques are applied for successful participation. This course may be taken 3 times. Students may apply intercollegiate activities to General Education requirements for graduations. UC credit limitations. See counselor. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

**PHYSICAL EDUCATION G246 - 2 Units****Football Team**

Corequisites: Students must be enrolled in twelve units during the semester in which they participate. For complete information concerning eligibility rules, contact the athletic director.

Enrollment subject to the approval of the coach. Those enrolled in this course for credit who fail to qualify for the squad must withdraw from the course and are encouraged to enroll in a regular physical education activity. Students may apply intercollegiate athletic activities to General Education requirements for graduation. This course may be taken 3 times. UC credit limitations. See counselor. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

**PHYSICAL EDUCATION G250 - 2 Units****Soccer Team - Men**

Corequisites: Students must be enrolled in twelve units during the semester in which they participate. For complete information concerning eligibility rules, contact the athletic director.

Theoretical and practical instruction for the successful participation in intercollegiate soccer competition. Students may apply intercollegiate athletic activities to general education requirements for graduation. This course may be taken 3 times. UC credit limitations. See counselor. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

**PHYSICAL EDUCATION G252 - 2 Units****Swimming Team - Men**

Corequisites: Students must be enrolled in twelve units during the semester in which they participate. For complete information concerning eligibility rules, contact the athletic director.

Enrollment subject to approval of the coach. This course is for competition with other college swim teams. Students may apply intercollegiate athletic activities to general education requirements for graduation. This course may be taken 3 times. UC credit limitations. See counselor. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

**PHYSICAL EDUCATION G256 - 2 Units****Track Team - Men/Women**

Corequisites: Students must be enrolled in twelve units during the semester in which they participate. For complete information concerning eligibility rules, contact the athletic director.

Enrollment subject to the approval of the coach. Those enrolled in this course for credit who fail to qualify for the squad must withdraw from the course and are encouraged to enroll in a regular physical education activity. Students may apply intercollegiate athletic activities to general education requirements for graduation. This course may be taken 3 times. UC credit limitations. See counselor. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

**PHYSICAL EDUCATION G258 - 2 Units****Volleyball Team - Men**

Corequisites: Students must be enrolled in twelve units during the semester in which they participate. For complete information concerning eligibility rules, contact the athletic director.

Designed for students competing in intercollegiate volleyball competition. Advanced techniques and strategies required for competition are required as well as the necessary aerobic and anaerobic conditioning required to participate at a high level of athletic competition. This course may be taken 3 times. Students may apply intercollegiate activities to General Education requirements for graduation. UC credit limitations. See counselor. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

**PHYSICAL EDUCATION G260 - 2 Units****Water Polo Team**

Corequisites: Students must be enrolled in twelve units during the semester in which they participate. For complete information concerning eligibility rules, contact the athletic director.

Enrollment subject to approval of the coach. This course is for competition with other collegiate water polo teams. Students may apply intercollegiate athletic activities to general education requirements for graduation. This course may be taken 3 times. UC credit limitations. See counselor. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

**PHYSICAL EDUCATION G272 - 2 Units****Cross Country Team - Women**

Corequisites: Students must be enrolled in twelve units during the semester in which they participate. For complete information concerning eligibility rules, contact the athletic director.

Enrollment subject to the approval of the coach. Those enrolled in this course for credit who fail to qualify for the squad must withdraw from the course and are encouraged to enroll in a regular physical education activity. Students may apply intercollegiate athletic activities to general education requirements for graduation. This course may be taken 3 times. UC credit limitations. See counselor. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

**PHYSICAL EDUCATION G273 - 2 Units****Soccer Team - Women**

Corequisites: Students must be enrolled in twelve units during the semester in which they participate. For complete information concerning eligibility rules, contact the athletic director.

Designed for women with prior soccer experience interested in intercollegiate competition. Any student not qualifying for the squad must withdraw from the course and may enroll in another physical education class. This course may be taken 3 times. Students may apply intercollegiate activities to General Education requirements for graduation. UC credit limitations. See counselor. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

**PHYSICAL EDUCATION G274 - 2 Units****Softball Team - Women**

Corequisites: Students must be enrolled in twelve units during the semester in which they participate. For complete information concerning eligibility rules, contact the athletic director.

A course designed to instruct softball players in the advanced skills and knowledge of on-the-field techniques and strategies. Course recommended for those who wish to develop advanced skills and participate on the collegiate level. This course may be taken 3 times. Students may apply intercollegiate activities to General Education requirements for graduations. UC credit limitations. See counselor. Lecture & lab. Optional pass/no pass grade. 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. UC credit limitations. See counselor. Lecture & lab. Optional pass/no pass grade. 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. UC credit limitations. See counselor. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

**PHYSICAL EDUCATION G278 - 2 Units****Volleyball Team - Women**

Corequisites: Students must be enrolled in twelve units during the semester in which they participate. For complete information concerning eligibility rules, contact the athletic director.

Designed for students competing in intercollegiate volleyball competition. Advanced technique and strategies required for competition are required as well as the aerobic and anaerobic conditioning required to participate at a high level of athletic competition. This course may be taken 3 times. Students may apply intercollegiate activities to General Education requirements for graduations. UC credit limitations. See counselor. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

**PHYSICAL EDUCATION G280 - 3 Units****Football Techniques, Advanced**

This course will help students refine football skills. Offensive and defensive fundamentals and techniques will be emphasized. This course may be taken 4 times. UC credit limitations. See counselor. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

**PHYSICAL EDUCATION G283 - 0.5 - 2 Units****Physical Training, Advanced**

A course designed to meet the needs of those students who wish to gain a high level of fitness in order to participate in some vigorous physical activity such as, but not limited to, varsity athletics. The course is set up to achieve the desired physiological results in a short time through concentrated effort. Due to the time involved and the nature of the experience, it will be offered at times not to conflict with regular semester classes. This course may be taken 4 times. A two-week course. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

**PHYSICAL EDUCATION G285 - 2 Units****Sports Conditioning - Softball, Advanced**

Prerequisites: Instructor's approval and advanced abilities to participate on the collegiate level required.

A course designed to instruct softball players in the advanced skills and knowledge of on the field techniques and strategies. Course recommended for those who wish to develop their skills to the level of a collegiate competitor. 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**

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**

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**

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**

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**

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**

This course provides an introductory level coverage of the physical sciences, including physics, chemistry, geology, the atmosphere and astronomy. Emphasis is placed on applications of the laws of physical science. A background in the physical sciences is developed starting with physics and chemistry, followed by the application of these fields to the study of geology and meteorology, and finally, to the solar system and universe. Appropriate laboratory activities and mathematical calculations will reinforce the physical, chemical and geological concepts. UC credit limitations: No credit if taken after a college level course in Astronomy, Chemistry, Geology or Physics. Lecture & lab. Letter grade only. Transferable to CSU; UC.

**PHYSICS****PHYSICS G110 - 3 Units****Conceptual Physics**

(Formerly known as: Conceptual Physics: Mechanics and Modern Physics)

A course designed for non-science majors which considers the everyday applications of physics. This course is a non-mathematical approach to the basic concepts of physics. Open to students with or without high school physics, but not open to those who have credit for any college physics course. It covers the subjects of motion, energy, waves, music, electromagnetism, relativity and nuclear energy. UC Credit Limitations: No credit if taken after G120 or G185. Lecture. Optional pass/no pass grade. 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. UC credit limitations. No credit given if taken after G120 or G185. Lab. Optional pass/no pass grade. Transferable to CSU; UC.

**PHYSICS G120 - 4 Units****Algebra Based Physics: Mechanics**

(Formerly known as: General Physics: Mechanics, Heat and Sound)

Prerequisites: Math G120 or concurrent enrollment, or Mathematics Placement Assessment

This is an algebra/trigonometry based physics course in mechanics, heat and sound. Topics studied include force, motion, energy, heat transfer, effects of heat and the nature and properties of waves. Three hours lecture and demonstration, three hours laboratory a week. UC Credit Limitations: Physics G120, G125 and G185, G280, G285 combined-maximum credit, open series; deduct credit for duplication of topics. Lecture & lab. Letter grade only. Transferable to CSU; UC.

**PHYSICS G125 - 4 Units****Algebra Based Physics: Electricity/Magnetism**

(Formerly known as: General Physics: Light, Magnetism, Electricity, At)

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. Phphysics G120, G125 and G185, G280, G285 combined-maximum credit, one series; deduct credit for duplication of topics. Lecture & lab. Letter grade only. Transferable to CSU; UC. May not be offered each semester.



**PHYSICS G185 - 4 Units****Calculus Based Physics: Mechanics**

(Formerly known as: General Physics: Mechanics and Sound)

Prerequisites: Math G180

Advisories: Mathematics G185

This is an introductory course in physics using calculus. Topics studied include vectors, motion, forces, energy, momentum, oscillators and properties of waves. Physics G185, G280 and G285 are required for students majoring in physics, chemistry or engineering. UC Credit Limitations: Physics G120, G125 and G185, G280, G285 combined--maximum credit, one series; deduct credit for duplication of topics. Lecture & lab. Letter grade only. Transferable to CSU; UC.

**PHYSICS G280 - 4 Units****Calculus Based Physics: Electricity/Magnetism**

(Formerly known as: General Physics: Electricity and Magnetism)

Prerequisites: Physics G185 and Math G185

This is a calculus based physics course which covers the topics of electric charge, electric fields, potential dielectrics, DC circuits, magnetic fields, magnetic forces, electromagnetic induction, electromagnetic oscillators, and waves. UC Credit Limitations: Physics G120, G125 and G185, G280, G285 combined--maximum credit, one series; deduct credit for duplications of topics. Lecture & lab. Letter grade only. Transferable to CSU; UC. May not be offered each semester.

**PHYSICS G285 - 4 Units****Calculus Based Physics: Modern**

(Formerly known as: General Physics: Heat, Light, Modern Physics)

Prerequisites: Physics G185 and Mathematics G185

This is a calculus based physics course including the topics of measurement of heat and temperature, effects of heat, kinetic theory of gases, thermodynamics, propagation of light, reflection, refraction, interference, diffraction, relativity, quantum theory and matter waves. UC Credit Limitations: Physics G120, G125 and G185, G280, G285 combined--maximum credit, one series; deduct credit for duplications of topics. Lecture & lab. Letter grade only. Transferable to CSU; UC. May not be offered each semester.

**POLITICAL SCIENCE****POLITICAL SCIENCE G100 - 3 Units****Introduction to Political Science**

This course is an introduction to political science designed to familiarize students with basic political concepts, political ideologies, political systems, models of political analysis and political science subfields. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

**POLITICAL SCIENCE G101 - 3 Units****Survey of Current Issues**

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**

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**

This course studies the United Nations and related international organizations, focusing on the role of the United Nations in world politics. This course also introduces students to the theory and practice of international diplomacy. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

**POLITICAL SCIENCE G120 HONORS - 3 Units****Principles of United Nations, Honors**

Advisories: English Placement Assessment or satisfactory completion of English G010 or equivalent. Eligibility for the Honors Program (see catalog for requirements).

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. This course focuses on the history, structure and functions of the United Nations and examines the UN principal organs. 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. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

**POLITICAL SCIENCE G130 - 3 Units****Law in American Society**

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**

(Same as: Philosophy G150)

This course introduces students to traditional philosophical issues concerning politics. Students will actively engage in an analysis of normative issues using historical insight as well as contemporary approaches. Among these issues are the nature of legitimate authority, political obligation, natural rights, equality and justice. The course emphasizes selections from the major works of such political philosophers as Plato, Aristotle, Hobbes, Locke, Rousseau, Marx and Mill. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

**POLITICAL SCIENCE G180 - 3 Units****American Government**

(Formerly known as: U.S. Government)

This course examines the American political system. Topics include an examination of the history, constitutional framework, institutions, and functions of the American and California political systems and the principles, processes and issues that affect them. Additionally, this course will discuss current issues, examine the decision-making process and how these decisions affect society. This course satisfies the CSU requirement on the Constitution of the United States and local government. UC Credit Limitations: Political Science G180 and G180H combined--maximum credit, one Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

**POLITICAL SCIENCE G180 HONORS - 3 Units****American Government Honors**

(Formerly known as: Introduction to Government (United States) Honors)

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. 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. Lecture. Letter grade only. Transferable to CSU; UC.

**POLITICAL SCIENCE G185 - 3 Units****Comparative Politics**

(Formerly known as: Introduction to Government (Comparative))

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 I**

(Formerly known as: 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. 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. Lecture. Letter grade only. Transferable to CSU; UC.

**PROFESSIONAL PHYSICAL EDUCATION G141 - 2 Units****Defensive Football Theory, Advanced**

This course is designed to teach the advanced skills, knowledge and philosophy of defensive football. Special consideration will be given to skills development of the collegiate player. This course is recommended for those students interested in playing or coaching collegiate football and for the professional coach working within the school environment. Lecture. Letter grade only. 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. UC credit limitations. Any or all of these courses (PPE G140, G142, G146, G150, G160, G180, G191, G200) combined--maximum credit, 8 units. A nine-week course. Lecture. Letter grade only. Transferable to CSU; UC.

**PROFESSIONAL PHYSICAL EDUCATION G143 - 2 Units****Offensive Football Theory, Advanced**

This course is designed to teach the advanced skills, knowledge and philosophy of offensive football. Special consideration will be given to skills development of the collegiate player. This course is recommended for those students interested in playing or coaching collegiate football and for the professional coach working within the school environment. Lecture. Letter grade only. 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. UC credit limitations: Any or all of these courses (PPE G140, G142, G146, G150, G160, G180, G191, G200) combined--maximum credit, 8 units. Lecture. Optional pass/no pass grade. 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. UC credit limitations: Any or all of these courses (PPE140, G142, G146, G150, G160, G180, G191, G200) combined--maximum credit, 8 units. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

**PSYCHOLOGY****PSYCHOLOGY G100 - 3 Units****Introduction to Psychology**

An introduction to the scientific study of behavior including research methodology, memory, motivation, emotion, personality, intelligence and psychobiology. UC Credit Limitations: Psych G100 and G100H combined--maximum credit, one course. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

**PSYCHOLOGY G110 - 3 Units****Personal and Social Adjustment**

Recommended for transfer students. Of value to students interested in critical self-understanding. A consideration of the principles of adjustment and self-actualization. Contemporary theories of behavior change and growth are examined and their applications discussed. . Lecture. Optional pass/no pass grade. Transferable to CSU.

## COURSES

**PSYCHOLOGY G116 - 3 Units****Child Growth and Development**

(Formerly known as: Psychology G150, Child Psychology)

Recommended for parents, future parents or teachers, and for majors in education, social service, and recreation. A study of the physical, emotional, mental and social development of the child. Emphasis on relations with parents, peers and teacher. Approaches to discipline and education are considered. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

**PSYCHOLOGY G118 - 3 Units****Life Span Developmental Psychology**

(Formerly known as: Psychology G160, Human Growth and Development)

The course enables the student to understand human development from conception to death. Physical, mental and psychosocial development are explored for each age group. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

**PSYCHOLOGY G165 - 3 Units****Principles of Human Sexuality 1**

(Formerly known as: Human Sexuality - Psychobiological Basis)

This course involves an analysis of the interconnections between psychological experiences and the structure and function of the human sexual body. Topics include growth and development, reproduction and contraception, disabilities, dysfunction and therapy, as well as differing social values attached to each of these processes. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

**PSYCHOLOGY G250 - 3 Units****Psychobiology**

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.

**PSYCHOLOGY G255 - 3 Units****Abnormal Psychology**

(Formerly known as: Psychology G158)

Advisories: Psychology G100

An overview of abnormal behavior as a portion of the continuum of human behavior. The course will cover the field's historical approaches, the range of psychological disorders, as well as their biological, psychological, social consequences, and treatment. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

**PSYCHOLOGY G280 - 4 Units****Research Methods in Psychology**

(Formerly known as: Psychology G185, Introduction to Experimental Psyc)

Prerequisites: Psychology G100 and Math G160 or Mathematics Placement Assessment 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.

**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**

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****American Sign Language 1**

(Formerly known as: Beginning American Sign Language I)

A basic course in American sign language (ASL). Emphasis will be on grammar, syntax, vocabulary and expressive and receptive skills. This course is equivalent to two years of high school Sign Language. This course may be taken 2 times. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

**SIGN G185 - 4 Units****American Sign Language 2**

(Formerly known as: Beginning American Sign Language II)

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****American Sign Language 3**

(Formerly known as: Advanced American Sign Language I)

Advisories: Sign G185

This course provides further training in manual alphabet and sign language for purposes of communication with people who are deaf. It is designed to help the student increase speed with regard to accuracy, rhythm and comprehension. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

**SIGN G285 - 4 Units****American Sign Language 4**

(Formerly known as: Advanced American Sign Language II)

Advisories: Sign G280

This course is an advanced study of American Sign language. Emphasis is on acquiring advanced vocabulary and using complex grammar. Students will learn the proper use of classifiers, narrative structure, and enumeration. Students develop expressive and receptive fluency in the context of Deaf culture and Deaf community. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

**SIGN G290 - 0.5 Units****Fingerspelling**

Current or previous enrollment in a sign or interpreting course. A skills class designed to introduce Sign Language and Interpreting students to the principles and techniques of the American (fingerspelling) Manual Alphabet. Fingerspelling is an important ingredient in conversing with deaf people. Expressive and receptive techniques will be emphasized. 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**

(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**

(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**

(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**

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**

Recommended for every student interested in human behavior, social interrelationships and group organization, foundations of society, culture, social differentiation and social institutions. UC Credit Limitations: Sociology G100 and G100H combined--maximum credit, one course. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

**SOCIOLOGY G100 HONORS - 3 Units****Introduction to Sociology, Honors**

Honors students will expand their study to include applications of theory, scientific methodology, and the analysis of social problems. These theories, methodologies and sociological problems will be examined from ethnic and cultural perspectives. In addition, students will apply and critique sociological theories at macro and micro levels to assess current social issues in national and global arenas. Students will design and conduct research encompassing literature review, data gathering, and theory application. UC Credit Limitations: Sociology G100 and G100H combined--maximum credit, one course. Lecture. Letter grade only. Transferable to CSU; UC.

**SOCIOLOGY G110 - 3 Units****Introduction to Marriage and the Family**

An introduction to the dynamics of marriage patterns, divorce and family life, including an analysis of interpersonal attraction, mate selection, marriage, parenthood, changing male and female roles and patterns of interaction within the family. Completion of Sociology 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**

(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**

(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 G185 - 3 Units****Analysis of Social Problems**

(Formerly known as: Sociology G150, Social Trends and Problems)

American social problems, value systems within which problems develop: industrialization, population, crime and delinquency, family, race relations, education, health care, drugs and alcohol and violence. 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 G160 - 4 Units****Spanish for Spanish Speakers 1**

(Formerly known as: Spanish G110, Spanish for Native Speaker)

This course emphasizes the reading of elementary prose and drills in basic writing skills, with an introduction to the basic rules of spelling, accentuation and morphology. Instructional time will be devoted to principles of Spanish orthography, vocabulary enrichment and composition. The course will cover the history, culture, and stories of the Latin American and Chicano writers in the U.S. as well as that of the Spanish-speaking world on a regional basis. This course is not open to students who have completed Spanish G180. Four hours lecture a week. This course is equivalent to two years of high school Spanish. UC Credit Limitations: Spanish G160, G180 and G180H combined--maximum credit, one course. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

**SPANISH G165 - 5 Units****Spanish for Spanish Speakers, 2**

(Formerly known as: Spanish G112)

Prerequisites: Spanish G110 or Spanish G160

This course is a continuation of Spanish G160 and extends study for the native Spanish speaker. Work in the class will emphasize analysis of prose and further development of writing skills. This course includes study of Spanish orthography (spelling), and vocabulary enrichment, as well as the culture and literature of Latin America and Spain. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

**SPANISH G180 - 5 Units****Elementary Spanish 1**

(Formerly known as: Elementary Spanish)

Fundamentals of Spanish grammar. Reading, writing, hearing and speaking simple Spanish. Native speakers are eligible for Spanish G180 only by the permission of the instructor. Five hours lecture a week plus a minimum of one hour laboratory attendance to be arranged by the student with the instructor. This course is equivalent to two years of high school Spanish. UC Credit Limitations. Spanish G160, G180 and G180H combined--maximum credit, one course. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

**SPANISH G180 HONORS - 5 Units****Elementary Spanish 1, Honors**

(Formerly known as: 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. UC Credit Limitations. Spanish G160, G180 and G180H combined--maximum credit, one course. Lecture & lab. Letter grade only. Transferable to CSU; UC.

**SPANISH G182 - 2 Units****Elementary Spanish for Teachers**

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 2**

(Formerly known as: 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. UC Credit Limitations; Spanish G185 and G185H combined--maximum credit, one course. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

**SPANISH G185 HONORS - 5 Units****Elementary Spanish 2, Honors**

(Formerly known as: Elementary Spanish Honors)

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. UC Credit Limitations: Spanish G185 and G185H combined--maximum credit, one course. Lecture & lab. Letter grade only. Transferable to CSU; UC.

**SPANISH G199 - 1 - 5 Units****Current Topics and Issues in Spain, Latin America & U.S.A. Through Spanish**

Develop skills in using Spanish and/or any official language of the Hispanic world in oral and written form. Study and discussion of topics and issues of current interest in the Hispanic culture - Spain, Latin America and the U.S.A. Units vary according to topics selected and number of meetings scheduled. One to five lecture hours per week. Course length varies. This course may be taken 4 times. Lecture. Optional pass/no pass grade. Transferable to CSU.

**SPANISH G280 - 4 Units****Intermediate Spanish 1**

(Formerly known as: 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 2**

(Formerly known as: 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**

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**

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**

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**

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**

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. An eight week course. Lecture & lab. Optional pass/no pass grade. 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. An eight week course. Lecture & lab. Optional pass/no pass grade. 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 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. 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. An eight week course. Lecture. Optional pass/no pass grade. Transferable to CSU.

**THEATER ARTS G106 - 3 Units****Acting 1**

(Formerly known as: Acting Fundamentals)

This course is an introduction to the discipline of acting. Areas of study include basic acting techniques, interaction, characterization and emotion. Students are expected to participate in class exercises and improvisations, prepare memorized scenes and criticize various acting techniques orally and in writing. This course is required for Theater Arts majors. Students are required to attend Golden West College Theater Arts Department productions. Lecture & lab. Letter grade only. Transferable to CSU; UC.

**THEATER ARTS G107 - 3 Units****Acting 2**

Advisories: Theater Arts G106

This course is an intermediate course in acting with special focus on characterization, emotion, movement, vocal techniques, improvisation, audition techniques and scene study. The acting student will work with selected contemporary dramatic and comedic scenes on an intermediate level. Students are required to see Golden West College Theater Arts Department productions. As an activity class this course may be taken 2 times in order to enhance and refine acting skills. 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**

(Formerly known as: BVP 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 G111 - 3 Units****Theater History and Literature - Classical to 1800**

(Formerly known as: THEA G101, HUM G130)

This course will introduce the historical and literary origins of theater from Classical Greece to 1800 through a study of dramatic literature. The general nature of dramatic presentation including elements of dramatic structure, types of drama, and the contributions of the playwright, actor, director, designer, technician and audience will be included. The course includes an introduction to the important eras in theater history through the literary analysis and study of several well-known plays. Students are required to attend Golden West College Theater Arts Department productions. Lecture. Optional pass/no pass grade. Transferable to CSU.

**THEATER ARTS G112 - 3 Units****Theater History and Literature - 1800 to modern**

(Formerly known as: THEA G101, HUM G130)

This course will introduce the historical and literary origins of theater from 1800 to modern theater through a study of dramatic literature. The general nature of dramatic presentation including elements of dramatic structure, types of drama, and the contributions of the playwright, actor, director, designer, technician and audience will be included. The course includes an introduction to the important eras in theater history through the literary analysis and study of several well-known plays. Students are required to attend Golden West College Theater Arts Department productions. Lecture. Optional pass/no pass grade. Transferable to CSU.

**THEATER ARTS G120 - 3 Units****Appreciation of the Theater**

This course will introduce students to the full spectrum of live theatrical plays in performance with emphasis on theater history and the role of the director, designer and actor. This course will enable students to understand, appreciate and evaluate live theatrical plays in performance. 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**

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**

(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. An eight-week course. Lecture & lab. Optional pass/no pass grade. 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**

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**

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. Open entry/open exit. Lab. Optional pass/no pass grade. Open entry/open exit. Transferable to CSU; UC.

**THEATER ARTS G171 - 1 - 2 Units****Play Production**

This course is participation in the preparation and operation of productions presented to the community. The student will be involved in one or more of the following areas of concentration: stage scenery building and painting, stage lighting, make-up, costumes, publicity, house management and acting. Assignments will be given to the student upon enrollment in the course. All actors will pass audition. Strongly recommended for theater majors. This course may be taken 4 times. Open entry/open exit. Lab. Optional pass/no pass grade. Open entry/open exit. Transferable to CSU; UC.

**THEATER ARTS G172 - 1-2 Units****Classical Play Production**

This course provides an overview of the preparation and operation of productions of classical plays presented to the community. The student will explore social and moral attitudes and customs of historical periods in preparation for production. Productions will be selected from Greek, Roman, Elizabethan, and 16th through 19th century plays. The student will be introduced to the following areas of concentration: stage scenery building and painting, stage lighting, make-up, costumes, publicity, house management and acting. Actors will be selected through audition and all others will identify a preference for production assignments. This course is strongly recommended for theater majors. 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 - 3 Units****Stage Lighting**

This course is an introductory course in which the student will study the theories and technology of lighting for stage, film and television. This course includes practical applications of basic electronics, color, projections, maintenance of lighting equipment and lighting design. Students may participate in the lighting of college productions and are required to attend GWC theatrical productions. This course is recommended for students interested in theater, television and film and for students planning to transfer. This course may be taken four times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

**THEATER ARTS G177 - 3 Units****Make-up**

This course is a practical introduction to the techniques of applying theatrical make-up. Recommended for students of drama interested in gaining a better understanding of the proper uses of theatrical make-up. Required for students planning to transfer to California State University, Long Beach, Fullerton or Dominguez Hills. 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 G179 - 3 Units****Theater Sound Technology**

This course covers an introduction to basic sound design theory and technology, sound reinforcement techniques, and sound operations used in the performing arts. Students are required to attend Golden West College productions. This course may be taken four times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

**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 3**

(Formerly known as: Acting III - Scene Study)

This course is an advanced course in acting with concentration on characterization, projection, vocal techniques, diction, and scene study. The basis of study will be selected historic classical theatrical literature from Greek, Roman, Elizabethan, Restoration and Commedia dell'Arte theatrical periods. Students are required to see Golden West College Theater Arts Department productions. This course may be taken 4 times. Lecture & lab. Letter grade only. Transferable to CSU; UC. May not be offered each semester.

**THEATER ARTS G207 - 3 Units****Acting 4**

(Formerly known as: Acting IV - Classical Styles)

This course is an advanced course in acting with concentration on realism, classical and contemporary acting techniques, stage movement, characterization, vocal techniques and diction. The basis of study will be selected classical theatrical literature from the late 19th century to the present. Students are required to see Golden West College Theater Arts Department productions. This course may be taken 4 times. Lecture & lab. Letter grade only. Transferable to CSU; UC. May not be offered each semester.

**THEATER ARTS G210 - 2 Units****Musical Theater Workshop**

(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. Open entry/open exit. 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**

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**

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. Individualized class equivalent to nine hours. Lecture. Pass/no pass only. 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 1**

(Formerly known as: Elementary Vietnamese)

This course is designed to introduce the student to the fundamental skills of spoken and written Vietnamese. Students will learn correct pronunciation, basic structural patterns, and necessary vocabulary in order to write and understand basic sentences and carry on simple conversations. This course is equivalent to two years of high school Vietnamese. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

**VIETNAMESE G185 - 5 Units****Elementary Vietnamese 2**

(Formerly known as: 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 1**

(Formerly known as: 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 2**

(Formerly known as: Intermediate Vietnamese)

Prerequisites: Vietnamese G280

A course in Vietnamese language with initial intermediate skills of the language. Writing of short compositions and further study of idiomatic terms. Further reading of Vietnamese literature, history and general aspects of culture. Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

**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
ARCHITECTURAL TECHNOLOGY G070	Architectural Technology Laboratory
ARCHITECTURAL TECHNOLOGY G075	Architectural Technology Laboratory
ARCHITECTURAL TECHNOLOGY G100	Introduction to Architectural Graphics and Drafting
ARCHITECTURAL TECHNOLOGY G120	Materials and Principles of Construction
ARCHITECTURAL TECHNOLOGY G125	Basic Architecture Design
ARCHITECTURAL TECHNOLOGY G130	Architectural Rendering: Perspective and Shade/Shadows
ARCHITECTURAL TECHNOLOGY G135	Architectural Rendering: Color Presentations
ARCHITECTURAL TECHNOLOGY G140	Architectural Drafting: Wood Frame Residence
ARCHITECTURAL TECHNOLOGY G145	Architectural Drafting: Two-Story Concrete Block Multi-Family
ARCHITECTURAL TECHNOLOGY G150	Brick and Steel Construction
ARCHITECTURAL TECHNOLOGY G155	Concrete Tilt-Wall Construction
ARCHITECTURAL TECHNOLOGY G170	Architectural Design, Commercial Office Building
ARCHITECTURAL TECHNOLOGY G175	Architectural Design, Industrial Building
ARCHITECTURAL TECHNOLOGY G185	Introduction to the Profession
ARCHITECTURAL TECHNOLOGY G190	Architectural Model Building
ARCHITECTURAL TECHNOLOGY G191	Advanced Architectural Model Building
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 COLLISION REPAIR G050	Sheet Metal Repair
AUTOMOTIVE COLLISION REPAIR G051	Beginning Body and Fender Repair
AUTOMOTIVE COLLISION REPAIR G052	Advanced Body and Frame Repair
AUTOMOTIVE COLLISION REPAIR G054	Auto Body Collision Repair
AUTOMOTIVE COLLISION REPAIR G055	Customizing and Restoration
AUTOMOTIVE COLLISION REPAIR G070	Automotive Refinishing
AUTOMOTIVE COLLISION REPAIR G072	Automotive Spot Paint Repair
AUTOMOTIVE TECHNOLOGY G129	Electrical/Electronic Systems: Lab
AUTOMOTIVE TECHNOLOGY G149	Automotive Chassis: Lab
AUTOMOTIVE TECHNOLOGY G159	Automotive Drive Trains: Lab
BIOLOGY 130	Food Microbes & People
BROADCAST & VIDEO PRODUCTION 158 AB	Introduction to Videotape Editing
BROADCAST & VIDEO PRODUCTION 167 AD	Introduction to AVID Editing
BROADCAST & VIDEO PRODUCTION G100	The Business of Television
BROADCAST & VIDEO PRODUCTION G101	History of Radio, Television, and Broadcasting
BROADCAST & VIDEO PRODUCTION G103	Introduction to After Effects
BROADCAST & VIDEO PRODUCTION G104	After Effects 2- Creating Motion Graphics
BROADCAST & VIDEO PRODUCTION G110	Writing for Television, Radio, Film and News Media
BROADCAST & VIDEO PRODUCTION G111	Writing for News Media
BROADCAST & VIDEO PRODUCTION G112	Broadcast News Writing, Reporting and Producing
BROADCAST & VIDEO PRODUCTION G113	Screenwriting for Film, Introduction
BROADCAST & VIDEO PRODUCTION G114	Screenwriting for Film, Intermediate
BROADCAST & VIDEO PRODUCTION G115	Screenplay Analysis
BROADCAST & VIDEO PRODUCTION G120	Introduction to Television Production
BROADCAST & VIDEO PRODUCTION G121	Producing and Directing
BROADCAST & VIDEO PRODUCTION G122	Television Production Workshop
BROADCAST & VIDEO PRODUCTION G130	Introduction to Electronic Moviemaking
BROADCAST & VIDEO PRODUCTION G131	Electronic Moviemaking 2
BROADCAST & VIDEO PRODUCTION G140	Screenwriting for Television, Introduction
BROADCAST & VIDEO PRODUCTION G150	Introduction to Broadcast Announcing
BROADCAST & VIDEO PRODUCTION G152	Acting for the Camera
BROADCAST & VIDEO PRODUCTION G153	Introduction to Sportscasting
BROADCAST & VIDEO PRODUCTION G160	Introduction to Non-Linear Editing
BROADCAST & VIDEO PRODUCTION G162	Non Linear Editing 2
BROADCAST & VIDEO PRODUCTION G164	3D Graphics Production
BROADCAST & VIDEO PRODUCTION G170	Introduction to DVD Menu Design and DVD Authoring
BUSINESS G150	Business Mathematics
COMMUNICATION STUDIES 120	Oral Interpretation
COMMUNICATION STUDIES 171	Assertive Communication Skills
COMMUNICATION STUDIES 250 AB	Leadership and Communication
COMMUNICATION STUDIES G091	Communication for Health Care Professions
COMPUTER BUSINESS APPLICATIONS G105	Computer Keyboarding, Inter. Parts 1, 2 and 3
COMPUTER BUSINESS APPLICATIONS G106	Computer Keyboarding, Correspondence, Part 1
COMPUTER BUSINESS APPLICATIONS G107	Computer Keyboarding, Tables and Business Forms, Part 2
COMPUTER BUSINESS APPLICATIONS G108	Computer Keyboarding, Manuscript Reports, Part 3
COMPUTER BUSINESS APPLICATIONS G175	FrontPage, Introduction
COMPUTER BUSINESS APPLICATIONS G177	PUBLISHER, Introduction
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
COSMETOLOGY G077	Esthetician
COUNSELING 102	Career Planning/Motivation
COUNSELING 125	Practicum Peer Helping
CRIMINAL JUSTICE G001	Community Oriented Policing
CRIMINAL JUSTICE G002	Tactical Training
CRIMINAL JUSTICE G003	Legislative Mandates
CRIMINAL JUSTICE G004	Firearms Training
CRIMINAL JUSTICE G006	Impact Weapons Training
CRIMINAL JUSTICE G007	EMS Requirements
CRIMINAL JUSTICE G008	Legal/Penal Code Updates
CRIMINAL JUSTICE G009	Health and Safety Code Updates
CRIMINAL JUSTICE G010	Investigative Procedure Update
CRIMINAL JUSTICE G013	Chemical Agents Update
CRIMINAL JUSTICE G016	Expandable Baton, Basic Training
CRIMINAL JUSTICE G017	Department of Consumer Affairs, Investigator Update Course
CRIMINAL JUSTICE G018	Identity Theft Investigation
CRIMINAL JUSTICE G019	Dispatcher Update
CRIMINAL JUSTICE G022	Parolee Contacts
CRIMINAL JUSTICE G025	Firearms/Handgun Training Update
CRIMINAL JUSTICE G031	Character Development for Law Enforcement
CRIMINAL JUSTICE G048	Marine Safety Course - Lifeguard I
CRIMINAL JUSTICE G053	Specialized Investigators' Basic Course Orientation
CRIMINAL JUSTICE G056	Traffic Accident Investigation, Basic
CRIMINAL JUSTICE G060	Field Training Officer
CRIMINAL JUSTICE G069	Fire Arms Training Simulator (FATS)
CRIMINAL JUSTICE G071	PC 832 Laws of Arrest
CRIMINAL JUSTICE G072	PC 832 Laws of Arrest - Firearms
CRIMINAL JUSTICE G074	Campus Law Enforcement Officer
CRIMINAL JUSTICE G076	Physical Fitness Training, RBC Instructor
CRIMINAL JUSTICE G077	Long Rifle, Marksmanship
CRIMINAL JUSTICE G081	Tactical Communications
CRIMINAL JUSTICE G082	Long Rifle, Advanced
CRIMINAL JUSTICE G083	Long Rifle, Supervisory
CRIMINAL JUSTICE G088	Tactical Rappelling, Climbing and Obstacle Clearing Instructor Course
CRIMINAL JUSTICE G089	SWAT, Advanced Training
CRIMINAL JUSTICE G094	SWAT, Tactical Leadership Command
CRIMINAL JUSTICE G097	Advanced Officer Training (AOT), Current Issues
CRIMINAL JUSTICE G136	Crime Scene Investigation
CRIMINAL JUSTICE G160	Introduction to Forensic Science
CRIMINAL JUSTICE G161	Fingerprint Identification
CRIMINAL JUSTICE G165	Forensic Photography
DANCE 140 AD	Survey of Dance
DANCE 165	Dance History & Appreciation
DIESEL TECHNOLOGY G068	Marine Diesel Engine Operation and Maintenance
DIESEL TECHNOLOGY G071	Diesel and Gasoline Engine Overhaul
DIESEL TECHNOLOGY G072	Diesel Fuel Systems and Tune-Up
DIESEL TECHNOLOGY G073	Heavy Duty Electrical/Electronic Systems
DIESEL TECHNOLOGY G074	Heavy Duty Drivetrain
DIGITAL ARTS G190	Photography Fundamentals and Digital Imaging
EDUCATION 150	Reading for Early Childhood
EDUCATION G180	Family/School/Community Partnerships

ENGINEERING TECHNOLOGY G110	... Electronic Fundamentals: Active Devices & Circuits
ENGINEERING TECHNOLOGY G120	..... Digital Principles and Circuits
ENGINEERING TECHNOLOGY G125	..... Introduction to Microprocessors
ENGINEERING TECHNOLOGY G130	..... Introductory Electronics
ENGINEERING TECHNOLOGY G135	..... Electronic Systems Servicing
ENGINEERING TECHNOLOGY G160	Solar Energy I--Thermal Technologies and Applications
ENGINEERING TECHNOLOGY G162	..... Solar Energy II--Photovoltaic Technologies and Applications
ENGINEERING TECHNOLOGY G170	..... Renewable Energy Sources and Applications
ENGLISH G037	..... Answering Essay Questions
ENGLISH G042	..... Developmental Reading
ENGLISH 070	..... Great Ideas in Literature
ENGLISH G071	..... Rebels in Literature
ENGLISH G081	..... Creative Writing: Prose
ENGLISH G111	..... Academic Reading for College Success
ENGLISH G156	..... Asian American Literature
ENGLISH 170	..... Great Ideas in Literature
ENGLISH 171	..... Rebels In Literature
ENGLISH 186 AD	..... Page to Performance
ENGLISH 194	..... Technical Writing 1
ENGLISH 195	..... Technical Writing 2
ENGLISH AS A SECOND LANGUAGE G091	... Communication for Health Care Professions
ENVIRONMENTAL STUDIES G110	..... Waste Stream Generation/Reduction/Treatment
ENVIRONMENTAL STUDIES G130	..... Environmental Health and Hygiene
ENVIRONMENTAL STUDIES G150	..... Hazardous Waste Management Applications
ENVIRONMENTAL STUDIES G200	..... Hazardous Materials Management Applications
ENVIRONMENTAL STUDIES G230	..... Safety and Emergency Response
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 G160	..... Introduction to Mass Communications
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 G172	..... Intro Global Logistics and Supply Chain Mgmt
MANAGEMENT G174	..... U.S. Physical Distribution and Logistics
MANAGEMENT G183	..... International Payments and Collections
MANAGEMENT G184	..... Mexico and NAFTA: A Business Perspective
MANAGEMENT G190	..... Import Export Procedures
MANAGEMENT G195	..... Regional Economic Integration
MARKETING G180	..... Survey of International Trade
MARKETING G186	..... International Marketing and the Internet
MATHEMATICS 230	..... Introduction to Discrete Mathematics
MATHEMATICS 240	..... Discrete Mathematics II
MATHEMATICS G020	..... Plane Geometry
MUSIC 050 AB	..... Inside Music Industry
MUSIC 052 AB	..... Jazz/Rock Piano Styles
MUSIC 062 AB	..... Teaching the Piano
MUSIC 069	..... Arranging/Orchestration 2
MUSIC 073	..... MIDI Techniques
MUSIC 074	..... Using Sequencers





MUSIC 090	Audio for TV, Advanced
MUSIC 091	Remote Audio Recording
MUSIC 100 AD	Music Forum
MUSIC 123	Women's Chorale
MUSIC 151 AD	Broadway and Opera Voice Class
MUSIC 167	Audio for Music & TV
MUSIC 190 AD	Masters of Art and Music
MUSIC 211 AB	Musical Theater Workshop
MUSIC 234 AD	Electronic ENSEMBLE
MUSIC 250 AD	Piano, Advanced
MUSIC G048	Home Recording
MUSIC G049	Digital Recording
MUSIC G053	Producing the Music Video
MUSIC G054	Audio Fundamentals
MUSIC G055	Applied Recording Techniques
MUSIC G056	Audio Mixing Techniques
MUSIC G057	Audio Post Production
NURSING 299 AB	Pediatric Nursing Care
NURSING G091	Communication for Health Care Professions
NURSING G220	Advanced Physical Assessment for Nursing
PHYSICAL EDUCATION 115 AD	Swimming
PHYSICAL EDUCATION 165 AD	Exercise Science/Comprehensive Fitness
PHYSICAL EDUCATION 177 AD	Exercise Science/Cardiovascular
PHYSICAL EDUCATION G112	Surfing
PHYSICAL EDUCATION G131	Karate
PHYSICAL EDUCATION G138	Golf Course Play
PHYSICAL EDUCATION G140	Coed Softball - Slow Pitch
PHYSICAL EDUCATION G141	Intermediate Rock Climbing
PHYSICAL EDUCATION G154	Racquetball
PHYSICAL EDUCATION G161	Walking for Fitness
PHYSICAL EDUCATION G175	Fitness for Seniors
PHYSICAL EDUCATION G248	Golf Team
PHYSICAL EDUCATION G264	Competitive Surfing
PHYSICAL EDUCATION G270	Basketball Team - Women
PHYSICAL EDUCATION G282	Basketball Physical Training, Advanced
PHYSICS 290	Modern Physics
POLITICAL SCIENCE G121	Model United Nations
POLITICAL SCIENCE G121H	Model United Nations, Honors
POLITICAL SCIENCE G122	Model United Nations Conference
PROFESSIONAL PHYSICAL EDUCATION 100	Athletic Orientation
PROFESSIONAL PHYSICAL EDUCATION 110	Fitness Programs
PROFESSIONAL PHYSICAL EDUCATION 146	Coaching Principles
PSYCHOLOGY G100 HONORS	Introduction to Psychology Honors
RUSSIAN 180	Beginning Russian
RUSSIAN 185 AB	Elementary Russian
RUSSIAN 280	Intermediate Russian
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  
 Architectural Technology  
 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

**Certificate of Specialization**

Broadcast & Video Production  
 Broadcast Journalism  
 Motion Graphics-After Effects  
 Computer Aided Drafting - Architectural  
 Computer Business Applications:  
 Desktop Publishing  
 Office Communications  
 Software Applications  
 Software Multimedia Concepts  
 Global Logistics and Supply Chain Management  
 International Trade Marketing and Management  
 Managerial and Organizational Leadership

**Major**

Architectural Technology  
 Criminal Justice - Forensics, Evidence and Investigation  
 Ecology  
 Global Logistics and Supply Chain Management  
 International Trade Marketing and Management



# **RIGHTS, RESPONSIBILITIES, POLICIES & REGULATIONS**

## RIGHTS, RESPONSIBILITIES, POLICIES & REGULATIONS

### STUDENT CODE OF CONDUCT

The following acts are defined to be unacceptable by the District in the Student Code of Conduct and Disciplinary Procedures Section 030-10-10. 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.

**RIGHTS, RESPONSIBILITIES, POLICIES & REGULATIONS**

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**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.*



## RIGHTS, RESPONSIBILITIES, POLICIES & REGULATIONS

### 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.

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**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.

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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**

The Coast Community College District does not discriminate unlawfully in providing educational or employment opportunities to any person on the basis of race, color, sex, gender identity, gender expression, religion, age, national origin, ancestry, sexual orientation, marital status, medical condition, physical or mental disability, military or veteran status, or genetic information.

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). <http://www.cccd.edu/students/sexualAssault/default.aspx>

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**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.

**FREE SPEECH POLICY**

The policy in its entirety may be viewed at [www.goldenwestcollege.edu/policies](http://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:

- a. In the front of the College Bookstore, at least 15 feet from the entrance thereto.
- b. In front of the Library Building, at least 15 feet from the entrance thereto.
- c. Such further areas as may be designated by the President.
- d. 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.



## RIGHTS, RESPONSIBILITIES, POLICIES & REGULATIONS

### ALCOHOL, DRUG ABUSE INFORMATION AND UNAUTHORIZED WEAPONS

#### Statement of Philosophy and Purpose

It is the intention of the Coast Community College District to provide a drug-free environment that maximizes academic achievement and personal growth. The District recognizes that alcohol and other drug use or abuse pose a significant threat to the health, safety and well-being of the user and the people around them. Substance abuse also interferes with academic, co-curricular, and extra-curricular interests and can lead to health, personal, social, economic and legal problems.

#### Information

GWC offers several classes which offer education on alcohol and drug abuse:

College G100 - Student Success  
Criminal Justice G107 - Drugs, Health and Society  
Health Ed G100 - Health Education  
Health Ed G107 - Drugs, Health and Society  
P.E. G103 - Exercise for Healthy Living  
Psychology G100 - Introduction to Psychology  
Psychology G160 - Human Growth & Development  
Psychology G250 - Psychobiology

#### Drug and Alcohol Counseling Resources

GWC's Student Health 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](http://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 AND TRAFFIC RULES AND REGULATIONS

By authority of California Vehicle Code Section 21113, the following parking and traffic rules and regulations have been adopted to facilitate vehicular movement and parking and provide for the safety of all persons using the community college campus. These parking and traffic rules and regulations will be in effect 24 hours a day.

#### Enforcement

Authorization is granted to the college Public Safety Department to issue parking citations within the confines of the campus. Citations will be issued for violation of the parking Rules and Regulations as outlined below. Automatic penalties will be assessed on all fines not paid prior to the specified due date.

All authorized permit parking areas will be enforced Monday through Thursday 7:00 a.m. to 10:00 p.m. and Friday 7:00 a.m. to 5:00 p.m.

#### Parking Regulations and Recommended Bail

Section 208	No person shall sleep in or remain overnight in any vehicle on campus. No vehicle shall be parked overnight on campus (midnight to 6:00 a.m.) without permission from Campus Safety.	\$27.00
Section 401	No parking is allowed in any area that does not have a clearly marked stall, except designated dirt lots.	\$27.00
Section 402	Vehicles parking within a stall shall not overlap the lines that designate the stall.	\$27.00
Section 403	No persons shall park or leave standing a vehicle on any walkway, landscaped area, driveway, road or field without prior approval of the Public Safety Department.	\$27.00
Section 404	No person shall park or leave standing a vehicle not a motorcycle or moped in an area designated for motorcycles only.	\$27.00
Section 405	No vehicle shall be parked backwards in diagonal parking stalls.	\$27.00
Section 406	No person shall park or leave standing a motor vehicle blocking traffic lanes on any campus roadway or parking lot.	\$37.00
Section 407	When signs or marking (such as red curbs) prohibiting and/or limiting parking are erected or placed upon any street, road, or area, no person shall park or leave standing any vehicle upon such street, road, or area in violation of any such sign or marking.	\$27.00
	Red Zone	\$37.00
Section 409	No person shall park in any area marked in blue and identified as “Handicapped Parking” unless a handicapped placard/license plate issued by DMV is displayed inside the vehicle.	\$250.00
Section 410	No person shall park in an area posted or marked “Staff Parking” unless a valid staff parking permit is properly displayed.	\$27.00
Section 411	No person shall park any vehicle in any fashion so as to create a traffic hazard.	\$27.00

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- Section 412 No person shall park on campus in a designated permit area without a current, valid parking permit properly displayed either on the left rear bumper or suspended from the rear view mirror, on the dashboard or inside lower left windshield. Motorcycles/mopeds shall have the permit affixed to the left front fork. \$27.00  
Stolen/Forged/altered/mutilated permit \$37.00
- Section 413 Vehicles parking in metered stalls must pay for use of the stall as indicated on the meter. Display of a campus parking permit does not preclude payment of meter fees. \$27.00

**Abandoned Vehicles**

- Section 501 No person shall abandon or leave standing any vehicle or motorized cycle on the campus in excess of 96 hours. All such vehicles will be stored under authority of Section 2265 8 (a) of the California Vehicle Code.
- Section 502 Any person who abandons a vehicle or motorized cycle on campus or violates campus regulations that require towing of such vehicle will be responsible for payment of all towing and storage charges.

**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.

**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.

## RIGHTS, RESPONSIBILITIES, POLICIES & REGULATIONS

“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.

**RIGHTS, RESPONSIBILITIES, POLICIES & REGULATIONS****183****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

**Higher Education Opportunity Act of 2008 (HEOA) Notification**

It is the Coast Community College District’s intent to fully conform to the requirements of section 668.14 of the Higher Education Opportunity Act of 2008 (HEOA), commonly known as the Peer-to-Peer provision. The District maintains Policies and Procedures necessary to ensure that copyright violations and improper computer use are prohibited within the District and its Colleges, and that Student users face possible disciplinary consequences for such unlawful use.

The District requires that each new user, including students, to affirmatively confirm, by use of a dialogue box at the time of log-in, that the user has reviewed the District’s applicable policies and the District’s HEOA Compliance Plan concerning peer-to-peer file sharing and copyright responsibilities as a necessary step for their logging onto District or its’ Colleges computer networks.

**Peer-To-Peer (P2p) File Sharing Can Infringe Copyright Laws**

Unauthorized use of, or distribution of copyright protected materials, including the use of Peer-to-Peer (P2P) software to distribute such protected materials, may be actionable in both criminal and civil courts, if a court determines that users have infringed on copyright protections. Copyright protections may be infringed through the practice of copying and distributing protected work without permission of the owner. If you use P2P software to infringe copyright, you may liable civilly and/or criminally for copyright infringement. There are significant economic and criminal penalties associated with copyright infringement actions.

Copyright infringement constitutes a severe violation of District policy and may subject you to the student disciplinary process. The student disciplinary actions that the District could take against student users are described in the Coast Community College District’s Student Code of Conduct. Please note that any disciplinary action taken against a student user by District under District policy does not prevent the content owner, or law enforcement from initiating a criminal or civil proceeding against the student. A content owner may bring an infringement claim, and by law would be entitled to a minimum of \$750 for each infringement; if intent to infringe copyright is demonstrated, statutory damages may go as high as \$150,000 per infringement.

**Copyright Infringements and unauthorized Peer-to-Peer (P2P) Activities Will Subject District Students to Discipline under the District’s Student Code of Conduct.**

Intentional file sharing of material when the student user does not have the copyright holder’s permission is a violation of the District’s Computer Use Policy. Such a violation subjects the student user to the District’s Student Code of Conduct disciplinary process. District Policies and Student Disciplinary Procedures serve to protect the District, its Colleges, and other students from harm for the conduct of individual violators.

Users of file sharing programs should be aware of the criminal, civil, and student discipline liabilities that they create for themselves by using such programs on the District’s or its Colleges’ computer networks.

You can review the District’s HEOA Compliance Plan, the District’s Student Code of Conduct, the District’s Computer use Policy, and helpful tools to assist you evaluating your use of copyrighted materials at: <http://www.cccd.edu/facultystaff/riskservices/copyrightchecklist.aspx>

**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.



## RIGHTS, RESPONSIBILITIES, POLICIES & REGULATIONS

### BOARD POLICY 4030 ACADEMIC FREEDOM

#### Title 5, Section 51023

#### Accreditation Standard 2.2

#### ARTICLE VI. ACADEMIC FREEDOM AND RESPONSIBILITY

**Section 1.** Recognizing that free search for truth and the expression of diverse opinions are essential to a democratic society, both the District and the Federation will encourage and protect academic freedom.

**Section 2.** A Faculty Member shall not be subject to any adverse action affecting the Faculty Member's employment status with the District:

(a) For exercising freedom to examine or endorse unpopular or controversial ideas appropriate to course content, discussions with students, or academic research or publication, nonetheless, the Faculty Member shall attempt to be accurate, objective, and show respect for the opinions of others;

(b) For selection or recommending the selection of instructional materials for courses which may contain unpopular or controversial ideas;

(c) For speaking or writing as a citizen, provided that the Faculty Member recognizes a special obligation as a member of the education profession and indicates that the Faculty Member is not speaking for the College or the District;

(d) For presenting all points of view including library materials of interest, information and enlightenment without regard to the race or nationality or social, political or religious view of the authors;

(e) For expressing in an appropriate forum the Faculty Member's viewpoint on matters of College and District policy.

**Section 3.** Political activities on campus shall be governed by District policies and procedures which shall be in accordance with the requirements of applicable law.

Adopted February 5, 2003

Replaces CCCD Policy 030-3-1.5, Fall 2010

#### CFE Contract

#### ARTICLE VI. ACADEMIC FREEDOM AND RESPONSIBILITY.

**Section 1.** Recognizing that free search for truth and the expression of diverse opinions are essential to a democratic society, both the District and the Federation will affirm the principles of academic freedom, with the understanding that

(a) Academic Freedom is essentially the right of faculty to express or discuss in their classrooms and throughout the District challenging ideas and topics related to courses they teach and their own academic, professional expertise. The primary responsibility is to achieve the objectives of the course outline of record. This does not preclude Faculty Members from using their professional judgment in discussing other topics with their students when aimed at enhancing student learning. The expression of this right is guided by a deep conviction of the worth and dignity of students and the advancement of their knowledge.

(b) Academic Freedom includes the right of faculty to create and to use instructional materials that may be thought-provoking or controversial and are relevant to the courses they teach to enhance student learning. These rights notwithstanding, Academic Freedom is to be practiced within the parameters of commonly recognized standards of teaching, professional conduct, and applicable policies and laws.

(c) Faculty Members recognize the special responsibilities placed upon them. These responsibilities include the obligation to exercise critical self-discipline and sound judgment in using, extending, and transmitting knowledge. In the conduct of their teaching and professional lives, faculty members demonstrate intellectual honesty and devotion to continual improvement of scholarly competence.

With the shared understanding of the rights and responsibilities, Academic Freedom will be promoted and protected.

**Section 2.** A Faculty Member's exercising of his/her right of academic freedom as delineated in this Section shall not be subject to any adverse action affecting the Faculty Member's employment status with the District:

(a) For the development and publication of instructional materials, as well as the interpretation of course content and adoption of innovative instructional methods compatible with the course outline of record and standards accepted within the academic community;

(b) For exercising freedom to examine or endorse unpopular or controversial ideas within their fields of professional expertise as appropriate to course content, discussions with students, or academic research or publication. In so doing, the Faculty Member shall attempt to be accurate, fair, objective, and show respect for diverse opinions;

(c) For using or recommending, within the parameters of (a) above, instructional materials which may challenge prevailing social attitudes, or contain unpopular or controversial ideas;

(d) For presenting all points of view in teaching and discussing controversial ideas or content in their courses and for including library materials of broad and diverse interest, information and enlightenment without prejudice in regards to the race/ethnicity, gender, sexual orientation, nationality, social, political or religious views of the authors;

(e) For expressing in an appropriate forum the Faculty Member's viewpoint on matters of College and District policy.

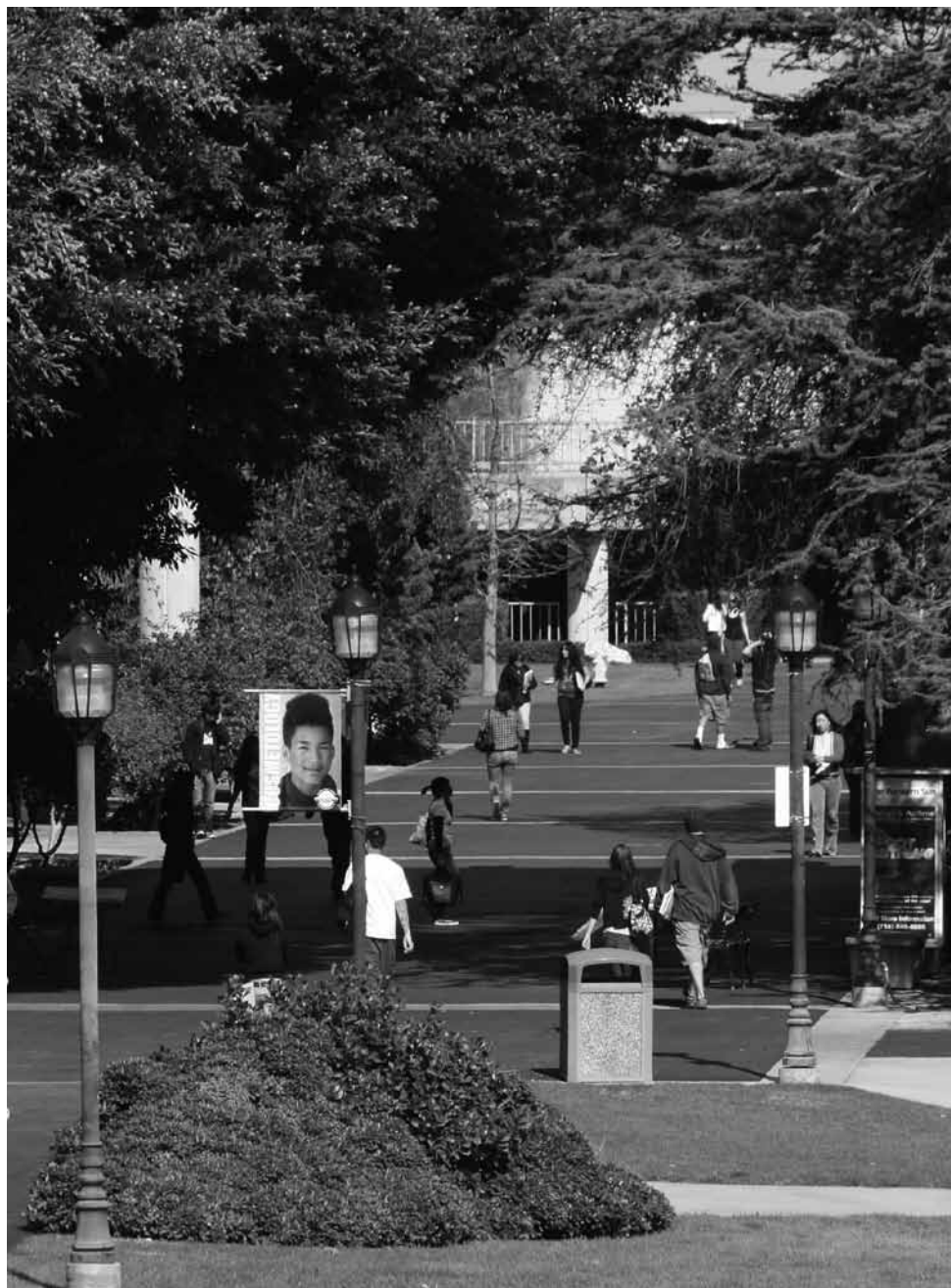
(f) In collegial life, for example, for participation in the governance of their colleges, and engaging in the collegial expression of opinions in their department, college, and/or District meetings.

**Section 3.** Political activities on college campuses shall be governed by District policies and procedures which shall be in accordance with the requirements of applicable Federal and State law.

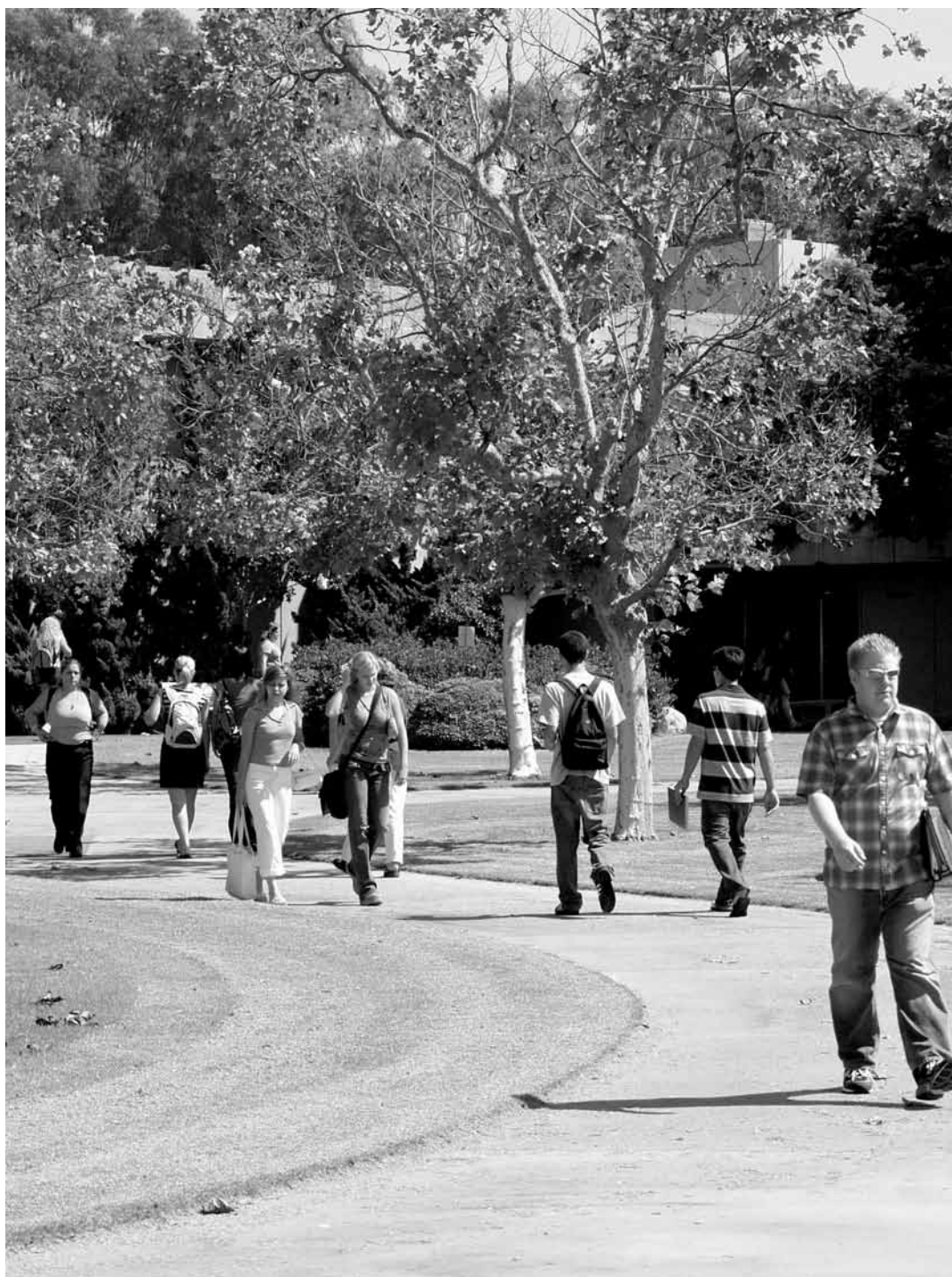
**Section 4.** The District shall respect the Faculty Member's right in public life to exercise freedom of speech, freedom of association, freedom of union activity, and freedom to express expert opinions in a public forum provided it is clear that the Faculty Member is not speaking or acting on behalf of the District.

## RIGHTS, RESPONSIBILITIES, POLICIES & REGULATIONS

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## RIGHTS, RESPONSIBILITIES, POLICIES & REGULATIONS







# ADMINISTRATION & FACULTY

Theater Building



**ADMINISTRATION & FACULTY****COAST COMMUNITY COLLEGE DISTRICT****Board of Trustees**

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Academic Senate

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Student Health Services  
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Fiscal Services  
Crystal Crane ..... Director,  
Personnel Services  
American Disabilities Act Officer, and Sexual Harassment Officer  
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Maintenance & Operations  
Claudius Harris ..... Supervisor,  
Custodial Services  
Jannelle Leighton ..... Director,  
Student Governance, Intercultural & International Programs  
Anthony Maciel ..... Director,  
Technology Support Services  
Chad Bowman ..... Director,  
Accessibility Center for Education  
Jon Arnold ..... Director/Training Coordinator,  
Public Safety  
John Tornow ..... Evening Information Coordinator  
Valerie A. Venegas ..... Director,  
Emergency Preparedness and Special Events

**Student Success**

Dr. Fabienne McPhail Naples ..... Vice President,  
Student Success  
Jeff Courchaine ..... Dean,  
Business, Math, Sciences, and Social Science  
Albert Gasparian ..... Dean,  
Health, Kinesiology, and Athletics  
Dr. David D. Hudson ..... Dean,  
Arts and Letters  
Jorge Ascencio ..... Associate Dean,  
Learning Resources & Distance Learning  
Treisa Cassens ..... Faculty Coordinator,  
Library  
Ronald E Lowenberg ..... Dean,  
Criminal Justice and Nursing  
Steve Ames ..... Coordinator,  
Criminal Justice Center  
Jackie Hils-Williams ..... Faculty Director,  
Health Professions  
Mary O' Connor ..... Program Manager,  
Regional Health Occupational Resource Center  
Dr. Omid Pourzanjani ..... Dean,  
Enrollment Management & Scheduling  
and Career & Technical Education  
Ed Reyna ..... Faculty Coordinator,  
Cosmetology  
Dr. David L. Baird ..... Dean,  
Counseling, Matriculation Officer, & Student Grievance Officer  
Shirley A. Donnelly ..... Administrative Director,  
Student Enrollment Services  
Jannelle Leighton ..... Director,  
International Students  
Jennifer Ortberg ..... Director,  
Admissions & Records  
Steve Skille ..... Director,  
Financial Aid  
Adrienne Burton ..... Supervisor,  
Student Financial Aid

**ADMINISTRATION & FACULTY****189****FACULTY**

- James Almy** Instructor, Chemistry  
AA Danville Area Community College; BS University of Illinois, Urbana-Champaign; PhD University of California, Irvine
- Thomas Amen** Professor, Theater  
B.A. (Honors), University of California, Irvine; M.F.A. University of Utah.
- Jorge Ascencio** Associate Dean, Learning Resources and Distance Learning  
A.A., Cerritos Community College; B.A., California State University at Los Angeles; M.A., Pepperdine University.
- David L. Baird** Dean, Counseling  
Matriculation Officer, Student Grievance Officer  
A.A., Cypress College; B.A., Brigham Young University; M.A., California State University at San Bernardino; Ed.D., University of La Verne.
- Lawrence J. Baird** Associate Professor, Drafting  
Standard Designated Subjects Credential, California State University at Long Beach; further graduate study: University of San Diego.
- Bruce Bales** Professor, Choral Music  
B.M.E., Chapman University; M.F.A. University of California, Irvine; D.M.A.: University of Southern California.
- David Barrett** Professor, ESL  
B.A. (Honors), University of Kent at Canterbury, England; M.A., University of Surrey, England.
- Dibakar Barua** Professor, English  
B.A., (Honors), University of Chittagong; M.A. University of Dhaka; Diploma in Language & Literature (with distinction). University of Edinburgh; Ph.D., State University of New York at Stony Brook.
- Jaima Bennett** Professor, Communication Studies  
B.A., M.A., California State University at Fullerton.
- Amanda Best** Associate Professor, Art-Ceramics  
BA, MFA, San Francisco State University.
- Pete Bouzar** Associate Professor, Mathematics  
B.A., M.A., California State University at Fullerton; further graduate study: Argosy University.
- Margot Bowlby** Instructor, Political Science  
B.A., University of California at San Diego; M.A., California State University at Long Beach; further graduate study: University of California at San Diego
- Nancy G. Boyer** Professor, ESL  
B.A., Oregon State University; M.A., Brigham Young University; Ph.D., University of Southern California.
- Joyce Bishop Brady** Professor, Psychology  
B.A., Washington University; M.S., Loma Linda University; further graduate study: Biola University; University of California at Irvine.
- Nannette D. Brodie** Associate Professor, Dance  
B.A., M.A., California State University at Los Angeles; further graduate study: California State University at Long Beach; Nikolas Louis Dance Theatre Lab New York; University of Utah; Loyola-Marymount University.
- Beverley Brownell** Instructor, Nursing  
R.N., St George's/Brooke School of Nursing, London, England, Azusa Pacific University, Azusa, CA, B.S.N., M.S.N., F.N.P., Ph.D Nursing, University of San Diego.
- Ju-An (Zhenghong) Broyles** Associate Professor, Nursing  
Bachelor of Arts in English and Education at Inner Mongolia Teachers' University, China; Bachelor of Science in Nursing from USC; Master of Science in Nursing from UCLA; FNP (Family Nurse Practitioner).
- J. Wesley Bryan** President,  
B.A., M.A., California State University at Long Beach; further graduate study: University of Southern California; Oregon State University.
- Huong H. Bush** Professor, Counselor EOP/S  
B.A., M.A., California State University at Fullerton; M.S., University of La Verne.
- Gail Call** Associate Professor, Floral Design  
Vocational Education Credential, University of California at Los Angeles; Extension, further study: Elva May's School of Floral Design, Fullerton, CA; Phil Rulloda School of Floral Design, Anaheim, CA; and further study under Gregor Lersch.
- Diana Carmel** Professor, Business, Management, and Marketing  
A.A., Golden West College; B.S., University of Redlands; M.A., National University; further graduate study: University of California at Irvine.
- Gregg M. Carr** Professor, Coordinator Learning Resources  
B.A., M.P.A., California State University at Fullerton.
- Warren S. Carter** Professor, Broadcast & Video Production  
B.A., Bluffton College; M.A., University of Pittsburgh; further graduate study: California State University at Dominguez Hills; University of California at Los Angeles; University of Southern California.
- Treisa S. Cassens** Professor, Librarian  
B.A., University of California at San Diego; M.L.I.S., University of California at Los Angeles; Ed.D., USC.
- Jerry B. Castillo** Associate Professor, Counselor, Articulation Officer, Transfer Center Director  
B.A., University of California Irvine. M.S.W., San Jose State University; LCSW; further graduate study: University of California, Irvine (Certificate in Advanced Study in Community College Leadership).
- Tasha Chambliss** Assistant Professor, Cosmetology
- N. B. Chapman** Associate Professor, Sociology  
B.S., M.A., University of California at Riverside, further graduate study: University of California at Riverside.
- Berlynn Ching** Instructor, Nursing  
A.D.N., Cerritos College; P.H.N., B.S.N., University of Phoenix; M.S.N., University of Phoenix.
- Maria Chovan-Nelson** Professor, College Success/Psychology  
A.A., El Camino College; B.A., California State University at Dominguez Hills; M.A., Loyola Marymount University.
- Joan Christie** Instructor, Cosmetology  
B.A., (Honors), California State University at Fullerton
- Alice K. Chu** Instructor, Accounting  
B.S., University of California at Los Angeles; M.B.A., California State University at Fullerton; Certified Public Accountant
- Brian E. Conley** Professor, Art  
A.A., Sacramento City College; B.A., California State University at Sacramento; M.A., California State University at Fresno; further graduate study: California State University at Sacramento; California State University at Long Beach; Centre Genevois De Gravure Contemporaine, Geneve, Switzerland; University of California at Los Angeles; Pepperdine University.

**ADMINISTRATION & FACULTY**

**Keisha Cosand** Professor,  
English  
B.A., M.A., California State University at Fresno.

**Jeff Courchaine** Dean,  
Business, Math, Science and Social Sciences  
A.A. El Camino College, B.S. University of California  
at Los Angeles, M.S. Azusa Pacific University.

**Julie A. Davis** Professor,  
Library  
A.A. Southwestern College; B.A. & M. A. English  
San Diego State; further graduate study: Cambridge,  
England, Gonville and Caius College; M.L.I.S. San Jose  
State; and M.P.A. Cal State Long Beach.

**Karen R. Dickerson** Assistant Professor,  
Counselor  
B.A., University of California at Los Angeles; M.S.,  
California State University at Long Beach.

**Stephanie Dumont** Professor,  
Counseling  
B.A., University of California at Davis; M.S., National  
University; further graduate study: California Western  
School of Law.

**Catherine P. Egan** Instructor,  
Biology  
B.A., Loyola Marymount University, Los Angeles;  
N.D., National College of Naturopathic Medicine,  
Portland.

**Michele Fiorane** Professor,  
Cosmetology  
BVE California State University Long Beach.

**Patricia Fipps** Associate Professor,  
Counselor  
Accessibility Center for Education  
B.A., B.S., Washington State University. M.A.,  
University of Arizona.

**Cecelia Galassi** Associate Professor,  
English  
B.A., Occidental College; Ph.D., University of  
California, Irvine.

**Gonzalo A. Garcia** Instructor,  
Librarian  
B.A., University of California at Los Angeles; M.L.I.S.,  
San Jose State University; M.A., California State  
University at Fullerton; TESL Certificate, University of  
California at Irvine Extension.

**Albert M. Gasparian** Dean/Athletic Director,  
Health, Kinesiology, and Athletics  
B.A., University of California at Los Angeles; M.A.,  
Azusa Pacific College.

**Deborah Goldstick** Assistant Professor  
Nursing  
Applied Science Degree in Nursing RN, Schoolcraft  
College BSN University of Michigan (Cum Laude)  
MSN Indiana University.

**Katherine Green** Instructor,  
Chemistry  
B.S. Rensselaer Polytechnic Institute; Ph.D. Rensselaer  
Polytechnic Institute.

**Christopher L. Hamilton** Professor,  
Business  
A.A., Fullerton College; B.A., California State  
University at Fullerton; J.D., Western State University  
College of Law.

**Karen R. Harelson** Associate Professor,  
Nursing  
R.N., M.F.T., B.S.N., University of the State of New  
York; M.A., Marriage Family Therapy, United States  
International University; further graduate study, Mount  
Saint Mary's College. Registered Nurse, Licensed  
Marriage Family Therapist.

**Rumi Hashimoto** Professor,  
Nursing  
Diploma, School of Nursing, Osaka National Hospital,  
Japan; B.S.N., University of Phoenix; M.S.N.,  
University of California at Los Angeles.

**Collette J. Hausey** Associate Professor,  
Music  
B.M., San Diego State University; M.M., San Diego  
State University; D.M.A., University of Arizona.

**Thomas Hersh** Professor,  
Engineering Technology/Environmental Studies  
B.S., M.A., California State University at Long Beach.

**Jacqueline A. Hils-Williams** Professor,  
Nursing  
B.S.N., Hunter College, Bellevue School of Nursing;  
M.N., University of California at Los Angeles.

**Karen L. Hinton** Professor,  
Counselor  
B.A., California State University at Long Beach; M.A.,  
Loyola Marymount University; Alcohol and Chemical  
Dependencies Certificate, University of California,  
Irvine; further graduate study: Loyola Marymount  
University.

**Antony Hoang** Associate Professor,  
Mathematics  
B.S., M.S., University of California at Irvine.

**Jon Holland** Instructor,  
Cosmetology

**Janet Houlihan** Vice President,  
Student Life and Administrative Services  
A.A., Golden West College; B.A., California State  
University at Fullerton; M.B.A., University of Phoenix.

**David D. Hudson** Dean,  
Arts and Letters  
B.A., M.A., Ph.D., University of Denver; further gradu-  
ate study: University of Hawaii at Manoa; University of  
California at Irvine; Harvard University.

**Steven A. Isonio** Professor,  
Psychology  
B.A., M.A., California State University, Fresno; Ph.D.,  
University of California, Riverside.

**Leilani Johnson** Instructor,  
Health and Physical Education  
M Ed. University of the Pacific; B.A. University of  
the Pacific.

**Barbara H. Jones** Professor,  
Computer Business Applications  
A.A., Riverside Community College; B.V.Ed, California  
State University at San Bernardino; M.B.A. University  
of Redlands

**Ryane Nicole Jones** Associate Professor,  
English  
B.A.(Honors) Loyola Marymount University; M.F.A.,  
Antioch University

**Darla Kelly** Professor,  
Biology and Microbiology  
A.A., Fullerton College; B.S., California State  
University, Long Beach; Medical Technology  
Certificate, University of California Irvine, Medical  
Center; M.A., California State University, Fullerton.

**DeAnna Kirchen** Associate Professor,  
Accounting  
Certified Public Accountant; B.A., M.B.A., California  
State University at Long Beach; further graduate study:  
Loyola Marymount University.

**Kyle Kopp** Instructor,  
Physical Education  
Women's Water Polo and Swim Coach  
B.S. California State University, Long Beach.

**Bryan J.M. Kramer** Instructor,  
Automotive Technology  
B.A., Cal State Long Beach; M.A., National University;  
California Teacher's Credential, National University

**Thomas M. Kubis** Instructor,  
Music  
A.A., Orange Coast College; B.A., California State  
University at Long Beach; further graduate study:  
California State University at Long Beach.

**MaryLynne LaMantia** Professor,  
Biology  
B.S., State University of New York at Stony Brook;  
Ph.D., State University of New York at Stony Brook;  
further graduate study: University of California at San  
Diego.

**Theresa L. Lavarini** Associate Professor,  
English  
B.A. (honors), CSU State Stanislaus, Business/ Minor,  
French; M.A., CSU Fullerton, English.

**ADMINISTRATION & FACULTY****191**

**William Lawler** Instructor,  
Health & Physical Education  
Women's Volleyball Coach  
B.A. San Diego State University.

**John D. Lervold II** Professor,  
Communication Studies  
A.A., Golden West College; B.A., M.A., California State University at Long Beach; Ph.D., University of Washington.

**Douglas B. Lloyd** Instructor,  
Mathematics  
B.S., California State University at Long Beach; M.S., California State University at Los Angeles.

**Américo López-Rodríguez** Professor,  
Spanish  
B.A., M.A., Ph.D., University of California at Santa Barbara; further graduate study: University of California at Irvine.

**Ron Lowenberg** Dean,  
Criminal Justice  
A.A., Golden West College; B.A. Cal State University Long Beach; POST Command College.

**Stella Madrigal** Professor,  
Communication Studies  
A.A., Orange Coast College; B.A., University of California at Santa Barbara; Professional Clear Clad Credential, National University; M.A., California State University at Long Beach; further study: Intercultural Studies at California State University at Fullerton and Korean Cultural Center at Los Angeles.

**Dean W. Mancina** Professor,  
Learning Resources  
B.S., California State University at Long Beach; M.S., National University; further graduate study: California State University at Long Beach.

**Earnest "Chip" Marchbank** Professor,  
Faculty Coordinator, EOP/S  
Counselor  
B.A., California State University at Long Beach, NATA Certification in Sports Medicine, M.S., National University; further study: National University; Loyola Marymount University; Cal State Dominguez Hills.

**David R. Marino** Instructor,  
Mathematics  
B.A., University of Missouri at Columbia; M.A., University of Wisconsin at Madison.

**Fabienne McPhail Naples** Vice President,  
Student Success  
B.A., University of Iowa; M.A., Emory University; Ed.D., University of California at Los Angeles.

**Stephen Miller** Professor,  
Biology  
B.A., Azusa Pacific University; B.S., University of California, Irvine; M.S., California State University at Long Beach.

**Nicholas D. Mitchell** Professor,  
Physical Education  
Football Coach  
A.A., Solano College; B.A., Humboldt State University; M.S. Northern State University.

**Barbara A. Miyadi** Instructor,  
Nursing  
B.S., California State University Long Beach; M.S., California State University Long Beach

**David W. Moore** Professor,  
History  
B.A. (Honors), University of Greenwich, London England; M.A. University of Newcastle upon Tyne, England; further graduate study: University of Northumbria; University of Newcastle upon Tyne, England.

**Sacha Moore** Assistant Professor,  
English  
B.A., (Honors), California State University, Fullerton  
M.A., California State University, Fullerton.

**Jimmy Nguyen** Instructor,  
Counselor  
A.A. (Honors), Golden West College; B.S. (Honors), California State University at Fullerton; M.A., California State University at Dominguez Hills

**Tri Dinh Nguyen** Professor,  
Counselor  
B.S., University of California at Irvine; M.A., Loyola Marymount University.

**Donavan J. Nielsen** Associate Professor,  
Computer Science  
A.A., Harbor College; B.S., California State University at Sacramento; further graduate study: California State University at Sacramento; University of California at Los Angeles.

**Mary O'Connor** Director,  
Regional Health Occupations Resource Center  
B.S.N., Mt. St. Mary's College in Los Angeles; M.S.N., California State University Dominguez Hills, CA.

**Tarin Frances Olson** Professor,  
Career Counseling  
B.A., University of California at Los Angeles; M.S., California State University at Long Beach.

**Kimberly A. Pascoe** Professor,  
Sign Language/Interpreting  
B.S., California State Polytechnic University at Pomona; M.A., California State University at Northridge. Further graduate study: Gallaudet University; California State University at Northridge. RID Certified Interpreter-CICT.

**Diep Pham** Associate Professor,  
Nursing  
FNP, MN, MBA, University of California, Irvine and University of Phoenix.

**Verónica B. Pizano** Instructor,  
Spanish  
B.A., BCLAD, California State University at Sacramento; M.A., California State University at Long Beach.

**Nikki Plaster** Instructor,  
Biology  
B.A. B.S., Indiana University; Ph.D., University of Utah.

**Omid Pourzanjani** Dean,  
College-Wide Enrollment Management & Scheduling  
Career and Technical Education  
A.A., Santa Monica College; B.S., M.S., California State University at Long Beach; Ed.D., University of California at Los Angeles; further graduate studies: Claremont Graduate School and University of California, Irvine.

**Victor R. Quiros** Professor,  
Criminal Justice  
B.A., University of California at Irvine; J.D., Western State University College of Law.

**Martie Ramm Engle** Associate Professor,  
Theater Arts  
M.A., California State University, Los Angeles; B.A., University of California, Los Angeles.

**Amy C. Rangel** Instructor,  
Nursing  
A.A., Golden West College; B.S.N., California State University Long Beach; M.S.N., California State University Long Beach; Pediatric Nurse Practitioner certificate.

**Elizabeth M. Remsburg-Shiroishi** Professor,  
English  
B.A., University of California at San Diego; MA San Diego State University; further graduate study: Cambridge University, Gonville and Caius College.

**Diane M. Restelli** Professor,  
Nursing  
A.D.N., Golden West College; B.S.N., California State University at Fullerton; M.S.N., University of Texas at Houston; Ed.D., University of Southern California.

**Edward Reyna** Instructor,  
Cosmetology  
Standard Designated Subjects Credential, University of San Diego, California University at Long Beach; further graduate study.

**Evangeline Rosales** Instructor,  
Cosmetology  
Cosmetology License; A.S., Cypress College.

**Michelle Sambrano** Associate Professor,  
Counselor  
EOP/S and CARE Programs  
B.A., University of California at Los Angeles; M.S., California State University at Los Angeles.



**ADMINISTRATION & FACULTY**

**Denise Sekins** Associate Professor,  
Nursing  
ADN and RN Cerritos College, BSN University of  
Phoenix, MSN California State University, Long Beach.

**Michael R. Shaughnessy** Professor,  
Physical Education  
and Health Education  
A.A., Golden West College; B.A., San Diego State  
University; M.A., Azusa Pacific University; further  
graduate study: Chapman University; University of  
San Diego.

**Jane C. Smith** Instructor,  
Cosmetology  
  
Cosmetology Instructor license; further graduate study:  
University of California at Long Beach.

**Teresa J. Speakman** Associate Professor,  
Chemistry  
B.A., B.S., University of California, Irvine; MBA,  
Calif. State Univ. Long Beach; Ph.D., UCLA.

**Konrad M. Stein** Professor,  
Physics  
B.S., University of California at San Diego; Ph.D.,  
University of California at Riverside.

**Sandy Sudweeks** Professor,  
Communication Studies  
B.S., Regis College, Denver; M.A., Arizona State  
University.

**Elizabeth D. Sykes** Professor,  
Computer Business Applications  
B.A., Home Economics (Education and Community  
Services), California State University, Los Angeles;  
further graduate study: Loyola Marymount University,  
Los Angeles, Vocational Education Teaching Credential  
- Computer Applications, Computer Maintenance and  
Repair, and Information Systems Management, A+,  
Network+, Novell CNA, IC3 (Computing and Internet),  
Cisco IT Essentials I and II Certifications. Certified  
CCNI (Cisco Certified Network Instructor), Computer  
Security and Forensics. Nova Southeastern University-  
Computer and Information Sciences.

**Abraham Tarango** Professor,  
English  
B.A., California State University at Chico; M.A.,  
Washington State University; further graduate study:  
University of California at San Diego.

**Scott Taylor** Associate Professor,  
Physical Education  
Men's Water Polo and Swimming Coach  
A.A., Golden West College; B.A., University  
of California, Santa Barbara; M.A., United States  
Sports Academy; further graduate study at Concordia  
University, Loyola Marymount and Pacific.

**Paul Tayyar** Instructor,  
English  
B.A., UC Santa Barbara; M.A., CSULB; Ph.D., UC  
Riverside.

**Linda M. Ternes** Instructor,  
Mathematics  
B.A., Vanguard University; M.S., California State  
University, Long Beach

**Russell A. Terry** Professor,  
Counselor/Communication Studies  
  
B.A., M.A., California State University at Fullerton;  
M.A., Loyola Marymount University; further gradu-  
ate study: California State University at Fullerton,  
Claremont Graduate University.

**Dwayne Thompson** Associate Dean,  
Institutional Research & Planning  
  
B.A. Psychology, Millsaps College; M.A. Industrial/  
Organizational Psychology, CSU Long Beach

**James A. Tortolano** Associate Professor,  
Journalism  
A.A., Golden West College; B.A., California State  
University at Long Beach.

**Richard Ullrich** Professor,  
English/ESL  
B.A., University of Colorado at Boulder; M.A.,  
Georgetown University; further graduate study:  
University of Regensburg, West Germany; Instituto  
Guatemalteco-Americano, Guatemala.

**Travis J. Vail** Instructor,  
Biology  
B.S. (Ecology and Environment option) California  
State University, Long Beach; M.S. California State  
University, Long Beach.

**Yvonne Valenzuela** Professor,  
Counselor  
A.A., East Los Angeles College; B.A., University of  
California, Berkeley; M.S., California State University,  
Long Beach; Ed.D. University of California, Irvine and  
University of California, Los Angeles.

**Roberto Villarreal** Instructor,  
Physical Education  
Baseball Coach  
B.S., California State University at Fullerton; M.A.,  
Azusa Pacific University; further graduate study:  
University of Pacific.

**Derrick Watkins** Instructor,  
Criminal Justice  
A.A., Golden West College; B.A., California State  
University at Long Beach; M.A., Boston University.

**Greg Wight** Professor,  
Design  
A.A. Santa Monica College B.A., M.A., California  
State University at Long Beach. Further graduate study:  
Art Center College of Design, Otis College of Art and  
Design; California State University at Fullerton and  
California State University at Long Beach.

**Ronald Wilkinson** Instructor,  
Sign/Interpreting  
A.A. Degree Golden West College, Interpreting for  
Deaf People Certificate Golden West College; B.A.  
California State University Fullerton; Further study  
at Trinity College of Graduate Studies; Interpreter  
Certification, American Consortium of Certified  
Interpreters; Level 5 Certification, ESSE.

**Rose Ann Wood** Professor,  
Piano, Music Theory, Instrumental Music  
Artist-In-Residence  
A.A., Long Beach City College; B.A., California  
State University at Long Beach; M.M., University of  
Southern California; further graduate study: University  
of Southern California.

**Linda K. York** Professor,  
Counselor  
Project Director, Re-Entry/CalWORKs  
A.A., Orange Coast College; B.A., M.S., National  
University; M.A., Chapman University.

**ADMINISTRATION & FACULTY**

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**Professor Emeritus**

The Professor Emeritus designation is awarded to faculty who retire holding the rank of Professor and who have at least 15 years of service with the Coast Community College District.

Beverly C. Barck	Eldon N. Durham	Dr. David Horowitz	Donald Miller	Louise A. Stevens
Clarence Belinn	Robert J. Egan	Ann Hostetler	Roger F. Morin	Dagny Tennyson
Phillip J. Bernard	Robert W. Ennis	Ruth L. Hunter	Alice R. Myli	C. Sheldon "Toni" Thorne
Dianne M. Booth		William H. Hyde		Jane E. Threadgold
Lurene M. Brooks	James Farris	Mickey Jackson	Helen A. Norton	
Kristina K. Bruning	Dorothy Fitzgerald	R. Alfred Jimenez	Ted Palmer	Roberta M. Vander Dussen
	Sally P. Flotho	Elma L. Johnson	Barbara Pogonian	Dino Vlachos
Roger Camp	Allen Giles	Robert J. Johnson		
Spence Carle	Michael J. Goodman	Windell W. Jones	H. Suey Quan	John H. Wadhams
Elvin H. "Al" Campbell, Jr.	Mary M. Gradishar			Maurice L. Ward
William Carpenter	John Grajeda	John F. Kellogg	Sharon A. Ratliffe	Evelyn N. Weiss
Thomas A. Chambers	Carol Grimes	Valerie Klein	James G. Reck	Raymond S. Werner
Ellen Church	Peter M. Green	Thomas F. Kosuth	Harvey Reynolds	Chuck Whitchurch
Dr. Sharron A. Clark	Dr. Pierre Grimes	Ruth Kramer	Robert B. Ricewater	Loyd Wilcox
Harvey L. Clemans			Bonnie C. Robinson	Hayden Williams
Michael Cox		Max D. Lechtman	Grayce M. Roessler	Donna E. Willoughby
Kathryn A. Crown	Bruce Hand	James Long	Richard B. Rowe	Linda G. Wilson
	Peggy L. Hannawell			Gandasari A. Win
Lois Dalla-Riva	Judith W. Harmer	L. Joeline Mack	Ray Shackelford	
Nadine I. Davis	Claudine R. Hastings	Robin Matthews	Elizabeth "Betsy" Smith	Carol W. Yamashita
Ramona T. Davis	Thomas N. Hermstad	Doris May	Maurice R. Smith	
Paul Donaldson	Lou Ann Harris Hobbs	Janet V. McDaniel	Sandra J. Smith	
Raul Duarte	Beth M. Hooper	Maryann McManus	Marjorie J. Sorenson	

**Meritorious Service**

The Meritorious Service distinction recognizes former Golden West College faculty and administrators.

Mary G. Aigner*	Kristina K. Bruning	Barbara J. Deakin*	Edith Freligh*	Thomas D. Heaney*
Robert J. Angus	Gloria Burke	Rudolf A. Debernitz		John H. Heard*
Virginia L. Alleman*		Vân N. Dees	Carolyn Gabrielson	Tom Hermstad
Howard Anderson	Roger Camp	Dale I. Deffner	Fred Garcia, Jr.	Thomas F. Hernandez
John W. "Jack" Anderson	Elvin H. "Al" Campbell, Jr.	Marilyn Miller Dickson	Donald K. Genet	Lou Ann H. Hobbs
Mildred L. Anderson	Carol T. Caniglia*	Barbara F. Dilworth	Gregory Ghica	Margaret Holtrist
David F. Anthony	Spencer J. Carle	R. Dennis Dixon*	Ronald C. Gibson	Beth Hooper
Evelyn V. Armstrong	William W. Carpenter	Paul L. Donaldson	Allen Giles	Fredrick C. Hoover*
Edwin C. Aronson, Jr.	Susan Carreon	Marilyn M. Dorfman	Bernard E. Gilpin*	David A. Horowitz
Ingrid Austin	Dennis Carrie	Christopher E. Drooger	Carl Glassford	M. Ann Hostetler
	A. Edwin Carrigan	Raul Duarte	Miriam Goldberg	Mary Howland
Susan Thomas Babb	Shirley Carroll	Eldon N. Durham	Michael I. Goldman	Carol A. Hughes
Frank A. Baker	Henrietta M. Carter		Michael J. Goodman	Derald Hunt*
Beverly C. Barck	Jim Catanzaro	Darrell D. Ebert	Trula G. Gorrie	Ruth L. Hunter
David Barr	Thomas A. Chambers	Lee Eastwood	Mary M. Gradishar	William Hyde
Arland R. Bassett	Ellen F. Church	Robert J. Egan	John Grajeda	
Jim Baugh	Earl L. Clancy	Nancy English	David M. Gray	Albert F. Jackson
George J. Beckstead	Sharron A. Clark	Robert W. Ennis	Peter M. Green	Mickey Jackson
Clarence Belinn	Harvey L. Clemans	Diane N. Ewing	James R. Greenfield	Regina Janes
Susan R. Berman	Louis Clunk		Carol J. Grimes	Francis A. Jessoe
Phillip J. Bernard, Jr.	Michael J. Cox	Venner M. Farley	Pierre Grimes	R. Alfred Jimenez
Gary E. Black	Brunilda L. Cronk*	James F. Farris	Don L. Gromacki*	Elma L. Johnson
Horace O. Black	Kathryn A. Crown	Joseph D. Filson		Robert J. Johnson
Brian Blackburn	Paul M. Culton	Dorothy M. Fitzgerald	Shirley Haas*	Windell W. Jones
Sandra L. Bonneau*	Marius Cucurny	Harold L. Fitzwater*	Ken Hamdorf	
Dianne M. Booth	George Cunningham	Norma Flores	Lloyd P. Hamilton	Lowell E. Karre*
Dudley Boyce*		Sally P. Flotho	Bruce A. Hand	Joanne G. Kashdan*
Martha Braun	Lois Dalla-Riva	William Foley	Sandra K. Hangley	Cherie S. Kay
Sheila M. Brazier	Nadine I. Davis	Candice Francis	Peggy L. Hannawell	Mary Kay Keegan
Lurene M. Brooks	Ramona T. Davis	Donald Frazer	Judith Harmer	Bea Kell*
Rose M. Brown	Valerie Davis*	Charles N. Freemon*	Claudine R. Hastings	John F. Kellogg

## ADMINISTRATION & FACULTY

Nancy L. Kidder  
Valerie Klein  
Jean Kirkpatrick  
David L. Koenig  
Frederick W. Kofmehl  
Thomas F. Kosuth  
Ruth E. Kramer

Rocky Lancaster\*  
Douglas G. Larson  
William Layden  
Max D. Lechtman  
Susan Lee-Warren  
Marjorie D. Lewis  
Donald A. Lindsay  
James R. Long  
John C. Lundquist

L. Joeline Mack  
F. Michael Mase  
Robin Matthews  
Doris May  
Connie McCausland  
Janet McDaniel  
Vera E. Mc Donald  
Marie McGrath  
Liz B. McGuinness  
Maryann McManus  
Roger N. Megorden  
Louis D. Mikelson  
Donald G. Miller  
Lois M. Miller  
Charles H. Mitchell  
Wesley Mole  
Loren A. Moll  
Sally N. Morgan

Roger F. Morin  
Kay Hauser Mortenson  
Paula Mucciario  
Edward J. Mulder\*  
Sharon Murray  
Alice R. Myli

Susana Nakamoto-Gonzalez\*  
Charlanne Nee  
Madeline J. Nelson  
Martin J. Newitz  
Divya Nguyen\*  
Glen E. Nichols  
Thomas J. Noon, Jr.  
John D. North  
Helen A. Norton

Jean O'Hara  
Donna L. O'Neal  
Masako U. Olson  
Wayne R. Olson  
Jeanette Onishi  
Bill Owens\*  
Frederick J. Owens\*

Ted A. Palmer  
Rayda M. Parker\*  
Andrea T. Parsons  
Edward M. Parsons\*  
Gary L. Parsons\*  
Louis S. Pecora, Jr.  
Warren H. Peterkin  
James Pierce\*  
Lowell G. Pierce  
Niccole M. Pinette  
Barbara Pogolian  
William Poore

H. Suey Quan  
Don Randol\*  
Sharon A. Ratliffe  
M. Jane Reagan  
James C. Reck  
Jean M. Redfern  
Olive Rees\*  
Harvey Reynolds  
Robert B. Ricewasser  
Norman E. Rich\*  
Bonnie C. Robinson\*  
Grayce M. Roessler  
Stewart Rogers  
Bonita L. Roohk  
Lee Rosch\*  
Roxana C. Ross  
Joel Rosenfeld  
Donald H. Rowe\*  
Richard B. Rowe  
Susan Ryder

Pauline Sagrillo  
Pat Scarfone  
Thomas J. Scardina  
Viola Schafer  
Robert A. Schiffner  
Roy A. Schriver\*  
Gerald R. Schroeder  
Dominic Scolaro\*  
Patricia C. Seebold  
Ray Shackelford  
William F. Shawl  
Elizabeth "Betsy" Smith  
Girard V. Smith  
Maurice R. Smith  
Pauline S. Smith

Sandra J. Smith  
Marde Snedeker  
Phillip Sopocko  
Marjorie J. Sorenson  
Mark A. Souto  
Robert V. Staats, Jr.  
Peggy L. Staggs  
Donna R. Stanford  
William Stanley\*  
Linda S. Stevens  
Louise A. Stevens  
Gary R. Stratton  
Dorothy M. Strauss\*  
Richard C. Stricklin  
Anthony Sully\*  
Robert J. Sum\*  
Marcia J. Swanson

Mitzie M. Tanizawa  
Gene L. Tardy  
Dagny I. Tennyson  
Lou Anna Terheggen Selsky  
Anna Marie Thames  
Lloyd S. Thompson  
C. Sheldon Thorne  
Jane E. Threadgold  
Norman Tornheim  
Harry A. Tremaine  
Kenneth Trester  
Ann Tyree

Judith Valles  
Robert M. Vander Dussen  
Geno M. Vescovi  
Nancy C. Viele  
Dino Vlachos  
Gloria Vogt

John H. Wadham  
David B. Walker  
Nina E. Wallace  
Maurice L. Ward  
Howard Warner\*  
Evelyn N. Weiss  
Raymond S. Werner  
Philip Westin  
Charles A. Whitechurch  
Evan P. Williams  
Lawrence Williams  
Lloyd V. Wilcox  
Bruce Williams\*  
Hayden Williams  
Donna Willoughby  
Linda G. Wilson  
Winifred L. Wilson  
Gandasari A. Win  
Stanley R. Winter  
Mary L. Wise\*  
Mai Ying "Maxine" Woo  
John G. Wordes  
Alma J. Wyant

Carol W. Yamashita  
Frank "Bud" Yeagain  
Steve Yekich\*  
Ken Yglesias

\* Deceased  
Every attempt has been made to make this an accurate list. Please notify the President's Office if you know of any omission.



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**WE'RE HERE TO HELP****ANSWERS TO YOUR QUESTIONS**

<b>TO CONTACT OR LEARN ABOUT:</b>	<b>ADMINISTRATOR/CONTACT</b>	<b>LOCATION</b>	<b>TELEPHONE</b>
Accessibility Center for Education (ACE)	Chad Bowman	KOCE Bldg	(714) 895-8721, (714) 895-8350 TDD
Admissions/Registration	Admissions & Records Staff	Administration Building	(714) 895-8306
Amusement Tickets	Mary Avalos	Student Center, 2nd Floor	(714) 895-8261
Assessment Center	Assessment Staff	Business 109	(714) 895-8388
Associated Students	Janelle Leighton/ Mary Avalos	Student Center, 2nd Floor	(714) 895-8146, (714) 895-8261
Athletics	Albert Gasparian	Recreation Education 110	(714) 895-8333
Bookstore	Bookstore Staff	Bookstore Building	(714) 895-8764
CalWORKS/Re-Entry	Linda York	Administration Building	(714) 895-8111
CARE Program (single parents)	Chip Marchbank	Administration Bldg, 2nd Floor	(714) 895-8952
Career Center	Yolanda Duñas	Administration Building	(714) 895-8217
Career Education	Omid Pourzanjani	Technology 115	(714) 895-8792
Child Care	Susan Bixler	Child Development Center	(714) 895-8127
Clubs/Organizations	Janelle Leighton/ Mary Avalos	Student Center, 2nd Floor	(714) 895-8146, (714) 895-8261
Community Relations Office	Margie Bunten	Administration 126	(714) 895-8316
Community Services	Community Services Staff	Community Center 104	(714) 895-0800
Counseling	Veronica Ornelas	Administration Building	(714) 895-8799
District Office		1370 Adams Ave, Costa Mesa	(714) 435-4600
Emergency – on campus	Public Safety Staff	Security, Health Science Bldg	(714) 895-8999
Emergency Preparedness	Valerie Venegas	Security, Health Science Bldg	(714) 895-7711 x55117
Employment Services	Employment Services Staff	Administration Building	(714) 895-8711
EOP/S	Chip Marchbank	Administration Bldg, 2nd Floor	(714) 895-8992
Facility Reservations	Administrative Services	Administration 135	(714) 895-8240
Financial Aid	Steve Skille	Library 120	(714) 895-8394
Fiscal Services	Louise Comer	Administration 135	(714) 895-8112
Foundation	Margie Bunten	Administration 126	(714) 895-8316
Graduation Technician	Damien Jordan	Administration Bldg, Records	(714) 895-8138
Health Services	Rob Bachmann	Health Center Building	(714) 895-8379
Help Desk (MyGWC Technical Assistance)			(714) 895-8294
Honors Program	Paul Tayyar	Humanities 128	(714) 892-7711 x52462
Intercultural Program	Janelle Leighton/ Mary Avalos	Student Center, 2nd Floor	(714) 895-8146, (714) 895-8261
International Students	Janelle Leighton	Library Bldg, 2nd Floor	(714) 895-8146
Internet access to GWC on the Web		www.goldenwestcollege.edu	
Internet access to Online Course on the Web		www.onlinegwc.org	
Learning Disabilities	ACE Staff	KOCE Bldg	(714) 895-8721, (714) 895-8350 TDD
Library	Library Staff	Learning Resource Center	(714) 895-8741
Lost & Found	Public Safety Staff	Security, Health Science Bldg	(714) 895-8924
Matriculation	A&R Staff	Administration Bldg	(714) 895-8306
Nursing Admissions	Nursing Staff	School of Nursing Building	(714) 895-8285
Online Instruction	Help Desk	Learning Resource Center	(714) 895-8389
Outreach	Anna Greenwald	Forum 1, Room 111	(714) 895-8144
Parking	Public Safety Staff	Security, Health Science Bldg	(714) 895-8924
Personnel Services/Equal Employment Opportunity	Crystal Crane	Humanities 103	(714) 895-8100
Photo ID	Trang Cong Huyen Ton Nu	Administration Building	(714) 895-8306
Psychological Services	Rob Bachmann	Health Center Building	(714) 895-8379
Public Safety	Public Safety Staff	Security, Health Science Bldg	(714) 895-8183
Registration	Admissions & Records Staff	Administration Building	(714) 895-8306
Residency	Timothy Allen	Administration Building	(714) 895-8197
Scholarships	Valerie Venegas	Security, Health Science Bldg	(714) 895-7711 x55117
Security	Public Safety Staff	Security, Health Science Bldg	(714) 895-8183
Special Events	Valerie Venegas	Security, Health Science Bldg	(714) 895-7711 x55117
Student Activities	Janelle Leighton/ Mary Avalos	Student Center, 2nd Floor	(714) 895-8146, (714) 895-8261

**ANSWERS TO YOUR QUESTIONS (Continued)**

<b>TO CONTACT OR LEARN ABOUT:</b>	<b>ADMINISTRATOR/CONTACT</b>	<b>LOCATION</b>	<b>TELEPHONE</b>
<b>Student Computer Center</b>	Gregg Carr	Learning Resources Center	(714) 892-7711 ext. 50111
<b>Study Abroad</b>	Dave Moore	Administration 228	(714) 895-8264
<b>Swap Meet</b>	Swap Meet Staff	Community Center 102	(714) 895-0888
<b>Transcripts</b>	Laura Thate	Administration Bldg, Records	(714) 895-8151
<b>Transfer Center</b>	Thao Tran	Administration Bldg	(714) 895-8794
<b>Tutorial and Learning Center</b>	Gregg Carr	Learning Resources Center	(714) 895-8904
<b>Veterans' Affairs</b>	Adele Dick	Administration Bldg	(714) 895-8140
<b>Veteran's Center</b>	Debbie Bales	Business 102	(714) 895-8144
<b>Vocational Education</b>	Omid Pourzanjani	Technology 115	(714) 895-8792
<b>Writing/Reading Center</b>	Keisha Cosand	Learning Resources Center	(714) 895-8303

**GOLDEN WEST COLLEGE DIVISIONS/DEPARTMENTS**

<b>TO CONTACT OR LEARN ABOUT:</b>	<b>ADMINISTRATOR/CONTACT</b>	<b>LOCATION</b>	<b>TELEPHONE</b>
<b>Arts and Letters, Dean</b>	David Hudson	Fine Arts 106A	(714) 895-8772
<b>Business, Math, Science &amp; Social Sciences, Dean</b>	Jeff Courchaine	Administration 218	(714) 895-8790
<b>Career &amp; Technical Education, Dean</b>	Omid Pourzanjani	Technology Bldg 115	(714) 895-8792
<b>Counseling, Dean</b>	David Baird	Administration 111	(714) 895-8125
<b>Criminal Justice &amp; School of Nursing, Dean</b>	Ron Lowenberg	Criminal Justice 116	(714) 895-8369
<b>Health Ed, Kinesiology &amp; Athletics, Dean</b>	Albert Gasparian	Recreation Education 110	(714) 895-8334
<b>Learning Resources &amp; Distance Learning, Assoc. Dean</b>	Jorge Ascencio	Learning Resources Center	(714) 895-8384
<b>Vice President, Student Life &amp; Administrative Support</b>	Janet Houlihan	Administration 133	(714) 895-8307
<b>Vice President, Student Success</b>	Fabianne McPhail-Naples	Administration 130	(714) 892-7711 x55009
<b>President</b>	Wes Bryan	Administration 124	(714) 895-8101





